

**AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT**

1. CONTRACT ID CODE  
PAGE 1 OF PAGES

2. AMENDMENT/MODIFICATION NO. 001	3. EFFECTIVE DATE 12/1/2001	4. REQUISITION/PURCHASE REQ. NO. ADM-02-138	5. PROJECT NO. (If applicable)
6. ISSUED BY U.S. Nuclear Regulatory Commission Division of Contracts and Property Mgt. Attn: T-7-I-2 Contract Management Branch Washington DC 20555-	CODE	7. ADMINISTERED BY (If other than Item 6) See block 9	CODE

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)  Focus AMC, Inc. 1321 Duke Street, Suite 300 Alexandria,  VA 22314	(X)	9A. AMENDMENT OF SOLICITATION NO. RS-ADM-01-137
		9B. DATED (SEE ITEM 11)
		10A. MODIFICATION OF CONTRACT/ORDER NO. NRC-10-02-138
	X	10B. DATED (SEE ITEM 13) 11-01-2001
CODE	FACILITY CODE	

**11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS**

The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers  is extended,  is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning \_\_\_\_\_ copies of the amendment; (b) By acknowledging receipt of this amendment of each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required) 31X0200 24015511306 D1936 252A \$136,109.20

**13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.**

(X)	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
X	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: FAR 52.212-4(c) Contract Terms and Conditions -CI (MAR 2001)
	D. OTHER (Specify type of modification and authority)

**E. IMPORTANT:** Contractor  is not,  is required to sign this document and return two copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)  
See attached continuation sheets

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print) Francine L. Harris, VP, Administration	16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Stephen M. Pool
15B. CONTRACTOR/OFFEROR <i>Francine L. Harris</i> (Signature of person authorized to sign)	16B. UNITED STATES OF AMERICA BY <i>Stephen M. Pool</i> (Signature of Contracting Officer)
15C. DATE SIGNED 12-19-01	16C. DATE SIGNED 12-14-2001

## CONTINUATION PAGE

The purpose of this contract modification is to incorporate a within scope change to the statement of work to add the mail opening function and to adjust the contract price. Accordingly, the contract is hereby modified as follows:

1. Sections B.3 thru B.14 are replaced with the following sections:

### B.3 INTRODUCTION

The U.S. Nuclear Regulatory Commission (NRC) Headquarters facility consists of two adjacent office buildings in Rockville, Maryland. One of these buildings is referred to as the One White Flint North building (OWFN) and is located at 11555 Rockville Pike, Rockville, Maryland, which is an eighteen (18) floor facility supported by one freight elevator and five passenger elevators.

The second building is referred to as the NRC Two White Flint North building (TWFN) and is located at 11545 Rockville Pike, Rockville, Maryland, which is a ten (10) floor facility supported by one freight elevator and seven passenger elevators. These two buildings are connected by a climate-controlled enclosed walkway on the ground-floor level and also through a walkway on the P-1 garage level. Approximately 2,000 NRC employees and an additional 200 Contractor support staff occupy and conduct business daily at the NRC facility.

NRC has adopted a centralized document control and dissemination process in order to effectively control its communications. This has resulted in the creation of the Mail Services Operation supported by the Mail Center located at P1-37 of OWFN and a Satellite Mail Room located in Room 2 C4 in TWFN.

For purposes of this statement of work, the following terms are defined:

"Mail" is defined as all envelopes and packages not exceeding 70 pounds delivered by the United States Postal Service (USPS), United Postal Service (UPS), Federal Express, Airborne, DHL, or other express or package service carriers. "Mail" also includes all internal envelopes and packages not exceeding 70 pounds. "Mail" does not include deliveries by freight trucking companies.

"Accountable Mail" is Mail that requires tracking and special delivery.

"Regular Mail" is all mail other than "Accountable Mail."

The NRC headquarters location receives an average of 20,000 pieces of Regular Mail and approximately 1,800 pieces of Accountable Mail per month. An approximate additional 83,000 pieces of internal and outgoing mail are processed monthly. There are currently 128 Mail Stops throughout the NRC complex (See Section J Attachment for a list of current NRC Mail Stop locations). The number of Mail Stops per floor varies from one to nine.

