

**SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS  
OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, 30**

1. REQUISITION NO.

PAGE 1 OF

20

2. CONTRACT NO. NRC-33-02-330 3. AWARD/EFFECTIVE DATE 09-30-2002 4. ORDER NO. 5. SOLICITATION NO. RS-CIO-02-330 6. SOLICITATION ISSUE DATE

7. FOR SOLICITATION INFORMATION CALL: Carolyn A. Cooper a. NAME b. TELEPHONE NO. (No Collect Calls) (301) 415-6737 8. OFFER DUE DATE/LOCAL TIME August 21, 200

9. ISSUED BY U.S. Nuclear Regulatory Commission Div of Contracts Contract Management Center No. 1 11545 Rockville Pike, MS T-7-I-2 Washington, DC 20555 CODE 10. THIS ACQUISITION IS UNRESTRICTED SET ASIDE: 100 % FOR SMALL BUSINESS HUBZONE SMALL BUSINESS 8(A) 11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED SEE SCHEDULE 13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700) 13b. RATING N/A 14. METHOD OF SOLICITATION NAICS: 561990 SIZE STANDARD: \$6 million/3 yr. RFQ IFB RFP

15. DELIVER TO U.S. Nuclear Regulatory Commission Office of the Chief Information Officer Publishing Services Branch, MS T-6-E-7 11545 Rockville Pike Rockville MD 20852 CODE 16. ADMINISTERED BY U.S. Nuclear Regulatory Commission Div of Contracts Contract Management Center No. 1 Mail Stop T-7-I-2 Washington, DC 20555 CODE

17a. CONTRACTOR/OFFEROR CODE FACILITY CODE 18a. PAYMENT WILL BE MADE BY CODE Sanford Cohen and Associates ATTN: Mr. Gregory P. Beronja Chief Operating Officer 6858 Old Dominion Drive, Suite 301 McLean VA 22101 U.S. Nuclear Regulatory Commission Payment Team, Mail Stop T-9-H-4 Attn: NRC-33-02-330 11545 Rockville Pike Washington DC 20555 TELEPHONE NO. (703) 893-6600 extension 206

17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER 18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a UNLESS BLOCK BELOW IS CHECKED SEE ADDENDUM

19. ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
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See Schedule of Items and Prices

25. ACCOUNTING AND APPROPRIATION DATA 210-15-524-346 D2412 252A 31X0200.210 OBLIGATE: \$90,000 28. TOTAL AWARD AMOUNT (For Govt. Use Only) \$95,332.50

27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1, 52.212-4, FAR 52.212-3 AND 52.212-5 ARE ATTACHED. ADDENDA ARE ARE NOT ATTACHED. 27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4. FAR 52.212-5 IS ATTACHED. ADDENDA ARE X ARE NOT ATTACHED

28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN 2 COPIES TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED HEREIN. 29. AWARD OF CONTRACT: REFERENCE OFFER DATED YOUR OFFER ON SOLICITATION (BLOCK 5, INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN IS ACCEPTED AS TO ITEMS:

30a. SIGNATURE OF OFFEROR/CONTRACTOR Laurie Loomis, VP 30b. NAME AND TITLE OF SIGNER (TYPE OR PRINT) Laurie Loomis, VP 30c. DATE SIGNED 9/30/02 31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER) Sharon D. Stewart 31b. NAME OF CONTRACTING OFFICER (TYPE OR PRINT) Sharon D. Stewart Contracting Officer 31c. DATE SIGNED 9/30/02

TEMPLATE - ADM001

ADM002

## Table of Contents

	Page
<b>SECTION B - CONTINUATION BLOCK</b> .....	<b>B-1</b>
B.1 PROJECT TITLE .....	B-1
B.2 BRIEF DESCRIPTION OF WORK .....	B-1
B.3 SCHEDULE OF ITEMS AND PRICES .....	B-1
B.4 BACKGROUND .....	B-4
B.5 OBJECTIVE .....	B-4
B.6 SCOPE OF WORK .....	B-4
B.7 GUIDELINES/STANDARDS .....	B-6
B.8 SERVICE LEVELS .....	B-6
B.9 TYPES OF MANUSCRIPTS .....	B-8
B.10 PERSONNEL QUALIFICATIONS .....	B-8
B.11 DELIVERABLES QUALITY STANDARDS .....	B-9
B.12 DELIVERABLES TIME FRAME STANDARDS .....	B-9
B.13 ELECTRONIC EDITING .....	B-10
B.14 DISKETTE REQUIREMENTS .....	B-10
B.15 DELIVERY ORDER PROCEDURES .....	B-10
B.16 NRC-FURNISHED DOCUMENTS .....	B-10
B.17 PRIVATE USE OF CONTRACT INFORMATION/DATA .....	B-11
B.18 POOR WORKMANSHIP AND/OR FAILURE TO MEET DEADLINES .....	B-11
B.19 PERIOD OF PERFORMANCE .....	B-11
B.20 CONSIDERATION AND OBLIGATION DELIVERY ORDERS (JUNE 1988) .....	B-11
<b>SECTION C - CONTRACT CLAUSES</b> .....	<b>C-1</b>
C.1 NOTICE LISTING CONTRACT CLAUSES INCORPORATED BY REFERENCE .....	C-1
C.2 52.252-2 CLAUSES INCORPORATED BY REFERENCE (FEB 1998) .....	C-1
C.3 52.212-5 CONTRACT TERMS AND CONDITIONS REQUIRED TO IMPLEMENT STATUTES OR EXECUTIVE ORDERS--COMMERCIAL ITEMS (MAY 2002) .....	C-1
C.4 52.216-18 ORDERING (OCT 1995) .....	C-4
C.5 52.216-19 ORDER LIMITATIONS (OCT 1995) .....	C-4
C.6 52.216-21 REQUIREMENTS (OCT 1995) .....	C-4
C.7 52.217-9 OPTION TO EXTEND THE TERM OF THE CONTRACT (MAR 2000) .....	C-5
C.8 SEAT BELTS .....	C-5
C.9 COMPLIANCE WITH U.S. IMMIGRATION LAWS AND REGULATIONS .....	C-5
<b>SECTION D - CONTRACT DOCUMENTS, EXHIBITS, OR ATTACHMENTS</b> .....	<b>D-1</b>

## SECTION B - CONTINUATION BLOCK

### B.1 PROJECT TITLE

"TECHNICAL EDITING AND PRE-PRINT MANUSCRIPT REVIEW SERVICES"

### B.2 BRIEF DESCRIPTION OF WORK

The Contractor shall provide technical editing and pre-print manuscript review services to support the U.S. Nuclear Regulatory Commission (NRC) on an as-needed basis in accordance with the Requirements clause of this contract.

