

ORDER FOR SUPPLIES OR SERVICES

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

BPA NO.

1. DATE OF ORDER DEC 07 2005	2. CONTRACT NO. (If any) GS23F9832H	6. SHIP TO:	
3. ORDER NO. DR-09-03-127 W010	4. REQUISITION/REFERENCE NO. CFO-06-302	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
7. TO:		d. STATE DC	e. ZIP CODE 20555

a. NAME OF CONTRACTOR FOXX & COMPANY	f. SHIP VIA
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b. COMPANY NAME ATTN: MARTIN O' NEILL	8. TYPE OF ORDER
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c. STREET ADDRESS 324 W 9TH ST	<input type="checkbox"/> a. PURCHASE <input checked="" type="checkbox"/> b. DELIVERY <small>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.</small>
d. CITY CINCINNATI	e. STATE OH
f. ZIP CODE 452021908	<small>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.</small>

9. ACCOUNTING AND APPROPRIATION DATA 67N-15-5H1358 L1965 252A 31x0200 Obligate \$13,194.90	10. REQUISITIONING OFFICE CFO
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11. BUSINESS CLASSIFICATION (Check appropriate box(es))				12. F.O.B. POINT
<input checked="" type="checkbox"/> a. SMALL	<input type="checkbox"/> b. OTHER THAN SMALL	<input type="checkbox"/> c. DISADVANTAGED	<input type="checkbox"/> g. SERVICE-DISABLED VETERAN-OWNED	N/A
<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)	16. DISCOUNT TERMS
a. INSPECTION	b. ACCEPTANCE			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.10					

SEE BILLING INSTRUCTIONS ON REVERSE	18. SHIPPING POINT	19. GROSS SHIPPING WEIGHT	20. INVOICE NO.		17(h) TOTAL (Cont. pages) 17(i). GRAND TOTAL
	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 W010)				
	c. CITY Washington	d. STATE DC	e. ZIP CODE 20555		\$13,194.90

22. UNITED STATES OF AMERICA BY (Signature) 	23. NAME (Typed) Donald A. King Contracting Officer TITLE: CONTRACTING/ORDERING OFFICER
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In accordance with the Terms and Conditions, DELIVERY ORDER CLAUSES, of the subject contract, Work Order No. 10 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 February 15, 2006.

Not to exceed ceiling amount: \$13,194.90
Obligated amount: \$13,194.90

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]	\$2,924.10
Manager	[REDACTED]	[REDACTED]	\$10,270.80
		<u>Total Est. Cost</u>	<u>\$13,194.90</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. 10:



NAME

Partner

Title

December 9, 2005

(Effective Start Date of this Order)

Date

**STATEMENT OF WORK
WORK ORDER NO. 10 UNDER
CONTRACT NO. DR-09-03-127**

Title: Biennial Review of Administrative Charges

Technical Monitor: Renu Suri 301-415-0161
Designated Alternates: Susan Jones 301-415-6072

Background

Under the Chief Financial Officers Act of 1990, the agency's 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)). The Office of the Chief Financial Officer (OCFO) of the NRC requests financial management advice and guidance for matters concerning the CFO audit, and general financial and accounting support tasks.

The Federal Claims Collection Standards (4 CFR 102.13 (d)) state that an "agency shall assess against a debtor any charges to cover administrative costs incurred as a result of a delinquent debt. Calculation of administrative costs should be based upon actual costs incurred or upon cost analyses establishing an average of additional costs incurred by the agency in processing and handling claims against other debtors in similar stages of delinquency." On a biennial bases, the NRC is required to review the charges assessed against delinquent debts.

The NRC is currently billing delinquent debtors at a rate of \$5 per month for each month of the delinquency. In addition, the NRC charges each delinquent debtor \$110 when an order is issued. These administrative costs were based on the August 26, 2003 biennial review.

Scope

The scope of this work order is to perform a cost analysis of both direct labor costs and other costs related to the delinquent debt billing process. The analysis should cover the six processing steps in the delinquent debt process.

Objective

Based on the cost analysis of charges assessed to debtors to cover administrative cost incurred because of delinquent debts, the contractor should provide recommendations to assist the NRC in determining the amount of charges that it should assess against delinquent debtors.

Work Requirements

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

1. Review applicable legislative and regulatory requirements of the revised Federal Claims Collection Standards related to administrative costs which are recoverable by NRC.
2. Utilize cost analysis techniques consisting primarily of interviewing NRC personnel to determine the direct labor, indirect costs, and other costs. Other

costs would include fringe benefits, telephone charges, postage, supervisory review, and costs by other offices such as OGC and the Regions.

3. Prepare a written report on the results of the review which shall include the following:
 - A. Evaluation and conclusion regarding the adequacy of NRC's policies, procedures and practices related to the assessment of administrative charges by NRC.

Schedule presenting the estimated costs for each phase of the process for those areas identified.

Period of Performance

The period of performance is from the Day of Award through February 15, 2006

Deliverables

1. The contractor shall provide a draft report of their findings and recommendations for the review on or before January 6, 2006.
2. It is anticipated that the NRC will provide comments on the draft report to the contractor within five days of receipt. The contractor shall provide a final report on or before January 31, 2006.

Meetings

The contractor shall attend approximately three (5) 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 Material/Equipment

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

- Computer reports, financial and accounting documents, and other documentation relative 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.