

ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES

1 13

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

1. DATE OF ORDER 03/11/2016		2. CONTRACT NO. (If any) NRC-HQ-25-14-E-0006		6. SHIP TO:	
3. ORDER NO. NRC-HQ-11-16-T-0001		4. REQUISITION/REFERENCE NO. NSIR-16-0003		a. NAME OF CONSIGNEE	
5. ISSUING OFFICE (Address correspondence to) US NRC - HQ ACQUISITION MANAGEMENT DIVISION MAIL STOP TWFN-5E03 ATTN ROB ROBINSON 301-415-0728 WASHINGTON DC 20555-0001				b. STREET ADDRESS	
c. CITY ROCKVILLE		d. STATE MD	e. ZIP CODE 20852-3106	f. SHIP VIA	
7. TO: WILLIAM ARCIERI a. NAME OF CONTRACTOR INFORMATION SYSTEMS LABORATORIES INC b. COMPANY NAME				8. TYPE OF ORDER	
c. STREET ADDRESS 11140 ROCKVILLE PIKE				<input type="checkbox"/> a. PURCHASE <input checked="" type="checkbox"/> b. DELIVERY 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.	
9. ACCOUNTING AND APPROPRIATION DATA See Schedule				10. REQUISITIONING OFFICE OFFICE OF NEW REACTORS	
11. BUSINESS CLASSIFICATION (Check appropriate box(es)) <input type="checkbox"/> a. SMALL <input checked="" 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	

13. PLACE OF		14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)		16. DISCOUNT TERMS	
a. INSPECTION Destination	b. ACCEPTANCE Destination						

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)
	Task Order 6, entitled "Emergency Preparedness Decommissioning Rulemaking & Guidance" under Enterprise-wide Contract Number NRC-HQ-25-14-E-0006. This Task Order is incrementally funded. 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	\$1,449,730.00		▲	

22. UNITED STATES OF AMERICA BY (Signature) 				23. NAME (Typed) SHARLENE M. MCCUBBIN TITLE: CONTRACTING/ORDERING OFFICER			
---	--	--	--	---	--	--	--

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

APR 12 2016

ADM002

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

PAGE NO 4

2

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

DATE OF ORDER 03/11/2016	CONTRACT NO. NRC-HQ-25-14-E-0006	ORDER NO. NRC-HQ-11-16-T-0001
-----------------------------	-------------------------------------	----------------------------------

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	<p>Period of Performance: Date of Award - 1/31/2020 Task Order Ceiling: \$1,449,730.00 Total Obligated Amount: \$70,000.00</p> <p>Contracting Officer's Representative (COR) Name: Todd Smith Phone: 301-287-3744 Email: todd.smith@nrc.gov</p> <p>Contractor POC (Business) Name: Bill Arcieri Phone: 301-255-2275 Email: billa@islinc.com</p> <p>Contractor POC (Technical) Name: Russell Shearer</p> <p align="right"> <i>William Arcieri</i> William Arcieri 2016.03.07 18:06:34 -05'00' 3/7/16 </p> <p>ISL Authorized Official Date Accounting Info: 2016-X0200-FEEBASED-11-11D001-11-7-183-4009-252A</p>					

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

\$0.00

AUTHORIZED FOR LOCAL REPRODUCTION
PREVIOUS EDITION NOT USABLE

OPTIONAL FORM 348 (Rev. 4/2005)

Prescribed by GSA FAR (48 CFR) 53.213(f)

COPIES

10/11/16

DATE: 3/7/16 18:06:34

WILLIAM ARCIERI

TASK ORDER 06 – Unrestricted EWC IDIQ for ISL – Task Order 6

SECTION B - SUPPLIES OR SERVICES AND PRICE/COSTS

B.1 PRICE/COST SCHEDULE

Period of Performance: Date of Award - 1/31/2020

CLIN	DESCRIPTION OF SUPPLIES/SERVICES*	ESTIMATED COST	FIXED FEE (- Prime, Subcontractor)	TOTAL COST PLUS FIXED FEE
0001	Contractor to provide Technical Assistance in accordance with section C: DESCRIPTION/ SPECIFICATIONS/ STATEMENT OF WORK	[REDACTED]	[REDACTED]	[REDACTED]
	Total	[REDACTED]	[REDACTED]	\$1,449,730.00

*see attachment 2 for hourly rate table.

NRCB044 CONSIDERATION AND OBLIGATION—INDEFINITE-QUANTITY CONTRACT

(a) The estimated total quantity of this contract for the products/services under this contract is **\$1,449,730.00** of which the sum of [REDACTED] represents the estimated reimbursable costs, and of which [REDACTED] represents fixed fee.

(b) The Contracting Officer will obligate funds on each task order issued.

(c) The amount currently obligated by the Government with respect to this contract is [REDACTED], of which the sum of [REDACTED] represents the estimated reimbursable costs, and of which [REDACTED] represents the fixed-fee.

(d) This is an incrementally-funded contract and FAR 52.232-22 – “Limitation of Funds” applies.

(e) The Contractor shall comply with the provisions of FAR 52.232-20 - Limitation of Cost for fully-funded task orders and FAR 52.232-22 - Limitation of Funds for incrementally-funded task orders, issued hereunder.

SECTION C – DESCRIPTION/SPECIFICATIONS/STATEMENT OF WORK FOR TASK ORDER 06

1.0 PROJECT TITLE

Emergency Preparedness Decommissioning Rulemaking & Guidance

2.0 BACKGROUND

Licensed power reactors currently establish a decommissioning licensing framework through plant-specific licensing actions. Among the decommissioning units are Crystal River Unit 3 Nuclear Generation Plant (Crystal River), Kewaunee Power Station (Kewaunee), and San Onofre Nuclear Generating Station Units 2 & 3 (SONGS). On December 29, 2014, Entergy Nuclear Operations, Inc., shut down Vermont Yankee Nuclear Power Station (VY), and on January 12, 2015, certified that it had permanently ceased operation and removed fuel from the reactor vessel. Exelon Generation Company's Oyster Creek Nuclear Generating Station (Oyster Creek) has indicated that it is currently planning to shut down in 2019.

