

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

1. REQUISITION NO. 10470760	BPA NO.
5. SOLICITATION NO. RS-CIO-04-349	8. SOLICITATION ISSUE DATE
b. TELEPHONE NO. (No Collect Calls) 301-415-6465	8. OFFER DUE DATE/LOCAL TIME

2. CONTRACT NO. NRC-33-04-349	3. AWARD/EFFECTIVE DATE See Block 30c.	4. ORDER NO.	MODIFICATION NO.
7. FOR SOLICITATION INFORMATION CALL: a. NAME Jeffrey R. Mitchell		b. TELEPHONE NO. (No Collect Calls) 301-415-6465	

9. ISSUED BY CODE **3100**

U.S. Nuclear Regulatory Commission
Div of Contracts
Two White Flint North - MS T-7-I-2
Attn: Jeffrey R. Mitchell, 301-415-6465
Washington, DC 20555

10. THIS ACQUISITION IS

UNRESTRICTED

SET ASIDE: 100 % FOR

SMALL BUSINESS

HUBZONE SMALL BUSINESS

8(A)

NAICS: 514210
SIZE STANDARD: \$18 million

11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED
 SEE SCHEDULE

12. DISCOUNT TERMS
Net 30

13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700)

13b. RATING N/A

14. METHOD OF SOLICITATION
 RFQ IFB RFP

15. DELIVER TO CODE

U.S. Nuclear Regulatory Commission

Washington DC 20555

16. ADMINISTERED BY CODE **3100**

U.S. Nuclear Regulatory Commission
Div of Contracts
Two White Flint North - MS T-7-I-2
Attn: Jeffrey R. Mitchell, 301-415-6465
Washington, DC 20555

17a. CONTRACTOR/OFFEROR CODE FACILITY CODE

MODERN MICRO IMAGING INC
Attn: Charles Jackson

5165 LEE HWY
ARLINGTON VA 222071603

TELEPHONE NO.

18a. PAYMENT WILL BE MADE BY CODE

U.S. Nuclear Regulatory Commission
Payment Team, Mail Stop T-9-H-4
Attn: (NRC-33-04-349)

Washington DC 20555

17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER

18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a UNLESS BLOCK BELOW IS CHECKED
 SEE ADDENDUM

19. ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
	<p>The Contractor shall provide Micrographic and CD-ROM Services in accordance with the Statement of Work and Terms and Conditions attached to this fixed-price-IDIQ type Contract.</p> <p>Modern Micro Imaging, Inc. Reqs and Certs are hereby incorporated by reference.</p> <p>Attachments: Statement of Work (8 pages) Schedule of Supplies/Services (5 pages) Billing Instructions (2 pages) NRC Form 358 (1 page)</p>				

25. ACCOUNTING AND APPROPRIATION DATA
Job Code: D1859 BR# 410-15-524-348 BOC: 252A
Fund: 31x0200.410 Obligate \$6,000 DUNS:074842261

26. TOTAL AWARD AMOUNT (For Govt. Use Only)
\$89,000.00

27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1, 52.212-4, FAR 52.212-3 AND 52.212-5 ARE ATTACHED. ADDENDA ARE ARE NOT ATTACHED.

27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4, FAR 52.212-5 IS ATTACHED. ADDENDA ARE ARE NOT ATTACHED

28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN 3 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 _____ OFFER DATED _____ YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN IS ACCEPTED AS TO ITEMS:

30a. SIGNATURE OF OFFEROR/CONTRACTOR
Charles E. Jackson

30b. NAME AND TITLE OF SIGNER (TYPE OR PRINT)
CHARLES E. JACKSON / PRES.

30c. DATE SIGNED
11.1.04

31a. UNITED STATES OF AMERICA SIGNATURE OF CONTRACTING OFFICER
Robert B Webber

31b. NAME OF CONTRACTING OFFICER (TYPE OR PRINT)
Robert B Webber
Contracting Officer

31c. DATE SIGNED
9/22/04

AUTHORIZED FOR LOCAL REPRODUCTION

STANDARD FORM 1449 (REV. 4/2002)
GSA - FAR (48 CFR) 53.212

TEMPLATE - ADM001

ADM002

19. ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT

1. QUANTITY IN COLUMN 21 HAS BEEN

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

2. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE	32c. DATE	32d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE
--	-----------	---

3. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE	32f. TELEPHONE NUMBER OF AUTHORIZED GOVERNMENT REPRESENTATIVE
	32g. E-MAIL OF AUTHORIZED GOVERNMENT REPRESENTATIVE

