

ORDER FOR SUPPLIES OR SERVICES

PAGE 1 OF 0 PAGES

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

BPA NO.

1. DATE OF ORDER 05/18/2010		2. CONTRACT NO. (If any) GS10F0248V		6. SHIP TO:	
3. ORDER NO. NRC-DR-38-10-712		4. REQUISITION/REFERENCE NO. 38-10-712 05/18/2010		a. NAME OF CONSIGNEE U.S. Nuclear Regulatory Commission	
5. ISSUING OFFICE (Address correspondence to) U.S. Nuclear Regulatory Commission Div. of Contracts Attn: M Lita R. Carr Mail Stop: TWB-01-A31M Washington, DC 20555				b. STREET ADDRESS 11555 Rockville Pike Mail Stop: W5 A06 Attn: Sandra Johnson	
7. TO:				c. CITY Washington	
				d. STATE DC	
				e. ZIP CODE 20555	
a. NAME OF CONTRACTOR MARJORIE WERRELL ERGOWORKS CONSULTING				f. SHIP VIA	
b. COMPANY NAME				8. TYPE OF ORDER	
c. STREET ADDRESS 13643 GLENHURST RD				<input type="checkbox"/> a. PURCHASE <input checked="" type="checkbox"/> b. DELIVERY	
d. CITY GAITHERSBURG				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.	
e. STATE MD				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.	
f. ZIP CODE 208783921					
9. ACCOUNTING AND APPROPRIATION DATA B&R: 0-8415-5C1-333 JC: B8432, 252A, 31X0200 Amount Obligated: \$40,737.00 DUNS No.: 938807005				10. REQUISITIONING OFFICE HR HR/ELRWB	
11. BUSINESS CLASSIFICATION (Check appropriate box(es))				12. F.O.B. POINT Destination	
<input checked="" type="checkbox"/> a. SMALL <input type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input checked="" 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)	
a. INSPECTION		b. ACCEPTANCE		16. DISCOUNT TERMS	

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 personnel, technical expertise and management in order to provide a comprehensive, turnkey stand-alone employee ergonomic program at NRC Headquarters Area Buildings and Regional Offices in accordance with the Statement of Work. Base Period: June 1, 2010 - May 31, 2011 Task Order Ceiling: \$412,225.00 Total Obligated Amount: \$40,737.00					

SEE BILLING INSTRUCTIONS ON REVERSE	18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		\$412,225.00	17(h) TOTAL (Cont. pages)
	21. MAIL INVOICE TO:							
	a. NAME Department of Interior / NBC NRCPayments@nbc.gov							
	b. STREET ADDRESS (or P.O. Box) Attn: Fiscal Services Branch - D2770 7301 W. Mansfield Avenue							
c. CITY Denver			d. STATE CO		e. ZIP CODE 80235-2230		\$412,225.00	17(i). GRAND TOTAL

22. UNITED STATES OF AMERICA
BY (Signature) *Sheila Bumpass*

23. NAME (Typed)
Sheila Bumpass
Contracting Officer
TITLE: CONTRACTING/ORDERING OFFICER

AUTHORIZED FOR LOCAL REPRODUCTION
PREPARED BY: ADM001

SUNSI REVIEW COMPLETE

MAY 24 2010

OPTIONAL FORM NO. 34 (2006)
PRESCRIBED BY 41 CFR 101-11.6

A.1 BRIEF DESCRIPTION OF WORK (MAR 1987)

A comprehensive, turnkey stand-alone employee ergonomic 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 \$412,225.00.

