

ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES

1 | 20

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

BPA NO.

1. DATE OF ORDER 09-08-2003		2. CONTRACT NO. (if any) GS-10F-0028J		6. SHIP TO:	
3. ORDER NO. DR-02-03-013		MODIFICATION NO.		4. REQUISITION/REFERENCE NO. dtd 6/24/2003 NMS-02-03-013	
5. ISSUING OFFICE (Address correspondence to) U.S. Nuclear Regulatory Commission Div of Contracts CMC #1 Two White Flint North - MS T-7-I-2 Washington, DC 20555-0001				b. STREET ADDRESS ATTN.: Barbara A. Stehlin	
		c. CITY Washington		d. STATE DC	e. ZIP CODE 20555-0001
7. TO:				f. SHIP VIA	
a. NAME OF CONTRACTOR Mr. Craig S. Cheney, Vice President				8. TYPE OF ORDER	
b. COMPANY NAME Project Performance Corporation (703) 748-7000				<input type="checkbox"/> a. PURCHASE ORDER <input checked="" type="checkbox"/> b. DELIVERY/TASK ORDER	
c. STREET ADDRESS 1760 Old Meadow Road (4th Floor)				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 McLean,		e. STATE VA		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.	
f. ZIP CODE 22102-1760		9. ACCOUNTING AND APPROPRIATION DATA See CONTINUATION Page B&R:35015301129, JOB CODE:J5478, BOC:252A APPN.:31X0200.360, OBLIGATE: \$248,000			
11. BUSINESS CLASSIFICATION (Check appropriate box(es)) <input type="checkbox"/> a. SMALL <input checked="" type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> d. WOMEN-OWNED				10. REQUISITIONING OFFICE Nuclear Material Safety and Safeguards	
12. F.O.B. POINT Destination		14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE See schedule.	
13. PLACE OF		16. DISCOUNT TERMS N/A			
a. INSPECTION See #5 above.		b. ACCEPTANCE See #5 above.		FOR INFORMATION CALL: (No collect calls) Donald A. King (301) 415-6731	

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)
	See the attached addendum. This is a requirements, fixed-unit-price type task order. PERIOD OF PERFORMANCE IS FROM DATE OF AWARD FOR 12 MONTHS. (September 8, 2003 through September 7, 2004). The U.S. Nuclear Regulatory Commission (NRC) hereby accepts the quotation of Project Performance Corporation, dated August 6, 2003, which is hereby incorporated by reference and made a part here of this task order, to provide the NRC with development of a high-level waste licensing support program project plan, at the firm-fixed-unit-prices reflected in the Schedule of Supplies or Services and Price/Costs for each task. TIN: 54:1571030 DUNS NO.: 62-249-6230 NRC Project Officer - Barbara Stehlin (301) 415-6996 <i>1 ENCL: ACH FORM (2 pages)</i>			See CONTINUATION Page		

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 Payment Team, Mail Stop T-9-H-4						
	b. STREET ADDRESS (or P.O. Box) Attn: (insert contract or order number)						
c. CITY Washington		d. STATE DC		e. ZIP CODE 20555-0001		\$427,087.00	
22. UNITED STATES OF AMERICA BY (Signature) 					23. NAME (Typed) Donald A. King Contracting Officer TITLE: CONTRACTING/ORDERING OFFICER		

TEMPLATE - ADM001

OPTIONAL FORM 347 (6/95)

ANM002

TASK ORDER TERMS AND CONDITIONS

NOT SPECIFIED IN THE CONTRACT

A.1 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.2 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.3 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 1-151 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.

DR-02-03-013 SECTION A

CONTINUATION PAGE

A.4 SCHEDULE OF SUPPLIES OR SERVICES AND PRICE/COSTS

1. PROJECT TITLE

The title of this project is as follows:

DEVELOPMENT OF A HIGH-LEVEL WASTE LICENSING SUPPORT PROGRAM PROJECT PLAN

2. BRIEF DESCRIPTION OF WORK

a) Brief description of work:

The U.S. Nuclear Regulatory Commission requires contractor support to: (1) develop a plan to support project planning, implementation, execution and closeout; (2) Provide implementation support, as requested; and (3) conduct a two-part training program for approximately 20-30 NRC staff members.

