

ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES
1 28

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

1. DATE OF ORDER 08/17/2016		2. CONTRACT NO. (If any) NRC-HQ-50-14-E-0001		6. SHIP TO:	
3. ORDER NO. NRC-HQ-25-16-T-0001		4. REQUISITION/REFERENCE NO. NRO-16-0077		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	
c. CITY ROCKVILLE		d. STATE MD	e. ZIP CODE 20852		
7. TO:				f. SHIP VIA	
a. NAME OF CONTRACTOR S W R I				8. TYPE OF ORDER	
b. COMPANY NAME				<input type="checkbox"/> a. PURCHASE	
c. STREET ADDRESS 6220 CULEBRA RD				REFERENCE YOUR:	
d. CITY SAN ANTONIO				<input checked="" type="checkbox"/> b. DELIVERY Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.	
e. STATE TX		f. ZIP CODE 782385166			
9. ACCOUNTING AND APPROPRIATION DATA See Schedule				10. REQUISITIONING OFFICE OFFICE OF NUCLEAR MATERIAL	
11. BUSINESS CLASSIFICATION (Check appropriate box(es))					12. F.O.B. POINT
<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					
13. PLACE OF		14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)	
a. INSPECTION Destination		b. ACCEPTANCE Destination		16. DISCOUNT TERMS 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 contractor shall provide services in accordance with the Statement of Work (SOW) entitled, "Technical Support for SSHAC Level 3 Workshops Related to Pre-Application Seismic Hazard Evaluations for Potential Nuclear Power Plants." 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 O3-E17A						\$280,104.00
c. CITY ROCKVILLE		d. STATE MD	e. ZIP CODE 20852-2738			17(i) GRAND TOTAL

22. UNITED STATES OF AMERICA BY (Signature) 		08/17/2016		23. NAME (Typed) SHARLENE M. MCCUBBIN TITLE: CONTRACTING/ORDERING OFFICER	
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TEMPLATE - ADM001 SUNSI REVIEW COMPLETE SEP 14 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 08/17/2016	CONTRACT NO. NRC-HQ-50-14-E-0001	ORDER NO. NRC-HQ-25-16-T-0001
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ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	Task Order Base and All Options: \$280,104.00 Task Order Exercised Amount: \$93,182.00 Task Order Obligation Amount: \$50,000.00 NRC Contracting Officer's Representative: Gerry Stirewalt, 301-415-3698 Accounting Info: 2016-X0200-FEEBASED-25-25D005-17-4-151-1030-251A					

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

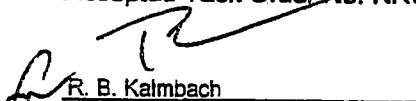
\$0.00

NRC-HQ-50-14-E-0001
NRC-HQ-25-16-T-0001

CONTRACTOR ACCEPTANCE OF TASK ORDER NRC-HQ-25-16-T-0001

Acceptance of Task Order No. NRC-HQ-25-16-T-0001 under contract no. NRC-HQ-50-14-E-0001 should be made by having an official, authorized to bind your organization, execute two copies of this document in the space provided and return one copy to the Contracting Officer. You should retain the other copy for your records.

Accepted Task Order No. NRC-HQ-25-16-T-0001:


R. B. Kalmbach
Name

Executive Director, Contracts
Title

August 16, 2016
Date

SECTION B - Supplies or Services/Prices

NRCB010 BRIEF PROJECT TITLE AND WORK DESCRIPTION

- (a) Title: Technical Support for SSHAC Level 3 Workshops Related to Pre-Application Seismic Hazard for Potential Nuclear Power Plants
- (b) Summary work description: The objective of this task order is to acquire technical expertise to support NRC staff with pre-application seismic hazard evaluations for one (1) potential new nuclear power plant, and up to two (2) additional potential nuclear power plants as an Option. Specifically, the contractor shall provide support to Senior Seismic Hazard Analysis Committee (SSHAC) Level 3 workshops conducted by the applicant for potential nuclear power plants. The contractor shall prepare for and attend the workshops, and document the results of the workshops.

PRICE/COST SCHEDULE

CLIN/NO.	DESCRIPTION OF SUPPLIES/SERVICES	ESTIMATED COST	FIXED FEE	TOTAL CPFF
00001	Support to SSHAC Level 3 Workshops for One Potential Nuclear Power Plant	[REDACTED]	[REDACTED]	[REDACTED]
00002	OPTION: Support to SSHAC Level 3 Workshops for Second Potential Nuclear Power Plant	[REDACTED]	[REDACTED]	[REDACTED]
00003	OPTION: Support to SSHAC Level 3 Workshops for Third Potential Nuclear Power Plant	[REDACTED]	[REDACTED]	[REDACTED]
Total (Including All Options)		[REDACTED]	[REDACTED]	[REDACTED]

*Optional CLINs 00002 and 00003 may be exercised by the Contracting Officer via written notification to the Contractor.

