

**ORDER FOR SUPPLIES OR SERVICES**

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

BPA NO.

|  |  |  |                      |
|--|--|--|----------------------|
| 1. DATE OF ORDER<br><b>05/18/2010</b>  | 2. CONTRACT NO. (If any)<br>GS02F0010R | 6. SHIP TO:  |                      |
| 3. ORDER NO.<br>NRC-DR-38-10-713   | MODIFICATION NO.                       | 4. REQUISITION/REFERENCE NO.<br>HR-10-713<br>05/18/20010                               |                      |
| 5. ISSUING OFFICE (Address correspondence to)<br>U.S. Nuclear Regulatory Commission<br>Div. of Contracts<br>Attn: M'Lita R. Carr<br>Mail Stop: TWB-01-A31M<br>Washington, DC 20555 |  | a. NAME OF CONSIGNEE<br>U.S. Nuclear Regulatory Commission                             |                      |
|  |  | b. STREET ADDRESS<br>11555 Rockville Pike<br>Mail Stop: W5 A06<br>Attn: Sandra Johnson |                      |
|  |  | c. CITY<br>Washington  | e. ZIP CODE<br>20555 |

|   |  |                  |
|---|--|------------------|
| 7. TO:  |  | f. SHIP VIA      |
| a. NAME OF CONTRACTOR<br>MEDIC FIRST AID INTERNATIONAL, INC.<br>MEDIC FIRST AID |  | 8. TYPE OF ORDER |

|                                     |  |  |   |
|-------------------------------------|--|--|---|
| b. COMPANY NAME                     |  | <input type="checkbox"/> a. PURCHASE   | <input checked="" type="checkbox"/> b. DELIVERY |
| c. STREET ADDRESS<br>1450 WESTEC DR |  | REFERENCE YOUR<br>Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated. |   |
| d. CITY<br>EUGENE                   |  | e. STATE<br>OR   | f. ZIP CODE<br>974029356                        |

|   |  |              |   |
|---|--|--------------|---|
| 9. ACCOUNTING AND APPROPRIATION DATA<br>B&R: 0-8415-5C1-333, JC: B8431, 252A, 31X0200<br>Amount Obligated: \$25,000.00<br>DUNS No.: 041752296 |  | \$142,125.00 | 10. REQUISITIONING OFFICE<br>HR<br>HR/ELRWB |
|---|--|--------------|---|

|   |  |  |  |                                 |
|---|--|--|--|---------------------------------|
| 11. BUSINESS CLASSIFICATION (Check appropriate box(es)) |  |  |  | 12. F.O.B. POINT<br>Destination |
| <input checked="" type="checkbox"/> a. SMALL            | <input 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 SMALLBUSINESS |  |                                 |

|               |               |                        |  |                    |
|---------------|---------------|------------------------|--|--------------------|
| 13. PLACE OF  |               | 14. GOVERNMENT B/L NO. | 15. DELIVER TO F.O.B. POINT<br>ON OR BEFORE (Date) | 16. DISCOUNT TERMS |
| a. INSPECTION | b. ACCEPTANCE |                        |  |                    |

17. SCHEDULE (See reverse for Rejections)

| ITEM NO.<br>(a) | SUPPLIES OR SERVICES<br>(b)  | QUANTITY ORDERED<br>(c) | UNIT<br>(d) | UNIT PRICE<br>(e) | AMOUNT<br>(f) | QUANTITY ACCEPTED<br>(g) |
|-----------------|--|-------------------------|-------------|-------------------|---------------|--------------------------|
|                 | <p>The Contractor shall provide the services necessary to support an early defibrillation program at NRC Headquarters Area Buildings and Regional Offices in accordance with the Statement of Work.</p> <p>Base Period: June 1, 2010 - May 31, 2011<br/>Task Order Ceiling: \$142,125.00<br/>Total Obligated Amount: \$25,000.00</p> |                         |             |                   |               |                          |

