

ORDER FOR SUPPLIES OR SERVICES

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IMPORTANT: Mark all packages and papers with contract and/or order numbers.			EPA NO DR-33-05-397			
1. DATE OF ORDER 04/05/2006		2. CONTRACT NO. (if any) GS35F03067		6. SHIP TO:		
3. ORDER NO. DR-33-05-397-003		4. REQUISITION/REFERENCE NO. CEO-06-313 dtd 1/13/06		a. NAME OF CONSIGNEE U.S. Nuclear Regulatory Commission Office of Chief Information Officer		
5. ISSUING OFFICE (Address correspondence to) U.S. Nuclear Regulatory Commission Div of Contracts Two White Flint North - M5 T-7-T-2 Contract Management Branch No. 3 Washington, DC 20555				b. STREET ADDRESS Mail Stop T6-C30		
7. TO:		c. CITY Washington		d. STATE DC	e. ZIP CODE 20555	
a. NAME OF CONTRACTOR 8002 ALLEN HAMILTON INC.			8. TYPE OF ORDER			
b. COMPANY NAME ATTN: MICHAEL CLARK CONTRACTS MANAGER			<input type="checkbox"/> a. PURCHASE		<input checked="" type="checkbox"/> b. DELIVERY	
c. STREET ADDRESS 8283 GREENSBORO DRIVE			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-mentioned contract.	
d. CITY MCLEAN		e. STATE VA	1. ZIP CODE 22102-3838			
9. ACCOUNTING AND APPROPRIATION DATA 67N-15-SH1-357 N7195 252A 31X0200 OBLIGATE: \$180,000.00 67N-15-SH1-357 N7236 252A 31X0200 OBLIGATE: \$120,000.00 TOTAL OBLIGATION: \$300,000.00			10. REQUISITIONING OFFICE CIO OIS/BPIAD/QATDC			
11. BUSINESS CLASSIFICATION (Check appropriate box(es))					12. F.O.U. POINT N/A	
<input type="checkbox"/> a. SMALL		<input checked="" type="checkbox"/> b. OTHER THAN SMALL		<input type="checkbox"/> c. SERVICE-DISABLED VETERAN-OWNED		
<input type="checkbox"/> d. WOMEN-OWNED		<input type="checkbox"/> e. HUDZens		<input type="checkbox"/> f. EMERGING SMALL BUSINESS		
13. PLACE OF		14. GOVERNMENT & L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date) As stated		
a. INSPECTION	b. ACCEPTANCE			16. DISCOUNT TERMS Net 30 days		

17. SCHEDULE (See reverse for Requirements)

ITEM NO. (A)	SUPPLIES OR SERVICES (B)	QUANTITY ORDERED (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)	QUANTITY ACCEPTED (G)
	<p>In accordance with Section A.12, TASK ORDER PROCEDURES, of EPA No. DR-33-05-397, this action issues Task Order No. 003 entitled "FINANCIAL SYSTEMS ARCHITECTURE, and confirms the verbal authorization provided to BAH on 4/5/2006 to commence work, effective April 5, 2006, with an initial Not-to-Exceed (NTE) ceiling of \$50,000.00.</p> <p>PERIOD OF PERFORMANCE: April 5, 2006 - December 6, 2006.</p> <p>This effort shall be performed in accordance with the enclosed Statement of Work, and the terms and conditions of this task order, Blanket Purchase Agreement (BPA) No. DR-33-05-397, GSA Contract No. GS-35-5306J, and at the prices stated in the SCHEDULE (See Page 2).</p> <p>Reference is made to BAH's proposal dated 2/20/2006, as revised 3/17/2006, and includes personnel change requested and approved on 3/31/2006, in response to this effort.</p>				See CONTINUATION Page	

18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		\$353,749.00	17(H) TOTAL (Cont. pages)
SEE BILLING INSTRUCTIONS ON REVERSE		21. MAIL INVOICE TO:					
a. NAME U.S. Nuclear Regulatory Commission Div. of Contracts, Mail Stop T-7-T-2						Obligation: \$300,000.00	17(I) GRAND TOTAL
b. STREET ADDRESS (or P.O. Box) Attn: (NRC-33-05-397-003)							
c. CITY Washington	d. STATE DC	e. ZIP CODE 20555					
22. UNITED STATES OF AMERICA BY (Signature)				23. NAME (Typed) Robert B. Webber Contracting Officer TITLE: CONTRACTING/ORDERING OFFICER			

