

ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES

1 17

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

1. DATE OF ORDER 03/20/2015		2. CONTRACT NO. (If any) NRC-HQ-20-15-E-0004/ 0353/15/500538		6. SHIP TO: a. NAME OF CONSIGNEE JEFFREY S MITCHELL	
3. ORDER NO. NRC-HQ-20-15-T-0004		4. REQUISITION/REFERENCE NO. NRR-15-0144		b. STREET ADDRESS 11555 ROCKVILLE PIKE MAILSTOP OWFN 11 F1	
5. ISSUING OFFICE (Address correspondence to) US NRC - HQ ACQUISITION MANAGEMENT DIVISION MAIL STOP TWFN-5E03 ATTN LISA KAUFFMAN WASHINGTON DC 20555-0001				c. CITY ROCKVILLE	e. ZIP CODE 20852
7. TO: SAVENA ALLEN				f. SHIP VIA	
a. NAME OF CONTRACTOR IDONEOUS EDUCATIONAL SERVICES INC				8. TYPE OF ORDER	
b. COMPANY NAME				<input type="checkbox"/> a. PURCHASE REFERENCE YOUR.	
c. STREET ADDRESS 129 FARMGATE LANE SUITE 100				<input checked="" type="checkbox"/> b. DELIVERY Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.	
d. CITY SILVER SPRING		e. STATE MD	f. ZIP CODE 209055735	Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if anv. including delivery as indicated.	
9. ACCOUNTING AND APPROPRIATION DATA See Schedule				10. REQUISITIONING OFFICE OFF OF NUCLEAR REACTOR REGULATION	
11. BUSINESS CLASSIFICATION (Check appropriate box(es))					
<input checked="" type="checkbox"/> a. SMALL <input type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone					
<input type="checkbox"/> f. SERVICE-DISABLED VETERAN-OWNED <input type="checkbox"/> g. WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOSB PROGRAM <input type="checkbox"/> h. EDWOSB					
13. PLACE OF		14. GOVERNMENT B/L NO		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)	
a. INSPECTION Destination	b. ACCEPTANCE Destination			16. DISCOUNT TERMS 5% 10	

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)
	SBA: 0353/15/500538 The U.S. Nuclear Regulatory Commission (NRC) hereby awards Labor Hour Task Order entitled: Technical Editing Assistance for Davis-Besse Safety Evaluation Report Continued ...					

SEE BILLING INSTRUCTIONS ON REVERSE	18. SHIPPING POINT	19. GROSS SHIPPING WEIGHT	20. INVOICE NO.	17(h) TOTAL (Cont. pages)
	21. MAIL INVOICE TO:			
	a. NAME US NUCLEAR REGULATORY COMMISSION			\$0.00
	b. STREET ADDRESS (or P.O. Box) ONE WHITE FLINT NORTH 11555 ROCKVILLE PIKE MAILSTOP 03-E17A			\$11,813.06
c. CITY ROCKVILLE	d. STATE MD	e. ZIP CODE 20852-2738	17(i) GRAND TOTAL	

22. UNITED STATES OF AMERICA BY (Signature)	03/20/2015	23. NAME (Typed) LISA A. KAUFFMAN TITLE: CONTRACTING/ORDERING OFFICER
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OPTIONAL FORM 347 (Rev. 2/2012) Prescribed by GSA/FAR 48 CFR 53.213(f)

TEMPLATE - ADM001

SUNSI REVIEW COMPLETE

APR 10 2015

**ORDER FOR SUPPLIES OR SERVICES
SCHEDULE - CONTINUATION**

PAGE NO

2

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

DATE OF ORDER	CONTRACT NO.	ORDER NO.
03/20/2015	NRC-HQ-20-15-E-0004/0353/15/500538	NRC-HQ-20-15-T-0004

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	<p>Supplement. The contractor shall perform the work specified in the Statement of Work in accordance with the terms and conditions of contract no. NRC-HQ-20-15-E-0004.</p> <p>The period of performance is from date of award through December 31, 2019.</p> <p>NRC COR: Jeffrey Mitchell; Jeffrey.Mitchell2@nrc.gov ; 301-415-3019</p> <p>NRC Alternate COR: Daneira Melendez-Colon; 301-415-3301; Daneira.Melendez-Colon@nrc.gov</p> <p>Total Ceiling Amount: \$11,813.06 Total Obligated Amount: \$5,671.28</p> <p>Accounting Info: 2015-X0200-FEEBASED-20-20D004-11-4-148-1061-252A Period of Performance: 03/20/2015 to 12/31/2019</p>					