Orders will be issued for work required by the NRC in accordance with FAR Clause 52.216-18, "Ordering." Only NRC Contracting Officers, the NRC Project Officer, or other individuals specifically authorized under this contract may request services under this contract. The provisions of this contract shall govern all orders issued hereunder.

### B.3 SCHEDULE OF ITEMS AND PRICES

Upon receipt of a delivery order from the NRC Project Officer or designee, the Contractor shall edit and/or conduct a pre-print review of the manuscript in accordance with the Statement of Work (SOW), at the prices set forth below. The fixed price per page rates include all direct and indirect costs to perform the work specified in the SOW.

For technical editing services, the NRC estimates that four (4) percent of the manuscripts will require Level 1 editing, 55 percent will require Level 2 editing, 40 percent will require Level 3 editing, and one (1) percent will require Level 4 editing, as defined in Section B.8, SERVICE LEVELS. In addition, the NRC estimates that two (2) percent of the manuscripts will require electronic editing, and five (5) percent of the manuscripts will require consultation with the author or other NRC representative with the NRC Project Officer present.

For both technical editing and pre-print manuscript review services, the NRC estimates that 10 percent of the agency's delivery orders will require the Contractor to work at night and/or on weekends and holidays, and five (5) percent will require "quick turnaround" as defined in Section entitled, DELIVERABLES TIMEFRAME STANDARDS. In addition, the NRC estimates that pickup and delivery of technical editing and manuscript review orders will require 120 round-trips per year between the Contractor's facility and the NRC Headquarters located in Rockville, Maryland.

NRC-33-02-330 Section B

BASE PERIOD

Contract Line Item Number	DESCRIPTION OF SERVICE - BASE PERIOD	ESTIMATED QUANTITY	UNIT	FIXED UNIT PRICE	TOTAL PRICE
1a	Technical Editing (Weekday)	[REDACTED]	page	[REDACTED]	\$49,875.00
1b	Technical Editing (Night/Weekend/Holiday)	[REDACTED]	page	[REDACTED]	\$ 5,998.30
1c	Manuscript Review (Weekday)	[REDACTED]	page	[REDACTED]	\$35,200.00
1d	Manuscript Review (Night/Weekend/Holiday)	[REDACTED]	page	[REDACTED]	\$ 4,259.00
TOTAL	BASE PERIOD	[REDACTED]			\$95,332.50

OPTION YEAR ONE

Contract Line Item Number	DESCRIPTION OF SERVICE - OPTION YEAR ONE	ESTIMATED QUANTITY	UNIT	FIXED UNIT PRICE	TOTAL PRICE
2a	Technical Editing (Weekday)	[REDACTED]	page	[REDACTED]	\$93,629.10
2b	Technical Editing (Night/Weekend/Holiday)	[REDACTED]	page	[REDACTED]	\$11,407.50
2c	Manuscript Review (Weekday)	[REDACTED]	page	[REDACTED]	\$43,372.60
2d	Manuscript Review (Night/Weekend/Holiday)	[REDACTED]	page	[REDACTED]	\$ 5,292.00
TOTAL	OPTION YEAR ONE	[REDACTED]			\$153,701.20

NRC-33-02-330 Section B

OPTION YEAR TWO

Contract Line Item Number	DESCRIPTION OF SERVICE - OPTION YEAR TWO	ESTIMATED QUANTITY	UNIT	FIXED UNIT PRICE	TOTAL PRICE
3a	Technical Editing (Weekday)	[REDACTED]	page	[REDACTED]	\$102,529.40
3b	Technical Editing (Night/Weekend/Holiday)	[REDACTED]	page	[REDACTED]	\$12,497.80
3c	Manuscript Review (Weekday)	[REDACTED]	page	[REDACTED]	\$53,121.60
3d	Manuscript Review (Night/Weekend/Holiday)	[REDACTED]	page	[REDACTED]	\$ 6,497.60
TOTAL	OPTION YEAR TWO	[REDACTED]			\$174,646.40

OPTION YEAR THREE

Contract Line Item Number	DESCRIPTION OF SERVICE - OPTION YEAR	ESTIMATED QUANTITY	UNIT	FIXED UNIT PRICE	TOTAL PRICE
4a	Technical Editing (Weekday)	[REDACTED]	page	[REDACTED]	\$112,798.40
4b	Technical Editing (Night/Weekend/Holiday)	[REDACTED]	page	[REDACTED]	\$13,661.80
4c	Manuscript Review (Weekday)	[REDACTED]	page	[REDACTED]	\$54,351.00
4d	Manuscript Review (Night/Weekend/Holiday)	[REDACTED]	page	[REDACTED]	\$ 6,594.70
TOTAL	OPTION YEAR THREE	[REDACTED]			\$187,405.70

OPTION YEAR FOUR

Contract Line Item Number	DESCRIPTION OF SERVICE -OPTION YEAR FOUR	ESTIMATED QUANTITY	UNIT	FIXED UNIT PRICE	TOTAL PRICE
5a	Technical Editing (Weekday)	[REDACTED]	page	[REDACTED]	\$114,988.40
5b	Technical Editing (Night/Weekend/Holiday)	[REDACTED]	page	[REDACTED]	\$14,038.40
5c	Manuscript Review (Weekday)	[REDACTED]	page	[REDACTED]	\$54,744.50
5d	Manuscript Review (Night/Weekend/Holiday)	[REDACTED]	page	[REDACTED]	\$ 6,690.60
TOTAL	OPTION YEAR FOUR	[REDACTED]			\$190,461.90

**GRAND TOTAL BASE YEAR AND OPTION YEARS**

**\$801,547.70**

**B.4 BACKGROUND**

The staff of the U.S. Nuclear Regulatory Commission (NRC), Office of the Chief Information Officer (OCIO), Web, Publishing, and Distribution Services Division (WPDS), Publishing Services Branch, manages the agency's internal and external Web sites (including Web-based training), provides agency-wide publishing services, and establishes and enforces policies and standards to govern these functions. The agency-wide publishing services offered by the Publishing Services Branch include technical writing and editing, manuscript review, graphics, composition, specialized printing, and both paper-based and Web-based publishing. The Publishing Services Branch requires technical editing and manuscript review assistance in order to fulfill the agency's requirements for these services.