AUTHORIZED FOR LOCAL REPRODUCTION
PREVIOUS EDITION NOT USABLE

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

TEMPLATE - ADM001

SUNSI REVIEW COMPLETE

ADM002

**ORDER FOR SUPPLIES OR SERVICES
SCHEDULE - CONTINUATION**

PAGE NO.
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IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER 04/05/2006	CONTRACT NO. 0835F0306J	ESTIMATE DR-33-05-397-003
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ITEM NO. (A)	SUPPLIES OR SERVICES (B)	QUANTITY ORDERED (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)	QUANTITY ACCEPTED (G)
0001	Subject Matter Expert, Level III				\$5,240.00	
0002	Information Technology Senior Consultant				\$20,088.00	
0003	Information Technology Associate				\$61,410.00	
0004	Advanced Tech. Applications Developer				\$106,480.00	
0005	Subject Matter Expert, Level II				\$157,520.00	
0006	Subject Matter Expert, Level I				\$ 0.00	

TOTAL ESTIMATE AMOUNT (CELLING):.....\$353,740.00

For "Billing" under this Task Order see attached
Labor Hour Billing Instructions.

ACCEPTED:

Judith H. Dotson, Vice President
NAME/TITLE

Judith H. Dotson 5/24/2006
SIGNATURE DATE

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(F))

\$353,740.00

OTHER DELIVERY ORDER TERMS AND CONDITIONS

A.1 CONSIDERATION AND OBLIGATION

(a) The total estimated amount of this task order (ceiling) for the products/services ordered, delivered, and accepted under this delivery order is \$353,748.00.

(b) The amount presently obligated with respect to this task order is \$300,000.00. This obligated amount may be unilaterally increased from time to time by the Contracting Officer by written modification to this task order. The obligated amount shall, at no time, exceed the delivery order ceiling as specified in paragraph (a) above. When and if the amounts 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 delivery order. Any work undertaken by the Contractor in excess of the obligated amount specified above is done so at the Contractor's sole risk.

A.2 2052.215-70 KEY PERSONNEL (JAN 1993)

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

[REDACTED]

The contractor agrees that personnel may not be removed from the contract work or replaced without compliance with paragraphs (b) and (c) of this section.

(b) If one or more of the key personnel, for whatever reason, becomes, or is expected to become, unavailable for work under this contract for a continuous period exceeding 30 work days, or is expected to devote substantially less effort to the work than indicated in the proposal or initially anticipated, the contractor shall immediately notify the contracting officer and shall, subject to the concurrence of the contracting officer, promptly replace the personnel with personnel of at least substantially equal ability and qualifications.

(c) Each request for approval of substitutions must be in writing and contain a detailed explanation of the circumstances necessitating the proposed substitutions. The request must also contain a complete resume for the proposed substitute and other information requested or needed by the contracting officer to evaluate the proposed substitution. The contracting officer and the project officer shall evaluate the contractor's request and the contracting officer shall promptly notify the contractor of his or her decision in writing.

(d) If the contracting officer determines that suitable and timely replacement of key personnel who have been reassigned, terminated, or have otherwise become unavailable for the contract work is not reasonably forthcoming, or that the resultant reduction of productive effort would be so substantial as to impair the successful completion of the contract or the service order, the contract may be terminated by the contracting

officer for default or for the convenience of the Government, as appropriate. If the contracting officer finds the contractor at fault for the condition, the contract price or fixed fee may be equitably adjusted downward to compensate the Government for any resultant delay, loss, or damage.

A.3 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: **Michelle Curtis**

Address: U.S. Nuclear Regulatory Commission
Chief Information Officer
Mail Stop: T9-E10
Washington, DC 20555

Telephone Number: **301-415-7607**

(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.

DR-33-05-397-003 (Task Order 003 SOW)

**Statement of Work
for
Financial Systems Architecture
Office of the Chief Financial Officer,
Division of Financial Management**

1. OBJECTIVE

The Office of the Chief Financial Officer (OCFO) requests technical assistance to produce an efficient financial systems architecture. This technical assistance will include system analysis and inventory, data analysis, business function decomposition to the level of detail to meet OCFO's needs and systems interface analysis of the current environment and recommendations for a future architecture.

