

ORDER FOR SUPPLIES OR SERVICES

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

BPA NO

1. DATE OF ORDER FFR 08 2011		2. CONTRACT NO. (if any) GS23F9794H		8. SHIP TO	
3. ORDER NO NRC-HQ-11-F-33-0002		4. REQUISITION/REFERENCE NO. EDO-11-009 1/5/2011		a. NAME OF CONSIGNEE U.S. Nuclear Regulatory Commission	
5. ISSUING OFFICE (Address correspondence to) U.S. Nuclear Regulatory Commission Div. of CONTRACTS Attn: Monique B. Williams Mail Stop: TWR-01-B10M Washington, DC 20555				b. STREET ADDRESS Attn: Myron Kemmerer, OIS/BPIAD, CPASB Mail Stop: 06D3H Email: myron.kemmerer@nrc.gov	
				c. CITY Washington	e. ZIP CODE 20555
7. TO:				f. SHIP VIA N/A	
a. NAME OF CONTRACTOR ERNST & YOUNG LLP				8. TYPE OF ORDER	
b. COMPANY NAME				<input type="checkbox"/> a. PURCHASE <input checked="" type="checkbox"/> b. DELIVERY	
c. STREET ADDRESS 1101 NEW YORK AVENUE, NW				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.	
d. CITY WASHINGTON		e. STATE DC	f. ZIP CODE 200054213	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.	
9. ACCOUNTING AND APPROPRIATION DATA 2011-7M-51-G-106, N7846, 251A, 31X0200.011 OBLIGATE: \$284,422.69 DUNS No. 095347159		CONTINUATION Page \$284,422.69		10. REQUISITIONING OFFICE OIS OIS/BPIAD/CPASB	

11. BUSINESS CLASSIFICATION (Check appropriate box(es))				12. F.O.B. POINT Destination	
<input type="checkbox"/> a. SMALL	<input checked="" type="checkbox"/> b. OTHER THAN SMALL	<input type="checkbox"/> c. DISADVANTAGED	<input type="checkbox"/> d. WOMEN-OWNED	<input type="checkbox"/> e. HUBZone	<input type="checkbox"/> f. EMERGING SMALL BUSINESS
13. PLACE OF				14. GOVERNMENT B/L NO. N/A	
a. INSPECTION Destination		b. ACCEPTANCE Destination		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date) N/A	
				16. DISCOUNT TERMS N/A	

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 U.S. Nuclear Regulatory Commission (NRC) hereby issues this Delivery Order entitled, "Independent NRC Overhead/Organizational Assessment" to Ernst & Young per the attached Statement of Work (SOW) and additional terms and conditions not specified under the GSA Federal Supply Schedule Contract No.: GS-23F-9794H. CONTRACTOR ACCEPTANCE OF DELIVERY ORDER: NRC-HQ-11-F-33-0002 <i>[Signature]</i> 2/8/11 Signature Date <i>[Signature]</i> Title				See CONTINUATION Page	

18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.	
21. MAIL INVOICE TO					
a. NAME Department of Interior / NBC NRCPayments@nrc.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	f. AMOUNT \$284,422.69	

22. UNITED STATES OF AMERICA DY (Optional)		23. NAME (Typed) Monique B. Williams Contracting Officer TITLE: CONTRACTING/ORDERING OFFICER	
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AUTHORIZED FOR LOCAL REPRODUCTION
PREVIOUS EDITION NOT USABLE

OPTIONAL FORM 347 (REV. 4/2008)
PRESCRIBED BY GSA/FAR 48 CFR 23.213(f)

TEMPLATE - ADMIN

GUNSI REVIEW COMPLETE

FEB 11 2011

ADMIN

A.1 PROJECT TITLE

The title of this project is as follows:

"Independent NRC Overhead/Organizational Assessment"

A.2 BRIEF DESCRIPTION OF WORK (MAR 1987)

The Contractor shall identify industry best practices and bench mark data which will allow the NRC to enhance or maintain performance while reducing agency overhead, eliminating unnecessary duplication and increasing centralization of service delivery by instilling more interdependence among the offices to improve the delivery of business services.

