

2. AMENDMENT/MODIFICATION NO. M0011	3. EFFECTIVE DATE 02/21/2018	4. REQUISITION/PURCHASE REQ. NO. See Schedule	5. PROJECT NO. (If applicable)
6. ISSUED BY      CODE US NRC - HQ ACQUISITION MANAGEMENT DIVISION MAIL STOP 3WFN-05-C64MP WASHINGTON DC 20555-0001		7. ADMINISTERED BY (If other than Item 6)      CODE	

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) MAR INCORPORATED [REDACTED] 1803 RESEARCH BOULEVARD SUITE 204 ROCKVILLE MD 20850	(x)	9A. AMENDMENT OF SOLICITATION NO.
		9B. DATED (SEE ITEM 11)
	x	10A. MODIFICATION OF CONTRACT/ORDER NO. GS06F0641Z NRC-R1-91-14-T-0001
CODE    062021639      FACILITY CODE		10B. DATED (SEE ITEM 13) 02/28/2014

**11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS**

The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers  is extended,  is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning \_\_\_\_\_ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required) See Schedule	Net Increase:      [REDACTED]
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**13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.**

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
X	D. OTHER (Specify type of modification and authority) FAR 52.217-9

**E. IMPORTANT:** Contractor  is not.  is required to sign this document and return \_\_\_\_\_ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)  
The purpose of this modification is the following:  
1) Exercise option Period 4, 2) Obligate funds in the amount of [REDACTED] 3) Increase the ceiling by [REDACTED] 4) Attach WAFs 00001-7C, 00011-100, 00011-101, 00021-200, 00021-201, 00031-300, 00031-301, 00041-400, 00041-401, 00041-402, 00041-403, 00051-502, 00051-503, 00084-802, and 00084-803 5) Move Excess ceiling in the amount of [REDACTED] from CLIN 00052 to CLIN 00051, 6) Move excess ceiling in the amount of [REDACTED] from CLIN 00085 to CLIN 00084, 7) Move CLIN 00041 ceiling in the amount of [REDACTED] to R4 Task order, 8) Move excess ceiling in the amount of \$ [REDACTED] from CLIN 00001 and CLIN 00002 to CLIN 01011, 9) revise the CLIN structure, 10) Reflect a change in the COR and ACOR designation, 11) Update billing instructions, 12) Update payment clause. See continuation pages for more details:

Continued ...  
Except as provided herein, all terms and conditions of the document referenced in Item 9 A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)	16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) JESSICA CHU		
15B. CONTRACTOR/OFFEROR  (Signature of person authorized to sign)	15C. DATE SIGNED	[REDACTED]	16C. DATE SIGNED 02/12/2018

**CONTINUATION SHEET**

REFERENCE NO. OF DOCUMENT BEING CONTINUED  
GS06F0641Z/NRC-R1-91-14-T-0001/M0011

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NAME OF OFFEROR OR CONTRACTOR  
MAR INCORPORATED

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>SUMMARY: OBLIGATION: ██████████ (changed) EXERCISED CEILING: ██████████ (changed) OVERALL CEILING: ██████████ (changed)</p> <p>Period of Performance: 02/26/2014 to 02/20/2019</p>				

**Unilaterally, FAR 52.217-9 -- Option to Extend the Term, this modification shall:**

**1.) Exercise Option Year 4: 02/21/2018 – 02/20/2019**

Per FAR 52.217-9 -- Option to Extend the Term of the Contract, NRC provided a Notice of Intent to the Contractor on December 29, 2017, which was acknowledged by the Contractor on December 29, 2017.

