ORDER FOR SUPPLIES OR SERVICES

PAGE 1 OF PAGES 31

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

1. DATE OF ORDER: 9/29/2006
2. CONTRACT NO. (If any): GS10F0092J
3. ORDER NO.: DR-03-06-050 MODIFICATION NO.
4. REQUISITION/REFERENCE NO.: NRC-03-06-050

5. ISSUING OFFICE (Address correspondence to)
U.S. Nuclear Regulatory Commission
Div. of Contracts
Attn: Rachel Glaros, (301) 415-3672
Mail Stop T-7-I-2
Washington, DC 20555

6. SHIP TO:
a. NAME OF CONSIGNEE
U.S. Nuclear Regulatory Commission
Attn: Sally Adams, (301) 415-0209
b. STREET ADDRESS
Mail Stop O12E5
11555 Rockville Pike
c. CITY: Rockville
d. STATE: MD
e. ZIP CODE: 20852

7. TO:
a. NAME OF CONTRACTOR
ADVANCED TECHNOLOGIES AND LABORATORIES (ATL) INTERNATIONAL,
b. COMPANY NAME
c. STREET ADDRESS
20010 CENTURY BLVD STE 500
d. CITY: GERMANTOWN
e. STATE: MD
f. ZIP CODE: 208741119

f. SHIP VIA

8. TYPE OF ORDER
[ ] a. PURCHASE
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.
[X] b. DELIVERY
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.

9. ACCOUNTING AND APPROPRIATION DATA
620-15-112-130 J-3314 252A 31X0200.620
FSS No.: NRR-06-050 $221,200.00

10. REQUISITIONING OFFICE NRR
NNR/PMAS/PCMB

11. BUSINESS CLASSIFICATION (Check appropriate box(es))
[ ] a. SMALL
[ ] b. OTHER THAN SMALL
[ ] c. DISADVANTAGED
[ ] g. SERVICE-DISABLED VETERAN-OWNED
[X] d. WOMEN-OWNED
[ ] e. HUBZone
[ ] f. EMERGING SMALL BUSINESS

12. F.O.B. POINT
N/A

13. PLACE OF
a. INSPECTION
b. ACCEPTANCE

14. GOVERNMENT B/L NO.

15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)
See Block No. 14

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)
	The Contractor shall provide Technical Assistance For Safety Review of License Renewal Applications for three nuclear power plants (anticipated to be: Wolf Creek, Entergy and Vogtle Plants). All work shall be performed in accordance with GSA Contract No. GS-10F-0092J and the Statement of Work (Enclosure 1). Enclosure 1 contains labor categories, estimated labor hours, labor rates, travel and other direct costs Ceiling Price of Delivery Order: $751,632.00 Ceiling Price of Delivery Order Inclusive of Optional Tasks $847,527.00 Period of Performance: Date of Award through 12/31/2009 Incremental Funding is being provided at this time in the amount of $221,200.00 CONTRACTOR DUNS: 827013467					

18. SHIPPING POINT
19. GROSS SHIPPING WEIGHT
20. INVOICE NO.

21. MAIL INVOICE TO:
a. NAME
U.S. Nuclear Regulatory Commission
Division of Contracts, MS T-7-I-2
b. STREET ADDRESS (or P.O. Box)
Attn: (DR-03-06-050)
c. CITY: Washington
d. STATE: DC
e. ZIP CODE: 20555

SEE BILLING INSTRUCTIONS ON REVERSE

17(h) TOTAL (Cont. pages): $751,632.00

17(i). GRAND TOTAL

22. UNITED STATES OF AMERICA BY (Signature): Phyllis Bower

23. NAME (Typed)
DONALD A. KING
CONTRACTING OFFICER
TITLE: CONTRACTING/ORDERING OFFICER

AUTHORIZED FOR LOCAL REPRODUCTION
PREVIOUS EDITION NOT USABLE
TEMPLATE - ADM001

SUNSI REVIEW COMPLETE

OPTIONAL FORM 347 (REV. 3/2005)
PRESCRIBED BY GSA/FAR 48 CFR 53.213(e)
ADM002

ENCLOSURE 1 - PRICE SCHEDULE - DR-03-06-050

*Hourly rates proposed for Wolf Creek and Entergy Plant represent discounts to blended rates from GSA Contract No. GS-10F-0092J Option I - Year 3 and Option I - Year 4 since the effort will cover these two contract periods. Hourly rates proposed for Vogtle Plant represent discounts to average rates from GSA Contract No. GS-10F-0092J Option I - Year 4 and Option I - Year 5 rates since the effort will cover these two contract periods.

ENCLOSURE 2 - STATEMENT OF WORK
DR-03-06-050
JCN J-3314

Technical Assistance for Safety Review of License Renewal Applications

1. BACKGROUND

The U.S. Nuclear Regulatory Commission (NRC) developed an improved process for reviewing nuclear power plant license renewal applications (LRAs). The improved process promotes efficiency to allow the staff to manage peak workloads and conduct a large number of reviews concurrently. For each license renewal application, a project team from the License Renewal Branch C (RLRC) of the Division of License Renewal (DLR) audits and reviews aging management programs (AMPs), aging management reviews (AMRs), and time-limited aging analyses (TLAAs) that were submitted by the applicant. Each project team is led by a team leader from RLRC. The project team includes NRC and contractor staff knowledgeable and experienced in the areas of material, mechanical, electrical, plant systems, and civil/structural engineering, as applicable to license renewal activities.

