

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

1. REQUISITION NO. ADM-03-461		BPA NO.	
2. CONTRACT NO. NRC-10-03-461	3. AWARD/EFFECTIVE DATE 10-01-2003	4. ORDER NO.	5. SOLICITATION NO. RS-ADM-03-461
7. FOR SOLICITATION INFORMATION CALL:		a. NAME Stephen Pool	6. SOLICITATION ISSUE DATE 7/30/2003
		b. TELEPHONE NO. (No Collect Calls) 301-415-8168	8. OFFER DUE DATE/LOCAL TIME 8/13/2003 3:30pm

9. ISSUED BY  U.S. Nuclear Regulatory Commission Div of Contracts Two White Flint North - MS T-7-I-2  Washington, DC 20555	CODE 3100	10. THIS ACQUISITION IS  <input type="checkbox"/> UNRESTRICTED <input type="checkbox"/> SET ASIDE: 0 % FOR <input type="checkbox"/> SMALL BUSINESS <input type="checkbox"/> HUBZONE SMALL BUSINESS <input checked="" type="checkbox"/> 8(A)  NAICS: 541921 SIZE STANDARD: \$6 million	11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED <input type="checkbox"/> SEE SCHEDULE  13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700) <input type="checkbox"/>  13b. RATING N/A	12. DISCOUNT TERMS N/A
15. DELIVER TO  U.S. Nuclear Regulatory Commission Division of Admin Services 11555 Rockville Pike  Rockville MD 20852		CODE	16. ADMINISTERED BY  U.S. Nuclear Regulatory Commission Div of Contracts Two White Flint North - MS T-7-I-2  Washington, DC 20555	CODE 3100

17a. CONTRACTOR/OFFEROR  8 (a) Subcontractor Parroco Productions Group, Inc. 620 Chelsea Lane Chesapeake  VA 23322  TELEPHONE NO. Jim Parroco 757-560-4242	CODE	FACILITY CODE	18a. PAYMENT WILL BE MADE BY  U.S. Nuclear Regulatory Commission Payment Team, Mail Stop T-9-H-4 Attn: (insert contract or order number)  Washington DC 20555	CODE
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<input type="checkbox"/> 17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER	<input checked="" type="checkbox"/> 18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a UNLESS BLOCK BELOW IS CHECKED <input checked="" type="checkbox"/> SEE ADDENDUM
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19. ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
	Audiovisual and photographic service per schedule on attached page				

25. ACCOUNTING AND APPROPRIATION DATA 31X0200 34015511306 D2394 252A \$41,117.60	26. TOTAL AWARD AMOUNT (For Govt. Use Only) \$41,117.60
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<input type="checkbox"/> 27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1, 52.212-4. FAR 52.212-3 AND 52.212-5 ARE ATTACHED. ADDENDA	<input type="checkbox"/> ARE	<input type="checkbox"/> ARE NOT ATTACHED.
<input checked="" type="checkbox"/> 27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4. FAR 52.212-5 IS ATTACHED. ADDENDA	<input checked="" type="checkbox"/> ARE	<input type="checkbox"/> ARE NOT ATTACHED

28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN <u>two</u> 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 <u>YOUR</u> OFFER DATED <u>8/17/03</u> . YOUR OFFER ON SOLICITATION (BLOCK <input checked="" type="checkbox"/> 8), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN IS ACCEPTED AS TO ITEMS:
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30a. SIGNATURE OF OFFEROR/CONTRACTOR 	31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER) 
30b. NAME AND TITLE OF SIGNER (TYPE OR PRINT) James O. Parroco - PRESIDENT	31b. NAME OF CONTRACTING OFFICER (TYPE OR PRINT) Stephen M. Pool
30c. DATE SIGNED 9/02/03	31c. DATE SIGNED 8/27/03

19. ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
0001	Basic Service - Base period	[REDACTED]	MO	[REDACTED]	\$30,617.60
0002	On call service for multimedia specialist - base period Estimated hours	[REDACTED]	HR	[REDACTED]	\$6,000.00
0003	Overtime - Base per-only as preauthorized by PO and required by FAR 52.222-41 - estimated hours for multimedia specialist	[REDACTED]	HR	[REDACTED]	\$4,500.00
0004	Basic service for option year 1	[REDACTED]	MO	[REDACTED]	\$191,360.04
0005	On call service for multimedia specialist - opt yr 1 estimated hours	[REDACTED]	HR	[REDACTED]	\$17,775.00
0006	Overtime - opt yr 1-only as preauthorized by PO and required by FAR 52.222-41 - estimated hours for multimedia specialist	[REDACTED]	HR	[REDACTED]	\$6,000.00
0007	Basic service for option year 2	[REDACTED]	MO	[REDACTED]	\$201,000.00
0008	On call service for multimedia speciaist - opt yr 2 Estimated hours	[REDACTED]	HR	[REDACTED]	\$19,734.00
0009	Overtime - opt yr 2-only as preauthorized by PO and required by FAR 52.222-41 - estimated hours for multimedia specialist	[REDACTED]	HR	[REDACTED]	\$6,240.00
0010	Basic service for option year 3	[REDACTED]	MO	[REDACTED]	\$212,000.04
0011	On call service for multimedia specialist - opt yr 3 Estimated hours	[REDACTED]	HR	[REDACTED]	\$20,418.00
0012	Overtime - opt yr 3-only as preauthorized by PO and required by FAR 52.222-41 - Estimated hour for multimedia specialist	[REDACTED]	HR	[REDACTED]	\$6,560.00
0013	Basic service for option year 4	[REDACTED]	MO	[REDACTED]	\$223,500.00
0014	On call service for multimedia specialist - opt yr 4 Estimated hours	[REDACTED]	HR	[REDACTED]	\$18,825.00
0015	Overtime - opt yr 4-only as preauthorized by PO and required by FAR 52.222-41 - Estimated hour for multimedia specialist	[REDACTED]	HR	[REDACTED]	\$6,000.00

32a. QUANTITY IN COLUMN 21 HAS BEEN

RECEIVED     INSPECTED     ACCEPTED, AND CONFORMS TO THE CONTRACT, EXCEPT AS NOTED: \_\_\_\_\_

32b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE	32c. DATE	32d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE
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32e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE	32f. TELEPHONE NUMBER OF AUTHORIZED GOVERNMENT REPRESENTATIVE
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32g. E-MAIL OF AUTHORIZED GOVERNMENT REPRESENTATIVE

33. SHIP NUMBER	34. VOUCHER NUMBER	35. AMOUNT VERIFIED CORRECT FOR	36. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	37. CHECK NUMBER
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38. S/R ACCOUNT NUMBER	39. S/R VOUCHER NUMBER	40. PAID BY
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41a. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT	42a. RECEIVED BY (Print)
41b. SIGNATURE AND TITLE OF CERTIFYING OFFICER	42b. RECEIVED AT (Location)
41c. DATE	42c. DATE REC'D (YY/MM/DD)
	42d. TOTAL CONTAINERS

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**SECTION B - CONTINUATION BLOCK**

The Statement of Work for this contract is incorporated as Attachment 1 to Section D of this contract.

**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):

52.245-2	GOVERNMENT PROPERTY (FIXED-PRICE CONTRACTS)	JUN 2003
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**C.3 52.228-5 INSURANCE - WORK ON A GOVERNMENT INSTALLATION (JAN 1997)**

- (a) The Contractor shall, at its own expense, provide and maintain during the entire performance of this contract, at least the kinds and minimum amounts of insurance required in the schedule or elsewhere in the contract.
- (b) Before commencing work under this contract, the Contractor shall notify the Contracting Officer in writing that the required insurance has been obtained. The policies evidencing required insurance shall contain an endorsement to the effect that any cancellation or any material change adversely affecting the Government's interest shall not be effective (1) for such period as the laws of the State in which this contract is to be performed prescribe or (2) until 30 days after the insurer or the Contractor gives written notice to the Contracting Officer, whichever period is longer.
- (c) The Contractor shall insert the substance of this clause, including this paragraph (c), in subcontracts under this contract that require work on a Government installation and shall require subcontractors to provide and maintain the insurance required in the Schedule or elsewhere in the contract. The Contractor shall maintain a copy of all subcontractors' proofs of required insurance, and shall make copies available to the Contracting Officer upon request.

**C.4 DURATION OF CONTRACT PERIOD (MAR 1987)  
ALTERNATE 2 (MAR 1987)**

This contract shall commence on 10/1/03 and will expire 11/30/03. The term of this contract may be extended at the option of the Government for an additional four one-year periods.

### **C.5 MINIMUM INSURANCE COVERAGE**

The Contractor shall obtain and maintain insurance coverage as follows for the performance of this contract:

(a) Worker's compensation and employer's liability insurance as required by applicable federal and state worker's compensation and occupational disease statutes. If occupational diseases are not compensable under those statutes, they shall be covered under the employer's liability section of the insurance policy, except when contract operations are so commingled with the Contractor's commercial operations that it would not be practical. The employer's liability coverage shall be at least \$100,000, except in States with exclusive or monopolistic funds that do not permit workers' compensation to be written by private carriers.

(b) Comprehensive general (bodily injury) liability insurance of at least \$500,000 per occurrence.

(c) Motor vehicle liability insurance written on the comprehensive form of policy which provides for bodily injury and property damage liability covering the operation of all motor vehicles used in connection with performing the contract. Policies covering motor vehicles operated in the United States shall provide coverage of at least \$200,000 per person and \$500,000 per occurrence for property damage. The amount of liability coverage on other policies shall be commensurate with any legal requirements of the locality and sufficient to meet normal and customary claims.

(d) Comprehensive general and motor vehicle liability policies shall contain a provision worded as follows:

"The insurance company waives any right of subrogation against the United States of America which may arise by reason of any payment under the policy."

### **C.6 DETERMINATION OF MINIMUM WAGES AND FRINGE BENEFITS (NOV 1989)**

Each employee of the Contractor or any subcontractor performing services under this contract shall be paid at least the minimum allowable monetary wage and fringe benefits prescribed under the U.S. Department of Labor Wage Determination which is attached (See Section D for List of Attachments).

### **C.7 52.212-4 CONTRACT TERMS AND CONDITIONS--COMMERCIAL ITEMS (FEB 2002)**

(a) Inspection/Acceptance. The Contractor shall only tender for acceptance those items that conform to the requirements of this contract. The Government reserves the right to inspect or test any supplies or services that have been tendered for acceptance. The Government may require repair or replacement of nonconforming supplies or reperformance of nonconforming services at no increase in contract price. The Government must exercise its postacceptance rights (1) within a reasonable time after the defect was discovered or should have been discovered; and (2) before any substantial change occurs in the condition of the item, unless the change is due to the defect in the item.

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(b) Assignment. The Contractor or its assignee may assign its rights to receive payment due as a result of performance of this contract to a bank, trust company, or other financing institution, including any Federal lending agency in accordance with the Assignment of Claims Act (31 U.S.C. 3727). However, when a third party makes payment (e.g., use of the Governmentwide commercial purchase card), the Contractor may not assign its rights to receive payment under this contract.

(c) Changes. Changes in the terms and conditions of this contract may be made only by written agreement of the parties.

(d) Disputes. This contract is subject to the Contract Disputes Act of 1978, as amended (41 U.S.C. 601-613). Failure of the parties to this contract to reach agreement on any request for equitable adjustment, claim, appeal or action arising under or relating to this contract shall be a dispute to be resolved in accordance with the clause at FAR 52.233-1, Disputes, which is incorporated herein by reference. The Contractor shall proceed diligently with performance of this contract, pending final resolution of any dispute arising under the contract.

(e) Definitions. The clause at FAR 52.202-1, Definitions, is incorporated herein by reference.

(f) Excusable delays. The Contractor shall be liable for default unless nonperformance is caused by an occurrence beyond the reasonable control of the Contractor and without its fault or negligence such as, acts of God or the public enemy, acts of the Government in either its sovereign or contractual capacity, fires, floods, epidemics, quarantine restrictions, strikes, unusually severe weather, and delays of common carriers. The Contractor shall notify the Contracting Officer in writing as soon as it is reasonably possible after the commencement of any excusable delay, setting forth the full particulars in connection therewith, shall remedy such occurrence with all reasonable dispatch, and shall promptly give written notice to the Contracting Officer of the cessation of such occurrence.

(g) Invoice.

(1) The Contractor shall submit an original invoice and three copies (or electronic invoice, if authorized) to the address designated in the contract to receive invoices. An invoice must include--

(i) Name and address of the Contractor;

(ii) Invoice date and number;

(iii) Contract number, contract line item number and, if applicable, the order number;

(iv) Description, quantity, unit of measure, unit price and extended price of the items delivered;

(v) Shipping number and date of shipment, including the bill of lading number and weight of shipment if shipped on Government bill of lading;

(vi) Terms of any discount for prompt payment offered;

(vii) Name and address of official to whom payment is to be sent;

(viii) Name, title, and phone number of person to notify in event of defective invoice; and

(ix) Taxpayer Identification Number (TIN). The Contractor shall include its TIN on the invoice only if required elsewhere in this contract.

(x) Electronic funds transfer (EFT) banking information.

(A) The Contractor shall include EFT banking information on the invoice only if required elsewhere in this contract.

(B) If EFT banking information is not required to be on the invoice, in order for the invoice to be a proper invoice, the Contractor shall have submitted correct EFT banking information in accordance with the applicable solicitation provision, contract clause (e.g., 52.232-33, Payment by Electronic Funds Transfer-- Central Contractor Registration, or 52.232-34, Payment by Electronic Funds Transfer--Other Than Central Contractor Registration), or applicable agency procedures.

(C) EFT banking information is not required if the Government waived the requirement to pay by EFT.

(2) Invoices will be handled in accordance with the Prompt Payment Act (31 U.S.C. 3903) and Office of Management and Budget (OMB) prompt payment regulations at 5 CFR part 1315.

(h) Patent indemnity. The Contractor shall indemnify the Government and its officers, employees and agents against liability, including costs, for actual or alleged direct or contributory infringement of, or inducement to infringe, any United States or foreign patent, trademark or copyright, arising out of the performance of this contract, provided the Contractor is reasonably notified of such claims and proceedings.

(i) Payment. Payment shall be made for items accepted by the Government that have been delivered to the delivery destinations set forth in this contract. The Government will make payment in accordance with the Prompt Payment Act (31 U.S.C. 3903) and OMB prompt payment regulations at 5 CFR part 1315. If the Government makes payment by Electronic Funds Transfer (EFT), see 52.212-5(b) for the appropriate EFT clause.

In connection with any discount offered for early payment, time shall be computed from the date of the invoice. For the purpose of computing the discount earned, payment shall be considered to have been made on the date which appears on the payment check or the date on which an electronic funds transfer was made.

(j) Risk of loss. Unless the contract specifically provides otherwise, risk of loss or damage to the supplies provided under this contract shall remain with the Contractor until, and shall pass to the Government upon:

(1) Delivery of the supplies to a carrier, if transportation is f.o.b. origin; or

(2) Delivery of the supplies to the Government at the destination specified in the contract, if transportation is f.o.b. destination.

(k) Taxes. The contract price includes all applicable Federal, State, and local taxes and duties.

(l) Termination for the Government's convenience. The Government reserves the right to terminate this contract, or any part hereof, for its sole convenience. In the event of such termination, the Contractor shall immediately stop all work hereunder and shall immediately cause any and all of its suppliers and subcontractors to cease work. Subject to the terms of this contract, the Contractor shall be paid a percentage of the contract price reflecting the percentage of the work performed prior to the notice of termination, plus reasonable charges the Contractor can demonstrate to the satisfaction of the Government using its standard record keeping system, have resulted from the termination. The Contractor shall not be required to comply with the cost accounting standards or contract cost principles for this purpose. This paragraph does not give the Government any right to audit the Contractor's records. The Contractor shall not be paid for any work performed or costs incurred which reasonably could have been avoided.