NRC-HQ-50-14-E-0001
NRC-HQ-25-16-T-0001

NRCB040A CONSIDERATION AND OBLIGATION—COST-PLUS-FIXED-FEE ALTERNATE I

- (a) The total estimated cost to the Government for full performance of this contract is \$93,182.00.00 of which the sum of [REDACTED] represents the estimated reimbursable costs, and of which [REDACTED] represents the fixed-fee.
- (b) The total estimated cost to the Government for full performance of this contract for Option CLIN 00002 is \$93,461,000.00 of which the sum of [REDACTED] represents the estimated reimbursable costs, and of which \$ [REDACTED] represents the fixed-fee.
- (c) The total estimated cost to the Government for full performance of this contract for Option CLIN 00003 is \$93,461,000.00 of which the sum of \$86,596.00 represents the estimated reimbursable costs, and of which [REDACTED] represents the fixed-fee.
- (d) There shall be no adjustment in the amount of the Contractor's fixed fee.
- (e) 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.
- (f) In accordance with FAR 52.216-8 - Fixed Fee, it is the policy of the NRC to withhold payment of fee after payment of [REDACTED] percent of the fee has been paid in order to protect the Government's interest. The amount of fixed-fee withheld from the contractor will not exceed [REDACTED] percent of the total fee or [REDACTED], whichever is less. Accordingly, the maximum amount of fixed-fee that may be held in reserve is [REDACTED].

**SECTION C - Description/Specifications
Statement of Work**

C.1 PROJECT TITLE

Technical Support for SSHAC Level 3 Workshops Related to Pre-Application Seismic Hazard Evaluations for Potential Nuclear Power Plants

C.2. BACKGROUND

To meet regulatory requirements specified in 10 CFR Part 100.23, an applicant shall investigate the geologic, seismic, and engineering characteristics of a site and its environs in sufficient scope and detail to permit an adequate evaluation of the Safe Shutdown Earthquake (SSE) Ground Motion for the site. In addition, an applicant shall address the uncertainty inherent in estimates of the SSE through an appropriate analysis such as a probabilistic seismic hazard analysis (PSHA). Consistent with Regulatory Guide 1.208, "A Performance-Based Approach to Define the Site Specific Earthquake Ground Motion," a PSHA should be performed to allow for the use of multiple source models to estimate the likelihood of earthquake ground motions occurring at a site and to systematically take into account uncertainties that exist in parameters, such as seismic sources, maximum earthquakes, and ground motion attenuation. Consistent with Section 2.5.2, "Vibratory Ground Motion," of NUREG-0800, "Standard Review Plan," applicants evaluating earthquake potential and characterizing the uncertainty for sites assessed using methods other than the Central and Eastern U.S.-Seismic Source Characterization (CEUS-SSC) method and associated data bases, or for sites outside the CEUS, should use the SSHAC process as described in NUREG/CR-6372, "Recommendations for Probabilistic Seismic Hazard Analysis: Guidance on Uncertainty and Use of Experts." Consistent with current practice as described in NUREG-2117, "Practical Implementation Guidelines for SSHAC Level 3 and 4 Hazard Studies," a SSHAC Level 3 study should be performed.

C.3 SCOPE OF WORK

The objective of this task order is to acquire technical expertise from the Center for Nuclear Waste Regulatory Analyses (CNWRA) for supporting NRC staff with pre-application seismic hazard evaluations for one (1) potential new nuclear power plant, and up to two (2) additional potential nuclear power plants as an Option. Specifically, the contractor shall provide support to Senior Seismic Hazard Analysis Committee (SSHAC) Level 3 workshops conducted by the applicant for potential nuclear power plants. The contractor shall prepare for and attend the workshops, and document the results of the workshops.

Communications with the NRC and among contractor staff may be subject to hearing file requirements under 10 CFR Part 2. In this circumstance, the NRC COR will identify the type of records that shall be provided to the NRC for inclusion in the hearing file.

C.4. SPECIFIC TASKS

Task 1: Prepare for Workshops

The contractor shall review appropriate regulatory guidance and site background information. These materials include, but may not be limited to, pre-application information provided by the applicant, Regulatory Guide 1.208, and NUREG-2117.

