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|--|--|---------------------------------|--|--------------------------------|--------------|
| AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT | | BPA NO. | 1. CONTRACT ID CODE | PAGE 1 | OF 15 |
| 2. AMENDMENT/MODIFICATION NO. M005 | | 3. EFFECTIVE DATE 07-01-2013 | 4. REQUISITION/PURCHASE REQ. NO. ADM-13-382 | 5. PROJECT NO. (if applicable) | |
| 6. ISSUED BY U.S. Nuclear Regulatory Commission Div. of Contracts, MSA Attn: Manon Butt, Cont Spc, 301-492-3629 Mail Stop: TWB-01-B10M Washington, DC 20555 | | CODE 3100 | 7. ADMINISTERED BY (if other than Item 6) U.S. Nuclear Regulatory Commission Div. of Contracts Mail Stop: TWB-01-B10M Washington, DC 20555 | | CODE 3100 |
| 8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) 3LINKS TECHNOLOGIES, INC 8701 GEORGIA AVE STE 705 SILVER SPRING MD 209103713 | | | (X) 9A. AMENDMENT OF SOLICITATION NO. 9B. DATED (SEE ITEM 11) 10A. MODIFICATION OF CONTRACT/ORDER NO. NRC-HQ-11-C-10-0043 10B. DATED (SEE ITEM 13) 06-01-2011 | | |
| CODE 015229300 | | FACILITY CODE | | X | |

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

- ☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended.
- Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:
- (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (if required) B&R: 2013-40-51-F-191 JCN: B1452 BOC: 252A APPNO: 31X0200
 FAIMIS: N/A NO OBLIGATION
 DUNS 015229300 NAICS 561110 PSC AD26

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

- (X) A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
- B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
- C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
- D. OTHER (Specify type of modification and authority) Bilateral Modification-
 X 52.243-1 Changes - Fixed Price; 52.243-3 Changes - T&M or LH

E. IMPORTANT: Contractor ☐ is not, ☒ is required to sign this document and return ¹_____ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

Reference Contract NRC-HQ-11-C-10-0043 for Onsite Administrative Support Services for the NRC Headquarters Administrative Services Center and Supply Room Operations.

The purpose of this modification is to reduce the level of effort and total price for Option Year Two, and to revise the billing instructions, as described on the following pages.

Period of Performance: 06/01/2011 - 12/31/2013, with two additional option years (unchanged)

Ceiling: \$1,601,561.63 (changed)

Obligation: \$1,308,233.20 (unchanged)

NRC Project Officer: Catherine Blakeney, 301-415-1491, Catherine.Blakeney@nrc.gov

3Links Contact: Melvin Buford, President/CEO, 240-694-8156, mwbuford@3linkstechnologies.com

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

| | | | |
|---|--|---|--|
| 15A. NAME AND TITLE OF SIGNER (Type or print) <i>MELVIN BUFORD</i> President | | 15B. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Monique Williams Contracting Officer | |
| 15C. DATE SIGNED 6-17-13 | | 15D. UNITED STATES OF AMERICA BY <i>Monique B. Williams</i> (Signature of Contracting Officer) | |
| 15E. CONTRACTOR/OFFEROR <i>Melvin Buford</i> (Signature of person authorized to sign) | | 15F. DATE SIGNED 6/13/2013 | |

NSN 7540-01-152-8070
PREVIOUS EDITION NOT USABLE

STANDARD FORM 30 (REV. 10-83)
Prescribed by GSA - FAR (48 CFR) 53.243

TEMPLATE - ADM001

SUNSI REVIEW COMPLETE

JUL 10 2013

ADM002

Reference Contract NRC-HQ-11-C-10-0043 for Onsite Administrative Support Services for the NRC Headquarters Administrative Services Center and Supply Room Operations.