**1.) Excess Ceiling from CLIN 00022, CLIN 00032 and CLIN 00042 at the amount of [REDACTED] moved to CLIN 00021, CLIN 00031 and CLIN 00041 as follows.**

CLIN 00022 is decreased by the following:

From: [REDACTED]  
By: \$ [REDACTED]  
[REDACTED]

CLIN 00021 is increased by the following:

From: [REDACTED]  
By: [REDACTED]  
To: [REDACTED]

CLIN 00032 is decreased by the following

From: [REDACTED]  
By: [REDACTED]  
To: [REDACTED]

CLIN 00031 is increased by the following:

From: [REDACTED]  
By: \$ [REDACTED]  
To: \$ [REDACTED]

CLIN 00042 is decreased by the following

From: [REDACTED]  
By: [REDACTED]  
To: [REDACTED]

CLIN 00041 is increased by the following:

From: [REDACTED]

By: [REDACTED]

To: [REDACTED]

**2.) Option year 4 ceiling (CLIN 40001) at \$ [REDACTED] shall be divided between the CLINS as follows:**

CLIN 00011, is increased by the following:

From: [REDACTED]

[REDACTED]

To: [REDACTED]

CLIN 00021, is increased by the following:

[REDACTED]

[REDACTED]

CLIN 00031, is increased by the following:

[REDACTED]

[REDACTED]

CLIN 00041, is increased by the following:

[REDACTED]

[REDACTED]

CLIN 00051, is increased by the following:

[REDACTED]

[REDACTED]

CLIN 00084, is increased by the following:

[REDACTED]

[REDACTED]

**3.) Excess Ceiling from CLIN 00052 at the amount of \$ [REDACTED] is moved to CLIN 00051.**

CLIN 00052 is decreased by the following:

[REDACTED]

CLIN 00051 is increased by the following:

[REDACTED]

**4.) Excess Ceiling from CLIN 00085 at the amount of [REDACTED] is moved to CLIN 00084.**

CLIN 00085 is decreased by the following:

[REDACTED]

CLIN 00084 is increased by the following:

[REDACTED]

**5.) CLIN 00041 Ceiling in the amount of [REDACTED] moved to R4 Task order (Mod 10).**

CLIN 00041 is decreased by the following:

[REDACTED]

**6.) Excess Ceiling from CLIN 00001 and CLIN 0002 in the amount of \$364,753.46 moved to CLIN 00011.**

CLIN 00001 is decreased by the following:

[REDACTED]

[REDACTED]

CLIN 00002 is decreased by the following:

[REDACTED]

CLIN 00011 is increased by [REDACTED]

[REDACTED]

To: \$503,409.31

The Task Order's new total exercised ceiling shall be [REDACTED]

The Task Order's new total ceiling shall be [REDACTED]

**7.) Under Option Year 4, this modification authorizes LH and FFP performance under WAF(s) 00001-7C, 00011-100, 00011-101, 00021-200, 00021-201, 00031-300, 00031-301, 00041-400, 00041-401, 00041-402, 00041-403, 00051-502, 00051-503, 00084-802, and 00084-803 (see attachment(s)). Attachment(s) shall be incorporated as Task Order Attachment(s) as follows:**

Attachment 16 – WAF 00001-7C  
Attachment 17 – WAF 00011-100  
Attachment 18– WAF 00011-101  
Attachment 19– WAF 00021-200  
Attachment 20– WAF 00021-201  
Attachment 21– WAF 00031-300  
Attachment 22– WAF 00031-301  
Attachment 23– WAF 00041-400  
Attachment 24– WAF 00041- 401  
Attachment 25 – WAF 00041- 402  
Attachment 26 – WAF 00041-403  
Attachment 27– WAF 00051-502  
Attachment 28 – WAF 00051-503  
Attachment 29– WAF 00084-802  
Attachment 30– WAF 00084-803

**8.) CLIN 00001 Obligations are added as follows:**

WAF 0001-7C: Total is [REDACTED]  
This is to extend the period of performance.

Therefore, the Total CLIN 00001 Obligations shall be increased as follows:

[REDACTED]

As a result of the ceiling and obligations changes, CLIN 00001 has a ceiling of [REDACTED] a total obligation of [REDACTED] therefore [REDACTED] remains unfunded and available to fund under the CLIN 00001 ceiling.

