

**SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS
OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, & 30**

1. REQUISITION NO. PAGE 1 OF
43-09-891T002

2. CONTRACT NO. 3. AWARD/EFFECTIVE DATE 4. ORDER NO. 5. SOLICITATION NUMBER 6. SOLICITATION ISSUE DATE
NRC-43-09-891 09-10-2010 T002

7. FOR SOLICITATION INFORMATION CALL: a. NAME b. TELEPHONE NO. (No Collect Calls) c. OFFER DUE DATE/LOCAL TIME

8. ISSUED BY CODE 3100 10. THIS ACQUISITION IS UNRESTRICTED OR SET ASIDE: N FOR:
U.S. Nuclear Regulatory Commission
Div. of Contracts
Attn: Matthew J. Bucher
Mail Stop: TWB-01-B10M
Washington, DC 20555
NAICS: 541519 SIZE STANDARD: SMALL BUSINESS EMERGING SMALL BUSINESS
 HUBZONE SMALL BUSINESS SERVICE DISABLED VETERAN (N/A)
 OWNED SMALL BUSINESS

11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED SEE SCHEDULE 12. DISCOUNT TERMS 13. THIS CONTRACT IS A RATED ORDER UNDER OPAS (19 CFR 700) 14. METHOD OF SOLICITATION RFQ IFB RFP 15. DELIVER TO CODE 16. ADMINISTERED BY CODE 3100
U.S. Nuclear Regulatory Commission
Attn: Jim McCarthy
Mail Stop: R2C2M
301-415-5871
Washington DC 20555
U.S. Nuclear Regulatory Commission
Div. of Contracts
Mail Stop: TWB-01-B10M
Washington, DC 20555

17a. CONTRACTOR/OFFEROR CODE 116416152 FACILITY CODE 18a. PAYMENT WILL BE MADE BY CODE 3100
C US 4, INC
RICHMAR AND ASSOCIATES
4501 ARGYLE TERRACE NW
WASHINGTON DC 200114234
TELEPHONE NO. Department of Interior / NBC
NRCPayments@nbc.gov
Attn: Fiscal Services Branch - D2770
7301 W. Mansfield Avenue
Denver CO 80235-2230

17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER 18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a UNLESS BLOCK BELOW IS CHECKED SEE ADDENDUM
25. ACCOUNTING AND APPROPRIATION DATA 28. TOTAL AWARD AMOUNT (For Govt. Use Only)
B&B # 075-15-501-328 JC: 87363 B.O.C.: 252A APPN: 31X0200 \$405,968.00 \$137,400.00
Obligations Funds: \$137,400.00
FSS Number: CS0010350

19. ITEM NO.	20. See CONTINUATION Page SCHEDULE OF SUPPLIES/SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
	The contractor shall provide the U.S. Nuclear Regulatory Commission with the work described in the Statement of Work (Attachment 1). A complete breakdown the of the pricing structure is located on page two (2). Obligation: \$137,400.00 Ceiling: \$405,968.00 Period of Performance: 9/10/2010-6/30/2011 NRC Project Officer: Jim McCarthy, James.McCarthy@nrc.gov Contractor P.O.C: Richard Gordon, Richard@cus4.com (Use Reverse and/or Attach Additional Sheets as Necessary)				
SUBTOTAL					

27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1, 52.212-4, FAR 52.212-5 AND 52.212-9 ARE ATTACHED ADDENDA ARE ARE NOT ATTACHED.
27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4 FAR 52.212-5 IS ATTACHED ADDENDA ARE ARE NOT ATTACHED.