|                                     |   |                           |                           |  |              |                                 |                       |
|-------------------------------------|---|---------------------------|---------------------------|--|--------------|---------------------------------|-----------------------|
| SEE BILLING INSTRUCTIONS ON REVERSE | 18. SHIPPING POINT  | 19. GROSS SHIPPING WEIGHT | 20. INVOICE NO.           |  | \$142,125.00 | 17(h)<br>TOTAL<br>(Cont. pages) |                       |
|                                     | 21. MAIL INVOICE TO:  |                           |                           |  |              |                                 |                       |
|                                     | a. NAME<br>Department of Interior / NBC<br>NRCPayments@nbc.gov                                      |                           |                           |  |              | \$142,125.00                    | 17(i).<br>GRAND TOTAL |
|                                     | b. STREET ADDRESS (or P.O. Box)<br>Attn: Fiscal Services Branch - D2770<br>7301 W. Mansfield Avenue |                           |                           |  |              |                                 |                       |
| c. CITY<br>Denver                   |   | d. STATE<br>CO            | e. ZIP CODE<br>80235-2230 |  |              |                                 |                       |

|  |  |
|--|--|
| 22. UNITED STATES OF AMERICA<br>BY (Signature)<br> | 23. NAME (Typed)<br>Sheila Bumpass<br>Contracting Officer<br>TITLE: CONTRACTING/ORDERING OFFICER |
|--|--|

**A.1 BRIEF DESCRIPTION OF WORK (MAR 1987)**

Provide services necessary to support an early defibrillation program at NRC Headquarters Area Buildings and Regional Offices.

**A.2 CONSIDERATION AND OBLIGATION--FIRM FIXED PRICE (JUN 1988)**

The price of this contract is \$142,125.00.

**A.3 DURATION OF CONTRACT PERIOD (MAR 1987)**

This contract shall commence on June 1, 2010 and will expire May 31, 2011. There are four option years reflected in the price schedule.

**A.4 PRICE SCHEDULE**

BASE Period: (June 1, 2010 – May 31, 2011)

| <i>Description of Services</i>                 | <i>Quantity</i> | <i>Unit</i> | <i>Unit Price</i> | <i>Total Price</i> |
|--|-----------------|-------------|-------------------|--------------------|
| Task 1 - Post Award Meeting                    |                 | Lot         | N/A               | No Charge          |
| Task 2 - Medical Oversight & Medical Direction |                 | AED         |                   |                    |
| Task 3 - Equipment and Maintenance             |                 | LOT         |                   |                    |
| Task 4 - Training                              |                 | Per Class   |                   |                    |
| Travel   |                 | LOT         |                   |                    |
| <b>TOTAL PRICE FOR BASE PERIOD</b>             |                 |             |                   | <b>\$28,425.00</b> |

Option Year 1: (June 1, 2011 – May 31, 2012)

| <i>Description of Services</i>                 | <i>Quantity</i> | <i>Unit</i> | <i>Unit Price</i> | <i>Total Price</i> |
|--|-----------------|-------------|-------------------|--------------------|
| Task 2 - Medical Oversight & Medical Direction |                 | AED         |                   |                    |
| Task 3 - Equipment and Maintenance             |                 | LOT         |                   |                    |
| Task 4 - Training                              |                 | Per Class   |                   |                    |
| Travel   |                 | LOT         |                   | (NTE)              |
| <b>TOTAL PRICE FOR OPTION YR-1</b>             |                 |             |                   | <b>\$28,425.00</b> |

Option Year 2: (June 1, 2012 – May 31, 2013)

| <i>Description of Services</i>                | <i>Quantity</i> | <i>Unit</i> | <i>Unit Price</i> | <i>Total Price</i> |
|---|-----------------|-------------|-------------------|--------------------|
| Task 2- Medical Oversight & Medical Direction |                 | AED         |                   |                    |
| Task 3- Equipment and Maintenance             |                 | LOT         |                   |                    |
| Task 4 -Training                              |                 | Per Class   |                   |                    |
| Travel  |                 | LOT         |                   |                    |
| <b>TOTAL PRICE FOR OPTION YR-2</b>            |                 |             |                   | <b>\$28,425.00</b> |

Option Year 3: (June 1, 2013 – May 31, 2014)

| Description of Services                       | Quantity | Unit      | Unit Price | Total Price        |
|---|----------|-----------|------------|--------------------|
| Task 2- Medical Oversight & Medical Direction |          | AEDs      |            |                    |
| Task 3- Equipment and Maintenance             |          | LOT       |            |                    |
| Task 4 - raining                              |          | Per Class |            |                    |
| Travel  |          | LOT       |            | (E)                |
| <b>TOTAL PRICE FOR OPTION YR-3</b>            |          |           |            | <b>\$28,425.00</b> |