**9.) CLIN 00011 Obligations are added as follows:**

WAF 00011-100: Total is [REDACTED]  
[REDACTED] \$4,720.74  
Requisition: R1-18-0011  
Accounting Code: 2018-X0200-FEEBASED-91-91D099-1004-51-J-145-252A-51-J-145-1004  
This is fully funded.

WAF 00011-101: Total is \$ [REDACTED] (LH)  
Fully funded at [REDACTED]  
Requisition: R1-18-0011  
Accounting Code: 2018-X0200-FEEBASED-91-91D099-1004-51-J-145-252A-51-J-145-1004  
This is fully funded.

Therefore, the Total CLIN 00011 Obligations shall be increased as follows:

[REDACTED]

As a result of the ceiling and obligations changes, CLIN 00011 has a ceiling of [REDACTED] and a total obligation of [REDACTED] therefore [REDACTED] remains unfunded and available to fund under the CLIN 00011 ceiling.

**10.) CLIN 00021 Obligations are added as follows:**

WAF 00021-200: Total is [REDACTED] (LH)  
No funding provided with this modification

WAF 00021-201: Total is [REDACTED] (LH)  
No funding provided with this modification

Therefore, the Total CLIN 00021 Obligations shall be increased as follows:

[REDACTED]

As a result of the ceiling and obligations changes, CLIN 00021 has a ceiling of [REDACTED] and a total obligation of \$0.00, therefore \$ [REDACTED] remains unfunded and available to fund under the CLIN 00021 ceiling.

**11.) CLIN 00031 Obligations are added as follows:**

WAF 00031-300: Total is [REDACTED] (FFP)  
Fully funded at [REDACTED]  
Requisition: R3-18-0038  
Accounting Code: 2018-X0200-FEEBASED-93-93D099-1004-51-J-145-2360-51-  
J-145-1004  
This is fully funded.

WAF 00031-301: Total is [REDACTED] (LH)  
Incrementally Funded at [REDACTED]  
Requisition: R3-18-0038  
Accounting Code: 2018-X0200-FEEBASED-93-93D099-1004-51-J-145-2360-51-  
J-145-1004

This is incrementally funded at \$1 [REDACTED]

Therefore, the Total CLIN 00031 Obligations shall be increased as follows:

[REDACTED]



As a result of the ceiling and obligations changes, CLIN 00031 has a ceiling of [REDACTED] a total obligation of \$ [REDACTED] therefore [REDACTED] remains unfunded and available to fund under the CLIN 00031 ceiling.

**12.) CLIN 00041 Obligations are added as follows:**

WAF 00041-400: Total is [REDACTED] (FFP)  
Fully funded at [REDACTED]  
Requisition: R4-18-0040  
Accounting Code: 2018-X0200-FEEBASED-94-94D099-94B994-6141-51-J-145-252A-51-J-145-6141  
This is fully funded.

WAF 00041-402: Total is [REDACTED]  
This is to extend the period of performance.

WAF 00041-403: Total is [REDACTED] (LH)  
Fully funded at [REDACTED]  
Requisition: R4-18-0042  
Accounting Code: 2018-X0200-FEEBASED-94-94D099-94B994-6141-51-J-145-252A-51-J-145-6141  
This is fully funded.

Therefore, the Total CLIN 00041 Obligations shall be increased as follows:

[REDACTED]

[REDACTED] result of the ceiling and obligations changes, CLIN 00041 has a ceiling of [REDACTED] and a total obligation of [REDACTED] therefore [REDACTED] remains unfunded and available to fund under the CLIN 00041 ceiling.

**13.) CLIN 00051 Obligations are added as follows:**

WAF 00051-502: Total is [REDACTED] (FFP)  
Fully funded at [REDACTED]  
Requisition: R4-18-0038  
Accounting Code: 2018-X0200-FEEBASED-94-94D099-6141-51-J-145-252A-51-J-145-6141

This is fully funded.

