



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

April 12, 2004

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

Dear Mr. O'Neill:

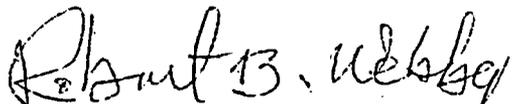
SUBJECT: MODIFICATION 01 TO WORK ORDER NO. 5 ENTITLED, "REVIEW OF ADMINISTRATIVE CHARGES FOR CRIMINAL HISTORY CHECKS," UNDER DELIVERY ORDER DR-09-03-127 UNDER GSA FSS CONTRACT NO. GS-23F-9832H

The purpose of this modification 01 is to extend the period of performance to May 28, 2004. The due date for the draft report is revised from "on or before March 1, 2004" to "on or before May 3, 2004". The due date for the final report is revised from "15 days after NRC has provided comments on the draft report" to "on or before May 28, 2004". A revised Statement of Work is provided with this modification.

The amount obligated and contract value for this work order remains the same at \$25,142. All other terms and conditions of this work order remain the same.

Please indicate your acceptance of this modification to the 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-7-1-2, Washington, DC 20555. You should retain the third copy for your records.

Sincerely,

  
Robert B. Webber, Contracting Officer  
Division of Contracts  
Office of Administration

Enclosure:  
As stated

TEMPLATE - ADM001

ADM002



## STATEMENT OF WORK

### Modification 01 to 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 **May 28, 2004.**

#### Deliverables

1. The contractor shall provide a draft report of their findings and recommendation for the review on or before **May 3, 2004.**
2. **It is anticipated that the NRC will provide comments on the draft report to the contractor within 15 days of receipt. The contractor shall provide a final report on or before May 28, 2004.**

#### 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."