

SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, & 30				1. REQUISITION NO. 11-A-09-0022 T001		PAGE 1 OF 13	
2. CONTRACT NO. GS33F0015W		3. AWARD/EFFECTIVE DATE 08/21/2013		4. ORDER NO. BPA No. NRC-HQ-11-A-09-0022 Order No. NRC-HQ-13-G-09-0001		5. SOLICITATION NUMBER	
7. FOR SOLICITATION INFORMATION CALL:		a. NAME Sharon M. Lim		b. TELEPHONE NO. (No Collect Calls) 301-287-0937		8. SOLICITATION ISSUE DATE	
9. ISSUED BY U.S. Nuclear Regulatory Commission Div. of Contracts Attn: Sharon M. Lim Mail Stop: 3WFN-05C64-MP Washington, DC 20555				10. THIS ACQUISITION IS <input type="checkbox"/> UNRESTRICTED OR <input type="checkbox"/> SET ASIDE: _____ % FOR: <input type="checkbox"/> SMALL BUSINESS <input type="checkbox"/> WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOMEN-OWNED SMALL BUSINESS PROGRAM NAICS: 484210 <input type="checkbox"/> HUBZONE SMALL BUSINESS <input type="checkbox"/> EDWOSB <input type="checkbox"/> SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS <input type="checkbox"/> 8(A) Y SIZE STANDARD: \$25.5 Million			
11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED <input checked="" type="checkbox"/> SEE SCHEDULE		12. DISCOUNT TERMS N/A		13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700) <input type="checkbox"/>		13b. RATING N/A	
15. DELIVER TO U.S. Nuclear Regulatory Commission Washington DC 20555				16. ADMINISTERED BY U.S. Nuclear Regulatory Commission Div. of Contracts Mail Stop: 3WFN-05C64-MP Washington, DC 20555			
17a. CONTRACTOR/OFFEROR CODE SIRVA RELOCATION, LLC 6200 OAK TREE BLVD STE 300 INDEPENDENCE OH 441316934 TELEPHONE NO.		17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER <input type="checkbox"/>		18a. PAYMENT WILL BE MADE BY NRC Payments NRCPayments@nrc.gov U.S. Nuclear Regulatory Commission 11555 Rockville Pike, Mailstop 03-E17A Rockville, MD 20852-2738 PHONE: FAX:		18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a UNLESS BLOCK BELOW IS CHECKED <input type="checkbox"/> SEE ADDENDUM	
19. ITEM NO.		20. SCHEDULE OF SUPPLIES/SERVICES		21. QUANTITY		22. UNIT	
		The purpose of this award is to establish a Task Order under the base IDV contract NRC-HQ-11-A-09-0022. All work will be billed under this Task Order from the effective date of this Task Order. Funds obligated in the amount of \$3,133,831.26 are hereby transferred from the Base IDIQ contract, NRC-HQ-11-A-09-0022, to this Task Order. Base IDV obligated and subsequently expended funds of \$716,168.74 are also reflected in a total obligated amount of \$3,850,000.00. NRC COR: John Walker, 301-415-7575, john.walker@nrc.gov Total Amount Obligated: \$3,850,000.00 Total Task Order Ceiling: \$14,150,925.00 Period of Performance: 9/13/2011 - 9/12/2013 (Use Reverse and/or Attach Additional Sheets as Necessary)					
						23. UNIT PRICE	
						24. AMOUNT	
25. ACCOUNTING AND APPROPRIATION DATA \$3,133,831.26 Transfer \$3,850,000 from the Base Contract, NRC-HQ-11-A-09-0022 to this Task Order. See Continuation Pages for details. NAICS: 531390; PSC: V301; DUNS: 053038584				26. TOTAL AWARD AMOUNT (For Govt. Use Only) NTE \$3,850,000.00			
27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1, 52.212-4, FAR 52.212-3 AND 52.212-5 ARE ATTACHED. ADDENDA <input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED				27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4 FAR 52.212-5 IS ATTACHED. ADDENDA <input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED			
28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN COPIES TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED				29. AWARD OF CONTRACT. REF. _____ OFFER DATED _____ YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN IS ACCEPTED AS TO ITEMS			
30a. SIGNATURE OF OFFEROR/CONTRACTOR <i>[Signature]</i>				31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER) <i>[Signature]</i>			
30b. NAME AND TITLE OF SIGNER (TYPE OR PRINT) JEFFREY MARLBOLUS, VP & GEN. COUNSEL		30c. DATE SIGNED 8/20/13		31b. NAME OF CONTRACTING OFFICER (TYPE OR PRINT) Jennifer Defino Contracting Officer		31c. DATE SIGNED 08/21/2013	