WAF 00051-503: Total is [REDACTED]0(LH)

Incrementally funded at [REDACTED]

Requisition: R4-18-0038

Accounting Code: 2018-X0200-FEEBASED-94-94D099-6141-51-J-145-252A-51-J-145-6141

This is incrementally funded at \$ [REDACTED]

Therefore, the Total CLIN 00051 Obligations shall be increased as follows:

[REDACTED]

As a result of the ceiling and obligations changes, CLIN 00051 has a ceiling of [REDACTED] a total obligation of [REDACTED] therefore [REDACTED] remains unfunded and available to fund under the CLIN 00051 ceiling.

**14.) CLIN 00084 Obligations are added as follows:**

WAF 00084-802: Total is [REDACTED] (FFP)

Fully funded at [REDACTED]

Accounting Code: 2018-X0200-FEEBASED-84-84D003-6093-11-N-156-252A-11-N-156-6093

This is fully funded.

WAF 00084-803: Total is [REDACTED]

Incrementally Funded at [REDACTED] (LH)

Requisition: OCHCO-18-0039

Accounting Code: 2018-X0200-FEEBASED-84-84D003-6093-11-N-156-252A-11-N-156-6093

This is incrementally funded at [REDACTED]

Incrementally Funded at [REDACTED] (FFP)

Requisition: OCHCO-18-0039

Accounting Code: 2018-X0200-FEEBASED-84-84D003-6093-11-N-156-252A-11-N-156-6093

This is incrementally funded at [REDACTED] r 2 increments.

Therefore, the Total CLIN 00084 Obligations shall be increased as follows:



As a result of the ceiling and obligations changes, CLIN 00084 has a ceiling of [REDACTED] a total obligation of [REDACTED] therefore [REDACTED] remains unfunded and available to fund under the CLIN 00084 ceiling.

**15.) The Task Order's Total Obligations have therefore been modified as:**



**16.) H.3 "Contracting Officer Representative Authority" is hereby revised to add Jill De La Garza as Contractor Officer Representative and Dan Hergenroder as Alternate Contractor Officer Representative for CLIN 00041 as follows:**

Contracting Officer Representative:

Name: Jill De La Garza

Telephone Number: [REDACTED]

Email: [Jill.Delagarza@nrc.gov](mailto:Jill.Delagarza@nrc.gov)

Alternate Contractor Officer Representative

Name: Dan Hergenroder

Telephone Number: [REDACTED]

Email: [Dan.Hergenroder@nrc.gov](mailto:Dan.Hergenroder@nrc.gov)

**17.) The CLIN structure is hereby revised to be as follows:**

Task Order	CLIN	Description
NRC-R1-91-14-T-0001	00001	REGION 1 LH
	00002	REGION I FFP
	00011	REGION I Programmatic and RIS
	00021	REGION II Programmatic and RIS
	00022	REGION II FFP
	00031	REGION III Programmatic and RIS

00032	REGION III FFP
00041	REGION IV Programmatic and RIS
00042	REGION IV FFP
00051	REGION IV IRC Programmatic and RIV IRC
00052	REGION IV IRC FFP
00084	TTC Programmatic and TTC
00085	TTC FFP

**18.) The Billing Instructions for Time and Materials/Labor Hour Type Contracts is hereby updated as follows:**

**BILLING INSTRUCTIONS FOR  
TIME-AND-MATERIALS/LABOR-HOUR TYPE CONTRACTS (AUG 2017)**

**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 the Invoice Processing Platform (IPP) system and for any liability resulting from the Government's reliance on inaccurate or incomplete SAM and/or IPP 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.

**Electronic Invoice/Voucher Submissions:** Invoices/vouchers shall be submitted electronically to the U.S. Nuclear Regulatory Commission (NRC) is through the Invoice Processing Platform (IPP) at [www.ipp.gov](http://www.ipp.gov).