Option Year 4: (June 1, 2014 – May 31, 2015)

| Description of Services                       | Quantity | Unit      | Unit Price | Total Price         |
|---|----------|-----------|------------|---------------------|
| Task 2- Medical Oversight & Medical Direction |          | AEDs      |            |                     |
| Task 3- Equipment and Maintenance             |          | LOT       |            |                     |
| Task 4 - Training                             |          | Per Class |            |                     |
| Travel  |          | LOT       |            |                     |
| <b>TOTAL PRICE FOR OPTION YR-4</b>            |          |           |            | <b>\$28,425.00</b>  |
| <b>GRAND TOTAL ALL INCLUSIVE</b>              |          |           |            | <b>\$142,125.00</b> |

## A.5 STATEMENT OF WORK

### TECHNICAL ASSISTANCE FOR AUTOMATED EXTERNAL DEFIBRILLATOR (AED) PROGRAM

#### 1.0 BACKGROUND

The purpose of this contract is to provide an Automated External Defibrillator (AED) Program for the employees of the Nuclear Regulatory Commission (NRC). The NRC through its Office of Human Resources (HR) offers a comprehensive employee wellness program for approximately 4,000 employees located at various worksites across the United States. The AED Program is part of the overall employee Wellness Program at NRC. The NRC has had an AED Program in place since 2006.

#### 2.0 OBJECTIVE

The objective of the AED Program is to provide NRC with the services necessary to support an early defibrillation program in a variety of environments. The AED Program should provide an organized response to victims of sudden cardiac arrest in NRC facilities.

#### 3.0 SCOPE OF WORK

The contractor shall be responsible for an AED Program at NRC Headquarters Area Buildings and Regional Offices. The NRC currently has 55 AEDs that are located at the locations below (see Attachment II).

The NRC Headquarters is comprised of two buildings at NRC Headquarters located at:

U.S. Nuclear Regulatory Commission  
One White Flint North

11555 Rockville Pike  
Rockville, MD 20852-2738

Two White Flint North  
11545 Rockville Pike  
Rockville, MD 20852-2738

The NRC also has three Headquarter locations off-site that are located at the following addresses:

Executive Boulevard Building  
6003 Executive Boulevard  
Rockville, MD 20852

Gateway Building  
7201 Wisconsin Ave, Suite 425  
Bethesda, MD 20814-4810

Twinbrook Building  
12300 Twinbrook Parkway  
Rockville, MD 20852

Church Street Building  
21 Church Street  
Rockville, MD, 20850

The Automated External Defibrillator (AED) Program is also in operation at NRC's four regional offices in:

- 1) Region I - King of Prussia, PA (approximately 212 employees) - U.S. NRC Region I  
475 Allendale Road, King of Prussia, PA 19406-1415
- 2) Region II - Atlanta, GA (approximately 257 employees) - U.S. NRC Region II, Sam Nunn Atlanta Federal Center, 23  
T85, 61 Forsyth Street, SW, Atlanta, GA 30303-8931
- 3) Lisle, IL (approximately 198 employees) - U.S. NRC Region III, 2443 Warrenville Road  
Suite 210, Lisle, Illinois 60532-4352;
- 4) Region IV - Arlington, TX (approximately 171 employees) - U.S. NRC Region IV  
Texas Health Resources Tower, 612 E. Lamar Blvd., Suite 400, Arlington, TX 76011-4125
- 5) Technical Training Center (TTC) in Chattanooga, TN (29 employees) - U.S. Nuclear Regulatory Commission,  
Technical Training Center, Osborne Office Center, 5746 Marlin Road, Suite 200, Chattanooga, TN 37411-5677.

Currently this involves the maintenance and medical oversight of approximately sixty (60) active Philips HeartStart OnSite (HS1) Defibrillators:  
[http://www.medical.philips.com/in\\_en/products/resuscitation/products/OnSite/index.wpd#&&/wEXAQUOY3VycmVudFRhYIBhdGgFFkRldGFpbHM6U3BIY2lmaWNhdGlvbnoMsm5HSTIfUhiZBla88BAYqeUicw](http://www.medical.philips.com/in_en/products/resuscitation/products/OnSite/index.wpd#&&/wEXAQUOY3VycmVudFRhYIBhdGgFFkRldGFpbHM6U3BIY2lmaWNhdGlvbnoMsm5HSTIfUhiZBla88BAYqeUicw),  
supplies, training of employees for certification in Cardiopulmonary Resuscitation (CPR) and AED use. The agency may wish to install additional units in current locations. In addition, NRC may acquire new, additional, or different office space or buildings and would require assistance in placing or relocating equipment.