(m) Termination for cause. The Government may terminate this contract, or any part hereof, for cause in the event of any default by the Contractor, or if the Contractor fails to comply with any contract terms and conditions, or fails to provide the Government, upon request, with adequate assurances of future performance. In the event of termination for cause, the Government shall not be liable to the Contractor for any amount for supplies or services not accepted, and the Contractor shall be liable to the Government for any and all rights and remedies provided by law. If it is determined that the Government improperly terminated this contract for default, such termination shall be deemed a termination for convenience.

(n) Title. Unless specified elsewhere in this contract, title to items furnished under this contract shall pass to the

Government upon acceptance, regardless of when or where the Government takes physical possession.

(o) Warranty. The Contractor warrants and implies that the items delivered hereunder are merchantable and fit for use for the particular purpose described in this contract.

(p) Limitation of liability. Except as otherwise provided by an express warranty, the Contractor will not be liable to the Government for consequential damages resulting from any defect or deficiencies in accepted items.

(q) Other compliances. The Contractor shall comply with all applicable Federal, State and local laws, executive orders, rules and regulations applicable to its performance under this contract.

(r) Compliance with laws unique to Government contracts. The Contractor agrees to comply with 31 U.S.C. 1352 relating to limitations on the use of appropriated funds to influence certain Federal contracts; 18 U.S.C. 431 relating to officials not to benefit; 40 U.S.C 327, et seq., Contract Work Hours and Safety Standards Act; 41 U.S.C. 51-58, Anti-Kickback Act of 1986; 41 U.S.C. 265 and 10 U.S.c. 2409 relating to whistle blower protections; 49 U.S.C 40118, Fly American; and 41 U.S.c. 423 relating to procurement integrity.

(s) Order of precedence. Any inconsistencies in this solicitation or contract shall be resolved by giving precedence in the following order: (1) the schedule of supplies/services; (2) the Assignments, Disputes, Payments, Invoice, Other Compliances, and Compliance with Laws Unique to Government Contracts paragraphs of this clause; (3) the clause at 52.212-5; (4) addenda to this solicitation or contract, including any license agreements for computer software; (5) solicitation provisions if this is a solicitation; (6) other paragraphs of this clause; (7) the Standard Form 1449; (8) other documents, exhibits, and attachments; and (9) the specification.

**C.8 52.212-5 CONTRACT TERMS AND CONDITIONS REQUIRED TO IMPLEMENT STATUTES OR EXECUTIVE ORDERS--COMMERCIAL ITEMS (JUNE 2003)**

(a) The Contractor shall comply with the following Federal Acquisition Regulation (FAR) clause, which is incorporated in this contract by reference, to implement provisions of law or Executive orders applicable to acquisitions of commercial items: 52.233-3, Protest after Award (AUG 1996) (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: [Contracting Officer check as appropriate.]

(1) 52.203-6, Restrictions on Subcontractor Sales to the Government (JUL 1995), with Alternate I (OCT 1995)(41 U.S.C. 253g and 10 U.S.C. 2402).

(2) 52.219-3, Notice of Total HUBZone Set-Aside (JAN 1999) (15 U.S.C. 657a).

(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) (15 U.S.C. 657a).

(4) (i) 52.219-5, Very Small Business Set-Aside (JUNE 2003) (Pub. L. 103-403, section 304, Small Business Reauthorization and Amendments Act of 1994).

(ii) Alternate I (MAR 1999) of 52.219-5.

(iii) Alternate II (JUNE 2003) of 52.219-5.

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- (5)(i) 52.219-6, Notice of Total Small Business Set-Aside (JUNE 2003) (15 U.S.C. 644).
- (ii) Alternate I (OCT 1995) of 52.219-6.
- (6)(i) 52.219-7, Notice of Partial Small Business Set-Aside (JUNE 2003) (15 U.S.C. 644).
- (ii) Alternate I (OCT 1995) of 52.219-7.
- (7) 52.219-8, Utilization of Small Business Concerns (OCT 2000) (15 U.S.C. 637 (d)(2) and (3)).
- (8)(i) 52.219-9, Small Business Subcontracting Plan (JAN 2002) (15 U.S.C. 637(d)(4)).
- (ii) Alternate I (OCT 2001) of 52.219-9.
- (iii) Alternate II (OCT 2001) of 52.219-9.
- (9) 52.219-14, Limitations on Subcontracting (DEC 1996) (15 U.S.C. 637(a)(14)).
- (10)(i) 52.219-23, Notice of Price Evaluation Adjustment for Small Disadvantaged Business Concerns (JUNE 2003) (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 (JUNE 2003) of 52.219-23.
- (11) 52.219-25, Small Disadvantaged Business Participation Program--Disadvantaged Status and Reporting (OCT 1999) (Pub. L. 103-355, section 7102, and 10 U.S.C. 2323).
- (12) 52.219-26, Small Disadvantaged Business Participation Program--Incentive Subcontracting (OCT 2000) (Pub. L. 103-355, section 7102, and 10 U.S.C. 2323).
- (13) 52.222-3, Convict Labor (JUNE 2003) (E.O. 11755).
- (14) 52.222-19, Child Labor--Cooperation with Authorities and Remedies (SEP 2002) (E.O. 13126).
- (15) 52.222-21, Prohibition of Segregated Facilities (FEB 1999).
- (16) 52.222-26, Equal Opportunity (APR 2002) (E.O. 11246).
- (17) 52.222-35, Equal Opportunity for Special Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans (DEC 2001) (38 U.S.C. 4212).
- (18) 52.222-36, Affirmative Action for Workers with Disabilities (JUN 1998) (29 U.S.C. 793).
- (19) 52.222-37, Employment Reports on Special Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans (DEC 2001) (38 U.S.C. 4212).
- (20)(i) 52.223-9, Estimate of Percentage of Recovered Material Content for EPA-Designated Products (AUG 2000) (42 U.S.C. 6962(c)(3)(A)(ii)).
- (ii) Alternate I (AUG 2000) of 52.223-9 (42 U.S.C. 6962(i)(2)(C)).
- (21) 52.225-1, Buy American Act--Supplies (JUNE 2003) (41 U.S.C. 10a-10d).
- (22)(i) 52.225-3, Buy American Act--North American Free Trade Agreement--Israeli Trade Act (JUNE 2003) (41

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U.S.C. 10a-10d, 19 U.S.C. 3301 note, 19 U.S.C. 2112 note).

- (ii) Alternate I (MAY 2002) of 52.225-3.
  - (iii) Alternate II (MAY 2002) of 52.225-3.
  - (23) 52.225-5, Trade Agreements (JUNE 2003) (19 U.S.C. 2501, et seq., 19 U.S.C. 3301 note).
  - (24) 52.225-13, Restrictions on Certain Foreign Purchases (JUNE 2003) (E.O. 12722, 12724, 13059, 13067, 13121, and 13129).
  - (25) 52.225-15, Sanctioned European Union Country End Products (FEB 2000) (E.O. 12849).
  - (26) 52.225-16, Sanctioned European Union Country Services (FEB 2000) (E.O. 12849).
  - (27) 52.232-29, Terms for Financing of Purchases of Commercial Items (FEB 2002) (41 U.S.C. 255(f), 10 U.S.C. 2307(f)).
  - (28) 52.232-30, Installment Payments for Commercial Items (OCT 1995) (41 U.S.C. 255(f), 10 U.S.C. 2307(f)).
  - (29) 52.232-33, Payment by Electronic Funds Transfer--Central Contractor Registration (MAY 1999) (31 U.S.C. 3332).
  - (30) 52.232-34, Payment by Electronic Funds Transfer--Other than Central Contractor Registration (MAY 1999) (31 U.S.C. 3332).
  - (31) 52.232-36, Payment by Third Party (MAY 1999) (31 U.S.C. 3332).
  - (32) 52.239-1, Privacy or Security Safeguards (AUG 1996) (5 U.S.C. 552a).
  - (33)(i) 52.247-64, Preference for Privately Owned U.S.-Flag Commercial Vessels (APR 2003) (46 U.S.C. Appx 1241 and 10 U.S.C. 2631).
  - (ii) Alternate I (APR 1984) of 52.247-64.
- (c) The Contractor shall comply with the FAR clauses in this paragraph (c), applicable to commercial services, 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: [Contracting Officer check as appropriate.]
- (1) 52.222-41, Service Contract Act of 1965, as Amended (MAY 1989) (41 U.S.C. 351, et seq.).
  - (2) 52.222-42, Statement of Equivalent Rates for Federal Hires (MAY 1989) (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) (MAY 1989) (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 (February 2002) (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 PreDecemberessor Contractor Collective Bargaining Agreements (CBA) (May 1989) (41 U.S.C. 351, et seq.).
- (d) Comptroller General Examination of Record. The Contractor shall comply with the provisions of this paragraph (d)

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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)(1) Notwithstanding the requirements of the clauses in paragraphs (a), (b), (c), and (d) of this clause, the Contractor is not required to flow down any FAR clause, other than those in paragraphs (i) through (vi) of this paragraph in a subcontract for commercial items. Unless otherwise indicated below, the extent of the flow down shall be as required by the clause--

(i) 52.219-8, Utilization of Small Business Concerns (October 2000) (15 U.S.C. 637(d)(2) and (3)), in all subcontracts that offer further subcontracting opportunities. If the subcontract (except subcontracts to small business concerns) exceeds \$500,000 (\$1,000,000 for construction of any public facility), the subcontractor must include 52.219-8 in lower tier subcontracts that offer subcontracting opportunities.

(ii) 52.222-26, Equal Opportunity (April 2002) (E.O. 11246).

(iii) 52.222-35, Equal Opportunity for Special Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans (December 2001) (38 U.S.C. 4212).

(iv) 52.222-36, Affirmative Action for Workers with Disabilities (June 1998) (29 U.S.C. 793).

(v) 52.222-41, Service Contract Act of 1965, as Amended (May 1989), flow down required for all subcontracts subject to the Service Contract Act of 1965 (41 U.S.C. 351, et seq.).

(vi) 52.247-64, Preference for Privately Owned U.S.-Flag Commercial Vessels (April 2003) (46 U.S.C. Appx 1241 and 10 U.S.C. 2631). Flow down required in accordance with paragraph (d) of FAR clause 52.247-64.

(2) While not required, the contractor May include in its subcontracts for commercial items a minimal number of additional clauses necessary to satisfy its contractual obligations.

**C.9 52.219-17 SECTION 8(A) AWARD (DEC 1996)**

(a) By execution of a contract, the Small Business Administration (SBA) agrees to the following:

(1) To furnish the supplies or services set forth in the contract according to the specifications and the terms and conditions by subcontracting with the Offeror who has been determined an eligible concern pursuant to the provisions of

section 8(a) of the Small Business Act, as amended (15 U.S.C. 637(a)).

(2) Except for novation agreements and advance payments, delegates to the Nuclear Regulatory Commission the responsibility for administering the contract with complete authority to take any action on behalf of the Government under the terms and conditions of the contract; provided, however that the contracting agency shall give advance notice to the SBA before it issues a final notice terminating the right of the subcontractor to proceed with further performance, either in whole or in part, under the contract.

(3) That payments to be made under the contract will be made directly to the subcontractor by the contracting activity.

(4) To notify the Nuclear Regulatory Commission Contracting Officer immediately upon notification by the subcontractor that the owner or owners upon whom 8(a) eligibility was based plan to relinquish ownership or control of the concern.

(5) That the subcontractor awarded a subcontract hereunder shall have the right of appeal from decisions of the cognizant Contracting Officer under the "Disputes" clause of the subcontract.

(b) The offeror/subcontractor agrees and acknowledges that it will, for and on behalf of the SBA, fulfill and perform all of the requirements of the contract.

(c) The offeror/subcontractor agrees that it will not subcontract the performance of any of the requirements of this subcontract to any lower tier subcontractor without the prior written approval of the SBA and the cognizant Contracting Officer of the Nuclear Regulatory Commission.

#### **C.10 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 by the individuals or activities designated in the SOW. Such orders may be issued from contract award date through contract expiration date.

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

(c) Orders may be issued orally, but must be confirmed by facsimile, or by email within 24 hours.

#### **C.11 52.216-21 REQUIREMENTS (OCT 1995)**

This clause applies only to CLINs 2,3,5,6,8,9,11,12,14,& 15.

(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 two weeks after contract expiration.

#### **C.12 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 15 days of expiration; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 30 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 5 years.

#### **C.13 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.

#### **C.14 2052.204-70 SECURITY**

(a) Security/Classification Requirements Form. The attached NRC Form 187 (See List of Attachments) furnishes the basis for providing security and classification requirements to prime contractors, subcontractors, or others (e.g., bidders) who have or may have an NRC contractual relationship that requires access to classified information or matter, access on a continuing basis (in excess of 30 or more days) to NRC Headquarters controlled buildings, or otherwise requires NRC photo identification or card-key badges.

(b) It is the contractor's duty to safeguard National Security Information, Restricted Data, and Formerly Restricted Data.

The contractor shall, in accordance with the Commission's security regulations and requirements, be responsible for safeguarding National Security Information, Restricted Data, and Formerly Restricted Data, and for protecting against sabotage, espionage, loss, and theft, the classified documents and material in the contractor's possession in connection with the performance of work under this contract. Except as otherwise expressly provided in this contract, the contractor shall, upon completion or termination of this contract, transmit to the Commission any classified matter in the possession of the contractor or any person under the contractor's control in connection with performance of this contract. If retention by the contractor of any classified matter is required after the completion or termination of the contract and the retention is approved by the contracting officer, the contractor shall complete a certificate of possession to be furnished to the Commission specifying the classified matter to be retained. The certification must identify the items and types or categories of matter retained, the conditions governing the retention of the matter and their period of retention, if known. If the retention is approved by the contracting officer, the security provisions of the contract continue to be applicable to the matter retained.

(c) In connection with the performance of the work under this contract, the contractor may be furnished, or may develop or acquire, proprietary data (trade secrets) or confidential or privileged technical, business, or financial information, including Commission plans, policies, reports, financial plans, internal data protected by the Privacy Act of 1974 (Pub. L. 93-579), or other information which has not been released to the public or has been determined by the Commission to be otherwise exempt from disclosure to the public. The contractor agrees to hold the information in confidence and not to directly or indirectly duplicate, disseminate, or disclose the information in whole or in part to any other person or organization except as may be necessary to perform the work under this contract. The contractor agrees to return the information to the Commission or otherwise dispose of it at the direction of the contracting officer. Failure to comply with this clause is grounds for termination of this contract.

(d) Regulations. The contractor agrees to conform to all security regulations and requirements of the Commission which are subject to change as directed by the NRC Division of Facilities and Security and the Contracting Officer. These changes will be under the authority of the FAR Changes clause referenced in this document.

(e) Definition of National Security Information. The term National Security Information, as used in this clause, means information that has been determined pursuant to Executive Order 12958 or any predecessor order to require protection against unauthorized disclosure and that is so designated.

(f) Definition of Restricted Data. The term Restricted Data, as used in this clause, means all data concerning design, manufacture, or utilization of atomic weapons; the production of special nuclear material; or the use of special nuclear material in the production of energy, but does not include data declassified or removed from the Restricted Data category pursuant to Section 142 of the Atomic Energy Act of 1954, as amended.

(g) Definition of Formerly Restricted Data. The term Formerly Restricted Data, as used in this clause, means all data removed from the Restricted Data category under Section 142-d of the Atomic Energy Act of 1954, as amended.

(h) Security Clearance Personnel. The contractor may not permit any individual to have access to Restricted Data, Formerly Restricted Data, or other classified information, except in accordance with the Atomic Energy Act of 1954, as amended, and the Commission's regulations or requirements applicable to the particular type or category of classified information to which access is required. The contractor shall also execute a Standard Form 312, Classified Information Nondisclosure Agreement, when access to classified information is required.

(i) Criminal Liabilities. It is understood that disclosure of National Security Information, Restricted Data, and Formerly Restricted Data relating to the work or services ordered hereunder to any person not entitled to receive it, or failure to safeguard any Restricted Data, Formerly Restricted Data, or any other classified matter that may come to the contractor or any person under the contractor's control in connection with work under this contract, may subject the contractor, its agents, employees, or subcontractors to criminal liability under the laws of the United States. (See the Atomic Energy Act of 1954, as amended, 42 U.S.C. 2011 et seq.; 18 U.S.C. 793 and 794; and Executive Order 12958.)

