

ORDER FOR SUPPLIES OR SERVICES

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

BPA NO.

1. DATE OF ORDER MAY 24 2008		2. CONTRACT NO. (If any) GS23F9832H		6. SHIP TO:	
3. ORDER NO. DR-09-03-127 W013		4. REQUISITION/REFERENCE NO. CFO-06-323		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 FOXX & COMPANY				8. TYPE OF ORDER	
b. COMPANY NAME				<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. 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.	
d. CITY CINCINNATI		e. STATE OH	f. ZIP CODE 452021908		
9. ACCOUNTING AND APPROPRIATION DATA 67N-15-5H1358 L1965 252A 31x0200 Obligate \$24,5400.00 Contractor Duns: 095207841				10. REQUISITIONING OFFICE CFO	
11. BUSINESS CLASSIFICATION (Check appropriate box(es))				12. F.O.B. POINT N/A	
<input checked="" type="checkbox"/> a. SMALL <input type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. EMERGING SMALL BUSINESS <input type="checkbox"/> g. SERVICE-DISABLED VETERAN-OWNED					
13. PLACE OF		14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date) As Stated	
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.13					

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 W013)						
	c. CITY Washington		d. STATE DC	e. ZIP CODE 20555	24,540.00		

22. UNITED STATES OF AMERICA
BY (Signature)

Donald A. King

23 NAME (Typed)
Donald A. King
Contracting Officer
TITLE: CONTRACTING/ORDERING OFFICER

AUTHORIZED FOR LOCAL REPRODUCTION
PREPARED BY: ADM001

SUNSI REVIEW COMPLETE

OPTIONAL FORM 347 (REV. 3/2005)
PRESCRIBED BY GSA/FAR 48 CFR 53.213(e)

ADM002

In accordance with the Terms and Conditions, DELIVERY ORDER CLAUSES, of the subject contract, Work Order No. 13 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 December 31, 2006.

Not to exceed ceiling amount: \$24,539.70
Obligated Amount: \$24,540.00

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

LABOR CATEGORY	EST. HOURS	LABOR RATE	EST. COST
Partner			\$6,993.70
Manager			\$17,546.00
		Total Est. Cost	\$24,539.70

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

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 contact 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. 13:

MARTIN O'DONNELL
NAME

Partner
Title

6/8/06
Date

(Effective Start Date of this Order)

See change in DATE for Deliverable #1
7/6/06

**STATEMENT OF WORK
WORK ORDER NO. 13 UNDER
CONTRACT NO. DR-09-03-127**

Title: Internal Controls Guidance and Documentation

Technical Monitors: Ruth Spencer 301-415-0569
Eric Rivera 301-415-7032
Leon Fleisher 301-415-0242

Designated Alternate: Susan Jones 301-415-6072

Background

The agency's policy is to establish and maintain cost-effective internal controls that reasonably ensure programs achieve their intended results; resources are used consistent with the agency mission; programs and resources are protected from fraud, waste, and mismanagement; laws and regulations are followed; and reliable and timely information is obtained, maintained, reported, and used for decision making. OCFO is currently implementing the initial internal control requirements under the revised OMB Circular A-123, "Management's Responsibility for Internal Control," including internal control over financial reporting contained in Appendix A of the Circular. These requirements include having full documentation of processes for which internal controls are needed to reduce risk and having agency guidance in place that details managers' responsibilities for internal control.

Scope

The scope of this work order is to provide guidance and assistance on updating NRC's Management Directive 4.4, Management Controls (and associated Handbook) to be consistent with the revised OMB Circular A-123 and to coordinate our review with the results of the A-123 contractor's review in this area, if any. Foxx & Company will also provide assistance, as needed, in resolving issues identified by the work of the A-123 contractor and NRC, including (1) assistance in developing additional documentation, and (2) guidance regarding any internal control gaps identified by the A-123 contractor or NRC, and (3) to provide assistance to implement corrective actions to fill the *identified* gaps.

Objective

Sufficient documentation is needed in order to conduct effective internal control reviews, and NRC requires expert assistance to produce said documentation for agency processes and sub processes.

Work Requirements

Foxx & Company shall provide qualified personnel to complete the following tasks:

Task 1 - Internal Control Guidance

- 1.1 Review existing NRC internal control guidance *contained in MD 4.4*, for compliance with the revised OMB Circular A-123.
- 1.2 Provide guidance and assistance *to ensure that MD 4.4 is brought into compliance with the revised OMB Circular A-123*.

Task 2 – Internal Control Documentation

- 2.1 Assist NRC business process owners to provide additional documentation *required to fully describe and document business processes and existing controls identified by the A-123 contractor or NRC*.
- 2.2 For internal control gaps identified *by the A-123 contractor or NRC*, provide advice and guidance as requested by NRC to implement corrective actions.

Level of Effort

The level of effort is estimated to be at 70 hours for partner and 200 hours for manager.

Period of Performance

The period of performance is from the beginning date of this work order through December 31, 2006

Deliverables

- 30 days / 12M Dec*
1. Within ~~15~~ working days of the *task order accepting date* of the award of the Work Order, the Foxx & Company shall provide NRC with a written analysis of MD 4.4 and the changes needed to bring the directive into compliance with the revisions to OMB Circular A-123. Foxx & Company's review will be coordinated with any suggested revisions from NRC on MD 4.4.
 2. At the direction of the Technical Monitor, Foxx & Company will assist NRC by preparing additional documentation by the requested due date that fully describes and documents business processes and existing controls as well as to document deficiencies and gaps identified by the A-123 contractor for those areas mutually agreed to by NRC and Foxx & Company.

Meetings

At the direction of the Technical Monitor, the Foxx & Company shall meet with those business process owners *as designated by NRC* 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 Foxx & Company and the NRC Project Officer or designated alternates.

NRC Furnished Material/Equipment

The NRC shall provide the Foxx & Company 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 Foxx & Company staff for support of this task order.

Progress Payments

Payments under this task order shall be in accordance with contract clause B.24, "Progress Payments - Commercial Items."