

ORDER FOR SUPPLIES OR SERVICES

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

BPA NO.

DATE OF ORDER <b>See Bk 17</b>	2. CONTRACT NO. (If any) GS-02F-0010J	6. SHIP TO:	
ORDER NO. DR-09-04-305	MODIFICATION NO.	4. REQUISITION/REFERENCE NO. CFO-04-305	
ISSUING OFFICE (Address correspondence to) U.S. Nuclear Regulatory Commission Div of Contracts Two White Flint North - MS T-7-I-2  Washington, DC 20555		a. NAME OF CONSIGNEE U.S. Nuclear Regulatory Commission ATTN: Robert Rakowski	b. STREET ADDRESS Mail Stop T9C4 Two White Flint North
7. TO:		c. CITY Washington	d. STATE DC
NAME OF CONTRACTOR		e. ZIP CODE 20555	

Management Concepts 8230 Lessburg Pike, Suite 800 Vienna, VA 22182 Attn: Margaret Calta 703-790-9595	8. TYPE OF ORDER <input type="checkbox"/> a. PURCHASE ORDER <input checked="" type="checkbox"/> b. DELIVERY/TASK ORDER Reference your _____ Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated. Except for billing instructions on the reverse, this delivery/task order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.
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ACCOUNTING AND APPROPRIATION DATA See CONTINUATION Page B&R Number: 47N-15-532-358 Job Code: N7150 BOC: 251F Appn No.: 31X0200.47N Amount: \$48,425	10. REQUISITIONING OFFICE Office of Chief Financial Officer
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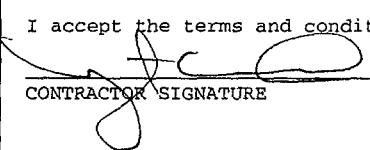
BUSINESS CLASSIFICATION (Check appropriate box(es))

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

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

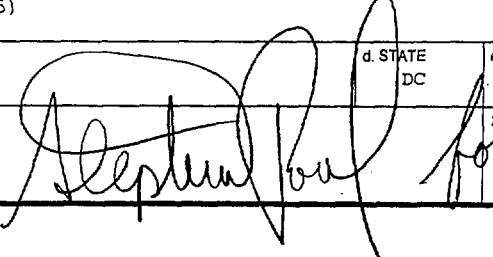
INSPECTION See Schedule	b. ACCEPTANCE See Schedule	Rachel Glaros 301-415-0115
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17. SCHEDULE (See reverse for Rejections)

ITEM NO. (A)	SUPPLIES OR SERVICES (B)	QUANTITY ORDERED (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)	QUANTITY ACCEPTED (G)
	Management Control Training - See Schedule in Attachment 1 to this order.  Option year prices as contained in the Schedule - Attachment 1 - can be decreased if the GSA price at that time is lower.  The contractor shall perform the training in accordance with the Statement of Work - Attachment 2 to this order.  Billing instructions are provided as Attachment 3 to this order.  The NRC Project Officer is Mr. Robert (Bob) Rakowski. He can be reached at (301) 415-7340.  I accept the terms and conditions of this delivery order.					
						
	2 March 2004					
	CONTRACTOR SIGNATURE					
	DATE					

18. SHIPPING POINT	19. GROSS SHIPPING WEIGHT	20. INVOICE NO.	SUBTOTAL
21. MAIL INVOICE TO:			17(h) TOTAL (Cont. pages)
a. NAME U.S. Nuclear Regulatory Commission Payment Team, Mail Stop T-9-H-4			17(i) GRAND TOTAL
b. STREET ADDRESS (or P.O. Box) Attn: (09-04-305)			
c. CITY Washington	d. STATE DC	e. ZIP CODE 20555	
			\$48,425.00

UNITED STATES OF AMERICA BY (Signature)



23. NAME (Typed)  
MARY H. MACE  
CONTRACTING OFFICER  
TITLE: CONTRACTING/ORDERING OFFICER

GS-02F-00103 DK-07-04-003

CONTINUATION PAGE

**A.1 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 3 days prior to contract 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 .

