

NRC FORM 400
(5-1999)
NRCMD 11.1
Send Completed form to:
DCPM, T-712

U.S. NUCLEAR REGULATORY COMMISSION

I.A. RFFA NUMBER
ADM-95-143
1.B. FFS COMMITMENT NUMBER

Selden

REQUEST FOR PROCUREMENT ACTION (RFFA)

2. PERFORMANCE PERIOD (Express in Months)			3. PROCUREMENT HISTORY	
A. BASE PERIOD 0 Month(s)	B. OPTION PERIOD(S) 0 Month(s)	C. REQUESTED START DATE 01/04/2000	A. PREVIOUS CONTRACT NUMBER	B. EXPIRATION DATE 01/03/2000
4. A. TITLE Lease Of Five Full-size Sedans			B. WAS ACTION IDENTIFIED ON ADVANCE PROCUREMENT PLAN? <input type="checkbox"/> YES <input type="checkbox"/> NO	
5. A. PROJECT OFFICER Donald Hall	B. OFFICE/DIVISION/BRANCH ADM/DAS/ASC	C. TELEPHONE (include area code) 301-415-3507	D. MAIL STOP O-2G11	

6. TYPE OF ACTION REQUESTED (Check one)

<input type="checkbox"/> A. AWARD A COMPETITIVE CONTRACT	<input type="checkbox"/> F. ISSUE A BROAD AGENCY ANNOUNCEMENT
<input type="checkbox"/> B. AWARD A NONCOMPETITIVE CONTRACT TO:	<input type="checkbox"/> G. ISSUE A MODIFICATION TO A: <input type="checkbox"/> GRANT <input type="checkbox"/> COOPERATIVE AGREEMENT
<input type="checkbox"/> C. AWARD A CONTRACT UNDER SOCIO-ECONOMIC SET-ASIDE (Specify):	<input type="checkbox"/> H. AWARD A CONTRACT BASED ON ACCEPTANCE OF AN UNSOLICITED PROPOSAL TO:
<input type="checkbox"/> D. ISSUE A: <input type="checkbox"/> GRANT <input type="checkbox"/> COOPERATIVE AGREEMENT TO:	<input checked="" type="checkbox"/> I. EXECUTE A MODIFICATION TO BASIC CONTRACT NUMBER: NRC-10-95-143
<input type="checkbox"/> E. ISSUE AN INTERAGENCY AGREEMENT TO:	<input type="checkbox"/> J. EXECUTE A TASK ORDER UNDER CONTRACT NUMBER:
	<input type="checkbox"/> K. EXECUTE A MODIFICATION TO TASK ORDER NUMBER:

L. SPECIAL INSTRUCTIONS OR REMARKS
This RFFA requests a modification to the subject contract to extend the period of performance of the lease of the 1998 Lincoln Town Car for 7-months from January 4, 2000, through August 3, 2000, at a cost of \$634 per month. This will result in a total cost increase under this contract of \$4,438.00.

<input type="checkbox"/> 7. FEE RECOVERABLE WORK	9. ESTIMATED COST	FIRST FY: 00	SECOND FY:	THIRD FY:	FOURTH FY:	FIFTH FY:	TOTAL
<input type="checkbox"/> 8. NON-FEE RECOVERABLE WORK	\$4,438						\$4,438

10. CERTIFICATION OF FUNDS

A. AMOUNT CERTIFIED \$ 4438.00	B. B & R NUMBER 04015-51115	C. JOB CODE D2322	D. BOC 2120	E. APPROPRIATION NUMBER X0200
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F. CERTIFICATION: This certifies that funds in the amount shown in Block 10.A. are available in the current allowance for the proposed procurement.