The NRC staff has not identified any safety or security issues using the license amendment and exemption process to establish a long-term decommissioning licensing basis for permanently shut down reactors. Guidance for requesting exemptions from emergency planning requirements is provided in Interim Staff Guidance (ISG) NSIR/DPR-ISG-02, "Emergency Planning Exemption Requests for Decommissioning Nuclear Power Plants" (ADAMS Accession No. ML14106A057). However, the NRC staff understands that the decommissioning process can be improved and made more efficient by relying less on exemptions and license amendments. An objective of the decommissioning rulemaking is to implement regulatory changes to reduce the number of exemptions and licensing amendments requested during decommissioning.

In Staff Requirements Memorandum (SRM) SECY-14-0066, "Request by Dominion Energy Kewaunee, Inc., for Exemptions from Certain Emergency Planning Requirements," dated August 7, 2014 (ADAMS Accession No. ML14219A366), superseded by SRM SECY-14-0118, "Request by Duke Energy Florida, Inc., for Exemptions from Certain Emergency Planning Requirements," dated December 30, 2014 (ADAMS Accession No. ML14364A111), the Commission directed the NRC staff to proceed with rulemaking on decommissioning, and set an objective of early 2019, for completion of this rulemaking.

In SECY-15-0014, "Anticipated Schedule and Estimated Resources for a Power Reactor Decommissioning Rulemaking," dated January 30, 2015 (ADAMS Accession No. ML15082A089 - redacted), the NRC staff committed to proceed with a rulemaking on decommissioning and provided an anticipated schedule and estimate of the resources required for the completion of a decommissioning rulemaking, as directed by the Commission in SRM SECY-14-0118.

The NRC will develop a proposed rule for reactors transitioning to decommissioning. Experience has demonstrated that licensees for decommissioning power reactors need to process several exemptions and license amendments per site in order to establish a long-term licensing basis for decommissioning. By promulgation of a decommissioning rule, the NRC will be able to establish regulations that, when implemented by licensees, will maintain safety and security at sites transitioning to decommissioning without the need to grant specific exemptions or licensing amendments in several regulatory areas. Specifically, the decommissioning rulemaking will accomplish the following goals: (1) ensure that safety and security are

NRC-HQ-25-14-E-0006
NRC-HQ-11-16-T-0001

maintained at decommissioning power reactors; (2) ensure that the requirements for decommissioning power reactors are clear and have a sound regulatory basis; (3) codify those issues that are found to be generically applicable to all decommissioning power reactors and have resulted in the need for similar exemptions or license amendments; and (4) identify, define, and resolve additional areas of concern related to the regulation of decommissioning power reactors.

3.0 PROJECT DESCRIPTION AND OBJECTIVES

With guidance and input from the NRC, the contractor shall develop a regulatory basis, draft and final rule language, and necessary guidance documents for the emergency preparedness (EP) Decommissioning Rulemaking directed by the Commission in SRM SECY-14-0118.

The contractor will also adjudicate comments on EP questions in the Advance Notice of Proposed Rulemaking (ANPR), support the development of the Federal Register Notices (FRN) seeking comments on the EP Decommissioning Rulemaking, and adjudicate comments from a public comment period. Additionally, the contractor will complete revisions to NUREG-0654/FEMA-REP-1, Revision 2, "Criteria for Preparation and Evaluation of Radiological Emergency Response Plans and Preparedness in Support of Nuclear Power Plants," (ADAMS Accession No. ML14246A519) and the supporting guidance contained in the EP Handbook (ADAMS Accession No. ML15140A415).

4.0 STATEMENT OF WORK TASKS

Under this task order, the contractor shall provide support to the NRC in all aspects of the EP Decommissioning Rulemaking. This effort will begin with the contractor's adjudication of comments on EP questions in the ANPR and assistance to support presentations at public meetings discussing the rulemaking process (Task 2). Then, with input from the NRC, the contractor will develop the draft regulatory basis for the EP decommissioning rulemaking (Task 3), a final regulatory basis (Task 4), and the proposed rulemaking language (Task 7). The contractor will also complete revisions to NUREG-0654/FEMA-REP-1 Revision 2 and the associated EP Handbook (Task 5). The contractor will develop new guidance documents (NUREGs and/or Regulatory Guides [RG]) to support the rulemaking and revise existing guidance documents as needed (Task 6 and Task 12). The contractor will support the Advisory Committee on Reactor Safeguards (ACRS) review of the EP rulemaking packages (Task 8 and Task 11). The contractor will also assist with the adjudication of comments from a public comment period(s) (Task 9). Lastly, the contractor will draft the final EP decommissioning rule language and the EP rule statement of considerations (Task 10).

The contractor may be needed to support presentations, public meetings, and response to comments; and to provide additional technical support to produce other documents associated with the rulemaking. This support will be directed by the COR on an as-needed basis.

Task 1 – Attend Kickoff Meeting for Support of the EP Decommissioning Rulemaking

Upon task order award, the contractor's technical lead and contributing technical staff shall attend a kickoff meeting. Preferably, the kickoff meeting will be held in person at NRC headquarters in North Bethesda, Maryland. At the kickoff meeting, the NRC Contracting Officer's Representative (COR) will provide the contractor with an overview of the expected contractor support for the EP Decommissioning Rulemaking and development/update of EP guidance documents.

NRC-HQ-25-14-E-0006
NRC-HQ-11-16-T-0001

This task should be completed as soon as practicable after award.

