

SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS <i>OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, & 30</i>				1. REQUISITION NUMBER		PAGE OF 1 10	
2. CONTRACT NO. GS36FGA001		3. AWARD/ EFFECTIVE DATE	4. ORDER NUMBER 31310018F0089		5. SOLICITATION NUMBER 31310018Q0037		6. SOLICITATION ISSUE DATE 05/02/2018
7. FOR SOLICITATION INFORMATION CALL		a. NAME ASHLEE DAY			b. TELEPHONE NUMBER (No collect calls) 301-415-0033		8. OFFER DUE DATE/LOCAL TIME
9. ISSUED BY US NRC - HQ ACQUISITION MANAGEMENT DIVISION MAIL STOP TWFN-07B20M WASHINGTON DC 20555-0001			CODE NRCHQ	10. THIS ACQUISITION IS <input checked="" type="checkbox"/> UNRESTRICTED OR <input type="checkbox"/> SET ASIDE: % FOR: <input type="checkbox"/> SMALL BUSINESS <input type="checkbox"/> HUBZONE SMALL BUSINESS <input type="checkbox"/> SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS <input type="checkbox"/> WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOMEN-OWNED SMALL BUSINESS PROGRAM <input type="checkbox"/> EDWOSB <input type="checkbox"/> 8(A) NAICS: 522110 SIZE STANDARD: \$550			
11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED <input type="checkbox"/> SEE SCHEDULE		12. DISCOUNT TERMS		<input type="checkbox"/> 13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700)		13b. RATING	
15. DELIVER TO			CODE	16. ADMINISTERED BY US NRC - HQ ACQUISITION MANAGEMENT DIVISION MAIL STOP TWFN-07B20M WASHINGTON DC 20555-0001		CODE NRCHQ	
17a. CONTRACTOR/ OFFEROR		CODE 006213482	FACILITY CODE	18a. PAYMENT WILL BE MADE BY FISCAL ACCOUNTING PROGRAM ADMIN TRAINING GROUP AVERY STREET A3-G BUREAU OF THE FISCAL SERVICE PO BOX 1328 PARKERSBURG WV 26106-1328		CODE NRCPAYMENTS	
US BANCORP ATTN PATRICIA ACOSTA US BANK GOVERNMENT SERVICES 1025 CONNECTICUT AVE NW SUITE 510 WASHINGTON DC 200365422							
TELEPHONE NO. 2022610806							
<input type="checkbox"/> 17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER				<input type="checkbox"/> 18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a UNLESS BLOCK BELOW IS CHECKED <input type="checkbox"/> SEE ADDENDUM			
19. ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES			21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
	GSA SmartPay3 Standard Task Order for Purchase Card, Travel Card, and Fleet Card Services Period of Performance: 07/09/2018 to 11/29/2022 The obligated amount of award: \$0.00. The total for this award is shown in box 26. <i>(Use Reverse and/or Attach Additional Sheets as Necessary)</i>						
25. ACCOUNTING AND APPROPRIATION DATA See schedule						26. TOTAL AWARD AMOUNT (For Govt. Use Only) \$0.00	
<input type="checkbox"/> 27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1, 52.212-4, FAR 52.212-3 AND 52.212-5 ARE ATTACHED. ADDENDA						<input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED.	
<input type="checkbox"/> 27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4. FAR 52.212-5 IS ATTACHED. ADDENDA						<input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED.	
<input type="checkbox"/> 28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN 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.					<input type="checkbox"/> 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)			30c. DATE SIGNED	31b. NAME OF CONTRACTING OFFICER (Type or print) ASHLEE DAY		31c. DATE SIGNED 07/11/2018	

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

PURCHASE CARD, TRAVEL CARD, AND FLEET CARD SERVICES

1. **SERVICES REQUIRED:** Purchase Card, Travel Card, and Fleet Card services as specified in the SmartPay 3 Master Contract No. GS-36F-GA001, with exceptions to the “defaults” as specified in section 7, Standard Task Order Requirements.
2. **ACTIVITIES AUTHORIZED TO ISSUE ORDERS AGAINST THE TASK ORDER:** The following activities are authorized to issue orders against this task order.