(j) Subcontracts and Purchase Orders. Except as otherwise authorized in writing by the contracting officer, the contractor shall insert provisions similar to the foregoing in all subcontracts and purchase orders under this contract.

(k) In performing the contract work, the contractor shall classify all documents, material, and equipment originated or generated by the contractor in accordance with guidance issued by the Commission. Every subcontract and purchase order issued hereunder involving the origination or generation of classified documents, material, and equipment must provide that the subcontractor or supplier assign classification to all documents, material, and equipment in accordance with guidance furnished by the contractor.

**C.15 2052.204-71 SITE ACCESS BADGE REQUIREMENT**

During the life of this contract, the rights of ingress and egress for contractor personnel must be made available, as required, provided that a badge is issued after favorable adjudication from the Personnel Security Branch, Division of Facilities and Security (PERSEC/DFS). In this regard, all contractor personnel whose duties under this contract require their presence on-site shall be clearly identifiable by a distinctive badge furnished by the Government. The Project Officer shall assist the contractor in obtaining the badges for the contractor personnel. It is the sole responsibility of the contractor to ensure that each employee has a proper Government-issued identification/badge at all times. All prescribed identification must be immediately (no later than three days) delivered to PERSEC/DFS for cancellation or disposition upon the termination of employment of any contractor personnel. Contractor personnel must have this identification in their possession during on-site performance under this contract. It is the contractor's duty to assure that contractor personnel enter only those work areas necessary for performance of contract work, and to assure the safeguarding of any Government records or data that contractor personnel may come into contact with.

**C.16 2052.215-71 PROJECT OFFICER AUTHORITY-ALTERNATE 1**

(a) The contracting officer's authorized representative, hereinafter referred to as the project officer, for this contract is:

Name: Dennis Turner  
Address: U.S.N.R.C.  
Div of Admin Services  
11545 Rockville Pike  
Rockville, MD 20852  
Telephone Number: 301-415-2283

(b) The project officer shall:

- (1) Place delivery orders for items required under this contract up to the amount obligated on the contract award document.
- (2) Monitor contractor performance and recommend changes in requirements to the contracting officer.
- (3) Inspect and accept products/services provided under the contract.
- (4) Review all contractor invoices/vouchers requesting payment for products/services provided under the contract and make recommendations for approval, disapproval, or suspension.

(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.

(c) The project officer may not make changes to the express terms and conditions of this contract.

## **C.17 SECURITY REQUIREMENTS FOR INFORMATION TECHNOLOGY SERVICES**

The proposer/contractor must identify all individuals and propose the level of Information Technology (IT) approval for each, using the following guidance. The NRC sponsoring office shall make the final determination of the level, if any, of IT approval required for all individuals working under this contract.

The Government shall have and exercise full and complete control over granting, denying, withholding, or terminating building access approvals for individuals performing work under this contract.

### **CONTRACTOR SECURITY REQUIREMENTS FOR LEVEL I**

Performance under this contract will involve prime contractor personnel, subcontractors or others who perform services requiring direct access to or operate agency sensitive information technology systems or data (IT Level I).

The IT Level I involves responsibility for the planning, direction, and implementation of a computer security program; major responsibility for the direction, planning, and design of a computer system, including hardware and software; or the capability to access a computer system during its operation or maintenance in such a way that could cause or that has a relatively high risk of causing grave damage; or the capability to realize a significant personal gain from computer access. Such contractor personnel shall be subject to the NRC contractor personnel security requirements of NRC Management Directive (MD) 12.3, Part I and will require a favorably adjudicated Limited Background Investigation (LBI).

A contractor employee shall not have access to NRC facilities, sensitive information technology systems or data until he/she is approved by Personnel Security Branch, Division of Facilities and Security (PERSEC/DFS) first for temporary access (based on a favorable adjudication of their security forms and checks) and final access (based on a favorably adjudicated LBI) in accordance with the procedures found in NRC MD 12.3, Part I. The individual will be subject to a reinvestigation every 10 years. Timely receipt of properly completed security applications is a contract requirement. Failure of the contractor to comply with this condition within the ten work-day period may be a basis to void the notice of selection. In that event, the Government may select another firm for award.

The contractor shall submit a completed security forms packet, including the SF-86, "Questionnaire for National Security Positions," and fingerprint charts, through the Project Officer to PERSEC/DFS for review and favorable adjudication, prior to the individual performing work under this contract. The contractor shall assure that all forms are accurate, complete, and legible (except for Part 2 of the questionnaire, which is required to be completed in private and submitted by the individual to the contractor in a sealed envelope), as set forth in MD 12.3 which is incorporated into this contract by reference as though fully set forth herein. Based on PERSEC review of the applicant's security forms and/or the receipt of adverse information by NRC, the individual may be denied access to NRC facilities, sensitive information technology systems or data until a final determination is made of his/her eligibility under the provisions of MD 12.3. Any questions regarding the individual's eligibility for IT Level I approval will be resolved in accordance with the due process procedures set forth in MD 12.3 Exhibit 1 and E. O. 12968.

In accordance with NRCAR 2052.204-70 "Security," IT Level I contractors shall be subject to the attached NRC Form 187 (See Section J for List of Attachments) which furnishes the basis for providing security requirements to prime contractors, subcontractors or others (e.g., bidders) who have or may have an NRC contractual relationship which requires

access to or operation of agency sensitive information technology systems or remote development and/or analysis of sensitive information technology systems and data or other access to such systems and data; access on a continuing basis (in excess of 30 days) to NRC Headquarters controlled buildings; or otherwise requires NRC photo identification or card-key badges.

#### **CONTRACTOR SECURITY REQUIREMENTS FOR LEVEL II**

Performance under this contract will involve contractor personnel that develop and/or analyze sensitive information technology systems or data or otherwise have access to such systems and data (IT Level II).

The IT Level II involves responsibility for the planning, design, operation, or maintenance of a computer system and all other computer or IT positions. Such contractor personnel shall be subject to the NRC contractor personnel requirements of MD 12.3, Part I, which is hereby incorporated by reference and made a part of this contract as though fully set forth herein, and will require a favorably adjudicated Access National Agency Check with Inquiries (ANACI).

A contractor employee shall not have access to NRC facilities, sensitive information technology systems or data until he/she is approved by PERSEC/DFS first for temporary access (based on a favorable review of their security forms and checks) and final access (based on a favorably adjudicated ANACI) in accordance with the procedures found in MD 12.3, Part I. The individual will be subject to a reinvestigation every 10 years. Timely receipt of properly completed security applications is a contract requirement. Failure of the contractor to comply with this condition within the ten work-day period may be a basis to void the notice of selection. In that event, the Government may select another firm for award.

The contractor shall submit a completed security forms packet, including the SF-86, "Questionnaire for National Security Positions," and fingerprint charts, through the Project Officer to the NRC PERSEC/DFS for review and favorable adjudication, prior to the individual performing work under this contract. The contractor shall assure that all forms are accurate, complete, and legible (except for Part 2 of the questionnaire, which is required to be completed in private and submitted by the individual to the contractor in a sealed envelope), as set forth in MD 12.3. Based on PERSEC review of the applicant's security forms and/or the receipt of adverse information by NRC, the individual may be denied access to NRC facilities, sensitive information technology systems or data until a final determination is made of his/her eligibility under the provisions of MD 12.3. Any questions regarding the individual's eligibility for IT Level II approval will be resolved in accordance with the due process procedures set forth in MD 12.3 Exhibit 1 and E. O. 12968.

In accordance with NRCAR 2052.204-70 "Security," IT Level II contractors shall be subject to the attached NRC Form 187 (See Section J for List of Attachments) which furnishes the basis for providing security requirements to prime contractors, subcontractors or others (e.g. bidders) who have or may have an NRC contractual relationship which requires access to or operation of agency sensitive information technology systems or remote development and/or analysis of sensitive information technology systems and data or other access to such systems and data; access on a continuing basis (in excess of 30 days) to NRC Headquarters controlled buildings; or otherwise requires NRC photo identification or card-key badges.

#### **CANCELLATION OR TERMINATION OF IT ACCESS/REQUEST**

When a request for investigation is to be withdrawn or canceled, the contractor shall immediately notify the Project Officer by telephone in order that he/she will contact the PERSEC/DFS so that the investigation may be promptly discontinued. The notification shall contain the full name of the individual, and the date of the request. Telephone notifications must be promptly confirmed in writing to the Project Officer who will forward the confirmation to the PERSEC/DFS. Additionally, PERSEC/DFS must be immediately notified when an individual no longer requires access to NRC sensitive automated information technology systems or data, including the voluntary or involuntary separation of employment of an individual who has been approved for or is being processed for access under the NRC Personnel Security Program.

**C.18 APPROPRIATE USE OF GOVERNMENT FURNISHED INFORMATION TECHNOLOGY (IT) EQUIPMENT AND/ OR IT SERVICES/ ACCESS (MARCH 2002)**

As part of contract performance the NRC may provide the contractor with information technology (IT) equipment and IT services or IT access as identified in the solicitation or subsequently as identified in the contract or delivery order. Government furnished IT equipment, or IT services, or IT access may include but is not limited to computers, copiers, facsimile machines, printers, pagers, software, phones, Internet access and use, and email access and use. The contractor (including the contractor's employees, consultants and subcontractors) shall use the government furnished IT equipment, and / or IT provided services, and/ or IT access solely to perform the necessary efforts required under the contract. The contractor (including the contractor's employees, consultants and subcontractors) are prohibited from engaging or using the government IT equipment and government provided IT services or IT access for any personal use, misuse, abuses or any other unauthorized usage.

The contractor is responsible for monitoring its employees, consultants and subcontractors to ensure that government furnished IT equipment and/ or IT services, and/ or IT access are not being used for personal use, misused or abused. The government reserves the right to withdraw or suspend the use of its government furnished IT equipment, IT services and/ or IT access arising from contractor personal usage, or misuse or abuse; and/ or to disallow any payments associated with contractor (including the contractor's employees, consultants and subcontractors) personal usage, misuses or abuses of IT equipment, IT services and/ or IT access; and/ or to terminate for cause the contract or delivery order arising from violation of this provision.

**C.19 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.

(End of Clause)

**C.20 GOVERNMENT FURNISHED EQUIPMENT/PROPERTY (JANUARY 2001)**

(a) The NRC will provide the contractor with the following items for use under this contract:

See Section D, Attachment 5

(b) The equipment/property listed above in the quantities shown will be provided by the Government. The contractor shall be responsible and accountable for all Government property provided under this contract and shall comply with the provisions of the FAR Government Property Clause under this contract and FAR Subpart 45.5, as in effect on the date of this contract. The contractor shall investigate and provide written notification to the NRC Contracting Officer (CO) and the NRC Division of Facilities and Security, Physical Security Branch of all cases of loss, damage, or destruction of Government property in its possession or control not later than 24 hours after discovery. The contractor must report stolen Government property to the local police and a copy of the police report must be provided to the CO and to the Division of Facilities and Security, Physical Security Branch.

## **C.21 SAFETY OF ON-SITE CONTRACTOR PERSONNEL**

Ensuring the safety of occupants of Federal buildings is a responsibility shared by the professionals implementing our security and safety programs and the persons being protected. The NRC's Office of Administration (ADM) Division of Facilities and Security (DFS) has coordinated an Occupant Emergency Plan (OEP) for NRC Headquarters buildings with local authorities. The OEP has been approved by the Montgomery County Fire and Rescue Service. It is designed to improve building occupants' chances of survival, minimize damage to property, and promptly account for building occupants when necessary.

The contractor's Project Director shall ensure that all personnel working full time on-site at NRC Headquarters read the NRC's OEP, provided electronically on the NRC Intranet at <http://www.internal.nrc.gov/ADM/OEP.pdf>. The contractor's Project Director also shall emphasize to each staff member that they are to be familiar with and guided by the OEP, as well as by instructions given by emergency response personnel in situations which pose an immediate health or safety threat to building occupants.

The NRC Project Officer shall ensure that the contractor's Project Director has communicated the requirement for on-site contractor staff to follow the guidance in the OEP. The NRC Project Officer also will assist in accounting for on-site contract persons in the event of a major emergency (e.g., explosion occurs and casualties or injuries are suspected) during which a full evacuation will be required, including the assembly and accountability of occupants. The NRC DFS will conduct drills periodically to train occupants and assess these procedures.

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

Attachment No. 1 - Statement of Work

Attachment No. 2 - NRC form 187 Security Requirements

Attachment No. 3 - SCA Wage Determination

Attachment No. 4 - NRC Billing Instructions

Attachment No. 5 - List of Government Furnished Property

**ACQUISITION OF AUDIOVISUAL AND PHOTOGRAPHIC  
SUPPORT FOR THE NRC HEADQUARTERS LOCATION****STATEMENT OF WORK****C.1. BACKGROUND:**

The U.S. Nuclear Regulatory Commission (NRC) Headquarters facility is a 2-building complex located across from the White Flint Metro stop in Rockville, Maryland. The first building is the One White Flint North (OWFN) building, an eighteen-floor office-building located at 11555 Rockville Pike, which has a large meeting room referred to as the "NRC Commission Hearing Room" located on its ground-floor level that is capable of seating up to 150-people. The second building is the Two White Flint North (TWFN) building, a ten-floor building located next-door to OWFN at 11545 Rockville Pike, which also has a large meeting room referred to as the "NRC Auditorium" located on its P-2 basement level, that is capable of seating up to 300-people. Both the NRC Commission Hearing Room and the NRC Auditorium have their own dedicated audiovisual (AV) systems that are monitored and controlled by AV personnel stationed during the meeting/event in "AV Control-Rooms" adjacent to each area. For each meeting/event, the AV personnel who operate the AV system are responsible for pre-event setup/testing and manning the AV Control Rooms during the meeting (to record the video/audio, adjust the various AV equipment, monitor overall system performance, etc.).

Also located on most floors of both the OWFN and TWFN buildings, are smaller meeting rooms that in addition to NRC's business meetings and training sessions, are also used for smaller ceremonies of up to 30-people. There are several other larger areas on-site at the NRC Headquarters facility which are used for "special-events" including retirement receptions, award ceremonies, blood drives, book fairs, special-event activities, and video presentations, etc. These activities may require a photographer for photos, setup of lecterns, microphones or other sound equipment, setup of portable TV's or other video equipment, operation of video cameras, etc.

With over 1,800 NRC staff housed within the NRC Headquarters facility each day conducting meetings of all sizes, hosting ceremonies, making presentations and sponsoring various other special events, the NRC requires daily AV and photographic services to support these activities. Many NRC Headquarters staff work a 9-hour-day "Compressed Work-Schedule" (CWS) (rather than the standard 8-hour-day/5-days-per-week schedule), and as a result, many offices are not fully staffed on Mondays and Fridays when the staff elect to take the day off they earned for working 9-hour days. In order to optimize NRC staff availability/participation, the majority of NRC meetings and other agency events are usually held on either a Tuesday, Wednesday or Thursday. Accordingly, support requirements in the AV area will be greater on Tuesdays, Wednesdays and Thursdays

**C.2. SCOPE OF WORK:**

The purpose of this contract is to provide the U.S. Nuclear Regulatory Commission (NRC) Headquarters location in Rockville, Maryland, with AudioVisual (AV) and Photographic support services to fulfill a wide variety of requirements in accordance with NRC defined priorities. These services consist of ongoing "daily" on-site requests, including AV/photography support for meetings, conferences and events, and photo printing. These requirements normally consist of no more than two (2) concurrent activities at the NRC Headquarters facility daily (except federal holidays) for 8 continuous hours from 7:15 a.m.-4:30 p.m.(except for 45 minute lunch break). Starting time/location for commencement of services each day to be determined by the NRC Project Officer (PO) based on customer requests scheduled to be accomplished that day. Support is also required occasionally to meet peak workload demands that

exceed two (2) concurrent activities, requiring the contractor to provide additional "on-call" support on an "as-needed" basis, at either the NRC Headquarters location or off-site within the local Baltimore/Washington Metro area.

