



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

April 18, 2003

Mr. J. Donald Chavez
Sandia WFO Program Manager
Laboratory Programs Division
U.S. Department of Energy
Albuquerque Operations Office
P.O. Box 5400
Albuquerque, NM 87185-5400

SUBJECT: NRC PROJECT ENTITLED, "DETERMINATION OF DISPERSAL CHARACTERISTICS OF SPENT NUCLEAR FUEL AND OTHER NRC-LICENSED MATERIAL(JOB CODE W0397)

Dear Mr. Chavez:

This letter is to request a proposal for performance of the enclosed statement of work (SOW) under Job Code W0397 for the Nuclear Regulatory Commission (NRC), Office of Nuclear Security And Incident Response (NSIR). The enclosed SOW details the required work and should be used as the basis for proposal preparation.

Cost Proposal

The proposal should contain the cost information as is required on the NRC Form 189, "DOE Laboratory Project and Cost Proposal for NRC Work."

Also submit a spending plan as part of your cost proposal. Guidance for completion of the plan is contained in the instructions portion of the NRC Form 189. **The spending plan will enable cognizant personnel to track costs and technical progress against the projected spending and percentage of completion for the project. Consequently, the spending plan should contain a projection of the level of cost expenditure that is as accurate as possible, given all currently available information (i.e., costs should not be straight-lined as a matter of convenience).**

Technical Proposal Content

As a minimum, the technical proposal must contain the following:

- A discussion to substantiate the laboratory's understanding of the scope of work.
- A discussion of the laboratory's technical approach to meet the project's objective.
- A discussion of the experience and capabilities of key personnel and the laboratory in performing similar work.
- Identification of key personnel and the number of staff hours that will be committed to completion of work. Resumes for key personnel must be included.

- Identification of administrative support personnel and/or facilities needed to assist professional personnel in completing work.
- A discussion of any potential organizational conflict-of-interest issues.
- A discussion of anticipated problem areas or deviations from the NRC's SOW.

This request is not an authorization to begin work. Such authorization will be provided via an NRC Form 173, "Standard Order for DOE Work."

A portion of the work under this project is anticipated to be unclassified Safeguards Information.

The proposal should be sent within 14 days after receipt of this request in an original and two copies to the NRC, Attn: Jack Davis, NSIR, Mail Stop T8D18, Washington, DC 20555.

Questions concerning this request should be addressed to Francis Young on 301-415-6396. Thank you for your assistance in this matter.

Sincerely,

/RA/

Jack R. Davis, Chief
Program Management, Policy Development
and Analysis Staff
Office of Nuclear Security
and Incident Response

Enclosures:
Statement of Work

cc: K. Sorenson, SNL
B. Hawkins, SNL
M. Molecke, SNL

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(Original Signed by:)

Jack R. Davis, Chief
 Program Management, Policy Development
 and Analysis Staff
 Office of Nuclear Security
 and Incident Response

Enclosures:
 Statement of Work

cc: K. Sorenson, SNL(fax)
 B. Hawkins, SNL(fax)
 M. Molecke, SNL(fax)

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