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

\$0.00

A.1 BRIEF WORK DESCRIPTION (AUG 2011)

To obtain expert document layout, assembly, formatting, and technical editing services to assist the NRC's Office of Nuclear Reactor Regulation, Division of License Renewal to prepare the SER Supplement for the Davis-Besse LRA.

A.2 PRICE SCHEDULE

LABOR HOURS

CLIN	DESCRIPTION	EST. QUANTITY	UNIT PRICE	UNIT	EST. TOTAL
0010	TASK 10: RELATED SUPPORT				
0010A	PROJECT MANAGER	█	█	HOUR	█
0010B	TECHNICAL EDITOR	█	█	HOUR	█
0010C	DOCUMENT SPECIALIST	█	█	HOUR	█
TOTAL					\$11,813.06

A.3 CONSIDERATION AND OBLIGATION--TASK ORDERS (AUG 2011)

- (a) The ceiling of this order for services is \$11,813.06.
- (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 \$5,671.28. 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.

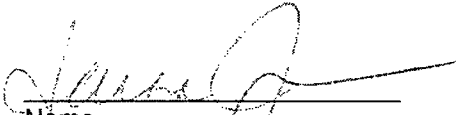
A.4 TASK/DELIVERY ORDER PERIOD OF PERFORMANCE (AUG 2011)

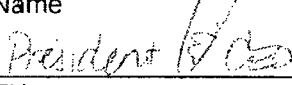
This task order shall commence on date of award and will expire on December 31, 2019.

A.5 CONTRACTOR ACCEPTANCE OF TASK ORDER NRC-HQ-20-15-T-0004

Acceptance of Task Order No. NRC-HQ-20-15-T-0004 should be made by having an official, authorized to bind your organization, execute two copies of this document in the space provided and return one copy to the Contracting Officer. You should retain the other copy for your records.

Accepted Task Order No. NRC-HQ-20-15-T-0004



Name


Title
3/20/15

Date

A.6 STATEMENT OF WORK

1. PROJECT TITLE

Technical Editing Assistance for Davis-Besse Safety Evaluation Report Supplement.

2. BACKGROUND

Based on the Atomic Energy Act, the U.S. Nuclear Regulatory Commission (NRC) issues licenses for commercial nuclear power reactors to operate for up to 40 years and allows these licenses to be renewed for another 20 years. The license renewal environmental and safety requirements are published as Title 10 of the *Federal Code of Regulations Part 51* (10 CFR Part 51) and 10 CFR Part 54, respectively. The NRC has published regulatory guidance for the NRC staff (the staff) to follow when reviewing license renewal applications to address radiological and non-radiological environmental issues titled the "Standard Review Plans for Environmental Reviews for Nuclear Power Plants, Supplement 1: Operating License Renewal," NUREG-1555, Supplement 1, Rev. 1 issued June 2013 to ensure conformance with its review process and to share the process with stakeholders. The NRC has also published regulatory guidance for the staff to follow when reviewing applications to address safety issues titled NUREG-1800, "Standard Review Plan for Review of License Renewal Applications for Nuclear Power Plants," Revision 2 issued December 2010 (SRP-LR) to ensure the quality and uniformity of staff reviews and to share the process with stakeholders.

The staff has accepted a License Renewal Application (LRA) from the Davis-Besse nuclear power plant. The staff documents its support for the final related regulatory decisions in two NUREG-series publications: Supplemental Environmental Impact Statements (SEISs) and Safety Evaluation Reports (SERs).

The SER documents the results of the staff's safety review of the LRA and describes the technical details considered in evaluating the safety aspects of the proposed extended operation.