28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN 1 COPIES TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED 29. AWARD OF CONTRACT: REF DATED OFFER YOUR OFFER ON SOLICITATION (BLOCKS), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN IS ACCEPTED AS TO ITEMS:

30a. SIGNATURE OF OFFEROR/CONTRACTOR 31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER)
Richard Gordon Jr. FAS/CEO 8/12/10 Joseph L. Widdup Contracting Officer 8/12/10

30b. NAME AND TITLE OF SIGNER (TYPE OR PRINT) 30c. DATE SIGNED 31b. NAME OF CONTRACTING OFFICER (TYPE OR PRINT) 31c. DATE SIGNED
AUTHORIZED FOR LOCAL REPRODUCTION PREVIOUS EDITION IS NOT USABLE STANDARD FORM 1449 (REV. 3/2005) Prescribed by GSA - FAR (48 CFR) 53.212

19. ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
0001	Program Manager	[REDACTED]	Hr	[REDACTED]	[REDACTED]
0002	Senior Management Consultant	[REDACTED]	Hr	[REDACTED]	[REDACTED]
0003	Security Engineer II	[REDACTED]	Hr	[REDACTED]	[REDACTED]
0004	Travel (Not-to-Exceed, reimbursed in accordance with FAR 32.205-46)	[REDACTED]	Lot	[REDACTED]	[REDACTED]

32a. QUANTITY IN COLUMN 21 HAS BEEN

RECEIVED
 INSPECTED
 ACCEPTED, AND CONFORMS TO THE CONTRACT, EXCEPT AS NOTED: _____

32b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE	32c. DATE	32d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE
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32e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE	32f. TELEPHONE NUMBER OF AUTHORIZED GOVERNMENT REPRESENTATIVE
32g. E-MAIL OF AUTHORIZED GOVERNMENT REPRESENTATIVE	

33. SHIP NUMBER <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	34. VOUCHER NUMBER	35. AMOUNT VERIFIED CORRECT FOR	36. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	37. CHECK NUMBER
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38. S/R ACCOUNT NUMBER	39. S/R VOUCHER NUMBER	40. PAID BY
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41a. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT	42a. RECEIVED BY (Print)
41b. SIGNATURE AND TITLE OF CERTIFYING OFFICER	41c. DATE
42b. RECEIVED AT (Location)	
42c. DATE REC'D (YY/MM/DD)	42d. TOTAL CONTAINERS

DELIVERY ORDER DR-43-09-893

TASK ORDER (2)

Information Assurance System (IAS) Operations and Maintenance

1.0 OBJECTIVE

The task order objective is the successful operation and maintenance of the Information Assurance System (IAS) in the Nuclear Regulatory Commission's (NRC) Production Operating Environment (POE).

2.0 BACKGROUND

IAS consists of several Commercial Off the Shelf (COTS) products loaded, tested and operated on a separate subnet that is capable of accessing the entire NRC network. The COTS products to be installed on hardened servers include but are not limited to: Encase, Hailstorm, a data loss prevention (DLP) tool, and Secure Content Automation Protocol (SCAP) tools. Each of these products provides a necessary automated Information Technology (IT) Security capability for the Computer Security Office (CSO). The greatest benefit of having this suite of tools is that it will provide a real-time situational awareness capability to the members of the CSO Cyber Security Awareness (CSA) Team. Rather than relying on other NRC organizations to provide filtered information to the CSO/CSA, the combination of these capabilities will enhance the mission of the CSA and allow it to perform its essential duties autonomously. The implementation of this capability will provide the platform to receive critical Cyber security information first hand and unfiltered. IAS is currently in the Transition Phase of NRC's Information System Development Life Cycle (ISDLC). The contractor will support the CSO in the deployment, operations and maintenance of the system.

3.0 TYPE OF TASK ORDER

This is a labor hour task order.

4.0 SCOPE OF WORK

The contractor shall support the CSO during the IAS Operations and Maintenance Phase of NRC's ISDLC.

Operations & Maintenance

The Operations & Maintenance (O&M) phase defines the operations and support of the deployed system. The focus of the Operations and Maintenance phase is the operations and support of the deployed solution, change management of new requirements and defects, configuration, and effectiveness in addressing new requirements, system changes and defect remediation. User support is also an ongoing activity within this life cycle phase. New users will require training and existing users will require training as the system capability and operation of IAS is expanded. A major emphasis of this phase will be to ensure that user's needs are met and that the system continues to perform as specified in the operational environment. This phase will continue for the full life of the IAS. This may require modification to existing code, new code to be developed and/or hardware configuration changes.