The project team performs its work in accordance with the requirements of Title 10 of the *Code of Federal Regulations*, Part 54 (10 CFR Part 54), "Requirements for Renewal of Operating Licenses for Nuclear Power Plants;" the guidance provided in NUREG-1800, "Standard Review Plan for Review of License Renewal Application for Nuclear Power Plants," Revision 1, (SRP-LR), dated September 2005; the guidance provided in NUREG-1801, "Generic Aging Lessons Learned (GALL) Report," Revision 1, (GALL Report) dated September 2005; and an audit and review plan that the project team prepares for each LRA audit and review.

For its AMP reviews, the project team reviews the AMPs that the applicant determined are consistent with the GALL Report and certain plant-specific AMPs. For its assigned scope of work, the project team reviews the applicant's aging management activities and programs to determine whether these AMPs will adequately manage the effects of aging on systems, structures, and components, so that their intended functions will be maintained consistent with the plant's current licensing basis (CLB) during the period of extended operation. Consistent with the SRP-LR criteria, the project team also reviews the applicant's updated final safety analysis report (UFSAR) supplement which summarizes the applicant's programs and activities for managing the effects of aging for the period of extended operation.

For its AMR reviews, the project team reviews the AMRs reported by the applicant to be consistent with the GALL Report to determine whether or not these AMRs are consistent with the GALL Report. In addition, the project team reviews the remaining assigned AMRs to determine whether or not these AMRs are technically acceptable. For component groups evaluated in the GALL Report for which the applicant claimed consistency with the GALL Report, and for which the GALL Report recommends further evaluation, the project team reviews the applicant's evaluation to determine whether or not it adequately addressed the issues for which the GALL Report recommends further evaluation.

For the TLAA, the project team reviews the information provided by the applicant that addresses the GALL Report recommendations and plant-specific TLAAs and determines whether the applicant has provided adequate information to meet the requirements of 10 CFR54.21.

2. CONTRACT OBJECTIVES

The objective of this contract is to obtain expert technical services and technical writing and editing services to support the RLRC staff with the safety review of license renewal applications and related documentation.

3. TECHNICAL AND OTHER SPECIAL QUALIFICATION REQUIRED

For each power plant LRA, the contractor shall provide a team of up to four (4) engineers/technical specialists, who are knowledgeable and experienced in the subjects of material, mechanical, reactor/plant systems (reactor operations), and civil/structural engineering, as applicable to license renewal activities. The contractor shall also provide a senior member to serve as a project coordinator to oversee the efforts of the contractor team and to ensure the timely submittal of quality deliverables such that all information is accurate and complete. The project coordinator shall serve as one of the project team members and shall meet the required project team member qualifications. The contractor shall identify a corporate sponsor to be responsible for quality and contractual issues, to assure that the NRC requirements are fulfilled. The contractor shall also provide administrative support personnel while the project team is on-site performing the audit. The administrative support personnel shall be obtained from a suitable vendor located within the vicinity of the audit site. The contractor shall also provide technical editors to prepare, edit, and incorporate NRC staff's review comments on all technical reports and contract deliverables.

It is the responsibility of the contractor to assign the technical staff, employees, subcontractors, or specialists who have the required educational background, work experience, or a combination thereof to meet both the technical and regulatory objectives of the work specified in this statement of work (SOW).

Since this contract covers audits for multiple plants, overlapping of audit activities for more than one plant is highly probable. The contractor shall provide a staffing plan, with minimum overlapping of assigned personnel, to assure that all audit activities are adequately supported by appropriate technically qualified resources. In addition, all contractor personnel shall be available until all final deliverables are accepted. However, the contractor shall only bill for hours expended by staff on completing the effort set forth in this statement of work and shall not charge at any time for contractor staff to be "available."

If any work will be performed by consultants, the contractor shall obtain the NRC CO written approval of the consultants, with input from the NRC TM, prior to the initiation of the consultants effort.

4. SCOPE OF WORK

The contractor shall perform LRA audit and review activities, as described in the following tasks, for three (3) nuclear power plant license renewal applications (LRAs) during the contract period of performance. The NRC PO will provide the contractor with the LRA, audit and review plan template, AMP worksheet template, a recently-issued audit and review plan, split-of-work table, and (if applicable) SER shell, at designation of plant. The contractor shall submit a staffing plan and schedule of deliverables to the PO for confirmation within 5 days after designation of plant, unless otherwise directed by the PO.

The NRC anticipates LRA will be reviewed for the below identified nuclear power plants. However, the NRC may identify a LRA for review for a different nuclear power plant. For planning and estimating purposes the following schedule for LRA audit activities is provided. The schedule is only tentative and subject to change, therefore, it should be used only as a tool for planning and estimation purposes.