The staff issues Supplements to the final SERs when new issues are identified by the applicant or when the staff issues new guidance regarding technical issues that could potentially change the staff's conclusions in the SER. SER Supplements can vary in length considerably depending on the number of changes to the final SER required. Typically, SER Supplements range from 60-150 pages and are typically about 100 pages in length. However, the Davis-Besse SER Supplement is expected to be approximately 275 pages in length.

3. SCOPE

The objective of this contract is to obtain expert document layout, assembly, formatting, and technical editing services to assist the NRC's Office of Nuclear Reactor Regulation, Division of License Renewal to prepare the SER Supplement for the Davis-Besse LRA.

4. APPLICABLE DOCUMENTS AND STANDARDS

The contractor shall provide accessible, archival-quality, print-ready, Web-enabled PDF and DOC source files that meet Federal and agency requirements for publications. The print and electronic copies shall match (i.e., print the paper copy from the PDF, which is generated from the Microsoft ® Office Word 2010 file).

Electronic files (final deliverables) shall be:

- **Accessible:** comply with Section 508 of the Rehabilitation Act; accessible to screen readers; high contrast in black and white if any color is used; any information conveyed with color is conveyed equally well when color is not available.
- **Archival:** generate PDF using Adobe Acrobat Professional X with NRC downloaded NRC distiller and preflight profiles or NRC designated PDF generator and PDF/A format, an international standard for archival PDFs; embed fonts; update/delete metadata (<http://www.nrc.gov/site-help/electronic-sub-ref-mat.html>).
- **Print-ready:** minimum 600 dpi (1,200 dpi recommended) for high-quality, professional printing; include print disclaimers for any scanned or pixelated images; the PDF shall be an entire document, including cover, inside cover, title page, NRC Form 335, etc. (see NUREG-1757).
- **Web-enabled (electronic):** bookmarks for navigation (generated by Microsoft® Office Word 2010, or current NRC designated word processing software, as directed by the COR, with the heading styles applied); live links to Web sites (entire URL shall be active); meet NRC Web publication standards; enabled for Fast Web view; match agency-wide electronic standards (<http://www.nrc.gov/site-help/e-submittals.html>).
- Free of any restrictions in their use, to include password protections on the document or style sheet.

Specifically, the Microsoft® Office Word 2010 file shall use the following:

- Styles
- Automated formatting (no manually tabbed columns)
- Linked bookmarks or anchors for the table of contents or other document guides that jump to specific sections of the text
- Headers and other structural markup
- Abbreviation list
- Listed and linked figures, equations, tables, etc.
- Formatted tables with simple columns (do not nest tables, mark column headers if possible)
- Embedded fonts and objects

The contractor shall use the following guidelines for file names:

- Use ASCII letters (a-z, A-Z), digits (0-9), underscores and hyphens (“_” and “-“)
- Do not use spaces, quotation marks, diacritic marks or other special/non-printing characters
- Reserve the period (“.”, full stop) for the file extension at the end of the filename

In addition to general document quality standards, the contractor shall meet the following standards in:

- U.S. Government Printing Office (GPO) Style Manual
- NUREG-0650, "Preparing NUREG-series Publications," Revision 2
- NUREG-1379, "NRC Editorial Style Guide," Revision 2
- NUREG-0544, "NRC Collection of Abbreviations," Revision 4
- License Renewal Project Manager Handbook, Attachment 9, "Safety Evaluation Report (SER) Style Guide"
- License Renewal Project Manager Handbook, Attachment 29, "Safety Evaluation Report Writing Guide Lines and Samples"
- M.D 3.7, "NUREG-Series Publications"
- www.plainlanguage.gov
- Section 508 of the Rehabilitation Act

In cases where the SER style guide conflicts with the *NRC Editorial Style Guide*, the contractor shall follow the SER style guide. The COR may require the contractor to deviate from the guidance documents listed above, if the guidance documents are being revised or new guidance is being developed.