Task 2: Attend Workshops

As directed by the COR, the contractor shall participate in approximately four (4) SSHAC Level 3 workshops for each potential new nuclear power plant to support NRC staff efforts during pre-application seismic hazard evaluations of the plant sites.

Task 3: Develop Workshop Summary Report

Subtask 3a: For each SSHAC Level 3 workshop attended, the contractor shall prepare a report to summarize and evaluate the results of the workshop. The report shall include important issues and points raised during the workshop, conclusions drawn, and action items that would assist the NRC during pre-application seismic hazard evaluations for potential new nuclear power plants. The contractor shall prepare a revised report incorporating any comments from the COR.

Subtask 3b: The contractor shall prepare a final SSHAC Level 3 workshop report for each potential nuclear power plant site that incorporates all individual workshop reports for that site. The contractor shall prepare a revised final report incorporating any comments from the COR.

C.5 APPLICABLE DOCUMENT AND STANDARDS

The following regulations and guidance are applicable to this task order and can be found at <http://www.nrc.gov/reading-rm/doc-collections>. If necessary, any references that are not available at this website will be provided to the contractor by the COR.

1. Regulatory Guide (RG) , "A Performance-Based Approach to Define the Site Specific Earthquake Ground Motion,"
2. NUREG-0800, "Standard Review Plan for the Review of Safety Analysis Reports for Nuclear Power Plants: LWR Edition," Revision 5, issued July 2014
3. NUREG-2117, "Practical Implementation Guidelines for SSHAC Level 3 and 4 Hazard Studies," Revision 1, issued April 2012
4. NUREG/CR-6372, "Recommendations for Probabilistic Seismic Hazard Analysis: Guidance on Uncertainty and Use of Experts," issued April 1997

C.6. DELIVERABLES AND DELIVERY/MILESTONE SCHEDULE

Project deliverables/milestones are listed in the table below. All deliverables shall be submitted to the COR.

NRC-HQ-50-14-E-0001
 NRC-HQ-25-16-T-0001

The following identifying information shall be included in all written deliverables.

- Cost Center
- Name of Applicant
- Plant name
- Site name

Deliverables/Milestones Schedule

Task No.	Description	Quantity/Media	Date To Be Completed
Task 1	Review appropriate regulatory guidance and site background information	N/A	One week after work authorization
Task 2	Attend approximately four (4) SSHAC Level 3 workshops for each potential nuclear power plant	N/A	TBD- As directed by the COR
Subtask 3a	Summary SSHAC Level 3 Workshop Reports Revised Summary SSHAC Level Workshop Reports	Electronic report in Microsoft® Word.	2 weeks after completion of SSHAC Level 3 workshop 2 weeks after receipt of COR comments
Subtask 3b	Final Summary SSHAC Level 3 Workshop Report for each potential nuclear power plant site Revised Final Summary SSHAC Level 3 Workshop Report for each potential nuclear power plant site	Electronic report in Microsoft® Word.	4 weeks after final SSHAC Level 3 workshop for each potential nuclear power plant site 2 weeks after receipt of COR comments

Task No.	Description	Quantity/Media	Date To Be Completed
All	<p>Monthly Letter Status Report (MLSR) per Section F.3 and F.4 of the Base Contract</p> <p>An MLSR is only required when the contractor has performed work as set forth in this statement of work. An MLSR shall not be delivered when no work has been performed during the prior month.</p>	Electronic report in Microsoft® Word.	NLT 15 th calendar day of the following month

C.7 REQUIRED LABOR CATEGORIES

The contractor shall provide individuals who have the required educational background and work experience to meet the objectives of the work specified in this task order. Specific qualifications for this effort include:

- **Technical Project Manager**

The Technical Project Manager shall have experience in managing work related to participation by CNWRA staff in SSHAC Level 3 workshops or similar types of projects.

- **Technical Subject Matter Expert (Principal Investigator)**

The subject matter expert shall have experience in seismic source characterization investigations for a SSHAC Level 3 effort, assessing relevant ground motion prediction models, and performing probabilistic seismic hazard analysis. Specifically, the subject matter expert shall have previous experience with seismic hazard reviews for nuclear power plants.

- **Clerical Assistant**

The Clerical Assistant shall have experience in providing assistance with the production of administrative and technical reports.

C.8. GOVERNMENT-FURNISHED PROPERTY/MATERIALS

The COR will provide the contractor any pre-application information received from applicant that is required to be reviewed prior to attending a SSHAC Level 3 Workshop.