Task 2 – Complete Adjudication of Comments on EP Questions in the ANPR

The contractor shall collect, bin, and complete the adjudication of comments on EP questions contained in the ANPR concerning the intended scope of the EP Decommissioning Rulemaking, and support public meetings for the ANPR by collecting any comments received at the public meeting.

This task should be completed within 60 days after the end of the comment period.

Task 3 – Develop the Draft Regulatory Basis in Preparation for Writing the Draft EP Decommissioning Rulemaking Language

The contractor shall develop a draft regulatory basis for the EP Decommissioning Rulemaking with input from the NRC; this will include incorporating any NRC research completed to support the EP regulatory basis.

The contractor should expect one round of review. This task should be completed by August 31, 2016.

Task 4 – Develop the Final Regulatory Basis

The contractor shall develop the final regulatory basis for the rulemaking. The contractor shall collect, bin, and adjudicate public comments on the draft regulatory basis. The contractor shall also support any public meetings associated with informing stakeholders of regulatory basis content or to clarify the ongoing regulatory process by taking notes and assembling stakeholder comments.

The contractor should expect one round of review. This task should be completed by May 31, 2017.

Task 5 – Complete Current Revision to NUREG-0654/FEMA-REP-1, Revision 2 and EP Handbook

The contractor shall complete the current revision to NUREG-0654/FEMA-REP-1, Revision 2 and the supporting guidance contained in the EP Handbook. Initial drafts of both documents are complete. For NUREG-0654/FEMA-REP-1 Revision 2, the contractor shall incorporate final comments and complete the final document in a format suitable for publication. For the EP Handbook, the contractor shall collect, bin, and adjudicate public comments, and complete the final document in a format suitable for publication.

This task should be completed by March 31, 2017.

Task 6 – Develop Draft Guidance Documents and Revision of RG 1.219

The contractor shall develop a new guidance document(s) that will provide guidance on implementing the EP aspects of the new rule and incorporates NSIR/DPR-ISG-02. The contractor shall also revise RG 1.219, “Guidance on Making Changes to Emergency Response Plans for Nuclear Power Reactors”, and other guidance documents as necessary, and support

NRC-HQ-25-14-E-0006
NRC-HQ-11-16-T-0001

any public meetings associated with discussion of draft or revised guidance documents that pertain to the EP Decommissioning Rulemaking by taking notes and assembling stakeholder comments.

The contractor should expect one round of review. This task should be completed by June 30, 2017.

Task 7 – Develop EP Decommissioning Proposed Rulemaking Language

The contractor shall coordinate the development of the proposed rule language for the EP portion of the Decommissioning Rulemaking. Additionally, the contractor shall support any public meetings associated with the discussion of the proposed rule language by taking notes and assembling stakeholder comments. This will include revisions based on NRC management and Office of General Counsel comments on the proposed rulemaking package.

The contractor should expect two rounds of review. This task should be completed by January 31, 2018.

Task 8 – Support the ACRS Review of the Proposed Rulemaking Package

The contractor shall assist the NRC during all facets of ACRS review during subcommittee and full committee meetings on the proposed rulemaking package. This includes providing technical input and assistance to the NRC COR for ACRS presentations, providing responses to committee questions, and taking meeting notes for further discussion.

This task should be completed within one week of the ACRS Subcommittee and Full Committee Meetings on the Proposed Rule.

Task 9 – Adjudicate EP Comments from the Proposed Rulemaking Public Comment Period

The contractor shall collect, bin, and complete the adjudication of EP-related comments from the decommissioning rulemaking public comment period.

This task should be completed within 60 days after the end of the comment period.

Task 10 – Develop the Final EP Decommissioning Rulemaking Package Based on Adjudicated Public Comments

The contractor shall revise the draft EP Decommissioning Rulemaking package based on adjudicated public comments and develop the final rulemaking package, including a regulatory analysis and backfit analysis as needed. This will also include revisions based on NRC management and Office of General Counsel comments on the final package.

The contractor should expect one round of review. This task should be completed by May 31, 2019.

Task 11 – Support the ACRS Review of the Final Rulemaking Package

The contractor shall assist the NRC during all facets of ACRS review during subcommittee and full committee meetings on the final rulemaking package. This includes providing technical

NRC-HQ-25-14-E-0006
NRC-HQ-11-16-T-0001

input and assistance to the NRC COR for ACRS presentations, providing responses to committee questions, and taking meeting notes for further discussion.

This task should be completed within one week of the ACRS Subcommittee and Full Committee Meetings on the Final Rule.

Task 12 – Develop the Final Guidance Documents

The contractor shall develop the final guidance document(s) that will provide guidance on implementing the EP aspects of the new rule and incorporates NSIR/DPR-ISG-02. This will include revisions based on NRC management and Office of General Counsel comments. The contractor shall also support any public meetings associated with discussion of final or revised guidance documents that pertain to the EP Decommissioning Rulemaking by taking notes and assembling stakeholder comments.

The contractor should expect one round of review. This task should be completed by July 31, 2019.

5.0 DELIVERABLES

The contractor shall provide monthly letter reports, due within 10 days following the last day of each month, summarizing accomplishments, expenditures, and any problems encountered. These reports shall be submitted electronically to the COR and to the Contract Specialist

Within five working days after the kickoff meeting (Task 1), the contractor shall provide the COR with a meeting summary which reflects the contractor’s understanding of the approach for supporting the EP Decommissioning Rulemaking.

The contractor shall provide the following deliverables to the NRC COR on or before the stated due-date. Preliminary and draft report due dates are for tasks with anticipated rounds of review.

