



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

JAN 26 2004

Foxx and Company
ATTN: Mr. Martin O'Neill, Partner
700 Goodall Complex
324 West Ninth Street
Cincinnati, OH 45202-1908

Dear Mr. O'Neill:

SUBJECT: WORK ORDER NO. 5 ENTITLED, "REVIEW OF ADMINISTRATIVE CHARGES FOR CRIMINAL HISTORY CHECKS," UNDER DELIVERY ORDER DR-09-03-127 UNDER GSA FSS CONTRACT NO. GS-23F-9832H

In accordance with the Terms and Conditions, DELIVER ORDER CLAUSES, of the subject contract, this letter definitizes Work Order No. 5. This effort shall be performed in accordance with the enclosed Statement of Work.

The period of performance for Work Order No. 5 shall be from date of contractor acceptance of work order through March 31, 2004, at a fixed ceiling price of \$25,142.

The work order obligates funds in the amount of \$25,142. The accounting data for Work Order No. 5 is as follows:

B&R No.:	47N-15-532-358
Job Code;	L1965
BOC No.:	252A
Appropriation No.	31X0200.37N

The following individuals are considered to be essential to the successful performance of the work hereunder: [REDACTED]

The Contractor agrees that such personnel shall not be removed from the effort under the work order without compliance with contract clause, NRCAR 2052.215-70 entitled, "KEY PERSONNEL."

Your contacts during the course of the work order are:

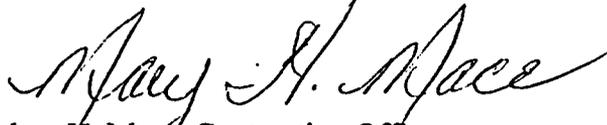
Technical Matters: Robert Rakowski, Project Officer
(301) 415-7340

Contractual Matters Rachel Glaros, Contract Specialist
(301) 415-0115

The issuance of this work order does not amend any terms or conditions of the delivery order under the GSA FSS contract.

Please indicate your acceptance of this work order by having an official, authorized to bind your organization, execute three copies of this document in the space provided and return two (2) copies to the U.S. Nuclear Regulatory Commission, ATTN: Rachel Glaros, ADM/DC/CMC2, Mail Stop T-7-I-2, Washington, DC 20555. You should retain the third copy for your records.

Sincerely,



Mary H. Mace, Contracting Officer
Contract Management Center 2
Division of Contracts
Office of Administration

Enclosure:
As stated

ACCEPTED:

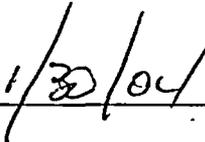


NAME



Title

Date



STATEMENT OF WORK
Work Order No. 5 under Delivery Order No. DR-09-03-127

Title: Review of Administrative Charges for Criminal History Checks.

Technical Monitor: Robert E. Rakowski - (301) 415-7340
Designated Alternates: Gordon Peterson - (301) 415-7348
Leah Tremper - (301) 415-7347
Barbara Gusack - (301) 415-6054

Background

Under the Chief Financial Officers Act of 1990, the Nuclear Regulatory Commission's (NRC) Chief Financial Officer is required to perform a biennial review of fees and other charges imposed "for services and things of value it provides and make recommendations on revising charges to reflect costs incurred by it in providing those services and things of value" (31 U.S.C. 902 (a) (8)). NRC is designated, by legislation, to collect fingerprint cards from licensees, submit the cards to the FBI, and provide the results of the fingerprint checks to licensee. NRC is authorized, by its appropriation legislation and section 149 of the Atomic Energy Act, to receive and retain fees from its licensees for services performed related to its Criminal History Program.

Objective

The objective of this work order is to obtain from the contractor the following: 1). Review of procedures for processing and implementing criminal history fees; and, 2). Review of recoverable administrative charges for criminal history checks. The reviews should include, where applicable, an evaluation of internal controls, policies, and procedures. Final reports should highlight findings along with recommendations for corrective action, if any.

Work Requirements

The contractor shall provide qualified personnel to complete the following tasks:

1. Review the legislative and regulatory requirements of the revised Federal Claims Collection Standards related to administrative costs which are recoverable by NRC related to the Criminal History Program.
2. Utilize cost finding techniques to determine the direct labor, indirect costs, and other costs related to NRC's administrative costs to process criminal history checks for licensees.
3. Prepare a written report on the results of the review which shall include the following:
 - A. Summary of legislative and regulatory requirements related to the NRC Criminal History Program.

- B. Evaluation and conclusion regarding adequacy of internal controls, policies and procedures related to fee processing for the NRC Criminal History Program.
- C. Schedule presenting the total estimated annual costs and the total average unit cost associated with services provided by NRC under the Criminal History Program.
- D. A conclusion recommending a fee NRC should charge each licensee/applicant for performing criminal history service.

Level of Effort

The level of effort is estimated at 80 hours for partner and 210 hours for manager.

Period of Performance

The period of performance is from date of contractor acceptance of work order through March 31, 2004.

Deliverables

1. The contractor shall provide a draft report of their findings and recommendation for the review on or before March 1, 2004.
2. The contractor shall provide a final report 15 days after NRC has provided comments on the draft report.

Meetings

The contractor shall attend approximately three (3) status meetings at NRC's Two White Flint North Building located at 11545 Rockville Pike, Rockville, Maryland. The date and time of each meeting will be coordinated between the contractor and the NRC Project Officer or designated alternates.

NRC Furnished Materials/Equipment

The NRC shall provide the contractor with the following items for use under this task order:

- Computer reports, financial and accounting documents, and other documentation relevant to this task order.
- Personal computers, calculators, telephones, copy and facsimile machines will be provided to certain on-site contractor staff support of this task order.

Progress Payments

Payments under this task order shall be made in accordance with contract clause B.24,
"Progress Payments - Commercial Items."