**B.5 OBJECTIVE**

The purpose of this contract is to obtain technical editing and pre-print manuscript review services to support the NRC's Publishing Services Branch.

**B.6 SCOPE OF WORK**

Upon receipt of a delivery order from the NRC Project Officer, or designee, the Contractor shall edit and/or review the manuscript in a manner that is consistent with the relevant guidelines and standards (see Section B.7, GUIDELINES/STANDARDS), the service level assigned to the given delivery order (See Section B.8, SERVICE LEVELS), and the following requirements:

(a) Technical Editing

(i) Edit all content for correct syntax; grammar; punctuation; spelling; and consistent use of acronyms, symbols, abbreviations, and terms, following the guidelines in the latest revision of NUREG-1379, "NRC Editorial Style Guide," NUREG-0650, "Preparing NUREG-Series Publications," NUREG-0544, "NRC Collection of Abbreviations," and any specific style guidance provided for the given delivery order. (See Section D, Contract Documents, Exhibits, and Attachments.

- (ii) While preserving the technical content, reorganize and/or rewrite sentences or paragraphs to achieve clarity, coherence, and logical flow; ensure consistency; eliminate overly complex sentences; and eliminate incomplete comparisons, misplaced modifiers, faulty parallelism, wordiness, and overused passive voice.
  - (iii) Verify that the purpose of the manuscript, as reflected in the abstract, executive summary, introduction, and/or other overview section(s), accurately communicates the author's intentions. Ensure that other sections of the manuscript accurately communicate the necessary scope of information to fulfill the intended purpose. Where necessary, suggest adding or deleting information to fulfill the intended purpose, and write or rewrite the information to accomplish this goal.
  - (iv) Ensure that any units of measure are expressed using the International System of Units with the English unit shown in brackets.
  - (v) Verify the accuracy of equations, tables, and figures, and suggest improvements to ensure that both written and graphic elements consistently communicate the intended information to the target audience.
  - (vi) Verify the accuracy of cross-references, and ensure that all figures and tables are cited in the text in a manner that is consistent with the guidance provided by the NRC.
  - (vii) Query any references that do not appear to be publicly available, and ensure that all references are cited in the text and listed in a manner that is consistent with the guidance provided by the NRC.
  - (viii) Ensure that the table of contents accurately reflects the number and title of each section, figure, and table contained in the front matter, body, and any appendices.
  - (ix) Proofread the final typewritten draft. (This requirement applies only when a given delivery order requires the Contractor to edit the manuscript on line.)
- (b) Manuscript Review
- (i) Accurately complete NRC Form 379, "Report Processing."
  - (ii) Verify the accurate completion of the appropriate "Authorization to Publish a NUREG-Series Document" (NRC Form 426 for a report prepared by the NRC staff, or Form 426A for a report prepared by a contractor for the NRC staff).
  - (iii) Prepare cover, title page, and spine using the appropriate WordPerfect templates for the given NUREG-series report.
  - (iv) Insert appropriate availability notice, disclaimer, subscription notice, and/or other material to appear inside the front cover of the manuscript.
  - (v) Ensure compliance with NRC publishing standards specified in the latest revision of NUREG-0650, "Preparing NUREG-Series Publications," as well as NRC Management Directive (MD) 3.7, "Unclassified Staff Publications in the NUREG Series," MD 3.8, "Unclassified Contractor and Grantee Publications in the NUREG Series," and MD 3.11, "Conferences and Conference Proceedings." In particular, ensure that the front matter, body, and any appendices are correctly ordered, paginated, and formatted; the table of contents accurately reflects the number and title of each section, figure, and table contained in the front matter, body, and any appendices; all figures, tables, and references are cited in the text; and the abstract accurately describes the content.
  - (vi) Visually scan the manuscript to ensure compliance with the latest revision of NUREG-1379, "NRC Editorial Style Guide," as it relates to reference citations. (The Contractor should note, however, that manuscript review is distinct from and does not include the technical editing services outlined above.)
  - (vii) Identify any material that may not reproduce well or may not comply with the NRC and Government Printing Office (GPO) policies defined in NRC MD 3.13, "Printing," and S. Pub 101-9, "Government Printing and Binding Regulations Published by the Joint Committee on Printing" (available at <http://www.house.gov/jcp/jcpregs.pdf>.)
  - (viii) Identify any references to personal communications, unpublished information, or proprietary data or documents, as well as any references that may not be publicly available.

(ix) Verify the accurate completion of NRC Form 335, "Bibliographic Data Sheet," and ensure that it is inserted as the final page of the manuscript (so that it will appear immediately preceding the back cover).

(x) Identify whether the manuscript will be published on paper, diskette, and/or CD-ROM, and whether it will be available through GPO Sales, the NRC's Public Document Room (PDR), and/or the NRC's external Web site.

(xi) Identify whether the manuscript requires color printing.

(xii) Identify any material that appears to have been drawn from a copyrighted source. If the manuscript contains copyrighted material, ensure that the official manuscript review file contains a copy of the release from the copyright holder granting permission to reprint or post the information to the NRC's external Web site.

(xiii) Identify any material that appears to require patent clearance.

(xiv) Ensure that the official manuscript review file contains properly submitted safeguards release to ensure that published manuscripts do not compromise the safety and security of NRC-licensed facilities, or violate the rights of any individual or entity with regard to proprietary and/or sensitive information rights.

(xv) Prepare a detailed written explanation of any required corrections, and deliver it to the NRC Project Officer for use in communicating the issues to the technical monitor responsible for the manuscript. Where necessary, also deliver the affected pages of the manuscript annotated with hand-written notes identifying the required corrections.

(xvi) Following receipt of the corrected camera-ready master, verify that all necessary corrections have been made and that the manuscript is complete, compliant, and ready to go to print. (Repeat steps xv and xvi as required.)

