

ORDER FOR SUPPLIES OR SERVICES

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

1. DATE OF ORDER 06/10/2016	2. CONTRACT NO. (If any) NRC-HQ-20-15-E-0004/ SBA NO.: 0353/15/500538	6. SHIP TO:	
3. ORDER NO. NRC-HQ-20-16-T-0006		4. REQUISITION/REFERENCE NO. NRR-16-0171	
5. ISSUING OFFICE (Address correspondence to) US NRC - HQ ACQUISITION MANAGEMENT DIVISION MAIL STOP TWFN-5E03 WASHINGTON DC 20555-0001		a. NAME OF CONSIGNEE JEFFREY MITCHELL	
		b. STREET ADDRESS US NUCLEAR REGULATORY COMMISSION MAIL STOP OWFN-11 F1	c. CITY WASHINGTON
		d. STATE DC	e. ZIP CODE 20555-0001

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	<input checked="" type="checkbox"/> b. DELIVERY
c. STREET ADDRESS 129 FARMGATE LANE SUITE 100	REFERENCE YOUR:	
d. CITY SILVER SPRING	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.	
e. STATE MD	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))		12. F.O.B. POINT
<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)	16. DISCOUNT TERMS
a. INSPECTION Destination	b. ACCEPTANCE Destination			30

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 Firm-Fixed-Price Task Order entitled: "Technical Editing Assistance for South Texas Project License Renewal Application (LRA) Review Documents." Continued ...					

SEE BILLING INSTRUCTIONS ON REVERSE	18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17(h) TOTAL (Cont. pages)	
	21. MAIL INVOICE TO:							
	a. NAME US NUCLEAR REGULATORY COMMISSION					\$0.00		17(i) GRAND TOTAL
	b. STREET ADDRESS (or P.O. Box) ONE WHITE FLINT NORTH 11555 ROCKVILLE PIKE MAILSTOP 03-E17A					\$28,947.05		
c. CITY ROCKVILLE		d. STATE MD	e. ZIP CODE 20852-2738					

22. UNITED STATES OF AMERICA BY (Signature) 	06/10/2016	23. NAME (Typed) ARACELIS PEREZ-ORTIZ TITLE: CONTRACTING/ORDERING OFFICER
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SUNSI REVIEW COMPLETE

JUN 14 2016 ADM002

TEMPLATE - ADM001

**ORDER FOR SUPPLIES OR SERVICES
SCHEDULE CONTINUATION**

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

DATE OF ORDER	CONTRACT NO. NRC-HQ-20-15-E-0004/SBA NO.: 0353/15/500538	ORDER NO. NRC-HQ-20-16-T-0006
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ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	<p>The contractor shall perform the work 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>NRC Alternate COR: Phyllis Clark; 301-415-6447; Phyllis.Clark@nrc.gov</p> <p>Total Ceiling Amount: \$28,947.05 Total Obligated Amount: \$28,947.05</p> <p><i>Savona J Allen</i> 6/7/16 _____ IDONEOUS Authorized Official Date</p> <p>Accounting Info: 2016-X0200-FEEBASED-20-20D004-11-4-148-1061-252A Period of Performance: 06/10/2016 to 09/30/2019</p>					

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

\$0.00

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SECTION B - Supplies or Services/Prices

NRCB010 BRIEF PROJECT TITLE AND WORK DESCRIPTION

- (a) The title of this project is: *Technical Editing Assistance for South Texas Project License Renewal Application (LRA) Review Documents*
- (b) Summary work description: The objective of this task order 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 and the Final SER for the South Texas Project LRA.

PRICE SCHEDULE

FIRM-FIXED PRICE

CLIN	DESCRIPTION	EST. QTY	UNIT PRICE	UNIT	EST. TOTAL
004	TASK 4: SAFETY EVALUATION REPORT (SER) WITH OPEN ITEMS			EACH	
	Task 4.a SER with Open Items – 1 st Round Edits				
	Task 4.b SER with Open Items – 2 nd Round Edits				
	Task 4.c SER with Open Items – 3 rd Round Edits				
	Task 4.d SER with Open Items – Final Edits (Final Deliverable for issuance as public document)				
005	TASK 5: FINAL SAFETY EVALUATION REPORT (FSER)			EACH	
	Task 5.a: Final SER – 1st Round Edits				
	Task 5.b: Final SER – 2nd Round Edits				
	Task 5.c: Final SER – 3rd Round Edits				
	Task 5.d: Final SER – Final Edits (Final Deliverable for issuance as public document)				
FIRM FIXED-PRICE TOTAL					\$28,947.05

Payments for CLINs 004, and 005 will be made according to the Deliverables and Delivery Schedule in the Statement of Work (SOW), based on completion of tasks 4, and 5, respectively. (The price per subtask is equivalent to [REDACTED] of the total price of tasks 4, and 5.)