The purpose of this modification is to (1) reduce the level of effort and total price for Option Year Two, and (2) revise the billing instructions, as described below:

1. The level of effort for Option Year Two is being reduced. The Task Areas 1 and 2 overtime hours are being deleted, the Task Area 3 estimated as-needed regular labor hours are being decreased from 3,840 hours to 2,677 hours, and the Task Area 3 overtime hours are being deleted. Therefore, the ceiling for Option Year Two is hereby decreased by \$73,073.93, from \$610,226.60 to \$537,152.67, as shown in the attached revised Schedule of Items and Prices.

2. The ceiling amount of the contract (base period, option year one, and option year two) is also decreased by \$73,073.93, from \$1,674,635.56 to \$1,601,561.63.

3. The total amount of the contract for the base period and four option years is decreased by the reduction in Option Year Two of \$73,073.93, from \$3,130,835.94 to \$3,057,762.01.

The revised current ceiling amount and the total contract amount are as follows:

Base Period: 06/01/2011 – 12/31/2011, \$388,275.76
Option Year 1: 01/01/2012 – 12/31/2012, \$676,133.20
Option Year 2: 01/01/2013 – 12/31/2013, \$537,152.67 (changed)

Current Ceiling Amount: \$1,601,561.63 (changed)

Option Year 3: 01/01/2014 – 12/31/2014, \$717,341.70
Option Year 4: 01/01/2015 – 12/31/2015, \$738,858.68

Total Contract Amount: \$3,057,762.01 (changed)

4. Accordingly, Clause B.5, Consideration and Obligation, is revised as follows:

B.5 CONSIDERATION AND OBLIGATION--FIRM FIXED PRICE AND TIME AND MATERIALS (JUN 1988)

The amount of \$1,308,233.20 has been obligated under this contract. The firm fixed price and estimated labor hour cost of this contract for the seven month base period and four option years is \$3,057,762.01.

5. Revise the billing instructions. Invoices are to be emailed to NRCPayments@nrc.gov. Updated billing instructions are attached to this modification.

All other terms and conditions remain the same.

| | | | | |
|----------|---|--------------------|-------------------|---------------------|
| | Contract NRC-HQ-11-C-10-0043 | | | |
| | Modification 5 | | | |
| | B.6 Schedule of Items and Prices - Revised Option Year Two | | | |
| | Option Year Two, January 1, 2013 - December 31, 2013 | | | |
| Item No. | Description of Services | | | |
| | Administrative Support Services - | | | |
| | Firm Fixed Price (FFP) | | | |
| | | Unit/Months | Unit Price | Amount |
| 001 | Task Area 1 - Administrative Support | | | |
| | Lead On-Site Supervisor | | | |
| | ASC Help Desk Specialist | | | |
| | ASC Help Desk Specialist | | | |
| | Subtotal | | | \$256,204.80 |
| 002 | Task Area 2 - Administrative Support | | | |
| | Supply Specialist | | | |
| | Supply Specialist | | | |
| | Subtotal | | | \$165,542.40 |
| | Subtotal - Task Areas 1 and 2 FFP | | | \$421,747.20 |
| | Task Areas 1 and 2 Overtime Hours | Unit/Hours | Unit Price | Amount |
| 003 | Lead On-Site Supervisor - OT Hours | 0 | | \$0.00 |
| 004 | ASC Help Desk Specialist - OT Hours | 0 | | \$0.00 |
| 005 | Supply Specialist - OT Hours | 0 | | \$0.00 |
| | Subtotal | 0 | | \$0.00 |
| | Task Area 3 - Additional Services - | | | |
| | As Needed Basis - Est. Labor Hours | Unit/Hours | Unit Price | Amount |
| 006 | ASC Help Desk or Supply Specialist - Regular Hours | | | |
| 007 | ASC Help Desk or Supply Specialist - Overtime Hours | 0 | | \$0.00 |
| | Subtotal | | | |
| | Total Option Year Two | | | \$537,152.67 |

ATTACHMENT

**BILLING INSTRUCTIONS FOR
FIXED-PRICE TYPE CONTRACTS (MAY 2013)**

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

The contractor shall prepare invoices/vouchers for payment of deliverables identified in the contract, in the manner described herein. FAILURE TO SUBMIT INVOICES/VOUCHERS IN ACCORDANCE WITH THESE INSTRUCTIONS MAY RESULT IN REJECTION OF THE INVOICE/VOUCHER AS IMPROPER.

