

ORDER FOR SUPPLIES OR SERVICES

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

BPA NO.

1. DATE OF ORDER 6/10/11		2. CONTRACT NO. (if any) GS07F0055W		6. SHIP TO:	
3. ORDER NO. NRC-HQ-11-F-41-0002		MODIFICATION 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: Valerie Whipple Mail Stop: TWB-01-B10M Washington, DC 20555		4. REQUISITION/REFERENCE NO. FSM-11-103 FAIMIS 112898 FMS-11-061		b. STREET ADDRESS	
7. TO:		c. CITY Washington		d. STATE DC	e. ZIP CODE 20555
a. NAME OF CONTRACTOR MELE ASSOCIATES		b. COMPANY NAME		f. SHIP VIA	
c. STREET ADDRESS 11 TAFT COURT, SUITE 101		d. CITY ROCKVILLE		e. STATE MD	f. ZIP CODE 20850
9. ACCOUNTING AND APPROPRIATION DATA B&R: 2011-55-34-5-139 JC: F1211 BOC: 252A APPN: 31X0200 FSM-11-103 FAIMIS: 112898 \$5,000 DUNS: 807601281		10. REQUISITIONING OFFICE FSM		8. TYPE OF ORDER	
11. BUSINESS CLASSIFICATION (Check appropriate box(es)) <input 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 <input type="checkbox"/> g. WOMEN-OWNED SMALL BUSINESS (WOSB) <input type="checkbox"/> h. ECONOMICALLY DISADVANTAGED WOMEN-OWNED SMALL BUSINESS (EDWOSB) UNDER THE WOMEN-OWNED SMALL BUSINESS PROGRAM		12. F.O.B. POINT DESTINATION		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date) As stated below	
13. PLACE OF a. INSPECTION b. ACCEPTANCE		14. GOVERNMENT B/L NO.		16. DISCOUNT TERMS Net 30	

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)
	<p>The Contractor shall provide the U.S. Nuclear Regulatory Commission with Radiation Monitoring Services in accordance w/the GSA Schedule Contract No. GS-07F-0055W, the attached Statement of Work, and Mele's Offer dated May 13, 2011, at the prices contained in the attached Schedule of Supplies/ Services.</p> <p>This order shall be effective Date of Award - May 31, 2012 with four 1-year options. The amount presently obligated is \$5,000.</p> <p>The total delivery order amount is as follows:</p> <p>Base Year - \$9,475.00 Option Year 1 - \$9,475.00 Option Year 2 - \$9,475.00 Option Year 3 - \$9,475.00 Option Year 4 - \$25,271.00 Total Amount Inclusive of Options: \$63,171.00</p>					

18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		\$9,475.00	
SEE BILLING INSTRUCTIONS ON REVERSE		21. MAIL INVOICE TO:				Current Ceiling	
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
						\$63,171.00	
						Inclusive of Options	

22. UNITED STATES OF AMERICA BY (Signature)		23. NAME (Typed) Valerie Whipple Contracting Officer TITLE: CONTRACTING/ORDERING OFFICER	
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Please indicate your acceptance of this order by having an official who is authorized to bind your organization, execute this document in the space provided below.

ACCEPTED:

Signature: 

Name: Alan K. Chiogioji

Title: Chief Financial Officer

Date: June 10, 2011

B.1 PRICE/COST SCHEDULE

See Enclosure 1.

B.2 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 **\$9,475**. 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.

The total estimated amount of this contract (ceiling) may be increased as follows, should options be exercised:

Option Year One:	\$9,475.00
Option Year Two:	\$9,475.00
Option Year Three:	\$9,475.00
Option Year Four:	\$25,271.00

Total Amount inclusive of Options: \$63,171.00

(b) The amount presently obligated with respect to this contract is **\$5,000**. 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.3. TYPE OF CONTRACT

This is a requirements type, IDIQ contract.

C.1 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 60 days of expiration.**

C.2 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 60 days of expiration**; provided that the Government gives the Contractor a preliminary written notice of its intent to extend **at least 15 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.**

C.3 52.232-19 AVAILABILITY OF FUNDS FOR THE NEXT FISCAL YEAR (APR 1984)

Funds are not presently available for performance under this contract beyond FY11. 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 FY11, 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.

C.4 52.216-18 ORDERING (OCT 1995)

(a) Any supplies and services to be furnished under this contract shall be ordered by issuance of delivery orders or task orders by the individuals or activities designated in the Schedule. Such orders may be issued **from the effective date of the contract through the end of the effective period.**

(b) All delivery orders or task orders are subject to the terms and conditions of this contract. In the event of conflict between a delivery order or task order and this contract, the contract shall control.

(c) If mailed, a delivery order or task order is considered "issued" when the Government deposits the order in the mail. Orders may be issued orally, by facsimile, or by electronic commerce methods only if authorized in the Schedule.

C.5 52.216-19 ORDER LIMITATIONS (OCT 1995)

(a) Minimum order. When the Government requires supplies or services covered by this contract in an amount of less than **\$5,000**, the Government is not obligated to purchase, nor is the Contractor obligated to furnish, those supplies or services under the contract.

(b) Maximum order. The Contractor is not obligated to honor--

(1) Any order for a single item in excess of the **total delivery order amount (See Section B.4. above)**;

(2) Any order for a combination of items in excess of **total delivery order amount (See Section B.4 above)**; or

(3) A series of orders from the same ordering office within 1 days that together call for quantities exceeding the limitation in paragraph (b)(1) or (2) of this section.

(c) If this is a requirements contract (i.e., includes the Requirements clause at subsection 52.216-21 of the Federal Acquisition Regulation (FAR)), the Government is not required to order a part of any one requirement from the Contractor if that requirement exceeds the maximum-order limitations in paragraph (b) of this section.

(d) Notwithstanding paragraphs (b) and (c) of this section, the Contractor shall honor any order exceeding the maximum order limitations in paragraph (b), unless that order (or orders) is returned to the ordering office within 5 days after issuance, with written notice stating the Contractor's intent not to ship the item (or items) called for and the reasons. Upon receiving this notice, the Government may acquire the supplies or services from another source.

C.6 52.216-21 REQUIREMENTS (OCT 1995)

(a) This is a requirements contract for the supplies or services specified, and effective for the period stated, in the Schedule. The quantities of supplies or services specified in the Schedule are estimates only and are not purchased by this contract. Except as this contract may otherwise provide, if the Government's requirements do not result in orders in the quantities described as "estimated" or "maximum" in the Schedule, that fact shall not constitute the basis for an equitable price adjustment.

(b) Delivery or performance shall be made only as authorized by orders issued in accordance with the Ordering clause. Subject to any limitations in the Order Limitations clause or elsewhere in this contract, the Contractor shall furnish to the Government all supplies or services specified in the Schedule and called for by orders issued in accordance with the Ordering clause. The Government may issue orders requiring delivery to multiple destinations or performance at multiple locations.

(c) Except as this contract otherwise provides, the Government shall order from the Contractor all the supplies or services specified in the Schedule that are required to be purchased by the Government activity or activities specified in the Schedule.

(d) The Government is not required to purchase from the Contractor requirements in excess of any limit on total orders under this contract.

(e) If the Government urgently requires delivery of any quantity of an item before the earliest date that delivery may be specified under this contract, and if the Contractor will not accept an order providing for the accelerated delivery, the Government may acquire the urgently required goods or services from another source.

(f) Any order issued during the effective period of this contract and not completed within that period shall be completed by the Contractor within the time specified in the order. The contract shall govern the Contractor's and Government's rights and obligations with respect to that order to the same extent as if the order were completed during the contract's effective period; provided, that the Contractor shall not be required to make any deliveries under this contract after the expiration date of the contract.

C.7 52.224-1 PRIVACY ACT NOTIFICATION (APR 1984)

The Contractor will be required to design, develop, or operate a system of records on individuals, to accomplish an agency function subject to the Privacy Act of 1974, Public Law 93-579, December 31, 1974 (5 U.S.C. 552a) and applicable agency regulations. Violation of the Act may involve the imposition of criminal penalties.

C.8 52.224-2 PRIVACY ACT (APR 1984)

(a) The Contractor agrees to--

(1) Comply with the Privacy Act of 1974 (the Act) and the agency rules and regulations issued under the Act in the design, development, or operation of any system of records on individuals to accomplish an agency function when the contract specifically identifies--

(i) The systems of records; and

(ii) The design, development, or operation work that the contractor is to perform;

(2) Include the Privacy Act notification contained in this contract in every solicitation and resulting subcontract and in every subcontract awarded without a solicitation, when the work statement in the proposed subcontract requires the design, development, or operation of a system of records on individuals that is subject to the Act; and

(3) Include this clause, including this subparagraph (3), in all subcontracts awarded under this contract which requires the design, development, or operation of such a system of records.

(b) In the event of violations of the Act, a civil action may be brought against the agency involved when the violation concerns the design, development, or operation of a system of records on individuals to accomplish an agency function, and criminal penalties may be

imposed upon the officers or employees of the agency when the violation concerns the operation of a system of records on individuals to accomplish an agency function. For purposes of the Act, when the contract is for the operation of a system of records on individuals to accomplish an agency function, the Contractor and any employee of the Contractor is considered to be an employee of the agency.

(c) (1) "Operation of a system of records," as used in this clause, means performance of any of the activities associated with maintaining the system of records, including the collection, use, and dissemination of records.

