

2. CONTRACT NO. NRC-HQ-7N-17-A-0003  
 3. AWARD/EFFECTIVE DATE  
 4. ORDER NUMBER: 31310018F0049  
 5. SOLICITATION NUMBER  
 6. SOLICITATION ISSUE DATE

7. FOR SOLICITATION INFORMATION CALL: MARK LOHRMANN  
 a. NAME: MARK LOHRMANN  
 b. TELEPHONE NUMBER (No collect calls): 301-415-7963  
 8. OFFER DUE DATE/LOCAL TIME

9. ISSUED BY: U.S. NRC - HQ  
 Acquisition Management Division  
 Mail Stop: TWFN-5E03  
 Washington DC 20555-0001  
 CODE: NRCHQ

10. THIS ACQUISITION IS:  
 SMALL BUSINESS  
 HUBZONE SMALL BUSINESS  
 SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS  
 UNRESTRICTED OR  
 SET ASIDE:  
 WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOMEN-OWNED SMALL BUSINESS PROGRAM  
 EDWOSB  
 8(A)  
 NAICS: 541219  
 SIZE STANDARD: \$20.5

11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED  
 SEE SCHEDULE  
 12. DISCOUNT TERMS: 30  
 13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700)  
  
 13b. RATING  
 14. METHOD OF SOLICITATION:  
 RFQ  IFB  RFP

15. DELIVER TO: Nuclear Regulatory Commission  
 Nuclear Regulatory Commission  
 Washington DC 20555-0001  
 CODE: NRCHQ

16. ADMINISTERED BY: U.S. NRC - HQ  
 Acquisition Management Division  
 Mail Stop: TWFN-5E03  
 Washington DC 20555-0001  
 CODE: NRCHQ

17a. CONTRACTOR/OFFEROR: DEVA & ASSOCIATES PC  
 Attn: Arun Deva  
 1901 RESEARCH BLVD STE 410  
 ROCKVILLE MD 208506120  
 CODE: 789017506  
 FACILITY CODE

18a. PAYMENT WILL BE MADE BY: U.S. Nuclear Regulatory Commission  
 Two White Flint North  
 11545 Rockville Pike  
 Mailstop T9-B07  
 NRCPayments@nrc.gov  
 Rockville MD 20852-2738  
 CODE: NRCPAYMENTS

TELEPHONE NO.

17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER  
 18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a UNLESS BLOCK BELOW IS CHECKED  SEE ADDENDUM

19. ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
	GSA Contract #: GS00F136CA Accounting and Financial Services-Reconciliation Support for the Division of the Controller.  Period of Performance: 06/01/2018 to 05/31/2019  Attachment 1 - Billing instructions Attachment 2 - SOW - Call Order FY18  (Use Reverse and/or Attach Additional Sheets as Necessary)				

25. ACCOUNTING AND APPROPRIATION DATA  
 26. TOTAL AWARD AMOUNT (For Govt. Use Only): \$196,850.76

27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1, 52.212-4, FAR 52.212-3 AND 52.212-5 ARE ATTACHED. ADDENDA  ARE  ARE NOT ATTACHED.  
 27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4, FAR 52.212-5 IS ATTACHED. ADDENDA  ARE  ARE NOT ATTACHED.

28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN 1 COPIES TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED.  
 29. AWARD OF CONTRACT: REF. OFFER DATED YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS.

30a. SIGNATURE OF OFFEROR/CONTRACTOR  
 31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER)

30b. NAME AND TITLE OF SIGNER (Type or print): George D. Tzamaras, Managing Director  
 30c. DATE SIGNED: 05/18/2018  
 31b. NAME OF CONTRACTING OFFICER (Type or print): MARK S. LOHRMANN  
 31c. DATE SIGNED: 5/18/2018

19. ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT

32a. QUANTITY IN COLUMN 21 HAS BEEN

RECEIVED     INSPECTED     ACCEPTED, AND CONFORMS TO THE CONTRACT, EXCEPT AS NOTED: \_\_\_\_\_

32b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE	32c. DATE	32d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE
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32e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE	32f. TELEPHONE NUMBER OF AUTHORIZED GOVERNMENT REPRESENTATIVE
	32g. E-MAIL OF AUTHORIZED GOVERNMENT REPRESENTATIVE

