

ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES

1 25

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

1. DATE OF ORDER 04/26/2016		2. CONTRACT NO. (If any) GS25F0030P		6. SHIP TO:	
3. ORDER NO. NRC-HQ-10-16-T-0002		4. REQUISITION/REFERENCE NO. OCIO-16-0128		a. NAME OF CONSIGNEE US NUCLEAR REGULATORY COMMISSION-	
5. ISSUING OFFICE (Address correspondence to) US NRC - HQ ACQUISITION MANAGEMENT DIVISION MAIL STOP TWFN-5E03 WASHINGTON DC 20555-0001				b. STREET ADDRESS MAIL PROCESSING CENTER 4930 BOILING BROOK PARKWAY	
d. CITY ROCKVILLE		e. STATE MD	f. ZIP CODE 20852		
7. TO: a. NAME OF CONTRACTOR FIRST FEDERAL CORPORATION				f. SHIP VIA	
b. COMPANY NAME				8. TYPE OF ORDER	
c. STREET ADDRESS 75 W WATKINS MILL RD				<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.	
d. CITY GAITHERSBURG		e. STATE MD	f. ZIP CODE 20878-4021		
9. ACCOUNTING AND APPROPRIATION DATA See Schedule				10. REQUISITIONING OFFICE OFFICE OF THE CHIEF INFORMATION OFF	

11. BUSINESS CLASSIFICATION (Check appropriate box(es))					12. F.O.B. POINT
<input 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)
	This is a Firm-Fixed Unit Price Contract. The contractor shall provide Tape Vaulting and Offsite Storage Services in accordance with the Terms and Conditions of GSA Contract No. GS25F0030P and the attached Statement of Work (SOW). 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) TWO WHITE FLINT NORTH 11545 ROCKVILLE PIKE MAILSTOP T9-B07 NRCPAYMENTSNRGOV						
c. CITY ROCKVILLE		d. STATE MD	e. ZIP CODE 20852-2738			\$60,000.00

22. UNITED STATES OF AMERICA BY (Signature)		04/28/2016 <i>Dominique C. Malone</i>	23. NAME (Typed) DOMONIQUE MALONE TITLE: CONTRACTING/ORDERING OFFICER	
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OPTIONAL FORM 347 (Rev. 2/2012) Prescribed by GSA/FAR 48 CFR 53.213(f)

TEMPLATE - ADM001

SUNSI REVIEW COMPLETE

JUL - 7 2016

ADM002

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

PAGE NO

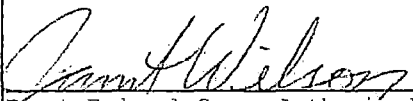
2

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

DATE OF ORDER
04/26/2016

CONTRACT NO.
GS25F0030P

ORDER NO.
NRC-HQ-10-16-T-0002

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	 First Federal Corp. Authorized Official Accounting Info: 2016-X0200-FEEBASED-10-10D007-51-J-144-1126- 2572 Period of Performance: 03/29/2016 to 03/28/2017					

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

\$0.00

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SECTION B - Supplies or Services/Prices

B.1 Price/Cost Schedule

Base Year: March 29, 2016 – March 28, 2017

Standard Services		
Description	Price	Unit
Scheduled Service	[REDACTED]	Trip
Transport Container	No Charge	Container
Media Handling	No Charge	Item
Closed Container Handling	No Charge	Item
Transport Container Handling	No Charge	Item
Standard Storage		
Description	Price	Unit
Slotted Media	[REDACTED]	Slot
Closed Container (Small)	[REDACTED]	Container
Closed Container (Medium)	[REDACTED]	Container
Closed Container (Large)	[REDACTED]	Container
Premium Storage and Services		
Description	Price	Unit
Standard Special Transport (24 hours)	[REDACTED]	Trip/Sub-Account
Critical Special Transport (3hrs)	[REDACTED]	Trip/Sub-Account
Holiday Charge	No Charge	Holiday
Other Program Fees		
Description	Price	Unit
Administrative Fee	No Charge	Account ID
Custom Storage and Services		
Description	Price	Unit
Slotted Media Storage – Round Reel	[REDACTED]	Slot
Cart	[REDACTED]	Cart
Third Party Transportation	\$TBD	Per Shipment
Minimum Monthly fee	[REDACTED]	Account Number
Total:		\$12,000.00 (NTE)

Option Year 1: March 29, 2017 – March 28, 2018

Standard Services		
Description	Price	Unit
Scheduled Service	[REDACTED]	Trip
Transport Container	No Charge	Container
Media Handling	No Charge	Item
Closed Container Handling	No Charge	Item

