

ORL . FOR SUPPLIES OR SERVICES

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

EPA NO.

1. DATE OF ORDER 09-15-2003	2. CONTRACT NO. (If any) GS-35F-4984H	6. SHIP TO:	
3. ORDER NO. DR-33-03-343	MODIFICATION NO.	a. NAME OF CONSIGNEE U.S. Nuclear Regulatory Commission	
4. REQUISITION/REFERENCE NO. CIO-03-343			

5. ISSUING OFFICE (Address correspondence to) U.S. Nuclear Regulatory Commission Div of Contracts CMC #1 Two White Flint North - MS T-7-I-2 Washington, DC 20555-0001		b. STREET ADDRESS ATTN.: Louis Grossman (Mail Stop T-6F4)	
		c. CITY Washington	d. STATE DC
		e. ZIP CODE 20555-0001	

7. TO:		f. SHIP VIA	
a. NAME OF CONTRACTOR Rational Software IBM Software Group		8. TYPE OF ORDER	

b. COMPANY NAME ATTN.: Russ Hopler (800) 728-1212 ext. 27918		<input type="checkbox"/> a. PURCHASE ORDER <input checked="" type="checkbox"/> b. DELIVERY/TASK ORDER	
c. STREET ADDRESS 8401 Greensboro Drive, First Floor		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 McLean		e. STATE VA	f. ZIP CODE 22102

9. ACCOUNTING AND APPROPRIATION DATA See CONTINUATION Page 31015523340, J1068, 251F, 31X0200.310, OBL: \$30,000 31015523340, J1075, 251F, 31X0200.310, OBL: \$18,650	10. REQUISITIONING OFFICE OCIO Office of the Chief Information Officer
--	---

11. BUSINESS CLASSIFICATION (Check appropriate box(es))

a. SMALL
 b. OTHER THAN SMALL
 c. DISADVANTAGED
 d. WOMEN-OWNED

12. F.O.B. POINT Destination	14. GOVERNMENT B/L NO.	15. DELIVER TO F.O.B. POINT ON OR BEFORE See schedule.	16. DISCOUNT TERMS N/A
13. PLACE OF		FOR INFORMATION CALL: (No collect calls)	

a. INSPECTION See #5 above.	b. ACCEPTANCE See #5 above.	Donald A. King (301) 415-6731
--------------------------------	--------------------------------	----------------------------------

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)
	See the attached addendum. This is a requirements, fixed-unit-price type task order. PERIOD OF PERFORMANCE IS FROM DATE OF AWARD FOR 24 MONTHS. The U.S. Nuclear Regulatory Commission (NRC) hereby accepts the quotation of Rational/IBM Software Group, dated August 14, 2003, with revisions dated August 28, 2003 and August 29, 2003, which is hereby incorporated by reference and made part hereof this task order. This TO is to provide the NRC with Rational Software Training, at the firm-fixed-unit-prices reflected in the Schedule of Supplies or Services and Price/Costs for each task. TIN: 13-087-1985 DUNS NO. 08-124-4378 NRC Project Officer - Louis Grossman (301) 415-5826 NRC Project Officer - Louis Grossman (301) 415-5826 ATTACHMENTS: -(1) SF3881 -ACH Vendor Enrollment Form (2)NRCForm187 Contract Security and/or Classification Rqmts. (3) Standard Form 86 with Instructions/NRC Form 89					

SEE BILLING INSTRUCTIONS ON REVERSE	18. SHIPPING POINT	19. GROSS SHIPPING WEIGHT	20. INVOICE NO.		SUBTOTAL
	21. MAIL INVOICE TO:				
	a. NAME U.S. Nuclear Regulatory Commission Payment Team, Mail Stop T-9-H-4				17(i). GRAND TOTAL
	b. STREET ADDRESS (or P.O. Box) Attn: (insert contract or order number)				
c. CITY Washington		d. STATE DC	e. ZIP CODE 20555		\$48,650.00

22. UNITED STATES OF AMERICA BY (Signature) 	23. NAME (Typed) Donald A. King Contracting Officer TITLE: CONTRACTING/ORDERING OFFICER
--	--

TASK ORDER TERMS AND CONDITIONS

NOT SPECIFIED IN THE CONTRACT _____

A.1 OTHER APPLICABLE CLAUSES

See Addendum for the following in full text (if checked)

52.216-18, Ordering

52.216-19, Order Limitations

52.216-22, Indefinite Quantity

52.217-6, Option for Increased Quantity

52.217-7, Option for Increased Quantity Separately Priced Line Item

52.217-8, Option to Extend Services

52.217-9, Option to Extend the Term of the Contract

A.2 ELECTRONIC PAYMENT

The Debt Collection Improvement Act of 1996 requires that all payments except IRS tax refunds be made by Electronic Funds Transfer. It is the policy of the Nuclear Regulatory Commission to pay vendors by the Automated Clearing House (ACH) electronic funds transfer payment system. The electronic system is known as Vendor Express. Payment shall be made in accordance with FAR 52.232-33, entitled "Mandatory Information for Electronic Funds Transfer Payment".

To receive payment, the contractor shall complete the "Company Information" portion of the Standard Form 3881, entitled "ACH Vendor/Miscellaneous Payment Enrollment Form" found as an attachment to this document. The contractor shall take the form to the ACH Coordinator at the financial institution that maintains its company's bank account. The contractor shall discuss with the ACH Coordinator how the payment identification information (addendum record) will be passed to them once the payment is received by the financial institution. Further information concerning the addendum is provided at Attachment N/A. The ACN Coordinator should fill out the "Financial Institution Information" portion of the form and return it to the Office of the Controller at the following address: Nuclear Regulatory Commission, Division of Accounting and Finance, Financial Operations Section, Mail Stop T-9-H-4, Washington, DC 20555, ATTN: ACH/Vendor Express. It is the responsibility of the contractor to ensure that the financial institution returns the completed form to the above cited NRC address. If the contractor can provide the financial information, signature of the financial institutions ACH Coordinator is not required. The NRC is under no obligation to send reminders. Only after the Office of the Controller has processed the contractor's sign-up form will the contractor be eligible to receive payments.