33. SHIP NUMBER  <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	34. VOUCHER NUMBER	35. AMOUNT VERIFIED CORRECT FOR	36. PAYMENT  <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	37. CHECK NUMBER
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38. S/R ACCOUNT NUMBER	39. S/R VOUCHER NUMBER	40. PAID BY
------------------------	------------------------	-------------

41a. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT	42a. RECEIVED BY ( <i>Print</i> )
41b. SIGNATURE AND TITLE OF CERTIFYING OFFICER	41c. DATE
	42b. RECEIVED AT ( <i>Location</i> )
	42c. DATE REC'D ( <i>YY/MM/DD</i> )
	42d. TOTAL CONTAINERS

**1. FSS-BPA TERMS AND CONDITIONS**

This order is subject to the terms referenced in BPA NRC-HQ-7N-17-A-0003 and the General Services Administration (GSA) Federal Supply Schedule Contract # GS-00F-136CA.

**2. PRICE SCHEDULE**

BPA labor category	Estimated Hours	Labor Rates	Estimated Total
Partner I Project Director	█	█	█
Sr. Accountant (Amit Deva)	█	█	█
Sr. Accountant (Kaela Allan)	█	█	█
Totals	█		\$196,850.76

**3. CONSIDERATION AND OBLIGATION-TIME-AND-MATERIALS  
CONTRACT (AUG 2011)**

(a) The ceiling price to the Government for full performance under this BPA Call Order is \$196,850.76.

(b) This call order includes direct labor hours at specified fixed hourly rates, inclusive of wages, fringe, overhead, general and administrative expenses, and profit.

(c) The amount presently obligated by the Government with respect to this call order is \$170,510.76.

(d) It is estimated that the amount currently obligated will cover performance through March 31, 2019.

(e) This is an incrementally-funded contract and FAR 52.232-22 - "Limitation of Funds" applies.

**4. TASK/DELIVERY ORDER PERIOD OF PERFORMANCE (AUG 2011)**

This order shall commence on 6/01/2018 and will expire on 5/31/2019.

**5. WHISTLEBLOWER PROTECTION FOR NRC CONTRACTOR AND SUBCONTRACTOR EMPLOYEES (AUG 2011)**

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.

**6. AUTHORITY TO USE GOVERNMENT PROVIDED SPACE AT NRC HEADQUARTERS (SEP 2013)**

Prior to occupying any Government provided space at NRC Headquarters in Rockville Maryland, the Contractor shall obtain written authorization to occupy specifically designated government space, via the NRC Contracting Officer's Representative (COR), from the Chief, Space Design Branch, Office of Administration. Failure to obtain this prior authorization can result in one, or a combination, of the following remedies as deemed appropriate by the Contracting Officer.

(1) Rental charge for the space occupied will be deducted from the invoice amount due the Contractor

(2) Removal from the space occupied

(3) Contract Termination

**7. 2052.215-70 KEY PERSONNEL (JAN 1993)**

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

Partner I Project Director: George Tzamaras  
Sr. Accountant: Amit Deva  
Sr. Accountant: Kaela Allan

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.

#### **8. 52.217-8 OPTION TO EXTEND SERVICES (NOV 1999)**

The Government may require continued performance of any services within the limits and at the rates specified in the contract. These rates may be adjusted only as a result of revisions to prevailing labor rates provided by the Secretary of Labor. The option provision may be exercised more than once, but the total extension of performance hereunder shall not exceed 6 months. The Contracting Officer may exercise the option by written notice to the Contractor within 30 days prior to the expiration date.

#### **9. 52.232-19 AVAILABILITY OF FUNDS FOR THE NEXT FISCAL YEAR (APR 1984)**

Funds are not presently available for performance under this contract beyond September 30, 2016. The Government's obligation for performance of this contract beyond that date is contingent upon the availability of appropriated funds from which payment for contract purposes can be made. No legal liability on the part of the Government for any payment may arise for performance under this contract beyond September 30, 2016, until funds are made available to the Contracting Officer for performance and until the Contractor receives notice of availability, to be confirmed in writing by the Contracting Officer.

#### **10. OPTION PERIODS - TASK ORDER/DELIVERY ORDER UNDER A GSA FEDERAL SUPPLY SCHEDULE CONTRACT (AUG 2011)**

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.