The key activities of the Operations and Maintenance phase for NRC include but are not limited to:

- Operation of the system and ensuring that it is available to end-users
- Configuration management of the IT investment
- Management of defect reports and enhancement requests
- Modification of the system to address minor defects, e.g., make and deploy fixes
- User Support in using the system and respond to user requests for help using the system
- Assignment new requirements to future releases
- Migration the system to different hardware configurations and/or platforms
- System monitoring, which includes at a minimum jobs, logs, and supporting systems, ensuring that it is performing properly
- Data Back-up and restoration as specified in the IAS Standard Operating Procedures (SOP) and/or the IAS Backup procedures.
- Perform periodic cleanup tasks such as removing temporary files, archiving old data, and compressing storage
- Execution of fail-over strategies as necessary
- Review of IT investment periodically

The following contractor activities define, at a high level, the work to be performed by the contractor during the Operations and Maintenance phase. These are further broken down into sub-tasks in the table below;

- Operations and Support
- System Maintenance
- System Evaluation
- Management of Change Requests and Baselines
- Iteration Management

Operations and Maintenance Tasks

Subtask 1) Operate and support system in the NRC production environment

The contractor shall operate and support the system in the production environment. Ensure that software is running properly, that the network is available and monitored, and that the appropriate data is backed up and restored as needed. Create disaster recovery plans.

The focus of support is to assist end users by answering their questions, analyzing the problems that they are encountering with production systems, and recording requests for new fixes or new functionality

The following operations and maintenance sub-tasks shall be performed by the contractor (but are not limited to the Operations and Support activity group).

User Support

- Respond to help requests
- Update the support documentation as needed through the life of the system
- Train users as needed

System Operation

- Keep the systems running, back-up and restore data based on the operations plan and requirements of the system, manage any problems, perform periodic data cleanup, perform fine tuning and any system reconfigurations, monitor systems, and redeploy systems as necessary. Maintain system security initially by periodic updates, security patches, and anti-virus software as appropriate. Update operations procedures as needed through the life of the system.

Operations and Maintenance Tasks

Subtask 2) Maintain system in the NRC production environment

Contractor maintenance activities must be specifically organized and staffed for the purpose of conducting corrective, adaptive, or perfective maintenance on installed applications, including conversions needed to support upgrades and/or changes to the hardware and software operating environment. For the IAS the maintenance activities are to be performed in accordance with the NRC PMM, as their own lifecycle phases. The key difference here is these phases and their activities differ in scope than a system in the development phase of the lifecycle. The following system maintenance phases and tasks are to be performed for production system deployment .

Inception Phase for Maintenance

The primary objectives of the Inception Phase for Maintenance include:

- Analyzing initial impact, cost, and level of effort of individual changes.
- Prioritize changes for the release. Establishing a common understanding of the release scope and changes/enhancements to be made, and what is intended to be in the release and what is not.
- Updating the functional and non-functional requirements based on requested changes.
- Estimating the overall impact, cost, schedule and potential risks of the release.

Key Activities

The contractor shall evaluate change requests, estimate impact and level of effort, update requirements, and prioritize changes for the current release. Assess risks and develop an initial plan.

Elaboration Phase for Maintenance

The primary objectives of the Elaboration Phase for Maintenance include:

- Analyzing requirements, design solutions, and confirm level of effort for change requests.
- Ensuring that the architecture, requirements and plans are stable enough and the risks sufficiently mitigated to be able to proceed to construction of the changes.
- As necessary, producing a prototype(s) to mitigate specific

Operations and Maintenance Tasks

risks such as:

1. design/requirements trade-offs
2. component reuse
3. product feasibility or demonstrations to customers and end-users.