Once electronic funds transfer is established for payments authorized by NRC, the contractor needs to submit an

additional SF 3881 only to report changes to the information supplied.

Questions concerning ACH/Vendor Express should be directed to the Financial Operations staff at (301) 415-7520."

A.3 SEAT BELTS

Contractors, subcontractors, and grantees, are encouraged to adopt and enforce on-the-job seat belt policies and programs for their employees when operating company-owned, rented, or personally owned vehicles.

A.4 COMPLIANCE WITH U.S. IMMIGRATION LAWS AND REGULATIONS

NRC contractors are responsible to ensure that their alien personnel are not in violation of United States Immigration and Naturalization (INS) laws and regulations, including employment authorization documents and visa requirements. Each alien employee of the Contractor must be lawfully admitted for permanent residence as evidenced by Alien Registration Receipt Card Form 1-151 or must present other evidence from the Immigration and Naturalization Services that employment will not affect his/her immigration status. The INS Office of Business Liaison (OBL) provides information to contractors to help them understand the employment eligibility verification process for non-US citizens. This information can be found on the INS website, <http://www.ins.usdoj.gov/graphics/services/employerinfo/index.htm#obl>.

The NRC reserves the right to deny or withdraw Contractor use or access to NRC facilities or its equipment/services, and/or take any number of contract administrative actions (e.g., disallow costs, terminate for cause) should the Contractor violate the Contractor's responsibility under this clause.

(End of Clause)

CONTINUATION PAGE

**A.6 SCHEDULE OF SUPPLIES OR SERVICES AND
PRICE/COSTS**

1. PROJECT TITLE

The title of this project is as follows:

RATIONAL SOFTWARE TRAINING

2. BRIEF DESCRIPTION OF WORK

a) Brief description of work:

The U.S. Nuclear Regulatory Commission requires contractor support to provide: (1) qualified instructors, who have demonstrated experience in presenting Rational Suite training; (2) customized training to NRC staff and contractors in order for them to learn, understand and to use the Rational Suite of tools; (3) develop and provide the customized training materials, using as a basis Rational Software licensed course materials; (4) licenses to the Rational Suite Enterprise, for use by each student and the instructor during training sessions; and (5) install the Rational Suite Enterprise on each student and instructor workstation and configure the software for use during training and related workshops.

(b) Only Contracting Officers of the NRC or other individuals specifically authorized under this task order may authorize the initiation of work under this task order. The provisions of this task order shall govern all required work hereunder.

3. SCHEDULE

The Contractor shall provide Rational Suite training support services to NRC in accordance with the "DESCRIPTION/SPECIFICATIONS/WORK STATEMENT" for the task order period of performance at the rates as set forth below.

RQ-CIO-03-343 SECTION A

SCHEDULE OF SERVICES

CLIN 0001 - KICK-OFF MEETING

Labor Category	Rate	Estimated Hours	Dollars
Certified IT Specialist	\$243	2	\$486
Subtotal		2	\$486

CLIN 0002 - CONSULTATE WITH THE NRC

Labor Category	Rate	Estimated Hours	Dollars
Certified IT Specialist	\$243	8	\$1,944
Subtotal		8	\$1,944

CLIN 0003 - PREPARE CUSTOMIZED SEMINAR MATERIALS FOR 12 PARTICIPANTS

Labor Category	Rate	Estimated Hours	Dollars
Certified IT Specialist	\$243	24	\$5,832
Subtotal		24	\$5,832

RQ-CIO-03-343 SECTION A

CLIN 0004 - PROVIDE ALL REQUIRED SOFTWARE AND INSTALL ON NRC TRAINING LAB COMPUTERS

Labor Category	Rate	Estimated Hours	Dollars
Certified IT Specialist	\$243	6	\$1,458
Software for 12 participants and 1 instructor	\$	0	\$0
Subtotal		6	\$1,458

**CLIN 0005 -DELIVER A WEEK-LONG SEMINAR FOR 12 PARTICIPANTS
November 3 -7, 2003**

Labor Category	Rate	Estimated Hours	Dollars
Certified IT Specialist	\$243	40	\$9,720
Certified IT Specialist	\$243	40	\$9,720
Customized seminar materials for 12 participants and 1 instructor		0	\$0
Subtotal			\$19,440

**CLIN 0006 -DELIVER A WEEK-LONG SEMINAR FOR 12 PARTICIPANTS
DATE: December 8 - 12, 2003**

Labor Category	Rate	Estimated Hours	Dollars
Certified IT Specialist	\$243	40	\$9,720
Certified IT Specialist	\$243	40	\$9,720
Customized seminar materials for 12 participants and 1 instructor		0	\$0
Subtotal			\$19,440

RQ-CIO-03-343 SECTION A

OPTIONAL TASK ONE (1)

CLIN 0006 -DELIVER A WEEK-LONG SEMINAR FOR 12 PARTICIPANTS
DATE: TBD

Labor Category	Rate	Estimated Hours	Dollars
Certified IT Specialist	\$243	40	\$9,720
Certified IT Specialist	\$243	40	\$9,720
Customized seminar materials for 12 participants and 1 instructor		0	\$0
Subtotal			\$19,440

OPTIONAL TASK TWO (2)

CLIN 0006 -DELIVER A WEEK-LONG SEMINAR FOR 12 PARTICIPANTS
DATE: TBD

Labor Category	Rate	Estimated Hours	Dollars
Certified IT Specialist	\$243	40	\$9,720
Certified IT Specialist	\$243	40	\$9,720
Customized seminar materials for 12 participants and 1 instructor		0	\$0
Subtotal			\$19,440

CLIN	DESCRIPTION	Total Price
0007	Travel (Cost Reimbursement Not to exceed)	\$50
Subtotal		\$50

TOTAL ALL TASKS AND TRAVEL

\$87,530

The fixed unit price of each line item shown above to meet requirements as delineated in Section entitled "Statement of Work," shall include all cost deemed necessary by the offeror.