TOTAL AMOUNT CERTIFIED	FUNDS CERTIFYING OFFICIAL - Typed Name and Title Patti Humphreys, ADM Funds Certification Official	SIGNATURE <i>Patti Humphreys</i>	DATE 12/13/99
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11. LIST OF ATTACHMENTS (Check as appropriate)		12. PERSONAL SERVICES AND INHERENTLY GOVERNMENTAL FUNCTIONS See NRC Management Directive 11.1, Part 4 (Check box if the response is "YES" for the corresponding statement)	
<input type="checkbox"/> A. STATEMENT OF WORK (SOW)	<input type="checkbox"/> H. DESIGNATION OF MEMBERS TO SOURCE EVALUATION PANEL (SEP)	<input type="checkbox"/> A. THE CONTRACTOR WILL PERFORM ON-SITE AT AN NRC FACILITY	
<input checked="" type="checkbox"/> B. INDEPENDENT GOVERNMENT COST ESTIMATE	<input type="checkbox"/> I. LIST OF FIRMS TO BE SOLICITED	<input type="checkbox"/> B. THE CONTRACTOR WILL UTILIZE GOVERNMENT-FURNISHED TOOLS/EQUIPMENT	
<input type="checkbox"/> C. EVALUATION CRITERIA WITH NUMERICAL WEIGHTS ASSIGNED (if appropriate)	<input type="checkbox"/> J. NRC FORM 187, "SECURITY/CLASSIFICATION REQUIREMENTS"	<input type="checkbox"/> C. CONTRACTOR EMPLOYEES WILL BE INTEGRATED INTO THE GOVERNMENT'S ORGANIZATIONAL STRUCTURE.	
<input type="checkbox"/> D. JUSTIFICATION FOR OTHER THAN FULL AND OPEN COMPETITION	<input type="checkbox"/> K. LIST OF PROCUREMENT OFFICIALS	<input type="checkbox"/> D. CONTRACTOR EMPLOYEES WILL BE USED INTERCHANGEABLY WITH GOVERNMENT EMPLOYEES.	
<input type="checkbox"/> E. DOCUMENTATION FOR OVERSIGHT OF SERVICE CONTRACTING	<input type="checkbox"/> L. LIST OF GOVERNMENT-FURNISHED PROPERTY/MATERIALS/FACILITIES (May be part of SOW--Provide separate page)	<input type="checkbox"/> E. GOVERNMENT SUPERVISION (AS OPPOSED TO TECHNICAL DIRECTION) IS REQUIRED TO PROTECT THE GOVERNMENT'S INTEREST.	
<input type="checkbox"/> F. JUSTIFICATION FOR ACCEPTANCE OF UNSOLICITED PROPOSAL	<input type="checkbox"/> M. OTHER/REMARKS (Specify)	<input type="checkbox"/> F. GOVERNMENT STAFF WILL ASSIGN DAILY TASKS TO OR PREPARE WORK SCHEDULES FOR INDIVIDUAL CONTRACTOR EMPLOYEES.	
<input type="checkbox"/> G. JUSTIFICATION FOR URGENT PROCESSING		<input checked="" type="checkbox"/> G. GOVERNMENT WILL REVIEW PERFORMANCE BY EACH INDIVIDUAL CONTRACTOR EMPLOYEE.	

13. APPROVAL OF DESIGNATING OFFICIAL (Office Director or Designee)
(See Instructions)

NAME AND TITLE <i>Valeria H. Wilson</i> Valeria H. Wilson, Director Division Of Administrative Services	OFFICE ADM	14. FOR DCPM USE ONLY (Do not write in this space)	
SIGNATURE <i>Valeria H. Wilson</i>	DATE 12/7/99	INPUT BY	DATE

**U.S. NUCLEAR REGULATORY COMMISSION
DIVISION OF CONTRACTS AND PROPERTY MANAGEMENT
JUSTIFICATION FOR OTHER THAN FULL AND OPEN COMPETITION**

1. The U.S. Nuclear Regulatory Commission (NRC), intends to issue purchase order DR-00-0074 for the Lease of a Lincoln Town Car for the period January 4, 2000, through July 29, 2000, with Ford Motor Company. The estimated cost is \$4,345.84.
2. The statutory authority permitting other than full and open competition is 10 U.S.C. 2304(c)(1), as implemented by Subpart 6.302-1 of the Federal Acquisition Regulation, which provides for limiting competition in those situations where there is only one responsible source and no other source will satisfy the Agency's requirement.