A.3 DURATION OF CONTRACT PERIOD (MAR 1987)

This contract base year 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)

Description of Services	Quantity	Unit	Unit Price	Total Price
Task 1-Post Award Meeting		Lot	N/A	No Charge
Task 2-Ergonomic Specialist		hrs.		
Task 3-Training		per class		
Travel				
TOTAL PRICE FOR BASE PERIOD				\$79,250.00

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

Description of Services	Quantity	Unit	Unit Price	Total Price
Task 2-Ergonomic Specialist		hrs.		
Task 3-Training		per class		
Travel				
TOTAL PRICE FOR OPTION YR-1				\$80,600.00

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

Description of Services	Quantity	Unit	Unit Price	Total Price
Task 2-Ergonomic Specialist		hrs.		
Task 3-Training		per class		
Travel				
TOTAL PRICE FOR OPTION YR-2				\$81,950.00

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

Description of Services	Quantity	Unit	Unit Price	Total Price
Task 2-Ergonomic Specialist (Fixed Price)		hrs.		

Task 3-Training		per class		
Travel				
TOTAL PRICE FOR OPTION YR-3				\$83,975.00

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

Description of Services	Quantity	Unit	Unit Price	Total Price
Task 2-Ergonomic Specialist		hrs.	\$	
Task 3-Training		per class		
Travel				(NOTE)
TOTAL PRICE FOR OPTION YR-4				\$86,450.00

TOTAL CEILING PRICE OF ORDER ALL INCLUSIVE of all Labor, Travel & Options:

BASE Period	\$79,250.00
Option Year-1	80,600.00
Option Year-2	81,950.00
Option Year-3	83,975.00
Option Year-4	86,450.00
GRAND TOTAL ALL INCLUSIVE	\$412,225.00

A.5 (STATEMENT OF WORK)

STATEMENT OF WORK FOR ERGONOMIC PROGRAM

Technical Assistance for Ergonomic Program

1.0 BACKGROUND

This document outlines a comprehensive, integrated ergonomic program for employees of the Nuclear Regulatory Commission (NRC). The NRC, through its Office of Human Resources (HR), currently offers an ergonomic program for approximately 4,000 employees located at various worksites across the United States. The Ergonomic Program is one of the components of the current Wellness Contract which includes other components such as the operation of the Headquarters (HQ) on-site Health Center; the operation of the agency-wide Employee Wellness Program; the operation of the agency-wide Fitness Program; the operation of the agency-wide Occupational Safety and Health Program; and the operation of the Automated External Defibrillator Program.

2.0 OBJECTIVES

The objective of this contract is to provide a comprehensive, turnkey stand-alone employee ergonomic program at NRC Headquarters Area Buildings and Regional Offices. The NRC has established an ergonomic program as an integral part of its employee health program. The Ergonomic Program will provide NRC employees a strategy to help reduce occupational injury and illness, help contain workers' compensation costs, help improve employee productivity and work quality, help reduce absenteeism, and help address Government regulation compliance regarding work environments.

3.0 SCOPE OF WORK

The contractor shall be responsible for an Ergonomic Program at NRC Headquarters Area Buildings and Regional Offices. The NRC Headquarters is comprised of two buildings at NRC Headquarters located at:

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 Ergonomic 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.

The Contractor shall provide all services and personnel necessary to operate a successful Ergonomic Program. The Contractor shall administer and manage the Ergonomic Program responding to issues and maintaining compliance

with applicable regulations, rules, and policies; and providing efficient and effective liaison with the NRC Ergonomic Program Manager/Project Officer and Contracting Officer. The work includes:

- Performing Ergonomic Assessments;
- Providing written reports; and
- Providing educational programs and information about ergonomics

Task 1: Ergonomic Assessments and Follow-ups

The Contractor shall provide ergonomic assessments as requested by the Project Officer. The Ergonomic Specialists may receive requests from NRC's Health Center Contract Medical Director or other NRC agent or official. However, all work shall be approved in advance by the PO, or his/her designee. NRC estimates this to be approximately four hundred (450) evaluations, up to 200 for Headquarters and 50 for each region and the TTC per year as follows:

Headquarters: (200)

