

STANDARD FORM 26, JULY 1966
GENERAL SERVICES ADMINISTRATION
FED. PROC. REG. (41CFR) 1-16.101

AWARD/CONTRACT

PAGE 1 OF 4

1. CONTRACT (Proc. Inv. Ident.) NO. NRC-10-80-674		2. EFFECTIVE DATE 3-15-80		3. REQUISITION/PURCHASE REQUEST PROJECT NO. ADM-80-674		4. CERTIFIED FOR NATIONAL DEFENSE UNDER BDSA REG. 2 AND/OR DMS REG. 1, RATING	
5. ISSUED BY US Nuclear Regulatory Commission Division of Contracts, SPS Washington, DC 20555				6. ADMINISTERED BY (If other than block 5)		7. DELIVERY FOB DESTINATION <input type="checkbox"/> OTHER (See below)	
8. CONTRACTOR NAME AND ADDRESS Montgomery County Public Schools Department of Adult Education ATTN: Sara Pascoe, Coordinator Government Programs 850 Hungerford Drive Rockville, MD 20850				9. DISCOUNT FOR PROMPT PAYMENT NA		10. SUBMIT INVOICES (4 copies unless otherwise specified) TO ADDRESS SHOWN IN BLOCK	
11. SHIP TO/MARK FOR US Nuclear Regulatory Commission ADM, MDTs, MNBB-3208 ATTN: Lillian W. van Santen Washington, DC 20555				12. PAYMENT WILL BE MADE BY US Nuclear Regulatory Commission Office of the Controller Washington, DC 20555			
13. THIS PROCUREMENT WAS <input type="checkbox"/> ADVERTISED, <input checked="" type="checkbox"/> NEGOTIATED, PURSUANT TO: <input type="checkbox"/> 10 U.S.C. 2304 (a)(1) <input checked="" type="checkbox"/> 41 U.S.C. 252 (K) 3							
14. ACCOUNTING AND APPROPRIATION DATA B&R No.: 41-20-27-202 FIN No.: N/A Appropriation Symbol: 31X0200.400 - \$3,249.00							
15. ITEM NO.	16. SUPPLIES/SERVICES			17. QUANTITY	18. UNIT	19. UNIT PRICE	20. AMOUNT
	Office Procedures Orientation for New Clerical Employees						
21. TOTAL AMOUNT OF CONTRACT \$ 3,249.00							
CONTRACTING OFFICER WILL COMPLETE BLOCK 22 OR 26 AS APPLICABLE							
22. <input checked="" type="checkbox"/> CONTRACTOR'S NEGOTIATED AGREEMENT (Contractor is required to sign this document and return 3 copies to issuing office.) Contractor agrees to furnish and deliver all items or perform all the services set forth or otherwise identified above and on any continuation sheets for the consideration stated herein. The rights and obligations of the parties to this contract shall be subject to and governed by the following documents: (a) this award/contract, (b) the solicitation, if any, and (c) such provisions, representations, certifications, and specifications, as are attached or incorporated by reference herein. (Attachments are listed herein.)				26. <input type="checkbox"/> AWARD (Contractor is not required to sign this document.) Your offer on Solicitation Number _____, including the additions or changes made by you which additions or changes are set forth in full above, is hereby accepted as to the items listed above and on any continuation sheets. This award consummates the contract which consists of the following documents: (a) the Government's solicitation and your offer, and (b) this award/contract. No further contractual document is necessary.			
23. NAME OF CONTRACTOR Signature of person authorized to sign				27. UNITED STATES OF AMERICA Signature of Contracting Officer			
24. NAME AND TITLE OF SIGNER (Type or print) R. G. MISHRAJAN, Director Division of Procurement		25. DATE SIGNED 4/22/80		28. NAME OF CONTRACTING OFFICER (Type or print) JOYCE PERLMAN		29. DATE SIGNED 4/29/80	

ARTICLE I - SCOPE OF WORK

The Contractor shall develop and conduct an estimated twenty (20) eight-hour classes entitled "Office Procedures Orientation for New Clerical Employees." This course is primarily designed for the new employee or those returning to work after a long absence. It will provide participants with the information and skills needed to be effective members of the office team. Topics covered in this course will include: General Orientation to the NRC; Telephone Communications; Correspondence Procedures; Filing Procedures; and Office Management. Additional specifications for this course are set forth in Attachment A.