(xvii) Accurately complete NRC Form 20, "Request for Printing and Copying Services," and deliver it to the NRC Project Officer, along with the complete manuscript review file and final camera-ready master.

## B.7 GUIDELINES/STANDARDS

In completing each delivery order, the contractor shall edit and/or review the specified manuscript, as defined in the Scope of Work above, in a manner that is consistent with the following guidelines and standards (or the latest revision thereof):

- (a) NUREG-1379, "NRC Editorial Style Guide," October 1989
- (b) NUREG-0650, "Preparing NUREG-Series Publications," Revision 2, January 1999
- (c) NUREG-0544, "NRC Collection of Abbreviations," Revision 4, July 1998
- (d) U.S. Government Printing Office Style Manual, 2000 (available from the Government Printing Office's on-line bookstore at <http://bookstore.gpo.gov/cdrom/cdrom105.html>.)
- (e) Nuclear standards such as ANSI Z39.18-1987, "American National Standard, Scientific and Technical Reports," and the "Glossary of Terms in Nuclear Science and Technology," by the American Nuclear Society (available from the standards organizations or public libraries)
- (f) Chicago Manual of Style: For Office, Editors, and Copywriters, 13th Edition, published by the University of Chicago Press (available from book stores or public libraries); and/or any other college handbook of grammar, as long as these style guides do not conflict with the NRC's preferred usage.

## B.8 SERVICE LEVELS

The NRC uses "service levels" to define the nature of the services to be provided and the expected productivity rates, as follows:

### (a) Technical Editing

Level 1 8 to 12 double-spaced pages/hour:

This minimal language edit includes no rewriting or reorganizing; it is intended to correct the following problems:

- misspelled words
- subject/verb disagreement

- incomplete sentences
- punctuation errors
- typographical errors

Level 2 6 to 8 double-spaced pages/hour:

This moderate edit includes a Level 1 edit, plus a reread of the manuscript to correct the following problems:

- poor word choices or usage
- poor syntax
- overuse of the passive voice
- faulty parallelisms
- misplaced modifiers
- incomplete comparisons
- inconsistent/incorrect use of symbols, terms, acronyms, and/or abbreviations
- wordiness
- overly complex sentences
- errors in figures and tables, including inconsistencies with the text
- use of references not available in the public domain

Level 3 3 to 6 double-spaced pages/hour:

This detailed edit includes Level 1 and Level 2 edits, plus a reread of the manuscript for the following purposes:

- review every manuscript as though it is a first draft
- ensure consistency (especially for manuscripts written by multiple authors)
- identify missing information or "holes" in the discussion
- eliminate ambiguities and/or redundancy
- reorganize and/or rewrite sentences or paragraphs to achieve clarity, coherence, and logical flow
- ensure that all sections of the manuscript accurately communicate the necessary scope of information to fulfill the intended purpose
- edit and/or rewrite existing text to more clearly "tell the story"
- suggest revision of tables and/or redesign of figures

Level 4 1 single-spaced page in 1.5 to 2 hours:

This level involves original composition, which may take the following forms:

- Writing is setting down ideas and thoughts to give full exposition of a content area, as in the executive summary for a technical report.
- Abstracting is summarizing salient points from a larger document.

(b) Manuscript Review: The following turnaround times are expected for each type of manuscript.

#### TYPE OF MANUSCRIPT

Brochures (NUREG/BR-xxxx) - 2 workdays

Staff Reports (NUREG-xxxx) - 4 workdays  
 Conference Proceedings  
 (NUREG/CP-xxxx) - 10 workdays  
 International Agreement  
 Reports (NUREG/IA-xxxx) - 10 workdays  
 Contractor Reports (NUREG/CR-xxxx) - 15 workdays

NOTE: The Project Officer may adjust these turnaround times to reflect the priority of tasks in the queue.

## B.9 TYPES OF MANUSCRIPTS

Under this contract, the NRC may issue delivery orders asking the Contractor to edit and/or review any or all of the following types of manuscripts:

(a) Brochures (NUREG/BR-xxxx) include pamphlets, directories, handbooks, manuals, procedural guides, and periodicals (such as newsletters). Some are intended principally for NRC staff use, but others are disseminated to the public.

(b) NRC staff reports (NUREG-xxxx) and those prepared by contractors (NUREG/CR-xxxx) cover a variety of regulatory and technical subjects of interest to the staff and the nuclear industry. They include licensing, research, investigative, and administrative topics related to the NRC's mission.

(c) Conference proceedings (NUREG/CP-xxxx) are compilations of formal papers, presentations, and transcripts from technical conferences, seminars, or workshops.

(d) International agreement reports (NUREG/IA-xxxx) result from international agreements that promote an information exchange between the NRC and foreign governments and organizations. In these agreements, foreign participants agree to submit unclassified nuclear safety information to the NRC for publication.

Any of the various types of manuscripts may contain one or more of the following types of material:

(a) Administrative material usually involves descriptive text written in plain English, with little technical information and no formulae, equations, figures, or tables.

(b) Technical material usually discusses legal, scientific, and/or engineering topics (particularly those dealing with nuclear materials and facilities and their effects on humans and the environment), and may contain some simple formulae, equations, figures, and/or tables.

(c) Complex technical material almost exclusively discusses complex legal, scientific, and/or engineering topics (particularly those dealing with nuclear materials and facilities and their effects on humans and the environment), and often contains many complex formulae, equations, figures, and tables.

## B.10 PERSONNEL QUALIFICATIONS

All Contractor personnel utilized under this contract shall have a Bachelor's degree in English or Communications or at least 12 years of experience in technical editing. Some training or knowledge of the sciences is also required, in addition to the following experience, knowledge, skills, and abilities:

### (a) Technical Editor

Knowledge of the principles for developing and improving technical documents to be disseminated to and understood by a wide and varied audience. This knowledge is gained through (i) specialized training in producing technical documents, (ii) experience developing and writing as an author, and (iii) experience rewriting and editing technical documents and discussing them with the authors

Ability to organize and edit technical, administrative, or regulatory documents to achieve a clear statement of ideas and to improve and correct their grammar, syntax, punctuation, and (where appropriate) tabular and graphic elements

Ability to tactfully present information in a clear, articulate manner, both orally and in writing, to agency technical staff and private contractors

Ability to use personal computers employing a variety of software packages, including WordPerfect

Knowledge of the organizations and functions of a Federal agency, corporation, or other entity that would contribute to the ability to understand the specific issues that may be discussed in written documents.