### B.4 GENERAL PERFORMANCE REQUIREMENTS

The Contractor shall accomplish the Mail service as specified in this Statement of Work, Monday through Friday, excluding official Federal holidays. The Contractor shall provide contractual support staff in accordance with the statement of work to:

- Receive and x-ray all incoming Mail
- Open and inspect all incoming Mail
- Sort and deliver all incoming and internal Mail
- Track, make immediate deliveries, and maintain files of Accountable Mail
- Pick up outgoing Mail from designated areas and sort for appropriate dispatch

The Contractor is responsible for providing safety procedures and protective clothing and equipment for its employees in accordance with Attachment 1, "Safety Procedures And Protective Clothing And Equipment."

## B.5 TASKS

### 1. Receiving and X-Ray scanning

The Contractor shall immediately and directly take all incoming mail to the X-ray screening room. The Contractor shall use the NRC X-ray equipment to scan all NRC incoming Mail, regardless of delivery method or recipients, in accordance with x-ray scanning criteria for suspicious mail. The Contractor staff shall notify the NRC Project Officer or his designee immediately upon detection of suspicious Mail. If neither are immediately available, the Contractor shall contact the NRC Division of Facilities and Security (DFS) and report the suspicious mail. The Contractor shall leave the suspicious package in the X-Ray screening machine until DFS staff arrives and determine what action is necessary. The Contractor shall follow all instructions from either the NRC Project Officer or the DFS until the situation is resolved. Under no circumstances shall the Contractor attempt to open or deliver a suspicious mail.

### 2. Opening and Inspection

After completion of successful X-ray scanning, the Contractor shall take all U.S.P.S. Mail to the Mail Screening Room for processing. The Contractor shall process each piece of U.S.P.S. and accountable mail as follows.

a. Conduct visual examination for suspicious mail in accordance with criteria provided by the U.S. Postal Service and General Services Administration (see Attachment 2). The Project Officer may provide supplemental guidance to this criteria as deemed necessary to identify suspicious mail at NRC. If mail is determined to be suspicious:

1. Seal suspicious mail in a plastic bag and leave where found. Notify any other persons in the room of your finding and instruct them to follow steps 3 through 5, below.

2. Contact Security Central Alarm Station (CAS), 301 415-2000. CAS will activate emergency response and notify the Project Officer.

3. Remove and place protective equipment and clothing in a plastic bag and leave the Mail Screening Room.

4. Go to Jogger Shower facility on the P-1 level and thoroughly wash hands, or take a shower based upon exposure and personal comfort level, and follow any additional guidance in accordance with Contractor-approved safety procedures.

5. Report to area outside of the Mail Screening Room, brief Project Officer, and wait for emergency response team to arrive.

b. Open all envelopes using a letter opener or other opening device approved by the project officer. Bulk mail in sealed plastic bags, and magazines, newspapers and other non-sealed mail do not need to be opened and examined unless exhibiting suspicious characteristics. Based on this criteria, it is estimated approximately 11,800 items of mail will require opening and inspection each month (« of the U.S.P.S. mail = 10,000 items + 1,800 items of accountable mail.).

c. Remove the contents and examine for suspicious contents including powder, foreign substances or unusual contents. When provided by the NRC, the Contractor shall open all mail inside vented purifier workstations. Folded mail, magazines, newspapers and similar non-sealed mail do not need to be opened and examined unless exhibiting suspicious characteristics. If the contents are found to be suspicious, do not shake, smell or taste the contents. Follow the guidance for handling suspicious mail under "a. 1 - 5" above.

d. Place contents back in the envelope and seal with paper tabs or other sealing devices provided by the NRC.

e. Proceed with mail sorting and processing.

### 3. Mail runs

The Contractor shall begin Mail delivery/pickup (Mail-runs) in OWFN and TWFN at 8:30 a.m. and 2:30 p.m. NRC shall have the right to change these designated times for the start of NRC OWFN or TWFN Mail-runs with 24 hour prior notice to the Contractor. All Mail runs shall be completed within one hour with successful delivery of all mail in the possession of the Contractor 30 minutes before the Mail run start time.

