

**ORDER FOR SUPPLIES OR SERVICES**

PAGE OF PAGES

1

23

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

1. DATE OF ORDER 06/30/2015		2. CONTRACT NO. (If any) NRC-HQ-20-15-E-0004		6. SHIP TO: a. NAME OF CONSIGNEE JEFFREY S MITCHELL	
3. ORDER NO. NRC-HQ-20-15-T-0007		4. REQUISITION/REFERENCE NO. NRR-15-0186		b. STREET ADDRESS 11555 ROCKVILLE PIKE MAIL STOP OWFN 11F1	
5. ISSUING OFFICE (Address correspondence to) US NRC - HQ ACQUISITION MANAGEMENT DIVISION MAIL STOP TWEN-5E03 WASHINGTON DC 20555-0001				c. CITY ROCKVILLE	
				d. STATE MD	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	
c. STREET ADDRESS 129 FARMGATE LANE SUITE 100				REFERENCE YOUR:  Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.	
d. CITY SILVER SPRING				<input checked="" type="checkbox"/> b. DELIVERY	
e. STATE MD				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.	
f. ZIP CODE 209055735					
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 Firm-Fixed Price/Labor-Hour Task Order entitled Technical Editing Assistance for Seabrook 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					\$12,628.70		17(i) GRAND TOTAL
	b. STREET ADDRESS (or P.O. Box) ONE WHITE FLINT NORTH 11555 ROCKVILLE PIKE MAILSTOP O3-E17A					\$25,172.48		
c. CITY ROCKVILLE		d. STATE MD	e. ZIP CODE 20852-2738					

22. UNITED STATES OF AMERICA BY (Signature)		06/30/2015	23. NAME (Typed) LISA A. KAUFFMAN TITLE: CONTRACTING/ORDERING OFFICER	
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AUTHORIZED FOR LOCAL REPRODUCTION  
PREVIOUS EDITION NOT USABLE

OPTIONAL FORM 347 (Rev. 2/2012)  
Prescribed by GSA/FAR 48 CFR 53.213(f)

TEMPLATE - ADM001

SUNSI REVIEW COMPLETE

JUL 09 2015

ADM002

**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 06/30/2015	CONTRACT NO. NRC-HQ-20-15-E-0004	ORDER NO. NRC-HQ-20-15-T-0007
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ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	<p>License Renewal Application Review Documents. 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.Mitchell12@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: \$25,172.48 Total Obligated Amount: \$12,628.70 Accounting Info: 2015-X0200-FEEBASED-20-20D004-11-4-148-1061-252A</p>					
00001	FFP Task Order 7				12,628.70	
00002	<p>Labor Hours Task Order 7 (Option Line Item) Anticipated Exercise Date 10/01/2016 Line Item Ceiling \$12,543.78</p> <p>The obligated amount of award: \$12,628.70. The total for this award is shown in box 17(i).</p>				0.00	
TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))					\$12,628.70	

**A.1 BRIEF WORK DESCRIPTION (AUG 2011)**

Technical Editing Assistance for Seabrook License Renewal Application Review Documents.

**A.2 PRICE SCHEDULE**

**FIRM-FIXED PRICE**

CLIN	DESCRIPTION	EST. QUANTITY	UNIT PRICE	UNIT	EST. TOTAL
005	TASK 5: FINAL SAFETY EVALUATION REPORT			EACH	
<b>FIRM FIXED-PRICE SUBTOTAL</b>					<b>\$12,628.70</b>

**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	
<b>LABOR HOURS SUBTOTAL</b>					<b>\$12,543.78</b>

<b>TOTAL</b>	<b>\$25,172.48</b>
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**A.3 CONSIDERATION AND OBLIGATION—FIRM-FIXED-PRICE (AUG 2011)**

The total amount of the Firm-Fixed-Price portion of this contract is \$12,628.70, and this amount is fully funded.

**A.4 CONSIDERATION AND OBLIGATION — LABOR-HOUR CONTRACT (AUG 2011)**

- (a) The ceiling price to the Government for full performance under this task order is \$25,172.48.
- (b) The contract includes direct labor hours at specified fixed hourly rates, inclusive of wages, fringe, overhead, general and administrative expenses, and profit.
- (c) This is an incrementally-funded contract and FAR 52.232-22 – “Limitation of Funds” applies.

**A.5 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.6 CONTRACTOR ACCEPTANCE OF TASK ORDER NRC-HQ-20-15-T-0007**

Acceptance of Task Order No. NRC-HQ-20-15-T-0007 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-0007



Name

President & CEO

Title

6/29/15

Date

## A.7 STATEMENT OF WORK

### 1. PROJECT TITLE

Technical Editing Assistance for Seabrook License Renewal Application Review Documents.