(b) Manuscript Reviewer

Progressively increasing responsibility and experience as a technical publications specialist responsible for preprint manuscript review;

Knowledge of the principles and technologies used to acquire and disseminate scientific and technical information (i.e., abstracting, first-level editing, and information systems);

Knowledge of Federal and agency editorial, publishing, and printing regulations;

Knowledge of copyright, patent, and proprietary information statutes and policies;

Skill in developing bibliographic information and records describing the categories of administrative, scientific, and technical information in NRC manuscripts;

Skill in exercising sound judgement in resolving identified issues;

Ability to analyze and correct camera-ready manuscripts for clarity, organization, and compliance with established policies and standards;

Ability to tactfully present information in a clear, articulate manner, both orally and in writing, to agency technical staff and private contractors;

Ability to use personal computers employing a variety of software packages, including WordPerfect; and

Knowledge of the organizations and functions of a Federal agency, corporation, or other entity that would contribute to the ability to understand the specific issues that may be discussed in written documents.

## B.11 DELIVERABLES QUALITY STANDARDS

For delivery orders requiring technical editing, the Contractor shall provide the NRC Project Officer, or designee, with an accurately edited hard-copy manuscript and, if required, electronic files (on diskette or transmitted via email), within the time period stated in the delivery order. A manuscript shall be considered accurately edited when it has been edited and/or rewritten in accordance with SCOPE OF WORK and assigned service level (See Section entitled, SERVICE LEVELS). Any manuscript that is not accurately edited will be rejected. (See Section entitled, POOR WORKMANSHIP AND/OR FAILURE TO MEET DEADLINES.)

Similarly, for delivery orders requiring pre-print manuscript review, the Contractor shall provide the NRC Project Officer, or designee, with an accurate and complete manuscript review file containing the final camera-ready manuscript and electronic files for the manuscript cover, title page, and spine (on diskette or transmitted via email), within the time period stated in the delivery order. A manuscript review file shall be considered accurate and complete when it complies with all NRC and GPO policies and standards and contains all of the required elements identified herein. Any manuscript review file that is not accurate and complete will be rejected. See Section B.18, POOR WORKMANSHIP AND/OR FAILURE TO MEET DEADLINES.

## B.12 DELIVERABLES TIME FRAME STANDARDS

In establishing timeframes, the NRC Project Officer, or designee, will require editing and manuscript review to be completed and delivered based on the productivity rate consistent with the service level defined in the delivery order (see

Section B.8, SERVICE LEVELS). However, five (5) percent of the NRC's requirements may be of an urgent nature. For urgent requirements, the NRC Project Officer, or designee, will require editing and manuscript review to be completed and delivered at twice the normal productivity rate associated with the specified service level. The Contractor shall therefore maintain sufficient personnel resources to successfully perform the requested services in accordance with these standards. In addition, the NRC shall hold the Contractor accountable for responding to the NRC Project Officer, or designee, within two (2) working hours to arrange for pickup of a manuscript, and for picking up each manuscript within four (4) hours after the NRC Project Officer notifies the Contractor of its availability, as specified in the Delivery Order Procedures.

### **B.13 ELECTRONIC EDITING**

The NRC estimates that two (2) percent of the delivery orders issued under this contract will require the Contractor to edit a given manuscript electronically. In such instances, the Contractor shall provide the NRC Project Officer, or designee, with hard-copy and electronic files (on diskette or transmitted via email) containing (i) the original manuscript, (ii) a redline edited version of the manuscript, and (iii) a clean edited version of the manuscript.

### **B.14 DISKETTE REQUIREMENTS**

When electronic editing is required, and for all covers, title pages, and spines prepared during the manuscript review process, the Contractor shall transmit the files via email or on IBM PC-compatible diskettes, using Corel WordPerfect Version 8.0, or any later version that is being used by the NRC. Before submitting electronic files, the Contractor shall scan the files (and/or diskette) for viruses and provide written verification that they are free of viruses. The written verification shall accompany the delivery of the files.

### **B.15 DELIVERY ORDER PROCEDURES**

The following delivery order procedures shall apply:

- (a) The NRC Project Officer, or designee, will contact the Contractor by telephone to arrange for pickup of a manuscript. If the NRC Project Officer is unable to reach the Contractor, the Contractor must return the call within two (2) working hours.
- (b) Within four (4) hours after the NRC Project Officer notifies the Contractor of the availability of a manuscript, the Contractor shall travel to NRC Headquarters, located at 11545 Rockville Pike, Rockville, Maryland, to pick up the manuscript.
- (c) The NRC Project Officer, or designee, will provide the Contractor with a hard-copy draft of the manuscript and/or electronic file(s) on diskette or transmitted via email, accompanied by a cover note that briefly describes the manuscript, identifies the required service (editing and/or manuscript review) and service level, states the due date, and includes any necessary instructions.
- (d) The Contractor shall edit and/or review each manuscript.
- (e) Within four (4) hours of receipt of manuscript, the Contractor shall contact the NRC Project Officer, or designee, by telephone or in person, to discuss and resolve any questions concerning the manuscript, task instructions or the established deadline. When necessary, the Contractor shall travel to NRC Headquarters, located at 11545 Rockville Pike, Rockville, Maryland, to meet with the author of the manuscript and the NRC Project Officer, or designee. The NRC estimates that five (5) percent of its requirements will require such personal consultation with the author and the NRC Project Officer, or designee.
- (f) The Contractor shall finalize the manuscript edit and/or review as agreed to with the NRC, and ensure that the document is consistent in style and format throughout.
- (g) The Contractor shall travel to NRC Headquarters, located at 11545 Rockville Pike, Rockville, Maryland, to (i) deliver the edited manuscript or completed manuscript review file and (ii) return all documents provided by the NRC, within the timeframe established in the delivery order.

**B.16 NRC-FURNISHED DOCUMENTS**

Within one week of contract award, the NRC Project Officer will furnish the Contractor with all guides in the NUREG series specified in Section entitled, GUIDELINES/STANDARDS.

