

# 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 <b>4/24/03</b>	2. CONTRACT NO. (If any) GS-23F-0038N	6. SHIP TO:	
3. ORDER NO. DR-36-03-344	MODIFICATION NO.	4. REQUISITION/REFERENCE NO. OIG-03-344	
5. ISSUING OFFICE (Address correspondence to) U.S. Nuclear Regulatory Commission Div of Contracts, Two White Flint North - MS T-7-I-2 Washington, DC 20555		a. NAME OF CONSIGNEE U.S. Nuclear Regulatory Commission Attn. Mr. Stephen Zane	
		b. STREET ADDRESS Mail Stop T5-D28	
		c. CITY Washington	d. STATE DC
		e. ZIP CODE 20555	
7. TO:		f. SHIP VIA	

a. NAME OF CONTRACTOR R. Navarro and Associates		8. TYPE OF ORDER	
b. COMPANY NAME 2831 Camino Del Rio, Suite 306		<input type="checkbox"/> a. PURCHASE ORDER	<input checked="" type="checkbox"/> b. DELIVERY/TASK ORDER
c. STREET ADDRESS 2831 Camino Del Rio		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.	
d. CITY San Diego		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.	
e. STATE CA	f. ZIP CODE 92108		

9. ACCOUNTING AND APPROPRIATION DATA Approp. No. 31X0200, BOC: 252Q Job Code: L2313, B&R No. 330-15-601-390	\$369,777.46	10. REQUISITIONING OFFICE OIG
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11. BUSINESS CLASSIFICATION (Check appropriate box(es))

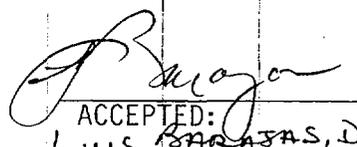
a. SMALL       b. OTHER THAN SMALL       c. DISADVANTAGED       d. WOMEN-OWNED

12. F.O.B. POINT Destination	14. GOVERNMENT B/L NO.	15. DELIVER TO F.O.B. POINT ON OR BEFORE N/A	16. DISCOUNT TERMS Net 30
13. PLACE OF		FOR INFORMATION CALL: (No collect calls)	

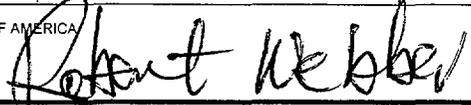
a. INSPECTION	b. ACCEPTANCE	Mr. Michael Mills 301-415-6550
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17. SCHEDULE (See reverse for Rejections)

ITEM NO. (A)	SUPPLIES OR SERVICES (B)	QUANTITY ORDERED (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)	QUANTITY ACCEPTED (G)
	<p>This Delivery Order is subject to the terms and conditions set forth under GSA Federal Supply Schedule GS-23F-0038N for financial statement auditing services in accordance with the attached Statement of Work.</p> <p>Period of performance: April 25, 2003 through April 24, 2004 with four (4) one-year options.</p> <p>Time and Material Delivery Order - Fixed Ceiling Price: \$369,777.46. Hours and labor rates are specified in Attachment B.</p> <p>Refer to Attachment C for additional terms and conditions, funding information, and base-year and option years estimates.</p> <p>Refer to Attachment D for additional security information. NRC Project Officer: Mr. Stephen Zane (301) 415-5912 Amount Obligated: \$369,777.46</p>					

  
 ACCEPTED: \_\_\_\_\_  
 Luis Barajas, Director  
 Date: 4/30/03

SEE BILLING INSTRUCTIONS ON REVERSE	18. SHIPPING POINT	19. GROSS SHIPPING WEIGHT	20. INVOICE NO.	SUBTOTAL	
	21. MAIL INVOICE TO:				
	a. NAME U.S. Nuclear Regulatory Commission Division of Contracts				17(h) TOTAL (Cont. pages)
	b. STREET ADDRESS (or P.O. Box) Attn: Mail Stop T-7-I-2				17(i) GRAND TOTAL
	c. CITY Washington	d. STATE DC	e. ZIP CODE 20555	Obligated \$369,777.46	

22. UNITED STATES OF AMERICA BY (Signature) 	23. NAME (Typed) Robert Webber
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TITLE: CONTRACTING/ORDERING OFFICER

TEMPLATE - ADM002

ADM002 FORM 347 (6/95)



**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 . 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)