SHIP NUMBER <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	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
--	--------------------	---------------------------------	--	------------------

S/R ACCOUNT NUMBER	39. S/R VOUCHER NUMBER	40. PAID BY
--------------------	------------------------	-------------

41a. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT SIGNATURE AND TITLE OF CERTIFYING OFFICER	42a. RECEIVED BY (Print)
	42b. RECEIVED AT (Location)
	42c. DATE RECD (YY/MM/DD) 42d. TOTAL CONTAINERS

Table of Contents

SECTION B - CONTINUATION BLOCK.....B-1

B.1 CONSIDERATION AND OBLIGATION--DELIVERY ORDERS (JUN 1988)
.....B-1

B.2 DURATION OF CONTRACT PERIOD (MAR 1987)
ALTERNATE 4 (JUN 1988).....B-1

SECTION C - CONTRACT CLAUSESC-1

C.1 NOTICE LISTING CONTRACT CLAUSES INCORPORATED BY REFERENCE
.....C-1

C.2 52.252-2 CLAUSES INCORPORATED BY REFERENCE (FEB 1998)..C-1

C.3 52.212-5 CONTRACT TERMS AND CONDITIONS REQUIRED TO
IMPLEMENT STATUTES OR EXECUTIVE ORDERS--COMMERCIAL
ITEMS (JUN 2004).....C-1

C.4 52.216-18 ORDERING (OCT 1995).....C-6

C.5 52.216-19 ORDER LIMITATIONS (OCT 1995).....C-6

C.6 52.216-22 INDEFINITE QUANTITY (OCT 1995).....C-7

C.7 52.217-9 OPTION TO EXTEND THE TERM OF THE CONTRACT
(MAR 2000).....C-8

C.8 52.232-19 AVAILABILITY OF FUNDS FOR THE NEXT FISCAL
YEAR (APR 1984)C-8

C.9 SEAT BELTS.....C-8

C.10 COMPLIANCE WITH U.S. IMMIGRATION LAWS AND REGULATIONS
.....C-8

C.11 2052.215-71 PROJECT OFFICER AUTHORITYC-9

SECTION D - CONTRACT DOCUMENTS, EXHIBITS, OR ATTACHMENTS D-1

SECTION B - CONTINUATION BLOCK

B.1 CONSIDERATION AND OBLIGATION--DELIVERY ORDERS (JUN 1988)

(a) The total estimated amount of this contract (ceiling) for the products/services ordered, delivered, and accepted under this contract is \$89,000.00. The Contracting Officer may unilaterally increase this amount as necessary for orders to be placed with the contractor during the contract period provided such orders are within any maximum ordering limitation prescribed under this contract.

(b) The amount presently obligated with respect to this contract is \$6,000.00. The Contracting Officer may issue orders for work up to the amount presently obligated. This obligated amount may be unilaterally increased from time to time by the Contracting Officer by written modification to this contract. The obligated amount shall, at no time, exceed the contract ceiling as specified in paragraph a above. When and if the amount(s) paid and payable to the Contractor hereunder shall equal the obligated amount, the Contractor shall not be obligated to continue performance of the work unless and until the Contracting Officer shall increase the amount obligated with respect to this contract. Any work undertaken by the Contractor in excess of the obligated amount specified above is done so at the Contractor's sole risk.

B.2 DURATION OF CONTRACT PERIOD (MAR 1987)
ALTERNATE 4 (JUN 1988)

The ordering period for this contract shall commence on the day of award and will expire on August 31, 2005. Any orders issued during this period shall be completed within the time specified in the order, unless otherwise specified herein. (See 52.216-18 - Ordering.) The term of this contract may be extended at the option of the Government for an additional 4, 1-yr options.

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):

<http://www.arnet.gov/far>

52.232-18	AVAILABILITY OF FUNDS	APR 1984
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C.3 52.212-5 CONTRACT TERMS AND CONDITIONS REQUIRED TO IMPLEMENT STATUTES OR EXECUTIVE ORDERS--COMMERCIAL ITEMS (JUN 2004)

(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.]

[X] (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.

(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.

(iii) Alternate II (MAR 2004) 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.

(iii) Alternate II (MAR 2004) of 52.219-7.

(7) 52.219-8, Utilization of Small Business Concerns (MAY 2004) (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) 52.219-27, Notice of Total Service-Disabled Veteran-Owned Small Business Set-Aside (May 2004)

[X] (14) 52.222-3, Convict Labor (JUNE 2003) (E.O. 11755).

