

# ORDER FOR SUPPLIES OR SERVICES

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**IMPORTANT- Mark all packages and papers with contract and/or order numbers**

1 DATE OF ORDER 09-30-2002		2 CONTRACT NO (if any) GS-35F-0079J		6 SHIP TO	
3 ORDER NO NRC-33-01-191-006		4 REQUISITION/REFERENCE NO CIO-01-179 - 8/08/02		a NAME OF CONSIGNEE U.S. Nuclear Regulatory Commission Office of the Chief Information Officer	
5 ISSUING OFFICE (Address correspondence to) U.S. Nuclear Regulatory Commission Division of Contracts Contract Management Center 1 Mail Stop: T-7-12 Washington, DC 20555				b STREET ADDRESS ATTN: Louis H. Grosman Mail Stop: T-6-F15	
7 TO		c CITY Washington		d STATE DC	e ZIP CODE 20555
a NAME OF CONTRACTOR Allied Technology Group, Inc.				f SHIP VIA	
b COMPANY NAME ATTN: William P. Connor Senior Vice President				8 TYPE OF ORDER	
c STREET ADDRESS 1803 Research Boulevard, Suite 601				<input type="checkbox"/> a PURCHASE ORDER <input checked="" type="checkbox"/> b DELIVERY/TASK ORDER	
d CITY Rockville		e STATE MD	f ZIP CODE 20850	Reference your _____ Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated  Except for billing instructions on the reverse, this delivery/task order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract	
9 ACCOUNTING AND APPROPRIATION DATA 210-15-521-328    J1100    252A    31X0200.210 OBLIGATE: \$23,769.00				10 REQUISITIONING OFFICE Office of the Chief Information Officer	
11 BUSINESS CLASSIFICATION (Check appropriate box(es))					
<input checked="" type="checkbox"/> a SMALL		<input type="checkbox"/> b OTHER THAN SMALL		<input type="checkbox"/> c. DISADVANTAGED	
<input type="checkbox"/> d WOMEN-OWNED					
12 F O B POINT Destination		14 GOVERNMENT BL NO		15 DELIVER TO F O B POINT ON OR BEFORE 9/30/2002-11/30/2002	
13 PLACE OF		16 DISCOUNT TERMS Net 30 days.			
a INSPECTION Destination		b ACCEPTANCE Destination		Brenda J. DuBose Office: (301) 415-6578	

17 SCHEDULE (See reverse for Rejections)

ITEM NO (A)	SUPPLIES OR SERVICES (B)	QUANTITY ORDERED (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)	QUANTITY ACCEPTED (G)
	The U.S. Nuclear Regulatory Commission hereby accepts the technical proposal of Allied Technology Group, Inc. dated September 10, 2002, which is hereby incorporated by reference and made a part hereof this order, to provide the NRC with support for the update of Management Directive 12.5 - IT Security Policy and its Handbook, as reflected in the NRC's Request for Quotation dated September 3, 2002. The firm fixed price of this delivery order is \$23,769.00. Any work undertaken by the contractor in excess of this amount is done so at the contractor's sole risk. The contractor's revised proposal dated September 26, 2002, is hereby incorporated by reference and made a part hereof this delivery order.  NRC Project Officer: Louis H. Grosman - (301) 415-5826					

18 SHIPPING POINT		19 GROSS SHIPPING WEIGHT		20 INVOICE NO		\$23,769.00	SUBTOTAL	
21 MAIL INVOICE TO								
SEE BILLING INSTRUCTIONS ON REVERSE		a NAME U.S. Nuclear Regulatory Commission Division of Contracts						17(h) TOTAL (Cont pages)
		b STREET ADDRESS (or P O Box) Attn: Brenda J. DuBose Mail Stop: T-7-19						17(i). GRAND TOTAL
		c CITY Washington	d STATE DC	e ZIP CODE 20555			\$23,769.00	
22 UNITED STATES OF AMERICA BY (Signature) 				23 NAME (Typed) Sharon D. Stewart Contracting Officer TITLE CONTRACTING/ORDERING OFFICER				