The responsibilities are as follows:

- Site assessment and AED program consultation; assist in the selection and determine the number of AEDs and their placement;
- Medical direction for the program;

- CPR/AED training for NRC employees located at Headquarters, Regional Offices, and the Technical Training Center;
- Written Protocols, policies and procedures templates;
- Advising of necessity for the purchase of AED equipment, accessories and supplies;
- Assistance with State required paperwork submission;
- Post event data review with report submission;
- Tracking and monitoring of equipment and accessories; and
- Physician prescription for each AED at the location

### **Task 1: Post Award Meeting**

#### **Requirement**

The Contractor's Program Manager and Contracting/Business representative shall attend a post award kick-off meeting within five (5) business days after contract award.

#### **Standard**

The Contractor's personnel shall arrive on-time and participate in the meeting.

#### **Acceptance Criteria**

No more than one instance of not meeting the standard.

#### **Performance Incentives**

There will be a one percent deduction from the contractor's invoice for this CLIN for non-compliance with the standard.

### **Task 2: Medical Oversight and Medical Direction**

#### **Requirement**

The Contractor shall provide Medical Oversight and Medical Direction for the NRC Automated External Defibrillator (AED) Program. The Contractor shall provide a range of services and advice to include site surveys, AED equipment recommendations, and recommendations for emergency response protocols. The Contractor shall provide these services for all NRC locations. The Contractor shall be able to provide assistance and support to the NRC to educate employees on the use of AEDs and to assist the agency in its emergency preparedness.

At the request of the NRC Project Officer the contractor shall perform a site survey to assess the current level of preparedness, number of AEDs suggested for each location and the most strategic placement of these devices. The Contractor shall develop and provide NRC Medical Direction Protocols based on the site and capability. Protocols developed may be unique to each facility's physical and environmental structure.

If an incident were to occur, upon request from the P.O., the Contractor shall be responsible for downloading the data from the device, have certified and trained medical personnel review the data, critique the response plan, provide an official post-event review report, time and duration of event and other suggestions for improvement or action plan, if necessary.

#### **Standard**

The Contractor shall provide qualified personnel with the necessary education and experience to offer the full range of services described in this Statement of Work. The Contractor shall utilize qualified emergency medicine physicians for medical direction tasks.

#### **Acceptance Criteria**

No more than one instance of not meeting the standard during a six-month period.

**Performance Incentives**

There will be a one percent deduction from the contractor's invoice for this CLIN for non-compliance with the standard.

**Deliverables**

The Contractor shall provide written site surveys, recommendations for medical direction protocols and emergency response procedures, and post-event review reports as requested by the Project Officer.

**Task 3: Equipment and Maintenance****Requirement**

The Contractor shall maintain, inspect, and repair all AED equipment in NRC offices and facilities. The Contractor shall be responsible for the tracking of expiration dates on pads and batteries as well as device warranty expiration or recall. The Contractor shall maintain this information on behalf of the NRC, and provide these records to the NRC at the request of the P.O.

**Standard**

The Contractor shall make cost-effective recommendations for maintenance, replacement and/or purchase of additional AED equipment and supplies, providing at least three (3) vendors and price lists to the NRC Project Officer prior to replacement of equipment.

**Acceptance Criteria**

No more than one instance of not meeting the standard.

**Performance Incentives**

The contractor will receive an adverse past performance rating on Contractor Performance Evaluation.

**Task 4: Training****Requirement**

The Contractor shall provide CPR/AED Training for NRC employees as directed by the Project Officer. It is anticipated there will be 10 to 15 training classes per year. The Contractor shall be responsible for tracking staff trained, and expiration of certifications. The Contractor shall maintain this information on behalf of the NRC, and shall provide these records to the NRC at the request of the P.O.

**Standard**

The training provided will be in accordance with American Red Cross and American Heart Association guidelines for CPR/AED training. As agreed upon with the Project Officer, the Contractor shall provide reminders 4 to 6 months in advance of certification expirations.

**Acceptance Criteria**

No more than one instance of not meeting the standard.

**Performance Incentives**

The contractor will receive an adverse past performance rating on Contractor Performance Evaluation.