[] (15) 52.222-19, Child Labor--Cooperation with Authorities and Remedies (JUN 2004) (E.O. 13126).

[X] (16) 52.222-21, Prohibition of Segregated Facilities (FEB 1999).

[X] (17) 52.222-26, Equal Opportunity (APR 2002) (E.O. 11246).

[X] (18) 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).

[X] (19) 52.222-36, Affirmative Action for Workers with Disabilities (JUN 1998) (29 U.S.C. 793).

[X] (20) 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).

[] (21) (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)).

[] (22) 52.225-1, Buy American Act--Supplies (JUNE 2003) (41 U.S.C. 10a-10d).

[] (23) (i) 52.225-3, Buy American Act--Free Trade Agreements--Israeli Trade Act (JAN 2004) (41 U.S.C. 10a-10d, 19 U.S.C. 3301 note, 19 U.S.C. 2112 note, Pub. L. 108-77, 108-78).

[] (ii) Alternate I (JAN 2004) of 52.225-3.

[] (iii) Alternate II (JAN 2004) of 52.225-3.

[] (24) 52.225-5, Trade Agreements (JUN 2004) (19 U.S.C. 2501, et seq., 19 U.S.C. 3301 note).

[X] (25) 52.225-13, Restrictions on Certain Foreign Purchases (Dec 2003) (E.O.s, proclamations, and statutes administered by the Office of Foreign Assets Control of the Department of the

Treasury).

[] (26) 52.225-15, Sanctioned European Union Country End Products (FEB 2000) (E.O. 12849).

[] (27) 52.225-16, Sanctioned European Union Country Services (FEB 2000) (E.O. 12849).

[] (28) 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)).

[] (29) 52.232-30, Installment Payments for Commercial Items (OCT 1995) (41 U.S.C. 255(f), 10 U.S.C. 2307(f)).

[X] (30) 52.232-33, Payment by Electronic Funds Transfer--Central Contractor Registration (OCT 2003) (31 U.S.C. 3332).

[] (31) 52.232-34, Payment by Electronic Funds Transfer--Other than Central Contractor Registration (MAY 1999) (31 U.S.C. 3332).

[] (32) 52.232-36, Payment by Third Party (MAY 1999) (31 U.S.C. 3332).

[] (33) 52.239-1, Privacy or Security Safeguards (AUG 1996) (5 U.S.C. 552a).

[] (34) (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) 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 (May 2004) (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.4 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 or task orders by the individuals or activities designated in the Schedule. Such orders may be issued from the effective date of the contract through
(See Section B.2).

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

(c) If mailed, a delivery order or task order is considered "issued" when the Government deposits the order in the mail. Orders may be issued orally, by facsimile, or by electronic commerce methods only if authorized in the Schedule.

C.5 52.216-19 ORDER LIMITATIONS (OCT 1995)

(a) Minimum order. When the Government requires supplies or services covered by this contract in an amount of less than \$25.00, the Government is not obligated to purchase, nor is the Contractor obligated to furnish, those supplies or services under the contract.

(b) Maximum order. The Contractor is not obligated to honor--

(1) Any order for a single item in excess of N/A;

(2) Any order for a combination of items in excess of N/A;

(3) A series of orders from the same ordering office within N/A days that together call for quantities exceeding the limitation in subparagraph (b)(1) or (2) above.

(c) If this is a requirements contract (i.e., includes the Requirements clause at subsection 52.216-21 of the Federal Acquisition Regulation (FAR)), the Government is not required to order a part of any one requirement from the Contractor if that requirement exceeds the maximum-order limitations in paragraph (b) above.

(d) Notwithstanding paragraphs (b) and (c) above, the Contractor shall honor any order exceeding the maximum order limitations in paragraph (b), unless that order (or orders) is returned to the ordering office within 2 days after issuance, with written notice stating the Contractor's intent not to ship the item (or items) called for and the reasons. Upon receiving this notice, the Government may acquire the supplies or services from another source.

C.6 52.216-22 INDEFINITE QUANTITY (OCT 1995)

(a) This is an indefinite-quantity contract for the supplies or services specified, and effective for the period stated, in the Schedule. The quantities of supplies and services specified in the Schedule are estimates only and are not purchased by this contract.

(b) Delivery or performance shall be made only as authorized by orders issued in accordance with the Ordering clause. The Contractor shall furnish to the Government, when and if ordered, the supplies or services specified in the Schedule up to and including the quantity designated in the Schedule as the "maximum." The Government shall order at least the quantity of supplies or services designated in the Schedule as the "minimum."

