

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 01/22/2016	2. CONTRACT NO. (If any) NRC-HQ-20-15-E-0004/ 0353/15/500538	6. SHIP TO: a. NAME OF CONSIGNEE JEFFREY MITCHELL
3. ORDER NO. NRC-HQ-20-16-T-0002	4. REQUISITION/REFERENCE NO. NRR-16-0039	

5. ISSUING OFFICE (Address correspondence to) US NRC - HQ ACQUISITION MANAGEMENT DIVISION MAIL STOP TWFN-5E03 WASHINGTON DC 20555-0001	b. STREET ADDRESS US NUCLEAR REGULATORY COMMISSION MAIL STOP OWFN 11F1
	c. CITY WASHINGTON
	d. STATE DC
	e. ZIP CODE 20555-0001

7. TO: SAVENA ALLEN	f. SHIP VIA
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a. NAME OF CONTRACTOR IDONEOUS EDUCATIONAL SERVICES INC	8. TYPE OF ORDER	
b. COMPANY NAME	<input type="checkbox"/> a. PURCHASE	<input checked="" type="checkbox"/> b. DELIVERY
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	e. STATE MD	f. ZIP CODE 209055735

9. ACCOUNTING AND APPROPRIATION DATA See Schedule	10. REQUISITIONING OFFICE OFF OF NUCLEAR REACTOR REGULATION
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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	12. F.O.B. POINT
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13. PLACE OF a. INSPECTION Destination	b. ACCEPTANCE Destination	14. GOVERNMENT B/L NO.	15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)	16. DISCOUNT TERMS 30
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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)
	The U.S. Nuclear Regulatory Commission (NRC) hereby awards a Labor-Hour Task Order entitled: "Assistance for Updating the Environmental Impact Statement Style Guide." The contractor shall perform the work Continued ...					

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			17(i) GRAND TOTAL
c. CITY ROCKVILLE	d. STATE MD	e. ZIP CODE 20852-2738	
			\$13,475.32

22. UNITED STATES OF AMERICA BY (Signature) 	01/22/2016	23. NAME (Typed) ARACELIS PEREZ-ORTIZ TITLE: CONTRACTING/ORDERING OFFICER
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TEMPLATE - ADMIN SUNSI REVIEW COMPLETE FEB 23 2016 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 01/22/2016	CONTRACT NO. NRC-HQ-20-15-E-0004/0353/15/500538	ORDER NO. NRC-HQ-20-16-T-0002
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ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	<p>specified in the Statement of Work (SOW) in accordance with the terms and conditions of contract no. NRC-HQ-20-15-E-0004.</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: \$13,475.32 Total Obligated Amount: \$10,132.70.</p> <p>_____</p> <p>IDONEOUS Authorized Official Date Accounting Info: 2016-X0200-FEEBASED-20-20D004-11-4-148-1061-252A Period of Performance: 01/22/2016 to 12/31/2019</p>					
TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))					\$0.00	

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

PAGE NO

2

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

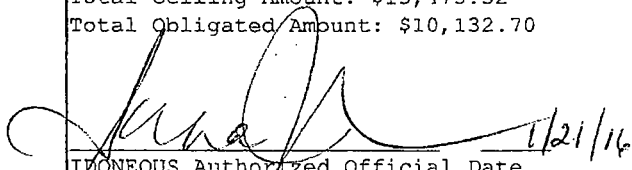
DATE OF ORDER

CONTRACT NO.

NRC-HQ-20-15-E-0004/0353/15/500538

ORDER NO.

NRC-HQ-20-16-T-0002

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	<p>specified in the Statement of Work (SOW) in accordance with the terms and conditions of contract no. NRC-HQ-20-15-E-0004.</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: \$13,475.32 Total Obligated Amount: \$10,132.70</p> <p> 1/21/16 IPONEOUS Authorized Official Date</p> <p>Accounting Info: 2016-X0200-FEEBASED-20-20D004-11-4-148-1061-252A</p> <p>Period of Performance: 01/22/2016 to 12/31/2019</p>					
TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))					\$0.00	

NRC-HQ-20-15-E-0004
NRC-HQ-20-16-T-0002

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SECTION B - Supplies or Services/Prices

NRCB010 BRIEF PROJECT TITLE AND WORK DESCRIPTION

(a) The title of this project is: *Assistance for Updating the Environmental Impact Statement Style Guide*

(b) Summary work description: The objective of this contract is to obtain expert technical support to the staff in updating the EIS Style Guide.