**4.1 Supervision/Management**

The Contractor shall prepare work schedules for Contractor employees, supervise and control the method by which the Contractor performs the service. The Contractor shall define the specific duties of individual Contractor employees.

**4.2 Personnel Requirements**

The Contractor shall provide the NRC with qualified personnel to perform the services described in this Statement of Work. This will include AED Program medical oversight and training at each major NRC location.

### 5.0 Period of Performance

Duration of this contract shall be 12-months from the effective date of this contract and four one-year option periods.

## TASK ORDER TERMS AND CONDITIONS

The Project Officer (PO) is the only person allowed to order services under this purchase order. The PO will request services issuing an email of the request or by telephone.

### A.6 2052.215-70 KEY PERSONNEL (JAN 1993)

(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.

### A.7 PROJECT OFFICER AUTHORITY ALTERNATE 2 (FEBRUARY 2004)

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

Name: Sandra Johnson

Email: Sandra.johnson@nrc.gov

Telephone Number: 301-492-2284

(b) The project officer shall:

- (1) Monitor contractor performance and recommend changes in requirements to the contracting officer.
- (2) Inspect and accept products/services provided under the contract.
- (3) Review all contractor invoices/vouchers requesting payment for products/services provided under the contract and make recommendations for approval, disapproval, or suspension.
- (4) 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.

(c) The project officer may not make changes to the express terms and conditions of this contract.

\*To be incorporated into any resultant contract

#### **A.8 NRC Acquisition Clauses - (NRCAR) 48 CFR Ch. 20**

#### **A.9 Other Applicable Clauses**

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

52.216-18, Ordering

52.216-19, Order Limitations

52.216-22, Indefinite Quantity

52.217-6, Option for Increased Quantity

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

52.217-8, Option to Extend Services

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

#### **A.10 SEAT BELTS**

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

#### **A.11 WHISTLEBLOWER PROTECTION FOR NRC CONTRACTOR AND SUBCONTRACTOR EMPLOYEES (JULY 2006)**

(a) The U.S. Nuclear Regulatory Commission (NRC) contractor and its subcontractor are subject to the Whistleblower Employee Protection public law provisions as codified at 42 U.S.C. 5851. NRC contractor(s) and subcontractor(s) shall comply with the requirements of this Whistleblower Employee Protection law, and the implementing regulations of the NRC and the Department of Labor (DOL). See, for example, DOL Procedures on Handling Complaints at 29 C.F.R. Part 24 concerning the employer obligations, prohibited acts, DOL procedures and the requirement for prominent posting of notice of Employee Rights at Appendix A to Part 24.

(b) Under this Whistleblower Employee Protection law, as implemented by regulations, NRC contractor and subcontractor employees are protected from discharge, reprisal, threats, intimidation, coercion, blacklisting or other employment discrimination practices with respect to compensation, terms, conditions or privileges of their employment because the contractor or subcontractor employee(s) has provided notice to the employer, refused to engage in unlawful practices, assisted in proceedings or testified on activities concerning alleged violations of the Atomic Energy Act of 1954 (as amended) and the Energy Reorganization Act of 1974 (as amended).

(c) The contractor shall insert this or the substance of this clause in any subcontracts involving work performed under this contract.

#### **A.12 OPTION PERIODS - TASK ORDER/DELIVERY ORDER UNDER A GSA FEDERAL SUPPLY SCHEDULE CONTRACT (MARCH 2007)**

The Period of Performance (PoP) for this requirement may extend beyond the Offeror's current PoP on their GSA Schedule. Offerors may submit proposals for the entire PoP as long as their current GSA Schedule covers the requested PoP, or their GSA Schedule contains GSA's "Evergreen Clause" (Option to Extend the Term of the Contract), which covers the requested PoP if/when the option(s) are exercised. Offerors are encouraged to submit accurate/realistic pricing for the requirement's entire PoP, even if the proposed GSA Schedule does not include pricing for the applicable option years, etc.

For proposal evaluation purposes, the NRC assumes that applicable Evergreen Clause Option(s) will be exercised and the NRC will apply price analysis, as applicable. It is in the best interest of the Offeror to explain major deviations in escalation, proposed in any Evergreen Clause option years. Resulting GSA task/delivery order option years subject to the Evergreen Clause will be initially priced utilizing the same rates proposed under the last GSA-priced year of the subject GSA Schedule. Upon GSA's exercise of the GSA Schedule option year(s) applicable to the Evergreen Clause, the NRC will modify the awarded task/delivery order to incorporate either the proposed pricing for the option years or the GSA-approved pricing (whichever is lower).