	DELIVERABLE & ACCEPTANCE CRITERIA	Due Date*
1	Kickoff Meeting Summary.	NLT 5 working days after Kickoff Meeting
2	Complete Adjudication of ANPR EP Questions and Determine Final EP Decommissioning Rulemaking Scope. Acceptance Criteria: Comments on ANPR EP questions and public meeting comments have been adjudicated and incorporated into the EP rulemaking scope.	NLT 60 days after end of comment period
3	Develop the Draft Regulatory Basis for the EP Decommissioning Rulemaking. Acceptance Criteria: Draft Regulatory Basis is complete.	Draft - July 31, 2016
		Final - August 31, 2016
4	Develop the Final Regulatory Basis for the EP Decommissioning Rulemaking. Acceptance Criteria: Final Regulatory Basis is complete.	Draft - May 1, 2017
		Final - May 31, 2017

5	Complete revision to NUREG-0654/FEMA-REP-1, Revision 2 and the EP Handbook. Acceptance Criteria: Documents are complete and ready for publication.	March 31, 2017
6	Develop Draft Guidance Documents and revise existing guidance documents as needed. Acceptance Criteria: Draft guidance documents and/or RG revisions are complete and ready for public comment.	Draft - March 31, 2017
		Final - June 30, 2017
7	Develop the Proposed Rule Language for the EP Decommissioning Rulemaking. Acceptance Criteria: Proposed EP Decommissioning Rulemaking Package is complete and ready for public comment after incorporation of NRC management and OGC comments.	Prelim – February 24, 2017
		Draft – August 21, 2017
		Final - January 31, 2018
8	Provide Support to the NRC in the ACRS Review of the Proposed EP Decommissioning Rulemaking Package. Acceptance Criteria: ACRS meeting presentations are complete and ACRS comments are incorporated into the Proposed EP Decommissioning Rulemaking package.	NLT 1 week after the ACRS meetings
9	Complete Adjudication of EP-Related Comments from the Proposed Rulemaking Public Comment Period. Acceptance Criteria: Public comments are adjudicated and incorporated into the Final EP Decommissioning Rulemaking package.	NLT 60 days after end of comment period
10	Develop the Final EP Decommissioning Rulemaking Package Based on Adjudicated Public Comments. Acceptance Criteria: Final EP Decommissioning Rulemaking Package is complete after incorporation of NRC management and OGC comments.	Draft - January 31, 2019
		Final - May 31, 2019
11	Provide Support to the NRC in the ACRS Review of the Final EP Decommissioning Rulemaking Package. Acceptance Criteria: ACRS meeting presentations are complete and ACRS comments are incorporated into the Final EP Decommissioning Rulemaking package.	NLT 1 week after the ACRS meetings
12	Develop the Final Guidance Documents incorporating NRC management, OGC, stakeholder, and public comments. Acceptance Criteria: Final Guidance Documents and/or RG revisions are complete and ready for publication.	Draft - May 1, 2019
		Final - July 31, 2019

* all due dates are for planning/proposal purposes only. Best efforts will be made to adhere to the timelines set forth here, however, the final schedule will be determined at the kickoff meeting; post-award.

6.0 PROPOSED PERSONNEL REQUIREMENTS

The technical staff proposed for this project shall, collectively, have an understanding of regulatory analyses and rulemaking and shall be knowledgeable in emergency planning and preparedness. More specifically, the team of proposed staff should have experience in all of the following areas: the NRC rulemaking process; emergency planning; emergency response; relevant emergency preparedness regulations including 10 CFR 50.47, 10 CFR 50.54(q), and Appendix E to 10 CFR Part 50; associated EP regulatory guides, guidance documents, and generic communications.

NRC-HQ-25-14-E-0006
NRC-HQ-11-16-T-0001

- Experience and familiarity with the methodology used for the 2011 Emergency Preparedness Rulemaking effort is preferable.
- Experience and familiarity with NUREG-0654/FEMA-REP-1 (Revisions 1 and 2) and the draft EP Handbook is extremely preferable and will be given the greatest consideration in evaluating capability of proposed personnel.

Labor Category	Minimum Qualification Requirement
Project Manager (PM)	8 years of relevant work experience as a Project Manager and 4 years of relevant experience in the technical areas described above.
Subject Matter Expert (SME)	6 years of relevant work experience in the technical areas described above.
Sr. Tech Reviewer (STR)	4 years of relevant work experience in the technical areas described above.
Technical Reviewer (TR)	2 years of relevant work experience in the technical areas described above.

7.0 MATERIALS PROVIDED

Documents identified in this statement of work are publicly available through the NRC's online document retrieval system (ADAMS) by referencing the ADAMS accession number provided for the document via the NRC public web site (www.nrc.gov).

SECTION F - Deliveries or Performance

NRCF030A PERIOD OF PERFORMANCE ALTERNATE I

This order shall commence on Date of Award and will expire on January 31, 2020.

SECTION H - Special Contract Requirements

2052.215-70 KEY PERSONNEL. (JAN 1993)

(a) The following individuals are considered to be essential to the successful performance of the work hereunder:

Project Manager	Russell Shearer
Project Manager/Subject Matter Expert	Elizabeth Gormsen
Subject Matter Expert	Alexis Gearing

*The contractor agrees that personnel may not be removed from the contract work or replaced without compliance with paragraphs (b) and (c) of this section.

(b) If one or more of the key personnel, for whatever reason, becomes, or is expected to become, unavailable for work under this contract for a continuous period exceeding 30 work

NRC-HQ-25-14-E-0006
NRC-HQ-11-16-T-0001

days, or is expected to devote substantially less effort to the work than indicated in the proposal or initially anticipated, the contractor shall immediately notify the contracting officer and shall, subject to the concurrence of the contracting officer, promptly replace the personnel with personnel of at least substantially equal ability and qualifications.

(c) Each request for approval of substitutions must be in writing and contain a detailed explanation of the circumstances necessitating the proposed substitutions. The request must also contain a complete resume for the proposed substitute and other information requested or needed by the contracting officer to evaluate the proposed substitution. The contracting officer and the project officer shall evaluate the contractor's request and the contracting officer shall promptly notify the contractor of his or her decision in writing.