Plant LRA	Tentative Submission Date
Wolf Creek	September 2006
Entergy	January 2007
Votgle	June 2007

The forecasted application receipt dates for LRAs can be found at the following link:

http://www.nrc.gov/reactors/operating/licensing/renewal/applications.html#future

The contractor shall furnish, for each power plant LRA, a qualified technical team of up to four (4) members, and administrative services to support the audit and review activities. The contractor shall ensure that each project team member reviews and becomes familiar with the plant-specific LRA with emphasis on AMPs, AMRs, and TLAAs described in the LRA. The contractor shall ensure that each project team member also reviews, for familiarization, (1) the audit and review report and (2) Sections 3 and 4 of a SER (final SER or SER with open items) recently-issued by the NRC. The NRC TM will identify the specific audit and review reports and SERs for review.

The estimated duration for completion of Tasks 1 through 6 is seven (7) months from the receipt of the LRA. Task 7 is optional, and if requested through a modification to the task order, shall be completed within eight (8) months from the receipt of the LRA. Task 8 is also optional and if requested through a modification to the task order shall take place approximately fifteen (15) months after the receipt of the LRA. Task 9 is a recurring task.

For each plant, the duration of each task is discussed in the following task description and a schedule is provided under Section 5, "Deliverables and Reporting Requirements," of this SOW.

The standard scope of work for each LRA audit and review effort is contained in the following tasks.

Task 1 Audit and Review Plan Development

The contractor shall prepare an audit and review plan that addresses the plant-specific LRA review and audit activities. The NRC project team leader will provide a current audit and review plan template and a recently-issued audit and review plan. (A copy of the current template is contained in Attachment 1 to this SOW.) Using this template, the contractor shall insert LRA-specific information, where applicable. The contractor shall select the applicable AMP worksheets from the template provided by the NRC project team leader to be included in the audit and review plan. In addition, the contractor shall insert the project team work assignments and the specific team member that will perform each assignment. The NRC project team leader will provide information on the work assignments, e.g., the split of work between the project team members and other NRC technical staff. Since the template already contains a significant amount of necessary information to develop the audit and review plan, the effort for this task is minimal.

The deliverables for this task are (1) a draft audit and review plan and (2) a technical edited, final audit and review plan that will address the project objectives.

The contractor shall deliver the draft audit and review plan to the NRC project team leader for review and comment no later than five (5) working days after receiving the work split table from the NRC TM or project team leader. The NRC project team leader will coordinate any internal NRC staff review of the draft audit and review plan and will prepare a consolidated set of NRC staff comments. The NRC project team leader will provide the comments to the contractor project coordinator and will discuss these items with the contractor no later than five (5) working days of receiving the draft audit and review plan. The contractor shall revise the draft audit and review plan to reflect the NRC staff comments and deliver the final audit and review plan no later than five (5) working days after receipt of the NRC's comments on the draft audit and review plan.

Task 2 Conduct and Document the AMPs Audit

The contractor shall provide up to four (4) qualified (per Section 3 of this Statement of Work) professionals to participate, in an NRC-led project team audit, of up to five (5) days to determine whether the applicant has sufficient on-site documentation, as indicated in its LRA, to demonstrate that the AMPs, which are determined to be consistent with the GALL Report or previously approved staff positions by the applicant are actually consistent. The contractor shall also provide administrative support personnel while the project team is on-site performing the audit, to document the audit information electronically. The administrative support personnel shall be obtained from a suitable vendor located within the vicinity of the audit site.

The contractor shall perform the front end work associated with the preparation of AMPs/AMRs audit and review. This work shall be performed at the contractors' office immediately after designation of plant site. The front end work includes, but is not limited to: rolling up the LRA AMR Table 2 to the Table 1 format and order; sorting the roll-up tables for parameters important to the audit and review.

As part of the front end work, the contractor shall prepare an audit and review report shell using the NRC provided safety evaluation report (SER) shell, the LRA, and the "Guidelines for

Preparing Audit and Review Reports." (A copy of the guidance is contained in Attachment 2 to this SOW.) The audit and review report shell shall contain the LRA-specific information extracted from the LRA or from the SER shell that are related to the audit. Audit and review report shell construction is appropriate for completion by administrative support staff. The audit and review report shell will aid the project team members in the pre-write of their assigned evaluation portion of the audit and review report.

In addition, the contractor shall ensure that each project team member (1) reviews her/his portion of the assignments (AMPs and AMRs), develops her/his worksheets, (2) develops her/his first round AMP/AMR questions to be provided to the applicant via the NRC Project Manager (PM) one (1) week prior to the on-site audit, and (3) review and pre-write the evaluation of her/his portion the AMP/AMR sections of the audit and review report, where possible.

The NRC project team leader will provide a current copy of the "Guidelines for Preparing Audit and Review Reports" to the project team members to aid in the pre-write of the audit and review report. The contractor shall complete the roll-up table before the first AMP audit. This will allow the project team members to consider AMRs, which credit certain AMPs to manage specific aging effects, during the AMP audit. The contractor should ensure that each project team member prepares his/her follow-up questions after reviewing the program basis documents, and provides these questions to the NRC project team leader to be forwarded to the applicant through the NRC PM, before each break out meeting with the applicant. The contractor shall document the results of the project team's audit and review activities in accordance with the audit and review plan.

The deliverables for this task are (1) completed audit worksheets, (2) draft AMP report sections and (3) technically edited final AMP report sections.

The completed AMPs worksheets and draft AMPs section of the audit and review report shall be delivered to the TM no later than ten (10) working days after the completion of the first on-site visit. The contractor shall revise the draft AMPs section to reflect the NRC staff comments and shall deliver the final AMPs section of the audit and review report no later than five (5) working days after receipt of the NRC's comments on the draft AMPs section.