(c) Except for any limitations on quantities in the Order Limitations clause or in the Schedule, there is no limit on the number of orders that may be issued. The Government may issue orders requiring delivery to multiple destinations or performance at multiple locations.

(d) 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 1 month.

C.7 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; 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 five years.

C.8 52.232-19 AVAILABILITY OF FUNDS FOR THE NEXT FISCAL YEAR (APR 1984)

Funds are not presently available for performance under this contract beyond . The Government's obligation for performance of this contract beyond that date is contingent upon the availability of appropriated funds from which payment for contract purposes can be made. No legal liability on the part of the Government for any payment may arise for performance under this contract beyond , until funds are made available to the Contracting Officer for performance and until the Contractor receives notice of availability, to be confirmed in writing by the Contracting Officer.

C.9 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.10 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.11 2052.215-71 PROJECT OFFICER AUTHORITY

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

Name: Tyrone S. Greene
Address: Mail Stop: T5-F27
11555 Rockville Pike
Rockville MD, 20852

Telephone Number: 301-415-6281

(b) Performance of the work under this contract is subject to the technical direction of the NRC project officer. The term "technical direction" is defined to include the following:

(1) Technical direction to the contractor which shifts work emphasis between areas of work or tasks, authorizes travel which was unanticipated in the Schedule (i.e., travel not contemplated in the Statement of Work or changes to specific travel identified in the Statement of Work), fills in details, or otherwise serves to accomplish the contractual statement of work.

(2) Provide advice and guidance to the contractor in the preparation of drawings, specifications, or technical portions of the work description.

(3) Review and, where required by the contract, approval of technical reports, drawings, specifications, and technical information to be delivered by the contractor to the Government under the contract.

(c) Technical direction must be within the general statement of work

stated in the contract. The project officer does not have the authority to and may not issue any technical direction which:

(1) Constitutes an assignment of work outside the general scope of the contract.

(2) Constitutes a change as defined in the "Changes" clause of this contract.

(3) In any way causes an increase or decrease in the total estimated contract cost, the fixed fee, if any, or the time required for contract performance.

(4) Changes any of the expressed terms, conditions, or specifications of the contract.

(5) Terminates the contract, settles any claim or dispute arising under the contract, or issues any unilateral directive whatever.

(d) All technical directions must be issued in writing by the project officer or must be confirmed by the project officer in writing within ten (10) working days after verbal issuance. A copy of the written direction must be furnished to the contracting officer. A copy of NRC Form 445, Request for Approval of Official Foreign Travel, which has received final approval from the NRC must be furnished to the contracting officer.

(e) The contractor shall proceed promptly with the performance of technical directions duly issued by the project officer in the manner prescribed by this clause and within the project officer's authority under the provisions of this clause.

(f) If, in the opinion of the contractor, any instruction or direction issued by the project officer is within one of the categories as defined in paragraph (c) of this section, the contractor may not proceed but shall notify the contracting officer in writing within five (5) working days after the receipt of any instruction or direction and shall request the contracting officer to modify the contract accordingly. Upon receiving the notification from the contractor, the contracting officer shall issue an appropriate contract modification or advise the contractor in writing that, in the contracting officer's opinion, the technical direction is within the scope of this article and does not constitute a change under the "Changes" clause.

(g) Any unauthorized commitment or direction issued by the project officer may result in an unnecessary delay in the contractor's performance and may even result in the contractor expending funds for unallowable costs under the contract.

(h) A failure of the parties to agree upon the nature of the instruction or direction or upon the contract action to be taken with respect thereto is subject to 52.233-1 - Disputes.

(i) In addition to providing technical direction as defined in

paragraph (b) of the section, the project officer shall:

(1) Monitor the contractor's technical progress, including surveillance and assessment of performance, and recommend to the contracting officer changes in requirements.

(2) Assist the contractor in the resolution of technical problems encountered during performance.

(3) Review all costs requested for reimbursement by the contractor and submit to the contracting officer recommendations for approval, disapproval, or suspension of payment for supplies and services required under this contract.

(4) Assist the contractor in obtaining the badges for the contractor personnel.

(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.