(d) If the contracting officer determines that suitable and timely replacement of key personnel who have been reassigned, terminated, or have otherwise become unavailable for the contract work is not reasonably forthcoming, or that the resultant reduction of productive effort would be so substantial as to impair the successful completion of the contract or the service order, the contract may be terminated by the contracting officer for default or for the convenience of the Government, as appropriate. If the contracting officer finds the contractor at fault for the condition, the contract price or fixed fee may be equitably adjusted downward to compensate the Government for any resultant delay, loss, or damage.

2052.215-71 PROJECT OFFICER AUTHORITY. (OCT 1999)

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

Name: Todd Smith
Address: US NRC
NSIR/DPR/IRIB
Washington DC 20555
Telephone Number: 301-287-3744
Email: Todd.smith@nrc.gov

The alternate contracting officer's representative is:

Name: Jonathan Fiske
Address: US NRC
NSIR/DPR/IRIB
Washington DC 20555
Telephone Number: 301-287-9228
Email: johnathan.fiske@nrc.gov

(b) Performance of the work under this contract is subject to the technical direction of the NRC project officer. The term technical direction is defined to include the following:

(1) Technical direction to the contractor which shifts work emphasis between areas of work or tasks, authorizes travel which was unanticipated in the Schedule (i.e., travel not contemplated in the Statement of Work or changes to specific travel identified in the Statement of Work), fills in details, or otherwise serves to accomplish the contractual statement of work.

(2) Provide advice and guidance to the contractor in the preparation of drawings, specifications,

NRC-HQ-25-14-E-0006
NRC-HQ-11-16-T-0001

or technical portions of the work description.

(3) Review and, where required by the contract, approve technical reports, drawings, specifications, and technical information to be delivered by the contractor to the Government under the contract.

(c) Technical direction must be within the general statement of work stated in the contract. The project officer does not have the authority to and may not issue any technical direction which:

(1) Constitutes an assignment of work outside the general scope of the contract.

(2) Constitutes a change as defined in the "Changes" clause of this contract.

(3) In any way causes an increase or decrease in the total estimated contract cost, the fixed fee, if any, or the time required for contract performance.

(4) Changes any of the expressed terms, conditions, or specifications of the contract.

(5) Terminates the contract, settles any claim or dispute arising under the contract, or issues any unilateral directive whatever.

(d) All technical directions must be issued in writing by the project officer or must be confirmed by the project officer in writing within ten (10) working days after verbal issuance. A copy of the written direction must be furnished to the contracting officer. A copy of NRC Form 445, Request for Approval of Official Foreign Travel, which has received final approval from the NRC must be furnished to the contracting officer.

(e) The contractor shall proceed promptly with the performance of technical directions duly issued by the project officer in the manner prescribed by this clause and within the project officer's authority under the provisions of this clause.

(f) If, in the opinion of the contractor, any instruction or direction issued by the project officer is within one of the categories defined in paragraph (c) of this section, the contractor may not proceed but shall notify the contracting officer in writing within five (5) working days after the receipt of any instruction or direction and shall request that contracting officer to modify the contract accordingly. Upon receiving the notification from the contractor, the contracting officer shall issue an appropriate contract modification or advise the contractor in writing that, in the contracting officer's opinion, the technical direction is within the scope of this article and does not constitute a change under the "Changes" clause.

(g) Any unauthorized commitment or direction issued by the project officer may result in an unnecessary delay in the contractor's performance and may even result in the contractor expending funds for unallowable costs under the contract.

(h) A failure of the parties to agree upon the nature of the instruction or direction or upon the contract action to be taken with respect to the instruction or direction is subject to 52.233-1 - Disputes.

(i) In addition to providing technical direction as defined in paragraph (b) of the section, the project officer shall:

NRC-HQ-25-14-E-0006

NRC-HQ-11-16-T-0001

(1) Monitor the contractor's technical progress, including surveillance and assessment of performance, and recommend to the contracting officer changes in requirements.

(2) Assist the contractor in the resolution of technical problems encountered during performance.

(3) Review all costs requested for reimbursement by the contractor and submit to the contracting officer recommendations for approval, disapproval, or suspension of payment for supplies and services required under this contract.

SECTION J - List of Documents, Exhibits and Other Attachments

Attachments:

1. Monthly Letter Status Report Template
2. Hourly Rate Table
3. Billing Instructions – Cost Reimbursement

MONTHLY LETTER STATUS REPORT (MLSR)

PROJECT TITLE: [Project Title]

CONTRACT NO.: [Contract No.]

A. TASK ORDER IDENTIFICATION AND FINANCIAL SUMMARY INFORMATION

Note: There shall be 1 MLSR for every Task Order

TASK ORDER TITLE: [Task Order Title]

TASK ORDER NO.: [TO#]

JOB CODE NO. (JCN): [JCN#]

**TECHNICAL ASSIGNMENT
CONTROL NUMBER (TAC):** [TAC#]

PERIOD OF PERFORMANCE: [TO start date to TO finish date]

PERIOD COVERED: [Month 1st to Month 31st]

NRC CONTRACTING OFFICERS REPRESENTATIVE: [Name of COR]

CONTRACTOR TASK MANAGER: [Contractor Lead Reviewer]

CONTRACTING ORGANIZATION: [Contractor Business Name]

1.	Task Order Amount:	\$
2.	Funds Obligated to Date:	\$

		Cost This Period	Cumulative Cost to Date
3.	Total Direct Costs Invoiced	\$	\$
4.	Total Indirect Costs Invoiced	\$	\$
5.	Fee Invoiced	\$	\$
6.	Total Cost Invoiced [Item3+Item4+Item5]	\$	
7.	Percent Expended (%) [Item6/Item2]		\$
8.	Balance of Obligation Funds Remaining based on Invoiced Cost [Item2-Item6]		\$
9.	Total Actual Costs (Invoiced Cost and Cost Not Yet Invoiced (e.g., Pending/Outstanding Subcontractor /Consultant Costs)		\$
10.	Balance of Obligated Funds Remaining based on Actual Cost [Item2-Item9]		\$
11.	Balance of Funds Required for Completion [Item 1 – Item 10]		\$