Standard Forms: Payment requests for completed work, in accordance with the contract, shall be submitted on the payee's letterhead, invoice/voucher, 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."

Electronic Invoice/Voucher Submissions: The preferred method of submitting invoices/vouchers is electronically to the U.S. Nuclear Regulatory Commission, via email to: NRCPayments@nrc.gov.

Hard-Copy Invoice/Voucher Submissions: If you submit a hard-copy of the invoice/voucher, a signed original and supporting documentation shall be submitted to the following address:

NRC Payments
U.S. Nuclear Regulatory Commission
One White Flint North
11555 Rockville Pike
Mailstop O3-E17A
Rockville, MD 20852-2738

Purchase of Capital Property: (*\$50,000 or more with life of one year or longer*).

Contractors must report to the Contracting Officer, electronically, any capital property acquired with contract funds having an initial cost of \$50,000 or more, in accordance with procedures set forth in NRC Management Directive (MD) 13.1, IV, C – "Reporting Requirements" (revised 2/16/2011).

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

Frequency: The contractor shall submit invoices/vouchers for payment once each month, unless otherwise authorized by the Contracting Officer.

ATTACHMENT

**BILLING INSTRUCTIONS FOR
FIXED-PRICE TYPE CONTRACTS (MAY 2013)**

Format: Invoices/Vouchers shall be submitted in the format depicted on the attached sample form entitled "Invoice/Voucher for Purchases and Services Other Than Personal". Alternate formats are permissible only if they address all requirements of the Billing Instructions. The instructions for preparation and itemization of the invoice/voucher are included with the sample form.

Task Order Contracts: The contractor must submit a separate invoice/voucher for each individual task order with pricing information. This includes items discussed in paragraphs (a) through (p) of the attached instructions. In addition, the invoice/voucher must specify the contract number, and the NRC-assigned task/delivery order number.

Final vouchers/invoices shall be marked "FINAL INVOICE" or "FINAL VOUCHER".

Currency: Invoices/Vouchers must be expressed in U.S. Dollars.

Supersession: These instructions supersede previous Billing Instructions for Fixed-Price Type Contracts (July 2011).

**BILLING INSTRUCTIONS FOR
FIXED-PRICE TYPE CONTRACTS (MAY 2013)**

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

1. Official Agency Billing Office

NRC Payments
U.S. Nuclear Regulatory Commission
One White Flint North
11555 Rockville Pike
Mailstop O3-E17A
Rockville, MD 20852-2738

2. Invoice/Voucher Information

a. Payee's DUNS Number or DUNS+4. The Payee shall include the Payee's Data Universal Number (DUNS) or DUNS+4 number that identifies the Payee's name and address. The DUNS+4 number is the DUNS number plus a 4-character suffix that may be assigned at the discretion of the Payee to identify alternative Electronic Funds Transfer (EFT) accounts for the same parent concern.

b. Taxpayer Identification Number. The Payee shall include the Payee's taxpayer identification number (TIN) used by the Internal Revenue Service (IRS) in the administration of tax laws. (See IRS Web site: [http://www.irs.gov/Businesses/Small-Businesses-&Self-Employed/Employer-ID-Numbers-\(EINs\)](http://www.irs.gov/Businesses/Small-Businesses-&Self-Employed/Employer-ID-Numbers-(EINs))).