TEMPLATE - ADM001

SUNSI REVIEW COMPLETE

AUG 22 2013

ADM032

SECTION B - CONTINUATION BLOCK**B.1 CONSIDERATION AND OBLIGATION--TASK ORDERS (AUG 2011)**

- (a) The ceiling of this order for services is \$14,150,925.00.
- (b) This order is subject to the minimum and maximum ordering requirements set forth in the contract.
- (c) The amount presently obligated with respect to this order is \$3,850,000.00. The obligated amount shall, at no time, exceed the order 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 order, in accordance with FAR Part 43 - Modifications. Any work undertaken by the Contractor in excess of the obligated amount specified above is done so at the Contractor's sole risk and may not be reimbursed by the Government.
- (d) The Contractor shall comply with the provisions of FAR 52.232-22 - Limitation of Funds, for incrementally-funded delivery orders or task orders.

B.2 BRIEF PROJECT TITLE AND WORK DESCRIPTION (AUG 2011)

- (a) The title of this project is: **Employee Relocation Services for employees of the Nuclear Regulatory Commission (NRC).**
- (b) Summary work description: NRC has offered to employees changing duty stations has been relocation services. These services include Contractor assistance in the marketing of an employee's home or the direct purchase of the home based on appraised or fair market value. Additional services available under the relocation program include home marketing assistance, buyer's assistance, and mortgage counseling.

B.3 TASK/DELIVERY ORDER PERIOD OF PERFORMANCE (AUG 2011)

This order shall commence on 09-13-2011 and will expire on 09-12-2013. The term of this contract may be extended at the option of the Government for an additional three (3) 12-month option periods.

B.4 ACCOUNTING AND APPROPRIATION DATA

The funds below are being transferred to this Task Order as follows:

Transfer Amount	FAIMIS Document No.	B&R	Job Code	BOC	APPN NO
\$103,533.51	GS33F0015W	2011-70-51-X-368	B1444	252A	31X0200
\$500,813.45	GS33F0015W	2011-70-51-X-368	B1444	252A	31X0200
\$483,210.90	GS33F0015W	2011-70-51-X-368	B1444	252A	31X0200
\$1,500,000.00	GS33F0015W	2012-70-51-X-368	B1444	252A	31X0200
\$24,306.25	NRC-HQ-11-A-09-0022-001	2011-70-51-X-368	B1444	252A	31X0200
\$42,349.05	NRC-HQ-11-A-09-0022-002	2011-70-51-X-368	B1444	252A	31X0200
\$31,140.00	NRC-HQ-11-A-09-0022-003	2011-70-51-X-368	B1444	252A	31X0200
\$57,620.00	NRC-HQ-11-A-09-0022-004	2011-70-51-X-368	B1444	252A	31X0200
\$81,602.50	NRC-HQ-11-A-09-0022-005	2011-70-51-X-368	B1444	252A	31X0200
\$68,118.10	NRC-HQ-11-A-09-0022-006	2011-70-51-X-368	B1444	252A	31X0200
\$48,007.50	NRC-HQ-11-A-09-0022-007	2011-70-51-X-368	B1444	252A	31X0200
\$84,527.00	NRC-HQ-11-A-09-0022-008	2011-70-51-X-368	B1444	252A	31X0200
\$58,015.50	NRC-HQ-11-A-09-0022-009	2011-70-51-X-368	B1444	252A	31X0200
\$50,587.50	NRC-HQ-11-A-09-0022-010	2011-70-51-X-368	B1444	252A	31X0200

Total: \$3,133,831.26

SECTION C - CONTRACT CLAUSES**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 30 days.

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 30 days; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 30 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 the performance period of the governing GSA FSS Contract.

C.3 2052.215-71 PROJECT OFFICER AUTHORITY (NOVEMBER 2006)

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

Name: John Walker

Address: U.S. Nuclear Regulatory Commission
Office of the Chief Financial Officer
Mail Stop - TWFN 9E2
Washington, D.C. 20555-0001

Telephone Number: 301-415-7575

Email: john.walker@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.