Transport Container Handling	No Charge	Item
Standard Storage		
Description	Price	Unit
Slotted Media	[REDACTED]	Slot
Closed Container (Small)	[REDACTED]	Container
Closed Container (Medium)	[REDACTED]	Container
Closed Container (Large)	[REDACTED]	Container
Premium Storage and Services		
Description	Price	Unit
Standard Special Transport (24 hours)	[REDACTED]	Trip/Sub-Account
Critical Special Transport (3hrs)	[REDACTED]	Trip/Sub-Account
Holiday Charge	No Charge	Holiday
Other Program Fees		
Description	Price	Unit
Administrative Fee	No Charge	Account ID
Custom Storage and Services		
Description	Price	Unit
Slotted Media Storage – Round Reel	[REDACTED]	Slot
Cart	[REDACTED]	Cart
Third Party Transportation	\$TBD	Per Shipment
Minimum Monthly fee	[REDACTED]	Account Number
Total:	\$12,000.00 (NTE)	[REDACTED]

Option Year 2: March 29, 2018 – March 28, 2019

Standard Services		
Description	Price	Unit
Scheduled Service	[REDACTED]	Trip
Transport Container	No Charge	Container
Media Handling	No Charge	Item
Closed Container Handling	No Charge	Item
Transport Container Handling	No Charge	Item
Standard Storage		
Description	Price	Unit
Slotted Media	[REDACTED]	Slot
Closed Container (Small)	[REDACTED]	Container
Closed Container (Medium)	[REDACTED]	Container
Closed Container (Large)	[REDACTED]	Container
Premium Storage and Services		
Description	Price	Unit

Standard Special Transport (24 hours)		Trip/Sub-Account
Critical Special Transport (3hrs)		Trip/Sub-Account
Holiday Charge	No Charge	Holiday
Other Program Fees		
Description	Price	Unit
Administrative Fee	No Charge	Account ID
Custom Storage and Services		
Description	Price	Unit
Slotted Media Storage – Round Reel		Slot
Cart		Cart
Third Party Transportation	\$TBD	Per Shipment
Minimum Monthly fee		Account Number
Total:	\$12,000.00 (NTE)	

Option Year 3: March 29, 2019 – March 28, 2020

Standard Services		
Description	Price	Unit
Scheduled Service		Trip
Transport Container	No Charge	Container
Media Handling	No Charge	Item
Closed Container Handling	No Charge	Item
Transport Container Handling	No Charge	Item
Standard Storage		
Description	Price	Unit
Slotted Media		Slot
Closed Container (Small)		Container
Closed Container (Medium)		Container
Closed Container (Large)		Container
Premium Storage and Services		
Description	Price	Unit
Standard Special Transport (24 hours)		Trip/Sub-Account
Critical Special Transport (3hrs)		Trip/Sub-Account
Holiday Charge	No Charge	Holiday
Other Program Fees		
Description	Price	Unit
Administrative Fee	No Charge	Account ID
Custom Storage and Services		
Description	Price	Unit
Slotted Media Storage – Round Reel		Slot

Cart		Cart
Third Party Transportation	\$TBD	Per Shipment
Minimum Monthly fee		Account Number
Total:	\$12,000.00 (NTE)	

Option Year 4: March 29, 2020 – March 28, 2021

Standard Services		
Description	Price	Unit
Scheduled Service		Trip
Transport Container	No Charge	Container
Media Handling	No Charge	Item
Closed Container Handling	No Charge	Item
Transport Container Handling	No Charge	Item
Standard Storage		
Description	Price	Unit
Slotted Media		Slot
Closed Container (Small)		Container
Closed Container (Medium)		Container
Closed Container (Large)		Container
Premium Storage and Services		
Description	Price	Unit
Standard Special Transport (24 hours)		Trip/Sub-Account
Critical Special Transport (3hrs)		Trip/Sub-Account
Holiday Charge	No Charge	Holiday
Other Program Fees		
Description	Price	Unit
Administrative Fee	No Charge	Account ID
Custom Storage and Services		
Description	Price	Unit
Slotted Media Storage – Round Reel		Slot
Cart		Cart
Third Party Transportation	\$TBD	Per Shipment
Minimum Monthly fee		Account Number
Total:	\$12,000.00 (NTE)	
Grand Total:	\$60,000.00 (NTE)	

*Not to Exceed (NTE)

SECTION C - Description/Specifications

C.1 NRCB050 CONSIDERATION AND OBLIGATION--TASK ORDERS

- a. The ceiling price of this order for services is \$60,000.00.
- b. The amount presently obligated with respect to this order is **\$5,000.00**. The obligated amount shall, at no time, exceed the order ceiling as specified in paragraph (a) above. When and if the amount(s) paid and payable to the Contractor hereunder shall equal the obligated amount, the Contractor shall not be obligated to continue performance of the work unless and until the Contracting Officer shall increase the amount obligated with respect to this order, in accordance with FAR Part 43 - Modifications. Any work undertaken by the Contractor in excess of the obligated amount specified above is done so at the Contractor's sole risk and may not be reimbursed by the Government.
- c. The contract type is Firm-Fixed Unit Price. The contractor shall bill at the fixed unit prices specified in the pricing schedule located in Section B of the award document. The contractor shall bill the NRC in accordance with the quantity of ordered by the Contracting Officer Representative. The contractor is only entitled to payment for quantity of services received by the NRC.
- d. The Contractor shall comply with the provisions of FAR 52.232-22 - Limitation of Funds, for incrementally-funded delivery orders or task orders.