Task 3 <u>Conduct and Document the AMRs Review</u>

The contractor shall provide up to four (4) qualified (per Section 3 of the Statement of Work) professionals to participate, in an NRC-led project team audit, of up to five (5) days to determine whether the applicant has sufficient on-site documentation, as indicated in its LRA, to demonstrate that the AMRs which are claimed to be consistent with the GALL Report are actually consistent. In addition, the contractor shall review the remaining assigned AMR line items to determine whether or not these AMRs are technically acceptable. The contractor shall also provide administrative assistance to the project team during the on-site audit to document the audit information electronically. The administrative assistance shall be obtained from a suitable vendor located within the vicinity of the audit site.

The contractor shall ensure that each project team member prepares, in addition to the first round questions, his/her typed questions and provides these questions to the NRC project team

leader to be forwarded to the applicant (through the NRC PM), before each break out meeting with the applicant. The contractor shall document the results of the project team's audit and review activities in accordance with the audit and review plan.

The audit and review report shell shall contain the LRA-specific information extracted from the LRA or from the SER shell that are related to the audit. The audit and review report shell will aid the project team member in the pre-write of her/his assigned evaluation portion of the audit and review report. The NRC project team leader will provide a current copy of the "Guidelines for Preparing Audit and Review Reports" and a recently-issued audit and review report. The contractor shall prepare the draft audit and review report in accordance with the writing guide provided. The audit and review report shall include both the AMP sections and AMR sections.

The deliverables for this task is a (1) draft audit and review report.

The draft audit and review report shall be delivered to the TM no later than fifteen (15) working days after the completion of the second on-site visit.

If necessary, to address unresolved open items from the initial audits, an additional audit trip of up to 5 days for up to 2 persons may be required at the direction of the TM. The results of the additional audit shall be documented in an update to the audit and review report, to be delivered to the TM no later than fifteen (15) working days after the completion of the additional on-site visit.

Task 4 Support TLAAs Audit

Contractor team members shall support the RLRC staff on the project team in collecting information for the LRA TLAA reviews. This task shall be performed in conjunction with the on-site AMPs and AMRs audits. The contractor may be requested to support specific TLAA reviews and prepare portions of the draft TLAA sections of the audit and review report.

The deliverables for this task are inputs to the draft TLAA sections of the audit and review report. The draft TLAA sections of the audit and review report shall be delivered to the TM no later than fifteen (15) working days after the completion of the second on-site visit. Additionally, for planning purposes, the level of effort for this task shall not exceed 400 hours per audit.

Task 5 Develop Request for Additional Information and Review Applicant's Responses

The contractor shall provide qualified professionals to prepare formal requests for additional information (RAI), when determined appropriate, to obtain additional information to continue with the LRA safety review. The RAI shall cite the technical and regulatory basis for requesting the information. The contractor shall also provide qualified professionals to review applicant's responses to the RAI and to determine whether the applicant's responses are acceptable.

The deliverables for this task, if applicable, are (1) draft RAIs, (2) technical edited final RAIs, and (3) documentation of acceptability for incorporating into the draft audit and review report (unless the report has been completed before the RAI response is received) and the SER input.

The contractor shall deliver the draft RAI to the TM no later than five (5) working days after assigned. The contractor shall revise the draft RAIs to reflect the NRC staff comments and deliver the final RAIs no later than three (3) working days after receipt of the NRC's comments on the draft RAIs. The contractor shall deliver the documentation of acceptability to the NRC TM no later than seven (7) working days after receiving responses from the applicant.

Task 6 Final Audit and Review Report

The contractor shall provide qualified professional technical staff to prepare and review the audit and review report as described in Tasks 2, 3, and 4. The contractor shall ensure the report is technically correct and complete. The contractor shall incorporate comments from the peer review, comments from the NRC staff, and responses to the RAIs into the final audit and review report. The contractor shall also provide technical writing and editing services to prepare the final audit and review report, and shall ensure the report is grammatically correct, free of typographical errors, and in the appropriate NRC- specified format.

The deliverable for this task is the quality-reviewed and technical-edited final audit and review report. The contractor shall deliver the final audit and review report to the TM no later than ten (10) working days after receiving consolidated comments from the TM.

Optional Tasks

The following tasks are optional. If the tasks are required by the NRC, a modification to the delivery order will be issued. The NRC reserves the right to not exercise one or both, of the optional tasks.

Optional Task 7 Prepare SER Input

The contractor shall provide qualified professional staff as well as technical writing and editing services to prepare the draft and final SER input that incorporates the results of the AMPs, AMRs, and TLAAs audits and reviews, performed by the project team, as documented in the final audit and review report.

The SER input shall be prepared in accordance with the writing guidelines provided in the audit and review plan and the "Writing Guide and Template for Preparing License Renewal Application Safety Evaluation Report Input." It should be noted that the information and materials needed to prepare the SER input is largely taken directly from the audit and review report. Thus, this task is less technical effort and more formatting, writing, and editing. The NRC project team leader will provide the SER input template,,a recently-issued SER, and the Writing Guide and Template for Preparing License Renewal Application Safety Evaluation Report Input to the contractor prior to the start of this Task.

The deliverables for this task are (1) draft SER input and (2) technical edited final SER input.