SECTION D - CONTRACT DOCUMENTS, EXHIBITS, OR ATTACHMENTS

Statement of Work (8 pages)

Schedule of Supplies/Services (5 pages)

Billing Instructions (2 pages)

NRC Form 358 (1 page)

STATEMENT OF WORK

1. BACKGROUND

- 1.1 The U.S. Nuclear Regulatory Commission's (NRC) Records and FOIA/Privacy Services Branch (RFPSB), Information and Records Services Division, has primary responsibility for creating CD-ROMs from electronic and paper documents and providing microfilm and CD-ROM copying and blowback services for the NRC. These services are provided to offer cost effective alternatives while continuing to reduce requirements for paper documents. In the past, this function has enabled the agency to reduce paper copy holdings by using micrographic services to film documents for historical purposes, and provide immediate access to microfiched documents instead of voluminous paper, computer printouts, and computer output microfilm (COM) reports.

2. CONTRACT OBJECTIVE

- 2.1 Obtain contractor support to produce microfiche, microfilm, and CD-ROMs and provide copying and blowback services for NRC's source and drawing documents. The NRC has a need to convert documents in electronic and paper formats to microfiche utilizing 24X microfiche (98 useable frames per fiche) and/or creating digital images onto CD-ROM. Documents may be filmed one per fiche, multiple fiche, or one per CD-ROM, or multiple CD-ROMs depending on document size and the requester's requirements. This contract will also involve the copying and blowback of various formats and types of microfiche and CD-ROMs to paper copy.

3. DESCRIPTION OF SERVICES

- 3.1 The contractor shall provide the plant and furnish all equipment, materials, and labor incidental to the performance of this agreement and ensure that the National Archives and Records Administration (NARA) requirements in 36 CFR, Part 1230, are met. The contractor shall produce microfiche masters (silver halide) filmed in the standard 24X, 98 image format. Masters are required to have a floating image (clear grid like space between pages). The masters shall be produced with positive image titles and negative image text areas. Duplicates shall be produced onto .005 mil. thick polyester based silver or diazo film as required by the NRC. Each microfiche master and duplicate must be cut, collated, and inserted into an acid free protective envelope. Silver Halide Masters must meet ANSI Standards as they pertain to Methylene Blue tests to ensure archival quality (ANSI PH 4.8-1985). The contractor shall provide a monthly Methylene Blue test. The NRC maintains the right to perform sensitive services it deems necessary in-house.
- 3.2 The maximum document size to be filmed will be for engineering drawings 5' x 4'. The majority of the documents (approximately 90%) to be filmed are standard 8.5" by 11". The remaining 10% will range from over 8.5" by 11" to 5' by 4'.
- 3.3 The documents to be microfilmed will have variable headers or labels.
- 3.3.1 The contractor shall develop titles and indices from source documents.

- 3.3.2 The security classification of the document shall be identified in the header of all masters, duplicate fiche, and the labels on CD-ROMs, e.g., proprietary, confidential, official use only (OUO), or unclassified.
- 3.4 Documents converted to CD-ROM must be processed using the following acceptable formats: a. Adobe Acrobat Portable Document Format (PDF) b. Formatted Text and Graphics c. PDF Searchable Image (Exact) [formally known as PDF Original with Hidden Text] d. Adobe Acrobat PDF Image Only.
- 3.4.1 Images and/or text with thumbnails, indices, and indices with links to data shall be provided upon request.
- 3.5 The contractor shall completely reassemble source documents for return to the NRC.
- 3.6 The contractor shall produce duplicates of aperture cards submitted by the NRC. Duplicates of aperture cards are to be of diazo film with all identifiers present on the masters stamped into the duplicates.
- 3.7 Aperture card masters are to be filmed using 35mm film for aperture card applications, the format dimensions in ANSI/AIIM MS32-1996, Table 1 are mandatory, and the aperture card format "D Aperture" shown in ANSI/AIIM MS41-1996, Figure 1, must be used. The components of the aperture card, including the paper and adhesive, must conform to the requirements of ANSI/PIMA IT9.2-1998. The 35mm film used in the aperture card application must conform to film designated as LE 500 in ANSI/NAPM IT9.1-1996.
- 3.8 The contractor shall provide copying and blowback services for CD-ROMs, and various formats and types of microfiche to paper copy, e.g., 20X, 24X, 48X, computer output microfilm (COM), jacket fiche, cartridge film, including aperture cards, etc. The turnaround time will range from 3 work hours for urgent blowbacks to 40 work hours for larger fiche or CD-ROM conversions. A specific turnaround time will be specified with each job request.
- 3.9 The contractor shall have the production capability to produce an estimated 200 microfiche, and 10 CD-ROMs per week from source documents. The quantity of microfiche and CD-ROMs is not guaranteed.

