

**ORI FOR SUPPLIES OR SERVICES**

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

BPA NO. NRC-DR-33-10-324

1. DATE OF ORDER 04/07/2011		2. CONTRACT NO. (if any) GS35F0125S		6. SHIP TO:	
3. ORDER NO. T004		4. REQUISITION/REFERENCE NO.		a. NAME OF CONSIGNEE U.S. Nuclear Regulatory Commission	
5. ISSUING OFFICE (Address correspondence to) U.S. Nuclear Regulatory Commission Div. of Contracts Attn: Mail Stop: TWB-01-B10M Washington, DC 20555				b. STREET ADDRESS Arthur Davis Mail Stop: 06H11 301-415-5780	
7. TO:		c. CITY Washington		d. STATE DC	e. ZIP CODE 20555
a. NAME OF CONTRACTOR AEGIS.NET INC				f. SHIP VIA	
b. COMPANY NAME				8. TYPE OF ORDER	
c. STREET ADDRESS 42 READS WAY				<input type="checkbox"/> a. PURCHASE <input checked="" type="checkbox"/> b. DELIVERY 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 NEW CASTLE		e. STATE DE	f. ZIP CODE 197201649		
9. ACCOUNTING AND APPROPRIATION DATA BBR:11-5-156; JC:J4698; BOC:252A; APP:31X0200.120 OBLIGATED AMOUNT:\$230,086.00 DUNS:792268265; NAICS:541519 FFS:110949				10. REQUISITIONING OFFICE OIS	
11. BUSINESS CLASSIFICATION (Check appropriate box(es))					12. F.Q.B. POINT
<input checked="" type="checkbox"/> a. SMALL <input type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. SERVICE-DISABLED VETERAN-OWNED					N/A
13. PLACE OF		14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)	
a. INSPECTION NRC HQ		b. ACCEPTANCE NRC HQ		N/A	
17. SCHEDULE (See reverse for Rejections)				16. DISCOUNT TERMS N/A	

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	This is a labor-hour task order issued under NRS's GSA FSS BPA No. NRC-DR-33-10-324. The contractor shall provide the services described in the Statement of Work. Page two (2) contains a complete breakdown of the pricing structure to perform the work associated under this task order.  Obligation: \$230,086.00 Ceiling: \$230,086.00 Period of performance: 03/28/2011 through 12/31/2011  Project Officer: Arthur Davis, arthur.davis@nrc.gov  Contractor P.O.C.: Thomas Lourenco, tom.lourenco@aegis.net				See CONTINUATION Page	

18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		
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			
SEE BILLING INSTRUCTIONS ON REVERSE					\$230,086.00	17(h) TOTAL (Cont. pages)
					\$230,086.00	17(i) GRAND TOTAL

22. UNITED STATES OF AMERICA BY (Signature)	23. NAME (Typed) William A. Adams Contracting Officer TITLE: CONTRACTING/ORDERING OFFICER
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**ORDER FOR SUPPLIES OR SERVICES  
SCHEDULE - CONTINUATION**

PAGE NO.  
2

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

DATE OF ORDER	CONTRACT NO. GS35F0125S	ORDER NO. T004
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ITEM NO. (A)	SUPPLIES OR SERVICES (B)	QUANTITY ORDERED (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)	QUANTITY ACCEPTED (G)
001	IV & V Technical Specialist PERIOD OF PERFORMANCE 03/28/2011 - 05/18/2011	103	HOURS	145.68	\$15,005.04	
002	IV & V Process Manager PERIOD OF PERFORMANCE 03/28/2011 - 05/18/2011	16	HOURS	182.08	\$2,913.28	
003	Senoir Functional Analyst PERIOD OF PERFORMANCE 03/28/2011 - 05/18/2011	231	HOURS	130.07	\$30,046.17	
004	IV & V Technical Specialist PERIOD OF PERFORMANCE 05/19/2011 - 12/31/2011	327	HOURS	149.79	\$48,981.33	
005	IV & V Process Manager PERIOD OF PERFORMANCE 05/19/2011 - 12/31/2011	49	HOURS	187.23	\$9,174.27	
006	Senoir Functional Analyst PERIOD OF PERFORMANCE 05/19/2011 - 12/31/2011	774	HOURS	133.74	\$103,514.76	

NOTE 1.: All units and unit prices are Not-to Exceed amounts

Note 2.: The contractor shall provide a copy of employee timesheets or similar computer-generated data with each invoice to support the number of hours being billed.