C.2 NRCF032 TASK/DELIVERY ORDER PERIOD OF PERFORMANCE (AUG 2011)

This order shall commence on **March 29, 2016** and will expire on **March 28, 2017**. The NRC may extend this task order by exercising the one-year optional years in accordance with and under the authority of FAR 52.217-9 Option to Extend the Term of the Contract.

C.3 NRCF034 OPTION PERIODS - TASK ORDER/DELIVERY ORDER UNDER A GSA FEDERAL SUPPLY SCHEDULE CONTRACT

The Period of Performance (POP) for this requirement may extend beyond the Offeror's current POP on their GSA Schedule. Offerors may submit proposals for the entire POP as long as their current GSA Schedule covers the requested POP, or their GSA Schedule contains GSA's "Evergreen Clause" (Option to Extend the Term of the Contract), which covers the requested POP if/when the option(s) are exercised. Offerors are encouraged to submit accurate/realistic pricing for the requirement's entire POP, even if the proposed GSA Schedule does not include pricing for the applicable option years, etc.

For proposal evaluation purposes, the NRC assumes that applicable Evergreen Clause Option(s) will be exercised and the NRC will apply price analysis, as applicable. It is in the best interest of the Offeror to explain major deviations in escalation, proposed in any Evergreen Clause option years. Resulting GSA task/delivery order option years subject to the Evergreen Clause will be initially priced utilizing the same rates proposed under the last GSA-priced year of the subject GSA Schedule. Upon GSA's exercise of the GSA Schedule option year(s) applicable to the Evergreen Clause, the NRC will modify the awarded task/delivery order to incorporate either the proposed pricing for the option years or the GSA-approved pricing (whichever is lower).

It is incumbent upon the Offeror to provide sufficient documentation (GSA-signed schedule, schedule modifications, etc.) that shows both the effective dates, pricing and terms/conditions of the current GSA

Schedule, as well as Evergreen Clause terms/conditions (as applicable). Failure to provide this documentation may result in the Offeror's proposal being found unacceptable.

C.4 NRCG030 ELECTRONIC PAYMENT (SEP 2014)

The Debt Collection Improvement Act of 1996 requires that all payments except IRS tax refunds be made by Electronic Funds Transfer. Payment shall be made in accordance with FAR 52.232-33, entitled "Payment by Electronic Funds-Central Contractor Registration".

To receive payment, the contractor shall prepare invoices in accordance with NRC's Billing Instructions. Claims shall be submitted on the payee's letterhead, invoice, 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." The preferred method of submitting invoices is electronically to: NRCPayments@nrc.gov.

C.5 NRCH340 COMPLIANCE WITH U.S. IMMIGRATION LAWS AND REGULATIONS

NRC contractors are responsible to ensure that their alien personnel are not in violation of United States immigration laws and regulations, including employment authorization documents and visa requirements. Each alien employee of the Contractor must be lawfully admitted for permanent residence as evidenced by Permanent Resident Form I-551 (Green Card), or must present other evidence from the U.S. Department of Homeland Security/U.S. Citizenship and Immigration Services that employment will not affect his/her immigration status. The U.S. Citizenship and Immigration Services provides information to contractors to help them understand the employment eligibility verification process for non-US citizens. This information can be found on their website, <http://www.uscis.gov/portal/site/uscis>.

The NRC reserves the right to deny or withdraw Contractor use or access to NRC facilities or its equipment/services, and/or take any number of contract administrative actions (e.g., disallow costs, terminate for cause) should the Contractor violate the Contractor's responsibility under this clause.

C.6 NRCH410 WHISTLEBLOWER PROTECTION FOR NRC CONTRACTOR AND SUBCONTRACTOR EMPLOYEES

(a) The U.S. Nuclear Regulatory Commission (NRC) contractor and its subcontractor are subject to the Whistleblower Employee Protection public law provisions as codified at 42 U.S.C. 5851. NRC contractor(s) and subcontractor(s) shall comply with the requirements of this Whistleblower Employee Protection law, and the implementing regulations of the NRC and the Department of Labor (DOL). See, for example, DOL Procedures on Handling Complaints at 29 C.F.R. Part 24 concerning the employer obligations, prohibited acts, DOL procedures and the requirement for prominent posting of notice of Employee Rights at Appendix A to Part 24 entitled: "Your Rights Under the Energy Reorganization Act".

(b) Under this Whistleblower Employee Protection law, as implemented by regulations, NRC contractor and subcontractor employees are protected from discharge, reprisal, threats, intimidation, coercion, blacklisting or other employment discrimination practices with respect to compensation, terms, conditions or privileges of their employment because the contractor or subcontractor employee(s) has provided notice to the employer, refused to engage in unlawful practices, assisted in proceedings or testified on activities concerning alleged violations of the Atomic Energy Act of 1954 (as amended) and the Energy Reorganization Act of 1974 (as amended).