PRICE SCHEDULE

LABOR-HOUR

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	
LABOR-HOUR TOTAL					\$13,475.32

NRCB084 CONSIDERATION AND OBLIGATION- LABOR-HOUR CONTRACT

(a) The ceiling price to the Government for full performance under the labor hour portion of this task order is **\$13,475.32**.

(b) The contract includes direct labor hours at specified fixed hourly rates, inclusive of wages, fringe, overhead, general and administrative expenses, and profit.

(c) The amount presently obligated with respect to this task order is **\$10,132.70**. 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 task 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) This is an incrementally-funded contract and FAR 52.232-22 – "Limitation of Funds" applies.

SECTION C - Description/Specifications

STATEMENT OF WORK

1. PROJECT TITLE

Assistance for Updating the Environmental Impact Statement Style Guide.

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 regulations are published as Title 10 of the *Federal Code of Regulations* Part 51 (10 CFR Part 51), which require the preparation and submission of an Environmental Report (ER) as part of the license renewal application (LRA).

The staff prepares a Supplemental Environmental Impact Statement (SEIS) to document the staff's review of the Environmental Report and plant-specific environmental analysis, which considers and weighs the environmental impacts of the proposed action, the environmental impacts of alternatives to the proposed action, and mitigation measures available for reducing or avoiding adverse impacts. NRC publishes the SEIS as a supplement to NUREG-1437, "Generic Environmental Impact Statement for License Renewal of Nuclear Plants," Volumes 1 and 2, which, for certain environmental impacts, establishes findings applicable to all nuclear power plants. The SEISs can range from 400–1,000 pages and are typically about 500 pages in length.

SEISs are written by the staff in accordance with several guidance documents in order to ensure clarity and consistency within and between SEISs. One of these documents is the Environmental Impact Statement (EIS) Style Guide. This document provides specific guidance on writing and preparing the SEIS, which may differ from the guidance provided in other higher level documents.

The staff is updating the EIS style guide to ensure that it is consistent with other applicable style guides and reference documents except where deviation is necessary and justified. This update will also incorporate lessons learned from past SEIS documents and provide consistent direction to both staff and technical editors when writing and reviewing EISs.

3. SCOPE

The objective of this contract is to obtain expert technical support to the staff in updating the EIS Style Guide. Specifically, the contractor will:

- Evaluate the EIS Style Guide's consistency with the NRC Editorial Style Guide,
- Identify reasons(s) for differences,
- Update the EIS Style Guide as appropriate, and
- Incorporate lessons learned from recently completed supplemental Environmental Impact Statement (SEIS) reviews.

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.
- **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 use the following standards when reviewing the EIS Style Guide for updates:

- 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
- M.D 3.7, "NUREG-Series Publications"
- www.plainlanguage.gov
- Section 508 of the Rehabilitation Act

5. SPECIFIC TASKS / MILESTONES

The contractor shall be responsible for the following tasks:

1. Develop a project plan.
2. Compare and identify the differences between the EIS Style Guide and the NRC Editorial Style Guide, and provide recommendations for either reconciling differences or maintaining EIS specific guidance.
3. Compare and identify the differences between the EIS Style Guide and the NRC NUREG publication guidance from the Office of Administration (ADM), and provide recommendations for either reconciling differences or maintaining EIS specific guidance.
4. Provide recommendations for revising the EIS Style Guide based on recent contractor experience editing SEIS documents and safety evaluation reports.
5. Incorporate the recommendations provided in tasks 2-4, as approved by the NRC staff, and additional staff input as provided during the review process, into the latest version of the EIS Style Guide.
6. Provide a Draft EIS Style Guide for NRC staff review and approval.
7. Incorporate NRC staff comments and changes into the Draft EIS Style Guide.
8. Finalize the updated EIS Style Guide for use. The final deliverable is a complete standalone document that meets (in order of priority) its own guidance, the guidance in the NRC Style Guide and NUREG publication guidance.