TEMPLATE-ADM001

ADM02



**TASK ORDER TERMS AND CONDITIONS**


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 NOT SPECIFIED IN THE CONTRACT
 

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**A.1 NRC ACQUISITION CLAUSES - (NRCAR) 48 CFR CH. 20****A.2 OTHER APPLICABLE CLAUSES**

See Addendum for the following in full text (if checked)

52.216-18, Ordering

52.216-19, Order Limitations

52.216-22, Indefinite Quantity

52.217-6, Option for Increased Quantity

52.217-7, Option for Increased Quantity Separately Priced Line Item

52.217-8, Option to Extend Services

52.217-9, Option to Extend the Term of the Contract

**A.3 ELECTRONIC PAYMENT**

The Debt Collection Improvement Act of 1996 requires that all payments except IRS tax refunds be made by Electronic Funds Transfer. It is the policy of the Nuclear Regulatory Commission to pay vendors by the Automated Clearing House (ACH) electronic funds transfer payment system. The electronic system is known as Vendor Express. Payment shall be made in accordance with FAR 52.232-33, entitled "Mandatory Information for Electronic Funds Transfer Payment".

To receive payment, the contractor shall complete the "Company Information" portion of the Standard Form 3881, entitled "ACH Vendor/Miscellaneous Payment Enrollment Form" found as an attachment to this document. The contractor shall take the form to the ACH Coordinator at the financial institution that maintains its company's bank account. The contractor shall discuss with the ACH Coordinator how the payment identification information (addendum record) will be passed to them once the payment is received by the financial institution. Further information concerning the addendum is provided at Attachment A. The ACN Coordinator should fill out the "Financial Institution Information" portion of the form and return it to the Office of the Controller at the following address: Nuclear Regulatory Commission, Division of Accounting and Finance, Financial Operations Section, Mail Stop T-9-H-4, Washington, DC 20555, ATTN: ACH/Vendor Express. It is the responsibility of the contractor to ensure that the financial institution returns the completed form to the above cited NRC address. If the contractor can provide the financial information, signature of the financial institutions ACH Coordinator is not required. The NRC is under no obligation to send reminders. Only after the Office of the Controller has processed the contractor's sign-up form will the contractor be eligible to receive payments.

Once electronic funds transfer is established for payments authorized by NRC, the contractor needs to submit an additional SF 3881 only to report changes to the information supplied.

Questions concerning ACH/Vendor Express should be directed to the Financial Operations staff at (301) 415-7520."

#### **A.4 SEAT BELTS**

Contractors, subcontractors, and grantees, are encouraged to adopt and enforce on-the-job seat belt policies and programs for their employees when operating company-owned, rented, or personally owned vehicles.

#### **A.5 COMPLIANCE WITH U.S. IMMIGRATION LAWS AND REGULATIONS**

NRC contractors are responsible to ensure that their alien personnel are not in violation of United States Immigration and Naturalization (INS) laws and regulations, including employment authorization documents and visa requirements. Each alien employee of the Contractor must be lawfully admitted for permanent residence as evidenced by Alien Registration Receipt Card Form I-151 or must present other evidence from the Immigration and Naturalization Services that employment will not affect his/her immigration status. The INS Office of Business Liaison (OBL) provides information to contractors to help them understand the employment eligibility verification process for non-US citizens. This information can be found on the INS website, <http://www.ins.usdoj.gov/graphics/services/employerinfo/index.htm#obl>.

The NRC reserves the right to deny or withdraw Contractor use or access to NRC facilities or its equipment/services, and/or take any number of contract administrative actions (e.g., disallow costs, terminate for cause) should the Contractor violate the Contractor's responsibility under this clause.

(End of Clause)

**ATTACHMENTS**

1. Billing Instructions
2. ACH Payment Information
3. Project Officer Authority
4. Place of Delivery - Reports

(MARCH 1996)  
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BILLING INSTRUCTIONS FOR  
FIXED PRICE CONTRACTS

**General:** The contractor shall prepare vouchers or invoices as prescribed herein. FAILURE TO SUBMIT VOUCHERS/INVOICES IN ACCORDANCE WITH THESE INSTRUCTIONS WILL RESULT IN REJECTION OF THE VOUCHER/INVOICES AS IMPROPER.