A.4 DURATION OF CONTRACT PERIOD (MAR 1987) ALTERNATE 4 (JUN 1988)

The ordering period for this contract shall commence on February 14, 2011 and will expire on May 6, 2011. Any orders issued during this period shall be completed within the time specified in the order, unless otherwise specified herein. (See 52.216-18 - Ordering.) The term of this contract may be extended at the option of the Government for an additional six (6) months.

A.5 PRICE/COST SCHEDULE

Period of Performance: February 14, 2011 - May 6, 2011			
Labor Category	Estimated No. of Hours	Fixed Loaded Rate	TOTAL
Partner		\$	\$
Senior Manager		\$	\$
Manager		\$	\$
Senior Advisor		\$	\$
TOTAL PRICE FOR BASE PERIOD:			\$ 284,422.69
<i>Travel Costs - No travel costs will be incurred under this delivery order.</i>			

A.6 CONSIDERATION AND OBLIGATION--DELIVERY ORDERS (JUN 1988)

(a) The total estimated amount of this contract (ceiling) for the products/services ordered, delivered, and accepted under this contract is \$284,422.69. The Contracting Officer may unilaterally increase this amount as necessary for orders to be placed with the contractor during the contract period provided such orders are within any maximum ordering limitation prescribed under this contract.

(b) The amount presently obligated with respect to this contract is \$284,422.69. The Contracting Officer may issue orders for work up to the amount presently obligated. This obligated amount may be unilaterally increased from time to time by the Contracting Officer by written modification to this contract. The obligated amount shall, at no time, exceed the contract ceiling as specified in paragraph a above. When and if the amount(s) paid and payable to the Contractor hereunder shall equal the obligated amount, the Contractor shall not be obligated to continue performance of the work unless and until the Contracting Officer shall increase the amount obligated with respect to this contract. Any work undertaken by the Contractor in excess of the obligated amount specified above is done so at the Contractor's sole risk.

B.1 STATEMENT OF WORK

INDEPENDENT OVERHEAD/ ORGANIZATIONAL ASSESSMENT

1. Background

The Nuclear Regulatory Commission (NRC) seeks contractor assistance to help the organization maintain its stature as the "best place to work" in the Federal government while providing its support functions in the most efficient, effective, and cost-conscious manner to help the U.S. Nuclear Regulatory Commission (NRC) serve its stakeholders in the 21st century.

2. Scope of Work

The NRC is striving to align its service delivery model for support functions with the best practices of top performing organizations as to how they run their organizations with regard to the following overhead functions. These functions: administrative services, human resources, information management, information technology, acquisition management, financial management (including contract management), are not specific to NRC—all of them are handled by public and private organizations in a variety of ways.

- 2.1 For each major support function – [administrative services, human resources, information management, information technology, acquisition management, financial management (including contract management)]
 - 2.1.1 Understand the requirements and business problems faced by NRC with its overhead functions
 - 2.1.2 Research leading practices and benchmark data based on published research and our knowledge and experience working in the industry
 - 2.1.3 Supplement the above analysis with interviews with similar organizations (to the extent they make themselves available)
 - 2.1.4 Recommend implementation models and practices based on the above analysis
 - 2.1.5 Recommend target metrics that measure the effectiveness of the overhead functional areas based on the above analysis and
 - 2.1.6 Recommend the means for NRC to measure the cost differential it is incurring for exceeding or under-achieving the recommended target metrics based on the above analysis.
 - 2.1.7 The contractor shall provide the necessary qualified personnel, equipment, and management expertise to perform a review of external organizations similar to the NRC (high percentage of technical staff – engineers and scientists, similar size, and organizational structure) to identify best practices and benchmark data which will allow the NRC to enhance or maintain performance

while reducing agency overhead, eliminating unnecessary duplication and increasing centralization of service delivery by instilling more interdependence among the offices to improve the delivery of business services.

2.1.8 The contractor will perform up to 6 interviews with similar government agencies identified by NRC in collaboration with EY. NRC will make the initial contact with the target agencies. EY will collect relevant information if available/provided by the target agencies.