### 4. Mail Stop identification

When Mail is received without a proper Mail Stop, the Contractor shall perform a name search of NRC employees, using NRC-provided computer or printout, to match the employee with his/her Mail Stop to ensure proper delivery. If the NRC employee cannot be located from the online system, the Contractor shall forward this Mail to the NRC Project Officer or his designee for Mail Stop designation.

### 5. Building transfers and elevator use

The Contractor shall complete the transport of NRC Mail between the OWFN and TWFN building twice daily. The designated route to be used for transport between buildings shall be the P1-level walkway. The Contractor shall always use the freight elevator when transporting Mail between floors unless the use of another elevator has been specifically approved by the NRC Project Officer for a specified time period.

### 6. Accountable Mail

The Contractor shall use the NRC Automated Tracking System (ATS) for processing and tracking all Accountable Mail, except for contracting actions that require the use of NRC Form 417, "Official Record of Bid/Proposal Receipt." In the event the ATS is not operable, the Contractor shall use NRC Form 595, "Incoming Express Accountable Mail Delivery" for processing and tracking.

After completion of the processing and tracking of "Accountable Mail," the Contractor shall attach the printed copy of the ATS-generated delivery document (or NRC Form 417 or NRC Form 595, if appropriate) to the incoming package and attempt to deliver it to the intended recipient. The Contractor shall make certain that either the addressee or someone in the addressee's immediate office area signs the ATS document acknowledging receipt of and responsibility for the package.

If the Contractor is unable to successfully deliver the "Accountable Mail" (e.g., the addressee is not available and no one else will sign for the package), the Contractor shall document the ATS document or Form 417 or 595 (e.g., no one available to sign, time of notification by telephone, time of next delivery attempt). The Contractor shall return to the Mail Center or Satellite Mail Room, as appropriate, and notify the intended recipient (by telephone followed by e-mail if no personal contact is made), that the package is ready for immediate pickup. If the Accountable Mail is not picked-up, the Contractor shall attempt to redeliver the package on the next scheduled mail run. If the Contractor is unable to successfully deliver the Accountable Mail again, the Project Officer shall be notified.

When the Accountable Mail delivery is complete, the Contractor shall log the receipt information from the ATS' document into NRC's Automated Tracking System, and file sequentially the ATS document file system folders. If NRC Forms 417 or 595 are used for delivery, these forms shall be filed sequentially in separate file system folders. The copies of all "Accountable Mail" deliveries shall be maintained for six months.

### 7. Reports

The Contractor shall submit a Monthly Report of Incoming Mail and an Annual Report of Mail Volume. The monthly report shall be prepared in the enclosed format (Section J Attachment) and be submitted to the NRC PO by the 5th day of the following month.

The Contractor shall complete the Annual Report of Mail Volume by March 31 of each year. The Annual Report of Mail

Volume shall consist of an approximate count of the total number of mail processed during a ten working-day period in March (Section J Attachment). This report records all Mail transferred between locations within the NRC Headquarters complex, whether between locations within the same building, or to a location in the other NRC building. This report does not include incoming mail. The method used for approximate mail counting for this report shall be approved by the Project Officer.

## B.6 SPECIFIC PERFORMANCE REQUIREMENTS, STANDARDS, MEASUREMENTS AND DISINCENTIVES

### 1. Timeliness of Pick-up and Delivery of Regular Mail

Requirement:

Complete Mail runs promptly.

Standard:

Complete each mail run within sixty (60) minutes of NRC's established Mail run start time.

Measurement:

Observation by Project Officer or employee complaints validated by Project Officer.

Disincentives:

Number of late Mail Stop deliveries per month	Deduction from monthly unit price
4 to 8	\$100
9 to 12	\$200
13 and up	\$300

### 2. Timeliness of Incoming USPS Mail Processing

Requirement:

Prompt receiving, opening, sorting and delivery of Incoming USPS Mail.

Standard:

Complete delivery of USPS mail received the previous afternoon during the first mail run the next day. Note: Due to anthrax safety concerns, the NRC and/or U.S.P.S. may temporarily stop processing or hold delivery of mail. When this occurs and subsequently results in unusually large amounts of mail being received, the Project Officer may grant exceptions to this performance requirement.