**B.17 PRIVATE USE OF CONTRACT INFORMATION/DATA**

Except as specifically authorized by this contract, or as otherwise approved by the NRC Contracting Officer, information and other data developed or acquired by or furnished to the Contractor in the performance of this contract shall be used only in connection with the work under this contract.

**B.18 POOR WORKMANSHIP AND/OR FAILURE TO MEET DEADLINES**

(a) The NRC Project Officer (PO), or designee, shall be the principal judge of the Contractor's responsiveness and the quality and timeliness of the services provided. The NRC will reject any work that is not completed in accordance with the specifications stated in the SOW and is not completed by the established delivery date, such that the deficiencies exceeds the Acceptable Quality Level (AQL) as described in the "Performance Requirement Summary (Attachment No. 2). If time permits, the Contractor will be permitted to correct the work determined by the PO to be unacceptable. However, if work still contains deficiencies which exceeds the AQL, the work will be rejected and the Contractor will not be paid for that work.

(b) Failure to understand any part hereof, or the individual instructions of any delivery order placed or issued hereunder, shall not entitle the Contractor to an adjustment in price. Under such circumstances, the Contractor shall call the NRC Project Officer, or designee, for a clarification of instructions or the task to be performed.

(c) If an action of the NRC prevents the Contractor from meeting the original delivery date, that date may be extended by the NRC Project Officer for the number of working days that the NRC delayed the work. The NRC Project Officer and the Contractor shall agree to the number of days. In the event that an agreement cannot be reached, the NRC Project Officer shall establish the delivery date.

**B.19 PERIOD OF PERFORMANCE**

The period of performance of this contract is one year from the date of award. At the NRC's discretion, this contract may be extended for up to four (4) additional option years.

**B.20 CONSIDERATION AND OBLIGATION DELIVERY ORDERS (JUNE 1988)**

a. The total estimated amount of this contract (ceiling) for the products/services ordered, delivered, and accepted under this contract for the base period is \$95,332.50. The Contracting Officer may unilaterally increase this amount as necessary for orders to be placed with the contractor during the contract period provided such orders are within any maximum ordering limitation prescribed under this contract.

b. The total estimated amount of this contract (ceiling) for the products/services ordered, delivered, and accepted under this contract for option year one is \$153,701.20. The Contracting Officer may unilaterally increase this amount as necessary for orders to be placed with the contractor during the contract period provided such orders are within any maximum ordering limitation prescribed under this contract.

c. The total estimated amount of this contract (ceiling) for the products/services ordered, delivered, and accepted under this contract for option year two is \$174,646.40. The Contracting Officer may unilaterally increase this amount as necessary for orders to be placed with the contractor during the contract period provided such orders are within any maximum ordering limitation prescribed under this contract.

d. The total estimated amount of this contract (ceiling) for the products/services ordered, delivered, and accepted under this contract for option year three is \$187,405.70. The Contracting Officer may unilaterally increase this amount as necessary for orders to be placed with the contractor during the contract period provided such orders are within any maximum ordering limitation prescribed under this contract.

e. The total estimated amount of this contract (ceiling) for the products/services ordered, delivered, and accepted under this contract for option year four is \$190,461.90. The Contracting Officer may unilaterally increase this amount as necessary for orders to be placed with the contractor during the contract period provided such orders are within any maximum ordering limitation prescribed under this contract.

f. The amount presently obligated with respect to this contract is \$90,000.00. The Contracting Officer may issue orders for work up to the amount presently obligated. This obligated amount may be unilaterally increased from time to time by the Contracting Officer by written modification to this contract. The obligated amount shall, at no time, exceed the contract ceiling as specified in paragraph a above. When and if the amounts paid and payable to the Contractor hereunder shall equal the obligated amount, the Contractor shall not be obligated to continue performance of the work unless and until the Contracting Officer increases the amount obligated with respect to this contract. Any work undertaken by the Contractor in excess of the obligated amount specified above is done so at the Contractor's sole risk.

[End of Clause]

## SECTION C - CONTRACT CLAUSES

## C.1 NOTICE LISTING CONTRACT CLAUSES INCORPORATED BY REFERENCE

The following contract clauses pertinent to this section are hereby incorporated by reference (by Citation Number, Title, and Date) in accordance with the clause at FAR "52.252-2 CLAUSES INCORPORATED BY REFERENCE" in Section I of this contract. See FAR 52.252-2 for an internet address (if specified) for electronic access to the full text of a clause.

NUMBER	TITLE	DATE
	FEDERAL ACQUISITION REGULATION (48 CFR Chapter 1)	

## C.2 52.252-2 CLAUSES INCORPORATED BY REFERENCE (FEB 1998)

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this/these address(es):

www.arnet.gov

52.217-8	OPTION TO EXTEND SERVICES	NOV 1999
52.219-6	NOTICE OF TOTAL SMALL BUSINESS SET-ASIDE	JUL 1996

## C.3 52.212-5 CONTRACT TERMS AND CONDITIONS REQUIRED TO IMPLEMENT STATUTES OR EXECUTIVE ORDERS--COMMERCIAL ITEMS (MAY 2002)

(a) The Contractor shall comply with the following FAR clauses, which are incorporated in this contract by reference, to implement provisions of law or executive orders applicable to acquisitions of commercial items:

- (1) 52.222-3, Convict Labor (E.O. 11755).
- (2) 52.233-3, Protest after Award (31 U.S.C. 3553).

(b) The Contractor shall comply with the FAR clauses in this paragraph (b) that the Contracting Officer has indicated as being incorporated in this contract by reference to implement provisions of law or Executive orders applicable to acquisitions of commercial items or components:

(1) 52.203-6, Restrictions on Subcontractor Sales to the Government, with Alternate I (41 U.S.C. 253g and 10 U.S.C. 2402).

(2) 52.219-3, Notice of HUBZone Small Business Set-Aside (Jan 1999).

(3) 52.219-4, Notice of Price Evaluation Preference for HUBZone Small Business Concerns (Jan 1999) (if the offeror elects to waive the preference, it shall so indicate in its offer).

(4) (i) 52.219-5, Very Small Business Set-Aside (Pub. L. 103-403, section 304, Small Business Reauthorization and Amendments Act of 1994).

(ii) Alternate I to 52.219-5.