2.2 For purposes of this effort, the following definitions apply:

- *Mission-direct function (MDF)*. Function that directly supports fulfillment of the NRC's mission includes regulatory activities such as licensing, adjudication, policy, etc.
- *Business support service (BSS)*. Administrative or support service necessary to the performance of mission direct activities. Comprises the following types of functions—
 - Office Support" reflects the indirect resources that sustain an individual office, to allow the office to perform its mission. This term is distinguished from "Corporate Support" which reflects the indirect resources that sustain the agency, to allow the agency to perform its mission.
- *Program office*. NRC office organized to perform one or more MDFs for the agency.
- *Corporate support office*. NRC office organized to perform one or more corporate support functions for the agency.
- *Service delivery model*. The manner or method by which a service is delivered, e.g., delivery of printing services via local printers available on the desktop vs. "n" number of networked printers per floor.

3. Objectives

3.0 For each major business support function – administrative services, human resources, information management, information technology, acquisition management, financial management (including contract management), identify industry best practices and bench mark data which will allow the NRC to enhance or maintain performance while reducing agency overhead, eliminating unnecessary duplication and increasing centralization of service delivery by instilling more interdependence among the offices to improve the delivery of business services. Based on industry best practices and bench mark data where centralization is an effective service delivery model for providing business support services in a cost effective manner identify and document:

- What service delivery model is used (centralized or decentralized) and why?
- What best practices are being applied to accomplish functions centrally?
- What work is decentralized and why? Are there lessons learned?
- What best practices are being applied to accomplish functions in a decentralized approach? Are there lessons learned?
- Are there standards (benchmarks/metrics/service level agreements) for delivery of support functions? If so what are they and what is the process and frequency for monitoring them.
- Are there escalation procedures for faster service?
- What is the agency ratio of staff to supervisors in each of the support functions?
- How do supervisors in the organization charge their time (to direct work or to an overhead category)?

- 3.1 Develop proposed implementation models and/or practices with metrics to align the NRC's support functions, overhead and organizational structure, staffing, roles and responsibilities, stakeholder (internal and external) relations, and processes with best practices at other organizations. These recommendations should focus on ways to reduce overhead costs, minimize duplication, and achieve efficiencies through consolidation and centralization, standardizing on appropriate service levels, and identifying other opportunities for process improvements. The recommended alignment shall optimize the agency's ability to meet organization mission requirements at reduced costs while ensuring the allocation of those costs is appropriately accounted for as either program or overhead costs.**

4. Desired Outcome

As a result of this effort, the NRC will have sufficient information to determine which implementation model or practice, if implemented, would have the greatest impact on reducing the NRC's overhead and the cost to implement that overhead. Additionally, it will understand based on the proposed implementation models and best practices, target metrics that measure the effectiveness of each functional area consistent with

the analyzed organizations. The NRC will also be able to measure the cost differential it is incurring for exceeding or under-achieving those benchmark metrics.

5. Requirements

Prior to beginning work on the requirements identified in Sections 5.1-5.2, below, the contractor shall draft an assessment approach and project outline for presentation to and approval by the project officer and the project team formed to oversee the project. Compare and assess the identified support functions with respect to organizational structure, staffing, service level metrics, whether performed in-house or outsourced and overhead cost with those of other 9-5 organizations of similar size best practices in the areas of administrative services, human resources, information management, information technology, acquisition management, financial management (including contract management).

The contractor will develop and use a standard interview questionnaire for the peer agency interviews. EY will review the questionnaire with the NRC working group.

Additionally, the contractor shall provide an analysis of how each organization defines support functions compared with other survey or known organizations and recommend a standard service delivery model and/or practice and metrics for all functions.

In addition provide any relevant information that may provide opportunities to leverage supporting software, systems and other automated tools; streamlined business process descriptions and implementing policies/procedures; strategic sourcing methods employed and implementing policies/procedures; and/or other key metrics used to assess effectiveness.

5.1 Standard:

The contractor shall work with the NRC standard software applications including Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Microsoft Visio, and Microsoft Project.