One White Flint North Bldg.	- Rockville, MD
Two White Flint North Bldg.	- Rockville, MD
Executive Boulevard Bldg.	- Rockville, MD
Gateway Building	- Bethesda, MD
Twinbrook Building	- Rockville, MD
Church Street Building	- Rockville, MD

Region I – King of Prussia, PA (50)

Region II – Atlanta, GA (50)

Region III – Lisle, IL (50)

Region IV – Arlington, TX (50)

TTC – Chattanooga, TN (50)

The Contractor shall provide a range of services and advice to include ergonomic assessments, follow-up visits, ergonomics equipment recommendations including type, model, and vendors, recommendations for adjustments to work stations, and written reports. Contractor shall consider all work site factors including but not limited to task physical, environmental and industrial characteristics when providing an assessment, and shall provide technical services and advice that are not limited to but use the following methods:

- Evaluation and control of work site risk factors
- Identification and quantification of existing work site risk conditions
- Recommendation of engineering and administrative controls to reduce the identified risk conditions
- Education of management and workers to risk conditions

Following an ergonomic assessment and issuance of an ergonomic assessment report, the Contractor will contact the employee by phone or email to arrange the time and date of a follow-up visit to the employee's workstation to review the installed equipment and modification made to determine if the changes are sufficient and correct, to demonstrate correct usage of the ergonomic modifications, and to make any additional adjustments necessary. The follow-up visit will be conducted between two and four weeks after all changes to the employee's workstation have been made. The Contractor will report to the PO the status of changes and when the follow-up was completed. The follow-up will be considered part of the ergonomic assessment.

All information about ergonomic assessment reports, follow-up visits, and recommendations shall be appropriately maintained to protect the privacy of individual being assessed. No information pertaining to these assessments and recommendations shall be shared, except with the employee, project officer, or his/her designee, and will be subject to the Privacy Act.

Requirement: The contractor shall provide a thorough ergonomic evaluation using accepted industry methods and techniques.

Standard: The contractor shall provide a comprehensive ergonomic assessment and follow-up.

Deliverables: The Contractor shall provide a written report to the Project Officer for each assessment, including the follow-up visits.

Acceptance Criteria: Project Officer will approve assessment report.

Task 2: Secondary Assessment

An ergonomic assessment for the same NRC employee, within a two (2) year period from an original assessment will be considered a secondary assessment. These assessments will include a review of previous assessments, reports, and recommendations, if any. Reports shall include employee concerns with workstations or their physical condition that initiated the request, location of the workstation assessed, supervisor's name, any adjustments made, additional recommendations for workstation modifications or equipment, and date and year of previous assessment. The reporting and approval requirements will remain the same as currently described herein under Task 1.

Requirement: The contractor shall provide a thorough ergonomic evaluation using accepted industry methods and techniques.

Standard: Contractor shall consider all work site factors including but not limited to task physical, environmental and industrial characteristics.

Deliverables: The Contractor shall provide a written report to the Project Officer for each secondary assessment; including follow-up visits.

Acceptance Criteria: Project Officer will approve assessment report.

Task 3: Ergonomic Assessment Reports

The contractor shall provide a written report for each ergonomic assessment performed. These ergonomic assessment reports shall be written on the Contractor's letterhead and submitted within ten (10) working days from the date of the request. Electronic copies of these reports sent to the PO or his/her designee are also required. Follow-up visits may be documented electronically, at the discretion of the PO.

Ergonomic Assessment Reports shall be comprehensive and include the following: Employee's and supervisor's names and titles; office designation; description of employee's daily work activity; medical history and orthopedic history, if any; complete work station assessment; findings and postural behaviors, i.e., foot, knee, hip, back, shoulder, head, elbow and wrist positions; repetitive movements; any workstation adjustments made; information or education provided to employee; and recommendations for workstation modifications or equipment enhancements. Upon approval, the PO or his/her designee will transmit the report to the employee for appropriate action, if indicated. Copies of the report will be sent directly to the employee and the Health Center Contract Medical Director and/or the Regional Personnel Officer for inclusion in the employee's official medical file. The ergonomic specialist shall be available to attend meetings if necessary, and to respond to inquiries regarding recommendations, and to assist the PO, his/her designee, the NRC Health Center Contract Medical Director, and/or appropriate management official in providing alternate solutions, as needed. All Ergonomic Assessment and other Reports are the property of NRC.