**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 \(MD\) 11.1](#), NRC Acquisition of Supplies and Services.

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

**Frequency:** The contractor shall submit claims for reimbursement once each month, unless otherwise authorized by the Contracting Officer.

**Supporting Documentation:** Any supporting documentation required to substantiate the amount billed shall be included as an attachment to the invoice created in IPP. If the necessary supporting documentation is not included, the invoice will be rejected.

**Task Order Contracts:** The contractor must submit a separate invoice/voucher for each individual task order with detailed cost information included as Supporting Documentation. This includes all applicable cost elements and other items discussed in paragraphs (a) through (j) of the attached instructions.

**Billing of Costs after Expiration of Contract:** If costs are incurred during the contract period and claimed after the contract has expired, you must cite the period during which these costs were incurred. To be considered a proper expiration invoice/voucher, the contractor shall clearly mark it "EXPIRATION INVOICE" or "EXPIRATION VOUCHER".

Final invoices/vouchers shall be marked "FINAL INVOICE" or "FINAL VOUCHER".

**Currency:** Invoices/Vouchers must be expressed in U.S. Dollars.

**Supersession:** These instructions supersede previous Billing Instructions for Time-and-Materials/Labor-Hour Type Contracts (JAN 2015).

### ***Does my company need to register in IPP?***

If your company is currently registered in IPP and doing business with other Federal Agencies in IPP, you will not be required to re-register.

If your company is not currently registered in IPP, please note the following:

- You will be receiving an invitation to register for IPP from IPP Customer Support, [STLS.IPPHELPDESK@stls.frb.org](mailto:STLS.IPPHELPDESK@stls.frb.org).
- IPP Customer Support will send you two emails: the first email will contain the initial administrative IPP User ID and the second email, sent within 24 hours of receipt of the first email, will contain a temporary password.
- Please add the Customer Support email address ([STLS.IPPHELPDESK@stls.frb.org](mailto:STLS.IPPHELPDESK@stls.frb.org)) to your address book so you do not disregard these emails or mistake them for spam.
- During registration, one initial administrative user account will be created for your company and this user will be responsible for setting up all other user accounts including other administrators.
- Registration is complete when the initial administrative user logs into the IPP web site with the User ID and password provided by Treasury and accepts the rules of behavior.

### ***What type of is training provided?***

Vendor training materials, including a first time login tutorial, user guides, a [quick reference guide](#), and [frequently asked questions](#) are available on Treasury's IPP [website](#). **Individuals within your company responsible for submitting invoices should review these materials before work begins on the contract.**

***How do I receive assistance with IPP?***

Treasury's IPP Customer Support team provides vendor assistance related to the IPP application, and is also available to assist IPP users and to answer any questions related to accessing IPP or completing the registration process. IPP application support is also available via phone at (866) 973-3131, Monday through Friday from 8:00 am to 6:00 pm ET, and via email at [IPPCustomerSupport@fiscal.treasury.gov](mailto:IPPCustomerSupport@fiscal.treasury.gov).

Specific questions regarding your contract or task order should be directed to the appropriate NRC Contracting Officer.

**INVOICE/VOUCHER FOR PURCHASES AND SERVICES OTHER THAN PERSONAL  
(SAMPLE FORMAT – INVOICE ATTACHMENT)**

- a. 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.
- b. Labor Hours Expended. Provide a general summary description of the services performed and associated labor hours utilized during the invoice period. Specify the Contract Line Item Number (CLIN) or SubCLIN, as applicable, and information pertaining to the contract's labor categories/positions, and corresponding authorized hours.
- c. Property. For contractor acquired property, list each item with an initial acquisition cost of \$50,000 or more and provide: (1) an item description, (2) manufacturer, (3) model number, (4) serial number, (5) acquisition cost, (6) date of purchase, and (7) a copy of the purchasing document.
- d. Shipping. Insert weight and zone of shipment, if shipped by parcel post.
- e. Charges for freight or express shipments. Attach prepaid bill if shipped by freight or express.
- f. Instructions. Include instructions to consignee to notify the Contracting Officer of receipt of shipment.

g. Direct Costs. Insert the amount billed for the following cost elements, adjustments, suspensions, and total amounts, for both the current billing period and for the cumulative period (from contract inception to end date of this billing period).