Spending Plan:

Month/Year	Oct 12	Nov 12	Dec 12	Jan 13	Feb 13	Mar 13	Apr 13	May 13	Jun 13	Jul 13	Aug 13	Sep 13
Planned (\$)												
Revised (\$)												
Actual (\$)												

Month/Year	Oct 13	Nov 13	Dec 13	Jan 14	Feb 14	Mar 14	Apr 14	May 14	Jun 14	Jul 14	Aug 14	Sep 14
Planned (\$)												
Revised (\$)												
Actual (\$)												

Month/Year	Oct 14	Nov 14	Dec 14	Jan 15	Feb 15	Mar 15	Apr 15	May 15	Jun 15	Jul 15	Aug 15	Sep 15
Planned (\$)												
Revised (\$)												
Actual (\$)												

Plan Total: \$ [Sum of planned(\$)]
 Revised Total: \$ [Sum of Revised(\$)]
 Actual Total: \$ [Sum of Actual(\$)]

B. EPM SCHEDULE MILESTONE INFORMATION (if Applicable)

SER DEVELOPMENT

Milestone	Percent Complete				
	0%	30%	60%	90%	100%
ACCEPTANCE REVIEW					
AR	Planned Date				
	Actual Date				
SER DEVELOPMENT					
P1	Planned Date				
	Actual Date				
P2	Planned Date				
	Actual Date				
P3	Planned Date				
	Actual Date				
P4	Planned Date				
	Actual Date				
P5	Planned Date				
	Actual Date				
P6	Planned Date				
	Actual Date				

Note: Input date where appropriate. Refer to Attachment 1.1 for description.

C. WORK PERFORMED/ DESCRIPTION

Title	Description

D. PROBLEM(S)/ RESOLUTION(S)

1.	
2.	
3.	
4.	

E. TRAVEL FOR THIS PERIOD

Staff	Start Date	End Date	Destination/ Activity

Print out from contractor's data collection program is acceptable if equivalent to above table.

F. PLANS FOR NEXT PERIOD

1.	
2.	
3.	
4.	

G. STAFF HOURS SUMMARY

Subtask/ Phase	Staff Assigned	Hours Budgeted	Hours Expended This Period	Total Cumulative Hours Expended	Note(s)

Print out from contractor's data collection program is acceptable if equivalent to above table.

Milestone	Percent Complete				
	0	30	60	90	100
ACCEPTANCE REVIEW					
Acceptance Review (AR)	Not Started	N/A	N/A	N/A	Contractor provides AR input to NRC staff. Contractor status marked 100%.
SER DEVELOPMENT					
P1	Not Started	Read application and sent draft TER and RAIs to TM	Incorporated TM's comments and issued final TER and RAIs to TM	TM notified Contractor that PSER and last RAIs submitted to BC	TM notified Contractor that PSER and last RAIs issued to Projects. Contractor status marked 100%. Issues related to PSER and RAIs are charged to P2.
P2	Not Started	RAI responses that have been received have been reviewed. Sent draft TER w/OI to TM	Incorporated TM's comments and issued final TER w/OI to TM	TM notified Contractor that SER w/OI submitted to BC	TM notified Contractor that SER w/OI issued to Projects. Contractor status marked 100%. Issues related to SER w/OI are charged to P4.
P3	Not Started	-	-	-	ACRS briefing completed
P4	Not Started	All OI responses have been received and reviewed. Sent draft TER w/o OI to TM	Incorporated TM's comments and issued final TER w/o OI to TM	TM notified Contractor that SER w/o OI submitted to BC	TM notified Contractor that SER w/o OI issued to Projects. Contractor status marked 100%.
P5	Not Started	-	-	-	ACRS briefing completed
P6	Not Started	All RAI responses addressing ACRS issues have been received and reviewed. Sent draft TER to TM	Incorporated TM's comments and issued final TER to TM	TM notified Contractor that Final SER submitted to BC	TM notified Contractor that Final SER issued to Projects. Contractor status marked 100%.

[CONTRACT#]

Company	Name	Labor Category	Hourly Rate 12/1/15 - 3/31/16	Hourly Rate 4/1/16 - 3/31/17	Hourly Rate 4/1/17 - 3/31/18	Hourly Rate 4/1/18 - 3/31/19	Hourly Rate 4/1/19 - 3/31/20
ISL	Russell Shearer	PM	\$87.35	\$89.10	\$90.88	\$92.70	\$94.55
ISL	Lorna Sykes	Admin Support	\$27.28	\$27.83	\$28.38	\$28.95	\$29.53
ICF	Elizabeth Gormsen	PM/SME	\$211.28	\$215.51	\$219.82	\$224.21	\$228.70
ICF	Alexis Gearing	SME	\$96.17	\$98.09	\$100.06	\$102.06	\$104.10
ICF	John Collier	SME	\$298.08	\$304.04	\$310.12	\$316.32	\$322.65
ICF	Jon Hecht	SME	\$211.28	\$215.51	\$219.82	\$224.21	\$228.70
ICF	William Baird	SME	\$269.67	\$275.06	\$280.56	\$286.18	\$291.90
ICF	Gergia Thu	SME	\$140.56	\$143.37	\$146.24	\$149.16	\$152.15
Numark	Brian Grimes	SME	\$228.19	\$232.75	\$237.41	\$242.16	\$247.00
Numark	Arthur Desrosiers	SME	\$93.82	\$95.70	\$97.61	\$99.56	\$101.55
PT&C	Owen Thomson	SME	\$160.06	\$163.26	\$166.53	\$169.86	\$173.25
ICF	Kent Tosch	STR	\$140.56	\$143.37	\$146.24	\$149.16	\$152.15
ICF	Brad McRee	STR	\$140.56	\$143.37	\$146.24	\$149.16	\$152.15
ICF	Clay Spangenberg	STR	\$140.56	\$143.37	\$146.24	\$149.16	\$152.15
ICF	Grace Morris	TR	\$96.17	\$98.09	\$100.06	\$102.06	\$104.10
ICF	David Ryder	TR	\$96.17	\$98.09	\$100.06	\$102.06	\$104.10
ICF	Matt Bonikowski	Admin Support	\$96.17	\$98.09	\$100.06	\$102.06	\$104.10
ICF	Sarah Clark	Admin Support	\$96.17	\$98.09	\$100.06	\$102.06	\$104.10

All rates were increased at 2% annually.