The contractor shall deliver a draft of the SER input to the NRC project team leader for review and comment no later than fifteen (15) working days after exercise of

option. The NRC project team leader will coordinate any internal NRC staff review of the draft SER input and will prepare a consolidated set of NRC staff comments. The project team leader will provide the comments to the contractor and will discuss them with the contractor. The contractor shall revise the draft SER input to reflect the NRC staff comments and deliver the final technical edited SER input no later than five (5) working days after receipt of the NRC project team leader's comments on the draft SER input.

Optional Task 8 ACRS Meeting Support

The contractor shall provide one key personnel (specialist) to support RLRC staff during the ACRS meeting to present the results of the LRA safety review. The activities could include: providing information, preparing input for the staff's presentation, and participating in the dry run and the ACRS meeting. The ACRS meeting is normally held several months after the completion of the audit and review report and the SER inputs. The estimated effort should include refreshing of the specialist on the review and any technical issues. The dry run could be accomplished through telephone conference, if required. A two-day trip to Rockville, MD shall be included in the estimate to support the ACRS meeting.

The deliverable for this task is contractor support for the duration of the ACRS meeting at NRC Headquarters and support services for the dry run via telephone conference.

Task 9 Status Reports

For cost control purposes, the contractor shall prepare a spending plan. This spending plan shall contain the estimated number of hours to be spent by each project team member for each associated task. Each project team member shall sign the initial spending plan to acknowledge the ceiling for their specific effort.

The contractor shall also submit bi-weekly time and labor support documentation. This includes itemization of time spent by individual project team members in performing assigned tasks. The NRC TM will provide a format for the report. The completed time and labor report shall sent electronically by e-mail to the NRC PO and TM on a bi-weekly basis.

5. DELIVERABLES AND REPORTING REQUIREMENTS

Technical Reporting Requirements

Unless otherwise specified above, the contractor shall provide all deliverables as draft products. The NRC TM or project team leader will review all draft deliverables (and coordinate any internal NRC staff review, if needed) and provide comments back to the contractor. The contractor shall revise the draft deliverable, based on the comments provided by the NRC TM or team leader, and then deliver the final technical edited version of the deliverable. When mutually agreed upon between the contractor project coordinator and the NRC project team leader, the contractor may submit preliminary or partial drafts to help gauge the contractor's understanding of the particular work requirement. More than one round of drafts may be needed if the contractor does not successfully incorporate the NRC TM's comments on previous drafts.

The contractor shall provide the following deliverables in hard copy and electronic formats. The electronic format shall be in the NRC-approved version of WordPerfect or other word processing software, and in Adobe Acrobat file (pdf). For each deliverable, the contractor shall provide one hard copy to the NRC project team leader, the NRC TM, and the NRC PO and upon request, electronic copies to the NRC TM on CD-ROM.

Task	Deliverable	Schedule (Working Days)
Audit and Review plan Development	Draft Audit and Review Plan	5 days after receiving work split table
	Final Audit and Review Plan	5 days after receiving NRC comments
Conduct and Document the AMP Audit	Completed AMP Worksheets	10 days after the first on-site visit
	Draft AMP Sections	10 days after the first on-site visit
	Final AMP Sections	5 days after receiving NRC comments
Support and Document the TLAA Reviews	Draft TLAA Sections of the Audit and Review Report	15 days after the last on-site visit
Conduct and Document the AMR Reviews	Draft Audit and Review Report	15 days after the last on-site visit
Develop RAI and Review Applicant's Response	Draft RAIs	5 days after assigned
	Final RAIs	3 days after receiving NRC comments
	Documentation to be included in the audit and review report	7 days after receive response from the applicant
Final Audit and Review Report	Final audit and review report	10 days after receiving consolidated NRC comments
SER Input (Optional)	Draft SER input	15 days after exercise of option
	Final SER input	5 days after receiving consolidated comments on draft SER input
ACRS Meeting Support (Optional)	ACRS meeting support	Attending ACRS Meeting
Status Report	Bi –weekly time and labor form	Bi-weekly
	Technical/Financial/License Fee Recovery Cost Status Report	15th of the month

Monthly Status Report

The contractor shall provide a Monthly Status Report to the NRC Project Officer (PO), Technical Monitor (TM), Contracting Officer (CO), and T. Champion, NRR/PMAS, by the 15th of each month. The report should be transmitted electronically to the PO, TM, and T. Champion, with a hard copy sent to the CO. The report shall provide the technical and financial status of the effort.

The technical status section of the report shall contain a summary of the work performed under each work order during the reporting period, and milestones reached, or if missed, an explanation why; any problems or delays encountered or anticipated with recommendations for resolution; and plans for the next reporting period. The status shall include information on travel during the period to include trip start and end dates, destination, and travelers for each trip.

The financial status section of the report shall include the total contract award amount and funds obligated to date; total costs incurred in the reporting period, broken down by direct and indirect costs, and total cumulative costs incurred to date. The status shall also contain the balance of obligations remaining at the end of the period and balance of funds required to complete the contract/task order. Additionally, the report shall address the status of the Contractor Spending Plan (CSP) for each work order, showing the percentage of project completion and any significant changes in either projected expenditures or percentage of completion. The report should also identify the acquisition cost, description (model number, manufacturer) and acquisition date of any property/equipment acquired for the project during the month with an acquisition cost more than $500.