(c) The contractor shall insert this or the substance of this clause in any subcontracts involving work performed under this contract.

C.7 NRCH470 GREEN PURCHASING (SEP 2015)

(a) In furtherance of the sustainable acquisition goals of Executive Order (EO) 13693, "Planning for Federal Sustainability in the Next Decade," products and services provided under this contract/order shall be energy efficient (EnergyStar® or Federal Energy Management Program - FEMP-designated products), water efficient, biobased, environmentally preferable (excluding EPEAT®-registered products), non-ozone depleting, contain recycled content, or are non- or low toxic alternatives or hazardous constituents (e.g., non-VOC paint), where such products and services meet agency performance requirements. See: Executive Order (EO) 13693, "Planning for Federal Sustainability in the Next Decade."

(b) The NRC and contractor may negotiate during the contract term to permit the substitution or addition of designated recycled content products (i.e., Comprehensive Procurement Guidelines - CPG), EPEAT®-registered products, EnergyStar®- and FEMP designated energy efficient products and appliances, USDA designated biobased products (Biopreferred® program), environmentally preferable products, WaterSense and other water efficient products, products containing non- or lower-ozone depleting substances (i.e., SNAP), and products containing non- or low-toxic or hazardous constituents (e.g., non-VOC paint), when such products and services are readily available at a competitive cost and satisfy the NRC's performance needs.

(c) The contractor shall flow down this clause into all subcontracts and other agreements that relate to performance of this contract/order.

C.8 2052.204-70 SECURITY. (OCT 1999)

(a) Security/Classification Requirements Form. The attached NRC Form 187 furnishes the basis for providing security and classification requirements to prime contractors, subcontractors, or others (e.g., bidders) who have or may have an NRC contractual relationship that requires access to classified information or matter, access on a continuing basis (in excess of 90 or more days) to NRC Headquarters controlled buildings, or otherwise requires NRC photo identification or card-key badges.

(b) It is the contractor's duty to safeguard National Security Information, Restricted Data, and Formerly Restricted Data. The contractor shall, in accordance with the Commission's security regulations and requirements, be responsible for safeguarding National Security Information, Restricted Data, and Formerly Restricted Data, and for protecting against sabotage, espionage, loss, and theft, the classified documents and material in the contractor's possession in connection with the performance of work under this contract. Except as otherwise expressly provided in this contract, the contractor shall transmit to the Commission any classified matter in the possession of the contractor or any person under the contractor's control in connection with performance of this contract upon completion or termination of this contract.

(1) The contractor shall complete a certificate of possession to be furnished to the Commission specifying the classified matter to be retained if the retention is:

(i) Required after the completion or termination of the contract; and

(ii) Approved by the contracting officer.

(2) The certification must identify the items and types or categories of matter retained, the conditions governing the retention of the matter and their period of retention, if known. If the retention is approved by the contracting officer, the security provisions of the contract continue to be applicable to the matter retained.

(c) In connection with the performance of the work under this contract, the contractor may be furnished, or may develop or acquire, proprietary data (trade secrets) or confidential or privileged technical, business, or financial information, including Commission plans, policies, reports, financial plans, internal data protected by the Privacy Act of 1974 (Pub. L. 93-579), or other information which has not been released to the public or has been determined by the Commission to be otherwise exempt from disclosure to the public. The contractor agrees to hold the information in confidence and not to directly or indirectly duplicate, disseminate, or disclose the information, in whole or in part, to any other person or organization except as necessary to perform the work under this contract. The contractor agrees to return the information to the Commission or otherwise dispose of it at the direction of the contracting officer. Failure to comply with this clause is grounds for termination of this contract.

(d) Regulations. The contractor agrees to conform to all security regulations and requirements of the Commission which are subject to change as directed by the NRC Division of Facilities and Security and the Contracting Officer. These changes will be under the authority of the FAR Changes clause referenced in Section I of this document.

(e) Definition of National Security Information. As used in this clause, the term National Security Information means information that has been determined pursuant to Executive Order 12958 or any predecessor order to require protection against unauthorized disclosure and that is so designated.

(f) Definition of Restricted Data. As used in this clause, the term Restricted Data means all data concerning design, manufacture, or utilization of atomic weapons; the production of special nuclear material; or the use of special nuclear material in the production of energy, but does not include data declassified or removed from the Restricted Data category under to Section 142 of the Atomic Energy Act of 1954, as amended.

(g) Definition of Formerly Restricted Data. As used in this clause the term Formerly Restricted Data means all data removed from the Restricted Data category under Section 142-d of the Atomic Energy Act of 1954, as amended.

(h) Security clearance personnel. The contractor may not permit any individual to have access to Restricted Data, Formerly Restricted Data, or other classified information, except in accordance with the Atomic Energy Act of 1954, as amended, and the Commission's regulations or requirements applicable to the particular type or category of classified information to which access is required. The contractor shall also execute a Standard Form 312, Classified Information Nondisclosure Agreement, when access to classified information is required.