6. DELIVERABLES AND MILESTONE SCHEDULE

The contractor shall provide the deliverables listed below in two electronic formats (Microsoft® Office Word 2013 or NRC designated word processing software, and PDF file using Adobe Acrobat Professional X or NRC designated PDF). The final deliverables 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 following are standard deliverable due dates for each of the tasks:

Task No.	Deliverable Description	Due Date
1	Project plan	Within 20 working days of project kickoff call/meeting
2	Identify the differences between the EIS Style Guide and the NRC Editorial Style Guide	Within 30 working days of submitting the Project Plan
3	Identify the differences between the EIS Style Guide and the NRC NUREG publication guidance	Within 30 working days of submitting the Project Plan
4	Provide recommendations for revising the EIS Style Guide based on recent contractor experience and tasks 2 and 3	Within 30 days of completing tasks 2 and 3
5	Revise draft EIS Style Guide to include the incorporation of the approved recommendations and additional staff input.	Within 15 working days of receipt of NRC input
6	Provide a Draft EIS Style Guide for NRC staff review and approval	Within 15 working days of receipt of NRC input
7	Revise and prepare final EIS Style Guide deliverable.	Within 15 working days of receipt of NRC input

7. LABOR CATEGORIES AND LEVEL OF EFFORT

1. The contractor shall provide a project manager to oversee the efforts and ensure the timely submission of quality deliverables that meet the requirements of the statement of work (SOW).
2. The contractor shall provide a document specialist who will be responsible for administrative support, document layout, assembly, formatting, and production services that shall follow NRC's style guidance and the SOW.
3. The contractor shall provide a technical editor who shall verify the document is in accordance with the NRC's style guidance and SOW, and is grammatically correct according to NRC guidance.
4. The contractor personnel shall have expertise in the use of Microsoft ® Office Word 2010 or current NRC designated word processing software, as directed by the Contracting Officer's Representative (COR).

5. It is the responsibility of the contractor to assign appropriate staff, subcontractors, and/or specialists who have the required educational background, experience, or combination thereof to meet both the technical and regulatory objectives of the work specified in SOW. The NRC will rely on representations made by the contractor concerning the qualifications of the personnel assigned to this contract including assurance that all information contained in the technical and cost proposal, including résumés, is accurate and truthful.
6. If any work will be subcontracted or performed by consultants, the contractor shall obtain the NRC CO's or COR's written approval of the subcontractor or consultant prior to initiation of the subcontract effort. Conflict of interest considerations shall apply to any subcontracted effort.

The level of effort for each task within this Task Order is estimated below:

Task 10: Related Support (Update EIS Style Guide)	
Labor Category	Estimated Hours
Project Manager	12
Technical Editor	92
Document Specialist	57
Total:	161

8. GOVERNMENT FURNISHED PROPERTY

The COR will provide the contractor with the latest revision of the EIS Style Guide in electronic format at issuance of the task order.

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.

9. PLACE OF PERFORMANCE

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

10. PERIOD OF PERFORMANCE

Refer to Section F *Deliveries or Performance*.

11. SECURITY

All work performed will be Unclassified.

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SECTION D - Packaging and Marking

Refer to base award NRC-HQ-20-15-E-0004.

SECTION E - Inspection and Acceptance

Refer to base award NRC-HQ-20-15-E-0004.

SECTION F - Deliveries or Performance

NRCF032 TASK/DELIVERY ORDER PERIOD OF PERFORMANCE (SEP 2013)

This task order shall commence on day of award and will expire on September 30, 2019.

SECTION G - Contract Administration Data

Refer to base award NRC-HQ-20-15-E-0004.

SECTION H - Special Contract Requirements

Refer to base award NRC-HQ-20-15-E-0004.

SECTION I - Contract Clauses

Refer to base award NRC-HQ-20-15-E-0004.

SECTION J - List of Documents, Exhibits and Other Attachments

ATTACHMENT	NO. PAGES
Attachment 1: Billing Instructions for Time and Material Contracts (MAY 2013)	8

**BILLING INSTRUCTIONS FOR
TIME-AND-MATERIALS/LABOR-HOUR TYPE CONTRACTS (JAN 2015)**

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

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

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

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

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

NRC Payments
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).

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

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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.

**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. Where the Payee is authorized to assign the proceeds of this contract in accordance with the clause at Federal Acquisition Regulation (FAR) 52.232-23 Assignment of Claims, the Payee shall require as a condition of any such assignment, that the assignee shall register separately in the System for Award Management (SAM) database at <http://sam.gov> and shall be paid by EFT in accordance with the terms of this contract. See FAR 52.232-33 Payment by Electronic Funds Transfer-System for Award Management.

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/Individuals/International-Taxpayers/Taxpayer-Identification-Numbers-\(TIN\)](http://www.irs.gov/Individuals/International-Taxpayers/Taxpayer-Identification-Numbers-(TIN))).

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

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

SAMPLE SUPPORTING INFORMATION

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

Cost Elements:

1) Direct Burdened Labor - \$4,800

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