Key Activities

The contractor shall analyze and design fixes/enhancements, prototype risk areas (as needed), and update the project plan.

Construction Phase for Maintenance

The primary objectives of the Construction Phase for Maintenance include:

- Minimizing development costs by optimizing resources and avoiding unnecessary scrap and rework.
- Updating the test plan and test cases to reflect the changes to the system.
- Completing the analysis, design, development, and testing of all required functionality.
- To iteratively and incrementally develop a complete solution that is ready to transition to its user community.
- To decide if the software, the sites, and the users are all ready for the application to be deployed.

Key Activities

The contractor shall build and test increments, update test plan, test the system, and plan the deployment.

Transition Phase for Maintenance

The primary objectives of the Transition Phase for Maintenance include:

- Achieving stakeholder concurrence that the release is complete and consistent with acceptance criteria and changes defined in the plan.
- User acceptance testing to validate the new system against user expectations

Operations and Maintenance Tasks

- Training of users and maintainers
- Tuning activities such as bug fixing, enhancement for performance and usability

Key Activities

The contractor shall execute the deployment plan, update system support materials for the application, perform user acceptance testing, train users (as needed), and deploy to POE.

Operations and Maintenance Tasks

Subtask 3) Periodically evaluate the system

The contractor shall periodically evaluate how the system is meeting its goals. This includes performance reviews, and security re-accreditation if needed. Periodic reviews with the Enterprise Architecture office ensures compliance with future directions of technology and ensure the EA models are up to date based on maintenance changes.

Tasks

The following tasks shall be performed by the contractor in the Evaluate System activity group :

Conduct Lessons Learned

- To analyze the project after deployment and document lessons learned for process improvement (within six months of each phase of production deployment)

Business Process Improvement

- To periodically assess the process in order to see if the improved process is meeting performance objectives and targets (every six months)

Conduct In-Process Review

- To review the system and its use, and to determine if it is performing to expectations and achieving its return on investment (once per year)

Review Enterprise Architecture Compliance

- To ensure that the existing system is compliant with the NRC Enterprise Architecture (once per year)

Recommend System Accreditation

- To determine if the system security controls are adequate to protect NRC operations, assets, and individuals (this only applies if a major change is planned on the system and will occur only as needed).

Operations and Maintenance Tasks

Subtask 4) Manage change requests and baselines

Change Management is essential for controlling the numerous artifacts produced by the many people who work on a common project. Control helps avoid costly confusion, and ensures that resultant artifacts are not in conflict

Tasks

The following tasks shall be performed by the contractor in the Manage Change Requests and Baselines activity group.

Submit Change Request This activity logs a requested change. Change Requests may include requests for new features, enhancements, corrections, changed requirements, and so on. Any role may submit a change request as part of any activity throughout the project life-cycle. Complete and submit change request forms

Review and Respond to Change Requests The purpose of this activity is to determine if the Change Request (CR) should be accepted or flagged for rejection. For accepted CRs, this activity assesses priority, effort, schedule, and so on to determine if the change is in scope for the current release.

Create Iteration CM Baseline ensure that all developed artifacts are captured in a snapshot, at given points in time, as a basis for further development

Report Configuration Status Report on configuration status and defect trends.

Operations and Maintenance Tasks

Subtask 5) Manage system iterations

The contractor shall utilize the Project Management Plan, monitor and report progress, and coordinate with all NRC the Project Officer

Tasks

The following tasks shall be performed by the contractor in the Manage Iteration activity group.

- **Identify and Assess Risks** - create the initial set of risks faced by the project
- **Develop/update Project Management Plan** - define the management approach and processes for the project
- **Develop Project Schedule** - define the tasks, resources and schedule for the project
- **Monitor and Control Project** - capture the current status of the project, and evaluate the status against plans
- **Conduct Architecture Review** - ensure that the architecture is stable and compatible with NRC Enterprise Architecture, security and infrastructure
- **Update Software Development Plan** - update the Software Development Plan to reflect the current project status
- **Conduct Operational Readiness Review** - determine whether a system (or change to a system) is ready to be released to the Production Operating Environment (POE)
- **Assess Iteration** - determine the success or failure of the iteration and capture lessons learned in order to modify the project or improve the process

5.0 SCHEDULE

The contractor shall provide an Integrated Project Plan based on the requirement found in the NRC ISDLC. The schedule will be worked out with the NRC at the start of each subtask.