The major types of AV and Photographic services support required by NRC can be categorized as follows in A-D below:

**A. Provide Coordination and Quality Control for all AV and Photographic Services:**

To ensure services are provided as requested and are performed in accordance with each request's relative priority as defined by the NRC-PO. To provide overall quality control to ensure all services reflect an emphasis on quality and are consistently provided in a professional manner which fully satisfies the NRC requester and continuously complies with all terms and conditions of the contract, including:

1. AV project scheduling including incoming request screening and definition of scope of request, and identification to PO of work that may require additional "on-call" support;
2. AV activity accomplishment tracking/reporting;
3. Coverage for the set-up, operation and take-down of NRC-provided photographic equipment;
4. Coverage for the set-up, operation and take-down of NRC-provided Video and Audio equipment;
5. NRC AV equipment maintenance tracking and verification.

Specific NRC procedures to accomplish these services are specified in ATTACHMENT-A.

**B. Provide Support for NRC Photographic Requirements:**

To provide photographic coverage (photograph, digitize, enhance, size/edit/crop, format, store, email, print) of NRC meetings, ceremonies, other events, passport photos, executive portraits, etc. To scan photos into digital format, create digital images for slide presentations, create enlargements or reductions of existing photos, etc. To operate the NRC Headquarters on-site Photo Studio located on the 6<sup>th</sup>-floor of TWFN, which is outfitted with both 35mm and digital cameras, special lighting, photo scanners, a digital photo printer and a digital photo editing software (PC and MAC format). To assist NRC with an ongoing project to organize NRC's nuclear-power related photographs into a digital photo library database that is searchable in order to make photos of specific nuclear plants or related-subjects easily retrievable for inclusion in NRC presentations and other documents, including adding digital photos to the database with appropriate subject info listed for each photo and other photos (35mm, etc.) are scanned into digital format and uploaded to the digital library.

**C. Provide Support for NRC AudioVisual Requirements:**

To test, adjust, clean, and operate the NRC's two (2) dedicated audiovisual systems supporting the NRC Auditorium and NRC Commission Hearing Room and also assist with setup of related equipment/software used for presentations such as InFocus projectors and PowerPoint software, etc. Also, to transport, test, track, setup, adjust, and operate a variety of audio and video equipment used to support NRC meetings and other events, or make duplicate tapes of previous recordings, etc.

**D. Provide Support for the Maintenance and Tracking of NRC AV and Photographic Equipment:**

To test, clean, adjust and track the location of a wide variety of NRC-owned AV and Photographic equipment.

**E. Provide Support for Off-site Meetings:**

To provide support services at off-site locations within the local Baltimore/Washington Metro area, within a 60 mile radius.

**C.3. MANDATORY PERFORMANCE REQUIREMENTS:**

The Contractor shall perform all of the requirements listed herein during the period of this contract, or any option period.

**C.3.A. PROVIDE ON-SITE SUPERVISION, COORDINATION AND QUALITY CONTROL:**

The Contractor shall ensure:

1. All customer requests are accurately performed on the date and time requested;
2. All services are provided with an emphasis on providing the requester with the services they need, while continuously projecting a professional attitude;
3. All services are scheduled and performed in accordance with each request's relative priority;
4. While on the NRC's premises, all on-site contractor staff continuously wear distinctive clothing and/or badges which identify them as employees of the contractor, including the name of the company;
5. All on-site contract staff never use profanity of any type (written or oral);
6. Any opportunities or ideas for improving the efficiency, tracking or quality of the services provided are communicated to the NRC-PO for possible update of the guidance and/or procedures in ATTACHMENT-A;
7. All services performed under this contract continuously comply with the applicable guidance and procedures specified in Attachment-A;
8. On-site contractor staff never operate or transport NRC equipment in a manner that could damage the equipment or the NRC facility in any way;
9. The contract personnel must demonstrate a thorough knowledge of the type of work described herein that is based on past experience, and are fully capable of effectively performing all activities covered by this contract;
10. At least two (2) contract staff are on-site at NRC each federal work-day and performing the "daily" services that require performance that day;
11. During the entire period of this contract the minimum levels of additional "on-call" NRC-security-cleared staffing specified herein, are continuously available for work at NRC, within 12-consecutive-hours of an NRC "standard-request" and within 4-hours of an NRC "urgent-request";
12. All contractor staff proposed for NRC-security-clearance must submit all information required by NRC to process their security clearance within one-week of NRC being notified of the contractor's intent to use them to perform services under this contract;
13. Within one week of the contractor receiving notification of receiving the award of this contract, the contractor shall submit a completed NRC security package for at least four (4) contract staff who have skills and abilities to perform AV and photographic services required under this contract.
14. All services are performed without the need for the NRC-PO to provide repetitive directions/guidance for completion of tasks.
15. All services are performed in an efficient manner. The NRC-PO will provide the contractor with any specific, task-oriented guidance, necessary to accomplish these services, on an as-needed basis on issues not already covered by the procedures provided in ATTACHMENT-A.
16. All personnel provided are capable of lifting items that weigh up to 50-lbs

(TV's, etc.), and prolonged walking/standing while performing these services.

17. All monthly activity reports shall be submitted no later than the 5<sup>th</sup> working day of the following month.

18. All quarterly activity reports shall be submitted no later than the 5<sup>th</sup> working day following the end of the quarter as established by the NRC PO.

**C.3.B. PROVIDE SUPPORT FOR NRC PHOTOGRAPHIC REQUIREMENTS:**

During the period of this contract, the contractor shall provide support for a variety of NRC Photographic requirements in accordance with the task-oriented guidance and priorities provided by the NRC-PO, and the procedures listed in ATTACHMENT-A.

**C.3.C. PROVIDE SUPPORT FOR NRC AUDIOVISUAL REQUIREMENTS:**

During the period of this contract, the contractor shall provide support for a variety of NRC AudioVisual requirements in accordance with the task-oriented guidance and priorities provided by the NRC-PO and procedures listed in ATTACHMENT-A.

**C.3.D. PROVIDE SUPPORT FOR THE MAINTENANCE AND TRACKING OF NRC AUDIOVISUAL AND PHOTOGRAPHIC EQUIPMENT:**

During the period of this contract, the contractor shall provide support for the maintenance and tracking of a variety of NRC AudioVisual and Photographic equipment in accordance with the procedures listed in ATTACHMENT-A.

**C.3.E. PROVIDE TIMELY SUBMISSION OF ALL INFORMATION REQUIRED TO PROCESS NRC SITE-ACCESS SECURITY CLEARANCES FOR CONTRACTOR PERSONNEL:**

The Contractor shall ensure that all information NRC requires to process an NRC site-access security clearance for the Contractor's personnel is submitted in a timely manner. Within one-week of the contractor being notified by NRC of receiving the award of this contract, the contractor shall ensure the NRC-PO receives completed NRC security clearance packages for at least four (4) contract staff who have the skills and abilities to perform the AV and Photographic services required under this contract. If any information is omitted from a security clearance package or if the NRC security office requires additional information to process a clearance, the contractor shall ensure the requested information is submitted to NRC within three (3) business-days of NRC notifying the contractor of the information required.

**C.3.F. PROVIDE "DAILY" SUPPORT TO MEET WORKLOAD LEVELS THAT DO NOT EXCEED TWO (2) CONCURRENT ACTIVITIES:**

**WORKLOAD:** Data has shown the "daily" on-site audiovisual and photo services routinely require the effort of two (2) full-time personnel. The "daily" on-site contract staff shall perform the AV and Photographic requirements for up to two (2) concurrent AV and/or Photo events in separate locations. For concurrent requests that exceed the two (2) concurrent request capacity level for daily services, NRC reserves the unilateral right to either:

- (1) reschedule the subject request(s);
- (2) deny the request(s);
- (3) re-prioritize any or all requests;
- (4) request additional "on-call" support to perform the request(s); or
- (5) use NRC staff to perform the request(s)

The contractor shall provide coverage to perform these "daily" services Monday-Friday (except federal holidays) for eight (8) continuous hours (except for the 45 minute lunch break) between the hours of 7:30am-4:15pm, with the starting time/location for commencement of services each day to be determined by the NRC PO (based on the customer requests scheduled to be accomplished that day).

**OVERTIME:** If NRC requires "daily" support by the same contract personnel in excess of 40-hours in a single work-week, the hours that exceed 40-hours shall qualify for payment at the contract "overtime" rate. These OT hours must be preauthorized in writing by the NRC PO.

**C.3.G. PROVIDE "ON-CALL" SUPPORT TO MEET PEAK WORKLOAD LEVELS THAT EXCEED THE TWO (2) CONCURRENT REQUEST "DAILY" SUPPORT CAPACITY LEVEL:**

**ESTIMATED WORKLOAD:** Each year NRC averages at least two (2) large "Special Events" requiring the support of approximately four (4) Multimedia Specialists. The Contractor shall maintain sufficient resources of available staffing to ensure the contractor is capable of supporting NRC's "daily" and "peak" workload levels in accordance with the "standard" and "urgent" response-times specified below. During the contract period, the Contractor shall continuously maintain the a minimum "pool" of four (4) qualified personnel who have successfully passed the NRC security clearance requirements for unescorted site access at NRC, and who can perform the AV and Photographic requirements supported by this contract:

**"STANDARD-RESPONSE" TIME:** Under the "Standard-Response" Time, NRC will provide the contractor with at least 12-consecutive-hours of advance notice of an NRC need for additional personnel to supplement the two (2) daily on-site contract personnel. The contractor shall provide the additional "on-call" multimedia personnel within 12-consecutive-hours of NRC placing the request, or later if the start-time of the request provides more than 12-hours of advance notice. For Example, if NRC places a request on a Monday by 6:00pm, for the contractor to provide additional "on-call" personnel by 6:30am the next morning (Tuesday), the NRC has provided at least 12-consecutive-hours of advance notice to the contractor, and the contractor shall provide the requested support no later than the 6:30am start-time specified in the request.

**"URGENT-RESPONSE" TIME:** Under the "Urgent-Response" Time, NRC will provide the contractor with at least 4-consecutive-hours of advance notice of an NRC need for additional personnel to supplement the two (2) daily staff. The contractor shall provide the additional multimedia personnel within 4-consecutive-hours of NRC placing the request, or later if the start-time of the request provides more than 4-hours but less than 12-hours of advance notice. For Example, if NRC places a request on a Monday by 7:30am, for the contractor to provide additional "on-call" personnel by 11:30am that morning (Monday), the NRC has provided at least 4-consecutive-hours of advance notice to the contractor, and the contractor shall provide the requested support no later than the 11:30am start-time specified in the request.

Should NRC disapprove a security-clearance for any individual proposed by the contractor, or in the case of an unplanned and immediate loss of an individual within the pool, the contractor shall submit a properly completed security package to the

NRC-PO for a replacement individual within five-calendar-days from the date the individual being replaced is no longer available to perform under this contract.  
**ATTENTION: The contractor shall ensure that the NRC badge of the individual that is being terminated shall be returned to the NRC-PO immediately.**

The NRC will guarantee that no "on-call" personnel request will be for less than four (4) continuous-hours in duration. NRC reserves the right to cancel all or a portion of an "on-call" Work Request for any Contractor personnel arriving late for any reason, at no charge to NRC.

**OVERTIME:** If NRC requires "on-call" support by the same contract personnel in excess of 40-hours in a single work-week, the hours that exceed 40-hours shall qualify for payment at the contract "overtime" rate. These OT hours must be preauthorized in writing by the NRC PO.

**C.3.H. PERFORM ALL SERVICE REQUESTS IN ACCORDANCE WITH THEIR NRC PRIORITY**

The Contractor shall ensure that all services are scheduled and performed as requested. The NRC PO reserves the right to change the designated priority of any service request at any time.

**C.3.I. PROVIDE NRC WITH TIMELY, ACCURATE STATUS AND DOCUMENTATION OF SERVICE REQUESTS**

The Contractor shall keep the NRC-PO informed of the status of all NRC service requests. The contractor shall provide a verbal status upon request by the NRC-PO, and a written status report at the end of each month using a copy of the NRC service requests, and a quarterly report as scheduled. All communications between NRC personnel and the Contractor's staff shall be in the English language. Contract staff shall sign for receipt of any property they transport and shall obtain a signature for any property they deliver.

**C.3.J. SAFE TRANSPORT OF NRC ITEMS**

The Contractor shall ensure that NRC items handled/transported by the contract staff are protected from damage during handling and/or storage. Items shall be secured to prevent shifting during transit and shall be stacked properly. Protective coverings shall be used as appropriate to prevent any damage to the items or surrounding facilities during movement. The Contractor shall be responsible for repair or replacement of any items/facilities damaged by the Contractor's staff or subcontractors.

**C.3.K. SCHEDULING OF SERVICE REQUESTS**

The Contractor shall schedule, track, and perform photographic, video and audio incoming service requests in accordance with procedures stated herein, from 7:30am-4:30 pm each workday, except federal holidays. Incoming service requests are submitted by customers via:

- (A) e-mail;
- (B) telephone;
- (C) Service Request System (SRS);
- (D) in person (walk-ins).

The Contractor shall schedule, track, and perform photographic, video and audio incoming service requests in accordance with procedures stated herein, from 7:30am-4:30 pm each workday, except federal holidays. Incoming service requests are submitted by customers via:

- (A) e-mail;
- (B) telephone;
- (C) Service Request System (SRS);
- (D) in person (walk-ins).

During the hours of operation, the Contractor shall continuously monitor incoming customer service requests from the communication methods identified above in accordance with Attachment A. NRC reserves the right to change any service request at any time (as new, higher-priority requests are received or as circumstances for existing requests change).

**C.3.L. NRC PERSONNEL AUTHORIZED TO PLACE ON-CALL SERVICE REQUESTS:**  
 In addition to the NRC Contracting Officer, the following NRC personnel are authorized to place NRC Work Requests to the contractor and can be contacted at the phone numbers listed for each person below:

<u>NAME</u>	<u>OFFICE TELEPHONE</u>	<u>CELL PHONE</u>
1. Robert Miller	301-415-6851	240-375-7222
2. Dennis Tarner (PO)	301-415-2283	
3. Cynthia Marcy	301-415-3133	

Any of the NRC authorized personnel listed above are authorized to cancel, reschedule or re-prioritize part of, or an entire Work Request at any time.

**C.3.M. CONTRACTOR CONTACT FOR RECEIPT OF ON-CALL SERVICE REQUESTS:**  
 Upon award of the contract, the contractor shall provide the NRC-PO with a telephone number, fax number, and the name of the contractor's contact person for the NRC to place requests for "on-call" services. The contractor shall ensure the NRC can reach the contractor's contact person to place "on-call" service requests at any time between the hours of 6:30am-6:30pm, Monday-Friday except federal holidays. NRC may notify the contractor verbally of each request but will follow-up to document all "on-call" service requests by FAX. The contractor's contact person shall call the NRC personnel who placed the request immediately (within 10-minutes) to confirm receipt of each FAX request.

**C.4. CONTRACT PERFORMANCE MEASUREMENTS AND INCENTIVES**  
 NRC reserves the unilateral right to deduct any disincentives assessed the contractor during the contract period, from any amounts owed the contractor by NRC for services performed.

NRC-PO within the one-week time-frame specified in accordance with the following contract requirements:

- A. Within one-week of the contractor receiving notification from NRC of receiving the award of the contract, six (6) contract personnel who are qualified to perform all the AV and Photographic Requirements under this contract shall submit completed security packages to the NRC-PO;
- B. Within one-week of the contractor notifying the NRC-PO that an individual currently performing under the contract as part of the "daily" support or part of the "on-call" pool, will no longer be available to work under the contract, or to replace any individual disapproved for a clearance by NRC, the contractor shall ensure at least one (1) new individual shall submit a completed security package to the NRC-PO who has the skills and abilities to perform the contract services previously performed by the contract person being replaced.

**MEASUREMENT:**

Review by Project Officer.

**DISINCENTIVES:**

**Number of days past the  
one-week required:**  
0-2  
Over 2 days past due

**Disincentive:**

No deduction  
\$25 per day per security package

**C.4.B.**

**MAINTAIN CAPACITY TO SUPPORT "DAILY" SERVICES THROUGHOUT EACH FEDERAL WORKDAY**

**REQUIREMENT:**

The contractor shall ensure sufficient qualified personnel are on-site at the NRC location each federal work-day to support at least two (2) concurrent service requests in two (2) separate locations within the NRC facility.