5.2 Deliverable:

EY will incorporate its analysis of available information/data in the overall project report rather than in a separate work product.

The report shall address the support functions in a separate paragraph and include a table outlining the findings from the individual interviews and a summary recommendation table. Each recommendation shall include considerations relevant to adoption and implementation of the recommendation at NRC.

The report will include a comparison of the organization charts, a comparison of functions, a comparison of the roles and responsibilities, and an analysis of each organization's metric, performance, and cost. NRC management shall make suggestions and or revisions regarding the findings of the contractor. In addition, the contractor will provide a detailed flowchart outlining how the OSF (if found) and CSF functions and processes are performed. The report will be in Microsoft Word format. The project officer shall make suggestions and or revisions regarding the findings of the contractor.

5.3 Acceptance Criteria:

The contractor's report shall be grammatically correct following the NRC style guide, and identify the findings for each office and the findings for externally benchmarked entities. In addition, the contractor shall provide the project officer with a report that contains all the information gathered from each agency. The report will be in Microsoft Word format. Both are due to the project officer by the due date established in the milestone schedule.

5.4 Meetings and Travel:

The contractor shall be prepared to meet with the project officer and task force at the Rockville, Maryland Headquarters site to discuss the results of the contractor's initial findings. The contractor will not be authorized local travel reimbursement for travel to the selected organizations. NRC management shall make suggestions and or revisions to the findings of the contractor.

5.5 NRC Furnished Material and Equipment

N/A

5.6 Additional Guidance and/or Reference as needed.

6. Project Planning

The contractor shall provide a project outline schedule and an assessment approach for accomplishing the objectives in Section 3 to the project officer. The contractor will brief the project officer (project officer) on the approach, major milestones, estimated due dates, and obtain approval before proceeding.

6.1 Standard:

The contractor shall work with the NRC standard software applications including Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Microsoft Visio, and Microsoft Project.

6.2 Deliverable:

A project outline and assessment approach that includes the agreed upon milestones and schedules for the NRC Assessment.

6.3 Acceptance Criteria:

The NRC contractor shall document the agreed upon milestones and due dates and provide the document to the project officer.

7. NRC Furnished Material and Equipment

- NRC organization charts
- Office mission statements and customer service principles
- Agency Management Directives, policies, and procedures
- Additional Guidance and/or Reference as needed.

8. Place of Performance

Work for this contract shall be performed primarily at the contractor's site. Meetings and interviews will occur at NRC Headquarters or other organizations in the greater Washington D.C. metro area. All other work shall be completed at the contractor's place of business.

9. Travel

Any travel outside of the Washington, D.C., area shall be approved by the NRC Project Officer, or designee. Limited local travel will be required. The contractor will not be reimbursed for local travel when commuting from the contractor facility to other facilities within the greater Washington D.C. metro area.

10. Consolidated List of Deliverables

The contractor shall provide draft deliverables for NRC comment. The contractor shall provide a final deliverable within 5 working days after receiving NRC comment on each draft. The consolidated list of deliverables is identified on Table 1 Deliverables List. The contractor shall, on a monthly basis, provide the project officer with a financial status report.

Table 1 Deliverables List

1.	Project Outline and Assessment Approach Presentation to include any proposed alternatives	5.2	Draft: 5 days after contract kick-off meeting Final: 8 days after contract kick-off meeting
2.	Known best practices review and recommendations	5.2	38 days after approval of deliverable 2
3.	Delivery of Draft Report	5.1 and 5.2	55 days after kick-off meeting
4.	Delivery of Final Report	5.1 and 5.2	60 days after kick-off meeting
5.	Monthly financial status report		5 days prior to each billing period.