RQ-CIO-03-343 SECTION A

A.7 CONSIDERATION AND OBLIGATION

(a) The total estimated amount of this contract(ceiling) for the products/services ordered, delivered, and accepted under this contract is **\$48,650**. The Contracting Officer may unilaterally increase this amount as necessary for orders to be placed with the contractor during the contract period provided such orders are within any maximum ordering limitation prescribed under this contract.

(b) The amount presently obligated with respect to this contract is **\$48,650**. The Contracting Officer may issue orders for work up to the amount presently obligated. This obligated amount may be unilaterally increased from time to time by the Contracting Officer by written modification to this contract. The obligated amount shall, at no time, exceed the contract ceiling as specified in paragraph (a) above. When and if the amount(s) 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 contract. Any work undertaken by the Contractor in excess of the obligated amount specified above is done so at the Contractor's sole risk.

A.8 PERIOD OF PERFORMANCE

This order shall be effective from the date of award through twenty-four (24) months.

A.9 TABLE OF DELIVERABLES AND SCHEDULE OF DELIVERY

Deliverables and due dates are summarized in the table below. Deliverable due dates are based on workdays.

Item No.	Deliverable Description	Deliverable Due Date
1	Kick-Off Meeting	3 workdays after award or earlier
2	Consultation with NRC	3 workdays after award or earlier
3	Deliver for review and comment all seminar training materials	October 1, 2003
4	Install and Test Software on NRC Training Lab Computers	October 23-24, 2003
5	Deliver Training Materials	October 27, 2003
6	Conduct Training	November 3-7, 2003
7	Collect Evaluation Forms for each module	November 3-7, 2003
5	Deliver Training Materials	December 1, 2003
6	Conduct Training	December 8-12, 2003
7	Collect Evaluation Forms for each module	December 8-12, 2003

A.10 Instructions for Deliverables

Deliverables shall be delivered on the dates specified above. All written deliverables shall be phrased in language that can be understood by the non-technical layperson. Statistical and other technical terms used in the deliverable shall be defined in a glossary.

NRC will complete a review of each submitted deliverable within 5 workdays from date of receipt.

All seminar materials shall first be submitted in draft for NRC review. NRC shall have 5 working days to review each draft deliverable and respond with comments or approval. Upon approval by NRC of the original draft or the corrected draft, the deliverable shall be delivered in final form to the Project Manager and NRC Contracting Officer. For each deliverable (draft or final), the Contractor shall provide one (1) hard copy and one (1) electronic version of the deliverable to the NRC Task Manager, unless otherwise indicated. All deliverables shall be formatted and prepared using Corel WordPerfect software products.

All deliverables, shall be delivered to the CO and PO at the following locations:

Nuclear Regulatory Commission
ATTN: Contracting Officer: Donald King
NRC Task Order#: DR-33-03-343
GSA Contract #: GS-35F-4984H
Mail stop T7-I-2
Washington, D.C. 20555-0001

Nuclear Regulatory Commission
ATTN: Project Officer: Louis Grossman
NRC Task Order#: DR-33-03-343
GSA Contract #: GS-35F-4984H
Mail stop T6F-4
Washington, D.C. 20555-0001

**CONTINUATION
RQ-CIO-03-343 SECTION B - DESCRIPTION/SPECIFICATIONS/WORK STATEMENT**

September 15, 2003 (11:53AM)

**STATEMENT OF WORK
NUCLEAR REGULATORY COMMISSION (NRC)
OFFICE OF THE CHIEF INFORMATION OFFICER (OCIO)
For
RATIONAL Software Training**

CONTINUATION

RQ-CIO-03-343 SECTION B - DESCRIPTION/SPECIFICATIONS/WORK STATEMENT

1.0 INTRODUCTION

1.1 Background

The NRC recently acquired the Rational Suite Enterprise software tools. This software will be used in the NRC to provide integrated support for management of all aspects of the software development life cycle, and meets the following NRC's minimum requirements:

- Requirements Management integrating textual and Unified Modeling Language (UML) notation
- Automated functional testing of software employing graphical user interfaces in client-server and web development environments
- Automated runtime analysis tools for improving application reliability and performance, supporting applications in Java, VC/C++, C#, VB.NET and VB on Windows platforms
- Defect and Change Tracking
- Software artifact management/configuration management (CM)
- Generating and maintaining models in the Unified Modeling Language (UML)
- Automated support for managing information from all parts of the integrated suite, including creating a project Web site with progress metrics data from NRC's development platform.

1.2 Contract Objective

To support this acquisition, the NRC is seeking a contractor who is technically capable of performing the services described herein, who is authorized to reconfigure licensed course materials to fit the needs of the NRC, and to provide qualified instructors, who have demonstrated experience in presenting Rational Software training.

The Contractor shall furnish qualified instructors, who have demonstrated experience in presenting Rational Suite training to provide customized training to NRC staff and contractors in order for them to learn, understand and to use the Rational Suite of tools. The contractor shall develop and provide the customized training materials, using as a basis Rational Software licensed course materials, based on an assumption that the seminar will be offered to at least 12 participants. The contractor shall provide licenses to the Rational Suite Enterprise, for use by each student and the instructor during training sessions. The contractor shall install the Rational Suite Enterprise on each student and instructor workstation and configure the software for use during training and related workshops. The software is to be installed on NRC Training Lab Computer systems for at least 12 participants and 1 instructor. Training will be conducted November 3-7, 2003 and December 8 -12, 2003.

CONTINUATION

RQ-CIO-03-343 SECTION B - DESCRIPTION/SPECIFICATIONS/WORK STATEMENT

A. The first objective of the contract is to obtain the services of highly qualified instructor(s) with excellent platform skills that will enable the instructor(s) to:

(1) Instruct the ten modules of a Rational Suite training program for the NRC. The instructors shall be fully proficient in the use of the Rational Suite, and

(2) Impart knowledge to NRC's staff and contractors attending the workshops in such a way so that maximum learning takes place and that participants, upon completion of the workshop, are able to articulate in a clear and precise manner their role and the role of others in using the Rational Suite.