**STANDARD:**

No NRC service requests shall be delayed, canceled, rescheduled or performed by NRC staff because the contractor failed to provide the necessary qualified personnel to perform the "daily" minimum capacity level of performing at least two (2) concurrent service requests in two (2) separate locations within the NRC facility.

**MEASUREMENT:**

Review by Project Officer.

**DISINCENTIVES:**

**Number of occurrences  
per calendar-month:**  
0-1  
over 1

**Disincentive:**

No deduction  
\$350 for each affected work-day

**C.4.C. PROVIDE QUALIFIED PERSONNEL TO PERFORM "ON-CALL" SUPPORT SERVICES IN A TIMELY MANNER**

**REQUIREMENT:**

The contractor shall ensure sufficient qualified (possess the necessary skills and abilities) personnel are available in the "pool" of NRC security-cleared contract personnel and that they respond to the NRC location within the "standard" (12-hour) and "urgent" (4-hour) time-frames.

**STANDARD:**

No NRC service requests shall be delayed, canceled, rescheduled or performed by NRC staff because the contractor failed to provide the necessary qualified (possess the necessary skills and abilities) personnel to perform any "on-call" service request within the "standard" (12-hour) or "urgent" (4-hour) response time designated in the NRC's "on-call" service request.

**MEASUREMENT:**

Review by Project Officer.

**DISINCENTIVES:**

**Number of occurrences per calendar-month:**  
0-1  
over 1

**Disincentive:**  
No deduction  
\$100 for each affected work-day

**C.4.D. PERFORM "DAILY" AND "ON-CALL" SERVICES ACCURATELY AND IN ACCORDANCE WITH EACH SERVICE REQUEST AND THE NRC PROCEDURES IN ATTACHMENT-A**

**REQUIREMENT:**

The contractor shall ensure all services are performed accurately as stated in each NRC service request (if the NRC service request does not provide any critical information required to accurately perform the request, the contractor shall ensure the omission or lack of specificity is brought to the NRC-PO's attention in advance of the request's scheduled start-time, so as not to delay the scheduled performance of the request), the NRC's applicable procedures provided in ATTACHMENT-A are followed, and each request is performed in accordance with the priority assigned by the NRC-PO.

**STANDARD:**

- No complaints are received from NRC staff as a result of the contractor:
  - A. Failing to perform the services accurately as stated in each NRC service request;
  - B. Delaying performance of the request because the contractor failed to identify any vague or missing critical information for the request to the NRC-PO in advance of the service request's scheduled start-time;

- C. Not following the NRC's applicable procedures provided in ATTACHMENT-A;
- D. Not adhering to the NRC's priority standard

**MEASUREMENT:**

Review by Project Officer.

**DISINCENTIVES:**

**Number of occurrences:**  
 0-2  
 over 2

**Disincentive:**  
 No deduction  
 \$25 for each occurrence

**C.4.E. PROVIDE NRC WITH A CONTRACTOR CONTACT TO RECEIVE AND COORDINATE NRC "ON-CALL" SERVICE REQUESTS DURING EACH FEDERAL WORKDAY**

**REQUIREMENT:**

Upon award of the contract, the contractor shall provide the NRC-PO with a telephone number, fax number, and the name of the contractor's contact person for the NRC to place requests for "on-call" services. The contractor shall ensure the NRC can reach the contractor's contact person to place "on-call" service requests at any time between the hours of 6:30am-6:30pm, Monday-Friday except federal holidays. NRC may notify the contractor verbally of each request but will follow-up to document all "on-call" service requests by FAX. The contractor's contact person shall call the NRC personnel who placed the request immediately (within 10-minutes) to confirm receipt of each FAX request.

**STANDARD:**

No NRC service requests shall be delayed, canceled, rescheduled or performed by NRC staff because the contractor failed to provide the necessary contractor contact to receive and coordinate support for an NRC "on-call" service request. All NRC "on-call" service requests placed to the contractor shall be followed by the contractor responding to the NRC personnel who placed the request to confirm receipt of the request within 10-minutes of the contractor receiving the fax.

**MEASUREMENT:**

Review by Project Officer.

**DISINCENTIVES:**

**Number of occurrences per calendar-month:**  
 0-1  
 over 1

**Disincentive:**  
 No deduction  
 \$50 for each effected request

**C.4. F TIMELY SUBMISSION OF MONTHLY ACTIVITY REPORTS**

**REQUIREMENT:**

Timely submission of monthly activity reports..

**STANDARD:**

The contractor shall submit monthly activity reports to the PO not later than the 5<sup>th</sup> working day of the following month.

**MEASUREMENT:**

Review by Project Officer.

**DISINCENTIVES:**

Number of days past the 5<sup>th</sup>  
working day of the month  
required:

0-1  
Over 1 day past due

**Disincentive:**

No deduction  
\$25 per day

C.4. G

**TIMELY SUBMISSION OF QUARTERLY ACTIVITY REPORTS**

**REQUIREMENT:**

Timely submission of quarterly activity reports..

**STANDARD:**

The contractor shall submit monthly activity reports to the PO no later than the 5<sup>th</sup> working day following the end of the quarter.

**MEASUREMENT:**

Review by Project Officer.

**DISINCENTIVES:**

Number of days past the  
5<sup>th</sup> working day required:

0-1  
Over 1 day past due

**Disincentive:**

No deduction  
\$25 per day

H.

**LIST OF GOVERNMENT FURNISHED EQUIPMENT**

The NRC will provide the contractor with all necessary equipment and supplies required to perform the services under this contract.

*See Section D Att 5.*

The procedures listed herein provide supplemental specific requirements for accomplishing the various tasks covered by this contract. These procedures have been organized consistent with the sequence and scope of the contract's AV and Photographic Support Services. The Contractor shall perform these support services in accordance with the procedures in this Attachment. However, if the Contractor identifies a more efficient alternative method to process and document any of these services (while maintaining the same or higher service level, i.e., service quality, quantity and accuracy of records), the Contractor may request approval from the Project Officer (NRC PO) for the Contractor to modify Attachment A to deviate from the current procedure for that service in order to implement the new procedure. If the NRC PO approves the change, the Contractor shall immediately update Attachment A to reflect the change and proceed to perform under the new procedures. The Contractor shall ensure that Attachment A is continuously updated to reflect the current procedures for all services performed under this contract and the Contractor shall ensure that all services are performed in accordance with the current procedures in Attachment A and this contract. The Contractor shall not deviate from these procedures without obtaining the prior approval from the NRC-PO.

The Contractor shall coordinate the scheduling, prioritization and performance of all AV and Photographic services as well as obtain any clarification or technical direction for all of these services from the NRC-PO, Mr. Robert Miller on (office#) 301-415-6851 (cell#) 240-375-7222 or the alternate NRC-PO designated by NRC.

The Contractor shall provide AV and photographic services at the NRC Headquarters location in Rockville, Maryland, and as needed for occasional offsite events within the Baltimore/Washington Metro area within a 60-mile radius of the NRC Headquarters location. The contractor shall provide transportation for their staff to off-site events and provide transportation for small quantities (able to be carried in compact sedan trunk) of NRC equipment required to support each offsite event.

### **C.3.B. PROVIDE SUPPORT FOR NRC PHOTOGRAPHIC REQUIREMENTS:**

The Contractor shall provide support for the NRC services in accordance with the following procedures, from 7:30am-4:30pm each weekday, except federal holidays. Starting time/location for commencement of services each day to be determined by the NRC Project Officer (PO) based on customer requests scheduled to be accomplished that day.

#### **SUPPORT BY STILL PHOTOGRAPHER**

The Contractor shall evaluate and address any technical photographic aspects to create high-quality photographs. The Contractor shall create professional photographs of NRC employees and/or visitors which are of sufficient quality (photo clarity, artistry, color accuracy, lighting balance and image format) to be suitable for use in executive portraits, prominent displays, agency-wide award booklets, information circulars, presentations, passports, and the NRC digital photo library archive. In addition, the Contractor shall create professional photographs of various inanimate objects or locations which are of sufficient photo quality to provide NRC with a clear, accurate photographic record of the object/location which fulfills the NRC's stated purpose for the photo (i.e., clear documentation of layouts, configurations, condition, construction, damages, evidence, etc.)

When NRC requires the Contractor to provide photographic coverage of an NRC function, the Contractor shall create photos that are selected and sequenced to reflect the progression of

significant events to create a visual "story" of the event, as well as the participation of the principal individuals at the function.

The following are the primary photographic support requirements.

#### **PHOTOS OF NRC AWARD RECIPIENTS**

NRC rewards approximately 400-500 staff throughout each year during various ceremonies (approximately 150/year) held to celebrate their efforts and support in accomplishing the agency's mission. Each ceremony usually includes the award recipient being photographed in front of the assembly while receiving a congratulatory handshake from the presenter. At ceremonies attended by NRC principal staff, the photography request may also include pre/post event photos of attendees.

The Contractor shall monitor the "Photo Request Scheduling Log" (PRSL) and ensure a photographer is provided to support each ceremony. The photographer shall arrive on location of the event early enough to ensure any necessary pre-event set-up requirements are identified and completed including:

1. Notify the "event-contact" (usually the person who originally requested the service) upon the photographer's arrival, in order to understand how the ceremony is planned to take place and finalize any special instructions for the photo to be taken.
2. Based on the planned sequence of events, location and layout, identify the best place to be positioned for taking the photos (i.e., does not block the audience's view, least glare/reflection from room lighting, appropriate background such as NRC seal or flag, etc.), and move any items from the immediate area which should not be in the photo.
3. Request staff being photographed to temporarily remove their badges during their photo and during the photo to tilt the award slightly forward which reduces the glare from overhead lighting.

Within 1-week after the ceremony, the Contractor shall provide the event-contact with a photo of each awardee (8"x 10" color print with a white-border which has been cropped to include only the awardee and presenter). The requirements for any other photos required for each ceremony will be identified in the incoming photo request and/or provided by the NRC PO for the individual task.

#### **ANNUAL AGENCY-WIDE AWARDS CEREMONY**

Each year, NRC has a large award ceremony which is attended by 500-600 of the staff with approximately 50 award recipients.

This event is usually held on-site under a tent erected outside on the raised plaza level referred to as "The Green" which is located between the 2 NRC Headquarters buildings. For this ceremony, in addition to the photos of each award presentation, the Contractor shall perform the following.

1. Prior to the event, individually photograph all award recipients and provide their photos to the NRC AV PO. These photos shall be suitable for use in the agency awards booklet which is distributed to all attendees of the ceremony.

2. In the TWFN building first-floor level, concurrently set-up photographers on the day of the event in both the TWFN Cafeteria and Main Lobby Exhibit area and take portraits of each award recipient and their family.
3. During the actual award ceremony, for each award recipient, take a photo of the awardee while they are on the stage listening to the presenter explain the basis for the award, their receiving the award from the NRC Chairman, and of the awardee shaking hands with each NRC Commissioner.
4. During the ceremony the photographer shall circulate amongst the assembly and take "candid" photos of the audience to create a visual "story" of the event.
5. During the post-ceremony reception, the photographer shall take "candid" photos. (NOTE: Unless specifically requested by the NRC PO, "candid" photos should not show persons eating/drinking).

Within-1 week of the event, the Contractor shall provide the NRC AV PO with an 8" x 10" color photo print of each awardee's photo with the NRC Chairman, Family Portrait, and "candid" photos taken during the event, including the digital image of each photo on a CD.

#### **PROCEDURES FOR SPECIAL NRC PROGRAMS:**

1. Arrive at the event at least 15-minutes before the scheduled start-time (these events are usually held in the auditorium). This allows time for any unforeseen circumstances.
2. Contact the coordinator or the requester.
3. Photograph group shots before the program with the guest and Commissioners.
4. Take appropriate steps to minimize any distraction from the photos being taken during the event.
5. Photograph individuals at the podium and candid photos of the audience viewing the presentation.
6. Take group and candid photographs at the ceremonies after the programs.
7. Take photos of all Agency Executives in attendance with the guest visitors.
8. Provide color 4"x6" digital images that photographically represent the event.

#### **PROCEDURES FOR AGENCY MEETINGS ONSITE OR OFFSITE)**

1. Arrive at the event at least 20 minutes before the scheduled start-time.
2. Contact the coordinator or the requester to confirm:
  - a. Special photos

- b. Any changes
3. Take candid photographs of all startup activities:
  - a. Sign up and information booths
  - b. Special displays
4. Take candid photographs during the meeting.
5. Take photographs of the individuals at the podium and photos of any panel members as they provide information/presentations.
6. Take photographs of all Agency Executives that are present and of any other individuals in attendance which the coordinator has requested.
7. Contact the coordinator before leaving the assignment to make sure the service request has been fully satisfied.
8. Provide the NRC-PO with digital images on CD and/or 4" x 6" color prints that photographically represent the event.

**PROCEDURES FOR OTHER MISCELLANEOUS REQUESTS:**

Passport Color Photo support includes:

- a. Take the employee's photo and create a 2" x 2" color print for the employee.

Employee of the Month photo support includes:

- a. Take the employee's photo and then e-mail a 3" x 4" digital image to the employee and the requester.

Badge identification photo services include:

- a. Photo enhancements
- b. Provide both digital image and 1.25"x 1.5" color prints

Special Display Image support services include:

- a. Photographing
- b. Scanning
- c. Graph Work

All photo jobs shall be provided to customers within 5-workdays of the event or within the time requested. The Contractor shall provide the customer with photos and/or digital images in CD format or paper photo.

**MAINTENANCE OF THE NRC DIGITAL PHOTO LIBRARY:**

For those photos designated by the NRC-PO to be appropriate for inclusion in the NRC Digital Photo Library, the Contractor shall perform the following:

1. Ensure the necessary information (office/person name, date, the way the images should be categorized) is obtained from the source of the photo to accurately categorize and label each picture being added to the library.
2. Use the NRC equipment to scan non-digital photos into the digital library database.
3. Transfer digital photos into the photo-library system.
4. Log all photo files into the system.
5. Transfer all images into digital format.
6. Provide digital images or photo prints as requested.
7. Update all files as needed.
8. Notify the NRC AV PO that photo-library system has been updated.

**PROCEDURES FOR LOADING DATA INTO THE NRC PHOTO LIBRARY PROGRAM (PORTFOLIO SOFTWARE)**

All images in the Photo Library are stored on CDs and the images are tracked with the use of Portfolio Photo Managing Software. The following are the procedures needed to input data into the photo library program.

- 1 Download images to Mac system
- 2 Correct if needed (color/size)
- 3 Create folder
- 4 Download to folder
- 5 Save to CD
- 6 Save to backup Photo Library CD
- 7 Open Portfolio program
- 8 Update Portfolio database.

**C.3.C. PROVIDE SUPPORT FOR NRC AUDIOVISUAL REQUIREMENTS:**

The Contractor shall comply with following procedures to provide AV support for NRC AUDIO/VIDEO requests:

**PUBLIC BROADCASTS OF COMMISSION BRIEFINGS (WEBCASTS):**

*(Usually Broadcast from Commissioners Hearing Room)*

In an effort to provide easy access to NRC Public meetings to all interested parties, NRC has begun broadcasting selected Commission Public meetings over the Internet (webcasting) using an off-site service-provider (currently the National Institutes of Health (NIH) to provide the necessary webcast-infrastructure required to accomplish this effort.

During each meeting selected for webcasting, the NRC transmits a feed of the meeting's content (combined signals of the video, audio, and closed-caption text of

the audio) to NIH using an on-site Video-teleconferencing unit (VTC) and an ISDN telephone connection.

The day before each webcast, the Contractor shall test the system used to provide the webcast feed to NIH, in order to ensure that if any adjustments or maintenance is required, they can be completed before the following-day's webcast.