Measurement:

Observation by Project Officer.

Disincentives:

No. of Late USPS deliveries per month	Deduction from monthly unit price
3 to 5	\$100
6 to 8	\$200
9 and up	\$300

### 3. Timeliness of Delivery of Accountable Mail

Requirement:

Promptly process and attempt delivery of Accountable Mail

Standard: Complete processing and attempt Accountable Mail deliveries within ~~1~~<sup>2</sup> hours of receipt

Measurement: Observation and review of documentation by Project Officer, and employee complaints validated by Project Officer

Disincentive:

No. of late Accountable late deliveries per month	Deduction from monthly unit price
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4 to 8	\$125
9 to 12	\$250
13 and up	\$325

**4. Accuracy of Regular Mail Deliveries**

**Requirement:**

Process and deliver regular mail accurately

**Standard:** Not more than 10 items of regular mail delivered inaccurately per month

**Measurement:** Employee complaints validated by the Project Officer and observation by Project Officer

**Disincentive:**

No. of inaccurate deliveries per month	Deduction from monthly unit price
10 to 14	\$125
15 and up	\$250

**5. Accuracy of Accountable Mail Deliveries**

**Requirements**

Process and deliver Accountable Mail accurately.

**Standard:** Not more than three (3) items of Accountable Mail delivered inaccurately per month

**Measurement:** Employee complaints validated by Project Officer and observation by Project Officer

**Disincentive:**

No. of valid accuracy complaints per month	Deduction from monthly unit price
3 - 5	\$125
4 - 6	\$250
7 and up	\$325

**B.7 MAIL CENTER COVERAGE**

The Contractor shall staff the Mail Center weekdays, 8:00 a.m. to 5:00 p.m. in order to receive and deliver incoming Mail.

**B.8 CONTRACTOR RESPONSIBILITY FOR LOST ACCOUNTABLE MAIL**

If the Contractor's personnel sign for receipt of Accountable Mail and subsequently cannot produce a record of receipt by an NRC employee from the NRC's Automated Tracking System (ATS), or NRC Form 417 or NRC Form 595, as appropriate, the Contractor shall be held responsible for the lost Mail. The Contractor shall immediately launch a thorough search for the lost Mail. The Contractor shall reimburse NRC for the full value of the lost Mail not located within five working days of the day the Mail was reported missing.

**B.9 RESPONSE TO SUSPICIOUS MAIL**

The NRC will respond to any Mail identified by the Contractor as suspicious and determine if hazardous substance testing or notification of law enforcement authorities is necessary. If testing is conducted, the NRC will advise the Contractor of the findings as soon as available. The Project Officer shall direct resumption of normal operations when appropriate clearances have been received. Based upon health and safety concerns, the Contractor has the right to immediately appeal a resumption of work order from the Project Officer to the Chief, Administrative Services Center. The NRC may also conduct periodic environmental testing of the mail facilities. The NRC will advise the Contractor of the results of this testing.

**B.10 UNIFORMS**

The Contractor shall require all employees, including supervisors, to wear distinctive professional uniforms while on NRC premises, which clearly identifies the Contractor's company. The Contractor shall ensure that every employee wears the Contractor's uniform each workday. The uniform shall have the Contractor's name printed and easily identifiable, and affixed in a permanent manner.

#### B.11 PERSONNEL SECURITY CLEARANCES AND DISPLAY OF BADGES

All Contractor staff is subject to satisfactory completion of NRC security reviews before beginning work. Each Contractor employee will be required to complete a comprehensive background security application and be fingerprinted. The Contractor shall maintain a pool of back-up employees with approved security clearances who can substitute in the absence of regularly-assigned staff. Upon approval by NRC's Division of Facilities and Security, NRC will supply each contract employee with an NRC access badge. This badge must be displayed at all times by Contractor staff when on-site at the NRC.

#### B.12 REQUIRED SKILLS AND CAPABILITIES OF PERSONNEL

All Contractor personnel shall be fluent in speaking, reading and writing the English language. All Contractor personnel designated by the Contractor to operate X-Ray screening equipment shall first attend an NRC training session on operation of the equipment and screening of Mail, pass an examination, and issued a certification by the NRC Division of Security. The Contractor personnel certified to operate X-Ray screening equipment shall be required to pass an annual re-examination.