INVOICE FORMAT FOR COST-REIMBURSEMENT CONTRACTS

Version Control Date: May 2, 2013

ATTACHMENT

BILLING INSTRUCTIONS FOR COST-REIMBURSEMENT TYPE CONTRACTS (MAY 2013)

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

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

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

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

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

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

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

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

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



INVOICE FORMAT FOR COST-REIMBURSEMENT CONTRACTS

Version Control Date: May 2, 2013

ATTACHMENT

BILLING INSTRUCTIONS FOR COST-REIMBURSEMENT TYPE CONTRACTS (MAY 2013)

Frequency: The contractor shall submit requests 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 (s) 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 invoiced 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 Cost-Reimbursement Type Contracts (July 2011).



INVOICE FORMAT FOR COST-REIMBURSEMENT CONTRACTS

Version Control Date: May 2, 2013

ATTACHMENT

BILLING INSTRUCTIONS FOR COST-REIMBURSEMENT TYPE CONTRACTS (MAY 2013)

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

1. Official Agency Billing Office

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

2. Invoice/Voucher Information

- a. Payee's DUNS Number or DUNS+4. The Payee shall include the Payee's Data Universal Number (DUNS) or DUNS+4 number that identifies the Payee's name and address. The DUNS+4 number is the DUNS number plus a 4-character suffix that may be assigned at the discretion of the Payee to identify alternative Electronic Funds Transfer (EFT) accounts for the same parent concern.
- b. Taxpayer Identification Number. The Payee shall include the Payee's taxpayer identification number (TIN) used by the Internal Revenue Service (IRS) in the administration of tax laws. (See IRS Web site: [http://www.irs.gov/Businesses/Small-Businesses-&-Self-Employed/Employer-ID-Numbers-\(EINs\)](http://www.irs.gov/Businesses/Small-Businesses-&-Self-Employed/Employer-ID-Numbers-(EINs))).
- c. Payee's Name and Address. Show the name of the Payee as it appears in the contract and its correct address. If the Payee assigns the proceeds of this contract as provided for in the assignment of claims terms of this contract, the Payee shall require as a condition of any such assignment, that the assignee shall register separately in the System for Award Management (SAM) database at <http://sam.gov> and shall be paid by EFT in accordance with the terms of this contract. See Federal Acquisition Regulation (FAR) 52.232-33(g) Payment by Electronic Funds Transfer - Central Contractor Registration (October 2003).
- d. Contract Number. Insert the NRC contract number (including Enterprise-wide Contract (EWC)), GSA Federal Supply Schedule (FSS), Governmentwide Agency Contract (GWAC) number, or Multiple Agency Contract (MAC) number, as applicable.



INVOICE FORMAT FOR COST-REIMBURSEMENT CONTRACTS

Version Control Date: May 2, 2013

ATTACHMENT

BILLING INSTRUCTIONS FOR COST-REIMBURSEMENT TYPE CONTRACTS (MAY 2013)

- 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. Description of Deliverables. Provide a brief description of supplies or services, quantity, unit cost, and total cost.
- 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 required 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. 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 Labor. This consists of salaries and wages paid (or accrued) for direct performance of the contract itemized as follows:

<u>Labor Category</u>	<u>Hours Billed</u>	<u>Rate</u>	<u>Total</u>	<u>Cumulative Hours Billed</u>
-----------------------	---------------------	-------------	--------------	--------------------------------



INVOICE FORMAT FOR COST-REIMBURSEMENT CONTRACTS

Version Control Date: May 2, 2013

ATTACHMENT

BILLING INSTRUCTIONS FOR COST-REIMBURSEMENT TYPE CONTRACTS (MAY 2013)

- (2) Fringe Benefits. This represents fringe benefits applicable to direct labor and billed as a direct cost. Where a rate is used indicate the rate. Fringe benefits included in direct labor or in other indirect cost pools should not be identified here.
- (3) 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.
- (4) Contractor-acquired property (under \$50,000), Materials, and Supplies. These are equipment other than that described in (3) 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.
- (5) Premium Pay. This enumeration in excess of the basic hourly rate. (Requires written approval of the Contracting Officer.)
- (6) 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).
- (7) 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.)

- (8) Subcontracts. Include separate detailed breakdown of all costs paid to approved subcontractors during the billing period.
- (9) Other Costs. List all other direct costs by cost element and dollar amount separately.

INVOICE FORMAT FOR COST-REIMBURSEMENT CONTRACTS

Version Control Date: May 2, 2013

ATTACHMENT

BILLING INSTRUCTIONS FOR COST-REIMBURSEMENT TYPE CONTRACTS (MAY 2013)

p. Indirect Costs (Overhead and General and Administrative Expense). Cite the formula (rate and base) in effect in accordance with the terms of the contract, during the time the costs were incurred and for which reimbursement is requested.

q. Fixed-Fee. If the contract provides for a fixed-fee, it must be reimbursed as indicated in the contract. Cite the formula or method of computation. Include this information as it applies to individual task orders as well.