1. Direct (Burdened) Labor. This consists of salaries and wages paid (or accrued) for direct performance of the contract itemized, including a burden (or load) for indirect costs (i.e., fringe, overhead, General and Administrative, as applicable), and profit component, as follows:

<u>Labor</u> <u>Category</u>	<u>Hours</u> <u>Billed</u>	<u>Burdened</u> <u>Hourly Rate</u>	<u>Total</u>	<u>Cumulative</u> <u>Hours Billed</u>
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2. Contractor-acquired property (\$50,000 or more). List each item costing \$50,000 or more and having a life expectancy of more than one year. List only those items of equipment for which reimbursement is requested. For each such item, list the following (as applicable): (a) an item description, (b) manufacturer, (c) model number, (d) serial number, (e) acquisition cost, (f) date of purchase, and (g) a copy of the purchasing document.
3. Contractor-acquired property (under \$50,000), Materials, and Supplies. These are equipment other than that described in (2) above, plus consumable materials and supplies. List by category. List items valued at \$1,000 or more separately. Provide the item number for each piece of equipment valued at \$1,000 or more.
4. Materials Handling Fee. Indirect costs allocated to direct materials in accordance the contractor's usual accounting procedures.
5. Consultant Fee. The supporting information must include the name, hourly or daily rate of the consultant, and reference the NRC approval (if not specifically approved in the original contract).
6. Travel. Total costs associated with each trip must be shown in the following format:

<u>Start Date</u>		<u>Destination</u>		<u>Costs</u>
From	To	From	To	\$

(Must include separate detailed costs for airfare, per diem, and other transportation expenses. All costs must be adequately supported by copies of receipts or other documentation.)

7. Subcontracts. Include separate detailed breakdown of all costs paid to approved subcontractors during the billing period.

- h. Total Amount Billed. Insert columns for total amounts for the current and cumulative periods.
- i. Adjustments. Insert columns for any adjustments, including outstanding suspensions for unsupported or unauthorized hours or costs, for the current and cumulative periods.
- j. Grand Totals.

**Sample Invoice/Voucher Information (to be included as an attachment)**

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

This invoice/voucher represents reimbursable costs for the billing period from \_\_\_\_ through

.

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

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

**SAMPLE SUPPORTING INFORMATION**



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

Cost Elements:

1) Direct Burdened Labor - \$4,800

<u>Labor Category</u>	<u>Hours Billed</u>	<u>Burdened Rate</u>	<u>Total</u>	<u>Cumulative Hours Billed</u>
Senior Engineer I	100	\$28.00	\$2,800	975
Engineer	50	\$20.00	\$1,000	465
Computer Analyst	100	\$10.00	\$1,000	320
			\$4,800	1,760 hrs.

*Burdened labor rates must come directly from the contract.*

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

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

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

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

4) Materials Handling Fee - \$40

(2% of \$2,000 in item #3)

5) Consultants' Fee - \$100

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

6) Travel - \$2,640

(i) Airfare: (2 Roundtrip trips for 1 person @ \$300 per r/t ticket)

<u>Start Date</u>	<u>End Date</u>	<u>Days</u>	<u>From</u>	<u>To</u>	<u>Cost</u>
4/1/2011	4/7/2011	7	Philadelphia, PA	Wash, D.C.	\$300
7/1/2011	7/8/2011	8	Philadelphia, PA	Wash, D.C.	\$300

(ii) Per Diem: \$136/day x 15 days = \$2,040

7) Subcontracting - \$30,000

Company A	= \$10,000
Company B	= <u>\$20,000</u>
	\$30,000

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

\$99,580
- <u>0</u>
\$99,580

**Definitions**

Material handling costs. When included as part of material costs, material handling costs shall include only costs clearly excluded from the labor-hour rate. Material handling costs may include all appropriate indirect costs allocated to direct materials in accordance with the contractor's usual accounting procedures.