#### B.13 NON-DISCLOSURE OF INFORMATION

The contractor agrees that its access to NRC mail is solely for the purpose of processing for delivery or determining whether such mail is suspicious and agrees to not disclose or reveal directly or indirectly, except to law enforcement authorities, any information viewed while opening or otherwise processing NRC mail.

#### B.14 BONDING OF CONTRACTOR PERSONNEL

All Contractor personnel shall be bonded in an amount of not less than \$10,000 cash and \$500,000 nonnegotiable instruments. Bonding shall be with a carrier identified on the U.S. Department of Treasury's list of approved surety firms. (See Section J Attachment). An appropriate insurance policy may be substituted for the bonding. A copy of their insurance policy shall be provided for CO approval and shall include protection from mail loss, property damage, and personal liability protection.

#### B.15 LIABILITY INSURANCE FOR CONTRACTOR PERSONNEL

The Contractor shall provide liability insurance for all employees working at NRC.

MEETINGS WITH PROJECT OFFICER Bi-weekly, the Contractor shall meet with the NRC Project Officer to discuss the progress, success, concerns and deficiencies in performance.

GOVERNMENT FURNISHED PROPERTY See Attachment number 5.

#### B.16 ATTACHMENT 1 TO SOW

#### SAFETY PROCEDURES AND PROTECTIVE CLOTHING AND EQUIPMENT

Within five working days of this Contract Modification, The Contractor shall establish safety procedures for protection against potential cutaneous or inhalational exposures to anthrax, ensure employees adhere to the procedures, and provide necessary protective clothing and equipment for their employees. The procedures shall include instructions for the removal, handling, securing, and disposal of protective clothing and equipment and restrict Mail Screening Room access by Contractor staff to only those staff requiring entry. The Contractor shall provide each employee with a copy of the

approved safety procedures, provide appropriate employee training, and post a copy of the safety procedures prominently in the work area.

At a minimum, the protective clothing and equipment provided shall comply with the most recent Center for Disease Control Health Advisory Recommendations for Protecting Workers from Exposure to Bacillus anthracis in Work Sites Where Mail is Handled or Processed: Recommendations for Workers Who Handle Mail, and Additional Recommendations for Workers Who May Be Exposed through Inhalation. (see additional information at Web address: [www.bt.cdc.gov/DocumentsApp/Anthrax/10312001/han51.asp](http://www.bt.cdc.gov/DocumentsApp/Anthrax/10312001/han51.asp)). Copies of draft safety procedures and a list of protective clothing and equipment shall be provided to the Project Officer for review and concurrence before final Contractor approval.

B.17 Attachment 2 TO SOW

What Constitutes a Suspicious Letter or Package?

- Inappropriate or unusual labeling
- Excessive postage, no postage, non-canceled postage
- Distorted handwriting or cut and paste lettering
- Misspellings of common words
- Strange or fictitious return address or no return address
- Incorrect titles or title without a name
- Not addressed to a specific person
- Marked with restrictions, such as "Personal," "Confidential," or "Do not x-ray"
- Marked with any threatening language
- Postmarked from a city or state that does not match the return address
- Unexpected mail from a foreign country

Appearance

- Powdery substance felt through or appearing on or in the package or envelope
- Oily stains, discolorations, or odor
- Lopsided, irregular or uneven envelope
- Excessive packaging material such as masking tape, string, etc.