(i) Criminal liabilities. Disclosure of National Security Information, Restricted Data, and Formerly Restricted Data relating to the work or services ordered hereunder to any person not entitled to receive it, or failure to safeguard any Restricted Data, Formerly Restricted Data, or any other classified matter that may come to the contractor or any person under the contractor's control in connection with work under this contract, may subject the contractor, its agents, employees, or subcontractors to criminal liability under the laws of the United States. (See the Atomic Energy Act of 1954, as amended, 42 U.S.C. 2011 et seq.; 18 U.S.C. 793 and 794; and Executive Order 12958.)

(j) Subcontracts and purchase orders. Except as otherwise authorized, in writing, by the contracting officer, the contractor shall insert provisions similar to the foregoing in all subcontracts and purchase orders under this contract.

(k) In performing contract work, the contractor shall classify all documents, material, and equipment originated

or generated by the contractor in accordance with guidance issued by the Commission. Every subcontract and purchase order issued under the contract that involves originating or generating classified documents, material, and equipment must provide that the subcontractor or supplier assign the proper classification to all documents, material, and equipment in accordance with guidance furnished by the contractor.

C.9 2052.204-71 SITE ACCESS BADGE REQUIREMENTS. (JAN 1993)

During the life of this contract, the rights of ingress and egress for contractor personnel must be made available as required. In this regard, all contractor personnel whose duties under this contract require their presence on-site shall be clearly identifiable by a distinctive badge furnished by the Government. The Project Officer shall assist the contractor in obtaining the badges for contractor personnel. It is the sole responsibility of the contractor to ensure that each employee has proper identification at all times. All prescribed identification must be immediately delivered to the Security Office for cancellation or disposition upon the termination of employment of any contractor personnel. Contractor personnel shall have this identification in their possession during on-site performance under this contract. It is the contractor's duty to assure that contractor personnel enter only those work areas necessary for performance of contract work and to assure the safeguarding of any Government records or data that contractor personnel may come into contact with.

C.10 2052.209-72 CONTRACTOR ORGANIZATIONAL CONFLICTS OF INTEREST. (JAN 1993)

(a) Purpose. The primary purpose of this clause is to aid in ensuring that the contractor:

(1) Is not placed in a conflicting role because of current or planned interests (financial, contractual, organizational, or otherwise) which relate to the work under this contract; and

(2) Does not obtain an unfair competitive advantage over other parties by virtue of its performance of this contract.

(b) Scope. The restrictions described apply to performance or participation by the contractor, as defined in 48 CFR 2009.570-2 in the activities covered by this clause.

(c) Work for others.

(1) Notwithstanding any other provision of this contract, during the term of this contract, the contractor agrees to forego entering into consulting or other contractual arrangements with any firm or organization the result of which may give rise to a conflict of interest with respect to the work being performed under this contract. The contractor shall ensure that all employees under this contract abide by the provision of this clause. If the contractor has reason to believe, with respect to itself or any employee, that any proposed consultant or other contractual arrangement with any firm or organization may involve a potential conflict of interest, the contractor shall obtain the written approval of the contracting officer before the execution of such contractual arrangement.

(2) The contractor may not represent, assist, or otherwise support an NRC licensee or applicant undergoing an NRC audit, inspection, or review where the activities that are the subject of the audit, inspection, or review are the same as or substantially similar to the services within the scope of this contract (or task order as appropriate) except where the NRC licensee or applicant requires the contractor's support to explain or defend the contractor's prior work for the utility or other entity which NRC questions.

(3) When the contractor performs work for the NRC under this contract at any NRC licensee or applicant site, the contractor shall neither solicit nor perform work in the same or similar technical area for that licensee or

applicant organization for a period commencing with the award of the task order or beginning of work on the site (if not a task order contract) and ending one year after completion of all work under the associated task order, or last time at the site (if not a task order contract).

(4) When the contractor performs work for the NRC under this contract at any NRC licensee or applicant site,

(i) The contractor may not solicit work at that site for that licensee or applicant during the period of performance of the task order or the contract, as appropriate.

(ii) The contractor may not perform work at that site for that licensee or applicant during the period of performance of the task order or the contract, as appropriate, and for one year thereafter.

(iii) Notwithstanding the foregoing, the contracting officer may authorize the contractor to solicit or perform this type of work (except work in the same or similar technical area) if the contracting officer determines that the situation will not pose a potential for technical bias or unfair competitive advantage.

(d) Disclosure after award.

(1) The contractor warrants that to the best of its knowledge and belief, and except as otherwise set forth in this contract, that it does not have any organizational conflicts of interest as defined in 48 CFR 2009.570-2.

(2) The contractor agrees that if, after award, it discovers organizational conflicts of interest with respect to this contract, it shall make an immediate and full disclosure in writing to the contracting officer. This statement must include a description of the action which the contractor has taken or proposes to take to avoid or mitigate such conflicts. The NRC may, however, terminate the contract if termination is in the best interest of the Government.