### 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 SER with Open Items for Seabrook was completed and issued in June, 2012. Since issuance, revisions have been made to the document (spanning from minor editorial changes to significant re-writes of entire sections) and have been captured in a supplement to the SER with Open Items. The Staff will provide the issued SER with Open Items, as well as the SER with Open Items Supplement draft for editing. The SER With Open Items Supplement is expected to be approximately 200 pages in length.

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 SERs can range from 600–950 pages and are typically about 800 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 with Open Items Supplement and the SER for the Seabrook 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"
- EIS Style Guide
- M.D 3.7, "NUREG-Series Publications"
- [www.plainlanguage.gov](http://www.plainlanguage.gov)
- Section 508 of the Rehabilitation Act

In cases where the EIS and SER style guides conflict with the *NRC Editorial Style Guide*, the contractor shall follow the SER and EIS style guides. 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 TASKS

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 with Open Items Supplement and Final SER. 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 standard scope of work for the SER with Open Items Supplement and Final SER preparation is described in the following tasks.

Task 10 (labor hours used): Safety Evaluation Report Supplement

The contractor shall revise the SER With Open Items Supplement based on additional information as provided by the COR. The contractor shall provide the necessary technical editor review of the SER With Open Items 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 With Open Items 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 With Open Items 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 With Open Items Supplement based on comments and revisions provided by the COR and submit a final SER With Open Items Supplement that is camera-ready for NUREG publications.

The deliverable is a cover-to-cover plant-specific SER With Open Items 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 With Open Items Supplement based on comments from the COR in accordance with the delivery schedule in section 6, "Deliverables and Delivery Schedule."

Task 5. Final Safety Evaluation Report

For each task as identified by task order, the contractor shall revise the SER with open items based on additional information as provided by the COR. The contractor shall also incorporate specific technical evaluation input as provided by the COR to close the Open and Confirmatory items in the SER with open items that was provided by the COR. This task also includes, but is not limited to revising Section 1 of the SER regarding the Open and Confirmatory items (typically Section 1.5 and 1.6, respectively) and updating the appendices in the SER. The contractor shall provide the necessary technical editor review of the SER to ensure the document is complete and meets the NRC publication requirements. The technical editor review shall focus on changes to the SER compared with the SER with open items provided by the COR. 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. Then, the contractor shall provide a track changes version, comparing the differences between the final SER and the SER with open items, to the COR for NRC review. 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 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 based on comments and revisions provided by the COR and submit a final SER that is camera-ready for NUREG publications.

The deliverable is a cover-to-cover plant-specific SER 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 to ensure that it meets the NRC publication requirements for a NUREG-series report. The staff will review the SER and provide comments to the contractor. The contractor shall revise and provide the SER 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.

A "Final Draft", as required in Task 2 and Task 4 below, refers to the final camera-ready draft to be sent for public review (SEIS) or for concurrence (SER). A "Draft Final", as required in Task 3 and Task 5 below, refers to the draft of the final document incorporating comments and mark-ups as directed by the COR. The "Draft Final" is the final camera-ready document to be published in accordance with NUREG publishing requirements.

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 each of the tasks:

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

5.d	Final SER – Final Edits (Final Deliverable for issuance as public document)	NLT 5 working days after receipt of final input from COR	100% complete
10.a	SER Supplement – 1 <sup>st</sup> Round Edits (through PM Review)	NLT 10 working days after receipt of final input from COR	25% complete
10.b	SER Supplement – 2 <sup>nd</sup> 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 <sup>rd</sup> 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 Tasks 5 and 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 is responsible for services to improve the quality, clarity, and consistency of the SEIS and SER--”

## **7. GOVERNMENT FURNISHED PROPERTY**

The COR will provide the contractor with the LRA, SEIS template, SER framework, 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 SEISs and SERs.

<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.8 LIST OF ATTACHMENTS**

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

**ATTACHMENT NO. 1: 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 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](mailto: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.

**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).

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**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 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. 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 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 NO. 2: 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](mailto: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).

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**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</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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- (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>Direct Costs</u>	<u>Amount Billed</u>		(a)
	<u>Current Period</u>	<u>Cumulative</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>(b) Total Amount Billed</b>	<b>\$ _____</b>	<b>\$ _____</b>	
<b>(c) Adjustments (+/-)</b>	<b>\$ _____</b>	<b>\$ _____</b>	
<b>(d) Grand Total</b>	<b>\$ _____</b>	<b>\$ _____</b>	

(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 Billed</u>	<u>Rate</u>	<u>Cumulative Total</u>	<u>Hours Billed</u>	Labor
Senior Engineer I	100	\$28.00	\$28.00	\$2,800	975	
Engineer	50	\$20.00	\$20.00	\$1,000	465	
Computer Analyst	100	\$10.00	\$10.00	\$1,000	320	
				\$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 = \$ 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.