**PRE-WEBCAST TESTING:**

The day before each "live" webcast, the Contractor shall assist NRC with testing the webcast system to ensure readiness for the upcoming webcast. This includes establishing the NRC's feed of the webcast support provider (current feed of the webcast is to NIH via ISDN telephone line) and making any adjustments to the NRC system generating the feed that is required to optimize the quality of the feed being transmitted to NIH. The Contractor shall perform the following actions and any additional re-dial actions necessary to establish and maintain webcasts of Commission meetings.

1. Call Artel (CIO Contractor for VTC) to setup the telephone bridge and the VTC System Network.
2. Turn on the following equipment in the Commissioners Hearing Room:
  - A. All video-Monitors (10) in the Commissioners Hearing Room
  - B. All Audio/Video Equipment in the Control Room, which is located adjacent to the Commissioners Hearing Room.
  - C. Room Lighting including adjusting to the optimum level for a meeting.
  - D. Video Conferencing Equipment
  - E. All Presentation Equipment (Computer, Elmo Projectors & monitoring-TV)
  - F. On-line Computer (go to the NRC website)
  - G. Decoder (PDR-885)
  - H. Broadband Channel 46
  - I. MB-2 Field Newsbridge
3. Test the following:
  - A. Cameras/controllers Pan/Tilt functions
  - B. Microphones (at table and podium)
  - C. Video Recorders
  - D. Audio Recorder
  - E. Broadband Signal

- F. Decoder
- G. Video Conferencing Signal
- H. MB-2 Field Newsbridge Signal
- I. Both Audio/Video Switchers
- J. Computer and Slide Show Software

4. Label the following:

- A. VHS Tapes (3) with title of the meeting
- B. Audio cassette tapes (3) with title of the meeting

(These labeled tapes will be used for the briefing)

5. Design a "title-slide" in Power-Point Presentation software, (it's available on the computer system in the control room. This is the system that is used for all computer graphics presentations).

6. Run the Power Point Presentation Program (Title Slide).

7. Turn on the assigned music to create an audio feed.

8. After the internal NRC system checks have been completed and all equipment is found to be "fully operational," the Contractor shall:

- A. Call the NIH webcast support contractor to notify them that NRC is ready to perform the actual webcast connection testing;

- B. Request the NRC OCIO Contractor onsite video-tele-conference support personnel (currently Artel) to dial-up NIH and setup the Telephone-Bridge for the ISDN connection.

9. Conduct an audio/video test by using:

- A. The Computer-Graphic-Slide as video;

- B. The soft music as the audio;

- C. The Test button on the PDR-885 to generate the open captioning signal.

10. Using the NRC computer in the Control-Room, use the website link (e-mailed by NIH) to connect to the test-webcast content via the NIH website.

11. Monitor the Web-site until you observe the test briefing signal.

12. Once the NRC test-webcast signals have been observed via the temporary website connection, contact the NIH and confirm that NRC has viewed an acceptable test-webcast via the Internet on NRC's page (audio & video). If all systems are functioning properly, then all equipment should be shut down and the system declared "ready" for the next webcast of an NRC Commission Meeting. If any system performance issues are discovered during this test, the Contractor shall notify the NRC AV PO and the NIH technical personnel and continue to diagnose the problem.

**"LIVE" WEBCAST SUPPORT:**

The broadcast of an NRC meeting simultaneously as it is taking place referred to as a "live" webcast, the Contractor shall perform the following:

**PRE-WEBCAST SETUP AND FINAL TESTING:**

The Contractor shall perform the following activities shall be completed during the one (1) hour period immediately preceding the WEBCAST:

**A. Support for the Meeting presenter:**

Review the slides to be used during the meeting with the NRC staff and download their presentation to the PC (if they request).

**B. Support for the Meeting Court Reporter**

Provide a sound test and a few lines of text (open caption).

**C. Collect the meeting's "Seating Chart" diagram from the NRC Office of the Secretary representative overseeing the pre-meeting final set-up, and provide a copy of the diagram to the court reporter.**

The following activities shall be completed prior to the start of the actual WEBCAST:

1. Call Artel (CIO Contractor for VTC) to setup the telephone-bridge and the VTC System Network.

2. Turn the following equipment on in the Commissioners Hearing Room:

A. ALL Video-Monitors (10) in the Commissioners Hearing Room

B. All Audio/Video Equipment in the Control Room, which is located adjacent to the Hearing room.

C. Room-Lighting including adjusting to the optimum level for a meeting.

D. Video Conferencing equipment

E. All Presentation equipment (computer, Elmo Projectors, and monitoring-computer)

F. On-line computer 9 go to the website)

G. Decoder (PDR-885)

H. Broadband (Channel 46)

I. MB-2 Field Newsbridge

3. Design a "title-slide" (with the title of briefing) in Power Point Presentation software, (its available on the computer system in the control room. This is the system that is used for all computer graphics presentations).

4. Run the Power-Point-Presentation Program (Title Slide).

5. Turn on assigned music to create an audio feed.

6. After the internal NRC system checks have been completed and all equipment is found to be "fully operational", the Contractor shall :

A. Call the NIH webcast support contractor to notify them NRC is ready to perform the actual webcast connection testing;

B. Request the NRC OCIO Contractor onsite video-tele-conference support personnel (ARTEL) to dial-up NIH set-up the telephone-bridge for the ISDN connection.

7. Conduct an audio/video test by using:

A. The Computer Graphic Slide as Video

B. The soft music as audio.

C. The Test button on the PDR-885 to generate the open captioning signal.

8. Using the NRC computer in the Control Room, use the website link ( e-mailed by NIH) to connect to the test webcast content via the NIH website and verify the webcast is of acceptable quality. If any deficiencies are found, notify the NRC AV POC and the NIH technical personnel, and continue to diagnose the problem including making any adjustments in the NRC webcast feed that are necessary to correct the problem.

9.Reduce "master-gain" on microphone-mixer that controls the overall volume of the microphones (NOT THE INDIVIDUAL MICROPHONE PODS) located on the executive conference table in the Commissioners Hearing Room.

10. Continue transmitting the video feed from the computer graphic and audio music feed to the webcast support provider (NIH) until 5- minutes before the start of the meeting to be webcast.

11. Five (5) minutes before the meeting is scheduled to begin, start the audio recorder and video recorders.

12. Once the NRC Chairman and Commissioners are seated at the Commissioners Hearing Room conference table, turn the Master-knob on the microphone mixer in the control room to increase the volume of all the microphones up to the appropriate level for accurately recording the discussions that take place during the meeting.

13. Just before the actual meeting begins, fade the video from the computer-graphic-slide to the coverage of the meeting.

NOTE: The procedures outlined above for support for "live" webcasts apply to those meetings being webcast which are not preceded by an NRC "AFFIRMATION" (which is held just before the start of the meeting) the Contractor shall use the supplemental procedures below.

**PRE-WEBCAST SETUP AND FINAL TESTING WHEN THERE IS ALSO SUPPORT REQUIRED FOR AN "AFFIRMATION" PRIOR TO THE WEBCAST:**

An NRC "Affirmation" is an official NRC meeting (which usually lasts no more than 5-minutes in duration) in which the NRC Commissioners formally vote on a regulatory issue. These affirmations are usually scheduled to be held at the beginning of Commission meetings. Unlike the meeting to be webcast, the Affirmation requires an audio-recorder only, and shall not be webcast or videotaped.

To support NRC meetings that are preceded by an Affirmation, the Contractor shall perform the following:

1. Perform the actions listed above in Subsection.1., items #1-10.
2. Five (5) minutes before the scheduled start of the Affirmation, start the audio-recorder and video-recorders, and then put the system into the "pause" mode.
3. Put the single audio-recorder system into the "recorder" mode so that it will record the voice-vote by the Commissioners during the Affirmation. NOTE: Affirmations are always recorded separately from other meetings.
4. Turn the "Master-Knob" on the microphone-mixer in the control-room to increase the volume of all microphones up to the appropriate level for accurately recording the voice-vote that takes place during the Affirmation.
5. Fade from the "title-slide" to the meeting in the Hearing Room only. Limit the content of the Video Tele-Conference feed being transmitted to the NIH to the video of the title-slide only (without any audio), during the Affirmation.
6. Upon the conclusion of the Affirmation, take all the recorders off pause and fade-up the feed (audio & video) of the meeting's content for transmission via the Video Tele-Conferencing System to NIH.

7. Check the quality of the Video Tele-Conferencing signal.
8. Using the computer Internet connection in the Control-Room, verify the webcast is being broadcast properly by NIH.

At this time, the Contractor shall ensure all of the following systems are on-line:

Broadband  
 Hearing Room Video/Audio systems  
 Video Tele-Conferencing Bridge  
 Telephone Bridge  
 NIH webcast system  
 NRC webcast web-site

The Contractor shall notify the NRC-PO if any of these systems are experiencing any type of problem, while concurrently investigating the cause of the problem.

**ATTENTION:** During all Commission meetings, the Contractor shall provide coverage in the Hearing Room Control Room to provide presentation support, and monitor audio and video system performance during the meeting. At the end of the meeting, the Contractor shall provide the audio and video tapes of the meeting to the person representing the NRC Office of the Secretary.

**MEETINGS HELD IN THE NRC AUDITORIUM:**

The Contractor shall provide support to:

- Provide setup and pretesting support
- Operate AV system to support the meeting
- Provide assistance with any presentations
- Broadcast onsite and to the Regional Offices
- Establish audio feed to the onsite Court Reporter
- Provide recordings on audio cassettes and video tapes of all meetings as requested (always ensure the person requesting the taping of the event has obtained the proper "release" in the Form of a "Permission Slip" to tape the event)

**SPECIAL EMPLOYEE ACTIVITY BROADCASTS:**

The Contractor shall provide support for the following events:

**All Employee Meeting and Annual Awards Ceremony (On the Green)**

The Contractor shall provide support:

- Setup audio/video equipment indoors and outside
- Operate AV system to support the meeting
- Provide pretesting support indoors and outside
- Broadcast onsite and to the Regional Offices
- Audio cassette and Video tape the Program

**NRC DIVERSITY DAY:**

The Contractor shall provide support to:

- Setup for rehearsals
- Video tape raw footage
- Edit footage
- Provide a finished product
- Broadcast over the in-house broadband system
- Setup audio/video equipment indoors and outside
- Provide pretesting support indoors and outside
- Broadcast onsite and Regional Offices
- Video tape the Program

**OFFICE OF PERSONNEL MANAGEMENT SPECIAL BROADCASTS:**

The Contractor shall provide support to:

- Perform the setup and pretesting of system
- Video recording and broadcasting on-site and Regional offices

**VIDEOTAPING OF NRC TRAINING PROGRAMS:**

The Contractor shall provide support to:

- Perform setup and pretesting support
- Assist with the presentations
- Audio and Video tape Training Program (clear audio & video and labeled)
- This area may include travel to off-site locations.

**SUPPORT FOR NRC PRESENTATIONS:**

The Contractor shall provide support to:

- Perform setup and testing of presentation equipment
- Provide support information to the end-user
- Provide NRC-owned support equipment

**OTHER AUDIO/VIDEO SERVICES:**

Provide Audio and Video duplication services

Provide CD format services

Provide digital images

Provide information and training to the NRC Staff as needed

**C.3.C. COORDINATION/TRACKING THE MAINTENANCE/REPAIR OF NRC AV EQUIPMENT:**

NRC will provide the equipment necessary to perform the NRC AV and Photographic services under this contract. The Contractor shall monitor this equipment during operation and periodic testing/cleaning and notify the NRC-PO if any equipment fails to perform it's intended function. The Contractor shall track the status of any equipment that is being serviced and coordinate with the NRC PO and NRC Property Management office if any equipment is to be removed from the NRC premises.

Contractor provide monthly maintenance on as follow:

1. Clean all heads on all VCRs in the Comm. Hearing Room, Auditorium and photo studio
2. Clean all monitors in the Comm. Hearing Room, Auditorium, Elevator Lobbies in both buildings and photo studio
3. Clean all lens for all Video Cameras Comm. Hearing Room, Auditorium and photo studio
4. Perform complete "system-check" each week on all components in the Comm. Hearing Room, and Auditorium

**A List of Estimated Annual Audio/Video/Photo Assignments**

- |    |                     |                           |
|----|---------------------|---------------------------|
| 1. | ADM Awards Ceremony | Once a year               |
| 2. | NRR Awards Ceremony | Four or Five times a year |
| 3. | OP Awards Ceremony  | Once a year               |

- |     |   |  |
|-----|---|--|
| 4.  | OC Awards Ceremony  | Once a year                              |
| 5.  | CIO Awards Ceremony   | Once a year                              |
| 6.  | OGC Awards Ceremony   | Once a year                              |
| 7.  | NMSS Awards Ceremony  | Once a year                              |
| 8.  | ACRS Awards Ceremony  | Twice a year                             |
| 9.  | OCM Awards Ceremony   | (all offices) Once a year                |
| 10. | SECY Awards Ceremony  | Once a year                              |
| 11. | RES Awards Ceremony   | Three or Four times a year               |
| 12. | EDO Awards Programs   | Several during the year                  |
| 13. | Other awards (all offices)<br>These are normally four or five awards  | All during the year                      |
| 14. | Annual Awards Ceremony<br>Video and Audio broadcast VTC support<br>Photographing for booklet<br>Photos doing the program<br>Assist. With setup (audio)<br>Backup plan (special setup) | Once a year<br>Two to three week process |
| 15. | Signing (Chairman's office)<br>Photos of signing & group photo  | During the year                          |
| 16. | Dinners with Chairman & foreign visitors<br>Different outside locations in the area (photos)  | Once or twice a year                     |
| 17. | Passport photos   | About 2 to 3 a week                      |
| 18. | OIG's ID. Photo   | Several during the year                  |
| 19. | Foreign Visitors to the Agency<br>Meeting with the Chairman   | Several during the year                  |
| 20. | Regulatory Information Conference<br>Photos for the organizational poster<br>Photographing meeting (candid photo)   | Once a year (three events)               |
| 21. | Adopt-A-Road Program<br>Photos  | Once a year                              |

- |     |  |                         |
|-----|--|-------------------------|
| 22. | Earth Day<br>Photos  | Once a year             |
| 23. | Bring Your Children to work Program<br>Photos  | Once a year             |
| 24. | Noontime Concerts<br>Assist. With setup (sound)<br>Photos  | Four times a year       |
| 25. | Incident Investigation Team (Hunt Valley)<br>Two trips to Hunt Valley (Photos)   | Once a year             |
| 26. | CFC Kickoff<br>Video & audio support<br>Photos   | Once a year             |
| 27. | Chairman's Speech<br>Special setup<br>Videotaping<br>Photos  | Once a year             |
| 28. | Retirement Presentations (On-site only)<br>Photos ( award and candid)  | Several during the year |
| 29. | Annual Report<br>Special photos<br>Photos from filing system   | Once a year             |
| 30. | Employee of the Month (NRR, NMSS, RES, CFO)<br>One to two hour turn-around ( image e-mail to requester)  | Once a month            |
| 31. | Special Photo for ID from the Badging System<br>Photo enhancement, sized, provide digital images   | Several during the year |
| 32. | Commission Briefings/Affirmations<br>Setup audio & video<br>Assist with Media Streaming<br>Assist Video Tele-Conferencing Broadcast<br>Assist with live open-captioning<br>Telephone bridges<br>Broadband feeds<br>Audio feeds<br>Videotaping<br>Audio taping<br>Assist with presentation slide ( before and/or during the briefing) | About 52 a year         |

- |     |  |                 |
|-----|--|-----------------|
| 33. | Auditorium Presentations<br>Setups (audio or video)<br>Assist. With Video Tele-Conferencing equipment setups<br>Assist. With audio bridge<br>Photos<br>Video taping<br>Assist with Computer projector setup<br>Equipment Demos | About 4 a week  |
| 34. | Agency Picnic<br>Photos  | Once a year     |
| 35. | Agency photos of the Chairman & Commissioners<br>Individual<br>Passport<br>Group Photo<br>Portraits<br>Office Photo (group shot)   | As needed       |
| 36. | Regional offices request for photo<br>Power Plant Photos<br>Photos of the Commissions<br>Photos of the President & Vice President  | During the year |
| 37. | Photos for Security<br>Photos from video tapes<br>Photos of the Commissioners  | During the year |
| 38. | OPA request for photos (for outside agencies)<br>Power Plants<br>Chairman & Commissioners<br>Scanning and image storage<br>Duplication Video & Audio<br>Editing Video & Audio  | During the year |
| 39. | Special training in the Training Center<br>Photos<br>Video taping<br>Duplication video & audio   | During the year |
| 40. | Scanning for all offices<br>Photos<br>Downloading to 3.5 diskettes or storage<br>Images for the Webpage<br>Images for their News Letters or Reports  | During the year |
| 41. | TV Systems setups or reprogramming<br>Trouble shooting   | During the year |

42. Manage the Agency Digital Photo Library All during the year

43. Assist with all presentation given in the Comm. Hearing Room and in the auditorium

Other services:

Video tape duplication

Audio tape duplication

Scanning

Video editing

Video taping

Portraits

Graphic Work

Research on Audio/Visual & Photo equipment for the NRC

Audio Cassette transferring to CDs/DVDs

Audio/Video and Photography training

The policies, procedures, and criteria of the NRC Security Program, NRCMD 12, apply to performance of this contract, subcontract or other activity.