C.9. PLACE OF PERFORMANCE

The work to be performed under this task order shall be performed at the Contractor's facility except for the travel described in Section 10 of this statement of work.

C.10. SPECIAL CONSIDERATIONS

TRAVEL

The contractor shall be authorized travel expenses consistent with the Federal Travel Regulation (FTR) and the limitation of funds for this task order. All travel requires prior written COR approval.

The following travel to an applicant site or other site identified by an applicant may be required under this task order:

Fiscal Year 2016: Task 2

- **1st NPP:** One, 4-day trip for the Principal Investigator to participate in SSHAC Level 3 Workshop. Dates of travel are TBD.

Fiscal Year 2017: Task 2

- **1st NPP:** Two, 4-day trips for the Principal Investigator to participate in SSHAC Level 3 Workshops. Dates of travel are TBD.
- **OPTION 2nd NPP:** Two, 4-day trips for the Principal Investigator to participate in SSHAC Level 3 Workshops. Dates of travel are TBD.
- **OPTION 3rd NPP:** Two, 4-day trips for the Principal Investigator to participate in SSHAC Level 3 Workshops. Dates of travel are TBD.

Fiscal Year 2018: Task 2

- **1st NPP:** One, 4-day trip for the Principal Investigator to participate in SSHAC Level 3 Workshop. Dates of travel are TBD.
- **OPTION 2nd NPP:** Two, 4-day trips for the Principal Investigator to participate in SSHAC Level 3 Workshops. Dates of travel are TBD.
- **OPTION 3rd NPP:** Two, 4-day trips for the Principal Investigator to participate in SSHAC Level 3 Workshops. Dates of travel are TBD.

SECURITY

The work performed under this task order will be UNCLASSIFIED.

NRC-HQ-50-14-E-0001
NRC-HQ-25-16-T-0001

SECTION D - Packaging and Marking

NRCD020 BRANDING

The Contractor is required to use the statement below in any publications, presentations, articles, products, or materials funded under this contract/order, to the extent practical, in order to provide NRC with recognition for its involvement in and contribution to the project. If the work performed is funded entirely with NRC funds, then the contractor must acknowledge that information in its documentation/presentation.

Work Supported by the U.S. Nuclear Regulatory Commission (NRC), Office of Nuclear Reactor Regulation, under Contract/order number NRC-HQ-50-14-E-0001/ NRC-HQ-25-16-T-0001.

(End of Clause)

NRCD010 PACKAGING AND MARKING

(a) The Contractor shall package material for shipment to the NRC in such a manner that will ensure acceptance by common carrier and safe delivery at destination. Containers and closures shall comply with the Surface Transportation Board, Uniform Freight Classification Rules, or regulations of other carriers as applicable to the mode of transportation.

(b) On the front of the package, the Contractor shall clearly identify the contract number under which the product is being provided.

(c) Additional packaging and/or marking requirements are as follows: None.

(End of Clause)

SECTION E - Inspection and Acceptance

CONTRACTING OFFICER'S REPRESENTATIVE (COR) AUTHORITY

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

Contracting Officer's Representative

Name: Gerry Stirewalt
Mail Stop: TWFN 7 F3
Phone: 301-415-3698
E-mail: Gerry.Stirewalt@nrc.gov

Alternate Contracting Officer's Representative

Name: Meraliz Plaza-Toledo
Mail Stop: TWFN 7 F3
Phone: 301-415-4111
E-mail: Meraliz.Plaza-Toledo@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, 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.

NRC-HQ-50-14-E-0001
NRC-HQ-25-16-T-0001

(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.

(End of Clause)

NRC-HQ-50-14-E-0001
NRC-HQ-25-16-T-0001

SECTION F - Deliveries or Performance

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

This order shall commence on date of award and will expire on September 30, 2018.

(End of Clause)

NRCF010 PLACE OF DELIVERY-REPORTS

The items to be furnished hereunder shall be delivered, with all charges paid by the Contractor, to:

- a. Contracting Officer's Representative (COR) (1 Electronic Copy)
Address: Refer to Section E, subsection CONTRACTING OFFICER'S REPRESENTATIVE (COR) AUTHORITY
- b. Name: Contract Specialist (CS), (1 Electronic Copy)

(End of Clause)

NRC-HQ-50-14-E-0001
NRC-HQ-25-16-T-0001

SECTION G - Contract Administration Data

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.