Requirement: The contractor shall provide a written report for each ergonomic assessment, follow-ups, and workstation evaluation performed, and document recommendations. Electronic copies of these reports are also required.

Standard: The Contractor shall provide a comprehensive written report to the Project Officer within ten (10) working days from the date of the request.

Deliverables: The Contractor shall provide a written report for each assessment to the Project Officer.

Acceptance Criteria: Project Officer will approve report.

Task 4: Quarterly Reports and Periodic Meetings

The Contractor shall provide the PO a quarterly report on Ergonomic Assessments and follow-up visits, which shall include the names of the employees, dates of the evaluations and follow-up visits, the responses of the employees, and any additional notes. The ergonomic specialist shall meet or communicate by telephone periodically with the PO or his/her designee to discuss cases, suggested programmatic improvements, and other ergonomic matters as needed.

Requirement: The Contractor shall maintain adequate files for each assessment and provide effective communication with the Project Officer.

Standard: The Contractor shall provide a quarterly report to the Project Officer and have periodic telephone meetings with the Project Officer; as necessary.

Deliverable: The contractor shall provide a comprehensive written quarterly report to the Project Officer every ninety (90) days.

Acceptance Criteria: Project Officer will approve the report and notify the contractor via phone or email if there is a need to improve or increase telephone communication.

Task 5: Training

Requirement: The Contractor may also be required to assist and/or perform ergonomic training for NRC employees. NRC estimates this to be approximately up to nine (9) training sessions per year, four (4) in Headquarters and one (1) in each region and the TTC.

Standard: The ergonomic specialists providing the training are required to have ergonomic education and training from an accredited source and at least 5 years of experience in performing ergonomic evaluations and conducting training.

Deliverable: The contractor shall provide a qualified instructor and any necessary supplies for each course held.

Acceptance Criteria: No more than one instance of missing training sessions during a one-year period.

4.0 POST AWARD MEETING

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 to be held at NRC Headquarters located in Rockville, MD. The NRC reserves the right to hold the meeting via telephone.

5.0 SUPERVISION/MANAGEMENT

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

6.0 PERSONNEL REQUIREMENTS

The Contractor shall provide the NRC with a qualified ergonomic specialist(s) to perform ergonomic assessments, secondary visits, and follow-up visits at each NRC location. The ergonomic specialists are required to have ergonomic education and training from accredited college, university, professional safety and health, or technical organization; at least five (5) years experience in performing ergonomic evaluation and training; experience working with governmental agencies; ability to make recommendations based on sound ergonomics principles; and ability to write clear and precise reports. The ergonomic specialists shall be certified by the Board of Certification in Professional Ergonomics or similar recognized professional association certifying ergonomic professionals.

7.0 PERIOD OF PERFORMANCE

The period of performance for this contract shall be one year from the effective date of this contract with four (4) one-year options for a maximum total period possible of five (5) years from the effective date of this contract.

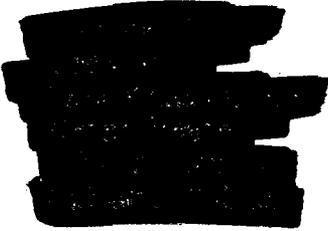
TASK ORDER ORDERING CLAUSE

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. The contractor will initiate contact within 48 hours and complete the assessment within 10 days of the request

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:

Ergonomic Specialist:



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

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

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 number 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.
2. 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. Supersession: These instructions supersede any previous billing instructions.