(b) Only Contracting Officers of the NRC or other individuals specifically authorized under this task order may authorize the initiation of work under this task order. The provisions of this task order shall govern all required work hereunder.

3. SCHEDULE

The Contractor shall provide development of a high-level waste licensing support program project plan services to NRC in accordance with the "DESCRIPTION/SPECIFICATIONS/WORK STATEMENT" for the task order period of performance at the rates as set forth below.

B.1 DESCRIPTION/SPECIFICATIONS/WORK STATEMENT

**“Development of a High-Level Waste Licensing Support Program
Project Plan”**

I. BACKGROUND:

The Nuclear Regulatory Commission (NRC) has the responsibility to comply with the requirements of 10 CFR Part 2, Subpart J for the Yucca Mountain licensing proceeding through at least the year 2010. As a result, NRC has numerous activities and processes requiring the close communication, coordination and integration of activities and functions across several NRC organizations responsible for information technology, information management, adjudication, technical support, and associated business processes and procedures. Collectively, these activities are called the High Level Waste Licensing Support Program (HLW-LSP). The following initiatives are currently involved with HLW-LSP by separate NRC offices which maintain a certain amount of independency: the Licensing Support Network (LSN), the Digital Data Management System (DDMS), the HLW Electronic Hearing Docket (HLW-EHD), Electronic Information Exchange (EIE), and the identification and electronic processing of NRC documentary material which must be made available on the Licensing Support Network (LSN). These are complex multi-year programs, with multiple components requiring significant advanced project planning. Some of the systems have existing project plans. The newly established High Level Waste Business and Program Integration Staff (HBPI), is responsible for coordinating with several NRC offices to ensure the completeness of HLW business needs of the agency, that they are defined and understood, and that systems exist (or will exist) to meet those needs. The HBPI will oversee the development and maintenance of an HLW-LSP Project Plan guiding the execution of these activities.

II. CONTRACT OBJECTIVE:

The contractor shall provide all labor (competent, experienced, qualified and fully-trained), supervision (project management support), tools, materials, equipment, and transportation necessary to complete the tasks associated with this contract.

III. SCOPE OF WORK:

The contractor shall support the integration of functional areas within the NRC, resulting in the development of project planning activities necessary to develop and maintain the HLW-LSP for Yucca Mountain. Major tasks associated with this SOW include:

- Develop a Project Management Plan.
Provide Project Implementation Support (Optional task); and
Conduct a Two-Part Training Program.

IV. SPECIFIC TASKS: The contractor shall accomplish the following tasks which are essential in meetings contract requirements.

Task-1 DEVELOP A PROJECT MANAGEMENT PLAN:

The Contractor shall develop a plan to support project planning, implementation, execution and closeout. At a minimum, the project plan should be built using industry best practices and address the following areas:

A. Introduction

- 1) Purpose - provide insight as to why the project is necessary.
- 2) Background - capture the major events leading up to the decision to initiate the project.
- 3) Charter Statement - communicate broadly the purpose and scope of the project, as well as to obtain buy-in and concurrence by all of the organizations affected by the implementation and execution of the project.

B. Strategy

- 1) Goals and Objectives and Performance Measures - identify specific goals and objectives key to the successful execution of the project, as well as any performance measures that will be used to assess project success.
- 2) Master Schedule - develop a system for developing an overall master project schedule that includes, as appropriate, links and dependencies among subproject schedules.

C. Organization

- 1) Management Plan - outline the organization and management approach to be used to execute the project. Identify the key personal and resources (e.g., funding, staff) required.
- 2) Roles and Responsibilities - develop a Responsibility Assignment Matrix (RAM) cross-walking the staff to the project scope. Articulate the roles and responsibilities and ensure the parties clearly understand those roles and responsibilities.