4. SUPPLIES/SERVICES

The contractor shall provide services to produce the estimated annual quantities as follows:

4.1 MICROFILM	QUANTITIES
4.1.1 Masters, Silver/Halide, in envelopes	200
4.1.2 Black/Diazo Duplicates	1,100
4.1.3 Prepare photo-composing header on Masters from available data, e.g. document title, using standard format provided by NRC	200

4.1.4	Prepare and insert targets. (A target is defined as any document or chart containing identification information, coding or test charts.)	1,100
4.1.5	Blowback fiche to hard copy from 20X, 24X, 48X, computer output microfilm, jacket fiche, cartridge film, and aperture cards	25,000 pgs
4.2	APERTURE CARDS	
4.2.1	Production of Aperture Cards - 35 mm	60
4.2.2	Diazo Duplicates from Aperture Cards	120
4.3	CD-ROM	
4.3.1	Create CD-ROMs from electronic and/or paper document (Estimated 5,000 pages per CD-ROM)	100
4.3.2	Duplicate CD-ROMs	300
4.3.3	Print paper copies from CD-ROM	10,000 pgs
5.	MICROFILM SPECIFICATIONS	
5.1	MICROFILM FORMAT - 24X, 98 FRAMES. All contractor furnished fiche shall meet all the standards of ANSI/AIIM MS5-1992 (R1998). No variation is permitted. Consistent placement of the page image within the frame and accurate form registration is essential to the use of these microfiche as input to a high-speed fiche to paper copy.	
5.2	IMAGE RESOLUTION - The quality of all contractor produced microfiche must be such that the resolution requirement listed below for each type is resolved when read in accordance with the procedures of the National Institute of Standards and Technology (NIST) - Microcopy Resolution Test Chart 1010A. Silver Halide Microfiche - A minimum of 150 pairs per mm. Diazo Microfiche - A minimum of 135 line pairs per mm.	
5.3	BACKGROUND DENSITY - Background variations with the document image area that are outside the specific limits, resulting from contact differences within the original document due to corrections, erasures, patching, aging, continuous tone, or half tone areas may be acceptable if the resulting image meets the other technical quality requirements of this specification. Microfilm exposure will be set or adjusted for each document page as necessary to achieve background density within the desired range. All densities mentioned in this specification are gross densities. The density shall be visual diffuse (Type VI B) as measured using the method described in ANSI Standard PH2. 19-1994/ISO 5-2-2001. The visual diffuse transmission density of the background of the document image on the microfiche shall be as listed below:	

5.4 **BASE DENSITY AND CLEAR AREAS** - The gross visual diffuse density in the clear base areas and clear image shall not exceed 0.20 density units for any silver halide or diazo microfiche.

5.5 **FILM BASE AND TITLE BACKING** - Silver halide microfiche will be on a nominal 5 mil to 8 mil clear acetate or polyester base. The build-up because of title backing material shall not exceed the thickness of one-half mil.

5.6 **DELIVERED PRODUCT** - Microfiche produced in accordance with this specification shall be free of scratches, holes, tears, finger marks, dirt, dust, or any other defect that might adversely affect the quality of reproductions made from the microfiche. Silver Halide Masters must meet the ANSI Standard listed below as pertains to Methylene Blue tests to assure archival quality. To achieve (permanent) quality, Silver Halide Master microfiche must be processed so that the residual thiosulfate concentration will not exceed 0.7 micrograms of sodium thiosulfate per square centimeter as measured by the Methylene Blue method (ANSI PH 4.8 - 1985).

5.7 **FILMING PROCEDURES**

5.7.1 A test target shall be filmed as the first frame of each microfiche.

5.7.2 If the original document is of marginal photographer quality, a marginal photography target shall be filmed in the second frame of the fiche.

5.7.3 All documents shall be filmed right-reading, comic mode, unless otherwise specified by NRC. Bound documents may be gullotined. Oversized documents may be folded and overlap permitted. Any microfiche containing a frame that is not right-reading will be rejected and must be refilmed without cost to the NRC.

5.7.4 Each document image shall be consistently positioned in the same place within the frame. The use of a high-speed fiche to paper copier necessitates consistent placement of document images and accurate registration of rows and columns of frames on the fiche.

6. **COMPACT-DISK, READ ONLY MEMORY (CD-ROM) FORMAT**

6.1 All contractor furnished CD-ROMs shall meet the standards of ANSI/NISO/ISO 9660-1990 for volume and file structure of CD-ROM for information exchange.