(2) "Record," as used in this clause, means any item, collection, or grouping of information about an individual that is maintained by an agency, including, but not limited to, education, financial transactions, medical history, and criminal or employment history and that contains the person's name, or the identifying number, symbol, or other identifying particular assigned to the individual, such as a fingerprint or voiceprint or a photograph.

(3) "System of records on individuals," as used in this clause, means a group of any records under the control of any agency from which information is retrieved by the name of the individual or by some identifying number, symbol, or other identifying particular assigned to the individual.

C.9 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.10 52.237-3 CONTINUITY OF SERVICES (JAN 1991)

(a) The Contractor recognizes that the services under this contract are vital to the Government and must be continued without interruption and that, upon contract expiration, a successor, either the Government or another contractor, may continue them. The Contractor agrees to (1) furnish phase-in training and (2) exercise its best efforts and cooperation to effect an orderly and efficient transition to a successor.

(b) The Contractor shall, upon the Contracting Officer's written notice, (1) furnish phase-in, phase-out services for up to 90 days after this contract expires and (2) negotiate in good faith a plan with a successor to determine the nature and extent of phase-in, phase-out services required. The plan shall specify a training program and a date for transferring responsibilities for each division of work described in the plan, and shall be subject to the Contracting Officer's approval. The Contractor shall provide sufficient experienced personnel during the phase-in, phase-out period to ensure that the services called for by this contract are maintained at the required level of proficiency.

(c) The Contractor shall allow as many personnel as practicable to remain on the job to help the successor maintain the continuity and consistency of the services required by this contract. The Contractor also shall disclose necessary personnel records and allow the successor to conduct on-site interviews with these employees. If selected employees are agreeable to the change, the Contractor shall release them at a mutually agreeable date and negotiate transfer of their earned fringe benefits to the successor.

(d) The Contractor shall be reimbursed for all reasonable phase-in, phase-out costs (i.e., costs incurred within the agreed period after contract expiration that result from phase-in, phase-out operations) and a fee (profit) not to exceed a pro rata portion of the fee (profit) under this contract.

C.11 FSS RFQ INTRODUCTORY LANGUAGE

All clauses and provisions from the Federal Acquisition Regulation (FAR) and General Services Administration Regulation (GSAR) from the applicable FSC Group of the Multiple Award Schedule and Federal Supply Schedule Program, and the specific GSA Schedule contract referenced on the SF1449 in Block 2, are hereby incorporated by reference.

The full text of any FAR and GSA clauses which are incorporated by reference may be obtained at the following URLs:

FAR: <http://acquisition.gov/far/index.html>

GSAM: <http://www.acquisition.gov/GSAM/gsam.html>

C.12 COMPLIANCE WITH U.S. IMMIGRATION LAWS AND REGULATIONS (MAY 2002)

NRC contractors are responsible to ensure that their alien personnel are not in violation of United States immigration laws and regulations, including employment authorization documents and visa requirements. Each alien employee of the Contractor must be lawfully admitted for

permanent residence as evidenced by Permanent Resident Card Form I-551, or must present other evidence from the U.S. Department of Homeland Security/U.S. Citizenship and Immigration Services that employment will not affect his/her immigration status. The U.S. Citizenship and Immigration Services provides information to contractors to help them understand the employment eligibility verification process for non-US citizens. This information can be found on their website, www.uscis.gov.

The NRC reserves the right to deny or withdraw Contractor use or access to NRC facilities or its equipment/services, and/or take any number of contract administrative actions (e.g., disallow costs, terminate for cause) should the Contractor violate the Contractor's responsibility under this clause.

C.13 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.

C.14 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

C.15 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.

C.16 FAR 52.204-7 CENTRAL CONTRACTOR REGISTRATION (OCT 2003)

(a) Definitions. As used in this clause—

"Central Contractor Registration (CCR) database" means the primary Government repository for Contractor information required for the conduct of business with the Government.

"Data Universal Numbering System (DUNS) number" means the 9-digit number assigned by Dun and Bradstreet, Inc. (D&B) to identify unique business entities.

"Data Universal Numbering System+4 (DUNS+4) number" means the DUNS number means the number assigned by D&B plus a 4-character suffix that may be assigned by a business concern. (D&B has no affiliation with this 4-character suffix.) This 4-character suffix may be assigned at the discretion of the business concern to establish additional CCR records for identifying alternative Electronic Funds Transfer (EFT) accounts (see the FAR at Subpart 32.11) for the same concern.

"Registered in the CCR database" means that—

(1) The Contractor has entered all mandatory information, including the DUNS number or the DUNS+4 number, into the CCR database; and

(2) The Government has validated all mandatory data fields, to include validation of the Taxpayer Identification Number (TIN) with the Internal Revenue Service (IRS), and has marked the record "Active". The Contractor will be required to provide consent for TIN validation to the Government as a part of the CCR registration process.

(b)

(1) By submission of an offer, the offeror acknowledges the requirement that a prospective awardee shall be registered in the CCR database prior to award, during performance, and through final payment of any contract, basic agreement, basic ordering agreement, or blanket purchasing agreement resulting from this solicitation.

(2) The offeror shall enter, in the block with its name and address on the cover page of its offer, the annotation "DUNS" or "DUNS+4" followed by the DUNS or DUNS+4 number that identifies the offeror's name and address exactly as stated in the offer. The DUNS number will be used by the Contracting Officer to verify that the offeror is registered in the CCR database.

(c)

If the offeror does not have a DUNS number, it should contact Dun and Bradstreet directly to obtain one.

(1) An offeror may obtain a DUNS number—

(i) Via the internet at <http://fedgov.dnb.com/webform> or if the offeror does not have internet access, it may call Dun and Bradstreet at 1-866-705-5711 if located within the United States; or

(ii) If located outside the United States, by contacting the local Dun and Bradstreet office. The offeror should indicate that it is an offeror for a U.S. Government contract when contacting the local Dun and Bradstreet office.

(2) The offeror should be prepared to provide the following information:

(i) Company legal business name.

(ii) Tradestyle, doing business, or other name by which your entity is commonly recognized.

(iii) Company physical street address, city, state and Zip Code.

(iv) Company mailing address, city, state and Zip Code (if separate from physical).

(v) Company telephone number.

(vi) Date the company was started.

(vii) Number of employees at your location.

(viii) Chief executive officer/key manager.

(ix) Line of business (industry).

(x) Company Headquarters name and address (reporting relationship within your entity).

(d) If the Offeror does not become registered in the CCR database in the time prescribed by the Contracting Officer, the Contracting Officer will proceed to award to the next otherwise successful registered Offeror.

(e) Processing time, which normally takes 48 hours, should be taken into consideration when registering. Offerors who are not registered should consider applying for registration immediately upon receipt of this solicitation.

(f) The Contractor is responsible for the accuracy and completeness of the data within the CCR database, and for any liability resulting from the Government's reliance on inaccurate or incomplete data. To remain registered in the CCR database after the initial registration, the Contractor is required to review and update on an annual basis from the date of initial registration or subsequent updates its information in the CCR database to ensure it is current, accurate and complete. Updating information in the CCR does not alter the terms and conditions of this contract and is not a substitute for a properly executed contractual document.

(g)

(1)

(i) If a Contractor has legally changed its business name, "doing business as" name, or division name (whichever is shown on the contract), or has transferred the assets used in performing the contract, but has not completed the necessary requirements regarding novation and change-of-name agreements in Subpart 42.12, the Contractor shall provide the responsible Contracting Officer a minimum of one business day's written notification of its intention to:

(A) Change the name in the CCR database;

(B) Comply with the requirements of Subpart 42.12 of the FAR;

(C) Agree in writing to the timeline and procedures specified by the responsible Contracting Officer. The Contractor must provide with the notification sufficient documentation to support the legally changed name.

(ii) If the Contractor fails to comply with the requirements of paragraph (g)(1)(i) of this clause, or fails to perform the agreement at paragraph (g)(1)(i)(C) of this clause, and, in the absence of a properly executed novation or change-of-name agreement, the CCR information that shows the Contractor to be other than the Contractor indicated in the contract will be considered to be incorrect information within the meaning of the "Suspension of Payment" paragraph of the electronic funds transfer (EFT) clause of this contract.

(2) The Contractor shall not change the name or address for EFT payments or manual payments, as appropriate, in the CCR record to reflect an assignee for

the purpose of assignment of claims (see FAR Subpart 32.8, Assignment of Claims). Assignees shall be separately registered in the CCR database. Information provided to the Contractor's CCR record that indicates payments, including those made by EFT, to an ultimate recipient other than that Contractor will be considered to be incorrect information within the meaning of the "Suspension of payment" paragraph of the EFT clause of this contract.

(h) Offerors and Contractors may obtain information on registration and annual confirmation requirements via the Internet at <http://www.ccr.gov> or by calling 1-888-227-2423, or 269-961-5757.

C.17 2052.209-72 CONTRACTOR ORGANIZATIONAL CONFLICTS OF INTEREST (JAN 1993)

(a) Purpose. The primary purpose of this clause is to aid in ensuring that the contractor:

(1) Is not placed in a conflicting role because of current or planned interests (financial, contractual, organizational, or otherwise) which relate to the work under this contract; and

(2) Does not obtain an unfair competitive advantage over other parties by virtue of its performance of this contract.