- (1) The NRC will withhold payment of 15% of the negotiated contract fixed-fee amount, not to exceed \$100,000.
- (2) If the fee withholding amount has reached \$100,000, the contractor may resume billing the NRC for the balance of its fee under subsequent invoices for work completed.
- (3) Any fee amounts withheld by the NRC will be paid to the contractor during contract closeout in increments, following the submission/settlement of indirect rate proposals in accordance with FAR 52.216-8, "Fixed Fee" (JUN 2011).

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

s. Adjustments. Insert columns for any adjustments, including outstanding suspensions for deficient or defective products or nonconforming services, for the current and cumulative periods.

t. Grand Totals.



**INVOICE FORMAT FOR COST-REIMBURSEMENT
CONTRACTS**

Version Control Date: May 2, 2013

ATTACHMENT

**BILLING INSTRUCTIONS FOR
COST-REIMBURSEMENT TYPE CONTRACTS (MAY 2013)**

3. Sample Invoice/Voucher Information

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

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

		<u>Amount Billed</u>	
		<u>Current Period</u>	<u>Cumulative</u>
(a)	<u>Direct Costs</u>		
(1)	Direct labor	\$ _____	\$ _____
(2)	Fringe benefits (% of direct labor)	\$ _____	\$ _____
(3)	Government property (\$50,000 or more)	\$ _____	\$ _____
(4)	Government property, Materials, and Supplies (under \$50,000 per item)	\$ _____	\$ _____
(5)	Premium pay (NRC approved overtime)	\$ _____	\$ _____
(6)	Consultants Fee	\$ _____	\$ _____
(7)	Travel	\$ _____	\$ _____
(8)	Subcontracts	\$ _____	\$ _____
(9)	Other costs	\$ _____	\$ _____
	Total Direct Costs:	\$ _____	\$ _____

(b)	<u>Indirect Costs</u> <i>(provide the rate information applicable to your firm)</i>		
(10)	Overhead ____ % of _____ (Indicate Base)	\$ _____	\$ _____
(11)	General and Administrative (G&A) ____ % of _____ (Indicate Base)	\$ _____	\$ _____
	Total Indirect Costs:	\$ _____	\$ _____

(c)	<u>Fixed-Fee:</u>		
(12)	Fixed-Fee Calculations:		
	i. Total negotiated contract fixed-fee percent ____ and amount \$ _____		
	ii. 85% allowable fee amount \$ _____		
	iii. Cumulative fee billed on prior invoices \$ _____		



**INVOICE FORMAT FOR COST-REIMBURSEMENT
CONTRACTS**

Version Control Date: May 2, 2013

.ATTACHMENT

**BILLING INSTRUCTIONS FOR
COST-REIMBURSEMENT TYPE CONTRACTS (MAY 2013)**

- iv. Fee due this invoice (*not to exceed 85% of fee earned based upon negotiated contract fee percentage*) \$ _____

Note: The fee balance withheld by NRC may not exceed \$100,000.

	Total Fixed-Fee:	\$ _____	\$ _____
(d)	Total Amount Billed	\$ _____	\$ _____
(e)	Adjustments (+/-)	\$ _____	\$ _____
(f)	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 Labor - \$2,400

<u>Labor Category</u>	<u>Hours Billed</u>	<u>Rate</u>	<u>Total</u>	<u>Cumulative Hours Billed</u>
Senior Engineer I	100	\$14.00	\$1,400	975
Engineer	50	\$10.00	\$ 500	465
Computer Analyst	100	\$ 5.00	\$ 500	320
			\$2,400	1,760 hrs.

- 2) Fringe Benefits - \$480

Fringe @ 20% of Direct Salaries

<u>Labor Category</u>	<u>Salaries</u>	<u>Fringe Amount</u>
-----------------------	-----------------	----------------------



**INVOICE FORMAT FOR COST-REIMBURSEMENT
CONTRACTS**

Version Control Date: May 2, 2013

ATTACHMENT

**BILLING INSTRUCTIONS FOR
COST-REIMBURSEMENT TYPE CONTRACTS (MAY 2013)**

Senior Engineer I	\$1,400	\$280
Engineer	\$ 500	\$100
Computer Analyst	<u>\$ 500</u>	<u>\$100</u>
	\$2,400	\$480

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

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

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

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

5) Premium Pay - \$150

Walter Murphy - 10 hours @ \$10.00 Per Hour (Reg. Pay) = \$100 x 1.5 OT rate = \$150
(EX: Premium pay for this individual was approved and authorized under this contract by the NRC Contracting Officer by letter dated 6/1/2011.)

6) Consultants' Fee - \$100

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

7) 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

8) Subcontracting - \$30,000

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



INVOICE FORMAT FOR COST-REIMBURSEMENT
CONTRACTS

Version Control Date: May 2, 2013

ATTACHMENT

BILLING INSTRUCTIONS FOR
COST-REIMBURSEMENT TYPE CONTRACTS (MAY 2013)

\$30,000

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

9) Other Costs - \$5,100

Honorarium for speaker at American Nuclear Society conference = \$5,000
Nuclear Planet Journal subscription fee = \$100

10) Overhead Expense - \$41,148

Overhead @ 40% of Total Direct Costs

11) General and Administrative (G&A) Expense - \$22,784

G&A @ 20% of Total Costs, excluding subcontracts and consultants

12) Fixed-Fee - \$8,218

Fixed-Fee applied to Total Costs @ 5%

Fixed-Fee Calculations:

- i. Total contract fixed-fee \$100,000
- ii. 85% allowable fee \$85,000
- iii. Cumulative fee billed on prior invoices \$85,000
- iv. Fee due this invoice (*not to exceed 85% of fee earned based upon negotiated contract fee percentage*) \$8,218

Total Amount Billed	\$175,020
Adjustments (+/-)	<u>- \$8,218</u>
Grand Total	\$166,802