The project plan shall include an integrated Level 5 Work Breakdown Structure (WBS) across all subtasks that have been defined under the task order. The WBS shall include a definition of the work to be conducted decomposed into distinct discrete manageable tasks or groups of tasks (work packages) with decisive outputs

and specific measurable entry and exit criteria. Each work package shall be assigned a start date and finish date, a ceiling price, and be integrated with the project plans from other task orders.

Also, the project plan shall provide resource utilization information that identifies the ceiling price to accomplish the work, the resources needed to complete the work, and the effort required in the specified time frame for the completion of each of the tasks in the WBS. The Contractor shall ensure that the WBS adequately defines all work necessary to meet the requirements for the project.

6.0 INSTRUCTION FOR DELIVERABLES

Deliverables shall be consistent with the deliverables schedule as shown in this statement of work.

The products and information associated with, or generated from, this project are considered sensitive information and property of the Nuclear Regulatory Commission and shall NOT be distributed, copied, transmitted, or by any other method, disclosed to the public or any individual without the express written permission of the NRC.

All deliverables developed under this task order must be formatted in Microsoft Word, PowerPoint, or Excel (version 2003 or later version as approved by the Project Officer). Also, deliverables may be developed in PDF format. The templates used for each deliverable shall be developed by the contractor and approved by the NRC Project Officer. Any changes to these templates must be approved by the NRC Project Officer.

All deliverables and supporting documentation gathered or developed under this task order may not be stored on any device or piece of equipment that has not been approved by the NRC Project Officer.

7.0 CONFIDENTIALITY AND NON-DISCLOSURE

It is agreed that:

1. The preliminary and final deliverables and all associated working papers, application source code, and other material deemed relevant by NRC which have been generated by the Contractor in the performance of this task order are the exclusive property of the U.S. Government and shall be submitted to the NRC Project Officer at the conclusion of the task order and all copies removed from the contractor's facility or possession.
2. The Contracting Officer shall be the sole authorized official to release verbally or in writing, any data, the draft deliverables, the final deliverables, or any other written or printed materials pertaining to this order. The Contractor shall release no information. Any request for information relating to this task order presented to the Contractor shall be submitted to the Contracting Officer for response.
3. Press releases, marketing material, or any other printed or electronic documentation related to this project shall not be publicized without the written approval of the Contracting Officer.

8.0 TRAVEL

Travel to NRC regional offices by either or both contractors may be required for this effort and shall not exceed \$10,000. There is no pre-established travel schedule, however, it is reasonable to assume that at least one contractor will visit each of the NRC regional offices once in the option year period to perform technical site surveys

9.0 MEETINGS

The contractor's technical representative shall attend monthly status meetings at NRC Headquarters to discuss work being done under this task order.

**BILLING INSTRUCTIONS FOR
LABOR HOUR/TIME AND MATERIALS TYPE 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 Standard Form 26, Block 25 of Standard Form 33, or Block 18a. of Standard Form 1449, whichever is applicable.

**BILLING INSTRUCTIONS FOR
LABOR HOUR/TIME AND MATERIALS TYPE CONTRACTS (JUNE 2008)**

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

Format: Claims shall be submitted in the format depicted on the attached sample form entitled "Voucher/Invoice for Purchases and Services Other than Personal" (see Attachment 1). The sample format is provided for guidance only. The format is not required for submission of a voucher/invoice. Alternate formats are permissible provided all requirements of the billing instructions are addressed.