c. Payee's Name and Address. Show the name of the Payee as it appears in the contract and its correct address. Where the Payee is authorized to assign the proceeds of this contract in accordance with the clause at FAR 52.232-23, the Payee shall require as a condition of any such assignment, that the assignee shall register separately in the System for Award Management (SAM) database at <https://www.sam.gov> and shall be paid by EFT in accordance with the terms of this contract. See Federal Acquisition Regulation (FAR) 52.232-33(g) Payment by Electronic Funds Transfer - Central Contractor Registration (October 2003).

d. Contract Number. Insert the NRC contract number (including Enterprise-wide Contract (EWC)), GSA Federal Supply Schedule (FSS), Governmentwide Agency Contract (GWAC) number, or Multiple Agency Contract (MAC) number, as applicable.

e. Task Order Number. Insert the task/delivery order number (If Applicable). **Do not include more than one task order per invoice or the invoice may be rejected as improper.**

ATTACHMENT

**BILLING INSTRUCTIONS FOR
FIXED-PRICE TYPE CONTRACTS (MAY 2013)**

- f. Invoice/Voucher. The appropriate sequential number of the invoice/voucher, beginning with 001 should be designated. Contractors may also include an individual internal accounting number, if desired, in addition to the 3-digit sequential number.
- g. Date of Invoice/Voucher. Insert the date the invoice/voucher is prepared.
- h. Billing Period. Insert the beginning and ending dates (day, month, year) of the period during which deliverables were completed and for which payment is requested.
- i. Description of Deliverables. Provide a brief description of supplies or services, quantity, unit price, and total price.
- j. Work Completed. Provide a general summary description of the services performed or products submitted for the invoice period and specify the section or Contract Line Item Number (CLIN) or SubCLIN in the contract pertaining to the specified contract deliverable(s).
- k. Shipping. Insert weight and zone of shipment, if shipped by parcel post.
- l. Charges for freight or express shipments. Attach prepaid bill if shipped by freight or express.
- m. Instructions. Include instructions to consignee to notify the Contracting Officer of receipt of shipment.
- n. For Indefinite Delivery contracts, the final invoice/voucher shall be marked FINAL INVOICE" or "FINAL VOUCHER".
- o. Total Amount Billed. Insert columns for total amounts for the current and cumulative periods.
- p. Adjustments. Insert columns for any adjustments, including outstanding suspensions for deficient or defective products or nonconforming services, for the current and cumulative periods.
- q. Grand Totals.

ATTACHMENT

**BILLING INSTRUCTIONS FOR
TIME-AND-MATERIALS/LABOR-HOUR TYPE CONTRACTS (MAY 2013)**

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

The contractor shall prepare invoices/vouchers for reimbursement of costs in the manner and format described herein. FAILURE TO SUBMIT INVOICES/VOUCHERS IN ACCORDANCE WITH THESE INSTRUCTIONS WILL RESULT IN REJECTION OF THE INVOICE/VOUCHER AS IMPROPER.

Standard Forms: Claims shall be submitted on the payee's letterhead, invoice/voucher, 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."

Electronic Invoice/Voucher Submissions: The preferred method of submitting vouchers/invoices is electronically to the U.S. Nuclear Regulatory Commission, via email to: NRCPayments@nrc.gov.

Hard-Copy Invoice/Voucher Submissions: If you submit a hard-copy of the invoice/voucher, a signed original and supporting documentation shall be submitted to the following address:

NRC Payments
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One White Flint North
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Rockville, MD 20852-2738

Purchase of Capital Property: (*\$50,000 or more with life of one year or longer*)

Contractors must report to the Contracting Officer, electronically, any capital property acquired with contract funds having an initial cost of \$50,000 or more, in accordance with procedures set forth in NRC Management Directive (MD) 13.1, IV, C – "Reporting Requirements" (revised 2/16/2011).