This vehicle is currently being leased from the Ford Motor Company under Contract No. NRC-10-95-143, which expires on January 3, 2000. This vehicle is used for transporting the NRC Chairman to meetings in order to conduct official NRC business within the local metropolitan area, and on occasion, outside the metropolitan area. If the purchase order is not issued, NRC would not have effective transportation for the Chairman to perform the day-to-day responsibilities required in fulfillment of the Agency's mission.

3. Purchase Order DR-99-0199 was issued to Capitol Leasing Services, Inc. for the lease of four full-size six-passenger sedans and one optional fifth vehicle (the NRC Chairman's vehicle) on May 3, 1999. The period of performance for the base year is July 30, 1999, through July 29, 2000. Delivery of four of the vehicles has taken place. Originally, exercise of the optional fifth vehicle was to have taken place some time after June 30, 1999, after the appointment and/or arrival of the new Chairman. As in the past, the Chairman makes the selection of his/her vehicle from the selection of sedans under the executive leasing program. However, since the NRC Chairman was not sworn in until October 29, 1999, and he did not select a car until December 1999, lease of the Lincoln Town Car is needed for an additional seven month period. Issuance of Purchase Order DR-00-0074 will allow enough time for placement of the order and delivery of the Chairman's car under DR-99-0199, at the time the first one-year option is to be exercised.
4. In accordance with FAR Subpart 5.202(13)(i), this acquisition will not be synopsisized in the Commerce Business Daily because the amount does not exceed the simplified acquisition threshold.
5. A cost proposal was requested from Ford Motor Company on December 7, 1999. The Contractor's proposal was received on December 14, 1999, stating that the rate for the 1998 Lincoln Town Car would continue to be \$634.00 per month. This price is determined fair and reasonable since it was Ford's established catalog price when the car was originally leased under Contract No. NRC-10-95-143 in 1998.


**U.S. NUCLEAR REGULATORY COMMISSION
DIVISION OF CONTRACTS AND PROPERTY MANAGEMENT
JUSTIFICATION FOR OTHER THAN FULL AND OPEN COMPETITION**

PAGE 2 OF 2

6. It makes good business sense to continue leasing this vehicle at the 1998 price for this additional period as we already have the car in our possession with the necessary modifications, i.e., telephone and a drop-down desk, etc.; and the current estimated cost for leasing a 2000 Lincoln Town Car is \$979.00 per month, resulting in a savings of approximately \$2,415.00. A new vehicle for the Chairman can be ordered and delivered under Option Year One of Purchase Order DR-99-0199, at the same time as those for the Commissioners.

Technical Certification

As prescribed in Subpart 6.303-1(b) of the Federal Acquisition Regulation, the above described Justification for Other Than Full and Open Competition for lease of the Lincoln Town Car from the Ford Motor Company is hereby certified as complete and accurate.



Valeria H. Wilson, Designating Official
Division of Administrative Services
Office of Administration

12/16/99

Date

Contracting Officer's Certification

In accordance with Subpart 6.303-1(a) of the Federal Acquisition Regulation, the accuracy and completeness of this Justification for Other Than Full and Open Competition for the lease of the Lincoln Town Car is hereby certified.



Sharon D. Stewart, Contracting Officer
Contract Management Branch 2
Division of Contracts and Property Management
Office of Administration

12/16/99

Date



**UNITED STATES
NUCLEAR REGULATORY COMMISSION**

Announcement No. 077

Date: October 15, 1999

To: All NRC Employees

**SUBJECT: APPOINTMENT OF RICHARD A. MESERVE AS A MEMBER OF THE
NUCLEAR REGULATORY COMMISSION**

I am pleased to announce that on October 1, 1999, the United States Senate confirmed the appointment of Richard A. Meserve as a member of the Commission. Dr. Meserve will succeed me as the NRC Chairman, effective October 29, 1999.