**A.2 NRC ACQUISITION CLAUSES - (NRCAR) 48 CFR CH. 20**

**A.3 SEAT BELTS**

Contractors, subcontractors, and grantees, are encouraged to adopt and enforce on-the-job seat belt policies and programs for their employees when operating company-owned, rented, or personally owned vehicles.

**A.4 COMPLIANCE WITH U.S. IMMIGRATION LAWS AND REGULATIONS**

NRC contractors are responsible to ensure that their alien personnel are not in violation of United States Immigration and Naturalization (INS) laws and regulations, including employment authorization documents and visa requirements. Each alien employee of the Contractor must be lawfully admitted for permanent residence as evidenced by Alien Registration Receipt Card Form I-151 or must present other evidence from the Immigration and Naturalization Services that employment will not affect his/her immigration status. The INS Office of Business Liaison (OBL) provides information to contractors to help them understand the employment eligibility verification process for non-US citizens. This information can be found on the INS website, <http://www.ins.usdoj.gov/graphics/services/employerinfo/index.htm#obl>.

The NRC reserves the right to deny or withdraw Contractor use or access to NRC facilities or its equipment/services, and/or take any number of contract administrative actions (e.g., disallow costs, terminate for cause) should the Contractor violate the Contractor=s responsibility under this clause.

(End of Clause)

**Badge Requirements for Unescorted Building Access to NRC Facilities (February 2004)**

During the life of this contract, the rights of ingress and egress for contractor personnel must be made available, as required, provided that the individual has been approved for unescorted access after a favorable adjudication from the Security Branch, Division of Facilities and Security (SB/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 NRC. The Project Officer shall assist the contractor in obtaining badges for the contractor personnel. It is the sole responsibility of the contractor to ensure that each employee has a proper NRC-issued identification/badge at all times. All photo-identification badges must be immediately (no later than three days) delivered to SB/DFS for cancellation or disposition upon the termination of employment of any contractor personnel. Contractor personnel must display any NRC issued badge in clear view at all times 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 protection of any Government records or data that contractor personnel may come into contact with.

(End of Clause)

SECURITY REQUIREMENTS FOR BUILDING ACCESS APPROVAL (February 2004)

The contractor shall ensure that all its employees, including any subcontractor employees and any subsequent new employees who are assigned to perform the work herein, are approved by the Government for building access. 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.

A contractor employee shall not have access to NRC facilities until he/she is approved by Security Branch, Division of Facilities and Security (SB/DFS). Temporary access may be approved based on a favorable adjudication of their security forms. Final access will be approved based on favorably adjudicated background checks by General Services Administration in accordance with the procedures found in NRC Management Directive 12.3, Part I. However, temporary access authorization approval will be revoked and the employee may subsequently be removed from the contract in the event the employee's investigation cannot be favorably adjudicated. Such employee will not be authorized to work under any NRC contract without the approval of SB/DFS. When an individual receives final access, the individual will be subject to a reinvestigation every five years.

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. Individuals performing work under this contract shall be required to complete and submit to the contractor representative an acceptable GSA Form 176 (Statement of Personal History), and two FD-258 (Fingerprint Charts). Non-U.S. citizens must provide official documentation to the DFS/SB, as proof of their legal residency. This documentation can be a Permanent Resident Card, Temporary Work Visa, Employment Authorization Card, or other official documentation issued by the U. S. Citizenship and Immigration Services. Any applicant with less than two years residency in the U. S. will not be approved for building access. The contractor representative will submit the documents to the Project Officer who will give them to the SB/DFS. SB/DFS may, among other things, grant or deny temporary unescorted building access approval to an individual based upon its review of the information contained in the GSA Form 176. Also, in the exercise of its authority, GSA may, among other things, grant or deny permanent building access approval based on the results of its investigation and adjudication guidelines. This submittal requirement also applies to the officers of the firm who, for any reason, may visit the work sites for an extended period of time during the term of the contract. In the event that SB/DFS and GSA are unable to grant a temporary or permanent building access approval, to any individual performing work under this contract, the contractor is responsible for assigning another individual to perform the necessary function without any delay in the contract's performance schedule, or without adverse impact to any other terms or conditions of the contract. The contractor is responsible for informing those affected by this procedure of the required building access approval process (i.e., temporary and permanent determinations), and the possibility that individuals may be required to wait until permanent building access approvals are granted before beginning work in NRC's buildings.

