

**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 05-21-2003		2. CONTRACT NO. (if any) GS-02F-0010J		6. SHIP TO:	
3. ORDER NO. DR-33-03-333		MODIFICATION NO.		4. REQUISITION/REFERENCE NO. 10370755 CIO-03-333	
5. ISSUING OFFICE (Address correspondence to) U.S. Nuclear Regulatory Commission Div of Contracts Two White Flint North - MS T-7-I-2 Contract Management Center 1 Washington, DC 20555		7. TO:		a. NAME OF CONSIGNEE U.S. Nuclear Regulatory Commission	
a. NAME OF CONTRACTOR Management Concepts		b. STREET ADDRESS Attn: Wanda Wood MS: T6-D2		c. CITY Washington	
b. COMPANY NAME Attn: Evelyn E. Aponte-Sacks Phone #703-270-4135		c. STATE VA		d. STATE DC	
c. STREET ADDRESS 8230 Leesburg Pike		e. STATE VA		e. ZIP CODE 20555	
d. CITY Vienna		f. ZIP CODE 22182		f. SHIP VIA	
9. ACCOUNTING AND APPROPRIATION DATA Job Code: J1129 BOC: 251F		\$36,250.00 BR# 310-15-521-118 Fund Source: 31x0200.310		8. TYPE OF ORDER <input type="checkbox"/> a. PURCHASE ORDER <input checked="" type="checkbox"/> b. DELIVERY/TASK ORDER	
11. BUSINESS CLASSIFICATION (Check appropriate box(es)) <input type="checkbox"/> a. SMALL <input checked="" type="checkbox"/> b. OTHER THAN SMALL		10. REQUISITIONING OFFICE OCIO/ARMS		Reference your Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.  Except for billing instructions on the reverse, this delivery/task order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.	
12. F.O.B. POINT Destination		14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE As Stated Below	
13. PLACE OF		FOR INFORMATION CALL: (No collect calls)		16. DISCOUNT TERMS Net 30	
a. INSPECTION		b. ACCEPTANCE		Jeffrey R. Mitchell 301-415-6465	

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)
1	The Contractor shall provided the U.S. Nuclear Regulatory Commission (NRC) with the following Project Management Training, located on-site. Course Name: Project Management Principles Date: June 24, 2003 to June 27, 2003. Hours 8:00am to 4:00pm Must have a minimum of 15 attendees. (\$725 per person)				\$10,875.00	
1a.	Additional seats (1-10)				\$7,250.00	
2	Date: July 28, 2003 to July 31, 2003. Hours 8:00am to 4:00pm Must have a minimum of 15 attendees. (\$725 per person)				\$10,875.00	
2a.	Additional seats (1-10)				\$7,250.00	
Coordinate with NRC Project Officer: Wanda Wood Phone No. 301-415-5834						

SEE BILLING INSTRUCTIONS ON REVERSE	18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		\$36,250.00	SUBTOTAL	
	21. MAIL INVOICE TO:								17(h) TOTAL (Cont. pages)
	a. NAME U.S. Nuclear Regulatory Commission Payment Team, Mail Stop T-9-H-4								
	b. STREET ADDRESS (or P.O. Box) Attn: (DR-33-03-333)								
c. CITY Washington			d. STATE DC		e. ZIP CODE 20555		\$36,250.00	17(i) GRAND TOTAL	

22. UNITED STATES OF AMERICA BY (Signature) <i>Joyce A. Fields</i>	23. NAME (Typed) Joyce A. Fields Contracting Officer TITLE: CONTRACTING/ORDERING OFFICER
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**ADM002**

**ADM002**



**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.