(b) Scope. The restrictions described apply to performance or participation by the contractor, as defined in 48 CFR 2009.570-2 in the activities covered by this clause.

(c) Work for others.

(1) Notwithstanding any other provision of this contract, during the term of this contract, the contractor agrees to forego entering into consulting or other contractual arrangements with any firm or organization the result of which may give rise to a conflict of interest with respect to the work being performed under this contract. The contractor shall ensure that all employees under this contract abide by the provision of this clause. If the contractor has reason to believe, with respect to itself or any employee, that any proposed consultant or other contractual arrangement with any firm or organization may involve a potential conflict of interest, the contractor shall obtain the written approval of the contracting officer before the execution of such contractual arrangement.

(2) The contractor may not represent, assist, or otherwise support an NRC licensee or applicant undergoing an NRC audit, inspection, or review where the activities that are the subject of the audit, inspection, or review are the same as or substantially similar to the services within the scope of this contract (or task order as appropriate) except where the NRC licensee or applicant requires the contractor's support to explain or defend the contractor's prior work for the utility or other entity which NRC questions.

(3) When the contractor performs work for the NRC under this contract at any NRC licensee or applicant site, the contractor shall neither solicit nor perform work in the same or similar technical area for that licensee or applicant organization for a period commencing with the award of the task order or beginning of work on the site (if not a task order contract) and

ending one year after completion of all work under the associated task order, or last time at the site (if not a task order contract).

(4) When the contractor performs work for the NRC under this contract at any NRC licensee or applicant site,

(i) The contractor may not solicit work at that site for that licensee or applicant during the period of performance of the task order or the contract, as appropriate.

(ii) The contractor may not perform work at that site for that licensee or applicant during the period of performance of the task order or the contract, as appropriate, and for one year thereafter.

(iii) Notwithstanding the foregoing, the contracting officer may authorize the contractor to solicit or perform this type of work (except work in the same or similar technical area) if the contracting officer determines that the situation will not pose a potential for technical bias or unfair competitive advantage.

(d) Disclosure after award.

(1) The contractor warrants that to the best of its knowledge and belief, and except as otherwise set forth in this contract, that it does not have any organizational conflicts of interest as defined in 48 CFR 2009.570-2.

(2) The contractor agrees that if, after award, it discovers organizational conflicts of interest with respect to this contract, it shall make an immediate and full disclosure in writing to the contracting officer. This statement must include a description of the action which the contractor has taken or proposes to take to avoid or mitigate such conflicts. The NRC may, however, terminate the contract if termination is in the best interest of the Government.

(3) It is recognized that the scope of work of a task-order-type contract necessarily encompasses a broad spectrum of activities. Consequently, if this is a task-order-type contract, the contractor agrees that it will disclose all proposed new work involving NRC licensees or applicants which comes within the scope of work of the underlying contract. Further, if this contract involves work at a licensee or applicant site, the contractor agrees to exercise diligence to discover and disclose any new work at that licensee or applicant site. This disclosure must be made before the submission of a bid or proposal to the utility or other regulated entity and must be received by the NRC at least 15 days before the proposed award date in any event, unless a written justification demonstrating urgency and due diligence to discover and disclose is provided by the contractor and approved by the contracting officer. The disclosure must

include the statement of work, the dollar value of the proposed contract, and any other documents that are needed to fully describe the proposed work for the regulated utility or other regulated entity. NRC may deny approval of the disclosed work only when the NRC has issued a task order which includes the technical area and, if site-specific, the site, or has plans to issue a task order which includes the technical area and, if site-specific, the site, or when the work violates paragraphs (c)(2), (c)(3) or (c)(4) of this section.

(e) Access to and use of information

(1) If in the performance of this contract, the contractor obtains access to information, such as NRC plans, policies, reports, studies, financial plans, internal data protected by the Privacy Act of 1974 (5 U.S.C. Section 552a(1988)), or the Freedom of Information Act (5 U.S.C. Section 552 (1986)), the contractor agrees not to:

(i) Use this information for any private purpose until the information has been released to the public;

(ii) Compete for work for the Commission based on the information for a period of six months after either the completion of this contract or there lease of the information to the public, whichever is first;

(iii) Submit an unsolicited proposal to the Government based on the information until one year after the release of the information to the public; or

(iv) Release the information without prior written approval by the contracting officer unless the information has previously been released to the public by the NRC.

(2) In addition, the contractor agrees that, to the extent it receives or is given access to proprietary data, data protected by the Privacy Act of 1974(5 U.S.C. Section 552a (1988)), or the Freedom of Information Act (5 U.S.C. Section 552 (1986)), or other confidential or privileged technical, business, or financial information under this contract, the contractor shall treat the information in accordance with restrictions placed on use of the information.

(3) Subject to patent and security provisions of this contract, the contractor shall have the right to use technical data it produces under this contract for private purposes provided that all requirements of this contract have been met.

(f) Subcontracts. Except as provided in 48 CFR 2009.570-2, the contractor shall include this clause, including this paragraph, in subcontracts of any tier. The terms contract, contractor, and contracting officer, must be appropriately modified to preserve the Government's rights.

(g) Remedies. For breach of any of the above restrictions, or for intentional non-disclosure or misrepresentation of any relevant interest required to be disclosed concerning this contract or for such erroneous representations that necessarily imply bad faith, the Government may terminate the contract for default, disqualify the contractor from subsequent contractual efforts, and pursue other remedies permitted by law or this contract.

(h) Waiver. A request for waiver under this clause must be directed in writing to the contracting officer in accordance with the procedures outlined in 48 CFR 2009.570-9.

(l) Follow-on effort. The contractor shall be ineligible to participate in NRC contracts, subcontracts, or proposals therefore (solicited or unsolicited), which stem directly from the contractor's performance of work under this contract. Furthermore, unless so directed in writing by the contracting officer, the contractor may not perform any technical consulting or management support services work or evaluation activities under this contract on any of its products or services or the products or services of another firm if the contractor has been substantially involved in the development or marketing of the products or services.

(1) If the contractor, under this contract, prepares a complete or essentially complete statement of work or specifications, the contractor is not eligible to perform or participate in the initial contractual effort which is based on the statement of work or specifications. The contractor may not incorporate its products or services in the statement of work or specifications unless so directed in writing by the contracting officer, in which case the restrictions in this paragraph do not apply.

(2) Nothing in this paragraph precludes the contractor from offering or selling its standard commercial items to the Government

C.18 ANNUAL AND FINAL CONTRACTOR PERFORMANCE EVALUATIONS

Annual and final evaluations of contractor performance under this contract will be prepared in accordance with FAR 42.15, "Contractor Performance Information," normally at the time the contractor is notified of the NRC's intent to exercise the contract option. If the multi-year contract does not have option years, then an annual evaluation will be prepared (state time for annual evaluation). Final evaluations of contractor performance will be prepared at the expiration of the contract during the contract closeout process.

The Contracting Officer will transmit the NRC Project Officer's annual and final contractor performance evaluations to the contractor's Project Manager, unless otherwise instructed by the contractor. The contractor will be permitted thirty days to review the document. The contractor may concur without comment, submit additional information, or request a meeting to discuss the performance evaluation. The Contracting Officer may request the contractor's Project Manager to attend a meeting to discuss the performance evaluation.

Where a contractor concurs with, or takes no exception to an annual performance evaluation, the Contracting Officer will consider such evaluation final and releasable for source selection purposes. Disagreements between the parties regarding a performance evaluation will be referred to an individual one level above the Contracting Officer, whose decision will be final.

The Contracting Officer will send a copy of the completed evaluation report, marked "For Official Use Only," to the contractor's Project Manager for their records as soon as practicable after it has been finalized. The completed evaluation report also will be used as a tool to improve communications between the NRC and the contractor and to improve contract performance.

The completed annual performance evaluation will be used to support future award decisions in accordance with FAR 42.1502(a) and 42.1503(c). During the period the information is being

used to provide source selection information, the completed annual performance evaluation will be released to only two parties - the Federal government personnel performing the source selection evaluation and the contractor under evaluation if the contractor does not have a copy of the report already.

C.19 Project Officer Authority (NRCAR 2052.215-71)

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

Name: **Sandra Nesmith**
Address: **U.S. Nuclear Regulatory Commission
Mail Stop T-8A23
Washington, DC 20555
301-415-6437
Sandra.nesmith@nrc.gov**

(b) Performance of the work under this contract is subject to the technical direction of the NRC project officer. The term "technical direction" is defined to include the following:

(1) Technical direction to the contractor which shifts work emphasis between areas of work or tasks, authorizes travel which was unanticipated in the Schedule (i.e., travel not contemplated in the Statement of Work (SOW) or changes to specific travel identified in the SOW), fills in details, or otherwise serves to accomplish the contractual SOW.

(2) Provide advice and guidance to the contractor in the preparation of drawings, specifications, or technical portions of the work description.

(3) Review and, where required by the contract, approval of technical reports, drawings, specifications, and technical information to be delivered by the contractor to the Government under the contract.

(c) Technical direction must be within the general statement of work stated in the contract. The project officer does not have the authority to and may not issue any technical direction which:

(1) Constitutes an assignment of work outside the general scope of the contract.

(2) Constitutes a change as defined in the "Changes" clause of this contract.

(3) In any way causes an increase or decrease in the total estimated contract cost, the fixed fee, if any, or the time required for contract performance.

(4) Changes any of the expressed terms, conditions, or specifications of the contract.

