CHUBIRT

UNITED STATES
NUCLEAR REGULATORY COMMISSION
WASHINGTON, D.C. 20555-0001

SEP 26 2000

Foxx and Company, CPAs
ATTN: Mr. Martin O'Neill, Partner
700 Goodall Complex, 324 West Ninth Street
Cincinnati, OH 45202-1908

Dear Mr. O'Neill:

SUBJECT: TASK ORDER NO. 13 ENTITLED, "FINANCIAL MANAGEMENT ADVICE AND GUIDANCE" UNDER CONTRACT NO. NRC-09-97-205

In accordance with Section B.21(c) of the subject contract entitled, "Task Order Award," this letter definitizes the subject task order. This effort shall be performed in accordance with the enclosed Statement of Work.

The period of performance for Task Order No. 13 shall be from October 1, 2000 through October 31, 2000 at the fixed price amount of $2,540.

This task order obligates funds in the amount of $2,540. The accounting data for Task Order No. 13 is as follows:

B&R No.:	07N-15-532-105
FIN No.:	L1965
Appropriation No.:	31X0200.07N
BOC No.:	252A
Obligated Amount:	$2,540

The following individuals are considered to be essential to the successful performance of the work hereunder: [redacted], [redacted], and [redacted].

The Contractor agrees that such personnel shall not be removed from the effort under the task order without compliance with contract clause, NRCAR 2052.215-70 entitled, "KEY PERSONNEL."

Your contacts during the course of this task order are:

Technical Matters: Robert Rakowski, Project Officer
(301) 415-7340

Contractual Matters: Paulette Smith, Contract Specialist
(301) 415-6594

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The issuance of this task order does not amend any terms or conditions of the subject contract.

Please indicate your acceptance of this task order by having an official, authorized to bind your organization, execute three (3) copies of this document in the space provided and return two (2) copies to the U.S. Nuclear Regulatory Commission, ATTN: Paulette Smith, Division of Contracts and Property Management, Mail Stop: T-7-I-2, ADM/DCPM/CMB1, Washington, DC 20555. You should retain the third copy for your records.

Sincerely,

Mary Mace

Mary Mace, Contracting Officer
Contract Management Branch 1
Division of Contracts and
Property Management
Office of Administration

Enclosures:
As stated

ACCEPTED:

Martin W. O'Neill
Name

Partner
Title

9/28/2000
Date

STATEMENT OF WORK
Task Order No. 13 Under Job Code L1965
Contract No. NRC-09-97-205

Title: Financial Management Advice and Guidance

Technical Monitor:	Robert E. Rakowski, OCFO - (301) 415-7340
Designated Alternates:	Anthony C. Rossi, OCFO - (301) 415-7379
	Barbara K. Gusack, OCFO - (301) 415-6054

Background

Since the passage of the Chief Financial Officers Act of 1990, the Nuclear Regulatory Commission (NRC) must comply with new Federal financial accounting standards and reporting requirements. The Office of the Chief Financial Officer (OCFO) of the NRC requires financial management advice and guidance concerning accounting and audit issues that affect the NRC's annual financial statements, accounting policy, and operations. The OCFO also seeks assistance in the preparation of the annual financial statements and compilation documentation, account reconciliations, and other general financial and accounting support tasks.

Objective

The objective of this task order is to obtain financial management advice and guidance concerning accounting and audit issues that affect the NRC's annual financial statements, accounting policy and operations. Contractor assistance will include the review of exposure drafts and revisions to Statements of Federal Financial Accounting Standards (SFFAS); the NRC Accounting Policy Manual; OMB Form and Content for Agency Financial Statements; implementing guidance published by Federal oversight agencies; and operating procedures, etc.

Work Requirements

The contractor shall provide qualified personnel to complete the following tasks:

A. Financial Management Advice and Guidance:

1. Review exposure drafts and revisions to Statements of Federal Financial Accounting Standards (SFFAS); the NRC Accounting Policy Manual; OMB Form and Content for Agency Financial Statements; other relevant OMB Bulletins; implementing guidance published by Federal oversight agencies; and operating procedures, etc.

Upon completion of the reviews mentioned above, advise the Division of Accounting and Finance (DAF) concerning audit issues that affect the NRC's annual financial statements, accounting policy and operations.

2. Provide written recommendations on how to correct identified financial weaknesses (e.g., audit findings and internal controls), advise and assist with the implementation of corrective actions. The NRC Project Officer or designated alternate may determine that written recommendations are unnecessary and an oral response is adequate.

3. Assist NRC's DAF with preparing accounting information requested by OMB as it relates to the annual financial statement and accountability report.

4. Provide biweekly progress reports commencing with the month of October 2000 on all active task orders and monthly fixed priced areas that include commercial payments, federal payment voucher tracking and follow-up, and debt collection. The contractor shall follow the attached form for preparing the biweekly progress reports; however, this format is subject to change at the discretion of the NRC Project Officer.

   The biweekly progress reports shall contain accomplishments, problems encountered, and additional work projects.

5. At the beginning of each month, provide a monthly listing, commencing with the month of October 2000, of all contractor staff, their current assignments, scheduled absences for the month, the reason for the absence, and the names of the individual to perform work in the person's absence.

Period of Performance

Task Order No. 13 shall commence on October 1, 2000, and expire on October 31, 2000.

Deliverables

The contractor shall provide written advice, guidance, and recommendations that are clear, organized, and concise. The Project Officer or designated alternates may determine that written advice, guidance, and recommendations are unnecessary and an oral response is adequate for a particular task.

Provide a biweekly progress report on all active task orders and the monthly fixed price areas of the contract.

Provide a monthly listing of contractor staff and pertinent information as described under item No. 5 above.

Meetings

The contractor shall attend approximately five (5) status meetings at NRC's Two White Flint North Building located at 11545 Rockville Pike, Rockville, Maryland. The date and time of each meeting will be coordinated between the contractor and the NRC Project Officer or designated alternates.

NRC Furnished Materials/Equipment

The NRC shall provide the contractor with the following items for use under this task order:

- Computer reports, financial and accounting documents, and other documentation relevant to this task order.
- Personal computers, calculators, telephones, copy and facsimile machines will be provided to certain on-site contractor staff for support of this task order.

Progress Payments

Payments under this task order shall be in accordance with contract clause B.24, "Progress Payments - Commercial Items."