Contract Accepted by:

  
Vice President  
of Services  
AEGIS.net, Inc.

4/7/11

Date

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$230,086.00

## Table of Contents

<b>TASK ORDER TERMS AND CONDITIONS</b> .....	<b>4</b>
A.1 NRC Acquisition Clauses - (NRCAR) 48 CFR Ch. 20.....	4
A.2 Other Applicable Clauses.....	4
A.3 SEAT BELTS.....	4
A.4 WHISTLEBLOWER PROTECTION FOR NRC CONTRACTOR AND SUBCONTRACTOR EMPLOYEES (JULY 2006).....	5
A.5 AUTHORITY TO USE GOVERNMENT PROVIDED SPACE AT NRC HEADQUARTERS (JUL 2007).....	5
A.6 PROHIBITION OF FUNDING TO ACORN (NOV 2009).....	5
A.7 REDUCING TEXT MESSAGING WHILE DRIVING (OCT 2009).....	5
A.8 52.232-19 AVAILABILITY OF FUNDS FOR THE NEXT FISCAL YEAR (APR 1984).....	6
A.9 52.217-9 OPTION TO EXTEND THE TERM OF THE CONTRACT (MAR 2000).....	6
A.10 52.217-8 OPTION TO EXTEND SERVICES (NOV 1999).....	7
A.11 OPTION PERIODS - TASK ORDER/DELIVERY ORDER UNDER A GSA FEDERAL SUPPLY SCHEDULE CONTRACT (MARCH 2007).....	7

## TASK ORDER TERMS AND CONDITIONS

**NRC-33-10-365T005 IV&V Services for RPS  
AEGIS.net, Inc. Price Proposal Worksheet**

**BPA Year 1 Rates: 3/21/2011-5/18/2011**

CLIN Number	Descriptions	Estimated Quantity	Unit	Price Per Hour	Not-To-Exceed
1001	IV&V Technical Specialist	103	Hours	\$145.68	\$15,005.04
1002	IV&V Process Manager	16	Hours	\$182.08	\$2,913.28
1003	Senior Functional Analyst	231	Hours	\$130.07	\$30,046.17
<b>Totals:</b>		<b>350</b>	<b>Hours</b>		<b>\$47,964.49</b>

**BPA Year 2 Rates: 5/19/2011-12/05/2011**

CLIN Number	Descriptions	Estimated Quantity	Unit	Price Per Hour	Not-To-Exceed
2001	IV&V Technical Specialist	327	Hours	\$149.79	\$48,981.33
2002	IV&V Process Manager	49	Hours	\$187.23	\$9,174.27
2003	Senior Functional Analyst	774	Hours	\$133.74	\$103,514.76
<b>Totals:</b>		<b>1,150</b>	<b>Hours</b>		<b>\$161,670.36</b>

<b>Grand Total</b>	<b>1,500</b>	<b>Hours</b>		<b>\$209,634.85</b>
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**A.1 NRC Acquisition Clauses - (NRCAR) 48 CFR Ch. 20****A.2 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.3 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.4 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.5 AUTHORITY TO USE GOVERNMENT PROVIDED SPACE AT NRC HEADQUARTERS (JUL 2007)**

Prior to occupying any government provided space at NRC HQs in Rockville Maryland, the Contractor shall obtain written authorization to occupy specifically designated government space, via the NRC Project Officer, from the Chief, Space Design Branch, ADSPC. Failure to obtain this prior authorization can result in one, or a combination, of the following remedies as deemed appropriate by the Contracting Officer.