(5) Terminates the contract, settles any claim or dispute arising under the contract, or issues any unilateral directive whatever.

(d) All technical directions must be issued in writing by the project officer or must be confirmed by the project officer in writing within ten (10) working days after verbal issuance. A copy of the written direction must be furnished to the contracting officer. A copy of NRC Form 445, Request for Approval of Official Foreign Travel, which has received final approval from the NRC must be furnished to the contracting officer.

(e) The contractor shall proceed promptly with the performance of technical directions duly issued by the project officer in the manner prescribed by this clause and within the project officer's authority under the provisions of this clause.

- (f) If, in the opinion of the contractor, any instruction or direction issued by the project officer is within one of the categories as defined in paragraph (c) of this section, the contractor may not proceed but shall notify the contracting officer in writing within five (5) working days after the receipt of any instruction or direction and shall request the contracting officer to modify the contract accordingly. Upon receiving the notification from the contractor, the contracting officer shall issue an appropriate contract modification or advise the contractor in writing that, in the contracting officer's opinion, the technical direction is within the scope of this article and does not constitute a change under the "Changes" clause.
- (g) Any unauthorized commitment or direction issued by the project officer may result in an unnecessary delay in the contractor's performance and may even result in the contractor expending funds for unallowable costs under the contract.
- (h) A failure of the parties to agree upon the nature of the instruction or direction or upon the contract action to be taken with respect thereto is subject to 52.233-1 - Disputes.
- (i) In addition to providing technical direction as defined in paragraph (b) of the section, the project officer shall:
- (1) Monitor the contractor's technical progress, including surveillance and assessment of performance, and recommend to the contracting officer changes in requirements.
 - (2) Assist the contractor in the resolution of technical problems encountered during performance.
 - (3) Review all costs requested for reimbursement by the contractor and submit to the contracting officer recommendations for approval, disapproval, or suspension of payment for supplies and services required under this contract.
 - (4) Assist the contractor in obtaining the badges for the contractor personnel.
 - (5) 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."
 - (6) Ensure that all contractor employees that require access to classified Restricted Data or National Security Information or matter, access to sensitive unclassified information (Safeguards, Official Use Only, and Proprietary information) access to sensitive IT systems or data, unescorted access to NRC controlled buildings/space, or unescorted access to protected and vital areas of nuclear power plants receive approval of SB/DFS prior to access in accordance with Management Directive and Handbook 12.3.
 - (7) For contracts for the design, development, maintenance or operation of Privacy Act Systems of Records, obtain from the contractor as part of closeout procedures, written certification that the contractor has returned to NRC, transferred to the successor contractor, or destroyed at the end of the contract in accordance with instructions provided by the NRC Systems Manager for Privacy Act Systems of Records, all records (electronic or paper) which were created, compiled, obtained or maintained under the contract.

LIST OF ENCLOSURES

1. SCHEDULE OF SUPPLIES/SERVICES
2. STATEMENT OF WORK
3. INVOICE INSTRUCTIONS

**SCHEDULE OF SUPPLIES/SERVICES – ENCLOSURE 1
BASE YEAR (DATE OF AWARD – MAY 31, 2012)**

CLIN 001 (Technical Qualifications Paragraph 4)	Estimated Quantity	Fixed Unit Quarterly Price	Total Est. Cost
Beta-Gamma IMDs – Quarterly (Type P – 1000/quarter)	4,000	\$1.25	\$5,000.00
	Estimated Quantity	Fixed Unit Monthly Price	Total Est. Cost
Beta-Gamma IMDs – Monthly (Type P - 17/month) Please note upon ordering if this is a fetal badge.	200	\$2.50	\$500.00
Total	4,200		\$5,500.00

CLIN 002 (Technical Qualifications Paragraph 4)	Estimated Quantity	Fixed Unit Quarterly Price	Total Est. Cost
Beta-Gamma Neutron IMDs – Fast (Type J 132/quarter)	525	\$4.50	\$2,362.50
Beta-Gamma Neutron IMDs – Thermal (Type T 57/quarter)	225	\$4.50	\$1,012.50
Total	750		\$3,375.00

CLIN 003 (Technical Qualifications Paragraph 8.a)	Estimated Quantity	Fixed Unit Quarterly Price	Total Est. Cost
Finger Rings for Beta and Gamma Radiation Monitoring	10	\$1.25	\$12.50
Total	10		\$12.50

CLIN 004 (Technical Qualifications Paragraph 8.b)	Estimated Quantity	Fixed Unit Quarterly Price	Total Est. Cost
Emergency Processing for Beta-Gamma IMDs; Beta-Gamma Neutron IMDs; and Finger Rings for Beta and Gamma Radiation Monitoring	10	\$50.00	\$500.00
Total	10		\$500.00

CLIN 005 (Technical Qualifications Paragraph 8.c)	Estimated Quantity	Fixed Unit Price	Total Est. Cost
Lost or Damaged IMDs and holders for all IMDs	25	\$3.50	\$87.50
Total	25		\$87.50

CLIN 006 (Technical Qualifications Paragraph 8.d)	Estimated Quantity	Fixed Unit Price	Total Est. Cost
Litigation Services		N/C	N/C
Total			N/C

CLIN 007 (Technical Qualifications Paragraph 8.e)	Estimated Quantity	Fixed Unit Price	Total Est. Cost
Updates and Corrections to Individual Dosimetry Records and Account Information		N/C	N/C
Total			N/C

OPTION YEAR 1 (JUNE 1, 2012 – MAY 31, 2013)

CLIN 001 (Technical Qualifications Paragraph 4)	Estimated Quantity	Fixed Unit Quarterly Price	Total Est. Cost
Beta-Gamma IMDs – Quarterly (Type P – 1000/quarter)	4,000	\$ 1.25	\$5,000.00
	Estimated Quantity	Fixed Unit Monthly Price	Total Est. Cost
Beta-Gamma IMDs – Monthly (Type P - 200/month) Please note upon ordering if this is a fetal badge	200	\$ 2.50	\$500.00
Total	4,200		\$5,500.00

CLIN 002 (Technical Qualifications Paragraph 4)	Estimated Quantity	Fixed Unit Quarterly Price	Total Est. Cost
Beta-Gamma Neutron IMDs – Fast (Type J 132/quarter)	525	\$4.50	\$2,362.50
Beta-Gamma Neutron IMDs – Thermal (Type T 57/quarter)	225	\$4.50	\$1,012.50
Total	750		\$3,375.00

CLIN 003 (Technical Qualifications Paragraph 8.a)	Estimated Quantity	Fixed Unit Quarterly Price	Total Est. Cost
Finger Rings for Beta and Gamma Radiation Monitoring	10	\$1.25	\$12.50
Total	10		\$12.50

CLIN 004 (Technical Qualifications Paragraph 8.b)	Estimated Quantity	Fixed Unit Quarterly Price	Total Est. Cost
Emergency Processing for Beta-Gamma IMDs; Beta-Gamma Neutron IMDs; and Finger Rings for Beta and Gamma Radiation Monitoring	10	\$50.00	\$500.00
Total	10		\$500.00

CLIN 005 (Technical Qualifications Paragraph 8.c)	Estimated Quantity	Fixed Unit Price	Total Est. Cost
Lost or Damaged IMDs and holders for all IMDs	25	\$3.50	\$87.50
Total	25		\$87.50

CLIN 006 (Technical Qualifications Paragraph 8.d)	Estimated Quantity	Fixed Unit Price	Total Est. Cost
Litigation Services		N/C	N/C
Total			N/C

CLIN 007 (Technical Qualifications Paragraph 8.e)	Estimated Quantity	Fixed Unit Price	Total Est. Cost
Updates and Corrections to Individual Dosimetry Records and Account Information		N/C	N/C
Total			N/C

OPTION YEAR 2 (JUNE 1, 2013 – MAY 31, 2014)

CLIN 001 (Technical Qualifications Paragraph 4)	Estimated Quantity	Fixed Unit Quarterly Price	Total Est. Cost
Beta-Gamma IMDs – Quarterly (Type P – 1000/quarter)	4,000	\$1.25	\$5,000.00
	Estimated Quantity	Fixed Unit Monthly Price	Total Est. Cost
Beta-Gamma IMDs – Monthly (Type P - 200/month) Please note upon ordering if this if a fetal badge	200	\$2.50	\$500.00
Total	4,200		\$5,500.00

CLIN 002 (Technical Qualifications Paragraph 4)	Estimated Quantity	Fixed Unit Quarterly Price	Total Est. Cost
Beta-Gamma Neutron IMDs – Fast (Type J 132/quarter)	525	\$4.50	\$2,362.50
Beta-Gamma Neutron IMDs – Thermal (Type T 57/quarter)	225	\$4.50	\$1,012.50
Total	750		\$3,375.00

CLIN 003 (Technical Qualifications Paragraph 8.a)	Estimated Quantity	Fixed Unit Quarterly Price	Total Est. Cost
Finger Rings for Beta and Gamma Radiation Monitoring	10	\$1.25	\$12.50
Total	10		\$12.50

CLIN 004 (Technical Qualifications Paragraph 8.b)	Estimated Quantity	Fixed Unit Quarterly Price	Total Est. Cost
Emergency Processing for Beta-Gamma IMDs; Beta-Gamma Neutron IMDs; and Finger Rings for Beta and Gamma Radiation Monitoring	10	\$50.00	\$500.00
Total	10		\$500.00