**Form:** Claims shall be submitted on the payee's letterhead, voucher/invoices, or on the Government's Standard Form 1034, "Public Voucher for Purchases and Services Other than Personal," and Standard Form 1035, "Public Voucher for Purchases Other than Personal--Continuation Sheet." These forms are available from the U.S. Government Printing Office, 710 North Capitol Street, Washington, DC 20401.

**Number of Copies:** An original and three copies shall be submitted. Failure to submit all the required copies will result in rejection of the voucher/invoice as improper.

**Designated Agency Billing Office:** Vouchers/Invoices shall be submitted to the following address:

U.S. Nuclear Regulatory Commission  
Division of Contracts - T-7-I-2  
Washington, DC 20555-0001

A copy of any invoice which includes a purchase of property valued at the time of purchase at \$5000 or more, shall additionally be sent to:

Chief, Property Management Branch  
Division of Facilities and Property Management  
Mail Stop - T-7-D-27  
Washington, DC 20555-0001

HAND-DELIVERY OF VOUCHERS/INVOICES IS DISCOURAGED AND WILL NOT EXPEDITE PROCESSING BY THE NRC. However, should you choose to deliver vouchers/invoices by hand, including delivery by any express mail service or special delivery service which uses a courier or other person to deliver the vouchers/invoices in person to the NRC, such vouchers/invoices must be addressed to the above Designated Agency Billing Office and will only be accepted at the following location:

U.S. Nuclear Regulatory Commission  
One White Flint North - Mail Room  
11555 Rockville Pike  
Rockville, MD 20852

HAND-CARRIED SUBMISSIONS WILL NOT BE ACCEPTED AT OTHER THAN THE ABOVE ADDRESS

Note that the official receipt date for hand-delivered vouchers/invoices will be the date it is received by the official agency billing office in the Division of Contracts.

Agency Payment Office: Payment will continue to be made by the office designated in the contract in Block 12 of the Standard Form 26 or Block 25 of the Standard Form 33, whichever is applicable.

Frequency: The contractor shall submit a voucher or invoice only after the NRC's final acceptance of services rendered or products delivered in performance of the contract unless otherwise specified in the contract.

Preparation and Itemization of the Voucher/Invoice: The voucher/invoice shall be prepared in ink or by typewriter (without strike-overs). Corrections or erasures must be initialed. To be considered a proper voucher/invoice, all of the following elements must be included:

1. Contract number.
2. Sequential voucher/invoice number.
3. Date of voucher/invoice.
4. Payee's name and address. (Show the name of the contractor and its correct address. In addition, when an assignment of funds has been made by the contractor, or a different payee has been designated, include the name and address of the payee). Indicate the name and telephone number of the individual responsible for answering questions which the NRC may have regarding the voucher/invoice.
5. Description of articles or services, quantity, unit price, and total amount.
6. For contractor acquired property list each item purchased costing \$50,000 or more and having a life expectancy of more than 1 year and provide: (1) an item description, (2) manufacturer, (3) model number, (4) serial number, (5) acquisition cost, (6) date of purchase, and (7) a copy of the purchasing document.
7. Weight and zone of shipment, if shipped by parcel post.
8. Charges for freight or express shipments. Attach prepaid bill if shipped by freight or express.
9. Instructions to consignee to notify the Contracting Officer of receipt of shipment.

10. For Indefinite Delivery contracts or contracts under which progress payments are authorized, the final voucher/invoice shall be marked "FINAL VOUCHER" OR "FINAL INVOICE."

Currency: Billings may be expressed in the currency normally used by the contractor in maintaining his accounting records and payments will be made in that currency. However, the U.S. dollar equivalent for all vouchers/invoices paid under the contract may not exceed the total U.S. dollars authorized in the contract.

Supersession: These instructions supersede any previous billing instructions.