6.2 **IMAGE RESOLUTION** - PDF documents should be created using the following guidelines:

1. Bi-tonal (black and white) PDF resolution, not less than 300 dots per inch (dpi)
2. Color PDF resolution, not less than 300 dpi
3. Grayscale PDF resolution, not less than 300 dpi

Adobe Acrobat "down sampling" (an optimization option available in Adobe Acrobat) may result in images with resolutions less than acceptable for submission to the NRC. Therefore, its use is not acceptable.

6.3 SETTINGS FOR CREATING PDF FORMATTED TEXT AND GRAPHIC FILES - Adobe Acrobat 5.0 provides for default optimizations when creating PDFs. These are EBook, Press, Print, and Screen. NRC has reviewed these optimizations and established a custom optimization that strikes a balance between print and screen optimizations. The following settings established for this custom optimization are:

Options	Recommendation Optimal on 5.0
General Options:	
Compatibility	5.0
Optimize for Fast Web	X
Embedded Thumbnails	
Auto-Rotate	
Binding	Left
Resolution (dpi)	300
Compression:	
Color Images	Bicubic down sampling (NOT SELECTED)
For Images above 300 dpi	
Compression	Zip
Quality	8-bit
Grayscale	Bicubic down sampling (NOT SELECTED)
For Images above 300 dpi	
Compression	Zip
Quality	8-bit
Monochrome	Bicubic Down sampling (NOT SELECTED)
For Images above 450 dpi	
Compression	CCITT-Group 4
Anti-Alias to Gray	Not Selected
Compress Text & Line Art	Selected
Font:	
Embedded Fonts	X
Subset embedded fonts when percent of characters used is less than 100% when embedded fails	
Color:	
Setting File	None
Color Management Policy	Tag Everything for Color Management
Intent	Default
Gray	None
RGB	SRGB IEC61966-2.1
CMYK	U.S. Web Coated (SWOP)v2
Preserve Overprint Settings	X
Preserve Under Color Removal	X
Transfer Function	Preserve
Preserve Halftone	
Advanced Options:	

Prologue.ps & Epilogue.ps	
Allow PS to Override Job Options	X
Preserve Level 2 Semantics	X
Save Job Ticket	X
Illustrator Mode	X
Gradients To Smooth Shades	X
ASCII Format	
Process DSC Comments	X
Log DSC Warnings	
Resize For EPS	X
Preserve EPS Info	X
OPI Comments	X
Preserve Doc Info from DSC	X

6.4 PREFERRED PDF OUTPUT FILE FORMATS

File Format	Version	Filename Extension	Recommended Use
a. Adobe Acrobat Portable Document Format (PDF) Formatted Text and Graphics (Formally known as PDF Normal). Options should be set according to the settings in section 6.2 above.	Current or 2 previous	pdf	Textual documents converted from native applications only
b. Adobe Acrobat PDF Searchable Image (Exact) {formerly known as PDR Original Image with Hidden Text}. Options should be set according to the settings in section 6.2 above.	Current or 2 previous	pdf	Textual documents converted from scanned documents
c. Adobe Acrobat PDF Image Only. Options should be set according to the settings in section 6.2 above.	Current or 2 previous	pdf	Preferred format for graphic-image, and forms-oriented documents (not for capture of text)

7. PACKAGING AND MARKING.

- 7.1 The contractor shall include job numbers and contents on all packages and delivery receipts when returning them to the NRC.
- 7.2 All job requests for microfiche blowback services shall be returned with the microfiche and

paper copies as requested, e.g., the microfiche shall be placed in individual envelopes, and returned together with the paper copies. All CD-ROM jobs (CD-ROM to paper copies) shall be returned with the CD-ROM and paper copies as requested, e.g., the CD-ROM shall be placed in an individual CD case and returned together with the paper copies.

- 7.3 Contractor shall return all hard copy documents with the microfiche and/or CD-ROMs when job orders are completed.
- 7.4 The contractor shall clearly mark envelopes containing the master copy of microfiche as "CAMERA MASTER FICHE".

8. INSPECTION AND ACCEPTANCE

- 8.1 Inspection and acceptance of the deliverable items to be furnished hereunder shall be made at the building(s) to which the microfiche/CD-ROMs are to be delivered.
- 8.2 Upon receipt of all deliverable items specified, the Project Officer or his/her authorized representative shall inspect each item for compliance with the specifications contained herein.
- 8.3 Acceptance or rejection of deliverable items shall be made in writing by the Project Officer within fifteen (15) calendar days after receipt of said deliverable items from the contractor. In the event of rejection of any portion of the work, completion of corrected work items shall be received within two (2) calendar days after receipt of notice of rejection. Final acceptance shall be made in writing only after the work has been corrected to the extent that it conforms to the specifications contained herein and has been approved by the Project Officer. The contractor shall be notified of final acceptance within ten (10) calendar days after receipt of the corrected items.