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

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

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**BILLING INSTRUCTIONS FOR
TIME-AND-MATERIALS/LABOR-HOUR TYPE CONTRACTS (MAY 2013)**

Format: Invoices/Vouchers shall be submitted in the format depicted on the attached sample form entitled "Invoice/Voucher for Purchases and Services Other Than Personal". Alternate formats are permissible only if they address all requirements of the Billing Instructions. The instructions for preparation and itemization of the invoice/voucher are included with the sample form.

Task Order Contracts: The contractor must submit a separate invoice/voucher for each individual task order with detailed cost information. This includes all applicable cost elements and other items discussed in paragraphs (a) through (q) of the attached instructions. In addition, the invoice/voucher must specify the contract number, and the NRC-assigned task/delivery order number.

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

Final invoices/vouchers shall be marked "FINAL INVOICE" or "FINAL VOUCHER".

Currency: Invoices/Vouchers must be expressed in U.S. Dollars.

Supersession: These instructions supersede previous Billing Instructions for Time-and-Materials/Labor-Hour Type Contracts (July 2011).

**BILLING INSTRUCTIONS FOR
TIME-AND-MATERIALS/LABOR-HOUR TYPE CONTRACTS (MAY 2013)**

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

1. Official Agency Billing Office

NRC Payments
U.S. Nuclear Regulatory Commission
One White Flint North
11555 Rockville Pike
Mailstop O3-E17A
Rockville, MD 20852-2738

2. Invoice/Voucher Information

a. Payee's DUNS Number or DUNS+4. The Payee shall include the Payee's Data Universal Number (DUNS) or DUNS+4 number that identifies the Payee's name and address. The DUNS+4 number is the DUNS number plus a 4-character suffix that may be assigned at the discretion of the Payee to identify alternative Electronic Funds Transfer (EFT) accounts for the same parent concern.

b. Payee's Name and Address. Show the name of the Payee as it appears in the contract and its correct address. If the Payee assigns the proceeds of this contract as provided for in the assignment of claims terms of this contract, the Payee shall require as a condition of any such assignment, that the assignee shall register separately in the System for Award Management (SAM) database at <https://www.sam.gov> and shall be paid by EFT in accordance with the terms of this contract. See Federal Acquisition Regulation (FAR) 52.232-33(g) Payment by Electronic Funds Transfer - Central Contractor Registration (October 2003).

c. Taxpayer Identification Number. The Payee shall include the Payee's taxpayer identification number (TIN) used by the Internal Revenue Service (IRS) in the administration of tax laws. (See IRS Web site:
[http://www.irs.gov/Businesses/Small-Businesses-&-Self-Employed/Employer-ID-Numbers-\(EINs\)](http://www.irs.gov/Businesses/Small-Businesses-&-Self-Employed/Employer-ID-Numbers-(EINs))).

d. Contract Number. Insert the NRC contract number (including Enterprise-wide Contract (EWC)), GSA Federal Supply Schedule (FSS), Governmentwide Agency Contract (GWAC) number, or Multiple Agency Contract (MAC) number, as applicable.

e. Task Order Number. Insert the task/delivery order number (If Applicable). **Do not include more than one task order per invoice or the invoice may be rejected as improper.**

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**BILLING INSTRUCTIONS FOR
TIME-AND-MATERIALS/LABOR-HOUR TYPE CONTRACTS (MAY 2013)**