R:\BILLING.396



# ACH VENDOR/MISCELLANEOUS PAYMENT ENROLLMENT FORM

OMB No 1510-0 56  
Expiration Date 06/30/93

This form is used for Automated Clearing House (ACH) payments with an addendum record that contains payment-related information processed through the Vendor Express Program. Recipients of these payments should bring this information to the attention of their financial institution when presenting this form for completion.

## PRIVACY ACT STATEMENT

The following information is provided to comply with the Privacy Act of 1974 (P.L. 93-579). All information collected on this form is required under the provisions of 31 U.S.C. 3322 and 31 CFR 210. This information will be used by the Treasury Department to transmit payment data, by electronic means, to vendor's financial institution. Failure to provide the requested information may delay or prevent the receipt of payments through the Automated Clearing House Payment System.

## AGENCY INFORMATION

FEDERAL PROGRAM AGENCY

U.S. NUCLEAR REGULATORY COMMISSION

AGENCY IDENTIFIER

NRC

AGENCY LOCATION CODE (ALC)

31000001

ACH FORMAT

CCD+

CTX

CTP

ADDRESS

DIVISION OF ACCOUNTING AND FINANCE, MAIL STOP T-9 H4

WASHINGTON, DC 20555-0001

CONTACT PERSON NAME

FINANCIAL OPERATIONS SECTION

TELEPHONE NUMBER

( 301 ) 415 - 7520

## PAYEE/COMPANY INFORMATION

NAME

SSN NO. OR TAXPAYER ID NO.

ADDRESS

CONTACT PERSON NAME

TELEPHONE NUMBER.

( )

## FINANCIAL INSTITUTION INFORMATION

NAME

ADDRESS

ACH COORDINATOR NAME

TELEPHONE NUMBER

( )

NINE-DIGIT ROUTING TRANSIT NUMBER.

DEPOSITOR ACCOUNT TITLE

DEPOSITOR ACCOUNT NUMBER.

LOCK BOX NUMBER.

ACH FORMAT:

CHECKING

SAVINGS

LOCK BOX

SIGNATURE AND TITLE OF AUTHORIZED OFFICIAL.

TELEPHONE NUMBER:

( )

### **Instructions for Completing SF 3881 Form**

1. **Agency Information Section** — Federal agency prints or types the name and address of the Federal program agency originating the vendor/miscellaneous payment, agency identifier, agency location code, contact person name and telephone number of the agency. Also, the appropriate box for ACH format is checked.
2. **Payee/Company Information Section** — Payee prints or types the name of the payee/company and address that will receive ACH vendor/miscellaneous payments, social security or taxpayer ID number, and contact person name and telephone number of the payee/company. Payee also verifies depositor account number, account title, and type of account entered by your financial institution in the Financial Institution Information Section.
3. **Financial Institution Information Section** — Financial institution prints or types the name and address of the payee/company's financial institution who will receive the ACH payment, ACH coordinator name and telephone number, nine-digit routing transit number, depositor (payee/company) account title and account number. Also, the box for type of account is checked, and the signature, title, and telephone number of the appropriate financial institution official are included.

### **Burden Estimate Statement**

The estimated average burden associated with this collection of information is 15 minutes per respondent or recordkeeper, depending on individual circumstances. Comments concerning the accuracy of this burden estimate and suggestions for reducing this burden should be directed to the Financial Management Service, Facilities Management Division, Property and Supply Branch, Room B-101, 3700 East West Highway, Hyattsville, MD 20782 and the Office of Management and Budget, Paperwork Reduction Project (1510-0056), Washington, DC 20503.

