

ORDER FOR SUPPLIES OR SERVICES

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) GS23F0060L		6. SHIP TO:			
3. ORDER NO. DR-03-06-031		MODIFICATION NO.		a. NAME OF CONSIGNEE U.S. Nuclear Regulatory Commission Attn: Sally Adams, (301) 415-0209			
4. REQUISITION/REFERENCE NO. NRC-03-06-031		b. STREET ADDRESS Mail Stop 012E5 11555 Rockville Pike				c. CITY Rockville	
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		d. STATE MD		e. ZIP CODE 20852			
7. TO:		f. SHIP VIA					
a. NAME OF CONTRACTOR INFORMATION SYSTEMS LABORATORIES		8. TYPE OF ORDER					
b. COMPANY NAME		<input type="checkbox"/> a. PURCHASE			<input checked="" type="checkbox"/> b. DELIVERY		
c. STREET ADDRESS 11140 ROCKVILLE PIKE STE 500		Reference your Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.				Except for billing instructions on the reverse, this delivery/task order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.	
d. CITY ROCKVILLE		e. STATE MD		f. ZIP CODE 208522310			
9. ACCOUNTING AND APPROPRIATION DATA 620-15-112-134 J-3255 252A 31X0200.620 FSS Commit No. NRR 06 031 \$73,216.00.		10. REQUISITIONING OFFICE NRR NRR/PMAS/PCMB					
11. BUSINESS CLASSIFICATION (Check appropriate box(es))		12. F.O.B. POINT N/A					
<input type="checkbox"/> a. SMALL		<input checked="" type="checkbox"/> b. OTHER THAN SMALL		<input type="checkbox"/> c. DISADVANTAGED		<input type="checkbox"/> g. SERVICE-DISABLED VETERAN-OWNED	
<input type="checkbox"/> d. WOMEN-OWNED		<input type="checkbox"/> e. HUBZone		<input type="checkbox"/> f. EMERGING SMALL BUSINESS			
13. PLACE OF		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	
a. INSPECTION		b. ACCEPTANCE					

17. SCHEDULE (See reverse for Rejections)

ITEM NO. (A)	SUPPLIES OR SERVICES (B)	QUANTITY ORDERED (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)	QUANTITY ACCEPTED (G)
	<p>The Contractor shall provide Technical Assistance with the License Renewal Project Manager Electronic Toolbox. All work shall be performed in accordance with GSA Contract No. GS-23F-0060L and the Statement of Work (Enclosure 2).</p> <p>The ceiling price of the delivery order is \$73,216.00 Enclosure 1 contains labor categories, estimated labor hours, and labor rates.</p> <p>Period of Performance is Date of Award through the following 12 months.</p> <p>NRC Project Officer: Sally Adams (301) 415-0209 NRC Technical Monitor: Linh Tran (301) 415-4103</p> <p>See Enclosure 3 for Billing Instructions Labor Hour Type Contracts CONTRACTOR DUNS No.: 150135445</p>					

18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17(h) TOTAL (Cont. pages)
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-03-06-031)						17(i). GRAND TOTAL
c. CITY Washington		d. STATE DC		e. ZIP CODE 20555		
22. UNITED STATES OF AMERICA BY (Signature) 				23. NAME (Typed) Donald A. King Contracting Officer TITLE: CONTRACTING/ORDERING OFFICER		

ENCLOSURE 2 - STATEMENT OF WORK
License Renewal Project Manager Electronic Toolbox
NRR-06-031, Job Code J-3255

1.0 BACKGROUND

The U.S. Nuclear Regulatory Commission (NRC) staff reviews 12 license renewal applications (LRAs) at any one time. A License Renewal Project Manager (LRPM), in addition to other project management tasks, assigns work packages, tracks review status, and resources expended on her/his assigned plant. The LRPM also generates many routine correspondence during the staff's review of the LRA.

The NRC staff has developed a preliminary "Electronic Toolbox" based on Microsoft Access and Visual Basic as a productivity tool to assist the LRPM with coordination of the tasks related to reviewing and processing a license renewal application. The NRC staff also has some correspondence templates based on WordPerfect, a review schedule model in Microsoft Project, a review budget model in Microsoft Excel, and review resource information in the NRC TRIM (Time, Resource, and Inventory Management) application. However, these activities need to be integrated into one package and expanded to facilitate the work of the LRPMS.

2.0 CONTRACT OBJECTIVES

The objective of this contract is to obtain expertise technical services to assist the NRC staff in consolidating/integrating the existing License Renewal Project Manager (LRPM) electronic productivity tools through a single interface into an "Electronic Toolbox" to facilitate and automate the LRPM's work tasks related to reviewing the LRAs.