- (iii) Alternate II to 52.219-5.
- (5) 52.219-8, Utilization of Small Business Concerns (15 U.S.C. 637 (d)(2) and (3)).
- (6) 52.219-9, Small Business Subcontracting Plan (15 U.S.C. 637(d)(4)).
- (7) 52.219-14, Limitations on Subcontracting (15 U.S.C. 637(a)(14)).
- (8)(i) 52.219-23, Notice of Price Evaluation Adjustment for Small Disadvantaged Business Concerns (Pub. L. 103-355, section 7102, and 10 U.S.C. 2323) (if the offeror elects to waive the adjustment, it shall so indicate in its offer).
- (ii) Alternate I of 52.219-23.
- (9) 52.219-25, Small Disadvantaged Business Participation Program--Disadvantaged Status and Reporting (Pub. L. 103-355, section 7102, and 10 U.S.C. 2323).
- (10) 52.219-26, Small Disadvantaged Business Participation Program--Incentive Subcontracting (Pub. L. 103-355, section 7102, and 10 U.S.C. 2323).
- (11) 52.222-21, Prohibition of Segregated Facilities (Feb 1999).
- (12) 52.222-26, Equal Opportunity (E.O. 11246).
- (13) 52.222-35, Equal Opportunity for Special Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans (38 U.S.C. 4212).
- (14) 52.222-36, Affirmative Action for Workers with Disabilities (29 U.S.C. 793).
- (15) 52.222-37, Employment Reports on Special Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans (38 U.S.C. 4212).
- (16) 52.222-19, Child Labor--Cooperation with Authorities and Remedies (E.O. 13126).
- (17)(i) 52.223-9, Estimate of Percentage of Recovered Material Content for EPA-Designated Products (42 U.S.C. 6962(c)(3)(A)(ii)).
- (ii) Alternate I of 52.223-9 (42 U.S.C. 6962(i)(2)(C)).
- (18) 52.225-1, Buy American Act--Supplies (41 U.S.C. 10a-10d).
- (19)(i) 52.225-3, Buy American Act--North American Free Trade Agreement--Israeli Trade Act (41 U.S.C. 10a-10d, 19 U.S.C. 3301 note, 19 U.S.C. 2112 note).
- (ii) Alternate I of 52.225-3.
- (iii) Alternate II of 52.225-3.
- (20) 52.225-5, Trade Agreements (19 U.S.C. 2501, et seq., 19 U.S.C. 3301 note).
- (21) 52.225-13, Restriction on Certain Foreign Purchases (E.O. 12722, 12724, 13059, 13067, 13121, and 13129).
- (22) 52.225-15, Sanctioned European Union Country End Products (E.O. 12849).
- (23) 52.225-16, Sanctioned European Union Country Services (E.O. 12849).
- (24) 52.232-33, Payment by Electronic Funds Transfer--Central Contractor Registration (31 U.S.C. 3332).
- (25) 52.232-34, Payment by Electronic Funds Transfer--Other than Central Contractor Registration (31 U.S.C. 3332).
- (26) 52.232-36, Payment by Third Party (31 U.S.C. 3332).

(27) 52.239-1, Privacy or Security Safeguards (5 U.S.C. 552a).

(28)(i) 52.247-64, Preference for Privately Owned U.S.-Flag Commercial Vessels (46 U.S.C. 1241).

(ii) Alternate I of 52.247-64.

(c) The Contractor shall comply with the FAR clauses in this paragraph (c), applicable to commercial services, which the Contracting Officer has indicated as being incorporated in this contract by reference to implement provisions of law or executive orders applicable to acquisitions of commercial items or components:

[Contracting Officer check as appropriate.]

(1) 52.222-41, Service Contract Act of 1965, As amended (41 U.S.C. 351, et seq.).

(2) 52.222-42, Statement of Equivalent Rates for Federal Hires (29 U.S.C. 206 and 41 U.S.C. 351, et seq.).

(3) 52.222-43, Fair Labor Standards Act and Service Contract Act--Price Adjustment (Multiple Year and Option Contracts) (29 U.S.C. 206 and 41 U.S.C. 351, et seq.).

(4) 52.222-44, Fair Labor Standards Act and Service Contract Act--Price Adjustment (29 U.S.C. 206 and 41 U.S.C. 351, et seq.).

(5) 52.222-47, SCA Minimum Wages and Fringe Benefits Applicable to Successor Contract Pursuant to Predecessor Contractor Collective Bargaining Agreement (CBA) (41 U.S.C. 351, et seq.).

(d) Comptroller General Examination of Record. The Contractor shall comply with the provisions of this paragraph (d) if this contract was awarded using other than sealed bid, is in excess of the simplified acquisition threshold, and does not contain the clause at 52.215-2, Audit and Records--Negotiation.

(1) The Comptroller General of the United States, or an authorized representative of the Comptroller General, shall have access to and right to examine any of the Contractor's directly pertinent records involving transactions related to this contract.

(2) The Contractor shall make available at its offices at all reasonable times the records, materials, and other evidence for examination, audit, or reproduction, until 3 years after final payment under this contract or for any shorter period specified in FAR Subpart 4.7, Contractor Records Retention, of the other clauses of this contract. If this contract is completely or partially terminated, the records relating to the work terminated shall be made available for 3 years after any resulting final termination settlement. Records relating to appeals under the disputes clause or to litigation or the settlement of claims arising under or relating to this contract shall be made available until such appeals, litigation, or claims are finally resolved.

(3) As used in this clause, records include books, documents, accounting procedures and practices, and other data, regardless of type and regardless of form. This does not require the Contractor to create or maintain any record that the Contractor does not maintain in the ordinary course of business or pursuant to a provision of law.

(e) Notwithstanding the requirements of the clauses in paragraphs (a), (b), (c) or (d) of this clause, the Contractor is not required to include any FAR clause, other than those listed below (and as may be required by an addenda to this paragraph to establish the reasonableness of prices under Part 15), in a subcontract for commercial items or commercial components--

(1) 52.222-26, Equal Opportunity (E.O. 11246);

(2) 52.222-35, Equal Opportunity for Special Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans (38 U.S.C. 4212);

(3) 52.222-36, Affirmative Action for Workers with Disabilities (29 U.S.C. 793);

(4) 52.247-64, Preference for Privately Owned U.S.-Flag Commercial Vessels (46 U.S.C. 1241) (flow down not required for subcontracts awarded beginning May 1, 1996); and

(5) 52.222-41, Service Contract Act of 1965, As Amended (41 U.S.C. 351, et seq.).