(End of Clause)

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:

<u>Name</u>	<u>Title</u>
Miriam Juckett	Program Manager
Dr. John A. Stamatakos	Subject Matter Expert (Principal Investigator)

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 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.

(End of Clause)

2052.215-78 TRAVEL APPROVALS AND REIMBURSEMENT (OCT 1999) - ALTERNATE I (OCT 1999)

(a) Total expenditure for travel may not exceed the amounts below without the prior approval of the contracting officer.

Base CLIN 00001:
Option CLIN 00002:
Option CLIN 00003
Total



NRC-HQ-50-14-E-0001
NRC-HQ-25-16-T-0001

(b) All foreign travel must be approved in advance by the NRC on NRC Form 445, Request for Approval of Official Foreign Travel, and must be in compliance with FAR 52.247-63 Preference for U.S. Flag Air Carriers. The contractor shall submit NRC Form 445 to the NRC no later than 30 days prior to the commencement of travel.

(c) The contractor will be reimbursed only for travel costs incurred that are directly related to this contract and are allowable subject to the limitations prescribed in FAR 31.205-46.

(d) It is the responsibility of the contractor to notify the contracting officer in accordance with the FAR Limitations of Cost clause of this contract when, at any time, the contractor learns that travel expenses will cause the contractor to exceed the travel ceiling amount identified in paragraph (a) of this clause.

(e) Reasonable travel costs for research and related activities performed at State and nonprofit institutions, in accordance with Section 12 of Pub. L. 100-679, must be charged in accordance with the contractor's institutional policy to the degree that the limitations of Office of Management and Budget (OMB) guidance are not exceeded. Applicable guidance documents include OMB Circular A-87, Cost Principles for State and Local Governments; OMB Circular A-122, Cost Principles for Nonprofit Organizations; and OMB Circular A-21, Cost Principles for Educational Institutions.

(End of Clause)

NRCH480 USE OF AUTOMATED CLEARING HOUSE (ACH) ELECTRONIC PAYMENT/REMITTANCE ADDRESS

The Debt Collection Improvement Act of 1996 requires that all Federal payments except IRS tax refunds be made by Electronic Funds Transfer. It is the policy of the Nuclear Regulatory Commission to pay government vendors by the Automated Clearing House (ACH) electronic funds transfer payment system. Item 15C of the Standard Form 33 may be disregarded.

(End of Clause)

NRCH470 GREEN PURCHASING (SEP 2013)

(a) In furtherance of the sustainable acquisition goals included in Executive Order 13514, "Federal Leadership in Environmental, Energy, and Economic Performance," products and services acquired under this contract/order shall be energy-efficient (Energy Star or Federal Energy Management Program (FEMP) designated), water-efficient, biobased, environmentally preferable (e.g., Electronic Product Environmental Assessment Tool (EPEAT) certified), non-ozone depleting, recycled content, and non-toxic or less toxic alternatives, to the maximum extent practicable in meeting NRC contractual requirements.

(b) See NRC's Green Purchasing Plan (GPP) at:
<http://pbadupws.nrc.gov/docs/ML1219/ML12191A130.pdf> and the General Service

Administration's (GSA) Green Procurement Compilation at:
<http://www.gsa.gov/portal/content/198257>.

NRC-HQ-50-14-E-0001
NRC-HQ-25-16-T-0001

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

(End of Clause)

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.

(End of Clause)

NRCH400 SECURITY REQUIREMENTS RELATING TO THE PRODUCTION OF REPORT(S) OR THE PUBLICATION OF RESULTS UNDER CONTRACTS, AGREEMENTS, AND GRANTS

Review and Approval of Reports

(a) Reporting Requirements. The contractor/grantee shall comply with the terms and conditions of the contract/grant regarding the contents of the draft and final report, summaries, data, and related documents, to include correcting, deleting, editing, revising, modifying, formatting, and supplementing any of the information contained therein, at no additional cost to the NRC. Performance under the contract/grant will not be deemed accepted or completed until it complies with the NRC's directions. The reports, summaries, data, and related documents will be considered draft until approved by the NRC. The contractor/grantee agrees that the direction, determinations, and decisions on approval or disapproval of reports, summaries, data, and

related documents created under this contract/grant remain solely within the discretion of the NRC.