5. SPECIFIC TASK

The contractor shall be responsible for the following document properties:

- Layout
- Assembly
- Formatting
- Version control
- Producing a production-ready document

The contractor shall be responsible for services to improve the quality, clarity, and consistency of the SER Supplement. Specifically, the contractor shall be responsible for recommending corrections and incorporating changes approved by the staff to include:

- Verifying the message is a coherent and logical flow of ideas
- Correcting syntax, grammar, spelling, and punctuation in accordance with NRC guidance
- Ensuring consistent use of terms, acronyms, abbreviations, and symbols
- Correcting disagreement of the subject and verb and faulty parallelisms
- Eliminating ambiguities, redundancy (wordiness), and overuse of the passive voice
- Ensuring consistency and accuracy of heading styles, headers, and footers
- Consistency of equations
- Verifying consistency and clarity of tables and figures; and redesigning them (as required) to improve their visual effectiveness
- Verifying the accuracy of references and cross-references
- Verifying references are available to the public
- Developing a table of contents in accordance with applicable style guides
- Developing an index in accordance with applicable style guides
- Ensuring consistency of text, figures, table headings, and section headings with the table of contents
- Verifying pagination (page numbers are consistent with the table of contents and index)

The scope of work for the SER Supplement preparation is described in the following task.

Task: Safety Evaluation Report Supplement

The contractor shall revise the SER Supplement based on additional information as provided by the COR. The contractor shall provide the necessary technical editor review of the SER Supplement to ensure the document is complete and meets the NRC publication requirements. Recommended technical editorial changes to the specific technical evaluation input and additional information shall be provided to the COR in a track changes format for review before incorporation into the SER Supplement. Because of the strict project schedule and multiple NRC stakeholders involved in the review, it is expected the COR will provide comments and revisions to this SER Supplement to the contractor in numerous batches, requiring turnaround within one work day in certain cases as directed by the COR. The contractor shall revise the SER Supplement based on comments and revisions provided by the COR and submit a final SER Supplement that is camera-ready for NUREG publications.

The deliverable is a cover-to-cover plant-specific SER Supplement based on technical and administrative information in the LRA and supplemental information, as provided by the COR. The contractor shall also provide the necessary review of the SER Supplement to ensure that it meets the NRC publication requirements for a NUREG-series report. The staff will review the SER Supplement and provide comments to the contractor. The contractor shall revise and provide the SER Supplement based on comments from the COR in accordance with the delivery schedule in section 6, "Deliverables and Delivery Schedule."

6. DELIVERABLES AND DELIVERY SCHEDULE

The contractor shall provide the deliverables listed below in two electronic formats (Microsoft® Office Word 2010 or NRC designated word processing software and PDF file using Adobe Acrobat Professional X or NRC designated PDF) and a hard copy printed from the PDF file to the COR. The final deliverables for each task shall not have any restrictions in their use by the government. If document protections are employed during the editing process as part of a version control methodology, an additional unprotected version of the final deliverable for government records and future use must be provided.

The NRC has an expectation that the contractor will be able to perform technical editing of a minimum of 70 pages per day as well as format a minimum of 70 pages per day. If, due to multiple tasks under this contract being performed simultaneously, the below delivery schedules are unachievable, the contractor shall coordinate with the COR to prioritize work and agree on an acceptable delivery schedule.

Because of the strict project schedule and multiple NRC contributors to the documents, it is expected the COR will provide comments and revisions to the contractor in numerous batches, requiring turnaround within one work day in certain cases as directed by the COR.

The following are standard deliverable due dates for the task:

Task No.	Deliverable Description	Due Date	Task Completion Rate
10.a	SER Supplement – 1 st Round Edits (through PM Review)	NLT 10 working days after receipt of final input from COR	25% complete
10.b	SER Supplement – 2 nd Round Edits (through Branch Chief/OGC Review)	NLT 5 working days after receipt of final input from COR	50% complete
10.c	SER Supplement – 3 rd Round Edits (through Division Director Review)	NLT 5 working days after receipt of final input from COR	75% complete
10.d	SER Supplement – Final Edits (Final Deliverable for issuance as public document)	NLT 5 working days after receipt of final input from COR	100% complete