B. The second objective of the contract is to obtain contractor support to:

(1) Develop and provide customized seminar materials for the ten module.

C. To attain the second objective, the contractor shall:

(1) Use the current NRC seminar materials as an example for the ten stand-alone training modules;

(2) Ensure that seminar materials include practical exercises to illustrate concepts taught;

1.3 DEFINITIONS

Throughout this statement of work, the following words and terms are used as defined in this subpart unless (a) the context in which they are used clearly requires a different meaning or (b) a different definition is prescribed for a particular part or portion:

(A) Half-day training means a three-hour training session.

1.4 Course Content

The contractor will be required to instruct ten customized modules related to the Rational Suite. The ten modules to be taught by the contractor's instructor(s) are:

1. Introduction to Rational Suite Enterprise Studio (RSES) - half day
2. Introduction to Rational Unified Process and Project Planning Guide - half day
3. Unified Project Management with Project Console and SoDA - half day
4. Requirements Management with RequisitePro - half day
5. Visual Modeling with the Unified Modeling Language and Rose - half day
6. Software Configuration Management with Clear Case - half day
7. Introduction to Functional Testing with test Manager and Robot - half day
8. Advanced Functional Testing with rational Robot - half day
9. Load and Stress Testing with Rational Robot - half day
10. Change Management with ClearQuest - half day

CONTINUATION

RQ-CIO-03-343 SECTION B - DESCRIPTION/SPECIFICATIONS/WORK STATEMENT

1.5 Additional Training Courses (option)

The NRC, at its option, may require that the entire one week of Rational Software training be repeated up to three additional times over the next two years.

2.0 SCOPE OF WORK

The contractor will construct a detailed custom configured training course of ten modules in accordance with the agenda outlined in Section 1.4 to assist the staff at Nuclear Regulatory Commission focused on all the Rational Software tools and product functionality most relevant to NRC staff. This course will offer a mixture of currently existing Rational licensed course material and uniquely constructed material per the needs identified by NRC leadership in Section 1.4. The course to be constructed for the NRC must reflect material from all available Rational courses.

The contractor will than provide all customized materials, including a seminar evaluation form, and experienced staff to conduct a week-long seminar so that NRC staff and contractors can learn to understand, to gain basic knowledge of, and to use the Rational Suite of tools. This seminar will be divided into ten custom configured modules, as described in Section 1.4, to allow NRC and contractor personnel to attend those modules that interest them.

3.0 TASKS

The following are specific requirements:

1. The contractor will prepare customized seminar materials in consultation with NRC;
2. The contractor will provide skilled instructors to deliver a week-long seminar;
3. The contractor will provide customized hard-copy training materials for each user;
4. The contractor will provide all required software and assist in the install on the NRC Training Lab computers.

3.1 Proposed Seminar Curriculum

The contractor shall develop a detailed Proposed Seminar Curriculum containing at a minimum, for the following subject matter module areas, the Target Audience, any Prerequisites, and an Agenda for each module area:

1. Introduction to Rational Suite Enterprise Studio (RSES)
2. Introduction to Rational Unified Process and Project Planning Guide
3. Unified Project Management with Project Console and SoDA
4. Requirements Management with RequisitePro

CONTINUATION

RQ-CIO-03-343 SECTION B - DESCRIPTION/SPECIFICATIONS/WORK STATEMENT

5. Visual Modeling with the Unified Modeling Language and Rose
6. Software Configuration Management with Clear Case
7. Introduction to Functional Testing with test Manager and Robot
8. Advanced Functional Testing with rational Robot
9. Load and Stress Testing with Rational Robot
10. Change Management with ClearQuest

3.2 Seminar Delivery

To complete this task, the contractor will deliver a week-long seminar, **November 3-7, 2003**, divided into ten module areas to allow NRC and contractor personnel to attend those modules that interest them. All training will be conducted at the NRC using NRC provided Professional Development Center (PDC) training rooms with computers. The contractor will provide hard-copy training materials for each student.

The contractor shall provide licenses to the Rational Suite Enterprise, for use by each student and the instructor during training sessions. The contractor shall install the Rational Suite Enterprise on each student and instructor workstation and configure the software for use during training and related workshops.

3.2.1 NRC Professional Development Center (PDC) Computer Capability

PDC Computer Systems in Rm. T3B17

- Rm T3B17 is comprised of 13 workstations (12 students & 1 teacher)
- DELL GX240 systems
- Pentium 4 running at 1.7GHz
- 256Mb RAM
- 8Gb disk (approx 6Gb open)
- attached to a domain-based Network running Novell netware ver 4.8
- web enabled; all systems access internet via a firewall using Internet Explorer 6
- telnet capability via firewall

These systems are configured for classroom use; they all have a backup "clone" drive invisible to the user that retains a "clean" configuration. Additionally the computers are installed with NetOp School software that provides instructor control of all systems for use in instructor demonstrations.

3.3 Seminar Instruction

1. The contractor shall provide qualified instructor personnel to teach the ten individual training modules listed in this SOW. The instructor shall discuss the objectives of each module presented and check throughout the seminar to ensure that the stated learning objectives for each module are properly addressed.