TASK ORDER TERMS AND CONDITIONS

C.1 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: Myron Kremer

Address: U.S. Nuclear Regulatory Commission
OIS/BPIAD/CPASB
Mail Stop: 06D3M
Washington, DC 20555

Telephone Number: (301) 415-8735

(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

C.2 2052.211-72 FINANCIAL STATUS REPORT (OCT 1999)

The contractor shall provide a monthly Financial Status Report (FSR) to the project officer and the contracting officer. The FSR shall include the acquisition of, or changes in the status of, contractor-held property acquired with government funds valued at the time of purchase at \$50,000 or more. Whenever these types of property changes occur, the contractor shall send a copy of the report to the Chief, Property and Acquisition Oversight Branch, Office of Administration. The report is due within 15 calendar days after the end of the report period and must identify the title of the project, the contract number, the appropriate financial tracking code (e.g., Job Code Number or JCN) specified by the NRC Project Officer, project manager and/or principal investigator, the contract period of performance, and the period covered by the report. Each report must include the following for each discrete task:

- (a) Total estimated contract amount.
- (b) Total funds obligated to date.
- (c) Total costs incurred this reporting period.
- (d) Total costs incurred to date.
- (e) Detail of all direct and indirect costs incurred during the reporting period for the entire contract or each task, if it is a task ordering contract.
- (f) Balance of obligations remaining.
- (g) Balance of funds required to complete contract/task order.
- (h) Contractor Spending Plan (CSP) status: A revised CSP is required with the Financial Status Report whenever the contractor or the contracting officer has reason to believe that the total cost for performance of this contract will be either greater or substantially less than what had been previously estimated.
 - (1) Projected percentage of completion cumulative through the report period for the project/task order as reflected in the current CSP.
 - (2) Indicate significant changes in the original CSP projection in either dollars or percentage of completion. Identify the change, the reasons for the change, whether there is any projected overrun, and when additional funds would be required. If there have been no changes to the original NRC-approved CSP projections, a written statement to that effect is sufficient in lieu of submitting a detailed response to item "h".

(i) Property status:

(1) List property acquired for the project during the month with an acquisition cost between \$500 and \$49,999. Give the item number for the specific piece of equipment.

(2) Provide a separate list of property acquired for the project during the month with an acquisition cost of \$50,000 or more. Provide the following information for each item of property: item description or nomenclature, manufacturer, model number, serial number, acquisition cost, and receipt date. If no property was acquired during the month, include a statement to that effect. The same information must be provided for any component or peripheral equipment which is part of a "system or system unit."

(3) For multi-year projects, in the September monthly financial status report provide a cumulative listing of property with an acquisition cost of \$50,000 or more showing the information specified in paragraph (i)(2) of this clause.

(4) In the final financial status report provide a closeout property report containing the same elements as described above for the monthly financial status reports, for all property purchased with NRC funds regardless of value unless title has been vested in the contractor. If no property was acquired under the contract, provide a statement to that effect. The report should note any property requiring special handling for security, health, safety, or other reasons as part of the report.

(j) Travel status: List the starting and ending dates for each trip, the starting point and destination, and the traveler(s) for each trip.

(k) If the data in this report indicates a need for additional funding beyond that already obligated, this information may only be used as support to the official request for funding required in accordance with the Limitation of Cost (LOC) Clause (FAR 52.232-20) or the Limitation of Funds (LOF) Clause FAR 52.232-22.

C.3 2052.215-70 KEY PERSONNEL (JAN 1993)

(a) The following individuals are considered to be essential to the successful performance of the work hereunder:

1. Linda Springer, Director
2. David M. Hollis, Senior Manager

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.

C.4 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.

C.5 52.217-8 OPTION TO EXTEND SERVICES (NOV 1999)

The Government may require continued performance of any services within the limits and at the rates specified in the contract. These rates may be adjusted only as a result of revisions to

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prevailing labor rates provided by the Secretary of Labor. The option provision may be exercised more than once, but the total extension of performance hereunder shall not exceed 6 months. The Contracting Officer may exercise the option by written notice to the Contractor within 60 days.

C.6 INVOICE SUBMISSION

Invoices shall be submitted to the following address:

Department of Interior / NBC
NRCPayments@nbc.gov
Attn: Fiscal Services Branch - D2770
7301 W. Mansfield Avenue
Denver, CO 80235-2230

ATTACHMENT I

**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

GS23F9794H NRC-HQ-11-F-33-0002

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.

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.

**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.

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