It is incumbent upon the Offeror to provide sufficient documentation (GSA-signed schedule, schedule modifications, etc.) that shows both the effective dates, pricing and terms/conditions of the current GSA Schedule, as well as Evergreen Clause terms/conditions (as applicable). Failure to provide this documentation may result in the Offeror's proposal being found unacceptable.

#### **A.13 BILLING INSTRUCTIONS FOR FIXED PRICE CONTRACTS (JUNE 2008)**

General: During performance and through final payment of this contract, the contractor is responsible for the accuracy and completeness of data within the Central Contractor Registration (CCR) database and for any liability resulting from the Government's reliance on inaccurate or incomplete CCR data.

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

Form: Claims shall be submitted on the payee's letterhead, voucher/invoice, or on the Government's Standard Form 1034, "Public Voucher for Purchases and Services Other than Personal," and Standard Form 1035, "Public Voucher for Purchases Other than Personal--Continuation Sheet."

Number of Copies: A signed original shall be submitted. If the voucher/invoice includes the purchase of any property with an initial acquisition cost of \$50,000 or more, a copy of the signed original is also required.

Designated Agency Billing Office: The preferred method of submitting vouchers/invoices is electronically to the Department of the Interior at [NRCPayments@nbc.gov](mailto:NRCPayments@nbc.gov)

If the voucher/invoice includes the purchase of any property with an initial acquisition cost of \$50,000 or more, a copy of the signed original shall be electronically sent to: [Property@nrc.gov](mailto:Property@nrc.gov)

However, if you submit a hard-copy of the voucher/invoice, it shall be submitted to the following address:

Department of the Interior  
National Business Center  
Attn: Fiscal Services Branch - D2770  
7301 West Mansfield Avenue  
Denver, CO 80235-2230

If you submit a hard-copy of the voucher/invoice and it includes the purchase of any property with an initial acquisition cost of \$50,000 or more, a copy of the signed original shall be mailed to the following address:

U.S. Nuclear Regulatory Commission  
NRC Property Management Officer  
Mail Stop: O-4D15  
Washington, DC 20555-0001

HAND-CARRIED SUBMISSIONS WILL NOT BE ACCEPTED

Agency Payment Office: Payment will continue to be made by the office designated in the contract in Block 12 of the Standard Form 26, Block 25 of the Standard Form 33, or Block 18a. of the Standard Form 1449, whichever is applicable.

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

Preparation and Itemization of the Voucher/Invoice: The voucher/invoice shall be prepared in ink or by typewriter (without strike-overs). Corrections or erasures must be initialed. To be considered a proper voucher/invoice, all of the following elements must be included:

1. Contractor's Data Universal Number (DUNS) or DUNS+4 numbers that identifies the contractor's name and address. The DUNS+4 number is the DUNS number plus a 4-character suffix that may be assigned at the discretion of the contractor to identify alternative Electronic Funds Transfer (EFT) accounts for the same parent concern.
1. Contract number.
3. Sequential voucher/invoice number.
4. Date of voucher/invoice.
5. Payee's name and address. Show the name of the Payee as it appears in the contract and its correct address. If the Payee assigns the proceeds of this contract as provided for in the assignment of claims terms of this contract, the Payee shall require as a condition of any such assignment, that the assignee shall register separately in the Central Contractor Registration (CCR) database at <http://www.ccr.gov> and shall be paid by EFT in accordance with the terms of this contract. See Federal Acquisition Regulation 52.232-33(g) Payment by Electronic Funds Transfer - Central Contractor Registration (October 2003).
6. A description of articles or services, quantity, unit price, and total amount.

7. For contractor acquired property, list each item with an initial acquisition cost of \$50,000 or more and provide:  
(1) an item description, (2) manufacturer, (3) model number, (4) serial number, (5) acquisition cost,  
(6) date of purchase, and (7) a copy of the purchasing document.
8. Weight and zone of shipment, if shipped by parcel post.
9. Charges for freight or express shipments. Attach prepaid bill if shipped by freight or express.
10. Instructions to consignee to notify the Contracting Officer of receipt of shipment.
11. For Indefinite Delivery contracts or contracts under which progress payments are authorized, the final voucher/invoice shall be marked "FINAL VOUCHER" OR "FINAL INVOICE."

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