D. Process

- 1) Work Breakdown Structure (WBS) - develop a hierarchy of the work that reflects the management strategy being used for each of the manageable project components.
- 2) Scope Baseline - describe the technical work required to execute the project.
- 3) Schedule Baseline - identify key project activities, durations, sequencing and milestones. The schedule can be developed using a software program (e.g., Primavera Project Planner) that would allow resource loading of activities, conducting critical path analysis and statusing the progress of the scheduled activities.
- 4) Cost Baseline - document the resources required and the timing of the resources necessary to execute the project. Develop cost estimates and document the methodology and assumptions.
- 5) Risk Management Plan - identify, analyze, mitigate, and monitor the major risks having the potential to influence project completion on schedule and within budget.
- 6) Stakeholder Involvement - describe the public involvement and other state and regulatory agencies potential impact to the project.

E. Project Controls, Reporting and Documentation

- 1) Project Management Approach - outline the guidance, policy and procedures, orders, regulations and best practices by which this project will be executed and managed.
- 2) Change Control - following the development of the scope, schedule and cost baselines, establish a rigorous change control process (e.g., thresholds, approval authority) to prepare, review, approve and incorporate change proposals in to the project plan and baseline.
- 3) Records Management and Document Control - describe the guidance on records management principles and procedures for maintaining documentation and files for the project.
- 4) Communications Management Plan - describes collection, filing, and flow of information.
- 5) Potential Problems, Open Issues, and Pending Decisions Control Log

-Standard: (a) The plan must include all five major areas addressed in Task 1 above: introduction; strategy; organization; process; and project controls, reporting and documentation.
(b) Deliver the plan by the scheduled due date.

Task -2 IMPLEMENTATION SUPPORT (Optional task)

The Contractor shall provide implementation support, as requested, in any of the areas associated with the elements developed in Task 1. This will be implemented through a modification to the contract, by the Contracting Officer, using the following procedures:

MODIFICATION PROCEDURES

(a) Modification request for proposal. When a requirement within the scope of work for this contract is identified, the contracting officer shall transmit to the Contractor a Modification Request for Proposal (MRFP) which may include the following, as appropriate:

- (1) Scope of work/meetings/travel and deliverables;
- (2) Reporting requirements;
- (3) Period of performance - place of performance;
- (4) Applicable special provisions;
- (5) Technical skills required; and
- (6) Estimated level of effort.

(b) Modification technical proposal. By the date specified in the MRFP, the Contractor shall deliver to the contracting officer a written or verbal (as specified in the MRFP technical proposal submittal instructions) technical proposal that provides the technical information required by the MRFP.

(c) Cost proposal. The Contractor's cost proposal for each modification must be fully supported by cost and pricing data adequate to establish the reasonableness of the proposed amounts. When the Contractor's estimated cost for the proposed modification exceeds \$100,000 and the period of performance exceeds six months, the Contractor may be required to submit a Contractor Spending Plan (ASP) as part of its cost proposal. The MORP indicates if a CSP is required.

(d) Modification award. The Contractor shall perform all work described in definitized modifications issued by the contracting officer. Definitized modifications include the following:

- (1) Statement of work/meetings/travel and deliverables;
- (2) Reporting requirements;
- (3) Period of performance;
- (4) Key personnel;
- (5) Applicable special provisions; and
- (6) Total modification amount.

(End of Provision)

ACCELERATED MODIFICATION PROCEDURES

(a) The NRC may require the Contractor to begin work before receiving a definitized modification from the contracting officer. Accordingly, when the contracting officer verbally authorizes the work, the Contractor shall proceed with performance of the modification subject to the monetary limitation established for the modification by the contracting officer.

(b) When this accelerated procedure is employed by the NRC, the Contractor agrees to begin promptly negotiating with the contracting officer the terms of the definitive modification and

agrees to submit a cost proposal with supporting cost or pricing data. If agreement on a definitized modification is not reached by the target date mutually agreed upon by the Contractor and contracting officer, the contracting officer may determine a reasonable price and/or fee in accordance with Subpart 15.8 and Part 31 of the FAR, subject to Contractor appeal as provided in 52.233-1, Disputes. In any event, the Contractor shall proceed with completion of the modification subject only to the monetary limitation established by the contracting officer and the terms and conditions of the basic agreement.

(End of Provision)

Standard: (To be included in the contract implementation modification for task 2, if exercised).