Dr. Meserve brings to the Commission an impressive background and extensive experience in the legal profession and in the sciences. He has been a partner with the Washington, D.C. law firm of Covington and Burling, where his practice focused on legal issues involving environmental and toxic-tort litigation, nuclear licensing, and counseling of scientific societies and high technology companies. He has served on a variety of committees of the National Academies of Science and Engineering, including service as chairman of a committee that examined the safeguarding of nuclear weapons material in the former Soviet Union, that advised the Department of Energy on declassification of information, that examined environmental issues associated with the nuclear weapons complex, and that assessed technical and safety issues relating to certain DOE reactors. Dr. Meserve is a fellow of the American Academy of Arts and Sciences, the American Physical Society, and the American Association for the Advancement of Science, and serves on the Board of the Carnegie Institution of Washington, and the Board of Overseers for Arts and Sciences of Tufts University. He formerly served as Chairman of the Advisory Council of the Princeton Plasma Physics Laboratory as a member of the Secretary of Energy Advisory Board. He has also been legal counsel to the President's science and technology advisor and a law clerk to former Supreme Court Justice Harry A. Blackmun. Dr. Meserve holds a Ph.D. in applied physics from Stanford, a J.D. from the Harvard Law School, and a B.A. from Tufts University.

Dr. Meserve will be sworn in as Chairman of the NRC by the Honorable Neil Lane, Assistant to the President for Science and Technology, on Friday, October 29, 1999, in the NRC Auditorium. He and members of his staff will be located in the Chairman's suite (17D1) on the 17th floor in OWFN.

I congratulate Dr. Meserve on his appointment and look forward to working closely with him to ensure a smooth transition in the exercise of the functions of the NRC Chairman and to achieve agency goals and objectives.

/s/

Greta Joy Dicus
Chairman

From: Mona Selden
To: Donald Hall
Date: Mon, Dec 6, 1999 5:16 PM
Subject: Re: Vehicle for the new Chairman

Don,

Eleanor Cunningham has the purchase order for the new vehicles. I was told that the Chairman's vehicle would be leased under the purchase order. When my contract expires, it is dead, and can't be extended because it was a competitive sealed bid when awarded.

>>> Donald Hall 12/06 4:06 PM >>>

Hi Mona,

We have just been advised that the new Chairman likes the 1998 Lincoln Town Car that was leased for former Chairman Jackson. The lease of that vehicle will expire next month on January 3rd, 2000 under the old contract with Ford Motor Company.

In order to keep the 1998 Lincoln Town Car for use by the new Chairman until we can order a replacement 2000 Lincoln Town Car, we would like to extend the lease of the 1998 Lincoln Town Car for 3-months (Jan 4, 2000 to April 3, 2000).

It would cost us \$634/month for this extension, a total of \$1,902 for the 3-month period.

Would it be a problem for us to do this extension to meet this interim need?

If not, is the only paperwork you require a RFPA with \$1,902 in funding which requests the extension of the lease of that vehicle?

Please advise.....Donny Hall

CC: Cynthia Marcy, Dennis Turner, Donlin Queen, Eli...

*thru 1/29/00 = 6 months - 26 days
\$4,345.84*

From: Mona Selden
To: Donald Hall
Date: Tue, Dec 7, 1999 11:36 AM
Subject: Re: Vehicle for the new Chairman

Don,

In discussing this matter with my CO, I have learned that Yvette Brown has the current purchase order not Eleanor. I have a call into Ford about the extension and the cost. In the meantime, I will need an RFPA from you with your cost estimate and funding for the 3 month period. I will modify the previous JOFOC and forward it to you before giving it to Valeria for signature. Once I receive your RFPA, I should be able to proceed accordingly.

You will also need to submit a requisition to Yvette to modify the purchase order to exercise the option so that the Lincoln Town Car can be ordered and received before the Ford contract extension period expires.

Let me know if you have any questions.

>>> Donald Hall 12/06 5:38 PM >>>
Hi Mona,

Yes - We will order the Chairman's "longterm" vehicle under the purchase order through Eleanor Cunningham. What we would like to do during the interim is extend the lease of the current Lincoln Town Car under your contract with Ford in order to let the Chairman use the vehicle until a new Town Car can be delivered and made ready under Eleanor's purchase order.

The cost of this extension will not exceed the \$2,500 competition threshold.

Donny Hall

>>> Mona Selden 12/06 5:16 PM >>>
Don,

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>>> Donald Hall 12/06 4:06 PM >>>

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In order to keep the 1998 Lincoln Town Car for use by the new Chairman until we can order a replacement 2000 Lincoln Town Car, we would like to extend the lease of the 1998 Lincoln Town Car for 3-months (Jan 4, 2000 to April 3, 2000).