- f. Invoice/Voucher. The appropriate sequential number of the invoice/voucher, beginning with 001 should be designated. Contractors may also include an individual internal accounting number, if desired, in addition to the 3-digit sequential number.
- g. Date of Invoice/Voucher. Insert the date the invoice/voucher is prepared.
- h. Billing period. Insert the beginning and ending dates (day, month, year) of the period during which costs were incurred and for which reimbursement is requested.
- i. Labor Hours Expended. Provide a general summary description of the services performed and associated labor hours utilized during the invoice period. Specify the Contract Line Item Number (CLIN) or SubCLIN, as applicable, and information pertaining to the contract's labor categories/positions, and corresponding authorized hours.
- j. Property. 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.
- k. Shipping. Insert weight and zone of shipment, if shipped by parcel post.
- l. Charges for freight or express shipments. Attach prepaid bill if shipped by freight or express.
- m. Instructions. Include instructions to consignee to notify the Contracting Officer of receipt of shipment.
- n. For Indefinite Delivery contracts, the final invoice/voucher shall be marked "FINAL INVOICE" or "FINAL VOUCHER".
- o. Direct Costs. Insert the amount billed for the following cost elements, adjustments, suspensions, and total amounts, for both the current billing period and for the cumulative period (from contract inception to end date of this billing period).
- (1) Direct (Burdened) Labor. This consists of salaries and wages paid (or accrued) for direct performance of the contract itemized, including a burden (or load) for indirect costs (i.e., fringe, overhead, General and Administrative, as applicable), and profit component, as follows:

| <u>Labor</u> <u>Category</u> | <u>Hours</u> <u>Billed</u> | <u>Burdened</u> <u>Hourly Rate</u> | <u>Total</u> | <u>Cumulative</u> <u>Hours Billed</u> |
|---------------------------------|-------------------------------|---------------------------------------|--------------|--|
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**BILLING INSTRUCTIONS FOR
TIME-AND-MATERIALS/LABOR-HOUR TYPE CONTRACTS (MAY 2013)**

(2) Contractor-acquired property (\$50,000 or more). List each item costing \$50,000 or more and having a life expectancy of more than one year. List only those items of equipment for which reimbursement is requested. For each such item, list the following (as applicable): (a) an item description, (b) manufacturer, (c) model number, (d) serial number, (e) acquisition cost, (f) date of purchase, and (g) a copy of the purchasing document.

(3) Contractor-acquired property (under \$50,000), Materials, and Supplies. These are equipment other than that described in (2) above, plus consumable materials and supplies. List by category. List items valued at \$1,000 or more separately. Provide the item number for each piece of equipment valued at \$1,000 or more.

(4) Materials Handling Fee. Indirect costs allocated to direct materials in accordance the contractor's usual accounting procedures.

(5) Consultant Fee. The supporting information must include the name, hourly or daily rate of the consultant, and reference the NRC approval (if not specifically approved in the original contract).

(6) Travel. Total costs associated with each trip must be shown in the following format:

| <u>Start Date</u> | | <u>Destination</u> | | <u>Costs</u> |
|-------------------|----|--------------------|----|--------------|
| From | To | From | To | \$ |

(Must include separate detailed costs for airfare, per diem, and other transportation expenses. All costs must be adequately supported by copies of receipts or other documentation.)

(7) Subcontracts. Include separate detailed breakdown of all costs paid to approved subcontractors during the billing period.

p. Total Amount Billed. Insert columns for total amounts for the current and cumulative periods.

q. Adjustments. Insert columns for any adjustments, including outstanding suspensions for unsupported or unauthorized hours or costs, for the current and cumulative periods.

r. Grand Totals.

ATTACHMENT

**BILLING INSTRUCTIONS FOR
 TIME-AND-MATERIALS/LABOR-HOUR TYPE CONTRACTS (MAY 2013)**

3. Sample Invoice/Voucher Information

Sample Invoice/Voucher Information (Supporting Documentation must be attached)

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

| | | <u>Amount Billed</u> | |
|------------|---|-----------------------|-------------------|
| | | <u>Current Period</u> | <u>Cumulative</u> |
| (a) | <u>Direct Costs</u> | | |
| (1) | Direct burdened labor | \$ _____ | \$ _____ |
| (2) | Government property (\$50,000 or more) | \$ _____ | \$ _____ |
| (3) | Government property, Materials, and Supplies (under \$50,000 per item) | \$ _____ | \$ _____ |
| (4) | Materials Handling Fee | \$ _____ | \$ _____ |
| (5) | Consultants Fee | \$ _____ | \$ _____ |
| (6) | Travel | \$ _____ | \$ _____ |
| (7) | Subcontracts | \$ _____ | \$ _____ |
| | Total Direct Costs: | \$ _____ | \$ _____ |
| (b) | Total Amount Billed | \$ _____ | \$ _____ |
| (c) | Adjustments (+/-) | \$ _____ | \$ _____ |
| (d) | Grand Total | \$ _____ | \$ _____ |

(The invoice/voucher format provided above must include information similar to that included below in the following to ensure accuracy and completeness.)