## CONTRACT SECURITY AND/OR CLASSIFICATION REQUIREMENTS

**COMPLETE CLASSIFIED ITEMS BY  
SEPARATE CORRESPONDENCE**

**1. CONTRACTOR NAME AND ADDRESS**

**Parroco Production Group, Inc.**  
620 Chelsea Lane  
Chesapeake, VA 23322

**A. CONTRACT NUMBER FOR COMMERCIAL  
CONTRACTS OR JOB CODE FOR DOE  
PROJECTS (Prime contract number must be shown  
for all subcontracts.)**

**NRC-10-03-461**

**B. PROJECTED  
START DATE**

**10/01/2003**

**C. PROJECTED  
COMPLETION DATE**

**11/30/2007**

**2. TYPE OF SUBMISSION**

- A. ORIGINAL
- B. REVISED (Supersedes all previous submissions)
- C. OTHER (Specify)  
Additional staffing

**3. FOR FOLLOW-ON CONTRACT, ENTER PRECEDING CONTRACT NUMBER AND PROJECTED COMPLETION DATE**

A. DOES NOT APPLY

B. CONTRACT NUMBER

**NRC-10-02-151**

DATE

**09/30/2003**

**4. PROJECT TITLE AND OTHER IDENTIFYING INFORMATION**

### "ACQUISITION OF AUDIOVISUAL AND PHOTOGRAPHIC SUPPORT SERVICES FOR THE NRC HEADQUARTERS LOCATION"

**\*The contractor will provide on-site services to operate NRC-owned audiovisual and photographic equipment in support of NRC Headquarters meetings, ceremonies, special events, business travel, etc.**

**5. PERFORMANCE WILL REQUIRE**

**A. ACCESS TO CLASSIFIED MATTER OR CLASSIFIED INFORMATION**

- YES (If "YES," answer 1-7 below)
- NO (If "NO," proceed to 5.C.)

NOT  
APPLICABLE

NATIONAL SECURITY

RESTRICTED DATA

SECRET

CONFIDENTIAL

SECRET

CONFIDENTIAL

1. ACCESS TO FOREIGN INTELLIGENCE INFORMATION

2. RECEIPT, STORAGE, OR OTHER SAFEGUARDING OF CLASSIFIED MATTER. (See 5.B.)

3. GENERATION OF CLASSIFIED MATTER.

4. ACCESS TO CRYPTOGRAPHIC MATERIAL OR OTHER CLASSIFIED COMSEC INFORMATION.

5. ACCESS TO CLASSIFIED MATTER OR CLASSIFIED INFORMATION PROCESSED BY ANOTHER AGENCY.

6. CLASSIFIED USE OF AN INFORMATION TECHNOLOGY PROCESSING SYSTEM.

7. OTHER (Specify)

B. IS FACILITY CLEARANCE REQUIRED?  YES  NO

C.  UNESCORTED ACCESS IS REQUIRED TO PROTECTED AND VITAL AREAS OF NUCLEAR POWER PLANTS.

D.  ACCESS IS REQUIRED TO UNCLASSIFIED SAFEGUARDS INFORMATION.

E.  ACCESS IS REQUIRED TO SENSITIVE IT SYSTEMS AND DATA.

F.  UNESCORTED ACCESS TO NRC HEADQUARTERS BUILDING.

FOR PROCEDURES AND REQUIREMENTS ON PROVIDING TEMPORARY AND FINAL APPROVAL FOR UNESCORTED ACCESS, REFER TO NRCMD 12.

6. INFORMATION PERTAINING TO THESE REQUIREMENTS OR THIS PROJECT, EVEN THOUGH SUCH INFORMATION IS CONSIDERED UNCLASSIFIED, SHALL NOT BE RELEASED FOR DISSEMINATION EXCEPT AS APPROVED BY:

NAME AND TITLE  <p style="text-align: center;"><b>Stephen Pool</b> NRC Contract Specialist</p>	SIGNATURE  	DATE  
--	-------------------	--------------

**7. CLASSIFICATION GUIDANCE**

NATURE OF CLASSIFIED GUIDANCE IDENTIFICATION OF CLASSIFICATION GUIDES

Not Applicable.

**8. CLASSIFIED REVIEW OF CONTRACTOR / SUBCONTRACTOR REPORT(S) AND OTHER DOCUMENTS WILL BE CONDUCTED BY:**

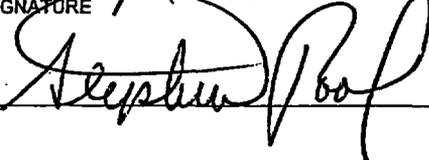
- AUTHORIZED CLASSIFIER (Name and Title)
  DIVISION OF FACILITIES AND SECURITY

**9. REQUIRED DISTRIBUTION OF NRC FORM 187 Check appropriate box(es)**

- SPONSORING NRC OFFICE OR DIVISION (Item 10A)
  DIVISION OF CONTRACTS AND PROPERTY MANAGEMENT  
 DIVISION OF FACILITIES AND SECURITY (Item 10B)
  CONTRACTOR (Item 1)  
 SECURITY/CLASSIFICATION REQUIREMENTS FOR SUBCONTRACTS RESULTING FROM THIS CONTRACT WILL BE APPROVED BY THE OFFICIALS NAMED IN ITEMS 10B AND 10C BELOW.

**10. APPROVALS**

SECURITY/CLASSIFICATION REQUIREMENTS FOR SUBCONTRACTS RESULTING FROM THIS CONTRACT WILL BE APPROVED BY THE OFFICIALS NAMED IN ITEMS 10B AND 10C BELOW.

NAME (Print or type)	SIGNATURE	DATE
A. DIRECTOR, OFFICE OR DIVISION  <b>Valeria Wilson, Director - DAS</b>	SIGNATURE 	DATE 6/13/03
B. DIRECTOR, DIVISION OF FACILITIES AND SECURITY  <b>Thomas Martin, Director - DFS</b>	SIGNATURE 	DATE 7/29/03
C. DIRECTOR, DIVISION OF CONTRACTS AND PROPERTY MANAGEMENT (Not applicable to DOE agreements)  <b>Kathryn Greene, Director - DC</b>	SIGNATURE 	DATE 7/30/03

REMARKS

*for*

William W. Gross  
DirectorDivision of  
Wage DeterminationsWage Determination No.: 1994-2103  
Revision No.: 30  
Date Of Last Revision: 06/03/2003

States: District of Columbia, Maryland, Virginia

Area: District of Columbia Statewide

Maryland Counties of Calvert, Charles, Frederick, Montgomery, Prince George's, St  
Mary'sVirginia Counties of Alexandria, Arlington, Fairfax, Falls Church, Fauquier, King  
George, Loudoun, Prince William, Stafford

\*\*Fringe Benefits Required Follow the Occupational Listing\*\*

OCCUPATION CODE - TITLE	MINIMUM WAGE RATE
01000 - Administrative Support and Clerical Occupations	
01011 - Accounting Clerk I	11.18
01012 - Accounting Clerk II	12.74
01013 - Accounting Clerk III	14.30
01014 - Accounting Clerk IV	16.37
01030 - Court Reporter	16.43
01050 - Dispatcher, Motor Vehicle	16.09
01060 - Document Preparation Clerk	12.42
01070 - Messenger (Courier)	10.23
01090 - Duplicating Machine Operator	12.42
01110 - Film/Tape Librarian	14.65
01115 - General Clerk I	11.68
01116 - General Clerk II	13.72
01117 - General Clerk III	15.32
01118 - General Clerk IV	18.74
01120 - Housing Referral Assistant	19.04
01131 - Key Entry Operator I	10.80
01132 - Key Entry Operator II	12.07
01191 - Order Clerk I	14.74
01192 - Order Clerk II	16.29
01261 - Personnel Assistant (Employment) I	13.05
01262 - Personnel Assistant (Employment) II	14.24
01263 - Personnel Assistant (Employment) III	16.42
01264 - Personnel Assistant (Employment) IV	19.60
01270 - Production Control Clerk	17.28
01290 - Rental Clerk	15.42
01300 - Scheduler, Maintenance	15.26
01311 - Secretary I	15.26
01312 - Secretary II	16.56
01313 - Secretary III	19.04
01314 - Secretary IV	20.15
01315 - Secretary V	23.47
01320 - Service Order Dispatcher	15.44
01341 - Stenographer I	14.68
01342 - Stenographer II	16.47
01400 - Supply Technician	20.15
01420 - Survey Worker (Interviewer)	14.94
01460 - Switchboard Operator-Receptionist	10.96
01510 - Test Examiner	16.56
01520 - Test Proctor	16.56
01531 - Travel Clerk I	11.63
01532 - Travel Clerk II	12.49

01533 - Travel Clerk II	13.41
01611 - Word Processor I	11.80
01612 - Word Processor II	14.22
01613 - Word Processor III	16.65
03000 - Automatic Data Processing Occupations	
03010 - Computer Data Librarian	12.86
03041 - Computer Operator I	14.30
03042 - Computer Operator II	15.82
03043 - Computer Operator III	18.60
03044 - Computer Operator IV	20.44
03045 - Computer Operator V	22.94
03071 - Computer Programmer I (1)	19.64
03072 - Computer Programmer II (1)	23.05
03073 - Computer Programmer III (1)	26.99
03074 - Computer Programmer IV (1)	27.62
03101 - Computer Systems Analyst I (1)	27.62
03102 - Computer Systems Analyst II (1)	27.62
03103 - Computer Systems Analyst III (1)	27.62
03160 - Peripheral Equipment Operator	14.30
05000 - Automotive Service Occupations	
05005 - Automotive Body Repairer, Fiberglass	22.73
05010 - Automotive Glass Installer	17.88
05040 - Automotive Worker	17.88
05070 - Electrician, Automotive	18.95
05100 - Mobile Equipment Servicer	15.69
05130 - Motor Equipment Metal Mechanic	19.98
05160 - Motor Equipment Metal Worker	17.88
05190 - Motor Vehicle Mechanic	20.07
05220 - Motor Vehicle Mechanic Helper	16.81
05250 - Motor Vehicle Upholstery Worker	17.88
05280 - Motor Vehicle Wrecker	17.88
05310 - Painter, Automotive	18.95
05340 - Radiator Repair Specialist	17.88
05370 - Tire Repairer	14.43
05400 - Transmission Repair Specialist	19.98
07000 - Food Preparation and Service Occupations	
(not set) - Food Service Worker	9.01
07010 - Baker	11.87
07041 - Cook I	10.93
07042 - Cook II	12.46
07070 - Dishwasher	9.22
07130 - Meat Cutter	16.07
07250 - Waiter/Waitress	8.59
09000 - Furniture Maintenance and Repair Occupations	
09010 - Electrostatic Spray Painter	18.05
09040 - Furniture Handler	12.55
09070 - Furniture Refinisher	18.05
09100 - Furniture Refinisher Helper	13.85
09110 - Furniture Repairer, Minor	16.01
09130 - Upholsterer	18.05
11030 - General Services and Support Occupations	
11030 - Cleaner, Vehicles	9.67
11060 - Elevator Operator	9.79
11090 - Gardener	12.98
11121 - House Keeping Aid I	9.13
11122 - House Keeping Aid II	9.39
11150 - Janitor	10.12
11210 - Laborer, Grounds Maintenance	10.75
11240 - Maid or Houseman	9.28
11270 - Pest Controller	12.44
11300 - Refuse Collector	10.88
11330 - Tractor Operator	12.73
11360 - Window Cleaner	10.51
12000 - Health Occupations	
12020 - Dental Assistant	15.80

12040	- Emergency Medical Technician (EMT)/Paramedic, Ambulance Driver	13.08
12071	- Licensed Practical Nurse I	14.63
12072	- Licensed Practical Nurse II	16.42
12073	- Licensed Practical Nurse III	18.38
12100	- Medical Assistant	12.94
12130	- Medical Laboratory Technician	15.32
12160	- Medical Record Clerk	13.60
12190	- Medical Record Technician	14.97
12221	- Nursing Assistant I	8.46
12222	- Nursing Assistant II	9.52
12223	- Nursing Assistant III	11.94
12224	- Nursing Assistant IV	13.40
12250	- Pharmacy Technician	11.84
12280	- Phlebotomist	11.21
12311	- Registered Nurse I	24.00
12312	- Registered Nurse II	26.70
12313	- Registered Nurse II, Specialist	26.70
12314	- Registered Nurse III	34.48
12315	- Registered Nurse III, Anesthetist	34.48
12316	- Registered Nurse IV	41.33
13000	- Information and Arts Occupations	
13002	- Audiovisual Librarian	18.95
13011	- Exhibits Specialist I	17.98
13012	- Exhibits Specialist II	22.48
13013	- Exhibits Specialist III	27.29
13041	- Illustrator I	18.73
13042	- Illustrator II	23.42
13043	- Illustrator III	28.82
13047	- Librarian	22.33
13050	- Library Technician	16.28
13071	- Photographer I	13.93
13072	- Photographer II	15.64
13073	- Photographer III	19.56
13074	- Photographer IV	24.08
13075	- Photographer V	26.50
15000	- Laundry, Dry Cleaning, Pressing and Related Occupations	
15010	- Assembler	8.71
15030	- Counter Attendant	8.71
15040	- Dry Cleaner	9.94
15070	- Finisher, Flatwork, Machine	8.71
15090	- Presser, Hand	8.71
15100	- Presser, Machine, Drycleaning	8.71
15130	- Presser, Machine, Shirts	8.71
15160	- Presser, Machine, Wearing Apparel, Laundry	8.71
15190	- Sewing Machine Operator	10.67
15220	- Tailor	12.43
15250	- Washer, Machine	9.31
19000	- Machine Tool Operation and Repair Occupations	
19010	- Machine-Tool Operator (Toolroom)	18.95
19040	- Tool and Die Maker	23.05
21000	- Material Handling and Packing Occupations	
21010	- Fuel Distribution System Operator	19.38
21020	- Material Coordinator	17.12
21030	- Material Expediter	17.12
21040	- Material Handling Laborer	11.50
21050	- Order Filler	13.21
21071	- Forklift Operator	14.58
21080	- Production Line Worker (Food Processing)	14.08
21100	- Shipping/Receiving Clerk	13.09
21130	- Shipping Packer	13.02
21140	- Store Worker I	9.06
21150	- Stock Clerk (Shelf Stocker; Store Worker II)	13.01
21210	- Tools and Parts Attendant	16.99
21400	- Warehouse Specialist	15.76
23000	- Mechanics and Maintenance and Repair Occupations	