U.S. Nuclear Regulatory Commission (NRC), Office of Administration, Acquisition Management Division

3. **PERIOD OF PERFORMANCE:** As specified by each authorized user. The period of performance for this task order is:

Base Period:

Transitional Period: July 11, 2018 – November 29, 2018

Transactional Period: November 30, 2018 – November 29, 2022

Option Period 1: November 30, 2022 – November 29, 2025

Option Period 2: November 30, 2025 – November 29, 2028

Option Period 3: November 30, 2028 – November 29, 2031

4. **NRC TRANSACTION HISTORY:** As shown in the tables below.

Spend History				
Type	Period	Accounts	Transactions	Amount
Purchase Card	FY 14			
Purchase Card	FY 15			
Purchase Card	FY 16			
Purchase Card	FY 17 (est.)			
Travel Card (CBA)	FY 14			
Travel Card (CBA)	FY 15			
Travel Card (CBA)	FY 16			
Travel Card (CBA)	FY 17 (est.)			
Travel Card (IBA)	FY 14			
Travel Card (IBA)	FY 15			
Travel Card (IBA)	FY 16			
Travel Card (IBA)	FY 17 (est.)			
Fleet Card	FY 14			
Fleet Card	FY 15			
Fleet Card	FY 16			
Fleet Card	FY 17 (est.)			

Payment History				
Type	Period	Write-Offs	Delinquencies (%)	Avg. Days to Pay
Purchase Card	FY 14			
Purchase Card	FY 15			
Purchase Card	FY 16			
Purchase Card	FY 17 (est.)			
Travel Card (CBA)	FY 14			
Travel Card (CBA)	FY 15			
Travel Card (CBA)	FY 16			
Travel Card (CBA)	FY 17 (est.)			
Travel Card (IBA)	FY 14			
Travel Card (IBA)	FY 15			
Travel Card (IBA)	FY 16			
Travel Card (IBA)	FY 17 (est.)			
Fleet Card	FY 14			
Fleet Card	FY 15			
Fleet Card	FY 16			
Fleet Card	FY 17 (est.)			

5. **AGENCY/ORGANIZATION PROGRAM COORDINATORS (A/OPCs):** For all matters relating to this task order, please contact:

Purchase: Karen Chapman, Tel: (301) 415-8111
E-mail: Karen.Chapman@nrc.gov

Travel: Raji Thaivalappil, Tel: (301) 415-7859
E-mail: Raji.Thaiivalappil@nrc.gov

Fleet: Carol Greenwood, Tel: (301) 415-1980
E-mail: Carol.Greenwood@nrc.gov

6. **AGENCY ORGANIZATIONAL STRUCTURE:** NRC is headquartered in Rockville, MD, and has four (4) regional locations and a Technical Training Center located within the continental United States. All A/OPCs are located in NRC's Headquarters.
7. **STANDARD TASK ORDER REQUIREMENTS:** NRC requires variances from the Master Contract "defaults" as specified below (see a-j).

a. Card Design and Embossing (C.3.2)

Regular Cards: Purchase and travel cards shall be embossed with the appropriate account number, expiration date, account name, and "US NRC" shall be embossed on the front of the card under the account name. Less than 100 generic cards will be required for individual travelers. The generic cards will not have the U.S. Government seal printed on them. The fleet cards shall be embossed with the appropriate account number, expiration date, vehicle license number, and "US NRC" shall be embossed on the front of the card under the vehicle license number.

b. Establishing and Maintaining Accounts (C.3.3)

The Contractor shall have a post-award meeting with NRC to discuss program account implementation procedures.

The Contractor shall set up accounts; provide authorization controls; establish centrally and individually billed accounts; provide randomly generated account numbers; and establish a specified expiration date. In addition to providing electronic program forms, the Contractor shall provide the option for paper based program forms.