CLIN 005 (Technical Qualifications Paragraph 8.c)	Estimated Quantity	Fixed Unit Price	Total Est. Cost
Lost or Damaged IMDs and holders for all IMDs	25	\$3.50	\$87.50
Total	25		\$87.50

CLIN 006 (Technical Qualifications Paragraph 8.d)	Estimated Quantity	Fixed Unit Price	Total Est. Cost
Litigation Services		N/C	N/C
Total			N/C

CLIN 007 (Technical Qualifications Paragraph 8.e)	Estimated Quantity	Fixed Unit Price	Total Est. Cost
Updates and Corrections to Individual Dosimetry Records and Account Information		N/C	N/C
Total			N/C

BASE YEAR (JUNE 1, 2014 – MAY 31, 2015)

CLIN 001 (Technical Qualifications Paragraph 4)	Estimated Quantity	Fixed Unit Quarterly Price	Total Est. Cost
Beta-Gamma IMDs – Quarterly (Type P – 1000/quarter)	4,000	\$1.25	\$5,000.00
	Estimated Quantity	Fixed Unit Monthly Price	Total Est. Cost
Beta-Gamma IMDs – Monthly (Type P - 200/month) Please note upon ordering if this is a fetal badge	200	\$2.50	\$500.00
Total	4,200		\$5,500.00

CLIN 002 (Technical Qualifications Paragraph 4)	Estimated Quantity	Fixed Unit Quarterly Price	Total Est. Cost
Beta-Gamma Neutron IMDs – Fast (Type J 132/quarter)	525	\$4.50	\$2,362.50
Beta-Gamma Neutron IMDs – Thermal (Type T 57/quarter)	225	\$4.50	\$1,012.50
Total	750		\$3,375.00

CLIN 003 (Technical Qualifications Paragraph 8.a)	Estimated Quantity	Fixed Unit Quarterly Price	Total Est. Cost
Finger Rings for Beta and Gamma Radiation Monitoring	10	\$1.25	\$12.50
Total	10		\$12.50

CLIN 004 (Technical Qualifications Paragraph 8.b)	Estimated Quantity	Fixed Unit Quarterly Price	Total Est. Cost
Emergency Processing for Beta-Gamma IMDs; Beta-Gamma Neutron IMDs; and Finger Rings for Beta and Gamma Radiation Monitoring	10	\$50.00	\$500.00
Total	10		\$500.00

CLIN 005 (Technical Qualifications Paragraph 8.c)	Estimated Quantity	Fixed Unit Price	Total Est. Cost
Lost or Damaged IMDs and holders for all IMDs	25	\$3.50	\$87.50
Total	25		\$87.50

CLIN 006 (Technical Qualifications Paragraph 8.d)	Estimated Quantity	Fixed Unit Price	Total Est. Cost
Litigation Services		N/C	N/C
Total			N/C

CLIN 007 (Technical Qualifications Paragraph 8.e)	Estimated Quantity	Fixed Unit Price	Total Est. Cost
Updates and Corrections to Individual Dosimetry Records and Account Information		N/C	N/C
Total			N/C

OPTION YEAR 4 (JUNE 1, 2015 – MAY 31, 2016).

CLIN 001 (Technical Qualifications Paragraph 4)	Estimated Quantity	Fixed Unit Quarterly Price	Total Est. Cost
Beta-Gamma IMDs – Quarterly (Type P – 1000/quarter)	4,000	\$3.04	\$12,160.00
	Estimated Quantity	Fixed Unit Monthly Price	Total Est. Cost
Beta-Gamma IMDs – Monthly (Type P - 200/month) Please note upon ordering if this is a fetal badge	200	\$1.51	\$3,624.00
Total	4,200		\$15,784.00

CLIN 002 (Technical Qualifications Paragraph 4)	Estimated Quantity	Fixed Unit Quarterly Price	Total Est. Cost
Beta-Gamma Neutron IMDs – Fast (Type J 132/quarter)	525	\$11.56	\$6,069.00
Beta-Gamma Neutron IMDs – Thermal (Type T 57/quarter)	225	\$12.58	\$2,830.50
Total	750		\$8,899.50

CLIN 003 (Technical Qualifications Paragraph 8.a)	Estimated Quantity	Fixed Unit Quarterly Price	Total Est. Cost
Finger Rings for Beta and Gamma Radiation Monitoring	10	\$9.55	\$95.50
Total	10		\$95.50

CLIN 004 (Technical Qualifications Paragraph 8.b)	Estimated Quantity	Fixed Unit Quarterly Price	Total Est. Cost
Emergency Processing for Beta-Gamma IMDs; Beta-Gamma Neutron IMDs; and Finger Rings for Beta and Gamma Radiation Monitoring	10	\$50.00	\$500.00
Total	10		\$500.00

CLIN 005 (Technical Qualifications Paragraph 8.c)	Estimated Quantity	Fixed Unit Price	Total Est. Cost
Lost or Damaged IMDs and holders for all IMDs	25	\$3.50	\$87.50
Total	25		\$87.50

CLIN 006 (Technical Qualifications Paragraph 8.d)	Estimated Quantity	Fixed Unit Price	Total Est. Cost
Litigation Services		N/C	N/C
Total			N/C

CLIN 007 (Technical Qualifications Paragraph 8.e)	Estimated Quantity	Fixed Unit Price	Total Est. Cost
Updates and Corrections to Individual Dosimetry Records and Account Information		N/C	N/C
Total			N/C

ENCLOSURE 2 - NRC Personnel Radiation Monitoring Program

PROJECT TITLE:	NRC Personnel Radiation Monitoring Program
JOB CODE:	F1211
B&R NUMBER:	55345139
NRC ISSUING OFFICE:	FSME
FSME TECHNICAL ASSISTANCE PROJECT MANAGER (TAPM):	Sandra Nesmith, 301-415-6437
FSME TECHNICAL PROJ. MGR. (TPM):	John O'Donnell, 301-415-7908
FEE RECOVERABLE:	No

BACKGROUND

The U.S. Nuclear Regulatory Commission (NRC), a federal regulatory agency, monitors approximately 1,000 of its personnel for occupational exposure to ionizing radiation. NRC uses commercially available individual monitoring devices ("IMDs") to measure personnel exposure. Monitored individuals work in the Headquarters Offices, four (4) Regional Offices, the Technical Training Center, and also at reactor and fuel cycle facilities throughout the United States.

NRC personnel exposure to ionizing radiations (e.g., beta, gamma, and neutron) can occur during inspections and site visits of facilities and sites where NRC licensed operations are being conducted. The IMDs, supplied by the dosimetry supplier/processor (contractor), measure the individual's occupational radiation exposure to ionizing radiation during the performance of the individual's regulatory duties. The IMDs are returned for processing to determine the type and amount of occupational radiation exposure received (dose). The contractor provides evaluation reports on the occupational exposures (doses). The NRC loads or downloads this information into internal databases, which are part of the NRC recordkeeping system.

OBJECTIVE

The objective of this contract is to provide appropriate types and quantities of IMDs for NRC personnel to measure and record their occupational exposure received in the performance of their duty. The IMDs are to be provided by the contractor to the appropriate NRC Radiation Safety Officer (RSO) and returned to the contractor for processing, evaluation, and reporting. Reports of these evaluations shall be generated by the contractor and sent to the appropriate RSO in the Headquarters, Regional Offices, or Technical Training Center maintaining the radiation exposure records for these individuals.

The NRC Radiation Safety Program management uses the reported information to help maintain NRC personnel exposures as low as reasonably achievable. Accurate and timely reporting of information is required for personnel to manage their exposure.

ENCLOSURE 2 - NRC Personnel Radiation Monitoring Program

SCOPE OF WORK

To achieve the objective of this contract, the contractor shall provide qualified personnel and materials necessary to:

1. Provide and deliver IMDs to NRC, on a quarterly basis, the requested types and quantities. On occasion, a shorter monitoring period or multiple IMDs may be requested for specific individuals, such as monitoring on a monthly basis or for a declared pregnant woman.
2. Process IMDs returned to the contractor for evaluation of radiation exposure to the device (and thereby the individual wearing it).
3. Provide evaluation reports and exposure data, generated by the contractor, to applicable NRC RSOs.
4. Minimize the effort required by the NRC Radiation Safety Program personnel.

TECHNICAL AND OTHER SPECIAL QUALIFICATIONS REQUIRED

Individual Monitoring Devices

1. Specifications for Personnel Monitoring - The contractor shall provide IMDs to NRC for the purpose of determining the deep dose equivalent (DDE), lens dose equivalent (LDE), shallow dose equivalent, whole body (SDE, WB), and shallow dose equivalent, maximum exposed-extremity (SDE, ME) to its personnel. The IMDs shall have, as a minimum, the capability to detect beta, gamma, and x-ray radiation in accordance with the criteria of the latest applicable National Voluntary Laboratory Accreditation Program (NVLAP) for radiation dosimetry. In addition, the contractor shall provide, upon request, the additional capability of detecting neutrons with a fission energy spectrum similar to that found in a nuclear reactor facility. This neutron detection capability shall also be in accordance with the criteria of the latest applicable NVLAP criteria for neutron dosimetry.