3.0 TECHNICAL AND OTHER SPECIAL QUALIFICATIONS REQUIRED

The contractor shall provide personnel, with appropriate technical background, who are knowledgeable and experienced in the areas of information technology, project management, and software applications related to off-the-shelf products, such as Microsoft Office Professional and Projects.

The contractor shall provide a senior member to serve as a project coordinator to oversee the efforts of the contractor personnel and to ensure the timely submittal of quality deliverables such that all information is accurate and complete.

4.0 SCOPE OF WORK AND SCHEDULE

The deliverables and schedule for each task are described under the individual work tasks, below. Unless otherwise specified, for all tasks, the contractor shall provide all deliverables as draft products. The NRC Technical Monitor (TM) will review all draft deliverables. The NRC TM will coordinate any internal NRC staff review, if needed, and provide comments back to the contractor. The contractor shall be responsible for resolving the NRC staff comments and updating/incorporating comments in the final deliverables, as appropriate.

When mutually agreed upon between the contractor and the TM, the contractor shall submit

preliminary or partial drafts to help gauge the contractor's understanding of the particular work requirement.

The scope of work is described in the following tasks:

Task 1 User Interface Requirements for the LRPM Electronic Toolbox

The contractor shall provide a definitive listing of NRC LRPM staff user-interface requirements for the LRPM Electronic Toolbox. The basic interface requirements are for a single-point of operation which accesses current LRPM productivity tool elements and data in a user friendly manner and automates various license renewal PM tasks. The interface shall provide user-friendly search, help, query, sorting, reporting, retrieval, and updating capabilities related to the productivity tool data. The interface shall be operable from the NRC LRPMS' computer desktops. The contractor shall meet with the NRC TM and NRC LRPMS under this task to discuss the intent and use of the current data and productivity tools (software applications). User interface requirements shall not expand the concept of the toolbox, but shall provide a refinement for ease of data access and automation of tasks.

The contractor shall provide a recommended approach to integrate the capabilities of the current productivity tools (software applications), using standard off-the-shelf software products currently available within the NRC such as Microsoft Office Professional and Project, to meet the finalized LRPM user interface requirements. This approach shall include capability to access NRC TRIM application data report files; access current correspondence templates in a compatible form/application, and interface with current MS Project data. The contractor may need to convert correspondence templates from their current WordPerfect format. The NRC TM will coordinate internal reviews of the recommended approach prior to providing comments to the contractor.

Deliverable: User-interface requirements document

Draft Due: 4 weeks from award

Final Due: 5 work days from receipt of NRC comments on the draft

Deliverable: Approach recommendation report

Draft Due: 5 work days from receipt of NRC approval of the final user-interface requirement document

Final Due: 10 work days from receipt of NRC comments on the draft

Task 2 LRPM Electronic Toolbox Update

The contractor shall provide the NRC TM with a functioning LRPM Electronic Toolbox user interface that integrates, facilitates, and automates the LRPM tasks related to review of LRAs, based on the NRC-approved approach from Task 1.

The contractor shall use commercially available software and the NRC LRPM productivity tools to prepare the LRPM Electronic Toolbox, shall incorporate the user interface requirements from Task 1, and shall have on-line search, on-line help, query, sorting, reporting, retrieval, and updating capabilities. The LRPM Electronic Toolbox shall be the completion, but not significant expansion, of the concept of the NRC staff's current preliminary Electronic Toolbox.

The LRPM Electronic Toolbox/interface shall not be password protected, have hidden fields, or attributes without the expressed written permission of the TM. All ownership/administrative rights shall be given to the NRC TM to allow further refinement of the LRPM Electronic Toolbox by the NRC or its contractors. The contractor shall provide adequate documentation in the form of a user manual and written description of software settings/codes/macros, so that the NRC TM can successfully use and maintain the LRPM Electronic Toolbox/interface upon completion of this contract.

The contractor shall deliver the draft version of the functioning LRPM Electronic Toolbox/interface and provide a demonstration of the operation of the interface to the NRC TM for comment. The contractor shall prepare the final version of the LRPM Electronic Toolbox, addressing the NRC TM comments. The final version of the tool shall be operable on NRC LRPM staff computer desktops. The deliverables shall be provided in a paper and NRC-approved electronic format to the NRC TM and PM.