## **11. GREEN PURCHASING (JUN 2011)**

a. In furtherance of the sustainable acquisition goals of Executive Order 13514, "Federal Leadership in Environmental, Energy, and Economic Performance" products and services provided 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, contain recycled content, or are non-toxic or less toxic alternatives, where such products and services meet agency performance requirements.  
<http://www.fedcenter.gov/programs/eo13514/>

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

## **12. CONTRACTING OFFICER'S REPRESENTATIVE AUTHORITY**

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

Name: Susan Jones  
Address: US NRC, Mail Stop: T9 E2, Washington DC 20555 Email:  
[susan.jones@nrc.gov](mailto:susan.jones@nrc.gov)  
Telephone Number: 301-415-6072

(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.

**BPA NO. NRC-HQ-7N-17-A-0003**  
**CALL ORDER NO. 31310018F0048**  
**ADDITIONAL TERMS AND CONDITIONS**

7 of 8

- (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.

### **13. NRCH490 AWARD NOTIFICATION AND COMMITMENT OF PUBLIC FUNDS**

(a) All offerors will receive preaward and postaward notices in accordance with FAR 15.503.

(b) It is also brought to your attention that the contracting officer is the only individual who can legally obligate funds or commit the NRC to the expenditure of public funds in connection with this procurement. This means that unless provided in a contract document or specifically authorized by the contracting officer, NRC technical personnel may not issue contract modifications, give formal contractual commitments, or otherwise bind, commit, or obligate the NRC contractually. Informal unauthorized commitments, which do not obligate the NRC and do not entitle the contractor to payment, may include:

- (1) Encouraging a potential contractor to incur costs prior to receiving a contract;
- (2) Requesting or requiring a contractor to make changes under a contract without formal contract modifications;
- (3) Encouraging a contractor to incur costs under a cost-reimbursable contract in excess of those costs contractually allowable; and
- (4) Committing the Government to a course of action with regard to a potential contract, contract change, claim, or dispute.



Version Control Date: August 16, 2017

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**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) 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.

Version Control Date: August 16, 2017

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

**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**

Version Control Date: August 16, 2017

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

**(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 Category</u>	<u>Hours Billed</u>	<u>Burdened Hourly Rate</u>	<u>Total</u>	<u>Cumulative 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

Version Control Date: August 16, 2017

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

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.

Version Control Date: August 16, 2017

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

**3. 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)</b>	<b><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>(b)</b>	<b>Total Amount Billed</b>	\$ _____	\$ _____
<b>(c)</b>	<b>Adjustments (+/-)</b>	\$ _____	\$ _____
<b>(d)</b>	<b>Grand Total</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



Version Control Date: August 16, 2017

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

**4. 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.

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**BPA NRC-HQ-7N-17-A-0003 Call Order # 31310018F0049**

**STATEMENT OF WORK (SOW)**

**(Level-of-Effort)**

<b>Project Title :</b>	<i>Accounting and Financial Services-Reconciliation Support for the Division of the Controller</i>
<b>NRC Issuing Office :</b>	<i>OCFO</i>
<b>Period of Performance :</b>	<i>June 1, 2018 – May 31, 2019</i>
<b>Job Code/Cost Center:</b>	<i>L1965</i>

**Type of Competition:**

Single award base BPA NRC-HQ-7N-17-A-0003 was competed, this call order # 31310018F0048 falls under this BPA base and thus was not competed.

**Type of Contract/Order:**

Labor Hour BPA Call Order

**Contracting Officer's Representative (COR):**

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**Government-Furnished Property**

None

--- End of Executive Summary ---

**DESCRIPTION/SPECIFICATIONS/WORK STATEMENT**

**(Level-of-Effort)**

**Contents**

- C.1 Title of Project
- C.2 Background
- C.3 Objective
- C.4 Scope of Work/Tasks
- C.5 Estimated Labor Categories, Key Personnel and Levels of Effort
- C.6 Certification and License Requirements
- C.7 Reporting Requirements
  - Monthly Letter Status Report (MLSR)
- C.8 List of Deliverables
- C.9 Required Materials/Facilities
- C.10 Release of Publications
- C.11 Place of Performance
- C.12 Recognized Holidays C.13
- Hours of Operation
- C.14 Contractor Travel
- C.15 Data Rights
- C.16 Section 508 – Electronic and Information Technology Standards
- C.17 Applicable Publications (Current Editions)