(3) It is recognized that the scope of work of a task-order-type contract necessarily encompasses a broad spectrum of activities. Consequently, if this is a task-order-type contract, the contractor agrees that it will disclose all proposed new work involving NRC licensees or applicants which comes within the scope of work of the underlying contract. Further, if this contract involves work at a licensee or applicant site, the contractor agrees to exercise diligence to discover and disclose any new work at that licensee or applicant site. This disclosure must be made before the submission of a bid or proposal to the utility or other regulated entity and must be received by the NRC at least 15 days before the proposed award date in any event, unless a written justification demonstrating urgency and due diligence to discover and disclose is provided by the contractor and approved by the contracting officer. The disclosure must include the statement of work, the dollar value of the proposed contract, and any other documents that are needed to fully describe the proposed work for the regulated utility or other regulated entity. NRC may deny approval of the disclosed work only when the NRC has issued a task order which includes the technical area and, if site-specific, the site, or has plans to issue a task order which includes the technical area and, if site-specific, the site, or when the work violates paragraphs (c)(2), (c)(3) or (c)(4) of this section.

(e) Access to and use of information.

(1) If, in the performance of this contract, the contractor obtains access to information, such as NRC plans, policies, reports, studies, financial plans, internal data protected by the Privacy Act of 1974 (5 U.S.C. Section 552a (1988)), or the Freedom of Information Act (5 U.S.C. Section 552 (1986)), the contractor agrees not to:

(i) Use this information for any private purpose until the information has been released to the public;

(ii) Compete for work for the Commission based on the information for a period of six months after either the completion of this contract or the release of the information to the public, whichever is first;

(iii) Submit an unsolicited proposal to the Government based on the information until one year after the release of the information to the public; or

(iv) Release the information without prior written approval by the contracting officer unless the information has previously been released to the public by the NRC.

(2) In addition, the contractor agrees that, to the extent it receives or is given access to proprietary data, data protected by the Privacy Act of 1974 (5 U.S.C. Section 552a (1988)), or the Freedom of Information Act (5 U.S.C. Section 552 (1986)), or other confidential or privileged technical, business, or financial information under this contract, the contractor shall treat the information in accordance with restrictions placed on use of the information.

(3) Subject to patent and security provisions of this contract, the contractor shall have the right to use technical data it produces under this contract for private purposes provided that all requirements of this contract have been met.

(f) Subcontracts. Except as provided in 48 CFR 2009.570-2, the contractor shall include this clause, including this paragraph, in subcontracts of any tier. The terms contract, contractor, and contracting officer, must be appropriately modified to preserve the Government's rights.

(g) Remedies. For breach of any of the above restrictions, or for intentional nondisclosure or misrepresentation of any relevant interest required to be disclosed concerning this contract or for such erroneous representations that necessarily imply bad faith, the Government may terminate the contract for default, disqualify the contractor from subsequent contractual efforts, and pursue other remedies permitted by law or this contract.

(h) Waiver. A request for waiver under this clause must be directed in writing to the contracting officer in accordance with the procedures outlined in 48 CFR 2009.570-9.

(i) Follow-on effort. The contractor shall be ineligible to participate in NRC contracts, subcontracts, or proposals therefor (solicited or unsolicited) which stem directly from the contractor's performance of work under this contract. Furthermore, unless so directed in writing by the contracting officer, the contractor may not perform any technical consulting or management support services work or evaluation activities under this contract on any of its products or services or the products or services of another firm if the contractor has been substantially involved in the development or marketing of the products or services.

(1) If the contractor under this contract, prepares a complete or essentially complete statement of work or specifications, the contractor is not eligible to perform or participate in the initial contractual effort which is based on the statement of work or specifications. The contractor may not incorporate its products or services in the statement of work or specifications unless so directed in writing by the contracting officer, in which case the restrictions in this paragraph do not apply.

(2) Nothing in this paragraph precludes the contractor from offering or selling its standard commercial items to the Government.

C.11 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: Eric Brusoe

Email Address: Eric.Brusoe@nrc.gov
Telephone Number: 301-415-5053

(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, 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:

(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.

C.12 REDUCING TEXT MESSAGING WHILE DRIVING (OCT 2009)

(a) In accordance with Section 4 of Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," (October 1, 2009), the Contractor or Recipient is encouraged to:

(1) Adopt and enforce policies that ban text messaging while driving company-owned or rented vehicles or Government-owned vehicles, or while driving privately-owned vehicles when on official Government business or when performing any work for or on behalf of the Government; and

(2) Consider new rules and programs to further the policies described in (a)(1), reevaluate existing programs to prohibit text messaging while driving, and conduct education, awareness, and other outreach programs for employees about the safety risks associated with text messaging while driving. These initiatives should encourage voluntary compliance with the text messaging policy while off duty.

(b) For purposes of complying with the Executive Order:

(1) "Texting" or "Text Messaging" means reading from or entering data into any handheld or other electronic device, including for the purpose of SMS texting, e-mailing, instant messaging, obtaining navigational information, or engaging in any other form of electronic data retrieval or electronic data communication.