It would cost us \$634/month for this extension, a total of \$1,902 for the 3-month period.

Would it be a problem for us to do this extension to meet this interim need?

If not, is the only paperwork you require a RFPA with \$1,902 in funding which requests the extension of the lease of that vehicle?

Please advise.....Donny Hall

CC: Cynthia Marcy, Dennis Tamer, Donald King, Donl...

From: Donald King
To: Mona Selden
Date: Tue, Dec 7, 1999 1:02 PM
Subject: Fwd: Lease of Vehicles for the Commissioners

Please see the attached. Tim indicated to me that we should extend your contract to coincide with the end date of the Purchase Order that Yvette has and have all vehicles come from one Vendor under the option period of the PO. In any event, we still need the RFPA.

From: Yvette Brown
To: Timothy Hagan
Date: Tue, Dec 7, 1999 11:55 AM
Subject: Lease of Vehicles for the Commissioners

A purchase order for the lease of four sedans was let to a small business, Capitol Leasing Services, Inc. on May 3, 1999 with the period of performance of June 17, 1999 through June 16, 2000. Shortly after award it was decided that we would change one of the four sedans to an SUV. Delivery of three of four sedans (Mercury Grand Marquis) was taken on July 30, 1999. Therefore, the period of performance has changed to July 30, 1999 through July 29, 2000, with the option to extend for two additional one year periods.

CC: Donald King, Sharon Stewart

CONVERSATION RECORD

TIME

DATE

12/7/99

TYPE

 VISIT CONFERENCE TELEPHONE INCOMING OUTGOING

ROUTING

NAME/SYMBOL INT

Location of Visit/Conference:

NAME OF PERSON(S) CONTACTED OR IN CONTACT WITH YOU

Jim Singleton

ORGANIZATION (Office, dept., bureau, etc.)

Ford

TELEPHONE NO.

202-962-5368

SUBJECT

10-95-143

SUMMARY

Left voice mail message for Jim to give me a call re: extending the contract.

12/8/99 (9:45) - left message for Janet Keller (5378) to give me a call

12/8/99 - Jim returned my call / left voice mail message

12/8/99 - left message

12/8/99 - Re: Jim Singleton contract can be extended thru 7/31/99 at the current rate in the contract for the Lincoln Iowa Cir. Jim will send a fax to confirm this.

ACTION REQUIRED

NAME OF PERSON DOCUMENTING CONVERSATION

SIGNATURE

DATE

ACTION TAKEN

SIGNATURE

TITLE

DATE

From: Joyce Fields
To: Timothy Hagan, Yvette Brown
Date: Fri, Dec 10, 1999 2:07 PM
Subject: Re: Lease of Chairman's Vehicle

Tim,

We have not received a formal request from DAS regarding the number of months for the extension; we have an e-mail from Don Hall. The estimate for a 7 month extension is \$4,346.00. Don briefed me yesterday evening on the status of this action, for my info and follow up. It is my understanding that we were to get with Bev and examine case law to determine the contractual authorities that would apply in extending a competitively awarded firm fixed price contract, in preparation of the required JOFOC. This research was considered necessary because the contract with Ford Motor had been previously extended for 6 months on an urgent and compelling basis, and it was not certain whether this authority could be used again for another extension. Bev found nothing on this subject. As a result, Don and Mona contacted OGC for an opinion.

>>> Timothy Hagan 12/10 12:53 PM >>>
Joyce,

We need to make sure that DAS provides Mona with a RFPA to extend the lease for the old Lincoln which states the correct number of months. If the request only asks for 3 months right now, we need to give it to Valeria so she can revise and initial. By the way, how much do we estimate the 7month extension will be? What is the legal issue that OGC is looking into relative to this action?

Tim

>> Joyce Fields 12/10 12:13 PM >>>
Yvette,

Mona is currently working on a JOFOC to extend contract No. NRC-10-95-143 with Ford Motor Company to provide for an extension to the leasing period of the Chairman's vehicle (1998 Lincoln) under this contract. Since there is some question regarding the contractual authority for this extension, Don and Mona has requested OGC's guidance in this matter. Per discussions with Mary Pat Siemien (OGC) on this morning, OGC is still examining the issue and plans to provide us with an opinion late this afternoon or Monday.