The Contractor shall mail all purchase, travel Centrally Billed Account (CBA) cards, and fleet cards to the Agency Program Coordinator's office address and shall mail convenience checks to the account holder's office address using the U.S. Postal Service or if expedited delivery is required, express delivery. All methods of delivery shall provide tracking information. For travel Individually Billed Account (IBA) cards, the Contractor shall mail all cards to the cardholder's home/personal address using the U.S. Postal Service or if expedited delivery is required, express delivery. All methods of delivery shall provide tracking information. Addresses will be provided by NRC with the master file data after task order award.

c. Invoicing/Billing/Payment (C.3.3.7)

For purchase cards, the Contractor shall submit a statement of account to cardholders and approving officials.

For travel cards, the Contractor shall allow cardholders the capability to pay IBA's over the phone, via mail, or online.

For fleet cards, the Contractor shall submit a monthly invoice to approving officials.

NRC requires Electronic Commerce/Electronic Data Interchange (EC/EDI) invoices for CBA's. Daily invoicing is required for the purchase card. For travel cards, bi-weekly invoicing is required for CBAs and monthly invoicing for IBA accounts.

If directed by the NRC, cancelled IBA account balances on the travel card may be referred to outside collection agencies.

d. Electronic Access System (C.7.1)

NRC requires single sign-on capability.

As stated in the Master Contract, NRC, working with GSA, will require that the Contractor's system is certified prior to the start of transaction processing to ensure that the system is properly integrated with NRC's systems and all set-up activities have been completed.

NRC requires the capability to create ad hoc reports in a spreadsheet format.

e. Data (C.7.2)

The Contractor's system must interface with the NRC core accounting system, which is currently CGI Federal's Momentum v7.4.1 or latest version. Additionally, the Contractor's system must interface with CONCURGOV (see <https://cge.concursolutions.com/default2.asp>). The COR will provide CONCURGOV specifications to the Contractor after task order award.

The Contractor shall provide program and transaction data in a standard flat file format (e.g., ASCII format) to comply with NRC's requirements.

The Contractor shall provide access to all data to the NRC A/OPCs; cardholders shall only have access to their account information.

f. Reporting (C.7.3)

The Contractor shall provide access to all reports specified in the Master Contract.

Reports should be provided at the frequencies and to the individuals/groups specified in the table below. All reports should be available through the Electronic Access System (EAS) via secure electronic transfer and/or email upon request.

Report	Frequency	Deliver To
Invoice	Monthly (& refer to 7.c.)	Designated Billing Office (DBO) and all A/OPCs
Transaction Dispute	Monthly	All A/OPCs
Pre-Suspension/ Pre Cancellation Report	Monthly	All A/OPCs
Suspension/ Cancellation Report	Monthly	All A/OPCs
Renewal Report	Monthly	All A/OPCs
Delinquency Report	Monthly	DBO and all A/OPCs
Fraud Analytics Report	Monthly	All A/OPCs
Detailed Electronic Transaction File	Monthly	DBO and all A/OPCs
OMB Report	Quarterly	All A/OPCs
Approving Official List/ Span of Control Report	Quarterly	All A/OPCs
Refund Detail Report	Quarterly	All A/OPCs

g. Communications (C.4.3)

The Contractor shall conduct an in-person meeting annually with the NRC's A/OPCs located in Rockville, MD. Statement inserts may be required on an ad hoc basis to communicate important changes or events throughout the life of the task order. NRC will notify the Contractor of any needed statement messaging as required.

The Contractor shall provide a .pdf version of the quarterly newsletter to all A/OPCs via email.

h. Training (C.4.2)

The Contractor shall provide electronic and paper cardholder/user guides to each A/OPC. The A/OPC, DBO, and Transaction Dispute guides shall be provided electronically and up to 25 hard copies shall be provided as requested by NRC. The Contractor shall develop separate cardholder and A/OPC guides specific to each business line (i.e., purchase, travel, and fleet). The Contractor shall provide electronic versions of all guides in .pdf or Microsoft Word format to be posted on NRC's intranet.

i. Transition (C.2.2)

NRC estimates that it will require the following number of cards/accounts for each business line at the start of the task order.