Billing of Cost after Expiration of Contract: If costs are incurred during the contract period and claimed after the contract has expired, you must cite the period during which these costs were incurred. To be considered a proper expiration voucher/invoice, the contractor shall clearly mark it "EXPIRATION VOUCHER" or "EXPIRATION INVOICE".

Final vouchers/invoices 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.

R:\txtselden\billing instructions LH or TM revised 2008

**BILLING INSTRUCTIONS FOR
LABOR HOUR/TIME AND MATERIALS TYPE CONTRACTS (JUNE 2008)**

**INVOICE/VOUCHER FOR PURCHASES AND SERVICES OTHER THAN PERSONAL
(SAMPLE FORMAT - COVER SHEET)**

1. Official Agency Billing Office

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

2. Voucher Information

a. Payee's DUNS Number or DUNS+4. The Payee shall include the Payee's Data Universal Number (DUNS) or DUNS+4 number that identifies the Payee'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 Payee to identify alternative Electronic Funds Transfer (EFT) accounts for the same parent concern.

b. 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).

c. Contract Number. Insert the NRC contract number.

d. Voucher/Invoice. The appropriate sequential number of the voucher/invoice, beginning with 001 should be designated. Contractors may also include an individual internal accounting number, if desired, in addition to the 3-digit sequential number.

e. Date of Voucher/Invoice. Insert the date the voucher/invoice is prepared.

f. Billing period. Insert the beginning and ending dates (day, month, and year) of the period during which costs were incurred and for which reimbursement is claimed.

g. Required Attachments (Supporting Documentation). Direct Costs. The contractor shall submit as an attachment to its invoice/voucher cover sheet a listing of labor categories, hours billed, fixed hourly rates, total dollars, and cumulative hours billed to date under each labor category authorized under the contract/purchase order for each of the activities to be performed under the contract/purchase order. The contractor shall include incurred costs for: (1) travel, (2) materials, including non-capitalized equipment and supplies, (3) capitalized nonexpendable equipment, (4) materials handling fee, (5) consultants (supporting information must include the name, hourly or daily rate of the consultant, and reference the NRC approval), and (6) subcontracts (include separate detailed breakdown of all costs paid to approved subcontractors during the billing period) with the required supporting documentation, as well as the cumulative total of each cost, billed to date by activity.

**BILLING INSTRUCTIONS FOR
LABOR HOUR/TIME AND MATERIALS TYPE CONTRACTS (JUNE 2008)**

3. Definitions

- a. Non-capitalized Equipment, Materials, and Supplies. These are equipment other than that described in number (4) below, plus consumable materials, supplies. List by category. List items valued at \$1,000 or more separately. Provide the item number for each piece of equipment valued at \$1,000 or more.
- b. Capitalized Non Expendable Equipment. List each item costing \$50,000 or more and having a life expectancy of more than one year. List only those items of equipment for which reimbursement is requested. For each such item, list the following (as applicable): (a) the item number for the specific piece of equipment listed in the property schedule of the contract; or (b) the Contracting Officer's approval letter if the equipment is not covered by the property schedule.
- c. Material handling costs. When included as part of material costs, material handling costs shall include only costs clearly excluded from the labor-hour rate. Material handling costs may include all appropriate indirect costs allocated to direct materials in accordance with the contractor's usual accounting procedures.

Sample Voucher Information (Supporting Documentation must be attached)

This voucher/invoice represents reimbursable costs for the billing period from _____ through _____.

	<u>Amount Billed</u>	
	<u>Current Period</u>	<u>Cumulative</u>
<u>Direct Costs:</u>		
(1) Direct Labor	\$ _____	\$ _____
(2) Travel	\$ _____	\$ _____
(3) Materials	\$ _____	\$ _____
(4) Equipment	\$ _____	\$ _____
(5) Materials Handling Fee	\$ _____	\$ _____
(6) Consultants	\$ _____	\$ _____
(7) Subcontracts	\$ _____	\$ _____
Total Direct Costs:	\$ _____	\$ _____