

ORDER FOR SUPPLIES OR SERVICES

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

1. DATE OF ORDER 8/19/98		2. CONTRACT NO. (if any) GS-23F-98006		6. SHIP TO:	
3. ORDER NO. DR-98-0290		4. REQUISITION/REFERENCE NO. 40802251		a. NAME OF CONSIGNEE U.S. Nuclear Regulatory Commission Office of Administration	
5. ISSUING OFFICE (Address correspondence to) U.S. Nuclear Regulatory Commission Division of Contracts and Property Mgt. Attn: Yvette Brown - Mail Stop T-7 12 Contract Management Branch 3 Washington DC 20555				b. STREET ADDRESS ATTN: Vicki Gladhill Mail Stop T-7 12	
				c. CITY Washington	e. STATE DC
				f. ZIP CODE 20555	
7. TO:				f. SHIP VIA	
a. NAME OF CONTRACTOR ATTN: Amy Hecken, Vice President				8. TYPE OF ORDER	
b. COMPANY NAME Government Business Development Government Card Services Group				<input type="checkbox"/> a. PURCHASE	
c. STREET ADDRESS 1 Court Square - 21st Floor/Zone 3				<input checked="" type="checkbox"/> b. DELIVERY <small>Except for billing instructions on the reverse, this delivery 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>	
d. CITY Long Island City		e. STATE NY	f. ZIP CODE 11120		
9. ACCOUNTING AND APPROPRIATION DATA				10. REQUISITIONING OFFICE Office of Administration	

11. BUSINESS CLASSIFICATION (Check appropriate box(es))			
<input type="checkbox"/> a. SMALL	<input checked="" type="checkbox"/> b. OTHER THAN SMALL	<input type="checkbox"/> c. DISADVANTAGED	<input type="checkbox"/> d. WOMEN-OWNED
12. F.O.B. POINT Destination		14. GOVERNMENT B/L NO.	15. DELIVER TO F.O.B. POINT ON OR BEFORE 11/01/98
13. PLACE OF		16. DISCOUNT TERMS N/A	
a. INSPECTION Rockville, MD	b. ACCEPTANCE Rockville, MD		

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)
	<p>This establishes a delivery type task order for commercial credit card service from Citibank under the terms and conditions of GSA's Master Contract No. GS-23F-98006 and in accordance with the attached Standard Task Order for Fleet Travel and Purchase.</p> <p>This delivery type task order in itself creates no obligation by the U.S. Nuclear Regulatory Commission (NRC). Obligations under this task order will be made only by authorized cardholders who have been issued a written Delegation of Authority by an NRC contracting officer.</p>					

SEE BILLING INSTRUCTIONS ON REVERSE	18. SHIPPING POINT		18. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17(h) TOT. (Cont. pages) ▲
	21. MAIL INVOICE TO:						
	a. NAME U.S. Nuclear Regulatory Commission Office of the Chief Financial Officer						
	b. STREET ADDRESS (or P.O. Box) Attn: Division of Accounting & Finance Mail Stop T- 9 H4						
c. CITY Washington			d. STATE DC	e. ZIP CODE 20555		17(i). GRAND TOTAL ▲	

22. UNITED STATES OF AMERICA BY (Signature)	23. NAME (Typed) Sharon D. Mearse TITLE: CONTRACTING/ORDERING OFFICER
--	--

**U.S. NUCLEAR REGULATORY COMMISSION
STANDARD TASK ORDER FOR
FLEET/TRAVEL/PURCHASE**

1. SERVICES REQUIRED:

All core requirements as specified in the master contract GS-23F-98006 for Fleet/Travel/Purchase. The U.S. Nuclear Regulatory Commission (NRC) requires card services as follows:

- The NRC reserves the right to negotiate and add value-added products and services throughout the task order period of performance.
- Interface of data/systems as specified by the master contract to NRC's central accounting system.
- *Each business line shall be set up as a "stand-alone" card.*
- Provide a combination of paper and electronic billing.
- Refunds shall be based on aggregate volume, at the frequency specified in the master contract. Productivity refunds shall be based upon performance.

Fleet Specific Requirements:

- Full fleet data, as described in the master contract, at each and every domestic merchant where the card is accepted.
- Accurate tax exemption and identification of all taxes as described in the master contract for all domestic purchases.
- Domestic acceptance, including Puerto Rico, U.S. Territories, etc., as defined in the master contract.
- Vehicle and individual cards.
- Vehicle management services (to include ability to charge car washes, oil changes, and emergency road repair within expenditure limit).