- (1) Rental charge for the space occupied will be deducted from the invoice amount due the Contractor
- (2) Removal from the space occupied
- (3) Contract Termination

#### **A.6 PROHIBITION OF FUNDING TO ACORN (NOV 2009)**

In accordance with section 163 of the Continuing Appropriations Resolution, 2010, Division B of Public Law No. 111-68 (CR), until further notice, no federal funds may be provided to the Association of Community Organizations for Reform Now (ACORN), or any of its affiliates, subsidiaries, or allied organizations. Additional information can be found at: [http://www.whitehouse.gov/omb/assets/memoranda\\_2010/m10-02.pdf](http://www.whitehouse.gov/omb/assets/memoranda_2010/m10-02.pdf)

#### **A.7 REDUCING TEXT MESSAGING WHILE DRIVING (OCT 2009)**

(a) In accordance with Section 4 of Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving,"(October 1, 2009), the Contractor or Recipient is encouraged to:

(1) Adopt and enforce policies that ban text messaging while driving company-owned or rented vehicles or Government-owned vehicles, or while driving privately-owned vehicles when on official Government business or when performing any work for or on behalf of the Government; and

(2) Consider new rules and programs to further the policies described in (a)(1), reevaluate existing programs to prohibit text messaging while driving, and conduct education, awareness, and other outreach programs for employees about the safety risks associated with text messaging while driving. These initiatives should encourage voluntary compliance with the text messaging policy while off duty.

(b) For purposes of complying with the Executive Order:

(1) "Texting" or "Text Messaging" means reading from or entering data into any handheld or other electronic device, including for the purpose of SMS texting, e-mailing, instant messaging, obtaining navigational information, or engaging in any other form of electronic data retrieval or electronic data communication.

(2) "Driving" means operating a motor vehicle on an active roadway with the motor running, including while temporarily stationary because of traffic, a traffic light or stop sign, or otherwise. It does not include operating a motor vehicle with or without the motor running when one has pulled over to the side of, or off, an active roadway and has halted in a location where one can safely remain stationary.

(c) The Contractor or Recipient shall encourage its subcontractor(s) or sub-recipient(s) to adopt and enforce the policies and initiatives described in this clause.

#### **A.8 52.232-19 AVAILABILITY OF FUNDS FOR THE NEXT FISCAL YEAR (APR 1984)**

Funds are not presently available for performance under this contract beyond \$230,086.00. The Government's obligation for performance of this contract beyond that date is contingent upon the availability of appropriated funds from which payment for contract purposes can be made. No legal liability on the part of the Government for any payment may arise for performance under this contract beyond \$230,086.00, until funds are made available to the Contracting Officer for performance and until the Contractor receives notice of availability, to be confirmed in writing by the Contracting Officer.

#### **A.9 52.217-9 OPTION TO EXTEND THE TERM OF THE CONTRACT (MAR 2000)**

(a) The Government may extend the term of this contract by written notice to the Contractor within 30 days; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 60 days before the contract expires. The preliminary notice does not commit the Government to an extension.

(b) If the Government exercises this option, the extended contract shall be considered to include this option clause.

(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed 5 years.

**A.10 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 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 30 days.