## ATTACHMENT 3

### PROJECT OFFICER AUTHORITY

The Contracting Officer's authorized representatives hereinafter referred to as the Administrative Project Officer and Technical Project Officer for this order are:

Name: Louis H. Grosman

Address: Office of the Chief Information Officer  
Mail Stop: T-6-F4

Telephone: 301-415-5826

- 5.1 Performance of the work under this delivery order is subject to the technical direction of the NRC Project Officer. The term "technical direction" is defined to include the following:
  - 5.1.1 Technical direction to the contractor which shifts work emphasis between areas of work or tasks, authorizes travel which was unanticipated in the Schedule (i.e., travel not contemplated in the Statement of Work or changes to specific travel identified in the Statement of Work), fills in details, or otherwise serves to accomplish the contractual statement of work.
  - 5.1.2 Provide advice and guidance to the contractor in the preparation of drawings, specifications, or technical portions of the work description.
  - 5.1.3 Review and, where required by the order, approval of technical reports, drawings, specifications, and technical information to be delivered by the contractor to the government under the order.
- 5.2 Technical direction must be within the general statement of work stated in the order. The Project Officer does not have the authority to and may not issue any technical direction which:
  - 5.2.1 Constitutes an assignment of work outside the general scope of the order.
  - 5.2.2 Constitutes a change as defined in the "Changes" clause of the blanket purchase agreement.
  - 5.2.3 In any way causes an increase or decrease in the total estimated order cost, the fixed fee, if any, or the time required for order performance.
  - 5.2.4 Changes any of the expressed terms, conditions, or specifications of the order.
  - 5.2.5 Terminates the order, settles any claim or dispute arising under the order, or issues any unilateral directive whatever.

- 5.3 All technical directions must be issued in writing by the Project Officer or must be confirmed by the Project Officer in writing within 10 working days after verbal issuance. A copy of the written direction must be furnished to the Contracting Officer. A copy of NRC Form 445, Request for Approval of Official Foreign Travel, which has received final approval from the NRC must be furnished to the Contracting Officer.
- 5.4 The contractor shall proceed promptly with the performance of technical directions duly issued by the Project Officer in the manner prescribed by this clause and within the Project Officer's authority under the provisions of this clause.
- 5.5 If, in the opinion of the contractor, any instruction or direction issued by the Project Officer is within one of the categories as defined in Section 4.2, the contractor may not proceed but shall notify the Contracting Officer in writing within 5 working days after the receipt of any instruction or direction and shall request the Contracting Officer to modify the order accordingly. Upon receiving the notification from the contractor, the Contracting Officer shall issue an appropriate modification or advise the contractor in writing that, in the Contracting Officer's opinion, the technical direction is within the scope of this article and does not constitute a change under the "Changes" clause.
- 5.6 Any unauthorized commitment or direction issued by the Project Officer may result in an unnecessary delay in the contractor's performance and may even result in the contractor expending funds for unallowable costs under the order.
- 5.7 A failure of the parties to agree upon the nature of the instruction or direction or upon the order action to be taken with respect thereto is subject to 52.233-1 - Disputes.
- 5.8 In addition to providing technical direction as defined in Section 4.1, the Project Officer shall:
- 5.8.1 Monitor the contractor's technical progress, including surveillance and assessment of performance, and recommend to the contracting officer changes in requirements.
  - 5.8.2 Assist the contractor in the resolution of technical problems encountered during performance.

- 5.8.3 Review all costs requested for reimbursement by the contractor and submit to the contracting officer recommendations for approval, disapproval, or suspension of payment for supplies and services required under this order.
- 5.8.4 Assist the contractor in obtaining the badges for the contractor personnel.
- 5.8.5 Immediately notify the Security Branch, Division of Facilities and Security, Office of Administration (SEC/DFS/ADM) (via e-mail) when a contractor employee no longer requires access authorization and return the individual's badge to SEC/DFS/ADM within 3 days after their termination.

## ATTACHMENT 4

### PLACE OF DELIVERY-REPORTS

The items to be furnished hereunder shall be delivered to the individuals reflected below, with all charges paid by the contractor, and shall be provided by the established delivery date:

7.1 Name: Louis H. Grosman, Project Officer (2 copies)

Address: U.S. Nuclear Regulatory Commission  
Office of the Chief Information Officer  
Mail Stop: T-6-F  
Washington, D.C. 20555

7.2 Name: Sharon D. Stewart ( 1 copy)  
c/o Brenda J. DuBose, Contract Specialist

Address: U.S. Nuclear Regulatory Commission  
Division of Contracts  
Contract Management Center 1  
Mail Stop: T-7-19  
Washington, D.C. 20555