C.4 FSS-BPA TERMS AND CONDITIONS

This order is subject to the terms referenced in BPA NRC-HQ-11-A-09-0022 and the General Services Administration (GSA) Federal Supply Schedule Contract # GS33F0015W.

SECTION D - CONTRACT DOCUMENTS, EXHIBITS, OR ATTACHMENTS**D.1 STATEMENT OF WORK**

**STATEMENT OF WORK
FOR EMPLOYEE RELOCATION,
GSA FEDERAL SUPPLY SCHEDULE 48 – EMPLOYEE RELOCATION SERVICES
SIN 653-1 - Employee Relocation Services-Home Sales Services**

Objective/Scope: The purpose of this requirement is to obtain Employee Relocation Services for employees of the Nuclear Regulatory Commission (NRC) being transferred in the interest of the Government.

The Contractor shall have qualified relocation personnel to provide pre-transfer counseling that shall include: review of the relocation program guidelines, discussion of eligibility requirements, identification of a departure and/or destination area real-estate associate and responding to any general relocation questions.

The Contractor shall have sufficient staff to handle approximately 40-60 relocations per year. Price range of homes varies from \$100,000 - \$1,500,000 but is not limited to this range.

Background: One of the benefits NRC has offered to employees changing duty stations has been relocation services. These services include Contractor assistance in the marketing of an employee's home or the direct purchase of the home based on appraised or fair market value. Additional services available under the relocation program include home marketing assistance, buyer's assistance, and mortgage counseling.

One of the significant benefits of the program is allowing relocating employees the option of completing a sale even in a distressed market. The NRC Resident Inspector program stipulates that resident inspectors cannot work for more than seven years at any one nuclear power plant. Employees in the NRC Resident Inspector program are able to relocate knowing that the NRC supports every move by providing Relocation Service benefits.

The agency offers relocating employees services relating to:

Home Sale: Appraised Value Sale -the home appraisal leads to a guaranteed offer. Employees must market their home for 60 days prior to entering the home sale program unless an exception has been approved by the project manager. In addition, only transferring NRC employees are eligible for the home sale program unless a waiver is granted by NRC senior managers and the NRC project manager. Offers are provided based on Fair Market Value. "Fair Market Value" is based on a 120 day sale period for appraisal purposes.

Amended Value Sale- A valid offer from a qualified outside buyer leads to the Contractor purchasing the home from the employee and closing with that buyer. The Contractor amends their offer to purchase the employee's residence to match the price offered by the qualified outside buyer.

Amend from Zero Sale - Identical to "Amended Value Sale" except that the sale to a qualified buyer is accomplished without the need for appraisals to be arranged by the Contractor.

Specific Requirements**A. Agency Responsibilities:**

The NRC Relocation Services Coordinator will request initiation of employees into the program via an order sent by fax or e-mail. The order will include information about the employee and property as well as pertinent move information so that the Contractor can assign a counselor.

B. Contractor Responsibilities:

The Contractor, upon receipt of the order, shall: assign a Relocation Specialist Counselor, send applicable information to the employee and coordinate the appraisal process. The relocation company shall immediately inform the agency Relocation Services Coordinator via email of any potential problems and provide suggestions for resolution. The Contractor shall provide monthly reports in accordance with the GSA Federal Supply Schedule (FSS) contract reporting requirements on the status of all orders placed. The Contractor shall comply with performance and timeliness requirements as stated in their GSA FSS contract.

Description of Work:

The Nuclear Regulatory Commission (NRC) will follow the terms and conditions of the GSA master contract for Employee Relocation Services. NRC specifically requires that the Contractor provide the following relocation services as indicated under SIN 653-1 of the GSA master contract:

1. Home Sales Services with pricing Option 1: Full Choice Guaranteed Buyout with Mortgage Payoff.
2. Home Marketing Assistance (no cost service)
3. Buyer's Assistance (no cost service)
4. Mortgage Counseling (no cost service)

These services comprise the "relocation package" being procured. Relocation services shall be made available to employees designated as eligible by the NRC. Determination of an employee's eligibility to participate in the program is solely the responsibility of NRC and shall not be subject to dispute.

Eligible employees may use any or all of these services or seek service from other sources (such as brokers in the new location) as they desire. Employees whose residences are ineligible for home sale services and employees who do not have a residence to sell are eligible for all other services under this contract.