**A.11 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.

## CONTINUATION PAGE

**STATEMENT OF WORK FOR TASK ORDER NO. 001 TO PROVIDE COMPUTER INDEPENDENT VERIFICATION  
AND VALIDATION SERVICES  
FOR THE REACTOR PROGRAM SYSTEM (RPS)**

**1.0 BACKGROUND**

The Office of Nuclear Reactor Regulation (NRR) and the Office of Information Services (OIS) of the U.S. Nuclear Regulatory Commission (NRC) require independent verification and validation (IV&V) services for the NRR Reactor Program Systems (RPS) currently operational, systems under development, and legacy systems replacement efforts. The NRC NRR currently has the following legacy modules which are integrated into the RPS system:

- Inspection Planning and Assessment System (IPAS)
- Inspection Planning Cycle System (IPC)
- Inspection Reporting and Tracking System (IRTS)
- Inspection Procedures (IP)
- Inspection Reporting (IR)
- Reactor Operating Programs (ROP)
- Construction Inspection Planning and Information Management System (CIPIMS)
- Reporting module (REPORTS)
- NRC Utilities (NRCUTIL)
- Security Access Module (SAM)
- Safety Information Management system (SIMS)
- Tables used by Systems (TABLES)
- TAC Resource Information Management (TRIM)

In addition the following legacy systems are related to RPS, and will be incorporated into RPS in the future:

- Dynamic Web Page (DWP)
- Human Factors Information System (HFIS)
- Operator Licensing Tracking System (OLTS)
- Reactor Operations and Events (ROE)
- External web version of ROE (ROEWEB)
- Internal web version of ROE (ROEWEBLOCAL)

The RPS is a core agency system which interfaces and shares data with the following systems:

- Human Resource Management System (HRMS)
- License Tracking System (LTS)
- Fee Billing System (FEES)
- Enforcement Action Tracking System (EATS)
- Office of Investigation Management Information System (OIMIS)
- Allegation Management System (AMS)
- Case Management System
- Cost Accounting System (CAS)
- Enterprise Project Management (EPM)
- Program Management and Notification System (PMNS)
- Technical Assignment Control System (TACS)
- General License Tracking System (GLTS)

The RPS ATO is due for renewal during 2011. The plan is to migrate RPS from its current individual Authority To Operate (ATO) to the Business Application Support System (BASS) Unix platform ATO. The type of information processed in RPS and related systems is primarily categorized as "sensitive unclassified" information" at a medium security level. RPS processes reactor licensing and inspection internal tracking and reporting data; it is not publically available.

The NRC requires the support of a contractor to perform independent verification and validation services for the NRR RPS systems in accordance with the enclosed "Statement of Work for Task Order No 001 to provide Computer Independent Verification and Validation Services for the Reactor Program System (RPS).

Note: This specific Task Order for NRR RPS Systems is under the general Statement of Work for Independent Verification and Validation for the U.S. Nuclear Regulatory Commission Information Systems, which includes all of the agency Project Management Methodology (PMM) requirements for information systems. Since RPS is a steady state investment and the IV&V services required are for independent technical analysis and support of the NRR Change Request and problems evaluation processes related to the steady state investments, the scope of this Task Order is not inclusive of the entire PMM processes.

The contractor will use relevant Office of Information Services (OIS) Management Directive (MD) 2.8, Project Management Methodology (PMM) (draft) requirements or as directed by NRC Project Officer to evaluate and support NRR RPS steady state systems as listed in this Task Order. The steady state systems have been implemented in PowerBuilder, Sybase, ColdFusion, and web technologies; the contractor will be required to have experience and expertise in analyzing systems using these technologies.

This support shall include but not be limited to (1) establishing an IV&V process for on-going problem research and Change Requests to the operational systems; (2) evaluation and support for testing, (3) supporting the project team in resolving all software-related issues, (4) evaluation of test planning, test validation, execution, and reporting, (5) providing findings reports containing specific recommendations for actionable items continuously throughout the process; and (6) supporting analysis and updates to the Business Case for technology improvements to RPS.