**19.) The Billing Instructions for Fixed-Price Type Contracts is hereby updated as follows:**

**BILLING INSTRUCTIONS FOR FIXED-PRICE TYPE CONTRACTS (JULY 2017)**

**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 the Invoice Processing Platform (IPP) system and for any liability resulting from the Government's reliance on inaccurate or incomplete SAM and/or IPP 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.

**Electronic Invoice/Voucher Submissions:** Invoices/vouchers shall be submitted electronically to the U.S. Nuclear Regulatory Commission (NRC) is through the Invoice Processing Platform (IPP) at [www.ipp.gov](http://www.ipp.gov).

**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 \(MD\) 11.1](#), NRC Acquisition of Supplies and Services.

**Agency Payment Office:** Payment will 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.

**Supporting Documentation:** Any supporting documentation required to substantiate the amount billed shall be included as an attachment to the invoice created in IPP. If the necessary supporting documentation is not included, the invoice will be rejected.

**Task Order Contracts:** The contractor must submit a separate invoice/voucher for each individual task order with pricing information.

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 (JAN 2015).

***Does my company need to register in IPP?***

If your company is currently registered in IPP and doing business with other Federal Agencies in IPP, you will not be required to re-register.

If your company is not currently registered in IPP, please note the following:

- You will be receiving an invitation to register for IPP from IPP Customer Support, [STLS.IPPHELPDESK@stls.frb.org](mailto:STLS.IPPHELPDESK@stls.frb.org).
- IPP Customer Support will send you two emails: the first email will contain the initial administrative IPP User ID and the second email, sent within 24 hours of receipt of the first email, will contain a temporary password.
- Please add the Customer Support email address ([STLS.IPPHELPDESK@stls.frb.org](mailto:STLS.IPPHELPDESK@stls.frb.org)) to your address book so you do not disregard these emails or mistake them for spam.

- During registration, one initial administrative user account will be created for your company and this user will be responsible for setting up all other user accounts including other administrators.
- Registration is complete when the initial administrative user logs into the IPP web site with the User ID and password provided by Treasury and accepts the rules of behavior.

***What type of is training provided?***

Vendor training materials, including a first time login tutorial, user guides, a [quick reference guide](#), and [frequently asked questions](#) are available on Treasury's IPP [website](#). **Individuals within your company responsible for submitting invoices should review these materials before work begins on the contract.**

***How do I receive assistance with IPP?***

Treasury's IPP Customer Support team provides vendor assistance related to the IPP application, and is also available to assist IPP users and to answer any questions related to accessing IPP or completing the registration process. IPP application support is also available via phone at (866) 973-3131, Monday through Friday from 8:00 am to 6:00 pm ET, and via email at [IPPCustomerSupport@fiscal.treasury.gov](mailto:IPPCustomerSupport@fiscal.treasury.gov).

Specific questions regarding your contract or task order should be directed to the appropriate NRC Contracting Officer.

**20.) The Electronic Payment clause is hereby updated as follows:**

**ELECTRONIC PAYMENT (DEC 2017)**

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 Transfer-System for Award Management."

To receive payment, the contractor shall prepare invoices in accordance with NRC's Billing Instructions. Claims shall be submitted through the Invoice Processing Platform (IPP) (<https://www.ipp.gov/>). Back up documentation shall be included as required by the NRC's Billing Instructions.

(End of Clause)

*All other terms and conditions remain the same.*