The Contractor shall:

- Comply with the SOW requirements of the GSA Master Contract
- Provide a list of relocation services that are available at no charge to the Government.
- Have qualified relocation personnel to provide pre-transfer counseling that shall include: review of the relocation program guidelines, discussion of eligibility requirements, identification of a departure and/or destination area real-estate associate and responding to any general relocation questions.
- Have sufficient staff to handle approximately 25 relocations during a six-month period.
- Have the capacity to manage multiple orders simultaneously.
- Have the capacity to provide services simultaneously to multiple geographic locations within the 48 continental United States.

- Provide prompt (within 48 hours) responses to employee service requests and questions related to the Home Sale Program.
- Provide prompt (within 48 hours) notification to the NRC Relocation Services
- Coordinator of issues and problems related to the Home Sale Program.

Reports

The Contractor shall submit a monthly report to the NRC Relocation Services Coordinator via email by the last business day of each month.


Note:

The terms of this SOW amplify and are consistent with the terms in the GSA Federal Supply Schedule 48 SOW applicable to SINs 653-1, 653-4, and 653-5-Employee Relocation Services. In addition, the terms of the GSA Federal Supply Schedule 48 are hereby incorporated into this SOW by reference.

PRICING / FEE SCHEDULE


Base Period: September 13, 2011 through September 12, 2012

Home Value Range of \$100,000 or above:

<u>CLIN</u>	<u>Type of Sale</u>	<u>Fee</u>
0001	Amended Value Sale	
0002	Amended from Zero Sale	
0003	Appraised Value Sale	


Option Period One: September 13, 2012 through September 12, 2013

Home Value Range of \$100,000 or above:

<u>CLIN</u>	<u>Type of Sale</u>	<u>Fee</u>
1001	Amended Value Sale	
1002	Amended from Zero Sale	
1003	Appraised Value Sale	


Option Period Two: September 13, 2013 through September 12, 2014

Home Value Range of \$100,000 or above:

<u>CLIN</u>	<u>Type of Sale</u>	<u>Fee</u>
2001	Amended Value Sale	
2002	Amended from Zero Sale	
2003	Appraised Value Sale	


PRICING SCHEDULE (CONT.)**Option Period Three: September 13, 2014 through September 12, 2015**

Home Value Range of \$100,000 or above:

<u>CLIN</u>	<u>Type of Sale</u>	<u>Fee</u>
3001	Amended Value Sale	
3002	Amended from Zero Sale	
3003	Appraised Value Sale	

Option Period Four: September 13, 2015 through September 12, 2016

Home Value Range of \$100,000 or above:

<u>CLIN</u>	<u>Type of Sale</u>	<u>Fee</u>
4001	Amended Value Sale	
4002	Amended from Zero Sale	
4003	Appraised Value Sale	

Note: The services listed below shall be provided by the Contractor for the Base Period and all option Periods at no additional cost to the Government.

- Destination Area Services – As indicated in the GSA SOW for SIN 653-1
- Reports
- Home Marketing Assistance

BILLING INSTRUCTIONS

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 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 requests for reimbursement upon completion of cancellation of each call, unless otherwise authorized by the Contracting Officer.

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.

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

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.

INVOICE REQUIREMENTS FOR PURCHASES AND SERVICES OTHER THAN PERSONAL

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 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 (FAR) 52.232-33(g) Payment by Electronic Funds Transfer - Central Contractor Registration (October 2003).
- d. **BPA Number.** Insert the NRC BPA number (including Enterprise-wide Contract (EWC)), GSA Federal Supply Schedule (FSS), Government-wide Agency Contract (GWAC) number, or Multiple Agency Contract (MAC) number, as applicable.
- e. **BPA Number and Call Number.** Insert the BPA number and call number one each invoice. **Do not include more than one call number per invoice or the invoice may be rejected as improper.**
- 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 the information required in accordance with the invoice clause of this document (See Clause A.18 Invoices on Page 10 of the BPA).
- j. Work Completed. Provide a copy of the fully executed sales contract for the call this is being billed including the property address and the sale price of the property.
- k. Fee. Cite the appropriate fee percentage from the BPA based on the applicable CLIN. Costs will be reimbursed as indicated in the BPA. Cite the formula or method of computation. Include this information as it applies to each call number.
- l. Total Amount Billed. Insert columns for total amounts for the current and cumulative periods.
- m. Adjustments. Insert columns for any adjustments, including outstanding suspensions for deficient or defective products or nonconforming services, for the current and cumulative periods.
- o. Grand Totals. Indicate the grand total billed at the bottom of the invoice.