The contractor will immediately notify the Project Officer when a contractor employee terminates. The Project Officer will immediately notify SB/DFS (via e-mail) when a contractor employee no longer requires building access and return any NRC issued badges to the SB/DFS within three days after their termination.

**A.5 2052.215-70 KEY PERSONNEL (JAN 1993)**

(a) The following individuals are considered to be essential to the successful performance of the work hereunder:



The contractor agrees that personnel may not be removed from the contract work or replaced without compliance with paragraphs (b) and (c) of this section.

(b) If one or more of the key personnel, for whatever reason, becomes, or is expected to become, unavailable for work under this contract for a continuous period exceeding 30 work days, or is expected to devote substantially less effort to the work than indicated in the proposal or initially anticipated, the contractor shall immediately notify the contracting officer and shall, subject to the concurrence of the contracting officer, promptly replace the personnel with personnel of at least substantially equal ability and qualifications.

(c) Each request for approval of substitutions must be in writing and contain a detailed explanation of the circumstances necessitating the proposed substitutions. The request must also contain a complete resume for the proposed substitute and other information requested or needed by the contracting officer to evaluate the proposed substitution. The contracting officer and the project officer shall evaluate the contractor's request and the contracting officer shall promptly notify the contractor of his or her decision in writing.

(d) If the contracting officer determines that suitable and timely replacement of key personnel who have been reassigned, terminated, or have otherwise become unavailable for the contract work is not reasonably forthcoming, or that the resultant reduction of productive effort would be so substantial as to impair the successful completion of the contract or the service order, the contract may be terminated by the contracting officer for default or for the convenience of the Government, as appropriate. If the contracting officer finds the contractor at fault for the condition, the contract price or fixed fee may be equitably adjusted downward to compensate the Government for any resultant delay, loss, or damage.

**CANCELLATION TERMS**

Classes that are canceled by NRC more than 10 business days prior to the course start date will not incur a cancellation fee. Classes canceled within 10 days of the course start date that are not rescheduled are subject to a 10% cancellation fee or costs incurred whichever is greater. Classes canceled that are not rescheduled due to inclement weather or acts of God once the instructor is at the training location will be subject to travel costs, the instructor's rate, and materials not to exceed the price of the class. Should Management Concepts need to cancel a class due to inclement weather or acts of God prior to the instructor's arrival at the training location, the client will not be billed for incurred charges.

**ATTACHMENT 1 - SCHEDULE**

**Basic Contract Period - (Date of Award through December 31, 2004)**

Item No.	Description	Qty	Unit	Fixed Unit Rate	Fixed Total Price
1.	Management Control Training One-Day Course at NRC Headquarters in Rockville, MD				\$7,425.00
2.	Management Control Training Two-Day Course at NRC Headquarters in Rockville, MD				\$41,000.00
3.	Travel (outside the contractor's local area)				\$0.00

**Optional Line Items**

4.	Management Control Training One-Day Course at NRC Region I				\$7,425.00
5.	Management Control Training One-Day Course at NRC Region II				\$7,425.00
6.	Management Control Training One-Day Course at NRC Region III				\$7,425.00
7.	Management Control Training One Day Course at NRC Region IV				\$7,425.00
8.	Management Control Training Two-Day Course at NRC Headquarters in Rockville, MD				\$8,220.00
9.	Travel (outside the contractor's local area)				\$2,710.00