SAMPLE SUPPORTING INFORMATION

The budget information provided below is for format purposes only and is illustrative.

Cost Elements:

1) Direct Burdened Labor - \$4,800

| <u>Labor</u> | <u>Hours</u> | <u>Burdened</u> | | <u>Cumulative</u> |
|-------------------|---------------|-----------------|--------------|---------------------|
| <u>Category</u> | <u>Billed</u> | <u>Rate</u> | <u>Total</u> | <u>Hours Billed</u> |
| Senior Engineer I | 100 | \$28.00 | \$2,800 | 975 |

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**BILLING INSTRUCTIONS FOR
TIME-AND-MATERIALS/LABOR-HOUR TYPE CONTRACTS (MAY 2013)**

| | | | | |
|------------------|-----|---------|----------------|------------|
| Engineer | 50 | \$20.00 | \$1,000 | 465 |
| Computer Analyst | 100 | \$10.00 | <u>\$1,000</u> | <u>320</u> |
| | | | \$4,800 | 1,760 hrs. |

Burdened labor rates must come directly from the contract.

- 2) Government-furnished and contractor-acquired property (\$50,000 or more) - \$60,000

Prototype Spectrometer - item number 1000-01 = \$60,000

- 3) Government-furnished and contractor-acquired property (under \$50,000), Materials, and Supplies - \$2,000

| | |
|---|-----------------|
| 10 Radon tubes @ \$110.00 | = \$1,100 |
| 6 Pairs Electrostatic gloves @ \$150.00 | = <u>\$ 900</u> |
| | \$2,000 |

- 4) Materials Handling Fee - \$40

(2% of \$2,000 in item #3)

- 5) Consultants' Fee - \$100

Dr. Carney - 1 hour fully-burdened @ \$100 = \$100

- 6) Travel - \$2,640

- (i) Airfare: (2 Roundtrip trips for 1 person @ \$300 per r/t ticket)

| <u>Start Date</u> | <u>End Date</u> | <u>Days</u> | <u>From</u> | <u>To</u> | <u>Cost</u> |
|-------------------|-----------------|-------------|------------------|------------|-------------|
| 4/1/2011 | 4/7/2011 | 7 | Philadelphia, PA | Wash, D.C. | \$300 |
| 7/1/2011 | 7/8/2011 | 8 | Philadelphia, PA | Wash, D.C. | \$300 |

- (ii) Per Diem: \$136/day x 15 days = \$2,040

- 7) Subcontracting - \$30,000

| | |
|-----------|-------------------|
| Company A | = \$10,000 |
| Company B | = <u>\$20,000</u> |
| | \$30,000 |

(EX: Subcontracts for Companies A & B were consented to by the Contracting Officer by letter dated 6/15/2011.)

ATTACHMENT

**BILLING INSTRUCTIONS FOR
TIME-AND-MATERIALS/LABOR-HOUR TYPE CONTRACTS (MAY 2013)**

| | |
|---------------------|----------|
| Total Amount Billed | \$99,580 |
| Adjustments (+/-) | <u>0</u> |
| Grand Total | \$99,580 |

4. Definitions

Material handling costs. When included as part of material costs, material handling costs shall include only costs clearly excluded from the labor-hour rate. Material handling costs may include all appropriate indirect costs allocated to direct materials in accordance with the contractor's usual accounting procedures.