(b) **Publication of Results.** Prior to any dissemination, display, publication, or release of articles, reports, summaries, data, or related documents developed under the contract/grant, the contractor/grantee shall submit them to the NRC for review and approval. The contractor/grantee shall not release, disseminate, display or publish articles, reports, summaries, data, and related documents, or the contents therein, that have not been reviewed and approved by the NRC for release, display, dissemination or publication. The contractor/grantee agrees to conspicuously place any disclaimers, markings or notices, directed by the NRC, on any articles, reports, summaries, data, and related documents that the contractor/grantee intends to release, display, disseminate or publish to other persons, the public, or any other entities. The contractor/grantee agrees, and grants, a royalty-free, nonexclusive, irrevocable worldwide license to the government, to use, reproduce, modify, distribute, prepare derivative works, release, display or disclose the articles, reports, summaries, data, and related documents developed under the contract/grant, for any governmental purpose and to have or authorize others to do so.

(c) **Identification/Marking of Sensitive Unclassified Non-Safeguards Information (SUNSI) and Safeguards Information (SGI).** The decision, determination, or direction by the NRC that information possessed, formulated or produced by the contractor/grantee constitutes SUNSI or SGI is solely within the authority and discretion of the NRC. In performing the contract/grant, the contractor/grantee shall clearly mark SUNSI and SGI, to include for example, OJO-Allegation Information or OJO-Security Related Information on any reports, documents, designs, data, materials, and written information, as directed by the NRC. In addition to marking the information as directed by the NRC, the contractor shall use the applicable NRC cover sheet (e.g., NRC Form 461 Safeguards Information) in maintaining these records and documents. The contractor/grantee shall ensure that SUNSI and SGI is handled, maintained and protected from unauthorized disclosure, consistent with NRC policies and directions. The contractor/grantee shall comply with the requirements to mark, maintain, and protect all information, including documents, summaries, reports, data, designs, and materials in accordance with the provisions of Section 147 of the Atomic Energy Act of 1954 as amended, its implementing regulations (10 CFR 73.21), Sensitive Unclassified Non-Safeguards and Safeguards Information policies, and NRC Management Directives and Handbooks 12.5, 12.6 and 12.7.

(d) **Remedies.** In addition to any civil, criminal, and contractual remedies available under the applicable laws and regulations, failure to comply with the above provisions, and/or NRC directions, may result in suspension, withholding, or offsetting of any payments invoiced or claimed by the contractor/grantee.

(e) **Flowdown.** If the contractor/grantee intends to enter into any subcontracts or other agreements to perform this contract/grant, the contractor/grantee shall include all of the above provisions in any subcontracts or agreements.

(End of Clause)

NRC-HQ-50-14-E-0001
NRC-HQ-25-16-T-0001

SECTION J - List of Documents, Exhibits and Other Attachments

**BILLING INSTRUCTIONS FOR
COST-REIMBURSEMENT TYPE CONTRACTS (JUL 2015)**

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

The contractor shall prepare invoices/vouchers for reimbursement of costs in the manner and format described herein. FAILURE TO SUBMIT INVOICES/VOUCHERS IN ACCORDANCE WITH THESE INSTRUCTIONS 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).

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

Frequency: The contractor shall submit 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

NRC-HQ-50-14-E-0001
NRC-HQ-25-16-T-0001

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.

NRC-HQ-50-14-E-0001
NRC-HQ-25-16-T-0001

**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 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. Final invoices must include the name of the NRC Contracting Officer's Representative (COR) and Contracting Officer.
- p. 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>
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(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.)

NRC-HQ-50-14-E-0001
NRC-HQ-25-16-T-0001

(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.

q. **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.

r. **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).

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

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

u. **Grand Totals.**

3. Sample Invoice/Voucher information

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

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

(a)	<u>Direct Costs</u>	<u>Amount Billed</u>	
		<u>Current Period</u>	<u>Cumulative</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) Indirect Costs (provide the rate information applicable to your firm)

(10)	Overhead ___ % of _____ (Indicate Base)	\$ _____	\$ _____
(11)	General and Administrative (G&A) ___ % of _____ (Indicate Base)	\$ _____	\$ _____
	Total Indirect Costs:	\$ _____	\$ _____

(c) Fixed-Fee:

(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 \$ _____
- 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	\$ _____	\$ _____

NRC-HQ-50-14-E-0001
 NRC-HQ-25-16-T-0001

(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>
Senior Engineer I	\$1,400	\$280
Engineer	\$ 500	\$100
Computer Analyst	\$ 500	\$100
	\$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 = \$ 900
 \$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)

NRC-HQ-50-14-E-0001
NRC-HQ-25-16-T-0001

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 = \$20,000
\$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

NRC-HQ-50-14-E-0001
NRC-HQ-25-16-T-0001

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