Task -3 TRAINING SUPPORT

The Contractor shall conduct a two-part training program for approximately 20-30 NRC staff members.

- a) The first part of the training shall commence after the initiation of the project planning process. The purpose of this training is to introduce the NRC staff members to the project planning activities and facilitate their input.
- b) The second part of the training would commence after Task 1 is completed and provide instruction on the use of the information technology application and tracking tools used in Task 1.
- c) The contractor shall provide the necessary training materials for the two (2) training courses. The first training course materials will include, but not limited to, a description of the elements of a project plan. The second training course materials will include, but not limited to, the draft project plan.

Standard: Provided training at the time specified by the NRC PO with no more than 2 negative course evaluations indicating that the course objectives were not met. Not less than 100% of training materials shall be complete and contain required contents. Training material delivered on time in accordance with the delivery schedule.

V. KEY PERSONNEL:

The Contractor shall provide an appropriate number of qualified staff for performing each task.

VI. MONTHLY PROGRESS AND COST REPORTING:

The Contractor will prepare a brief summary of the monthly progress and cost report and address open technical issues and anticipated cost and schedule impacts. The progress and cost reports are due on the 15th day of the month.

VII. TRAVEL AND MEETINGS:

Up to two contractor employees will:

- a) Conduct two (2) training courses in Rockville, Maryland; and
- b) attend 10 scoping/working visits to NRC.

VIII. TECHNICAL DIRECTION

A. PROJECT OFFICER

The Contracting Officer's authorized technical representative hereinafter referred to as the project officer for this order is:

Name: Barbara A. Stehlin
Address: U.S. Nuclear Regulatory Commission
Mail stop T8-A23
Washington, DC 20555

Telephone Number: (301) 415-6595, FAX: (301) 415-5368

(a) Performance of the work under this order is subject to the technical direction of the NRC project officer. The term "technical direction" is defined to include the following:

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.
2. Provide advice and guidance to the contractor in the preparation of drawings, specifications, or technical portions of the work description.
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.

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:

1. Constitutes an assignment of work outside the general scope of the order or associated BPA.
2. Constitutes a change as defined in the "Changes" clause of the GSA contract.
3. In any way causes an increase or decrease in the total fixed price or the time required for performance of any orders.
4. Changes any of the expressed terms, conditions, or specifications of the order or associated BPA.
5. Terminates the order, settles any claim or dispute arising under the order, or issues any unilateral directive whatever.

(b) All technical directions must be issued in writing by the project officer or must be confirmed by the project officer in writing within ten (10) working days after verbal issuance. A copy of the written direction must be furnished to the CO. 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 CO.

(c) 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.

(d) 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 paragraph (c) of this section, the contractor may not proceed but shall notify the CO in writing within five (5) working days after the receipt of any instruction or direction and shall request the CO to modify the order or associated BPA accordingly. Upon receiving the notification from the contractor, the CO shall issue an appropriate modification or advise the contractor in writing that, in the CO's opinion, the technical direction is within the scope of this article and does not constitute a change under the "Changes" clause.

(e) 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 or associated BPA.

(f) A failure of the parties to agree upon the nature of the instruction or direction or upon the contract action to be taken with respect thereto is subject to 52.233-1 - Disputes.

(g) In addition to providing technical direction as defined in paragraph (b) of the section, the project officer shall:

1. Monitor the contractor's technical progress, including surveillance and assessment of performance, and recommend to the CO changes in requirements.
2. Assist the contractor in the resolution of technical problems encountered during performance.
3. Review all costs requested for reimbursement by the contractor and submit to the CO recommendations for approval, disapproval, or suspension of payment for supplies and services required under orders.
4. Assist the contractor in obtaining the badges for the contractor personnel.
5. Immediately notify the Personnel Security Branch, Division of Facilities and Security (PERSEC/DFS) (via e-mail) when a contractor employee no longer requires access authorization and return the individual's badge to PERSEC/DFS within three days after their termination.