**DESCRIPTION/SPECIFICATIONS/WORK STATEMENT**

**(Level-of-Effort)**

**C.1 Title of Project**

Reconciliation Support and Biennial Fee Review Support for the Division of the Controller

## **C.2 Background**

It is the policy of the U.S. Nuclear Regulatory Commission to maintain its system of accounting and internal control in accordance with accounting principles and standards set forth in the Statements of Federal Financial Accounting Standards promulgated by the Federal Accounting Standards Advisory Board (FASAB) and to comply with the Budget and Accounting Procedures Act of 1950, as amended; the Federal Managers' Financial Integrity Act of 1982; the Chief Financial Officers Act of 1990; the Federal Financial Management Improvement Act of 1996; the Prompt Payment Act of 1999; and the requirements of other Federal statutes and Government regulations.

Additionally, the Chief Financial Officers (CFO) Act of 1990 of 1990 requires the NRC Office of the Chief Financial Officer (OCFO) to perform biennial reviews of fees and other charges imposed "for services and things of value it provides and makes recommendations on revising charges to reflect costs incurred by the NRC for providing those services and things of value" (31 U.S.C. 902(a) (8)). Accordingly, on a biennial basis, the NRC is required to review the charges assessed for the following fees;

- Administrative charges assessed on delinquent debt,
- Orders, second notices, installment licenses, revocation of outstanding debt; performed as part of the administrative charge review,
- Indemnity fees,
- Freedom of Information Act (FOIA) requests,
- Administrative public use of the NRC auditorium,
- Daily and monthly use of the White Flint office complex parking garage,
- Criminal History Program (CHP),
- Information Access Authorization Program (IAAP),
- Materials Authorization Access Program (MAAP),
- Navy Porting Reviews,
- Small materials program, flat fees, and

International Programs Material Licenses, Import/Export licenses

## **C.3 Objective**

The objective of this task order is to obtain reconciliation support for NRC's Division of the Controller (DOC), Office of the Chief Financial Officer. The DOC is responsible for authorizing all non-payroll payments and recording such payments in the agency accounting system; managing the administrative control of funds of the NRC Central Allowance which includes all agency salaries and benefits (except for the Office of the Inspector General), Contractor support

for 15 headquarters offices, and travel funds for all headquarters office (except for the Office of the Inspector General), and compiling the Agency's quarterly financial statements.

The DOC requires Contractor support to perform reconciliation activities for these functional areas. Contractor shall research and clear rejected items in the general ledger, clear suspense items, review vendor table data and/or perform related tasks. The contractor shall take complete responsibility for completion of all NRC assigned tasks, working independently with little to no assistance, while also, upon request, provide high level analysis, understanding, and insightful reporting of all their NRC performed tasks. These analytical reporting tasks may include, but are not limited to: detailed analysis and reconciliation of complex accounts, leasehold improvement and internal use software tracking and analysis, tracking and reconciling reimbursable orders and cash reporting.

Activities may include actions for any reconciliation area listed below.

Related areas may include clearing transactions for travel, commitments/obligations, contract closeout and other GL or suspense items for which issues have arisen, to ensure reconciliation of transactions is complete.

Additionally, the OCFO is required to perform a review of its fees program on a biennial basis to ensure continued compliance with applicable laws and regulations and to ensure appropriate charges are assessed based on actual costs incurred to administer the fees. The objective of this task order is to obtain professional accounting support and assistance to the NRC Office of the Chief Financial Officer (OCFO). The Contractor shall provide support to the OCFO to perform biennial fee reviews to include project planning, initial discovery, data collection and analysis, assessment of compliance with laws and regulations, recommendations for changes to fee charges assessed, and final report development

#### **C.4 Scope of Work/Tasks**

The Contractor shall perform account reconciliations and cost analysis for the DOC, including recommending specific actions to be taken by NRC to correct any issues that arise during the course of the reconciliations and analyses. The Contractor shall provide qualified personnel to perform the following tasks:

**C.4.1** Reconcile spreadsheets, contract files, accounting reports and various other accounting records as assigned by the COR. The reconciliations shall be completed within 10 business days of the close of the accounting period unless a later date is designated by the COR based on the length or level of detail of the assignment. The deliverable shall be the workpapers clearly showing the completed reconciliation(s). The Contractor shall perform some or all of the following reconciliations:

#### **C.4.1.1 Depreciable Equipment Reconciliation**

The Contractor shall determine the value of all NRC depreciable equipment by direct review and analysis of payment documents and maintain detailed accounting data (e.g., contract invoices, receiving reports) sufficient for support of the general ledger property account balances. The Contractor shall prepare adjustments to the general ledger property accounts as necessary and reconcile the ledger with the NRC's Space and Property Management System (SPMS) inventory. The Contractor shall develop a depreciation schedule reflecting the amounts to be charged monthly for each piece of depreciable equipment. Following the close of each month, the Contractor shall provide to the COR: (a) a list of discrepancies identified between SPMS and the detailed accounting property system; (b) a list of adjustments for the general ledger and for SPMS; (c) a summary of the effect on the general ledger account balances; (i.e., adjustments, ending balance) and, (d) an analysis of chronic problems and recommended solutions. Following the close of each quarter, the Contractor shall provide a detailed depreciable equipment inventory listing including the current period depreciation schedule.

#### **C.4.1.2 ADP Software Reconciliation**

The Contractor shall determine the value of all NRC Automated Data Processing (ADP) contractor-developed and off-the-shelf software by direct review and analysis of payment documents (invoices) and maintain detailed accounting data sufficient to support the general ledger ADP capitalized software account balances and the associated monthly amortization expense. Following the close of each month, the Contractor shall provide to the COR: (a) a list of adjustments to the general ledger ADP property accounts as necessary; (b) a summary of the effect on the general ledger account balances; and, (c) an analysis of chronic problems and recommended solutions. Following the close of each quarter, the Contractor shall provide a detailed financial ADP software inventory listing including the current period amortization schedule for each piece of depreciable software. The Contractor shall review the annual survey of ADP software projects in development or production to ensure that all projects are properly recorded in the NRC's accounting system.

#### **C.4.1.3 Leasehold Reconciliation**

The Contractor shall determine the value of leasehold improvements by direct review and analysis of payment documents and maintain detailed accounting data sufficient for support of the general ledger capitalized leasehold improvement account balances and the associated monthly amortization expense. Following the close of each month, the Contractor shall provide to the COR: (a) a list of adjustments to the general ledger leasehold improvement accounts as necessary; (b) a summary of the effect on the general ledger account balances; and, (c) an analysis of chronic problems and recommended solutions. Following the close of each quarter, the Contractor shall provide a

detailed financial leasehold improvement inventory including the current period amortization schedule for each leasehold improvement.

**C.4.1.4 Payroll Reconciliation**

The Contractor shall review all NRC payroll data for each pay period maintained in the payroll system and reconcile with the payroll recorded in the general ledger by account and object class. Following the close of each month, the Contractor shall provide to the COR: (a) a list of adjustments to the general ledger; (b) a summary of the effect on the general ledger account balances; and (c) an analysis of chronic problems and recommended solutions.

**C.4.1.5 Cash Reconciliation**

The Contractor shall review the cash reconciliation report each month to assure accuracy, timeliness, and completeness. Following the close of each month, the Contractor shall provide a summary of any discrepancies encountered and suggested corrective action to the COR, as necessary.

**C.4.1.6 Deposit Clearing Account Reconciliation**

The Contractor shall review the deposit and clearing account reconciliation each month to ensure accuracy, timeliness and completeness. Following the close of each month, the Contractor shall provide a summary of any discrepancies encountered and suggested corrective action to the COR, as necessary.

**C.4.1.7 General Account Reconciliation**

The Contractor shall perform general review and oversight of all general ledger accounts to ensure accuracy. In addition to the accounts specifically outlined above, the Contractor may be required to perform monthly reviews of other general ledger accounts containing material account balances. The review shall be thorough in nature to ensure that year-end compilation work papers can be completed without major adjustments.

**C.4.1.8 Adjustment Processing**

The Contractor shall assist NRC with processing journal entries in the agency core accounting system for the following; Journal voucher adjustments, recurring standard vouchers for accruals, property adjustments, reimbursable carryover adjustments, and annual close entries. All entries will be reviewed and approved by an NRC or manager.