2. BACKGROUND

The U.S. Nuclear Regulatory Agency's (NRC) OCFO currently manages eight financial management and mixed systems. The Controller Resource Database System, the Allotment/Financial Plan System, and the Capitalized Property System are stand alone personal computer/server based systems and require original data entry. The NRC's core accounting system is the AMS Federal Financial System and it is electronically interfaced with the License Fee Bill Generator Systems, the Cost Accounting System and the Federal Personnel/Payroll System. The time and labor module of the PeopleSoft Human Resources Management System is electronically linked to the Cost Accounting System and the Federal Personnel/Payroll System and thereby indirectly linked to the Federal Financial System and the License Fee Bill Generator Systems. These systems were developed individually over time to achieve specific purposes as needs arose.

The NRC requires a systems modernization strategy that will guide systems development decisions toward strengthening the overall financial systems architecture of the NRC, while continuing to maintain a superior level of service to individual functional areas.

3. SCOPE/DELIVERABLES

Contractor shall request, canvas, collect data and information to develop an NRC financial systems inventory. This inventory shall include but not be limited to a functional description of each system, its hardware and operating system platform, database management system (where appropriate), data transfers (into and out of the system), sub-system relationship linkages, and its current position within the NRC Systems Development Life Cycle. Pictorial representations will be prepared to depict each system and the interrelationships of the current environment and recommended future state.

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4. PERFORMANCE REQUIREMENTS

The contractor shall participate in a kick-off meeting with the project manager (PM) and other NRC representatives no later than five business days after the initiation of the contract. The purpose of the meeting is to discuss the NRC's goals for the project, to provide input to the contractor, and to discuss available documentation that NRC maintains.

4.1 Description of Tasks

The contractor shall be responsible for performing the following tasks. A task is not considered complete until all applicable open issues have been resolved. The NRC PM will review all draft deliverables and the specified deliverable(s) must be approved by the PM prior to issuance in final.

Task 1: Establish a Project Plan

The contractor shall produce a project plan for NRC review that identifies major milestones and estimated due dates for each task and all draft and final deliverables associated with that task. This project plan shall include estimates of when and to what extent work is expected to be needed to be performed at NRC Headquarters site, 11555 Rockville Pike, Rockville, MD in the Two White Flint North building.

Task 2: Analysis of the Current Financial Systems

The contractor shall produce an 'as-is' NRC financial systems architecture schematic accompanied by sufficient narrative to describe the basic function(s) of each system and interface. This shall be a pictorial diagram depicting each financial system and the interface(s) that exists between each system, subsystem, or other NRC systems used in Program offices to manage funds, and external systems and/or organizations. This architecture schematic shall depict types of data shared between systems, and the manner in which the data are shared (i.e., flat file transfer, manual input, dynamic interface). It shall depict the entire data flow supporting all financial records. The contractor shall identify key/core business processes and determine any potential design criteria that may drive the development of the new architecture. The contractor shall coordinate with NRC EA staff to identify characteristics of financial systems data to be collected necessary to facilitate easy transfer of the data into the NRC EA toolkit (to be accomplished by the EA staff).

Task 3: Analysis of the Data Structure

The contractor shall identify classes of data that are used by the multiple OCFO financial systems. The contractor shall use industry standard notation (i.e. UML diagrams) to document the data structures. The contractor shall review the NRC accounting and budget structure (such as coding structure for time and labor, budget structure and project cost accounting structure) and identify opportunities to improve the

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usefulness of the data captured. The contractor shall provide recommendations on using the commonalities between the data structure to integrate the various systems

Task 4: Development of Data Dictionaries

The contractor shall analyze the data for each OCFO financial system and develop a data dictionary for each OCFO system inclusive of the following information:

- Data flows and stores in a data flow diagram
- Description of aggregate packets of data in the data flow
- Description of the composition of data in each store
- Specification of the relevant values and units of data in each flow and store
- Description of the details for each relationship between stores in an entity relationship (ER) diagram

Task 5: Assessment of System Validation Issues

The contractor shall provide an assessment of OCFO financial system data validation issues. The contractor shall identify any apparent or potential duplication, overlap, inconsistencies or conflict in the data stored within OCFO financial systems and other NRC systems used in Program offices to manage funds, and provide recommendations on ways NRC can strengthen the integrity of its data through reconciliations to source systems, or other means. If the contractor identifies unnecessary redundancies in NRC's data structure, they will be incorporated into the analysis required in Task 5.