Business Line	Existing	Additional	Estimated Total
Purchase Card	67	8	75
Travel Card (CBA)	5	0	5
Travel Card (IBA)	2,156	344	2,500
Fleet Card	4	0	4

NRC will facilitate the transfer of master file data from the existing SP2 Contractor to the selected SP3 Contractor during the transitional period (i.e., after task order award), at a date to be determined.

NRC will require the Contractor's support for training all existing and new A/OPCs and cardholders prior to the cut-over to the Contractor's new EAS system.

j. Controls / Authorization / Notification / Alerts / Risk Mitigation (C.3.3.18, C.8.14, C.3.1.1, C.6.2)

NRC requires limited ATM access based on the cardholder status as a standard or restricted cardholder.

The Contractor shall use the individual cardholder's home billing address for travel card accounts. For the purchase card, travel card, and fleet card CBAs, the Contractor shall use the cardholder's office address as the billing address.

The Contractor shall work with A/OPCs to identify monthly billing cycle limits.

The Contractor shall work with the purchase card A/OPC at the time of card/account setup to establish convenience check indicators and limits for users authorized to utilize convenience checks. It is estimated that there will be 15 check writers at the start of the task order.

For purchase card and travel card, the A/OPC may authorize forced transactions.

For purchase card and at the discretion of the approving officials, NRC requires the Contractor to notify cardholders and the cardholder's approving official via an encrypted email service of individual transactions made by each cardholder.

PRICE SCHEDULE:

See Attachment 1.

CLAUSES**1. REGISTRATION IN FEDCONNECT®**

The Nuclear Regulatory Commission (NRC) uses Compusearch Software Systems' secure and auditable two-way web portal, FedConnect®, to communicate with vendors and contractors. FedConnect® provides bi-directional communication between the vendor/contractor and the NRC throughout pre-award, award, and post-award acquisition phases. Therefore, in order to do business with the NRC, vendors and contractors must register to use FedConnect® at <https://www.fedconnect.net/FedConnect>. The individual registering in FedConnect® must have authority to bind the vendor/contractor. There is no charge for using FedConnect®. Assistance with FedConnect® is provided by Compusearch Software Systems, not the NRC. FedConnect® contact and assistance information is provided on the FedConnect® web site at <https://www.fedconnect.net/FedConnect>.

2. CONTRACTING OFFICER'S REPRESENTATIVE AUTHORITY

(a) The contracting officer's representative, hereinafter referred to as the COR, is:

Karen Chapman
Tel: (301) 415-8111
E-mail: Karen.Chapman@nrc.gov

(b) The COR shall:

- (1) Inspect and accept products/services provided under the task order.
- (2) Review all contractor invoices/vouchers requesting payment for products/services provided under the task order and make recommendations for approval, disapproval, or suspension.

(c) The COR may not make changes to the express terms and conditions of this task order.

3. GREEN PURCHASING (SEP 2015)

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

(b) The NRC and contractor may negotiate during the contract term to permit the substitution or addition of designated recycled content products (i.e., Comprehensive Procurement Guidelines - CPG), EPEAT®-registered products, EnergyStar®- and FEMP designated energy efficient products and appliances, USDA designated biobased products

(Biopreferred® program), environmentally preferable products, WaterSense and other water efficient products, products containing non- or lower-ozone depleting substances (i.e., SNAP), and products containing non- or low-toxic or hazardous constituents (e.g., non-VOC paint), when such products and services are readily available at a competitive cost and satisfy the NRC's performance needs.

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

4. BRANDING

The Contractor is required to use the statement below in any publications, presentations, articles, products, or materials funded under this 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 Administration, under Contract No. GS-36F-GA001, Order No. 31310018F0089.

5. 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: N/A.

6. 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.

7. 52.217-9 OPTION TO EXTEND THE TERM OF THE CONTRACT (MAR 2000)

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

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

(c) The total duration of this task order, including the exercise of any options under this clause, shall not exceed 13 years.