(2) "Driving" means operating a motor vehicle on an active roadway with the motor running, including while temporarily stationary because of traffic, a traffic light or stop sign, or otherwise. It does not include operating a motor vehicle with or without the motor running when one has pulled over to the side of, or off, an active roadway and has halted in a location where one can safely remain stationary.

(c) The Contractor or Recipient shall encourage its subcontractor(s) or sub-recipient(s) to adopt and enforce the policies and initiatives described in this **clause**.

C.13 REGISTRATION IN FEDCONNECT® (JULY 2014)

The Nuclear Regulatory Commission (NRC) uses Compusearch Software Systems' secure and auditable two-way web portal, FedConnect®, to communicate with vendors and contractors. FedConnect® provides bi-directional communication between the vendor/contractor and the NRC throughout pre-award, award, and post-award acquisition phases. Therefore, in order to do business with the NRC, vendors and contractors

must register to use FedConnect® at <https://www.fedconnect.net/FedConnect>. The individual registering in FedConnect® must have authority to bind the vendor/contractor. There is no charge for using FedConnect®. Assistance with FedConnect® is provided by Compusearch Software Systems, not the NRC. FedConnect® contact and assistance information is provided on the FedConnect® web site at <https://www.fedconnect.net/FedConnect>.

C.14 52.217-6 OPTION FOR INCREASED QUANTITY (MAR 1989)

The Government may increase the quantity of supplies called for in the Schedule at the unit price specified. The Contracting Officer may exercise the option by written notice to the Contractor within 15 days. Delivery of the added items shall continue at the same rate as the like items called for under the contract, unless the parties otherwise agree.

C.15 52.217-7 OPTION FOR INCREASED QUANTITY-SEPARATELY PRICED LINE ITEM (MAR 1989)

The Government may require the delivery of the numbered line item, identified in the Schedule as an option item, in the quantity and at the price stated in the Schedule. The Contracting Officer may exercise the option by written notice to the Contractor within 30 days. Delivery of added items shall continue at the same rate that like items are called for under the contract, unless the parties otherwise agree.

C.16 52.217-9 OPTION TO EXTEND THE TERM OF THE CONTRACT. (MAR 2000)

(a) The Government may extend the term of this contract by written notice to the Contractor within 30 days; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 30 days before the contract expires. The preliminary notice does not commit the Government to an extension.

(b) If the Government exercises this option, the extended contract shall be considered to include this option clause.

(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed 5 years.

C.17 52.223-18 ENCOURAGING CONTRACTOR POLICIES TO BAN TEXT MESSAGING WHILE DRIVING. (AUG 2011)

Statement of Work - Tape Vaulting and Offsite Storage Services**Background:**

The U.S. Nuclear Regulatory Commission's (NRC) Office of the Chief Information Officer (OCIO) has been using off-site storage and tape vaulting services and facilities for magnetic computer tape. The off-site tape vaulting program ensures that vital Information Technology backup media is stored off-site in a dedicated media vault equipped with appropriate temperature and humidity controls. In addition, a gaseous fire suppression system is required to ensure that NRC's critical tape backups will remain undamaged while stored at the tape vaulting facility. Lastly, because it is unknown when NRC may require access to the backup tapes, it is critical to have 24 hour per day, 365 day per year access to data for potential restore requirements and for Continuity of Operations (COOP) purposes in the event that any catastrophic event occurs in any of the NRC data centers.

Specific Requirements:

- The selected vendor shall maintain completely separate record management centers (buildings or facilities) and shall store paper records separately from tape or other magnetic backup media.
- There shall be no paper documents stored in any of data protection vaults. The only acceptable exception to this policy would be if a small amount of paper documents are stored in the confines of a locked media storage container, as would be the case for hardcopy Disaster Recovery (DR) documents or backup reports.
- Backup tape media shall be preserved in highly secure vaults, situated away from flood prone areas (such as urban streams and floodplains), high crime areas, industrial railroad lines and other potential hazards.
- Data protection vaults shall feature uninterruptible power supplies, non-combustible construction, gaseous fire protection and sophisticated access-control security systems. Vault storage shall be "A" rated with a minimum two (2) hour Fire Rating and equipped with security monitoring, a minimum two (2) hour fire rated Interior walls and doors, National Fire Protection Association (NFPA) approved fire suppression system and smoke detection.
- Offeror shall provide customizable pickup, delivery and tape rotation schedules.
- Offeror shall execute tape transfers in environmentally controlled vehicles equipped with leading security technology as part of maintaining and tracking strict chain of custody controls while the media are at the off-site vault as well as while in transit.
- Offeror shall provide 24x7x365 access to Agency data, with an option to recall tapes in as short as a three-hour window.
- Offeror shall support tape transfers to any Agency location, including Disaster Recovery locations.
- Offeror shall provide an online management tool which provides inventory tracking reports. This is essential to a reliable backup & recovery strategy.