**Option Period 1 - (January 1, 2005 through December 31, 2005)**

10.	Management Control Training Two-Day Course at NRC Headquarters in Rockville, MD				\$25,584.00
11.	Travel (outside the contractor's local area)				\$0.00

Optional Line Items

12. Management Control Training One-Day Course at NRC Region I	[REDACTED]	\$3,861.00
13. Management Control Training One-Day Course at NRC Region II	[REDACTED]	\$3,861.00
14. Management Control Training One-Day Course at NRC Region III	[REDACTED]	\$3,861.00
15. Management Control Training One Day Course at NRC Region IV	[REDACTED]	\$3,861.00
16. Management Control Training One-Day Course at NRC Headquarters in Rockville, MD	[REDACTED]	\$3,861.00
17. Management Control Training Two-Day Course at NRC Headquarters in Rockville, MD	[REDACTED]	\$8,528.00
18. Travel (outside the contractor's local area)	[REDACTED]	\$2,100.00

**Option Period 2 - (January 1, 2006 through December 31, 2006)**

19. Management Control Training Two-Day Course at NRC Headquarters in Rockville, MD	[REDACTED]	\$26,607.00
20. Travel (outside the contractor's local area)	[REDACTED]	\$0.00

Optional Line Items

21. Management Control Training One-Day Course at NRC Region I	[REDACTED]	\$4,015.00
22. Management Control Training One-Day Course at NRC Region II	[REDACTED]	\$4,015.00
23. Management Control Training One-Day Course at NRC Region III	[REDACTED]	\$4,015.00
24. Management Control Training One Day Course at NRC Region IV	[REDACTED]	\$4,015.00

25. Management Control Training One-Day Course at NRC Headquarters in Rockville, MD	[REDACTED]	\$4,015.00
26. Management Control Training One-Day Course at NRC Headquarters in Rockville, MD	[REDACTED]	\$4,015.00
27. Management Control Training Two-Day Course at NRC Headquarters in Rockville, MD	[REDACTED]	\$8,869.00
28. Travel (outside the contractor's local area)	[REDACTED]	\$2,185.00

**Option Period 3 - (January 1, 2007 through December 31, 2007)**

29. Management Control Training Two-Day Course at NRC Headquarters in Rockville, MD	[REDACTED]	\$27,669.00
30. Travel (outside the contractor's local area)	[REDACTED]	\$0.00

**Optional Line Items**

31. Management Control Training One-Day Course at NRC Region I	[REDACTED]	\$4,175.00
32. Management Control Training One-Day Course at NRC Region II	[REDACTED]	\$4,175.00
33. Management Control Training One-Day Course at NRC Region III	[REDACTED]	\$4,175.00
34. Management Control Training One Day Course at NRC Region IV	[REDACTED]	\$4,175.00
35. Management Control Training One-Day Course at NRC Headquarters in Rockville, MD	[REDACTED]	\$4,175.00
36. Management Control Training One-Day Course at NRC Headquarters in Rockville, MD	[REDACTED]	\$4,175.00
37. Management Control Training Two-Day Course at NRC Headquarters in Rockville, MD	[REDACTED]	\$9,223.00