#### **C.4 52.216-18 ORDERING (OCT 1995)**

(a) Any supplies and services to be furnished under this contract shall be ordered by issuance of delivery orders or task orders by the individuals or activities designated in the Schedule. Such orders may be issued from October 1, 2002 through January 31, 2003.

(b) All delivery orders or task orders are subject to the terms and conditions of this contract. In the event of conflict between a delivery order or task order and this contract, the contract shall control.

(c) If mailed, a delivery order or task order is considered "issued" when the Government deposits the order in the mail. Orders may be issued orally, by facsimile, or by electronic commerce methods only if authorized in the Schedule.

#### **C.5 52.216-19 ORDER LIMITATIONS (OCT 1995)**

(a) Minimum order. When the Government requires supplies or services covered by this contract in an amount of less than N/A, the Government is not obligated to purchase, nor is the Contractor obligated to furnish, those supplies or services under the contract.

(b) Maximum order. The Contractor is not obligated to honor--

(1) Any order for a single item in excess of N/A;

(2) Any order for a combination of items in excess of N/A;

(3) A series of orders from the same ordering office within N/A days that together call for quantities exceeding the limitation in subparagraph (b)(1) or (2) above.

(c) If this is a requirements contract (i.e., includes the Requirements clause at subsection 52.216-21 of the Federal Acquisition Regulation (FAR)), the Government is not required to order a part of any one requirement from the Contractor if that requirement exceeds the maximum-order limitations in paragraph (b) above.

(d) Notwithstanding paragraphs (b) and (c) above, the Contractor shall honor any order exceeding the maximum order limitations in paragraph (b), unless that order (or orders) is returned to the ordering office within one day days after issuance, with written notice stating the Contractor's intent not to ship the item (or items) called for and the reasons. Upon receiving this notice, the Government may acquire the supplies or services from another source.

#### **C.6 52.216-21 REQUIREMENTS (OCT 1995)**

(a) This is a requirements contract for the supplies or services specified, and effective for the period stated, in the Schedule. The quantities of supplies or services specified in the Schedule are estimates only and are not purchased by this contract. Except as this contract may otherwise provide, if the Government's requirements do not result in orders in the quantities described as "estimated" or "maximum" in the Schedule, that fact shall not constitute the basis for an equitable price adjustment.

(b) Delivery or performance shall be made only as authorized by orders issued in accordance with the Ordering clause. Subject to any limitations in the Order Limitations clause or elsewhere in this contract, the Contractor shall furnish to the Government all supplies or services specified in the Schedule and called for by orders issued in accordance with the Ordering clause. The Government may issue orders requiring delivery to multiple destinations or performance at multiple locations.

(c) Except as this contract otherwise provides, the Government shall order from the Contractor all the supplies or services specified in the Schedule that are required to be purchased by the Government activity or activities specified in the Schedule.

(d) The Government is not required to purchase from the Contractor requirements in excess of any limit on total orders under this contract.

(e) If the Government urgently requires delivery of any quantity of an item before the earliest date that delivery may be specified under this contract, and if the Contractor will not accept an order providing for the accelerated delivery, the Government may acquire the urgently required goods or services from another source.

(f) Any order issued during the effective period of this contract and not completed within that period shall be completed by the Contractor within the time specified in the order. The contract shall govern the Contractor's and Government's rights and obligations with respect to that order to the same extent as if the order were completed during the contract's effective period; provided, that the Contractor shall not be required to make any deliveries under this contract after six months after the expiration date of the contract.

### **C.7 52.217-9 OPTION TO EXTEND THE TERM OF THE CONTRACT (MAR 2000)**

(a) The Government may extend the term of this contract by written notice to the Contractor within 30 days; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 60 days before the contract expires. The preliminary notice does not commit the Government to an extension.

(b) If the Government exercises this option, the extended contract shall be considered to include this option clause.

(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed four years and four months.

### **C.8 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.

## SECTION D - CONTRACT DOCUMENTS, EXHIBITS, OR ATTACHMENTS

ATTACHMENT NO.	TITLE OF ATTACHMENT
1	Performance Summary
2	Quality Assurance Plan
3	Surveillance Plan
4	Fixed Priced Billing Instructions
5	ACH Vendor/Miscellaneous Payment Enrollment Form
6	Delivery Order Form
7	NRC Form 20, Request for Printing and Copying Services
8	NRC Form 335, Bibliographic Data Sheet
9	NRC Form 379, Report Processing
10	NRC Form 426, Authorization to Publish a NUREG Series Document
11	NUREG 0544, NRC Collection of Abbreviations
12	NUREG 0650, Preparing NUREG Series Document
13	NUREG 1379, NRC Editorial Guide
14	NRC Management Directive 3.7, Unclassified Staff Publications in the NUREG Series
15	NRC Management Directive 3.8, Unclassified Contractor and Grantee Publications in the NUREG Series
16	NRC Management Directive 3.11, Conferences and Conference Proceedings
17	NRC Management Directive 3.13, Printing

PERFORMANCE REQUIREMENT SUMMARY

<u>PERFORMANCE MEASUREMENT</u>	<u>SURVEILLANCE METHOD</u>	<u>ACCEPTABLE QUALITY LEVEL (AQL)</u>
Performance will be measured by the NRC Project Officer conducting a visual inspection of the documents editing.	Random Sampling	3%
Performance will be measured by the NRC Project Officer conducting a visual inspection of the documents reviewed.	100% Inspection	3%
Performance will be measured by the NRC Project Officer conducting a visual inspection to determine if documents are being submitted on time.	100% Inspection	3%

that are acceptable. This sets a limit on how many defects will be accepted before the NRC takes a reduction in price.

If a document has 100 pages and three (3) pages do not conform to the standards, the document is within the Acceptable Quality Level (AQL). If a document has 100 pages and four (4) pages do not conform to the standards, then the document falls below the standards and is unacceptable and will be rejected.

If a document is unacceptable (AQL), the contractor shall be paid the monthly contract line item price indicated in the Schedule of Items and Prices.

If a document is unacceptable (AQL), the NRC will reject the document in its entirety and the contractor will not be paid.