- Offeror shall provide 40-Pack containers with appropriate sleeves to support the IBM 3592 tape cartridge in a biweekly rotation. The current count is 15 containers, this number will grow as NRC data grows.
- Offeror shall provide 40-Pack containers with appropriate sleeves to support the LTO 5 tape cartridge in a weekly rotation. The current count is 1 container, this number will grow as NRC data grows.
- Offeror shall be prepared for NRC's transition from IBM 3592 to LTO 5 during FY2016, which will require transition from IBM 3592 40-Pack containers to LTO 5 40-Pack containers or an open storage environment.

Rotation schedule:

Week 1

Pool 1: 14 40-Pack IBM 3592 and 1 empty document container picked up, and 1 LTO3 40-Pack returned on Wednesday

Pool 2: 15 40-Pack IBM 3592 and 1 empty document container returned, and 1 LTO3 40-Pack picked up on Friday

Week 2

Pool 2: 15 40-Pack IBM 3592 and 1 empty document container picked up, and 1 LTO3 40-Pack returned on Wednesday

Pool 1: 14 40-Pack IBM 3592 and 1 empty document container returned, and 1 LTO3 40-Pack picked up on Friday

Week 3

Pool 1: 14 40-Pack IBM 3592 and 1 empty document container picked up, and 1 LTO3 40-Pack returned on Wednesday

Pool 2: 15 40-Pack IBM 3592 and 1 empty document container returned, and 1 LTO3 40-Pack picked up on Friday

Week 4

Pool 2: 15 40-Pack IBM 3592 and 1 empty document container picked up, and 1 LTO3 40-Pack returned on Wednesday

Pool 1: 14 40-Pack IBM 3592 and 1 empty document container returned, and 1 LTO3 40-Pack picked up on Friday

Required environmental standards:

Off-Site Media vaults must maintain the following environmental specifications:

- Temperature: 68-72 degrees F
- Humidity: 40-45% humidity
- Air Quality: Controlled by air filtration systems

Required transportation vehicle standards:

- Transportation vehicles shall utilize the following features in order to protect appropriate "chain of custody" processes. Vehicles must be appropriately climate controlled to protect the media.
- Security and locking systems designed to mitigate risk of material or vehicle theft by a third party.

- In cab starter kill to prevent vehicle from starting without use of second non-OEM key.
- Cargo door alarm-Automatically arms when cargo doors are closed-uses non-duplicable key to engage and disengage alarm.
- Open door alarm-Prevents driver from starting vehicle with an open cargo door.
- RF proximity sensor-Warns driver leaving the vicinity of the vehicle, without securing the vehicle.
- Single cargo door operation-Audible alarm sounds if more than one set of cargo doors are open.
- Integrated J latch and lock-Lock automatically arms when latch is engaged-Uses nonduplicatable key.
- Cylinder lock backing plate-Reinforced platform for installing aftermarket security door locks.

Required Security Standards:

- Offerors shall comply (certification desired, but not required) with the International Standards Organization (ISO) Security Certification for an Information Security Management system. (ISO 27001)
- Offerors shall comply (certification desired, but not required) with ISO code of practice for Information Security. (ISO 27002)
- Offerors shall comply with the Financial Institution Shared Assessment Program (FISAP) Processes.
- Offeror shall have a valid and current SysTrust certification.

Continuous Operational Requirement:

In accordance with Federal Continuity Directive 1 (FCD-1), NRC must be able to quickly recover critical information technology (IT) systems and maintain the availability of electronic vital business information in order to support NRC's essential functions and other vital services necessary for continued operations during a wide range of severe disaster scenarios. NRC's essential functions, communications, and IT systems support connectivity among key government leadership personnel, internal organizational elements, other organizations, critical customers, and the public. As such, NRC employs an approach of mirroring capabilities used during day-to-day operations, and ensures resilient communications and IT systems that are capable of operating under conditions that may involve power disruptions, infrastructure interruptions, or other emergency situations.

Per FCD-1, NRC must be able to recover operational capabilities and essential functions at its alternate facilities within 12 hours of a COOP plan activation. While NRC's COOP strategy ensures minimum capabilities and essential functions can be recovered within 12 hours, it also depends on NRC retaining the ability to rapidly reconstitute its capabilities in the aftermath of a potential severe disaster, including its IT systems and access to vital business information, and to appropriately scale NRC's ability to respond effectively. To support this operational need, [the vendor] must be able to provide the following services:

1. Store tape backups in a vault that has protection against fire, flooding, misuse/misappropriation, or extreme temperatures.

2. Ensure the safe transportation of NRC tapes from [the vendor] to the NRC Region IV office located in Arlington, Texas within 48 hours, including during a period of national emergency.
3. Provide storage of a larger annual tape backup of NRC IT systems in a facility hardened against a variety of potential disasters, including solar flare/electro-magnetic disruption, to ensure NRC has the ability to rapidly rebuild IT systems in the midst of even the most severe disruptions.

**INVOICE FORMAT FOR FIXED-PRICE**

Version Control Date: January 26, 2015

ATTACHMENT 2**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 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 (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/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.