NRCB080 CONSIDERATION AND OBLIGATION-FIRM-FIXED-PRICE

The total amount of the Firm-Fixed-Price portion of this contract is **\$28,947.05**, and this amount is fully funded. The Contractor shall comply with the provisions of FAR 52.232-20 - Limitation of Cost.

**SECTION C - Description/Specifications
STATEMENT OF WORK**

1. PROJECT TITLE

Technical Editing Assistance for South Texas Project License Renewal Application (LRA) 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 Safety Evaluation Report (SER) with Open Items for South Texas Project was completed and issued in February 2013. Since issuance, revisions have been made to the document (spanning from minor editorial changes to significant re-writes of entire sections). Since certain issues remain as open items, the staff will again issue the revised document as an SER with Open Items first, followed by the Final SER.

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 task order 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 and the Final SER for the South Texas Project 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 2013 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 2013, or current NRC designated word processing software, as directed by the Contracting Officer's Representative (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 2013 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
- Section 508 of the Rehabilitation Act

In cases where the Environmental Impact Statement (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 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 Final SER preparation is described in the following tasks.

Task 4. Safety Evaluation Report with Open Items

The contractor shall provide the necessary technical editor review of the SER with open items to ensure the document is complete and meets the NRC publication requirements. The technical editor review shall be a cover-to-cover review of the draft SER with open items as provided by the COR, against the agency requirements for NUREG publication. Recommended editorial changes to the SER with open items and additional information shall be provided to the COR in a track changes format for review before incorporation into the SER with open items. 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 the SER with open items 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 based on comments and revisions provided by the COR and submit a final SER with open items. The schedule for completing Task 3 will be mutually agreed upon and in alignment with the staff's review schedule.

The deliverable is a cover-to-cover plant-specific SER with open items based on technical and administrative information in the LRA and supplemental information in accordance with the provided SER framework. 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 with open items and provide comments to the contractor. The contractor shall revise and provide the SER with place holders, as needed, 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

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 2013 or NRC designated word processing software and PDF file using Adobe Acrobat Professional X or NRC designated PDF) and a hard copy printed from the PDF file to the COR. The final deliverables for each task shall not have any restrictions in their use by the government. If document protections are employed during the editing process as part of a version control methodology, an additional unprotected version of the final deliverable for government records and future use must be provided.

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

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

The following are standard deliverable due dates for each of the tasks:

Task No.	Deliverable Description	Due Date	Task Completion Rate
4.a	SER with Open Items – 1 st Round Edits (through PM Review)	NLT 10 working days after receipt of final input from COR	25% complete

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

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 Contracting Officer (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 2013. 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.

7. LABOR CATEGORIES

- a. 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).
- b. 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.
- c. 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.
- d. The contractor personnel shall have expertise in the use of Microsoft® Office Word 2013 or current NRC designated word processing software, as directed by the Contracting Officer's Representative (COR).
- e. 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.
- f. 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.

8. GOVERNMENT FURNISHED PROPERTY/DATA

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)

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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 may be held at NRC Headquarters, if requested by the COR. All other work will be performed at the contractor's site.

10. SECURITY

All work performed will be Unclassified.

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 Fixed-Price Type Contracts	4

**BILLING INSTRUCTIONS FOR
FIXED-PRICE 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 payment of deliverables identified in the contract, in the manner described herein. FAILURE TO SUBMIT INVOICES/VOUCHERS IN ACCORDANCE WITH THESE INSTRUCTIONS MAY RESULT IN REJECTION OF THE INVOICE/VOUCHER AS IMPROPER.

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

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

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

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

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

Contractors must report to the Contracting Officer, electronically, any capital property acquired with contract funds having an initial cost of \$50,000 or more, in accordance with procedures set forth in NRC Management Directive (MD).

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

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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.

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

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 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.

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.