

**ORDER FOR SUPPLIES OR SERVICES**

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

BPA NO.

1. DATE OF ORDER <b>JUL 11 2005</b>		2. CONTRACT NO. (if any) GS23F9832H		6. SHIP TO:	
3. ORDER NO. DR-09-03-127 W009		4. REQUISITION/REFERENCE NO. CFO-05-339		a. NAME OF CONSIGNEE U.S. Nuclear Regulatory Commission	
5. ISSUING OFFICE (Address correspondence to) U.S. Nuclear Regulatory Commission Div. of Contracts Attn: Jeffrey R. Mitchell, 301-415-6465 Mail Stop T-7-I-2 Washington, DC 20555				b. STREET ADDRESS Attn: Susan L. Jones, 301-415-6072 Mail Stop: T9-C4	
		c. CITY Washington		d. STATE DC	e. ZIP CODE 20555
7. TO:				f. SHIP VIA	
a. NAME OF CONTRACTOR FOX & COMPANY				8. TYPE OF ORDER	
b. COMPANY NAME ATTN: MARTIN O' NEILL				<input type="checkbox"/> a. PURCHASE <input checked="" type="checkbox"/> b. DELIVERY	
c. STREET ADDRESS 324 W 9TH ST				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.	
d. CITY CINCINNATI OH 452021908		e. STATE		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.	
f. ZIP CODE		10. REQUISITIONING OFFICE OCFO			
9. ACCOUNTING AND APPROPRIATION DATA 57N-15-5H2-358 L1965 252A 31x0200 Obligate \$46,486.00					

11. BUSINESS CLASSIFICATION (Check appropriate box(es))				12. F.O.B. POINT Destination	
<input checked="" type="checkbox"/> a. SMALL	<input type="checkbox"/> b. OTHER THAN SMALL	<input type="checkbox"/> c. DISADVANTAGED	<input type="checkbox"/> d. SERVICE-DISABLED VETERAN-OWNED		
<input type="checkbox"/> d. WOMEN-OWNED	<input type="checkbox"/> e. HUBZone	<input type="checkbox"/> f. EMERGING SMALL BUSINESS			
13. PLACE OF		14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)	
a. INSPECTION	b. ACCEPTANCE			16. DISCOUNT TERMS Net 30	

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)
	Refer to the attached definitized order for Work Order No.09					

18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17(h) TOTAL (Cont. pages)
21. MAIL INVOICE TO:						
a. NAME U.S. Nuclear Regulatory Commission Payment Team, Mail Stop T-9-H-4						
b. STREET ADDRESS (or P.O. Box) Attn: (DR-09-03-127 W009)						
c. CITY Washington		d. STATE DC	e. ZIP CODE 20555		\$46,486.00	

22. UNITED STATES OF AMERICA BY (Signature)	23. NAME (Typed) Stephen M. Pool Contracting Officer TITLE: CONTRACTING/ORDERING OFFICER
--	---

In accordance with the Terms and Conditions, DELIVERY ORDER CLAUSES, of the subject contract, Work Order No. 09 is definitized. The effort shall be performed in accordance with the attached Statement of Work.

The period of performance: Day of acceptance (See Below) through October 31, 2005.

Not to exceed ceiling amount: \$46,486.00  
Obligated amount: \$46,486.00

The following is a summary of the labor categories, number of hours and hourly labor rates.

<u>LABOR CATEGORY</u>	<u>EST. HOURS</u>	<u>LABOR RATE</u>	<u>EST. COST</u>
Partner	[REDACTED]	[REDACTED]	\$9,747.00
Manager	[REDACTED]	[REDACTED]	\$23,110.00
Senior	[REDACTED]	[REDACTED]	\$13,629.00
		<u>Total Est. Cost</u>	<u>\$46,486.00</u>

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

[REDACTED]

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

Your contacts during the course of the work order are:

Technical Matters: Susan Jones, Project Officer  
301-415-6072

Contractual Matters: Jeffrey R. Mitchell, Contract Specialist  
301-415-6465

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

Accepted Work Order No. 087

[Signature]  
NAME

Partner  
Title

7/15/05  
Date

(Effective Start Date of this Order)

**STATEMENT OF WORK  
WORK ORDER NO. 09  
DELIVERY ORDER No. DR-09-03-127**

**Title:** Document and Implement Internal Control Procedures into the Fee Billing Process

**Technical Monitor:** Gordon Peterson - (301) 415-7348  
**Designated Alternatives:** Susan Jones - (301) 415-6072  
Barbara Gusack - (301) 415- 6054

**Background**

The U.S. Nuclear Regulatory Commission (NRC) is required to recover a major portion of its annual budget. In order to implement this requirement, the NRC assesses fees in compliance with the Omnibus Budget Reconciliation Act of 1990 (OBRA-90), as amended, and the Independent Offices Appropriation Act of 1952 (IOAA). Fees are assessed as established in 10 Code of Federal Regulations (CFR) Part 170 and 10 CFR Part 171 of the Commissions regulations.

OMB Bulletin No. 01-02 requires managers of federal agencies to establish and maintain a system of internal controls designed to provide managers with reasonable assurance that the agency can achieve its objectives and goals. The FY 2004 audit identified internal control weaknesses related to the NRC Fee Billing process.

**Objective**

The objective of this work order is to obtain the following: 1) Improve a copy of the 2nd quarter fee billing global reconciliation; 2) Test the global reconciliation procedures by performing the reconciliation for the 3rd quarter billing cycle; 3) Develop a statistical sampling methodology to test the effectiveness of the fee billing internal controls related to billable hours; 4) Perform reconciliation for the 4<sup>th</sup> quarter billing cycle.

**Work Requirements**

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

1. Revise a copy of the 2nd quarter FY 2005 fee billing cycle reconciliation package by adding indexing, cross referencing and other improvement techniques.
2. Test and validate the current fee billing global reconciliation procedures by performing the 3<sup>rd</sup> quarter reconciliation. Update the fee billing reconciliation procedures to reflect all steps performed to successfully complete the reconciliation. Provide recommendations to improve the fee billing global reconciliation process.

3. Develop a statistical sampling methodology that can be used to test the universe of fee billable hours captured by the FEES Systems. The test should be designed to measure the level of assurance that the internal controls can be relied upon related to fee billable hours. The test will measure both completeness and accuracy.
4. Perform reconciliation for the 4<sup>th</sup> quarter billing cycle. Include improvements implemented during the performance of the 3<sup>rd</sup> quarter reconciliation process.

#### Period of Performance

The Period of performance is from Day of Award through October 31, 2005.

#### Deliverables

- |   |   |
|---|---|
| 1. Improve the 2nd quarter reconciliation                   | - August 5, 2005.   |
| 2. Test Reconciliation Procedures (3 <sup>rd</sup> quarter) | - August 31, 2005.  |
| 3. Develop statistical sampling methodology                 | - August 17, 2005.  |
| 4. Perform 4 <sup>th</sup> quarter global reconciliation    | - 2 weeks after 4 <sup>th</sup> quarter invoices are delivered. |

#### Meetings

The contractor shall attend weekly 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 alternatives.

#### NRC Furnished Materials/Equipment

The NRC shall provide the contractor with the following items for use under 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 for support of this task order.