

ORDER FOR SUPPLIES OR SERVICES

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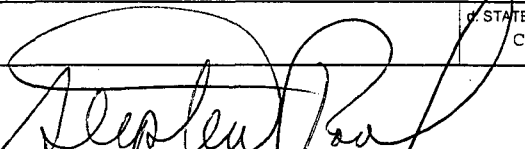
IMPORTANT: Mark all packages and papers with contract and/or order numbers.

BPA NO. NRC-DR-09-08-326

1. DATE OF ORDER MAY 19 2006		2. CONTRACT NO. (if any) GS23F8150H		6. SHIP TO:	
3. ORDER NO. T001		MODIFICATION NO.		a. NAME OF CONSIGNEE U.S. Nuclear Regulatory Commission	
5. ISSUING OFFICE (Address correspondence to) U.S. Nuclear Regulatory Commission Div. of Contracts Attn: Danielle Emche Mail Stop T-7-1-2 Washington, DC 20555		4. REQUISITION/REFERENCE NO. 09-06-131		b. STREET ADDRESS Attn: Ruth Spencer Mail Stop: T9C4 11555 Rockville Pike	
7. TO:		c. CITY Rockville		d. STATE MD	e. ZIP CODE 20852
a. NAME OF CONTRACTOR DEVA & ASSOCIATES, P.C.		f. SHIP VIA		8. TYPE OF ORDER	
b. COMPANY NAME		<input type="checkbox"/> a. PURCHASE		<input checked="" type="checkbox"/> b. DELIVERY	
c. STREET ADDRESS 1901 RESEARCH BLVD STE 410		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 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 208506120			
9. ACCOUNTING AND APPROPRIATION DATA This action obligates no funds. B&R: 870n-15-5H1358 Job Code: L1965 BOC:252A Appr: 31X0200		\$15,047.10		10. REQUISITIONING OFFICE CFO	
11. BUSINESS CLASSIFICATION (Check appropriate box(es))				12. F.O.B. POINT N/A	
<input type="checkbox"/> a. SMALL <input type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. EMERGING SMALLBUSINESS <input type="checkbox"/> g. SERVICE-DISABLED VETERAN-OWNED					
13. PLACE OF		14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date) 3 months from award	
a. INSPECTION		b. ACCEPTANCE		16. DISCOUNT TERMS N/A	

17. SCHEDULE (See reverse for Rejections)

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	EST. QTY. ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	The U.S. Nuclear Regulatory Commission hereby orders Task Order 1, entitled, "Biennial Review of Administrative Charges for Delinquent Debt," for accounting services. The task order shall be in accordance with the estimated level of effort and price schedule listed below, and the attached Statement of Work.					
	Partner/Project Director				\$5,160.30	
	Senior Accountant				\$9,886.80	
	The applicable labor rates above are in accordance with those that were agreed to under BPA NRC-DR-09-08-326.					

18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.	
21. MAIL INVOICE TO:					
a. NAME Department of Interior National Business Center					
b. STREET ADDRESS (or P.O. Box) 7301 Mansfield Avenue Fiscal Services branch - D2270 (NRC-DR-09-08-326)					
c. CITY Denver		d. STATE CO	e. ZIP CODE 80325	\$15,047.10	
22. UNITED STATES OF AMERICA BY (Signature) 				23. NAME (Typed) Stephen Pool Contracting Officer TITLE: CONTRACTING/ORDERING OFFICER	

17(h)
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(Cont.
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OPTIONAL FORM 342 (REV. 4/2006)
PRESCRIBED BY 41 CFR 53.213(f)

ADM002

**STATEMENT OF WORK
TASK ORDER 1
CONTRACT NO. DR- 09-08-326**

Biennial Review of Administrative Charges for Delinquent Debt

1.0 Background

Under the Chief Financial Officers Act of 1990, the agency's Chief Financial Officer is required to perform a biennial review of fees and other charges imposed "for services and things of value it provides and make recommendations on revising charges to reflect costs incurred by it in providing those services and things of value" (31 U.S.C. 902(a) (8)). The Office of the Chief Financial Officer (OCFO) of the NRC requests financial management advice and guidance for matters concerning the CFO audit, and general financial and accounting support tasks.