Deliverables: LRPM Electronic Toolbox and written documentation

Draft Due: 6 weeks from NRC written approval of the Task 1 approach (approximately 14 weeks from award of the contract)

Final Due: 4 weeks from receipt of NRC comments on the draft

Task 3 Training

The contractor shall provide two identical training sessions of up to four hours each, at NRC Headquarters in Rockville, MD, to the LRPMS on the use of the LRPM Electronic Toolbox. The scope of the training will be agreed upon between the contractor project coordinator and the NRC TM before starting the activity.

Deliverable: Two Training Sessions

Schedule: 18 weeks after contract award

Task 4. Related Support

As requested by the TM, the contractor shall provide up to 60 staff-hours of related support to assist with completing this project. This assistance may include review of additional features to the LRPM Electronic Toolbox or other activities necessary for successful completion of this project.

The scope and amount used of these hours will be agreed upon between the contractor project manager and the NRC TM before starting the activity.

Deliverable: As requested by the TM.

5.0 DELIVERABLES AND REPORTING REQUIREMENTS

Deliverables

All deliverables shall be provided to the NRC TM, with a copy to the PM, in both a paper and NRC-approved electronic format.

The Transmittal letter and cover page of each report, or other deliverables as appropriate, shall contain the Job Code, task order number and title, and the NRC Technical Assistance Control (TAC) number.

The deliverables for this contract are summarized below:

Task 1

Deliverable: User-interface requirements document
Draft Due: 4 weeks from award
Final Due: 5 work days from receipt of NRC comments on the draft

Deliverable: Approach recommendation report
Draft Due: 5 work days from receipt of NRC approval of the final user-interface requirement document
Final Due: 10 work days from receipt of NRC comments on the draft

Task 2

Deliverables: LRPM Electronic Toolbox and written documentation (user manual and written description of software settings/codes/macros)
Draft Due: 6 weeks from receipt of NRC written approval of the Task 1 approach (approximately 14 weeks from award of the contract)
Final Due: 4 weeks from receipt of NRC comments on the draft

Task 3

Deliverable: Two Training Sessions
Schedule: 18 weeks after contract award

Task 4

Related support as required.

Monthly Status Report

The contractor shall provide a Monthly Status Report to the NRC PO, TM and Contracting Officer (CO) by the 15th of each month. The report should be transmitted electronically to the

PO (saa2@nrc.gov) and TM, 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 task 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, if applicable, 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. 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.

6.0 MEETINGS AND TRAVEL

The contract deliverables shall be reviewed by a variety of stakeholders within the NRC. The NRC staff involvement throughout the process is critical to NRC acceptance of the deliverables and successful completion of the project. Thus, there will be periodic interface meetings involving the internal NRC stakeholders. The contractor shall participate in these meetings as requested by the TM. In this regard, and in consideration of the meetings specified in the individual work requirement tasks, the following meetings and travel are anticipated. The meetings and travel shown below are anticipated maximums over the 1-year life of this project. Participation in these meetings may be conducted via conference call.

Meeting with the NRC

Six, ½ day, meetings which include kickoff meetings, interface, brainstorming, direction setting, training and review of deliverable meetings.

It is anticipated that the meetings specified above will be held at NRC Headquarters, Rockville, MD, and will be of approximately four-hour duration. The meetings should be scheduled to start in the morning and if necessary, extend into the afternoon. At least one contract representative is expected to participate, in order to take notes, provide input, and gain an understanding of work for the contract team.

Travel

Only local travel is expected for this contract.

7.0 PERIOD OF PERFORMANCE

The period of performance is 12 months from contract award.

Contractor staff will have periods where no activities are occurring because of NRC review of deliverables. No contractor charges are expected during the NRC review periods and the contractor shall not charge at any time for contractor staff to be "available."

8.0 NRC FURNISHED MATERIALS

Copy of the preliminary Electronic Toolbox files, WorkAssignmentRLEP.mdb

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, Mail Stop 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: Linh Tran

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

Telephone Number: (301) 415-4103

(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:



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. 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.

**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.

Billing Instructions
Page 2 of 2

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

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

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

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

Billing of Costs After Expiration of Contract/Purchase Order: If the costs are incurred during the purchase/delivery order period and claimed after the purchase/delivery 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/delivery order may not exceed the total U.S. dollars authorized in the purchase/delivery 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 _____

	<u>Amount Billed</u>	
	<u>Current Period</u>	<u>Cumulative</u>
(f) <u>Direct Costs:</u>		
(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 by task and cumulative hours and dollars billed to date. In addition, the contractor shall include travel costs incurred with the required supporting documentation (invoices for lodging, airfare, and any costs in excess of \$75), as well as, the cumulative total of travel costs billed to date.