Other suspicious signs

- Excessive weight
- Ticking sound
- Protruding wires or aluminum foil

2. As a result of the items #1 above, the contract price is increased by \$136,109.16 from \$262,463.11 to \$398,572.27. In addition, CLIN 001 of Section B.1 is revised as follows:

B.1 PRICE SCHEDULE

CLIN	Service Description	Qty	Unit	U/P	Total
001a	Basic service - 11/1/01 - 11/30/01	1	MO	\$20,189.47	\$20,189.47
001b	Basic Service - 12/1/01 - 12/31/01				
	w/opening starting on 12/17/01	1	MO	\$28,431.00	\$28,431.00
001b	Basic service w/opening				
	1/1/02 - 11/30/02	11	MO	\$31,813.80	\$349,951.80

3. All other terms and conditions remain unchanged.



**INDIVIDUAL CONTRACT ACTION REPORT**

AGENCY REPORT CONTROL NUMBER  
0206-GSA-QU

1. REPORTING AGENCY CODE 3100	2. CONTRACT NUMBER NRC-10-02-133	3. MODIFICATION NUMBER 001	4. CONTRACTING OFFICE ORDER NUMBER
5. CONTRACTING OFFICE CODE NRCHQ	6. ACTION DATE 12-14-2001	7. TYPE OF DATA ENTRY A A. Original B. Deleting C. Correcting	
9. KIND OF CONTRACT ACTION H			8. REPORT PERIOD 20021

10. DOLLARS OBLIGATED OR DEOBLIGATED THIS ACTION \$136,109.20		11. TYPE OF OBLIGATION A A. Obligated B. Deobligated		12. PRINCIPAL PRODUCT OR SERVICE R604	
13. PRINCIPAL NORTH AMERICAN INDUSTRY CLASSIFICATION SYSTEM (NAICS) CODE 492210		14. COMMERCIAL ITEM ACQUISITION Y Y - Yes N - No		15. CONTRACTOR NAME Focus AMC, Inc.	

16. CONTRACTOR IDENTIFICATION NUMBER (DUNS) 796633535		17a. PRINCIPAL PLACE OF PERFORMANCE CITY 67675 STATE 24		17b. FOREIGN COUNTRY N		18. CONTRACT FOR FOREIGN GOVT. OR INTERNATIONAL ORGANIZATION Y - Yes N - No		19. TARIFF OR REGULATED N Y - Yes N - No	
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20. PERFORMANCE-BASED SERVICE CONTRACTING (PBSC) Y Y-Yes N-No		21. BUNDLING OF CONTRACT REQUIREMENTS N Y - Yes N - No		22. COUNTRY OF MANUFACTURE US		23. SYNOPSIS OF PROCUREMENT PRIOR TO AWARD C A. Synopsized prior to award B. Not synopsized due to urgency C. Not synopsized for other reason		24. TYPE OF CONTRACT OR MODIFICATION J A. Fixed-Price Redetermination L. Fixed-Price Incentive U. Cost-Plus-Fixed-Fee J. Fixed-Price R. Cost-Plus-Award-Fee V. Cost-Plus-Incentive K. Fixed-Price with Economic Price Adjustment S. Cost - No Fee Y. Time and Materials T. Cost-Sharing Z. Labor Hour	
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25. CICA APPLICABILITY A A. CICA Applicable B. Purchases Orders/BPA Calls Using Simplified Acquisition Procedures C. Subject to Statute Other Than CICA			D. Pre-CICA E. Commercial Items Acquisition Under Test Program			26. SOLICITATION PROCEDURES (Complete only if item 25 = A) A. Full and Open Competition - Sealed Bid B. Full and Open Competition - Competitive Proposal C. Full and Open Competition - Combination D. Architect - Engineer			E. Basic Research F. Multiple Award Schedule G. Alternative Sources H. Reserved			J. Reserved K. Set-Aside L. Other Than Full and Open Competition		
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27. AUTHORITY FOR OTHER THAN FULL AND OPEN COMPETITION (Complete only if item 26 = L) M						28. NUMBER OF OFFERS RECEIVED (Complete only if item 25 = A) A A. 1 B. 2-5 C. 6-10 D. 11-15			29. EXTENT COMPLETED B A. Completed Action B. Not Available for Competition C. Follow-on to Completed Action D. Not Completed			
A. Unique Source		E. Utilities		J. Mobilization, Essential RD Capability, or Export Services		M. Authorized by Statute		A. 16-20		A. Completed Action		
B. Follow-on Contract		F. Standardization		K. Reserved		N. Authorized for Resale		B. 21-50		B. Not Available for Competition		
C. Unsolicited Research Proposal		G. Only One Source - Other		L. International Agreement		P. National Security		C. 6-10		C. Follow-on to Completed Action		
D. Patent/Data Rights		H. Urgency				Q. Public Interest		D. 11-15		D. Not Completed		