I am informing you of this matter because I just signed an amendment changing the period of performance for Purchase Order No. DR-99-0199 with Capitol Leasing Services, Inc.. The Purchase Order includes an option provision for leasing of the Chairman's vehicle. The amendment changes the Purchase Order's period of performance to 7/30/99 through 7/29/2000 for the Base Period. If we intend to exercise the option for lease of the Chairman's vehicle, we need to make sure the lease period commences prior to or on the expiration date under Mona's contract.

The program office (via e-mail of 12/6 from Don Hall) has requested that we extend our contract with Ford Motor for 3 months (1/4/2000 through 4/3/2000), to allow for order and delivery of a replacement 2000 Lincoln for the Chairman under our Purchase Order with Capitol Leasing. Unless there is some urgency (perhaps Chairman has requested delivery of the 2000 Lincoln by a certain period) with the program office's request for a 3-month extension, we plan to extend the lease period through 7/29/2000; thereby allowing for simultaneous termination of our lease agreement with Ford Motor for the 1998 Lincoln and commencement of the lease agreement for the 2000 Lincoln with Capitol Leasing. This plan is contingent on the information we receive from OGC regarding contractual authority for the extension, and approval of the JOFOC.



Ford Motor Company

December 14, 1999

TO : Ms Mona Seldon

The renewal rate for the 1998 Town Car will continue to be \$634.00 per month.

Please contact me if you require any additional information. Thank you.

James Singleton,

A handwritten signature in cursive script that reads "James Singleton".

Mgr. Federal/Diplomatic/State
Vehicle Programs

SIMPLIFIED ACQUISITION DATA COLLECTION SHEET

TO BE FILLED IN BY DATA ENTRY:

Requisition Number: ADM-95-143 Region/Office ADM Requestor Hall, D.

Date Initiated: 1/1/ Date Received: 12/13/99 Date Assigned: 12/13/99

Agent: Selden Amount of funds certified: 4,438.00

Complexity (Please circle one) 1 2 3

- Buy Type -- Please check one:
- Services/Technical Assistance (with Statement of Work)
 - Services/IT
 - Services/Other
 - Supply/IT
 - Supply/Other

ADM
12/17/99

Description: _____

TO BE FILLED IN BY PROCUREMENT SPECIALIST/AGENT:

Date Quotes Requested 12/7/99 Number Quotes Requested: 1 Date Awarded 12/16/99

Date Canceled: 1/1/

PO or BPA Number: ADM-00-0074 Mod Number: _____

Award Amount \$ 4345.84 SIC 7515

Vendor Name: Ford Motor Company

Vendor Telephone Number: (202) 962-5368

12/16/99
BH

Solicitation Procedures -- Please check one:

- Multiple Award Schedule
- Noncompetitive
- Competitive
- Federal Supply Service
- GWAC

Type of Contractor -- Please check one:

- Large Business
- Other Nonprofit Organization
- Other Small Business
- Small Disadvantaged Business
- Javits Wagner O'Day nonprofit agency
- Government

Bankcard Used - Check if applicable

Reason for not using Bankcard - check one if applicable

- Over 30 day delivery
- Vendor does not accept VISA
- SOW or evaluation criteria required
- Yearly order with monthly payments
- Over single purchase limit
- Other _____

Kind of Contract Action - Please check one:

- BPA calls
- Mod to PO
- Order under multiple award schedule contract
- Order/mod under federal schedule
- New PO
- Order under another Federal Agency's contract

Preference Program - Please check all that apply:

- Woman-Owned
- 8(a) Contractor
- Directed to JWOD Nonprofit Agency
- Small Business Set-Aside
- Small Disadvantaged Business Set-Aside

Other Reporting - Please check all that apply:

- IRS Reporting (Indiv/Partner)
- Tariff or Regulated
- Advisory Services
- Security Classification
- Government Owned Property (Must be completed if purchased property/equipment is "sensitive" or valued at \$300 or more)