38. Travel (outside the contractor's local area) [REDACTED] \$2,275.00

**Option Period 4 - (January 1, 2008 through December 31, 2008)**

39. Management Control Training Two-Day Course at NRC Headquarters in Rockville, MD [REDACTED] \$28,773.00

40. Travel (outside the contractor's local area) [REDACTED] \$0.00

**Optional Line Items**

41. Management Control Training One-Day Course at NRC Region I [REDACTED] \$4,342.00

42. Management Control Training One-Day Course at NRC Region II [REDACTED] \$0.00

43. Management Control Training One-Day Course at NRC Region III [REDACTED] \$4,342.00

44. Management Control Training One-Day Course at NRC Region IV [REDACTED] \$4,342.00

45. Management Control Training One-Day Course at NRC Headquarters in Rockville, MD [REDACTED] \$4,342.00

46. Management Control Training One-Day Course at NRC Headquarters in Rockville, MD [REDACTED] \$4,342.00

47. Management Control Training Two-Day Course at NRC Headquarters in Rockville, MD [REDACTED] \$9,591.00

48. Travel (outside the contractor's local area) [REDACTED] \$2,370.00



## ATTACHMENT 2 - STATEMENT OF WORK

Title: Management Control Training

### Background

It is the policy of the agency to establish and maintain cost-effective management controls that reasonably ensure programs achieve their intended results; resources are used consistent with the agency mission; programs and resources are protected from waste, fraud, and mismanagement; laws and regulations are followed; and reliable and timely information is obtained, maintained, reported, and used for decision-making.

The Office of the Chief Financial Officer (OCFO) is responsible for coordinating agencywide management control activities, training, and technical support to assist NRC managers in establishing, assessing, and improving management controls. In addition, the OCFO prepares the annual report to the President and the Congress on the status of the NRC's management controls supported by the annual reasonable assurance statements submitted by all offices and regions.

Offices within the agency are required by Management Directive 4.4 to develop and assess management controls and to identify improvements and take timely corrective actions. Annually, they submit to the CFO their reasonable assurance statements.

### Objective

The objective of this procurement is to contract with a qualified vendor to provide training to the NRC staff responsible for managing and evaluating management control programs in their offices.

The goals of the training program are to teach each participant to:

- understand what management controls are in terms of control objectives, control techniques, and the importance of risk evaluation;
- identify the major components of the control evaluation process and how they fit together;
- prepare a management control plan for the assessable unit;
- analyze and assess the general control environment; and,
- establish corrective action plans.

## Scope of Work

### Course Development

The contractor shall develop (as required) a one-day overview and a two-day comprehensive Management Control Training course.

The course will cover, at a minimum, the following major subject areas through lecture, class participation and exercises:

- A. Management Controls/Internal Controls and the basic elements of every Management Control System;
- B. GAO/OMB Standards for the Management Control process;
- C. Federal Manager's Financial Integrity Act, OMB requirements, and the annual evaluation process;
- D. Segmenting the agency into assessable units and defining what a risk assessment is and how to conduct one;
- E. Conducting a Management Control Review to evaluate the adequacy of existing Management Controls;
- F. Identification, reporting, and correcting management control weaknesses; and,
- G. Preparing the Integrity Act Report with an emphasis on the reasonable assurance statement.

A syllabus (course outline) and course materials should be provided to the NRC Project Officer for review and approval two weeks before the start of the first course, and any subsequent course if changes are made.

### Course Conduct

Provide a qualified instructor to conduct Management control training for a one-day overview course and a two-day comprehensive course. One instructor that will become key personnel shall be proposed to teach all courses. The possible number of courses is set forth in the schedule attachment for the base period and four option years.

The courses for the base period are as identified below, unless changed as mutually agreed upon between the contractor and NRC Project Officer.

1. March 8-9
2. March 30-31
3. April 1
4. April 12
5. April 20-21
6. April 27-28
7. To Be Determined

The courses will be given on-site at NRC Headquarters, 11545 Rockville Pike, Rockville, Maryland 20852.

Optional training sessions for NRC Headquarters and NRC Regional Offices for the base period and four option years are identified in schedule attachment. The location of the NRC Regional Offices are as follows:

Region 1	475 Allendale Road, King of Prussia, PA 19406
Region 2	Sam Nun Atlanta Federal Center, 23 TB85, 61 Forsyth Street, SW Atlanta, GA 30303
Region 3	801 Warrensville Road, Lisle, IL 60532
Region 4	Harris Tower, 601 Ryan Plaza Drive, Suite 400, Arlington, TX 76011

The class size for the one-day course will be an estimated 15 students, and for the two-day course an estimated 25 students.