Task 6: Recommendations for the Future Financial Systems

The contractor shall develop a 'to-be' schematic for a future NRC financial systems architecture that fits the target OCFO business needs and aligns with the broader NRC enterprise architecture. The schematic shall identify the major information systems required by OCFO, the major interface among these systems, and the major interfaces between the OCFO financial systems and external organizations. The contractor should include current legal and regulatory requirements (e.g., FMLOB, E-Gov) that would impact NRC's future financial systems. The contractor shall also provide recommendations on migration strategies to move incrementally towards this future architecture.

Task 7: Exit conference

The contractor shall conduct an exit conference meeting with the OCFO financial systems management and present a final analysis of any and all materials gathered, observations, recommendations, and methodologies. All documentation and data related to this contract is the property of the NRC and shall be organized, indexed, and provided to the PM no later than the exit conference.

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4.2 Deliverables

The contractor shall provide the NRC the following deliverables. The contractor shall provide a time estimate for each deliverable. The contractor's proposed project plan may provide changes in estimated due dates provided the proposed changes remains within the scope of time allowed for completion of the contract.

4.2.1 Deliverables Due

	Deliverable
Task 1	Project Plan
Task 2	Analysis of Financial Systems
Task 3	Analysis of the Data Structure
Task 4	Development of Data Dictionaries
Task 5	Assessment of Financial Systems Integration Issues
Task 6	Recommendations for the Future Financial Systems
Task 7	Exit conference and analysis documentation

4.2.3 Format of Deliverables

The contractor shall provide (2) printed copies of each draft and final deliverable and will also provide each deliverable in electronic format using Corel WordPerfect and Microsoft Suite Applications as appropriate for the type of document.

4.2.4 Review of Deliverables

The NRC will review material upon receipt and will work with the contractor to determine the usage of the presented data. If any issues or concerns arise, the PM will work with the contractor to discuss and analyze such data and provide resolution. The NRC PM will review all draft deliverables and the specified deliverable(s) must be approved by the PM prior to issuance in final.

5.1 PERSONNEL

The use of qualified personnel for the key positions on this project is considered essential to its success. In addition, due to the time constraint, the contractor must be able to produce quality analysis within the time frame set for life of the contract. At a minimum, key personnel shall include the PM/editorial/technical assistance, overseeing or performing the actual research/analysis. Key personnel shall be fluent in using state-

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of-the-art technology and must understand financial management systems and the federal enterprise architecture reference model. They must possess demonstrated skills in establishing milestones and allocation of personnel in an efficient manner for optimization of time and resources, excellent oral and written communication skills, business process analysis, product or technology evaluation expertise, as well as demonstrated system analysis and design with formal training in industry standard techniques and approaches to software development. Contractor staff, including onsite management and senior staff, may not be assigned or changed without prior approval of the NRC PM. *(Refer to Key Personnel Clause)*

5.2 MEETINGS AND TRAVEL

Meetings will be held at the NRC Headquarters site on as-needed basis. Only local travel to and from NRC Headquarters at 11555 Rockville Pike, Rockville, MD is anticipated. The Government will not reimburse the contractor for local travel.

5.3 PROGRESS REPORTS

The contractor shall deliver to the NRC's PM a status to be submitted weekly that includes a status of data collected, researched, analyzed, and reported. The contractor shall deliver to the PM three (3) copies of the weekly progress report 24 hours prior to the scheduled status meeting.

Progress meetings will be conducted weekly either on-site or via conference call as determined by the contractor and approved by the NRC PM.

The progress report should include:

(a) Efforts planned, completed, accomplishments by the next report, and milestones reached or, if missed, and explanation provided;

(b) Any problems, constraints, issues, or delays encountered or anticipated and recommendations for resolution. If the recommended resolution involves a contract modification, e.g., change in work requirements, level of effort (cost) or schedule delay, the contractor shall submit a separate letter to the contracting officer identifying the required change and estimated cost impact; and

(c) A summary of progress to date and percentage of completion by task area.

5.4 SECURITY

The security clearance level required is IT Level I.