Travel Specific Requirements:

- NRC does not require risk mitigation measures at this time; however, the NRC reserves the right to negotiate and add risk mitigation measures throughout the task order period of performance.
- Travelers checks inventory that either can be held by the agency or by the contractor.
- Payment for face-value of these checks shall not occur prior to issuance.

Purchase Specific Requirements:

- Convenience checks. Payment for face-value of these checks shall not occur prior to issuance.
- Tax exempt number embossed on all credit cards.

2. ACTIVITIES AUTHORIZED TO ISSUE ORDERS AGAINST THE TASK ORDER:

NRC does not authorize any other activity to issue orders against this task order.

3. DATE OF ORDER: August 14, 1998

4. GSA MASTER CONTRACT NUMBER: GS-23F-98006

5. TASK ORDER NUMBER: 31-0001 - DR-98-0290

6. PERIOD OF PERFORMANCE:

The base period for this order is November 30, 1998 through November 29, 2000 with three one (1) year options to renew. The NRC reserves the right to exercise five additional one (1) year options to renew which is contingent upon GSA exercising its remaining option periods, for a total not to exceed ten years.

7. PLACE OF DELIVERY OR PERFORMANCE:

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

8. ACCOUNTING AND APPROPRIATION DATA:

As specified by each authorized user.

9. PURCHASE HISTORY:

As shown in the master contract exhibits.

10. PRIMARY POINTS OF CONTACT:

NRC Task Order/Purchase Card Coordinator
Vicki Gladhill
Office of Administration - Mail Stop - T-7 I2
Washington, DC 20555
301-415-6519
VJG@NRC.gov
Fax: 301-415-5396

NRC Contracting Officer

Sharon D. Mearse
Mail Stop T-7 I2
Washington, DC 20555
301-415-7315 - SDM@NRC.gov
Fax: 301-415-8157

Fleet Card Coordinator

Donlin Queen
Mail Stop O-2B2
Washington, DC 20555
301-415-2266 - DJQ@NRC.gov

Travel Card Coordinator

John Walker
Mail Stop T-9 E2
Washington, DC 20555
301-415-6259 - JRW2@NRC.gov

11. AGENCY ORGANIZATIONAL STRUCTURE:

NRC headquarters located in Rockville, MD has overall responsibility for this task order.

Regional Offices:

- Region I - 475 Allendale Road; King of Prussia, Pennsylvania
- Region II - 61 Forsyth Street, S.W.; Atlanta, Georgia
- Region III - 801 Warrenville Road; Lisle, Illinois
- Region IV - 611 Ryan Plaza Drive - Suite 400; Arlington, Texas

The billing cycle for fleet, travel and purchase shall be monthly. Monthly Government Travel Accounts (GTA) shall be billed mid-month for all NRC Regional Offices and end-of-month for NRC Headquarters.

12. CONTRACT LINE ITEM NUMBERS:

Core Services Being Ordered, by Line Item Number

BA.0001 Fleet Cards

BB.0001 Travel Cards

BB.0001b Travelers Checks

BB.0001c ATM Access for Travel Cards

BC.0001 Purchase Cards

BC.0001b Convenience Checks

Services shall be provided in accordance with Citibank's proposal dated 7/22/98 which is hereby incorporated by reference.

NRC reserves the right to add value-added products/services contained in the GSA master contract throughout the duration of the task order by modification.

13. STANDARD TASK ORDER REQUIREMENTS:

Master Contract Newsletter Medium (C.18)

Internet
 Paper copies Quantity: As required

Card Design and Embossing (C.23)

Quasi-Generic Cards Quantity: As required

Training Material Medium for A/OPC (C.25)

Internet
 Paper copies Quantity: As required

Training Material Medium for Designated Billing Office (C.25)

Internet
 Paper copies Quantity: As required

Training Material Medium for Transactions Disputes Office (C.25)

Internet
 Paper copies Quantity: As required

Training Material Medium for Cardholders (C.25)

Internet
 Paper copies Quantity: As required

Guide for A/OPC (C.25.1)

Internet
 Paper copies Quantity: As required

Guide for Designated Billing Office (C.25.1)

Internet
 Paper copies Quantity: As required

Guide for Transaction Disputes Office (C.25.1)

- Internet
- Paper copies Quantity: As required

Guide for Cardholders (C.25.1)

- Internet
- Paper copies Quantity: As required

Designated Billing Office (C.35.7)

- Centralized billing (one invoice)

Statement of Account (CC.10)

- Statement to be issued to each cardholder via paper copy
- Quantity: As required

Convenience Checks (CC.11)

- Required for designated cardholders Number of Cardholders: As required