If the data in this report indicates a need for additional funding beyond that already obligated, this information may only be used as support to the official request for funding required in accordance with the Limitation of Cost (LOC) Clause (FAR 52.232-20) or the Limitation of Funds (LOF) Clause FAR 52.232-22.

License Fee Recovery Cost Status Report

The work for all Tasks is license fee recoverable.

Pursuant to the provisions on fees of 10 CFR Parts **170** and **171,** provide the total amount of funds costed during the period and cumulative to date for each task/task order by facility. The License Fee Recovery Status Report must be on a separate page, as part of the monthly status report, in the format provided on the following page.

There should be only one License Fee Recovery Cost Status (LFRCS) table per contract each month. Unit numbers, for example, Beaver Valley 2, should be identified for each facility included in each table, the facilities should be sorted by docket number, and costs should be reported as whole numbers rounded to the nearest dollar. For work that involves more than one unit at the same site, each unit should be listed separately and the costs should be split appropriately between the units. Common costs, as defined below, must be identified separately in the LFRCS table each month and must be divided among all plants worked on under the program during the month. The total of the period costs reported in the LFRCS table

should equal the total of the period costs reported in the Financial Status report. In the event the totals of the costs reported in these two tables are not equal, an explanation for the variance should be given as a footnote to the LFRCS table.

"Common costs" are those costs associated with the performance of an overall program that benefit all similar licensees covered under that program or that are required to satisfactorily carry out the program. Common costs include costs associated with the following: preparatory or startup efforts to interpret and reach agreement on methodology, approach, acceptance criteria, regulatory position, or technical reporting requirements; efforts associated with the lead-plant concept that might be involved during the first one or two plant reviews; meetings and discussions involving the above efforts to provide orientation, background knowledge, or guidance during the course of a program; any technical effort applied to a category of plants; and project management.

Sample

LICENSE FEE RECOVERY COST STATUS

Contract No:
Job Code:
Title:
Period:

Work Order	Facility Name and Unit	Docket Number	Identification (TAC) Number	Costs	
				Period	Cumulative

Common Costs

No license fee recoverable costs were incurred during the reporting period.

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6. MEETINGS AND TRAVEL

The following meetings and travel are anticipated.

Meetings with the NRC

1. One, half-day working meeting with the NRC project team leader to finalize the audit and review plan and prepare for the audit. This meeting will be led by the NRC project team leader preferably at the contractor's office/site.

2. One, three-day working meeting to support pre-writing of the audit and review report. Assume that the project team members, including the contractor project coordinator, will participate for 50 percent of the meeting and that a technical writer and editor will participate for 75 percent of the meeting. This meeting will be led by the NRC project team leader preferably at the contractor's office/site.

3. One, three-day working meeting to support writing of the SER input, if required. Assume that the contractor team coordinator and selected project team members will participate for 50 percent of the meeting and that a technical writer and editor will participate for 75 percent of the meeting. This meeting will be led by the NRC project team leader preferably at the contractor's office/site.

4. One, one-day progress meeting to review and adjust the schedule between the NRC technical monitor, the NRC project team leader, and the contractor team coordinator (and the project team members, as appropriate). This meeting will be led by the NRC project team leader preferably at the contractor's office/site. If practical, this meeting should be combined with one of the meetings specified above.

5. One, two-day meeting with the NRC staff and the ACRS members at Rockville, MD to support the ACRS meeting, if required through Optional Task 8.

At the discretion of the NRC TM, meetings may be conducted via teleconference or video conference.

Travel

1. Two, five-day trips for up to four staff, to the applicant's offices located at or near the plant site to perform audits and technical reviews. (Typically, Sunday afternoon and Friday will be travel days. However, some project team activities will end Friday afternoon.)

   1a. If necessary, to address unresolved issues from the previous audit(s), an additional audit trip of up to 5 days for up to 2 persons may be required at the direction of the TM.

2. One, two-day, two-person trip to the applicant's offices located at or near the plant site, to perform technical reviews for emerging issues, if required. This trip may be combined with the public exit meeting for the audit and review activities.

3. Two, one-day, one-person trips to NRC Headquarters to discuss status and plans.

4. One, two-day, one-person trip to NRC Headquarters to support the ACRS meeting, if required through Optional Task 8.

7. PERIOD OF PERFORMANCE

The period of performance is award of contract through December 31, 2009.

8. NRC FURNISHED MATERIALS

1. Paper copies and electronics copies of the applicable LRA.

2. Audit and review plan template, AMPs Worksheet template and a recently-issued audit and review plan.

3. The split-of-work table.

4. "Writing Guide and Template for Preparing License Renewal Application Audit and Review Report" and a recently-issued audit and review report.

5. SER shell

6. Issued SERs are available on the NRC website, under Reactor License Renewal

7. Other applicable background information and reference documentation, including the GALL Report, SRP-LR, and NUREG 1833, "Technical Basis for Revision to the License Renewal Guidance Documents," is available on the NRC website, under Reactor License Renewal.

ORDER TERMS, CONDITIONS, AND REQUIREMENTS

A. PROJECT OFFICER AUTHORITY (FEB 2004)

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

Name: Sally Adams

Address: 11555 Rockville Pike, MS O12E5
Rockville, MD 20852

Telephone Number: 301-415-0209

(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 (SOW) or changes to specific travel identified in the SOW), fills in details, or otherwise serves to accomplish the contractual SOW.