The Federal Claims Collection Standards (4 CFR 102.13 (d)) state that an "agency shall assess against a debtor any charges to cover administrative costs incurred as a result of a delinquent debt. Calculation of administrative costs should be based upon actual costs incurred or upon cost analyses establishing a n average of additional costs incurred by the agency in processing and handling claims against other debtors in similar stages of delinquency." On a biennial bases, the NRC is required to review the charges assessed against delinquent debts.

The NRC is currently billing delinquent debtors at a rate of \$5 per month for each month of the delinquency. In addition, the NRC charges each delinquent debtor \$75 when an order is issued. These administrative costs were based on the April 6, 2006 biennial review.

2.0 Objective

To perform analyses related to the delinquent debt billing process, and complete the work requirements listed in this SOW.

3.0 Scope

Inclusive of and subservient to the scope under the base BPA, this work includes shall include cost analyses of both direct labor costs and other costs using the six processing steps in the delinquent debt process. Based on the cost analysis of charges assessed to debtors to cover administrative cost incurred because of delinquent debts, the contractor should provide recommendations to assist the NRC in determining the amount of charges that it should assess against delinquent debtors.

4.0 Task 1

Requirement

The contractor shall:

1. Review applicable legislative and regulatory requirements of the revised Federal Claims Collection Standards related to administrative costs which are recoverable by NRC.
2. Evaluate the April 2006 biennial review document (to be provided upon Task Order award) for findings or issues to be re-reviewed in this 2008 review.
3. Utilize cost analysis techniques consisting primarily of interviewing NRC personnel to determine the direct labor, indirect costs, and other costs. Other costs to be analyzed would include fringe

benefits, telephone charges, postage, supervisory review, and costs by other offices such as OGC and the Regions. NRC anticipates approximately 4 interviews with NRC staff would be necessary.

Standard

The contractor shall prepare a written report on the results of the review which shall include the evaluation and conclusion regarding the adequacy of NRC's policies, procedures and practices related to the assessment of administrative charges by NRC. The report shall identify the estimated costs for each phase of the process.

Deliverables

Item	Description	Due Date
1	Draft report of findings and recommendations for review. Upon award, NRC will share the April 2006 report with the Contractor; the 2008 report is expected to be similar in length and format (9 page Word document).	Within 30 calendar days of Task Order award
2	NRC will provide comments on the draft report to the contractor within seven calendar days of receipt. The contractor shall in turn provide a final report, responding to NRC's comments.	Within seven calendar days of receipt of NRC comments.

5.0 Period of Performance

The period of performance is three months from date of award.

6.0 Meetings

In addition to the interviews mentioned under requirement 3 of Task 1, section 4.0 above, the contractor shall attend approximately 3 status meetings at NRC's Two White Flint North Building located at 11545 Rockville Pike, Rockville, Maryland. The date and time of each meeting will be coordinated between the contractor and the NRC Technical Monitor or designated alternate. All local travel costs shall be born by the contractor.

7.0 Acceptance Criteria

For Task 1, section 4.0 above, the contractor shall prepare the final report that at a minimum should provide sufficient detail to ensure completeness, consistency, correctness, accuracy of the work performed and compliance with legitimate accounting industry standards. All deliverable products shall be grammatically correct according to industry standard rules and contain correct spelling. Technical and financial terms shall be communicated in a manner that is clearly understandable by all readers. All final deliverable products will be approved in writing by the Project Officer or a designated representative.

8.0 Government Furnished Materials and Equipment

For task 1 The NRC shall provide the contractor with the following items for use under task order:

- Computer reports, financial and accounting documents, and other documentation relevant to this task order.
- Access to NRC staff and information systems as needed to perform under the task order.