B. TECHNICAL PROJECT MANAGER

The Contracting Officer's authorized Technical Project Manager for this order is:

Name: Jeffrey A. Ciocco

Address: U.S. Nuclear Regulatory Commission
Mail stop T7-F3
Washington, DC 20555

Telephone Number: (301) 415-6391, e-mail: jac3@nrc.gov

The Technical Project Manager may issue technical instructions from time to time during the duration of this task order. Technical instructions must be within the general statement of work stated in the task order and shall not constitute new assignments of work or changes of such nature as to justify and adjustment in cost or period of performance. The contractor shall refer to Section XI Technical Direction of the task order for further information and guidance on any technical directions issued under this task order.

Any modifications to the scope-of-work, cost or period of performance of this task order must be issued by the Contracting Officer and will be coordinated with the NRC Project Officer.

IX. NRC-FURNISHED MATERIAL

None provided.

X KICK-OFF MEETING

Kick-Off meetings will be held to introduce the NRC Project Officer for each of the tasks and subtasks. The meetings will be held at NRC headquarters, Rockville Pike, Rockville, Maryland.

XI TASK ORDER TERMS, CONDITIONS, AND REQUIREMENTS

A. PERFORMANCE REQUIREMENTS

The deliverables required under this order must conform to the standards contained, or referenced, in the statement of work. The Performance Requirements Summary outlines the performance requirements, deliverables, acceptable standards, surveillance method, and incentives and deductions applicable to this order (Attachment No. 2).

B. PLACE OF PERFORMANCE

Place of performance shall be at the Contractor's facility.

C. SECURITY

N/A

D. BILLING INSTRUCTIONS

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 and Property Management - 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 \$5,000 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: U.S. Nuclear Regulatory Commission
Division of Accounting and Finance GOV/COMM
Mail Stop T-9H4
Washington, DC 20555

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

Preparation and Itemization of the Voucher/Invoice: To be considered a proper voucher/invoice, all of the following elements must be included:

1. Contract number and delivery order 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, total amount, and cumulative amount.

For labor-hour delivery orders with a ceiling, provide a breakdown by task of labor hours by labor category, hours, fixed rate, current period dollars, and cumulative hours and dollars billed to date as authorized under the delivery order. For example:

Category	Current Hours	Fixed Rate	Current Billed	Cumulative	
				Hours	Total Billed
Sr. Scientist	[REDACTED]	[REDACTED]	\$3,500.00	[REDACTED]	\$ 17,500.00
Engineer	[REDACTED]	[REDACTED]	\$2,500.00	[REDACTED]	\$ 2,500.00
Totals:			\$6,000.00		\$ 20,000.00

Invoices for the order shall be broken down by task. You must also provide a consolidated summary (cover sheet) of the total amount billed inclusive of all tasks. The summary must contain the cumulative amount invoiced to date.

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. Travel Reimbursement (if applicable)

The contractor shall submit claims for travel reimbursement as a separate item on its fixed-price invoice/voucher in accordance with the following:

Travel reimbursement. Total costs associated with each trip must be shown in the following format:

<u>Start Date</u>	<u>Destination</u>	<u>Costs</u>
From:	From:	\$
To: To:	\$	

Provide supporting documentation (receipts) for travel expenditures in excess of \$75.00 in an attachment to the invoice/voucher.

Billing of Cost After Expiration of Order: If costs are incurred during the delivery order period and claimed after the order has expired, the period during which these costs were incurred must be cited. To be considered a proper expiration voucher/invoice, the contractor shall clearly mark it "EXPIRATION VOUCHER" or "EXPIRATION 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 order may not exceed the total U.S. dollars authorized under the order.

Supersession: These instructions supersede any previous billing instructions.

E. FAR 52.227-14, "Rights in Data-General (June 1987)"

FAR 52.227-14 is applicable and hereby incorporated by reference into this order.

F. FAR 52.232-7, "PAYMENTS UNDER TIME-AND-MATERIAL AND LABOR-HOUR CONTRACTS"

FAR 52.232-7 is applicable and hereby incorporated by reference into this order.

G. 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 4. 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."

(END-OF-CLAUSE)

ACH VENDOR/MISCELLANEOUS PAYMENT ENROLLMENT FORM

OMB No. 1510-0056
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:

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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:

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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.