**C.4.2** Research and clear rejected items in the general ledger, clear suspense items, and perform related tasks. This assignment shall be monitoring and maintaining the accounting system suspense/reject file. Corrections shall be made within 7 business days of the assignment. The deliverable shall be the workpapers clearly showing the completed reconciliation.

**C.4.3** Analyze the effects of any issues the COR identified in the reconciliation/items clearance. Recommend corrective actions to NRC, if necessary. Provide recommendation to the COR within 5 business days of completing the analysis. The deliverable shall be the completed workpapers detailing the disposition of clearance and/or reconciliation.

**C.4.4** Analyze workflow and processes to determine the most efficient approach and prepare business case, alternatives and/or cost-benefit analyses including available options, level of effort, resource requirements, and recommendations. The analyses shall be completed within 4 to 6 weeks from the assignment, as determined by the COR. The deliverable shall be a completed analysis addressing the above items, as applicable.

**C.4.5** Perform various reviews to include, but not limited to the following: Biennial review of administrative charges; review of recoverable charges and appropriate fee charges for security clearance costs; and assessment of internal controls for fee quarterly billing processing. These reviews may result in recommendations for improvements to internal controls and/or systems.

NRC will furnish access to systems and personnel necessary for the completion of these tasks.

**C.5 Estimated Labor Categories, Key Personnel and Levels of Effort**

**Labor Categories, Requirements and Key Personnel.** Personnel working under this task order shall meet the minimum requirements for experience and education, as follows

<b>Labor Category</b>	<b>Position Minimum Requirements</b>	<b>Key Personnel* (yes or no)</b>
<i>Partner</i>	The Partner shall possess a four-year degree in Accounting and be a Certified Public Accountant. The Partner shall have ten years of experience in Accounting, of which five years shall have been gained in Federal Government Accounting, and shall include preparation of Federal Financial Statements.	Yes
<i>Senior Accountant</i>	The Senior Accountant shall possess a four-year degree in Accounting. The Senior Accountant shall have five years of experience in Accounting, of which two years shall have been gained in Federal Government Accounting, and shall include preparation of Federal Financial Statements.	Yes

The level of effort is estimated at 2199 hours, including 24 Partner hours, 175 Senior Accountant hours and 2000 Sr. Accountant hours.

**C.6 Certification and License Requirements**

The contractor is responsible for ensuring that its employees assigned to this Government contract/order possess and maintain the following professional certifications and/or licenses:

1. The partner must be a Certified Public Accountant

**C.7 Reporting Requirements**

The contractor shall provide a Monthly Letter Status Report for this order.

**C.8 List of Deliverables**

Account Reconciliation	Within 10 business days after the close of the monthly accounting period
Biennial Review of Fees report	Within 10 business days after the conclusion of the fieldwork.

**C.9 Required Materials/Facilities**

N/A

**C.10 Release of Publications**

Any documents generated by the contractor under this contract/order shall not be released for publication or dissemination without CO and COR prior written approval.

**C.11 Place of Performance**

The work to be performed under this contract/order will be primarily performed at NRC Headquarters, 11545 Rockville Pike, Rockville, MD.

**C.12 Recognized Holidays**

New Year's Day	Labor Day
Martin Luther King Jr.'s Birthday	Columbus Day
President's Day	Veteran's Day
Memorial Day	Thanksgiving Day
Independence Day	Christmas Day

**C.13 Hours of Operation**

The contractor shall provide required support Monday through Friday during the core hours of 7am to 3pm except Federal holidays or when the Government facility is closed due to local or national emergencies, administrative closings, or similar Government directed facility closings

**C.14 Contractor Travel**

No travel required.

**C.15 Data Rights**

The NRC shall have unlimited rights to and ownership of all deliverables provided under this contract/order, including reports, recommendations, briefings, work plans and all other deliverables. All documents and materials, to include the source codes of any software, produced under this contract/order are the property of the Government with all rights and privileges of ownership/copyright belonging exclusively to the Government. These documents and materials may not be used or sold by the contractor without prior written authorization from the CO. All materials supplied to the Government shall be the sole property of the Government and may not be used for any other purpose. This right does not abrogate any other Government rights.

**C.16 Section 508 – Electronic and Information Technology Standards**

N/A

**C.17 Applicable Publications (Current Editions)**

N/A