(Refer to Section A.14, Security Requirements for IT Access Approval, and Sections A.11 - A.16 under Blanket Purchase Agreement (BPA) No. DR-33-05-397 for security requirements)

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5.5 GOVERNMENT FURNISHED INFORMATION

All financial systems documents currently available.
Office of Management and Budget's Exhibit 300- Capital Planning and Investment
Control documentation for financial systems classified as major investments.

5.6 PERIOD OF PERFORMANCE

The period of performance of this order is April 5, 2006 through December 6, 2006.

**BILLING INSTRUCTIONS FOR
LABOR HOUR TYPE CONTRACTS**

General: The contractor shall prepare vouchers/invoices for reimbursement of costs in the manner and format described herein or a similar format. **FAILURE TO SUBMIT VOUCHERS/INVOICES IN ACCORDANCE WITH THESE INSTRUCTIONS WILL RESULT IN REJECTION OF THE VOUCHER/INVOICE AS IMPROPER.**

Number of Copies: An original and three copies, including supporting documentation shall be submitted. A copy of all supporting documents must be attached to each copy of your voucher/invoice. 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
Mail Stop T-7-I-2
Washington, D.C. 20555

HAND DELIVERY OF VOUCHERS/INVOICES IS DISCOURAGED AND WILL NOT EXPEDITE PROCESSING BY NRC. However, should you choose to deliver vouchers/invoices by hand, including delivery by any express mail services or special delivery services which use a courier or other person to deliver the voucher/invoice 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
11555 Rockville Pike - Mail Room
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 and Property Management.

DR-33-05-397-003 (Task Order No. 003) Billing Instructions

Agency Payment Office: Payment will be made by the following office:

U.S. Nuclear Regulatory Commission
Division of Accounting and Finance GOV/COMM
Mail Stop T-9-H4
Washington, DC 20555

Frequency: The contractor shall submit claims for reimbursement once each month, unless otherwise authorized by the Contracting Officer.

Format: Claims should be submitted in the format depicted on the attached sample form entitled "Voucher/Invoice for Purchases and Services Other Than Personal" (see Attachment) or a similar format. **THE SAMPLE FORMAT IS PROVIDED FOR GUIDANCE ONLY AND IS NOT REQUIRED FOR SUBMISSION OF A VOUCHER/INVOICE. ALTERNATE FORMATS ARE PERMISSIBLE PROVIDED ALL REQUIREMENTS OF THE BILLING INSTRUCTIONS ARE ADDRESSED.**

Billing of Costs After Expiration of Contract/Purchase Order: If the costs are incurred during the purchase order period and claimed after the purchase order has expired, the period during which these costs were incurred must be cited. To be considered a proper voucher/invoice, the contractor shall clearly mark it "EXPIRATION VOUCHER" OR "EXPIRATION INVOICE".

Currency: Billings may be expressed in the currency normally used by the contractor in maintaining his accounting records; payments will be made in that currency. However, the U.S. dollar equivalent for all vouchers/invoices paid under the purchase order may not exceed the total U.S. dollars authorized in the purchase order.

ATTACHMENT

INVOICE/VOUCHER FOR PURCHASES
AND
SERVICES OTHER THAN PERSONAL

(SAMPLE FORMAT - COVER SHEET)

Official Agency Billing Office
U.S. Nuclear Regulatory Commission
Division of Contracts and Property
Management MS: T-7-12
Washington, DC 20555-0001

(a) Purchase Order No:
(b) Voucher/Invoice No:
(c) Date of Voucher/Invoice:

Payee's Name and Address

(d) Individual to Contact Regarding Voucher/Invoice
Name:
Telephone No:

(e) This voucher/invoice represents reimbursable costs for the billing period
_____ to _____.

	<u>Amount Billed</u>	
	<u>Current Period</u>	<u>Cumulative</u>
(f) <u>Direct Costs:</u>		
(1) Direct Labor*	\$ _____	\$ _____
(2) Travel*	\$ _____	\$ _____
Total Direct Costs:	\$ _____	\$ _____

DR-33-05-397-003 (Task Order No. 003) Billing Instructions

* The contractor shall submit as an attachment to its invoice/voucher cover sheet a listing of labor categories, hours billed, fixed hourly rates, total dollars, and cumulative hours billed to date under each labor category, authorized under the purchase order for each of the three activities to be performed under the purchase order. In addition, the contractor shall include travel costs incurred with the required supporting documentation, as well as, the cumulative total of travel costs billed to date by activity.