30. TYPE OF CONTRACTOR A A. Small Disadvantaged Business B. Other Small Business C. Large business D. JWOD Nonprofit Agency E. Educational Institution						F. Hospital G. Nonprofit Organization H. Reserved J. Reserved K. State/Local Government						L. Foreign Contractor M. Domestic Contractor Performing Outside U.S. U. Historically Black College/University Or Minority Institution (HBCU/MI)						31. WOMEN-OWNED BUSINESS Y Y - Yes N - No		32. HUBZONE SMALL BUSINESS CONCERN N N - No	
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33A. HUBZONE PROGRAM E A. HUBZone Sole Source B. HUBZone Set-Aside C. HUBZone Price Evaluation/Preference D. Combined HUBZone Preference/Small Disadvantaged Business Price Adjustment E. Not Applicable		33B. SMALL DISADVANTGED BUSINESS PROGRAMS A A. 8(a) Contract Award B. 8(a) with HUBZone Priority C. SDB Set-Aside D. SDB Price Evaluation Adjustment E. SDB Participation Program F. Not Applicable		33C. OTHER PREFERENCE PROGRAMS A. Directed to JWOD Nonprofit Agency B. Small Business Set-Aside C. Buy Indian/Self Determination D. No Preference/Not Listed E. Very Small Business Set-Aside		33D. HUBZONE PRICE EVALUATION PREFERENCE PERCENT DIFFERENCE		33E. SDB PRICE EVALUATION ADJUSTMENT PERCENT DIFFERENCE	
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34. SUBCONTRACTING PLAN (Small, Small Disadvantaged, and Women-Owned Small Business) B A. Required B. Not Required		35. SUBJECT TO LABOR STATUTES C A. Walsh-Healey Act B. Reserved C. Service Contract Act D. Davis-Bacon Act E. Not Subject to Walsh-Healey, Service Contract, or Davis-Bacon				36. ESTIMATED CONTRACT COMPLETION DATE 11-30-2002		37. CONTRACTOR'S TIN 541647258	
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38. COMMON PARENT'S NAME						39. COMMON PARENT'S TIN					
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40. VETERAN-OWNED SMALL BUSINESS (VOSB) C		A. Service Disabled Veteran Owned Small Business B. Other Veteran Owned Small Business C. Not Veteran Owned Small Business		41. MULTIPLE AWARD CONTRACT FAIR OPPORTUNITY F		A. Fair Opportunity Process B. Urgency C. One/Unique Source		D. Follow on Contract E. Minimum Guarantee F. Not Applicable	
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SMALL BUSINESS COMPETITIVENESS DEMONSTRATION PROGRAM (Applicable to AGR, DOD, DOE, DOI, DOT, EPA, GSA, HHS, NASA, and VA)

42. DEMONSTRATION PROGRAM		43. EMERGING SMALL BUSINESS		44. EMERGING SMALL BUSINESS RESERVE AWARD		45. SIZE OF SMALL BUSINESS NUMBER OF EMPLOYEES OR AVERAGE ANNUAL GROSS REVENUE							
Y - Yes N - No		Y - Yes N - No		Y - Yes N - No		A. 50 or Less B. 51 - 100 C. 101 - 250 D. 251 - 500		E. 501 - 750 F. 751 - 1,000 G. Over 1,000		M. 1,000,000 or Less N. 1,000,001 - 2,000,000 P. 2,000,001 - 3,500,000 R. 3,500,001 - 5,000,000		S. 5,000,001 - 10,000,000 T. 10,000,001 - 17,000,000 Z. Over 17,000,000	

46. RESERVED FOR FPDS				47. OPTIONAL REPORTED DATA ELEMENTS			
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48. FOR AGENCY INTERNAL USE							
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49. CONTRACTING OFFICER OR REPRESENTATIVE									
a. TYPED NAME Stephen Pool		b. SIGNATURE			c. TELEPHONE AREA CODE NUMBER 301-415-8168		d. DATE SUBMITTED (YYMMDD)		