## 2.0 OBJECTIVES

The objective of this task order is to provide independent and expert information technology support services for IV&V activities. The IV&V activities will be in support of the NRR RPS systems that are operational, under development, and planned. The contractor shall meet the following objectives:

- (1) Evaluate RPS modules, RPS related systems, and RPS interfaces (see Section 1.0) to identify deficiencies and issues with data integrity, reliability, security, and efficiency.
- (2) Research and evaluate system and design requirements and other documents to ensure that Change Requests are effectively planned and implemented; Suggest alternative design solutions, as needed.
- (3) Provide independent analysis of problems and issues; provide solutions and recommendations, as needed.
- (4) Review test planning to ensure that thorough analysis, design, development, testing, and reporting of all required functionality is completed.
- (5) Validate test results against requirements and expectations; ensure that functionality is implemented as planned to meet user expectations.
- (6) Provide findings reports containing specific recommendations for actionable items continuously throughout the process.
- (7) Provide supporting analysis and updates to the Business Case for technology improvements to RPS.

### 3.0 SCOPE OF WORK

IV&V services are needed during Fiscal Year 2011 (FY11) for NRR RPS software upgrade releases and analysis of issues and problems, as needed. The RPS releases are generally grouped by modules and include Change Requests (fixes and enhancements) which have been requested by NRR headquarters and regional staff (RPS Counterparts). These are generally reviewed in a monthly Configuration Control Board (CCB) process and grouped into bi-monthly version upgrades. These upgrade releases will require independent analysis of user requested changes, proposed technical solutions, analysis of applications and interfaces to verify the technical approach, review of test planning and validation of results in conjunction with NRR's user acceptance testing.

### 4.0 SPECIFIC TASK REQUIREMENTS

#### 4.1.1 Task 1 – NRR RPS Software Upgrade Releases for FY11

##### Requirements

The contractor shall:

1. Develop a process for independent analysis and validation of Change Requests
2. Conduct on-going evaluations to proactively identify deficiencies and issues with data integrity, reliability, security, and operating efficiency.
3. Analyze the Change Request and conduct technical analysis, including feasibility, effectiveness, design consistency, implementation completeness, integrity of data and functionality, and testability.
4. Update documentation related to the Change Request to ensure clarity and completeness.
5. Conduct independent analysis of identified problems and research to provide solutions and recommendations.
6. Validate that the proposed approach and estimated resources required for implementation are realistic and effective. Provide independent technical analysis and recommendations to the RPS task order manager.
7. Validate that plans for testing the Change Request are effective for ensuring verification of data, reporting, and functionality required by the CR.
8. Verify that the acceptance test scenarios satisfy the test criteria, and will effectively ensure the implementation meets the Change Request requirements.
9. Independently test for correctness and completeness of the functional requirements.
10. Provide notification in within 5 days of issues or recommendations that affect the deployment of the Change Request in an RPS release.
11. Provide supporting analysis and updates to the Business Case for technology improvements to RPS.

##### Standard

The contractor shall prepare a report template for each Change Request. The report template is to include at a minimum, a 1 page executive summary which includes the results of the review and recommendations. The report template shall also include the detail activity related to the Change Request (activities, testing, issues, and results).

**Deliverables**

The contractor shall deliver the following:

Item	Name	Due Date
1a	IV&V Process for Change Requests	10 work days after kick off meeting with contractor.
1b	Report Template	10 work days after kick off meeting with contractor.
2	NRC task order manager approval	5 work days after receipt of draft
3	Initial Analysis Report for each Change Request or Issue Provided	3 work days after receipt of Change Request or Issue to research from NRC task order manager.
4	NRC task order manager approval	5 work days after receipt
5	IV&V Report for Each Change Request or Issue Provided	5 work days after updated and finalized Change Request or Issue
6	NRC task order manager approval	5 work days after receipt

7	Initial Analysis Report for each Business Case analysis or update provided	3 days after receipt of Business Case update request
8	NRC task order manager approval	5 working days after receipt
9	IV&V Report for each Business Case analysis or update provided	5 working days after updated and finalized Business Case analysis or update
10	NRC task order manager approval	5 working days after receipt

**5.0 OVERALL PERFORMANCE STANDARDS AND DEDUCTION SCHEDULE:**

The following processes will be used by NRC to insure successful performance of the contract requirements stated herein:

Failure by the Contractor to comply with any of the procedures and/or contract requirements stated herein shall constitute a "valid-deficiency" under this contract, unless the failure can be shown to be caused by circumstances beyond the Contractor's control.