(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 Security Branch, Division of Facilities and Security (SB/DFS) (via e-mail) when a contractor employee no longer requires access authorization and return of any NRC issued badge to SB/DFS within three days after their termination.

(6) Ensure that all contractor employees that require access to classified Restricted Data or National Security Information or matter, access to sensitive unclassified information (Safeguards, Official Use Only, and Proprietary information) access to sensitive IT systems or data, unescorted access to NRC controlled buildings/space, or unescorted access to protected and vital areas of nuclear power plants receive approval of SB/DFS prior to access in accordance with Management Directive and Handbook 12.3.

B . TECHNICAL MONITORS

1. The Technical Monitor for this contract is indicated below :

Name: Peter Wen

Address: 11555 Rockville Pike, Mail Stop O11F1
Rockville, MD 20852

Telephone Number: 301-415-2832

(b) The Technical Monitor may issue technical instructions from time to time during the duration of this contract. Technical instructions must be within the general statement of work stated in the task order and shall not constitute new assignments of work or changes of such nature as to justify and adjustment in cost or period of performance. The technical monitor will assist the Project Officer in monitoring contractor's technical progress and performance, and assisting the contractor in the resolution of any technical problems encountered during performance.

(c) Any modifications to the scope-of-work, cost or period of performance of this contract must be issued by the Contracting Officer and will be coordinated with the Project Officer.

C. 2052.215-70 KEY PERSONNEL

(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.

D. 2052.209-72 CONTRACTOR ORGANIZATIONAL CONFLICTS OF INTEREST (JAN 1993)

(a) Purpose. The primary purpose of this clause is to aid in ensuring that the contractor:

(1) Is not placed in a conflicting role because of current or planned interests (financial, contractual, organizational, or otherwise) which relate to the work under this contract; and

(2) Does not obtain an unfair competitive advantage over other parties by virtue of its performance of this contract.

(b) Scope. The restrictions described apply to performance or participation by the contractor, as defined in 48 CFR 2009.570-2 in the activities covered by this clause.

(c) Work for others.

(1) Notwithstanding any other provision of this contract, during the term of this contract, the contractor agrees to forego entering into consulting or other contractual arrangements with any firm or organization the result of which may give rise to a conflict of interest with respect to the work being performed under this contract. The contractor shall ensure that all employees under this contract abide by the provision of this clause. If the contractor has reason to believe, with respect to itself or any employee, that any proposed consultant or other contractual arrangement with any firm or organization may involve a potential conflict of interest, the contractor shall obtain the written approval of the contracting officer before the execution of such contractual arrangement.

(2) The contractor may not represent, assist, or otherwise support an NRC licensee or applicant undergoing an NRC audit, inspection, or review where the activities that are the subject of the audit, inspection, or review are the same as or substantially similar to the services within the scope of this contract(or task order as appropriate) except where the NRC licensee or

applicant requires the contractor's support to explain or defend the contractor's prior work for the utility or other entity which NRC questions.

(3) When the contractor performs work for the NRC under this contract at any NRC licensee or applicant site, the contractor shall neither solicit nor perform work in the same or similar technical area for that licensee or applicant organization for a period commencing with the award of the task order or beginning of work on the site (if not a task order contract) and ending one year after completion of all work under the associated task order, or last time at the site (if not a task order contract).

(4) When the contractor performs work for the NRC under this contract at any NRC licensee or applicant site,

(I) The contractor may not solicit work at that site for that licensee or applicant during the period of performance of the task order or the contract, as appropriate.

(ii) The contractor may not perform work at that site for that licensee or applicant during the period of performance of the task order or the contract, as appropriate, and for one year thereafter.

(iii) Notwithstanding the foregoing, the contracting officer may authorize the contractor to solicit or perform this type of work (except work in the same or similar technical area) if the contracting officer determines that the situation will not pose a potential for technical bias or unfair competitive advantage.

(d) Disclosure after award.

(1) The contractor warrants that to the best of its knowledge and belief, and except as otherwise set forth in this contract, that it does not have any organizational conflicts of interest as defined in 48 CFR 2009.570-2.

(2) The contractor agrees that if, after award, it discovers organizational conflicts of interest with respect to this contract, it shall make an immediate and full disclosure in writing to the contracting officer. This statement must include a description of the action which the contractor has taken or proposes to take to avoid or mitigate such conflicts. The NRC may, however, terminate the contract if termination is in the best interest of the Government.

(3) It is recognized that the scope of work of a task-order-type contract necessarily encompasses a broad spectrum of activities. Consequently, if this is a task-order-type contract, the contractor agrees that it will disclose all proposed new work involving NRC licensees or applicants which comes within the scope of work of the underlying contract. Further, if this contract involves work at a licensee or applicant site, the contractor agrees to exercise diligence to discover and disclose any new work at that licensee or applicant site. This disclosure must be made before the submission of a bid or proposal to the utility or other regulated entity and must be received by the NRC at least 15 days before the proposed award date in any event, unless a written justification demonstrating urgency and due diligence to discover and disclose is provided by the contractor and approved by the contracting officer. The disclosure must include the statement of work, the dollar value of the proposed contract, and any other

documents that are needed to fully describe the proposed work for the regulated utility or other regulated entity. NRC may deny approval of the disclosed work only when the NRC has issued a task order which includes the technical area and, if site-specific, the site, or has plans to issue a task order which includes the technical area and, if site-specific, the site, or when the work violates paragraphs (c)(2), (c)(3) or (c)(4) of this section.