9. DELIVERIES AND PERFORMANCE

9.1 PICKUP AND DELIVERY

For purpose of this contract, "turnaround" time is defined as the period from time of pickup of the source documents, source drawings, or aperture cards to the time of delivery of the completed microfiche, aperture cards or CD-ROMs. Time of delivery shall be specified in writing with each request for service. For routine requests for filming, a 3 to 5 workday turnaround shall be required. However, certain jobs may be urgent, and a 8 hour workday turnaround shall be required. Except in the event of an unforeseen nuclear emergency situation, approximately 5 percent of the jobs would be considered urgent.

For purpose of this contract "turnaround" time for blowbacks is defined as the period from time of pickup of the microfiche (20X, 24X, 48X, computer output microfilm, jacket fiche, cartridge film, and aperture cards) to the time of delivery of the completed hard copy.

The time of delivery of each blowback job shall be specified in writing with each request for service. For routine requests, an 8 work hour turnaround shall be required. Urgent requests shall be completed and delivered within 3 work hours of pickup. Except in the event of an unforeseen nuclear emergency situation, approximately 5 percent of the jobs would be

considered urgent.

Pickup and delivery will be required at the following location:

U.S. Nuclear Regulatory Commission
11545 Rockville Pike
Rockville, Maryland 20852

The contractor shall ensure that an individual in his/her employ is available to accept telephone orders and/or written orders from the Project Officer or alternate between the hours of 7:30 a.m. and 4:30 p.m. each Monday through Friday, except for holidays observed by the Federal Government. All pickups and deliveries must be accomplished between the hours of 7:30 a.m. and 4:30 p.m. A maximum of ten (10) pickups and/or deliveries (roundtrips) may be required per month. All requests for service are to be picked-up within 1 hour of the request being made.

10. CONTRACT PERIOD

The ordering period for this contract shall commence day of award for a 12 month term. The term of this contract may be extended at the option of the government for an additional four-one year options.

11.2 ORDERING PROCEDURES

All orders shall be issued on NRC Form 358, "Micrographics Filming and Duplication Services Request" (see attached) and will be signed by the Project Officer, or Alternate Project Officer, dated and numbered. Telephone orders shall be confirmed by the Project Officer or Alternate Project Officer on NRC Form 358. Each order shall include the item number, description of service requested, quantity desired, and delivery time. In addition, the total number of deliverables will be reflected on each order.

Each order will be numbered and recorded by the NRC Project Officer or Alternate Project Officer and signed by the contractor representative at the time the order is picked up. The deliverables will be compared with the information on the order form and verified before final acceptance of the completed job by the Project Officer or Alternate Project Officer. Each deliverable must be accompanied by a supporting document indicating job name and number, date completed and delivered, frame count, originals and duplicates, and any other pertinent data, as required by the Project Officer or his/her designee.

**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

REQUEST FOR MICROGRAPHICS SERVICES

DATE REQUIRED

REQUESTER

SIGNATURE

CALL FOR PICKUP

OFFICE/DIVISION BRANCH

TELEPHONE

MAIL STOP

RETURN BY MAIL

SERVICES REQUESTED

BLOWBACK		NUMBER OF ITEMS SUBMITTED	NUMBER OF COPIES REQUIRED	DUPLICATION		NUMBER OF ITEMS SUBMITTED	NUMBER OF COPIES REQUIRED	FILMING	NUMBER OF ITEMS SUBMITTED	NUMBER OF SETS REQUIRED
FICHE TO PAPER BIND COPY <input type="checkbox"/> YES <input type="checkbox"/> NO				FICHE				MASTERS		
APERTURE CARD TO PAPER				APERTURE CARD				DUPLICATES PROPRIETARY		
PAPER TO APERTURE CARD								DUPLICATES NON-PROPRIETARY		

JUSTIFICATION (FOR FILMING -- the documents are already available on NUDOCS. Justify why this is not suitable to your needs.)

DOCUMENT INFORMATION

LIST TITLE, DOCUMENT / PUBLICATION / FICHE NUMBER, AND NUMBER OF PAGES OF EACH DOCUMENT
(If additional space is required, attach sheets as necessary.)

SPECIAL INSTRUCTIONS FOR CONTRACTOR -- RASS USE ONLY

JOB NUMBER

DATE RECEIVED

DATE REQUIRED

DATE RETURNED

PROCESSED BY: (Name -- Contractor Staff)

DATE