#### Period of Performance

The period of performance will be from date of award through December 31, 2004 with four (4) one-year option periods.

#### Deliverables

For each student, provide a syllabus and course materials and a certificate upon completion of the course. An evaluation form on the course should be completed by each student. A copy of all student evaluations should be provided to the Project Officer upon completion of the course.

#### NRC Furnished Materials/Equipment

The NRC shall provide the contractor with the following for use under this order:  
Classroom for conducting training sessions. Other equipment (e.g. viewgraph) can be provided with sufficient notice.

# ATTACHMENT 3

## BILLING INSTRUCTIONS FOR FIXED PRICE CONTRACTS (October 2003)

**General:** The contractor is responsible during performance and through final payment of this contract for the accuracy and completeness of the data within the Central Contractor Registration (CCR) database, and for any liability resulting from the Government's reliance on inaccurate or incomplete CCR data. 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:

NRC Property Management Officer  
Administrative Services Center  
Mail Stop -O-2G-112  
Washington, DC 20555-0001

**HAND-DELIVERY OF VOUCHERS/INVOICES IS DISCOURAGED AND WILL NOT EXPEDITE PROCESSING BY THE NRC.** However, should you choose to deliver vouchers/invoices by hand, including delivery by any express mail service or special delivery service which uses a courier or other person to deliver the vouchers/invoices in person to the NRC, such vouchers/invoices must be addressed to the above Designated Agency Billing Office and will only be accepted at the following location:

U.S. Nuclear Regulatory Commission  
One White Flint North - Mail Room  
11555 Rockville Pike  
Rockville, MD 20852

**HAND-CARRIED SUBMISSIONS WILL NOT BE ACCEPTED AT OTHER THAN THE ABOVE ADDRESS**

Note that the official receipt date for hand-delivered vouchers/invoices will be the date it is received by the official agency billing office in the Division of Contracts.

**Agency Payment Office:** Payment will continue to be made by the office designated in the contract in Block 12 of the Standard Form 26 or Block 25 of the Standard Form 33, whichever is applicable.

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

**Preparation and Itemization of the Voucher/Invoice:** The voucher/invoice shall be prepared in ink or by typewriter (without strike-overs). Corrections or erasures must be initialed. To be considered a proper voucher/invoice, all of the following elements must be included:

1. Contractor's Data Universal Number (DUNS) or DUNS+4 number that identifies the contractor's name and address. The DUNS+4 number is the DUNS number plus a 4-character suffix that may be assigned at the discretion of the contractor to identify alternative Electronic Funds Transfer (EFT) accounts for the same parent concern.
2. Contract number.
3. Sequential voucher/invoice number.
4. Date of voucher/invoice.
5. Payee's name and address. Show the name of the Payee as it appears in the contract and its correct address. If the Payee assigns the proceeds of this contract as provided for in the assignment of claims terms of this contract, the Payee shall require as a condition of any such assignment, that the assignee shall register separately in the Central Contractor Registration (CCR) database at <http://www.ccr.gov> and shall be paid by EFT in accordance with the terms of this contract. See Federal Acquisition Regulation 52.232-33(g) Payment by Electronic Funds Transfer - Central Contractor Registration (October 2003).
6. Description of articles or services, quantity, unit price, and total amount.
7. For contractor acquired property list each item purchased costing \$50,000 or more and having a life expectancy of more than 1 year and provide: (1) an item description, (2) manufacturer, (3) model number, (4) serial number, (5) acquisition cost, (6) date of purchase, and (7) a copy of the purchasing document.
8. Weight and zone of shipment, if shipped by parcel post.
9. Charges for freight or express shipments. Attach prepaid bill if shipped by freight or express.
10. Instructions to consignee to notify the Contracting Officer of receipt of shipment.
11. 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.

S:\DC Instructions\Billing instruct FP 2003.wpd