The IMDs shall be processed in a program that is accredited by the current National Institute of Standards and Technology, NVLAP for appropriate categories of ANSI Standard 13.11. During the period of the contract, the contractor shall maintain a Certificate of Accreditation from NVLAP in accordance with the provisions of 10 CFR 20.1501(c). The contractor shall provide written notification of, and address any change to, their NVLAP accreditation during the term of this contract to the NRC Technical Project Manager (NRC TPM) within ten (10) working days of NVLAP accreditation change. Loss of, or significant change in, NVLAP accreditation may be considered grounds for discontinuance of the contract.

Each dosimeter shall be capable of detecting the radiations listed, and be reportable for, beta-gamma radiation as specified in the following table, regardless of the lower limit of detection:

ENCLOSURE 2 - NRC Personnel Radiation Monitoring Program

Beta-Gamma (B-G) IMDs

Radiation	Energy Range	Dose Range	Error Limits
Gamma, X-ray	0.01 - 10 MeV	0.001 - 500 rem	NVLAP limits
Beta	0.15 - 10 MeV	0.01 - 500 rem	NVLAP limits

Each neutron dosimeter requested shall be capable of detecting one or both of the neutron radiations listed, and be reportable for, neutron radiation as specified in the following table, regardless of the lower limit of detection:

Neutron (N) IMDs

Radiation	Energy Range	Dose Range	Error Limits
neutron (thermal)	0.25 eV – 40 keV	0.01 - 5 rem	NVLAP limits
neutron (fast)	40 keV – 20 MeV	0.02 – 25 rem	NVLAP limits

The contractor shall provide the requested neutron dosimeters as integral to or packaged with the beta-gamma dosimeters so they form a single unit; unless a neutron dosimeter is specified for neutron detection only by an authorized individual.

The contractor shall supply any and all appropriate holders and all necessary instructions for the proper use of the supplied IMDs. IMDs shall be designed for attachment to clothing in a manner that allows the user to attach and remove them but impedes unintentional removal and not damage clothing.

The contractor shall also provide a means by which it shall account for any and all in-transit exposures detected by IMDs (assuming that interpretation of the dose equivalent is performed at a facility maintained by the contractor), such that this in-transit exposure shall be deleted from the dose equivalent assigned to the individual user of the IMD. This requirement shall apply to IMDs that are in transit for the purpose of routine exchanges/returns, emergency exchanges/returns, and late exchanges/returns.

- Wear Period - The wear period for most personnel is expected to be quarterly, but up to five (5) percent of the total may be monthly. The quarterly wear periods are expected to start on the 1st of January, April, July and October. The monthly wear periods are expected to start on the 1st of each calendar month.
- IMD Markings and Assignment - Each IMD shall be labeled with a unique serial number and the assigned wear period. The label shall have a color code for rapid identification of the wear period and be resistant to fading/smearing. Both IMDs assigned to individuals by name, and unassigned IMDs, shall be provided as requested. Assigned IMDs shall be labeled with the individual employee's name in addition to the serial number and wear period indicator.

For individuals not routinely monitored during the calendar quarter, NRC will provide the contractor, in writing by regular mail, facsimile, electronic mail, or update NRC account information on the contractor database via a secure internet connection with the name and appropriate identification number of each individual issued an originally unassigned IMD

ENCLOSURE 2 - NRC Personnel Radiation Monitoring Program

during the wear period, and the period it was worn. The contractor shall perform a one-time assignment of the results of these IMDs to the appropriate individuals. Unassigned IMDs shall remain unassigned unless a permanent assignment is requested by NRC.

4. Delivery of IMDs - The contractor shall deliver an estimated 4,000 beta-gamma and 750 beta-gamma-neutron IMDs per year and at the request of the authorized individuals listed below. Addresses for the deliverables are contained in DELIVERABLES/SCHEDULES AND/OR MILESTONES below. The contractor shall provide the requested number and type of IMDs at least 21 days before the beginning of the assigned wear period.

The contractor shall provide, with each IMD shipment, a written list reflecting the serial number and assigned name (if any) of each IMD in the shipment. The contractor shall be able to change IMD assignments received from the RSO, on 10 days notice, by telephone, written request via regular mail, facsimile, or electronic mail.

The following individuals are authorized to assign IMDs for new personnel. These individuals are not authorized to make a request for any deliverable item(s) outside the scope of this contract without the approval of the NRC Contracting Officer.

Authorized Individuals

- a. Radiation Safety Officer or designee
NRC Region I
475 Allendale Road
King of Prussia, PA 19406-1415
- b. Radiation Safety Officer or designee
NRC Region II
Sam Nunn Atlanta Federal Center, 23 T85
61 Forsyth Street, SW
Atlanta, GA 30303-8931
- c. Radiation Safety Officer or designee
NRC Region III
2443 Warrenville Road, Suite 210
Lisle, IL 60532-4352
- d. Radiation Safety Officer, Dosimetry Specialist, or designee
NRC Region IV
Texas Health Resources Tower
611 Ryan Plaza, Suite 400
Arlington, TX 76011-4005
(Address subject to change prior to new contract implementation)
- e. Radiation Safety Officer or designee
NRC Headquarters
Office of Federal and State Materials and Environmental Programs (FSME)
Mailstop T8-F5
11555 Rockville Pike
Rockville, MD 20852

ENCLOSURE 2 - NRC Personnel Radiation Monitoring Program

- f. Radiation Safety Officer or designee
NRC Headquarters
Office of Nuclear Reactor Regulation (NRR)
Mailstop 06-H2,
11555 Rockville Pike
Rockville, MD 20852
- g. Radiation Safety Officer or Dosimetry Representative
Technical Training Center
Osborne Office Center, 5746 Marlin Road, Suite 200
Chattanooga, TN 37411-5677
5. Return of IMDs - Each NRC RSO will return IMDs within fifteen (15) days after the end of the wear period at the expense of the Government. The contractor shall notify the NRC Technical Project Monitor (TPM) if a return shipment has not been received from an NRC RSO within twenty (20) days after the end of a wear period.
6. Evaluation of IMDs - The IMDs shall be evaluated by the contractor within ten (10) days after they are received at the contractor's facility. The contractor shall notify the appropriate RSO by telephone as soon as possible but not later than one (1) working day after the evaluation of an IMD if it exceeds any of the Level I doses specified below. This notification shall be by direct contact with the appropriate RSO or the RSO's designated representative (not a voice mail message). Within 7 days of contract award, the TPM will provide the names of the RSOs to the contractor. The contractor shall transmit, by overnight mail, a report of the results within one (1) working day of the telephone notification. If an IMD evaluation exceeds any of the Level II doses specified below, or indicates gross contamination, the contractor shall assign a physicist or other expert who is experienced in evaluating exposure readings to conduct a comprehensive evaluation of the IMD at no additional cost to the Government. This evaluation shall be completed and a written report provided to the appropriate RSO within one (1) working day of the telephone notification.

Investigation Levels

Level I	Level II	
125 mrem	375 mrem	Whole Body
375 mrem	1125 mrem	Lens of the eye
1275 mrem	3750 mrem	Extremity (SD,ME)
1275 mrem	3750 mrem	Skin of whole body (SD, WB)

The investigation levels above are the initial levels and may be changed by the NRC to address changes in the NRC Radiation Safety Program. The contractor shall provide for the capability of changing these levels at no additional cost to the Government.

When requested by NRC RSOs, the processor shall, at no additional cost to the Government, assist in dose investigations to determine the validity of any unusual results.

ENCLOSURE 2 - NRC Personnel Radiation Monitoring Program

7. Reports - The contractor shall provide each RSO with a written report of the exposures of individuals in the RSO's office within fifteen (15) days after receipt of the IMDs in the contractor's facility. In addition, the contractor shall provide each RSO with an electronic report containing the same information transmitted to individual RSO's during the previous calendar quarter within forty-five (45) days after the end of the calendar quarter. The electronic report shall be provided on a 3.5 inch, high density diskette(s), on CD-ROM or other approved secure electronic transmittal method.

The contractor shall supply the quarterly or incremental dose records in an electronic format compatible with the NRC's REMIT software module for the importing of dosimetry processor records. REMIT format specifications are listed in Attachment 1. Additional information about REMIT is located on the internet at <http://www.reirs.com/remit.html>.

The contractor shall also supply the quarterly or incremental dose records in an electronic format compatible with the NRC's Regulatory Guide 8.7 for the electronic submittal of dosimetry processor records. Format specifications for electronic submittal of dose data are listed in Attachment 2. The current Regulatory Guide 8.7 is available from the NRC web page at www.nrc.gov.

Note: Regulatory Guide 8.7 is in a process of revision such that there will be a change to Appendix C to add a data element for "EDEX" which is the Effective Dose Equivalent from external sources. The contractor will be expected to accommodate for the revision to Regulatory Guide 8.7 electronic reporting.

Corrections to dose records for prior periods that have already been reported to the NRC shall be submitted in a separate file with a note or indication that the file contains corrected records for a prior period, and shall be at no additional cost to the Government.

8. Additional Services - The contractor shall also provide the following services as needed:
- a. Beta-Gamma extremity monitoring ("finger rings") shall be provided upon request by authorized individuals to the locations specified (estimate 10 per year);
 - b. Emergency processing of IMDs equivalent to routine processing in quality, but within twenty-four (24) hours of receipt at the contractor's facility regardless of the time of day or day of the week (estimate 4 per year). Results of the processing shall be provided immediately by telephone to the appropriate RSO and confirmed in writing within one (1) week.
 - c. Lost or damaged IMDs/holders shall be replaced upon request of the authorized individuals.
 - d. In the event of litigation as a result of alleged radiation overexposure of any individual provided an IMD under this contract, the contractor shall cooperate fully by providing experts and witnesses to testify as to the methods and techniques used in the preparation and processing of the IMD. It is understood that this cooperation shall entail no additional expense to the Government.