The deliverable will include at minimum a word processing source file, an electronic “print” file in Portable Document Format (PDF), and a printed camera-ready document from the PDF file unless otherwise directed by the COR or CO. The contractor shall be responsible for structuring the deliverable to follow Federal and agency standards for publications. The current agency word processing standard is Microsoft® Office Word 2010. The contractor shall use the latest agency-designated version of this agency standard. The source and PDF files shall be automated structured, and reusable (i.e., applies templates, contain automatic bookmarks, have “live” Web links). The contractor shall consider long-term use and revision when establishing styles. This will be evidenced by styles that are constructed for ease of use and that apply automated functions. The contractor shall provide a style sheet itemizing the specifications for each style or tag applied in the word processing program. For example, the style sheet will note the name of the style, formatting details, and the specific functions of and use for each style. The contractor shall include corrections to meet quality standards as a part of this deliverable.

The final deliverable document for Task 10 shall:

- Be provided in the NRC-approved version of Microsoft ® Office Word 2010 or NRC designated word processing software, as directed by the COR
- Be provided in a PDF format generated by Adobe Acrobat Professional X or NRC designated PDF generator
- Be delivered "camera ready" on CD-ROM
- Meet the requirements above of "Electronic files shall be--"
- Meet the requirements above of "Specifically, the Microsoft ® Office Word 2010 file shall use--"
- Meet the requirements above of "The contractor shall be responsible for services to improve the quality, clarity, and consistency of the SER Supplement."

7. GOVERNMENT FURNISHED PROPERTY

The COR will provide the contractor with the LRA, SER Supplement draft, and technical input required to prepare the documents at issuance of the task order.

The COR will provide the contractor with a printed and/or electronic representation of how the deliverables should appear, typically a published example of a completed document. Additionally, the COR will provide the initial draft documents in their general format during the execution of each Task Order.

The COR can also provide other applicable background information and reference documentation. For the purpose of providing a proposal, the NRC Web site below, contains past and current LRAs and staff SER Supplements for applicable plants.

<http://www.nrc.gov/reactors/operating/licensing/renewal/applications.html#plant>

The following NUREG reports related to this effort are available through the NRC Agencywide Document Access and Management System (ADAMS).

NUREG-1379, "NRC Editorial Style Guide," Revision 2, is available through ADAMS at:
<http://www.nrc.gov/reading-rm/adams.html#web-based-adams> (Accession No. ML093280744)

NUREG-0544, "NRC Collection of Abbreviations," Revision 4, is available through ADAMS at:
<http://www.nrc.gov/reading-rm/adams.html#web-based-adams> (Accession No. ML041050544)

An electronic copy of MD 3.7, "NUREG-Series Publications" will be provided if requested by the contractor.

8. PLACE OF PERFORMANCE

Meetings for Task Order kick-offs may be held at NRC Headquarters, if requested by the COR. All other work will be performed at the contractor's site.

9. SECURITY

All work performed will be Unclassified.

A.7 LIST OF ATTACHMENTS

1. Billing Instructions for Time-and-Materials/Labor-Hour Type Contracts

**ATTACHMENT NO. 1: 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 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 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
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 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.

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).

**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 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).
- 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.**
- 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 Category</u>	<u>Hours Billed</u>	<u>Burdened Hourly Rate</u>	<u>Total</u>	<u>Cumulative Hours Billed</u>
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(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.

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>		(a)
	<u>Current Period</u>	<u>Cumulative</u>	
<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>Category</u>	<u>Hours</u>	<u>Burdened</u> <u>Billed</u>	<u>Rate</u>	<u>Cumulative</u> <u>Total</u>	<u>Hours Billed</u>
Senior Engineer I	100	100	\$28.00	\$2,800	975
Engineer	50	50	\$20.00	\$1,000	465
Computer Analyst	100	100	\$10.00	\$1,000	320
				\$4,800	1,760 hrs.

Labor

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 = \$ 900
 \$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 = \$20,000
 \$30,000

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

Total Amount Billed \$99,580
 Adjustments (+/-) - 0
 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.