No more than one (1) contract-deficiency shall be allowed by NRC per calendar-month period, in which the NRC-PO determines the discrepancy is a "valid-deficiency" for non-compliance with any Contract Requirements.

The Contractor shall invoice monthly with a single invoice that includes a breakdown of the cost of all Change Request support provided during the previous calendar-month's period. For any month in which the Contractor fails to comply with the contract requirements stated herein, NRC reserves the right to deduct the following amounts from that month's total monthly invoice payment:

- 0-1 Valid-deficiencies per calendar-month period will result in no deduction;
- 2 Valid-deficiencies per calendar-month period will result in 5% of the total monthly invoice being deducted;
- 3 Valid-deficiencies per calendar-month period will result in 6% of the total monthly invoice being deducted;
- 4 Valid-deficiencies per calendar-month period will result in 7% of the total monthly invoice being deducted;
- 5 Valid-deficiencies per calendar-month period will result in 8% of the total monthly invoice being deducted;
- 6 Valid-deficiencies per calendar-month period will result in 10% of the total monthly invoice being deducted.

NOTE: Under the Performance Incentives listed above, NRC will not deduct more than a total of 10% from the monthly invoice.

The deductions listed above do not prevent NRC from taking other appropriate actions to correct performance problems under this contract.

## 6.0 ACCEPTANCE CRITERIA

For Task 1 in Section 4.0 above, the contractor shall prepare a Final IV&V Report for Each Change Request Provided. The Report shall include, at a minimum, analysis of Change Request, validation of implementation approach, verification of test results, and recommendations. The report deliverable should provide sufficient detail to ensure completeness, consistency, correctness, and accuracy of the work performed. All deliverable products shall be grammatically correct according to industry standard rules and contain correct spelling. All technical and financial terms shall be clearly defined to be understood by all readers. All final deliverable products will be approved in writing by the PO or a designated representative.

## 7.0 MEETINGS AND TRAVEL

### 7.1.1 Kick-off Meeting

For Task 1 in Section 4.0 above, the contractor shall participate in a kick-off meeting no later than five (5) business days after award to introduce the NRC Project Officer, the Task Manager, and other NRC representatives. The purpose of the meeting is to review and discuss the NRR's goals for the project and to establish contractor/NRC communications report framework for the project. Further, discussion shall include the PMM phases and corresponding deliverables as identified in Section 5.0, Deliverables. Internal NRC documents will be coordinated during this meeting.

### 7.1.2 Travel

For Task 1 in Section 4.0 above, the contractor shall complete work associated with these tasks at the NRC Headquarters in Rockville, MD, unless a request for working at contractor site has been approved. Travel to other locations will not be required.

## 8.0 GOVERNMENT FURNISHED MATERIALS AND EQUIPMENT

For Task 1 in Section 4.0 above, to facilitate the work to be performed, the NRC will, upon request, provide the contractor with any and all materials documenting current applications systems, processes, requirements, and access to Government and other contractor personnel as required.

## 9.0 PERIOD OF PERFORMANCE

The period of performance for task order No. 004 is 8.5 months from the date of task order award.

## 10.0 ESTIMATED LEVEL OF EFFORT

The estimated level of effort for this task order by labor category is:

- IV&V Technical Specialist
  - o 1,360 hours
- IV&V Process Manager
  - o 24 hours
- Information Technician
  - o 120 hours

**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](mailto:NRCPayments@nbc.gov)

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

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

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

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

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

HAND-CARRIED SUBMISSIONS WILL NOT BE ACCEPTED

**Agency Payment Office:** Payment will continue to be made by the office designated in the contract in Block 12 of 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.

Supersession: These instructions supersede any previous billing instructions.

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**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.
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