ENCLOSURE 2 - NRC Personnel Radiation Monitoring Program

- e. When requested, the contractor shall update and correct individual dosimetry records and account information within two (2) weeks of the request. This shall include transferring an employee's data information from one account/group to another when requested. Transfers shall include the employee's entire dosimetry history. This account maintenance activity shall entail no additional expense to the Government.

PERIOD OF PERFORMANCE

The period of performance for this contract shall commence on Date of Award – May 31, 2012. This contract may be extended at the option of the Government for four (4) additional one-year periods.

REPORTING REQUIREMENTS

Monthly Letter Status Report

A Monthly Letter Status Report (MLSR) is to be submitted by the 15th of the month following the month to be reported with copies provided to the following:

Technical Monitor (TM): Hardcopy to John O'Donnell, U.S. Nuclear Regulatory Commission, Office of Federal and State Materials and Environmental Programs, Mail Stop T8E24, Washington DC 20555 or electronically to john.odonnell@nrc.gov,

Technical Assistant Project Manager (TAPM): Hardcopy to Sandra Nesmith, U.S. Nuclear Regulatory Commission, Office of Federal and State Materials and Environmental Programs, Mail Stop T8A23, Washington, DC 20555 or electronically to sandra.nesmith@nrc.gov.

The MLSR will identify the title of the project, the job code, the Principal Investigator, the period of performance, the reporting period, summarize each month's technical progress, list monthly spending, total spending to date, and the remaining funds and will contain information as directed in NRC Management Directive 11.1. Any administrative or technical difficulties which may affect the schedule or costs of the project shall be immediately brought to the attention of the NRC project manager.

DELIVERABLES/SCHEDULES AND/OR MILESTONES

1. IMDs shall be delivered to the following locations:

- a. NRC Region I, 475 Allendale Road, King of Prussia, PA 19406-1415
- b. NRC Region II, Sam Nunn Atlanta Federal Center, 23 T85, 61 Forsyth Street, SW, Atlanta, GA 30303-8931
- c. NRC Region III, 2443 Warrenville Road, Suite 210, Lisle, IL 60532-4352

ENCLOSURE 2 - NRC Personnel Radiation Monitoring Program

- d. NRC Region IV, Texas Health Resources Tower, 611 Ryan Plaza, Suite 400, Arlington, TX 76011-4005
(Address subject to change prior to new contract implementation)
- e. NRC Headquarters, Administrative Services Center, 11555 Rockville Pike, Rockville, MD 20852
- f. NRC Technical Training Center, Osborne Office Center, 5746 Marlin Road, Suite 200, Chattanooga, TN 37411-5677

2. Written dosimetry reports shall be delivered to the appropriate RSO at the addresses specified in TECHNICAL AND OTHER SPECIAL QUALIFICATIONS REQUIRED above with a full copy of all to the FSME RSO.

3. The computer disk(ettes), CD-ROMs, or other secure electronic transmission of data containing the quarterly electronic dosimetry report shall be delivered to the appropriate RSO at the addresses specified in TECHNICAL AND OTHER SPECIAL QUALIFICATIONS REQUIRED above. When submitting the electronic dosimetry report, a transmittal letter should accompany it with the following information provided:

- NRC region or office;
- File name;
- Date created;
- Operating system used;
- Contact name and phone number;
- Other instructions needed to process the records. Note any records that are corrections for prior wear periods; and
- Signature and date for the processor's authorized representative.

MEETINGS AND TRAVEL

There are no travel requirements for the work specified, except in the event of litigation as a result of alleged radiation overexposure of any individual provided an IMD under this contract; the contractor shall cooperate fully by providing experts and witnesses to testify as to the methods and techniques used in the preparation and processing of the IMD. It is understood that this cooperation shall entail no additional expense to the Government.

ENCLOSURE 2 - NRC Personnel Radiation Monitoring Program

NRC-FURNISHED MATERIAL

If necessary, a hard copy list of employee information (name, appropriate identification number, type of dosimeter required, etc.) for each of the NRC offices will be provided to the contractor by the NRC within two (2) weeks of the effective date of this contract. This list may also be made available electronically.

Attachment:

- 1 - REMIT Format Specifications
- 2 - REIRS Format For Electronic Submittal Of Dose Data

ATTACHMENT 1

REMIT FORMAT SPECIFICATIONS

Quarterly Data Files

Dosimetry processor results for the calendar quarter (or any other incremental time period within a monitoring year) shall be provided in the following electronic format. The data file should be submitted on a diskette or CD with the records for each Region and Office on separate media. Records for dosimetry that were not processed shall not be included in this file.

The data file shall be in ASCII or DBF format. If in DBF format, the field type shown shall be defined. For ASCII files, a carriage return and line feed shall be used at the end of each record in the file. All unused space in a field shall be padded with spaces.

Field	Field Name	Type	Width	Required*	Definition
1	EM_PID	Character	12	Yes	Employee ID. Usually the SSN, but it may also be PPN, CSI, IDL, IND, WPN, or OTH as defined in Regulatory Guide 8.7
2	ID_TYPE	Character	3	Yes	Abbreviation for ID type used in EMP_ID
3	RPT_TYPE	Character	1	Yes	Report type - "R" = Record, "E" = Estimate. "Estimate" should only be used for interim records when it is known that final dose records will be provided at a later date.
4	EXP_TYPE	Character	1	Yes	Exposure type - "R" = Routine, "P" = PSE
5	BEG_DATE	Date	8	Yes	Begin monitoring date. "YYYYMMDD"
6	END_DATE	Date	8	Yes	End monitoring date. "YYYYMMDD"
7	DDE	Character	8	Yes	Deep Dose Equivalent in rem. Or "ND"=Not Detectable, or "NR"=Not Required to be reported. Do not use "0.000"
8	LDE	Character	8	Yes	Eye Dose Equivalent to the lens of the eye in rem. Or "ND"=Not Detectable, or "NR"=Not Required to be reported. Do not use "0.000"
9	SDEWB	Character	8	Yes	Shallow Dose Equivalent to the Whole Body in rem. Or "ND"=Not Detectable, or "NR"=Not Required to be reported. Do not use "0.000"
10	SDEME	Character	8	Yes	Shallow Dose Equivalent to the maximally exposed extremity in rem. Or "ND"=Not Detectable, or "NR"=Not Required to be reported. Do not use "0.000"
11	SDEUR	Character	8	Yes	Shallow Dose Equivalent to the upper right extremity in rem. Or "ND"=Not Detectable, or "NR"=Not Required to be reported. Do not use "0.000"
12	SDEUL	Character	8	Yes	Shallow Dose Equivalent to the upper left extremity in rem. Or "ND"=Not Detectable, or "NR"=Not Required to be reported. Do not use "0.000"
13	SDELR	Character	8	Yes	Shallow Dose Equivalent to the lower right extremity in rem. Or "ND"=Not Detectable, or "NR"=Not Required to be reported. Do not use "0.000"
14	SDELL	Character	8	Yes	Shallow Dose Equivalent to the lower left extremity in rem. Or "ND"=Not Detectable, or "NR"=Not Required to be reported. Do not use "0.000"
15	DOSI_CODE	Character	2	No	Dosimetry Code
16	RAD_QUAL	Character	2	No	Radiation Quality
17	SERIES	Character	3	No	Series number
18	DDE_PHOTON	Character	8	No	DDE from photon
19	LDE_PHOTON	Character	8	No	LDE from photon
20	SDE_PHOTON	Character	8	No	SDE from photon
21	DDE_NEUT	Character	8	No	DDE from neutron

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Field	Field Name	Type	Width	Required*	Definition
22	SDE_BETA	Character	8	No	SDE from beta
23	USE_TYPE	Character	6	No	Use type
24	NOTE_CODE	Character	2	No	Note code
25	LICENSE_NO	Character	13	No	NRC License number at the facility where dose was accrued.
26	OFFICE_ASG	Character	13	No	NRC Office assignment as of the date that the monitoring was performed.
27	MONITORING	Character	4	No	Monitoring year. "YYYY"

*Required fields are defined in Regulatory Guide 8.7 which may be obtained through the NRC's website at www.nrc.gov. Blank spaces may be used in fields not required.

Transmittal Letter

When submitting the data file, a transmittal letter shall accompany the file with the following information provided:

- NRC Region or Office
- File Name
- Date Created
- Operating system used
- Contact name and phone number
- Other instructions needed to process the records. Note any records that are corrections for prior monitoring periods.
- Signature and date for the processor's authorized representative

ATTACHMENT 2

REIRS Format For Electronic Submittal Of Dose Data

Introduction

This appendix outlines a means by which licensees may satisfy the requirements of Title 10, Section 20.2206, "Reports of Individual Monitoring," of the *Code of Federal Regulations* (10 CFR 20.2206). Where practicable, the U.S. Nuclear Regulatory Commission (NRC) prefers to have licensees submit an electronic file via the Radiation Exposure Information and Reporting System (REIRS) for radiation workers (a secure Web site) at <http://www.reirs.com>. Regardless of submittal method, licensees who have their exposure records in an electronic format are encouraged to submit electronic files. This is especially important for those licensees who have a large number of monitored individuals, because data entry is inefficient and can introduce an additional source of error.