23010 - Aircraft Mechanic	22.24
23040 - Aircraft Mechanic Helper	14.71
23050 - Aircraft Quality Control Inspector	23.43
23060 - Aircraft Servicer	17.82
23070 - Aircraft Worker	18.09
23100 - Appliance Mechanic	18.95
23120 - Bicycle Repairer	14.43
23125 - Cable Splicer	22.51
23130 - Carpenter, Maintenance	18.95
23140 - Carpet Layer	17.61
23160 - Electrician, Maintenance	22.59
23181 - Electronics Technician, Maintenance I	16.88
23182 - Electronics Technician, Maintenance II	21.92
23183 - Electronics Technician, Maintenance III	23.87
23260 - Fabric Worker	16.55
23290 - Fire Alarm System Mechanic	19.98
23310 - Fire Extinguisher Repairer	15.69
23340 - Fuel Distribution System Mechanic	20.93
23370 - General Maintenance Worker	17.28
23400 - Heating, Refrigeration and Air Conditioning Mechanic	19.25
23430 - Heavy Equipment Mechanic	19.98
23440 - Heavy Equipment Operator	20.28
23460 - Instrument Mechanic	19.98
23470 - Laborer	11.79
23500 - Locksmith	18.95
23530 - Machinery Maintenance Mechanic	20.51
23550 - Machinist, Maintenance	21.52
23580 - Maintenance Trades Helper	14.54
23640 - Millwright	19.70
23700 - Office Appliance Repairer	18.95
23740 - Painter, Aircraft	21.29
23760 - Painter, Maintenance	18.95
23790 - Pipefitter, Maintenance	20.94
23800 - Plumber, Maintenance	19.86
23820 - Pneumatic Systems Mechanic	19.98
23850 - Rigger	19.98
23870 - Scale Mechanic	17.88
23890 - Sheet-Metal Worker, Maintenance	19.98
23910 - Small Engine Mechanic	20.05
23930 - Telecommunication Mechanic I	19.41
23931 - Telecommunication Mechanic II	20.45
23950 - Telephone Lineman	20.93
23960 - Welder, Combination, Maintenance	19.98
23965 - Well Driller	19.98
23970 - Woodcraft Worker	19.98
23980 - Woodworker	15.32
24000 - Personal Needs Occupations	
24570 - Child Care Attendant	11.37
24580 - Child Care Center Clerk	15.86
24600 - Chore Aid	8.86
24630 - Homemaker	16.45
25000 - Plant and System Operation Occupations	
25010 - Boiler Tender	22.20
25040 - Sewage Plant Operator	19.52
25070 - Stationary Engineer	22.20
25190 - Ventilation Equipment Tender	13.85
25210 - Water Treatment Plant Operator	19.72
27000 - Protective Service Occupations	
(not set) - Police Officer	21.76
27004 - Alarm Monitor	15.26
27006 - Corrections Officer	17.69
27010 - Court Security Officer	19.46
27040 - Detention Officer	18.29
27070 - Firefighter	19.72
27101 - Guard I	9.51

27102 - Guard II	12.53
28000 - Stevedoring/Longshoremen Occupations	
28010 - Blocker and Bracer	16.76
28020 - Hatch Tender	16.76
28030 - Line Handler	16.76
28040 - Stevedore I	15.76
28050 - Stevedore II	17.78
29000 - Technical Occupations	
21150 - Graphic Artist	20.52
29010 - Air Traffic Control Specialist, Center (2)	29.85
29011 - Air Traffic Control Specialist, Station (2)	20.59
29012 - Air Traffic Control Specialist, Terminal (2)	22.67
29023 - Archeological Technician I	15.52
29024 - Archeological Technician II	17.35
29025 - Archeological Technician III	21.51
29030 - Cartographic Technician	22.87
29035 - Computer Based Training (CBT) Specialist/ Instructor	25.84
29040 - Civil Engineering Technician	19.56
29061 - Drafter I	13.01
29062 - Drafter II	16.29
29063 - Drafter III	18.30
29064 - Drafter IV	22.87
29081 - Engineering Technician I	16.15
29082 - Engineering Technician II	18.75
29083 - Engineering Technician III	22.54
29084 - Engineering Technician IV	25.86
29085 - Engineering Technician V	31.62
29086 - Engineering Technician VI	38.26
29090 - Environmental Technician	19.29
29100 - Flight Simulator/Instructor (Pilot)	30.54
29160 - Instructor	23.97
29210 - Laboratory Technician	16.87
29240 - Mathematical Technician	23.39
29361 - Paralegal/Legal Assistant I	18.38
29362 - Paralegal/Legal Assistant II	23.44
29363 - Paralegal/Legal Assistant III	28.68
29364 - Paralegal/Legal Assistant IV	34.69
29390 - Photooptics Technician	22.87
29480 - Technical Writer	25.08
29491 - Unexploded Ordnance (UXO) Technician I	18.97
29492 - Unexploded Ordnance (UXO) Technician II	22.96
29493 - Unexploded Ordnance (UXO) Technician III	27.51
29494 - Unexploded (UXO) Safety Escort	18.97
29495 - Unexploded (UXO) Sweep Personnel	18.97
29620 - Weather Observer, Senior (3)	21.32
29621 - Weather Observer, Combined Upper Air and Surface Programs (3)	18.30
29622 - Weather Observer, Upper Air (3)	18.30
31000 - Transportation/ Mobile Equipment Operation Occupations	
31030 - Bus Driver	15.95
31260 - Parking and Lot Attendant	8.62
31290 - Shuttle Bus Driver	12.94
31300 - Taxi Driver	10.99
31361 - Truckdriver, Light Truck	12.37
31362 - Truckdriver, Medium Truck	15.72
31363 - Truckdriver, Heavy Truck	18.40
31364 - Truckdriver, Tractor-Trailer	18.40
99000 - Miscellaneous Occupations	
99020 - Animal Caretaker	9.33
99030 - Cashier	8.53
99041 - Carnival Equipment Operator	11.78
99042 - Carnival Equipment Repairer	12.69
99043 - Carnival Worker	7.93
99050 - Desk Clerk	9.78
99095 - Embalmer	19.04
99300 - Lifeguard	9.97

99310 - Mortician	22.94
99350 - Park Attendant (Aide)	12.52
99400 - Photofinishing Worker (Photo Lab Tech., Darkroom Tech)	9.81
99500 - Recreation Specialist	15.94
99510 - Recycling Worker	14.06
99610 - Sales Clerk	10.49
99620 - School Crossing Guard (Crosswalk Attendant)	11.37
99630 - Sport Official	11.24
99658 - Survey Party Chief (Chief of Party)	16.41
99659 - Surveying Technician (Instr. Person/Surveyor Asst./Instr.)	15.60
99660 - Surveying Aide	10.20
99690 - Swimming Pool Operator	13.54
99720 - Vending Machine Attendant	10.43
99730 - Vending Machine Repairer	13.54
99740 - Vending Machine Repairer Helper	11.02

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ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: \$2.36 an hour or \$94.40 a week or \$409.07 a month

VACATION: 2 weeks paid vacation after 1 year of service with a contractor or successor; 3 weeks after 5 years, and 4 weeks after 15 years. Length of service includes the whole span of continuous service with the present contractor or successor, wherever employed, and with the predecessor contractors in the performance of similar work at the same Federal facility. (Reg. 29 CFR 4.173)

HOLIDAYS: A minimum of ten paid holidays per year: New Year's Day, Martin Luther King Jr.'s Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day. (A contractor may substitute for any of the named holidays another day off with pay in accordance with a plan communicated to the employees involved.) (See 29 CFR 4.174)

THE OCCUPATIONS WHICH HAVE PARENTHESES AFTER THEM RECEIVE THE FOLLOWING BENEFITS (as numbered):

- 1) Does not apply to employees employed in a bona fide executive, administrative, or professional capacity as defined and delineated in 29 CFR 541. (See CFR 4.156)
- 2) APPLICABLE TO AIR TRAFFIC CONTROLLERS ONLY - NIGHT DIFFERENTIAL: An employee is entitled to pay for all work performed between the hours of 6:00 P.M. and 6:00 A.M. at the rate of basic pay plus a night pay differential amounting to 10 percent of the rate of basic pay.
- 3) WEATHER OBSERVERS - NIGHT PAY & SUNDAY PAY: If you work at night as part of a regular tour of duty, you will earn a night differential and receive an additional 10% of basic pay for any hours worked between 6pm and 6am. If you are a full-time employed (40 hours a week) and Sunday is part of your regularly scheduled workweek, you are paid at your rate of basic pay plus a Sunday premium of 25% of your basic rate for each hour of Sunday work which is not overtime (i.e. occasional work on Sunday outside the normal tour of duty is considered overtime work).

HAZARDOUS PAY DIFFERENTIAL: An 8 percent differential is applicable to employees employed in a position that represents a high degree of hazard when working with or in close proximity to ordnance, explosives, and incendiary materials. This includes work such as screening, blending, dying, mixing, and pressing of sensitive ordnance, explosives, and pyrotechnic compositions such as lead azide, black powder and photoflash powder. All dry-house activities involving propellants or explosives. Demilitarization, modification, renovation, demolition, and maintenance operations on sensitive ordnance, explosives and incendiary materials. All operations involving regrading and cleaning of artillery ranges.

A 4 percent differential is applicable to employees employed in a position that represents a low degree of hazard when working with, or in close proximity to

ordance, (or employees possibly adjacent to) explosives and incendiary materials which involves potential injury such as laceration of hands, face, or arms of the employee engaged in the operation, irritation of the skin, minor burns and the like; minimal damage to immediate or adjacent work area or equipment being used. All operations involving, unloading, storage, and hauling of ordance, explosive, and incendiary ordance material other than small arms ammunition. These differentials are only applicable to work that has been specifically designated by the agency for ordance, explosives, and incendiary material differential pay.

**\*\* UNIFORM ALLOWANCE \*\***

If employees are required to wear uniforms in the performance of this contract (either by the terms of the Government contract, by the employer, by the state or local law, etc.), the cost of furnishing such uniforms and maintaining (by laundering or dry cleaning) such uniforms is an expense that may not be borne by an employee where such cost reduces the hourly rate below that required by the wage determination. The Department of Labor will accept payment in accordance with the following standards as compliance:

The contractor or subcontractor is required to furnish all employees with an adequate number of uniforms without cost or to reimburse employees for the actual cost of the uniforms. In addition, where uniform cleaning and maintenance is made the responsibility of the employee, all contractors and subcontractors subject to this wage determination shall (in the absence of a bona fide collective bargaining agreement providing for a different amount, or the furnishing of contrary affirmative proof as to the actual cost), reimburse all employees for such cleaning and maintenance at a rate of \$3.35 per week (or \$.67 cents per day). However, in those instances where the uniforms furnished are made of "wash and wear" materials, may be routinely washed and dried with other personal garments, and do not require any special treatment such as dry cleaning, daily washing, or commercial laundering in order to meet the cleanliness or appearance standards set by the terms of the Government contract, by the contractor, by law, or by the nature of the work, there is no requirement that employees be reimbursed for uniform maintenance costs.

**\*\* NOTES APPLYING TO THIS WAGE DETERMINATION \*\***

**Source of Occupational Title and Descriptions:**

The duties of employees under job titles listed are those described in the "Service Contract Act Directory of Occupations," Fourth Edition, January 1993, as amended by the Third Supplement, dated March 1997, unless otherwise indicated. This publication may be obtained from the Superintendent of Documents, at 202-783-3238, or by writing to the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402. Copies of specific job descriptions may also be obtained from the appropriate contracting officer.

**REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND WAGE RATE (Standard Form 1444 (SF 1444))**

**Conformance Process:**

The contracting officer shall require that any class of service employee which is not listed herein and which is to be employed under the contract (i.e., the work to be performed is not performed by any classification listed in the wage determination), be classified by the contractor so as to provide a reasonable relationship (i.e., appropriate level of skill comparison) between such unlisted classifications and the classifications listed in the wage determination. Such conformed classes of employees shall be paid the monetary wages and furnished the fringe benefits as are determined. Such conforming process shall be initiated by the contractor prior to the performance of contract work by such unlisted class(es) of employees. The conformed classification, wage rate, and/or fringe benefits shall be retroactive to the commencement date of the contract. {See Section 4.6 (C)(vi)} When multiple wage determinations are included in a contract, a separate SF 1444 should be prepared for each wage determination to which a class(es) is to be conformed.

The process for preparing a conformance request is as follows:

- 1) When preparing the bid, the contractor identifies the need for a conformed occupation) and computes a proposed rate).
- 2) After contract award, the contractor prepares a written report listing in order proposed classification title), a Federal grade equivalency (FGE) for each proposed classification), job description), and rationale for proposed wage rate), including information regarding the agreement or disagreement of the authorized representative of the employees involved, or where there is no authorized representative, the employees themselves. This report should be submitted to the contracting officer no later than 30 days after such unlisted class(es) of employees performs any contract work.
- 3) The contracting officer reviews the proposed action and promptly submits a report of the action, together with the agency's recommendations and pertinent information including the position of the contractor and the employees, to the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, for review. (See section 4.6(b)(2) of Regulations 29 CFR Part 4).
- 4) Within 30 days of receipt, the Wage and Hour Division approves, modifies, or disapproves the action via transmittal to the agency contracting officer, or notifies the contracting officer that additional time will be required to process the request.
- 5) The contracting officer transmits the Wage and Hour decision to the contractor.
- 6) The contractor informs the affected employees.

Information required by the Regulations must be submitted on SF 1444 or bond paper.

When preparing a conformance request, the "Service Contract Act Directory of Occupations" (the Directory) should be used to compare job definitions to insure that duties requested are not performed by a classification already listed in the wage determination. Remember, it is not the job title, but the required tasks that determine whether a class is included in an established wage determination. Conformances may not be used to artificially split, combine, or subdivide classifications listed in the wage determination.

BILLING INSTRUCTIONS FOR  
FIXED PRICE CONTRACTS

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 - 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 \$5000 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

10. For Indefinite Delivery contracts or contracts under which progress payments are authorized, the final voucher/invoice shall be marked "FINAL VOUCHER" OR "FINAL 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 contract may not exceed the total U.S. dollars authorized in the contract.

Supersession: These instructions supersede any previous billing instructions.

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*Govt furnished property*  
**Equipment Inventory**

No.	Name	Tag #
1	ViewSonic PS790	072603
2	Dell PC	01422
3	ViewSonic PS790	076508
4	HP LaserJet 4si Printer	046194
5	Iiyama Monitor	063881
6	UMAX Powerlook Scanner	063760
7	Dell PC	01727
8	RasterOps Monitor	058785
9	Arcus Scanner	058784
10	Yamaha CD Writer	058786
11	Power Macintosh 8500/120	058783
12	Kodak Pro 8660 Thermal Printer	080469
13	Kodak Digital Science 8650 PS Color Printer	058788
14	Jaz Drive (External)	076506
15	Mac G4	077671
16	QuelFire CD Writer (External)	078036
17	Floppy Drive (External)	014899G
18	Epson Printer	078097
19	Belkin Ports	081994
20	Nikon D100 Digital Camera	080181
21	Jaz Drive (External)	061431
22	Optiquest Monitor	076824
23	Dell PC	02902
24	Daewood Monitor	075869
25	Dell PC	02831
26	Apple Monitor	080470
27	Mac G4	080471
28	Nikon CoolScan IV	080183
29	Panasonic VCR	054352

30	Sony VCR SVO-1610	058061
31	Sony VCR SVO-1610	056359
32	Sony VCR SVO-1610	055807
33	Sony VCR SVO-1610	055808
34	Sony VCR SVO-1610	055506
35	Sony VCR SVO-1610	055809
36	Sony VCR SVO-1610	055810
37	FireWire 117GB	22543G
38	Altec Lansing Speakers	22544G
39	Zenith TV	051477
40	Nikon N6006	063712
41	Nikon D100 Digital Camera	080068
42	Nikon SB-26 Flash	058851
43	Nikon Speedlight SB-80 DX Flash	080511
44	Nikon F4	031529
45	Nikon Speedlight SB-28 Flash	073913
46	Nikon Speedlight SB-80 DX Flash	080182
47	Nikon Lens	063713
48	Proxima Ultraligh x350 Projector	079618
49	InFocus Projector	069001
50	Sony Color Video Camera DXC-3000	025437
51	O-Connor Tripod	054373
52	Sony Color Video Camera DXC-3000	025436
53	10 Vision Tripod	039899
54	Speedotron	082000
55	Speedotron	081996
56	Speedotron	081997
57	Speedotron 2405cx	050180
58	Camera Tripod	082004
59	Nikon 35mm Digital Camera	071353
60	Canon Camcorder	079687