CONTINUATION

RQ-CIO-03-343 SECTION B - DESCRIPTION/SPECIFICATIONS/WORK STATEMENT

2. The contractor's instructor personnel shall possess a thorough knowledge of Rational Software and understanding of the seminar materials. The contractor's instructor personnel shall utilize their professional knowledge in evaluating and enhancing learning through motivation, impromptu examples, and group dynamic techniques. Lectures, audiovisuals (excluding films), class discussions, case studies, and practical exercises shall be used for effective learning. All resources used shall be oriented toward the NRC. The instructor shall focus heavily on participant involvement in the topics discussed. This emphasis shall include hands-on learning activities, such as case studies and practical exercises, and interaction between participants and the instructor to clarify points and reinforce learning objectives.
3. The seminar will be conducted in the NRC's training facility located in Rockville, Maryland and shall be presented in accordance with the requirements set forth herein.
4. The seminar shall commence promptly at 8:30 a.m. and conclude at 3:30 p.m., allowing one 10-minute break after 1 ½ hour. The morning session will commence at 8:30 a.m. and conclude at 11:30 a.m. The afternoon session will commence at 12:30 p.m. and conclude at 3:30 p.m.
5. The contractor shall arrive in sufficient time prior to start of each class to set-up the training room, lay out participant materials and instructor's aids, and set-up equipment.
6. The contractor's instructor(s) shall account for participant attendance by ensuring the completion of NRC sign-in sheet. In addition, the instructor(s) shall place a check beside the participant's name on the sign-in sheet twice a day during each morning and each afternoon of the seminar. The instructor shall deliver the sign-in sheet to the NRC PO at the end of the day of seminar completion.
7. Immediately following each session of each class, the instructor shall leave the training room neat, with trash (including used flip chart sheets) stowed in the trash cans. Any extra student materials shall be neatly stacked on the counter under the clock for the NRC PO to store in NRC's storage space. The NRC PO will determine the location of temporary storage for unused seminar materials.
8. The contractor's instructor(s) shall distribute any hand-out materials at any seminar that may be provided to the instructor(s) by the NRC PO.
9. At the end of each module, the instructors shall remind each participant to complete the prepared evaluation form located in the front pocket of the participant's handbook and ask that it be completed and left on the instructor's table. The evaluations shall be delivered to the NRC PO by the instructor at the end of the class. The NRC PO is responsible for sending copies of the evaluations to the contractor within five working days after seminar completion.

CONTINUATION

RQ-CIO-03-343 SECTION B - DESCRIPTION/SPECIFICATIONS/WORK STATEMENT

4.0 DELIVERABLES

For each deliverable (draft or final), the Contractor shall provide one (1) hard copy and one (1) electronic version of the deliverable to the NRC Task Manager, unless otherwise indicated. All deliverables shall be formatted and prepared using Corel WordPerfect software products.

4.1 Kick-Off Meeting

Kick-Off meetings will be held to introduce the NRC Project Manager and the Task Manger for the tasks.

4.2 Monthly Progress Reports

N/A

5.0 GOVERNMENT FURNISHED PROPERTY, EQUIPMENT, AND INFORMATION

The agency shall provide a training room with computers.

6.0 TRAVEL

The Contractor shall complete most of the work associated with the task at the Contractor's own facilities and at NRC Headquarters 's in Washington DC.

7.0 PROJECT OFFICER AUTHORITY

(a) The contracting officer's authorized representative hereinafter referred to as the project officer for this order is:

Name: Louis Grosman

(b) Performance of the work under this order 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 order, approval of technical reports, drawings, specifications, and technical information to be delivered by the contractor to the Government

CONTINUATION

RQ-CIO-03-343 SECTION B - DESCRIPTION/SPECIFICATIONS/WORK STATEMENT

under the order.

(c) Technical direction must be within the general statement of work stated in the order. 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 order.
- (2) Constitutes a change as defined in the "Changes" clause of the blanket purchase agreement.
- (3) In any way causes an increase or decrease in the total estimated order cost, the fixed fee, if any, or the time required for order performance.
- (4) Changes any of the expressed terms, conditions, or specifications of the order.
- (5) Terminates the order, settles any claim or dispute arising under the order, 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 order accordingly. Upon receiving the notification from the contractor, the contracting officer shall issue an appropriate 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 order.

(h) A failure of the parties to agree upon the nature of the instruction or direction or upon the order 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.

CONTINUATION

RQ-CIO-03-343 SECTION B - DESCRIPTION/SPECIFICATIONS/WORK STATEMENT

- (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 order.
- (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.

8.0 SECURITY

8.1 2052.204-71 SITE ACCESS BADGE REQUIREMENT

During the life of this contract, the rights of ingress and egress for contractor personnel must be made available, as required, provided that a badge is issued after favorable adjudication from the Personnel Security Branch, Division of Facilities and Security (PERSEC/DFS). In this regard, all contractor personnel whose duties under this contract require their presence on-site shall be clearly identifiable by a distinctive badge furnished by the Government. The Project Officer shall assist the contractor in obtaining the badges for the contractor personnel. It is the sole responsibility of the contractor to ensure that each employee has a proper Government-issued identification/badge at all times. All prescribed identification must be immediately (no later than three days) delivered to PERSEC/DFS for cancellation or disposition upon the termination of employment of any contractor personnel. Contractor personnel must have this identification in their possession during on-site performance under this contract. It is the contractor's duty to assure that contractor personnel enter only those work areas necessary for performance of contract work, and to assure the safeguarding of any Government records or data that contractor personnel may come into contact with.

(END-OF-CLAUSE)

8.2 SECURITY REQUIREMENTS FOR INFORMATION TECHNOLOGY SERVICES

The proposer/Contractor shall identify all individuals and propose the level of Information Technology (IT) approval for each, using the following guidance. The NRC sponsoring office shall make the final determination of the level, if any, of IT approval required for all individuals working under this contract.

The Government shall have and exercise full and complete control over granting, denying, withholding, or terminating building access approvals for individuals performing work under this contract.

CONTINUATION

RQ-CIO-03-343 SECTION B - DESCRIPTION/SPECIFICATIONS/WORK STATEMENT

CONTRACTOR SECURITY REQUIREMENTS FOR LEVEL I

Performance under this Task Order will involve prime Contractor personnel, Subcontractors or others who perform services requiring direct access to or operate agency sensitive information technology systems or data (IT Level I).

The IT Level I involves responsibility for the planning, direction, and implementation of a computer security program; major responsibility for the direction, planning, and design of a computer system, including hardware and software; or the capability to access a computer system during its operation or maintenance in such a way that could cause or that has a relatively high risk of causing grave damage; or the capability to realize a significant personal gain from computer access. Such Contractor personnel shall be subject to the NRC Contractor personnel security requirements of NRC Management Directive (MD) 12.3, Part I and will require a favorably adjudicated Limited Background Investigation (LBI). (See Section J, Attachment 27 "NRC Security Requirements").