Media Requirements

For electronic data mailed to the REIRS Project Manager, the following data storage media are compatible with REIRS. Other data submission formats may also be acceptable. The NRC will provide additional guidance to licensees, upon request, to the REIRS Project Manager.

- PC Diskettes: 3½-inch
 Standard IBM-PC format
 ASCII character format
- Compact Disk (CD-ROM): Standard IBM-PC format
 ASCII character format

Transmittal Letters

For electronic files that are submitted through the REIRS Web site, the licensee should also submit a transmittal letter containing information that will minimize processing time and help resolve possible discrepancies. Each letter should contain the following information (as a minimum):

- File name Descriptive name of the file(s) contained on the disk
- Date created Date each file was created
- Operating system Operating system and version used to format the disk
- Contact Name and telephone number of the cognizant point-of-contact
- Other instructions Comments or explanation regarding the submission, the actual date, the data format, or other important information
- Signature and date Dated signature of the licensee's authorized representative responsible for the data

Expected Data

Each licensee is expected to submit one routine NRC Form 5 for each monitored individual at the given facility for each monitoring year. Licensees may also submit an NRC Form 5 for planned

ATTACHMENT 2

special exposures for individuals, if planned special exposures were authorized. Because there should be few repetitions, NRC Form 5 includes the employee information. Each NRC Form 5 also includes the primary license number to ensure that the records are assigned to the proper facility.

File Structure

The file structure consists of a header record, which provides information about the source of the data file, followed by NRC Form 5 dose records and supporting NRC Form 5 intake records. Where applicable, the file may also include one or more NRC Form 5 comment records to explain special exposure calculations or overexposures. Each record contains only ASCII or EBCDIC printable characters and is terminated with a carriage return and a line feed. All empty space in a field is padded with spaces. Text strings are left justified in a field, and numbers are right justified in a field.

Header Record

The header record occurs only once at the top of each file to identify the source of the data.

Field	Width	Start Col.	End Col.	Description
Primary_License	13	1	13	Primary NRC license number
Preparation_Date	8	15	22	Date the record was written to the data file formatted as "YYYYMMDD"
Licensee_Name	72	24	95	Name of NRC licensee
Contact	72	97	168	Name of person to contact for further information about this data file
Phone_Number	14	170	183	Contact's phone number
Other_License_1	13	185	197	Other related NRC license number
Other_License_2	13	199	211	Other related NRC license number
Other_License_3	13	213	225	Other related NRC license number
Other_License_4	13	227	239	Other related NRC license number
Other_License_5	13	241	253	Other related NRC license number
Other_License_6	13	255	267	Other related NRC license number
Other_License_7	13	269	281	Other related NRC license number
Other_License_8	13	283	295	Other related NRC license number
Other_License_9	13	297	309	Other related NRC license number
Other_License_10	13	311	323	Other related NRC license number

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NRC Form 5 Dose Record

The data file contains one dose record for each NRC Form 5 being reported. Each dose record may be followed by zero or more NRC Form 5 intake records.

Field	Width	Start Col.	End Col.	Description
Employee_ID	12	1	12	SSN, PPN, CSI, WPN, PAD, or OTH (IDs should have no punctuation.)
ID_Type	3	14	16	"SSN," "PPN," "CSI," "WPN," "PAD," or "OTH"
Primary_License	13	18	30	Primary NRC license number
Preparation_Date	8	32	39	Date the record was written to the data file, formatted as "YYYYMMDD"
Record_Type	1	41	41	"D" = DOSE
First_Name	25	43	67	Employee's full first name (no nicknames)
Middle_Initial	1	69	69	Employee's middle initial
Last_Name	25	71	95	Employee's last name (Titles such as "Jr" should be separated from the last name by a space, without any punctuation.)
Sex	1	97	97	Employee's sex: "M" = Male and "F" = Female
Birth_Date	8	99	106	Employee's date of birth, formatted as "YYYYMMDD"
Monitoring_Start	8	108	115	Date monitoring began, formatted as "YYYYMMDD" (This typically is January 1 of the monitoring year for everyone except new hires.)
Monitoring_End	8	117	124	Date monitoring ended, formatted as "YYYYMMDD" (This typically is December 31 of the monitoring year for everyone except terminations.)
Report_Type	1	126	126	"R" = Record, or "E" = Estimate
Exposure_Type	1	128	128	"R" = Routine, or "P" = PSE
EDEX	8	130	137	Effective dose equivalent from external sources in rem, formatted as "999.999"
DDE	8	139	146	Deep dose equivalent in rem, formatted as "999.999"
LDE	8	148	155	Eye dose equivalent to the lens of the eye in rem, formatted as "999.999"
SDE_WB	8	157	164	Shallow dose equivalent, whole body in rem, formatted as "999.999"

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Field	Width	Start Col.	End Col.	Description
SDE_ME	8	166	173	Shallow dose equivalent, max extremity in rem, formatted as "999.999"
CEDE	8	175	182	Committed effective dose equivalent in rem, formatted as "999.999"
CDE	8	184	191	Committed dose equivalent, formatted as "999.999"
TEDE	8	193	200	Total effective dose equivalent, formatted as "999.999"
TODE	8	202	210	Total organ dose equivalent, maximally exposed organ, formatted as "999.999"

Form 5 Intake Record

The data file should include an intake record for each intake on the NRC Form 5 being reported.

Field	Width	Start Col.	End Col.	Description
Employee_ID	12	1	12	SSN, PPN, CSI, WPN, PAD, or OTH (IDs should have no punctuation.)
ID_Type	3	14	16	"SSN," "PPN," "CSI," "WPN," "PAD," or "OTH"
Primary_License	13	18	30	Primary NRC license number
Preparation_Date	8	32	39	This is the date from the parent NRC Form 5 Dose Record , formatted as "YYYYMMDD"
Record_Type	1	41	41	"I" = Intake
Radionuclide	9	43	51	Radionuclide abbreviation with the hyphen
Class	1	53	53	"D," "Y," "W," "V," "F," "M," "S," or "O" for Other (Leave blank if not inhalation.)
Mode	1	55	55	"H" = Inhalation, "B" = Absorption, "J" = Injection, or "G" = Ingestion
Intake	10	57	66	The amount of μCi for the radionuclide (This can be expressed in scientific notation using the format "+9.999E+99" or as a decimal number of less than 9 digits.)

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Form 5 Comment Record

The data file only includes this record type when comments are necessary to explain special exposure calculations or overexposures.

Field	Width	Start Col.	End Col.	Description
Employee_ID	12	1	12	SSN, PPN, CSI, WPN, PAD, or OTH (IDs should have no punctuation.)
ID_Type	3	14	16	"SSN," "PPN," "CSI," "WPN," "PAD," or "OTH"
Primary_License	13	18	30	Primary NRC license number
Preparation_Date	8	32	39	This is the date from the parent NRC Form 5 Dose Record, formatted as "YYYYMMDD"
Record_Type	1	41	41	"C" = Comment
Comment	240	43	282	Explanatory comment (when needed)

**BILLING INSTRUCTIONS FOR
FIXED PRICE CONTRACTS (JUNE 2008)**

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

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

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

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

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

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

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

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

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

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

HAND-CARRIED SUBMISSIONS WILL NOT BE ACCEPTED

**BILLING INSTRUCTIONS FOR
FIXED PRICE CONTRACTS (JUNE 2008)**

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

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

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

1. Contractor's Data Universal Number (DUNS) or DUNS+4 number that identifies the contractor's name and address. The DUNS+4 number is the DUNS number plus a 4-character suffix that may be assigned at the discretion of the contractor to identify alternative Electronic Funds Transfer (EFT) accounts for the same parent concern.
2. Contract number.
3. Sequential voucher/invoice number.
4. Date of voucher/invoice.
5. Payee's name and address. Show the name of the Payee as it appears in the contract and its correct address. If the Payee assigns the proceeds of this contract as provided for in the assignment of claims terms of this contract, the Payee shall require as a condition of any such assignment, that the assignee shall register separately in the Central Contractor Registration (CCR) database at <http://www.ccr.gov> and shall be paid by EFT in accordance with the terms of this contract. See Federal Acquisition Regulation 52.232-33(g) Payment by Electronic Funds Transfer - Central Contractor Registration (October 2003).
6. A description of articles or services, quantity, unit price, and total amount.
7. For contractor acquired property, list each item with an initial acquisition cost of \$50,000 or more and provide: (1) an item description, (2) manufacturer, (3) model number, (4) serial number, (5) acquisition cost, (6) date of purchase, and (7) a copy of the purchasing document.
8. Weight and zone of shipment, if shipped by parcel post.
9. Charges for freight or express shipments. Attach prepaid bill if shipped by freight or express.
10. Instructions to consignee to notify the Contracting Officer of receipt of shipment.

**BILLING INSTRUCTIONS FOR
FIXED PRICE CONTRACTS (JUNE 2008)**

11. For Indefinite Delivery contracts or contracts under which progress payments are authorized, the final voucher/invoice shall be marked "FINAL VOUCHER" OR "FINAL INVOICE."

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

Supersession: These instructions supersede any previous billing instructions.

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