(e) Access to and use of information.

(1) If in the performance of this contract, the contractor obtains access to information, such as NRC plans, policies, reports, studies, financial plans, internal data protected by the Privacy Act of 1974 (5 U.S.C. Section 552a(1988)), or the Freedom of Information Act (5 U.S.C. Section 552 (1986)), the contractor agrees not to:

(I) Use this information for any private purpose until the information has been released to the public;

(ii) Compete for work for the Commission based on the information fora period of six months after either the completion of this contract or there lease of the information to the public, whichever is first;

(iii) Submit an unsolicited proposal to the Government based on the information until one year after the release of the information to the public; or

(iv) Release the information without prior written approval by the contracting officer unless the information has previously been released to the public by the NRC.

(2) In addition, the contractor agrees that, to the extent it receives or is given access to proprietary data, data protected by the Privacy Act of 1974(5 U.S.C. Section 552a (1988)), or the Freedom of Information Act (5 U.S.C. Section 552 (1986)), or other confidential or privileged technical, business, or financial information under this contract, the contractor shall treat the information in accordance with restrictions placed on use of the information.

(3) Subject to patent and security provisions of this contract, the contractor shall have the right to use technical data it produces under this contract for private purposes provided that all requirements of this contract have been met.

(f) Subcontracts. Except as provided in 48 CFR 2009.570-2, the contractor shall include this clause, including this paragraph, in subcontracts of any tier. The terms contract, contractor, and contracting officer, must be appropriately modified to preserve the Government's rights.

(g) Remedies. For breach of any of the above restrictions, or for intentional non-disclosure or misrepresentation of any relevant interest required to be disclosed concerning this contract or for such erroneous representations that necessarily imply bad faith, the Government may terminate the contract for default, disqualify the contractor from subsequent contractual efforts, and pursue other remedies permitted by law or this contract.

(h) Waiver. A request for waiver under this clause must be directed in writing to the contracting officer in accordance with the procedures outlined in 48 CFR 2009.570-9.

(I) Follow-on effort. The contractor shall be ineligible to participate in NRC contracts, subcontracts, or proposals therefor (solicited or unsolicited),which stem directly from the contractor's performance of work under this contract. Furthermore, unless so directed in writing by the contracting officer, the contractor may not perform any technical consulting or management support services work or evaluation activities under this contract on any of its products or services or the products or services of another firm if the contractor has been substantially involved in the development or marketing of the products or services.

(1) If the contractor, under this contract, prepares a complete or essentially complete statement of work or specifications, the contractor is not eligible to perform or participate in the initial contractual effort which is based on the statement of work or specifications. The contractor may not incorporate its products or services in the statement of work or specifications unless so directed in writing by the contracting officer, in which case the restrictions in this paragraph do not apply.

(2) Nothing in this paragraph precludes the contractor from offering or selling its standard commercial items to the Government.

E. FAR 52.217-7 OPTION FOR INCREASED QUANTITY-SEPARATELY PRICED LINE ITEM (MAR 1989)

The Government may require the delivery of the numbered line item, identified in the Schedule as an option line item, in the quantity and at the price stated in the Schedule. The Contracting Officer may exercise the option by written notice to the Contractor within 5 days. Delivery of added items shall continue at the same rate that like items are called for under the contract, unless the parties otherwise agree.

F. 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.

CONSIDERATION AND OBLIGATION CLAUSE

a) The total estimated amount of this delivery order (ceiling) for the product/services ordered, delivered, and accepted under this contract is $751,632. 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 limitation prescribed under this delivery order.

(b) The amount presently obligated with respect to this delivery order is. $221,200. 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 Contract Officer by written modification to this delivery order. 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 delivery. Any work undertaken by the

Contractor in excess fo the obligated amount specified above is done so at the Contractor's sole risk.

Attachments: (3)

1. Template For Audit and Review Plan for Plant Aging Management Programs and Reviews
2. Guidelines for Preparing Audit and Review Reports
3. Billing Instructions for Labor Hours

Attachment 1

Template
For
Audit and Review Plan for
Plant Aging Management Programs
and Reviews

January 2006

This audit plan template should be used to prepare a plant-specific audit and review plan for RLRC. Text shown in blue italics is explanatory text and should be deleted from the plant-specific audit and review plan. Red bracketed text should be replaced with plant-specific information, as shown in the audit plan template.

This cover page should not be included with the plant-specific audit and review plan.

Attachment 2

Writing Guide and Template

For Preparing

License Renewal Application

Audit and Review Report

January 2006

ATTACHMENT 3

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.

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/Delivery 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-I2
Washington, DC 20555-0001

(a) Purchase/Delivery 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 _____.

		Amount Billed	
		Current Period	Cumulative
(f)	Direct Costs:		
	(1) Direct Labor*	$_____	$_____
	(2) Travel*	$_____	$_____
	Total Direct Costs:	$_____	$_____

* 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/delivery 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.