A Contractor employee shall not have access to NRC facilities, sensitive information technology systems or data until he/she is approved by Personnel Security Branch, Division of Facilities and Security (PERSEC/DFS) first for temporary access (based on a favorable adjudication of their security forms and checks) and final access (based on a favorably adjudicated LBI) in accordance with the procedures found in NRC MD 12.3, Part I. The individual will be subject to a reinvestigation every 10 years. Timely receipt of properly completed security applications is a Task Order requirement. Failure of the Contractor to comply with this condition within the ten work-day period may be a basis to void the notice of selection. In that event, the Government may select another firm for award.

The Contractor shall submit a completed security forms packet, including the SF-86, "Questionnaire for National Security Positions," and fingerprint charts, through the Project Officer to PERSEC/DFS for review and favorable adjudication, prior to the individual performing work under this contract. The Contractor shall assure that all forms are accurate, complete, and legible (except for Part 2 of the questionnaire, which is required to be completed in private and submitted by the individual to the Contractor in a sealed envelope), as set forth in MD 12.3 which is incorporated into this Task Order by reference as though fully set forth herein. Based on PERSEC review of the applicant's security forms and/or the receipt of adverse information by NRC, the individual may be denied access to NRC facilities, sensitive information technology systems or data until a final determination is made of his/her eligibility under the provisions of MD 12.3. Any questions regarding the individual's eligibility for IT Level I approval will be resolved in accordance with the due process procedures set forth in MD 12.3 Exhibit 1 and E. O. 12968.

In accordance with NRCAR 2052.204-70 "Security," IT Level I Contractors shall be subject to the attached NRC Form 187 which furnishes the basis for providing security requirements to prime Contractors, Subcontractors or others (e.g., bidders) who have or may have an NRC contractual relationship which requires access to or operation of agency sensitive information technology systems or remote development and/or analysis of sensitive information technology systems and data or other access to such systems and data; access on a continuing basis (in excess of 30 days) to NRC Headquarters controlled buildings; or otherwise requires NRC photo identification or card-key badges.

CONTINUATION

RQ-CIO-03-343 SECTION B - DESCRIPTION/SPECIFICATIONS/WORK STATEMENT

CONTRACTOR SECURITY REQUIREMENTS FOR LEVEL II

Performance under this Task Order will involve Contractor personnel that develop and/or analyze sensitive information technology systems or data or otherwise have access to such systems and data (IT Level II).

The IT Level II involves responsibility for the planning, design, operation, or maintenance of a computer system and all other computer or IT positions. Such Contractor personnel shall be subject to the NRC Contractor personnel requirements of MD 12.3, Part I, which is hereby incorporated by reference and made a part of this Task Order as though fully set forth herein, and will require a favorably adjudicated Access National Agency Check with Inquiries (ANACI).

A Contractor employee shall not have access to NRC facilities, sensitive information technology systems or data until he/she is approved by PERSEC/DFS first for temporary access (based on a favorable review of their security forms and checks) and final access (based on a favorably adjudicated ANACI) in accordance with the procedures found in MD 12.3, Part I. The individual will be subject to a reinvestigation every 10 years. Timely receipt of properly completed security applications is a Task Order requirement. Failure of the Contractor to comply with this condition within the ten work-day period may be a basis to void the notice of selection. In that event, the Government may select another firm for award.

The Contractor shall submit a completed security forms packet, including the SF-86, "Questionnaire for National Security Positions," and fingerprint charts, through the Project Officer to the NRC PERSEC/DFS for review and favorable adjudication, prior to the individual performing work under this contract. The Contractor shall assure that all forms are accurate, complete, and legible (except for Part 2 of the questionnaire, which is required to be completed in private and submitted by the individual to the Contractor in a sealed envelope), as set forth in MD 12.3. Based on PERSEC review of the applicant's security forms and/or the receipt of adverse information by NRC, the individual may be denied access to NRC facilities, sensitive information technology systems or data until a final determination is made of his/her eligibility under the provisions of MD 12.3. Any questions regarding the individual's eligibility for IT Level II approval will be resolved in accordance with the due process procedures set forth in MD 12.3 Exhibit 1 and E. O. 12968.

In accordance with NRCAR 2052.204-70 "Security," IT Level II Contractors shall be subject to the attached NRC Form 187 (See Section J, Attachment 28) which furnishes the basis for providing security requirements to prime Contractors, Subcontractors or others (e.g. bidders) who have or may have an NRC contractual relationship which requires access to or operation of agency sensitive information technology systems or remote development and/or analysis of sensitive information technology systems and data or other access to such systems and data; access on a continuing basis (in excess of 30 days) to NRC Headquarters controlled buildings; or otherwise requires NRC photo identification or card-key badges.

CANCELLATION OR TERMINATION OF IT ACCESS/REQUEST

When a request for investigation is to be withdrawn or canceled, the Contractor shall immediately notify the Project Officer by telephone in order that he/she will contact the PERSEC/DFS so that the investigation may be promptly discontinued. The notification shall contain the full name of the individual, and the date of the request. Telephone notifications

CONTINUATION

RQ-CIO-03-343 SECTION B - DESCRIPTION/SPECIFICATIONS/WORK STATEMENT

must be promptly confirmed in writing to the Project Officer who will forward the confirmation to the PERSEC/DFS. Additionally, PERSEC/DFS must be immediately notified when an individual no longer requires access to NRC sensitive automated information technology systems or data, including the voluntary or involuntary separation of employment of an individual who has been approved for or is being processed for access under the NRC Personnel Security Program."

9.0 2052.235-71 SAFETY, HEALTH, AND FIRE PROTECTION (JAN 1993)

The contractor shall take all reasonable precautions in the performance of the work under this contract to protect the health and safety of its employees and of members of the public, including NRC employees and contractor personnel, and to minimize danger from all hazards to life and property. The contractor shall comply with all applicable health, safety, and fire protection regulations and requirements (including reporting requirements) of the Commission and the Department of Labor. If the contractor fails to comply with these regulations or requirements, the contracting office may, without prejudice to any other legal or contractual rights of the Commission, issue an order stopping all or any part of the work. Thereafter, a start work order for resumption of work may be issued at the discretion of the contracting officer. The contractor may not make a claim for an extension of time or for compensation or damages by reason of, or in connection with, this type of work stoppage.

(END-OF-CLAUSE)

10.0 APPROPRIATE USE OF GOVERNMENT FURNISHED INFORMATION TECHNOLOGY (IT) EQUIPMENT AND/ OR IT SERVICES/ ACCESS (MARCH 2002)

As part of contract performance the NRC may provide the contractor with information technology (IT) equipment and IT services or IT access as identified in the solicitation or subsequently as identified in the contract or delivery order. Government furnished IT equipment, or IT services, or IT access may include but is not limited to computers, copiers, facsimile machines, printers, pagers, software, phones, Internet access and use, and email access and use. The contractor (including the contractor's employees, consultants and subcontractors) shall use the government furnished IT equipment, and / or IT provided services, and/ or IT access solely to perform the necessary efforts required under the contract. The contractor (including the contractor's employees, consultants and subcontractors) are prohibited from engaging or using the government IT equipment and government provided IT services or IT access for any personal use, misuse, abuses or any other unauthorized usage.

The contractor is responsible for monitoring its employees, consultants and subcontractors to ensure that government furnished IT equipment and/ or IT services, and/ or IT access are not being used for personal use, misused or abused. The government reserves the right to withdraw or suspend the use of its government furnished IT equipment, IT services and/ or IT access arising from contractor personal usage, or misuse or abuse; and/ or to disallow any payments associated with contractor (including the contractor's employees, consultants and subcontractors) personal usage, misuses or abuses of IT equipment, IT services and/ or IT access; and/ or to terminate for cause the contract or delivery order arising from violation of this provision."

(End of Clause)"

CONTINUATION

RQ-CIO-03-343 SECTION B - DESCRIPTION/SPECIFICATIONS/WORK STATEMENT

11.0 SAFETY OF ON-SITE CONTRACTOR PERSONNEL

Ensuring the safety of occupants of Federal buildings is a responsibility shared by the professionals implementing our security and safety programs and the persons being protected. The NRC's Office of Administration (ADM) Division of Facilities and Security (DFS) has coordinated an Occupant Emergency Plan (OEP) for NRC Headquarters buildings with local authorities. The OEP has been approved by the Montgomery County Fire and Rescue Service. It is designed to improve building occupants' chances of survival, minimize damage to property, and promptly account for building occupants when necessary.

The contractor's Project Director shall ensure that all personnel working full time on-site at NRC Headquarters read the NRC's OEP, provided electronically on the NRC Intranet at <http://www.internal.nrc.gov/ADM/OEP.pdf>. The contractor's Project Director also shall emphasize to each staff member that they are to be familiar with and guided by the OEP, as well as by instructions given by emergency response personnel in situations which pose an immediate health or safety threat to building occupants.

The NRC Project Officer shall ensure that the contractor's Project Director has communicated the requirement for on-site contractor staff to follow the guidance in the OEP. The NRC Project Officer also will assist in accounting for on-site contract persons in the event of a major emergency (e.g., explosion occurs and casualties or injuries are suspected) during which a full evacuation will be required, including the assembly and accountability of occupants. The NRC DFS will conduct drills periodically to train occupants and assess these procedures.

End of Provision

12.0 BILLING INSTRUCTIONS

General: The contractor shall prepare vouchers or invoices as prescribed herein. **FAILURE TO SUBMIT VOUCHERS/INVOICES IN ACCORDANCE WITH THESE INSTRUCTIONS WILL RESULT IN REJECTION OF THE VOUCHER/INVOICES AS IMPROPER.**

Form: Claims shall be submitted on the payee's letterhead, voucher/invoices, or on the Government's Standard Form 1034, "Public Voucher for Purchases and Services Other than Personal," and Standard Form 1035, "Public Voucher for Purchases Other than Personal--Continuation Sheet." These forms are available from the U.S. Government Printing Office, 710 North Capitol Street, Washington, DC 20401.

Number of Copies: An original and three copies shall be submitted. Failure to submit all the required copies will result in rejection of the voucher/invoice as improper.

CONTINUATION
RQ-CIO-03-343 SECTION B - DESCRIPTION/SPECIFICATIONS/WORK STATEMENT

Designated Agency Billing Office: Vouchers/Invoices shall be submitted to the following address:

U.S. Nuclear Regulatory Commission
Division of Contracts and Property Management - T-7-I-2
Washington, DC 20555-0001

A copy of any invoice which includes a purchase of property valued at the time of purchase at \$5,000 or more, shall additionally be sent to:

Chief, Property Management Branch
Division of Facilities and Property Management
Mail Stop - T-7-D-27
Washington, DC 20555-0001

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

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

Frequency: The contractor shall submit a voucher or invoice monthly only after the NRC's acceptance of services rendered or products delivered in performance of the delivery order unless otherwise specified in the contract.

Preparation and Itemization of the Voucher/Invoice: To be considered a proper voucher/invoice, all of the following elements must be included:

1. BPA/Contract number and delivery order number.
2. Sequential voucher/invoice number.

CONTINUATION

RQ-CIO-03-343 SECTION B - DESCRIPTION/SPECIFICATIONS/WORK STATEMENT

3. Date of voucher/invoice.
4. Payee's name and address. (Show the name of the contractor and its correct address. In addition, when an assignment of funds has been made by the contractor, or a different payee has been designated, include the name and address of the payee). Indicate the name and telephone number of the individual responsible for answering questions which the NRC may have regarding the voucher/invoice.
5. Description of articles or services, quantity, unit price, total amount, and cumulative amount.

For labor-hour delivery orders with a ceiling, provide a breakdown by task of labor hours by labor category, hours, fixed rate, current period dollars, and cumulative hours and dollars billed to date as authorized under the delivery order. For example:

Category	Current Hours	Fixed Rate	Current Billed	Cumulative	
				Hours	Total Billed
Sr. Scientist	100	35.00	\$3,500.00	500	\$ 17,500.00
Engineer	100	25.00	\$2,500.00	100	\$ 2,500.00
Totals:			\$6,000.00		\$ 20,000.00

Invoices for the order shall be broken down by task. You must also provide a consolidated summary (cover sheet) of the total amount billed inclusive of all tasks. The summary must contain the cumulative amount invoiced to date.

6. For contractor acquired property list each item purchased costing \$50,000 or more and having a life expectancy of more than 1 year and provide: (1) an item description, (2) manufacturer, (3) model number, (4) serial number, (5) acquisition cost, (6) date of purchase, and (7) a copy of the purchasing document.
7. Weight and zone of shipment, if shipped by parcel post.
8. Charges for freight or express shipments. Attach prepaid bill if shipped by freight or express.
9. Instructions to consignee to notify the Contracting Officer of receipt of shipment.
10. Travel Reimbursement (if applicable)

The contractor shall submit claims for travel reimbursement as a separate item on its fixed-price invoice/voucher in accordance with the following:

CONTINUATION

RQ-CIO-03-343 SECTION B - DESCRIPTION/SPECIFICATIONS/WORK STATEMENT

Travel reimbursement. Total costs associated with each trip must be shown in the following format:

<u>Start Date</u>	<u>Destination</u>	<u>Costs</u>
From:	From:	\$
To: To:		\$

Provide supporting documentation (receipts) for travel expenditures in excess of \$75.00 in an attachment to the invoice/voucher.

Billing of Cost After Expiration of Order: If costs are incurred during the delivery order period and claimed after the order has expired, the period during which these costs were incurred must be cited. To be considered a proper expiration 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 and payments will be made in that currency. However, the U.S. dollar equivalent for all vouchers/invoices paid under the order may not exceed the total U.S. dollars authorized under the order.

Supersession: These instructions supersede any previous billing instructions.

13.0 FAR 52.232-7, "PAYMENTS UNDER TIME-AND-MATERIAL AND LABOR-HOUR CONTRACTS"

FAR 52.232-7 is applicable and hereby incorporated by reference into this order.

14.0 FAR 52.227-14, "Rights in Data-General (June 1987)"

FAR 52.227-14 is applicable and hereby incorporated by reference into this order.

15.0 FAR 52.227-19, "Commercial Computer Software-Restricted Rights (June 1987)"

FAR 52.227-19 is applicable and hereby incorporated by reference into this order.

ACH VENDOR/MISCELLANEOUS PAYMENT ENROLLMENT FORM

OMB No 1510-0125
Expiration Date 09/30/93

This form is used for Automated Clearing House (ACH) payments with an addendum record that contains payment-related information processed through the Vendor Express Program. Recipients of these payments should bring this information to the attention of their financial institution when presenting this form for completion.

PRIVACY ACT STATEMENT

The following information is provided to comply with the Privacy Act of 1974 (P.L. 93-579). All information collected on this form is required under the provisions of 31 U.S.C. 3322 and 31 CFR 210. This information will be used by the Treasury Department to transmit payment data, by electronic means, to vendor's financial institution. Failure to provide the requested information may delay or prevent the receipt of payments through the Automated Clearing House Payment System.

AGENCY INFORMATION

FEDERAL PROGRAM AGENCY

U.S. NUCLEAR REGULATORY COMMISSION

AGENCY IDENTIFIER

NRC

AGENCY LOCATION CODE (ALC):

31000001

ACH FORMAT:

 CCD+ CTX CTP

ADDRESS

DIVISION OF ACCOUNTING AND FINANCE, MAIL STOP T-9 H4

WASHINGTON, DC 20555-0001

CONTACT PERSON NAME

FINANCIAL OPERATIONS SECTION

TELEPHONE NUMBER

(301) 415 - 7520

PAYEE/COMPANY INFORMATION

NAME

SSN NO. OR TAXPAYER ID NO.

ADDRESS

CONTACT PERSON NAME:

TELEPHONE NUMBER:

()

FINANCIAL INSTITUTION INFORMATION

NAME

ADDRESS

ACH COORDINATOR NAME:

TELEPHONE NUMBER:

()

NINE-DIGIT ROUTING TRANSIT NUMBER:

DEPOSITOR ACCOUNT TITLE:

DEPOSITOR ACCOUNT NUMBER:

LOCK BOX NUMBER:

ACH FORMAT:

 CHECKING SAVINGS LOCK BOX

SIGNATURE AND TITLE OF AUTHORIZED OFFICIAL:

TELEPHONE NUMBER:

()

Instructions for Completing SF 3881 Form

1. Agency Information Section — Federal agency prints or types the name and address of the Federal program agency originating the vendor/miscellaneous payment, agency identifier, agency location code, contact person name and telephone number of the agency. Also, the appropriate box for ACH format is checked.
2. Payee/Company Information Section — Payee prints or types the name of the payee/company and address that will receive ACH vendor/miscellaneous payments, social security or taxpayer ID number, and contact person name and telephone number of the payee/company. Payee also verifies depositor account number, account title, and type of account entered by your financial institution in the Financial Institution Information Section.
3. Financial Institution Information Section — Financial institution prints or types the name and address of the payee/company's financial institution who will receive the ACH payment, ACH coordinator name and telephone number, nine-digit routing transit number, depositor (payee/company) account title and account number. Also, the box for type of account is checked, and the signature, title, and telephone number of the appropriate financial institution official are included.

Burden Estimate Statement

The estimated average burden associated with this collection of information is 15 minutes per respondent or recordkeeper, depending on individual circumstances. Comments concerning the accuracy of this burden estimate and suggestions for reducing this burden should be directed to the Financial Management Service, Facilities Management Division, Property and Supply Branch, Room B-101, 3700 East West Highway, Hyattsville, MD 20782 and the Office of Management and Budget, Paperwork Reduction Project (1510-0056), Washington, DC 20503.