ARTICLE II - PERIOD OF PERFORMANCE

The period of performance under this contract will commence approximately March 15, 1980 and will be completed March 14, 1981. Time will be confirmed between the COAR and the Montgomery County Public School Coordinator for Government Programs.

ARTICLE III - OPTION TO EXTEND THE PERIOD OF PERFORMANCE

This contract may be extended for a period of one (1) year at the option price set forth under ARTICLE IV, Paragraph B, at the option of the Government, by the Contracting Officer giving written notice of the Government's exercise of such option to the Contractor not later than the last day of the term of the contract; provided that such notice shall have no effect if given less than thirty (30) days prior to the last day of the term of the contract unless the Contracting Officer has given preliminary written notice of an intent to exercise such option at least thirty (30) days prior to the last day of the term of the contract, (such preliminary notice shall not be construed as an exercise of the option, and will not bind the Government to exercise the option). If the Government exercises such option, the total duration of this contract, including the exercise of any option under this clause, shall not exceed two (2) years.

ARTICLE IV - CONSIDERATION

A. Basic Year

In full consideration of the Contractor's performance hereunder, the NRC shall pay the Contractor at a rate of \$162.45 per course for an estimated twenty (20) courses, or a total of \$3,249.00.

B. Option Year

In full consideration of the Contractor's performance hereunder, the NRC shall pay the Contractor at a rate of \$186.82 per course for an estimated twenty (20) courses, or a total of \$3,736.35, depending upon the cost-of-living raise.

ARTICLE V - OBLIGATION

The amount presently obligated by the NRC with respect to this contract is \$3,249.00.

ARTICLE VI - PAYMENT

Payment shall be made in accordance with Clause 2 of the General Provisions entitled "Payment" as soon as practicable after completion and acceptance of all of the work, upon submission by the Contractor of voucher(s) in a form satisfactory to the Contracting Officer, provided, however, that said payment(s) shall not be deemed to prejudice any rights which the Government may have by law or under other provisions of this contract. Partial payments are authorized after successful completion of each course.

In the absence of a discount, the Contractor shall be paid upon the submission of a proper and correct invoice or voucher in approximately thirty (30) days after submission or date of delivery, whichever is later, the prices stipulated herein for supplies delivered and accepted or services rendered and accepted, as herein provided.

If this order provides for a discount, the Contractor shall indicate the order's discount terms on the invoice or voucher.

ARTICLE VII - SPECIAL PROVISIONS

VII.1 GOVERNMENT FURNISHED MATERIALS

Upon execution of this contract, the NRC will furnish its own facilities to accommodate the students for use in performance of this contract. Prior to commencement of these courses, the NRC will furnish the Contractor with the exact location information.

VII.2 CONTRACTING OFFICER'S AUTHORIZED REPRESENTATIVE (COAR)

Performance of the work hereunder shall be subject to the technical instructions issued by the US Nuclear Regulatory Commission. The technical instructions shall be signed by the COAR.

The COAR is responsible for:

1. monitoring the Contractor's technical progress, including the surveillance and assessment of performance and recommending to the Contracting Officer changes in requirement;
2. interpreting the statement of work;
3. performing technical evaluation as required;
4. performing the technical inspections and acceptances required by this contract; and
5. assisting the Contractor in the resolution of technical problems encountered during performance.

Within the purview of this authority, the COAR is authorized to approve payment vouchers for supplies/services required under the contract. The Contracting Officer is responsible for directing or negotiating any changes in terms, conditions, or amounts cited in the contract.

For guidance from the COAR to the Contractor to be valid, it must:

1. be consistent with the description of work set forth in this contract;
2. not constitute new assignment of work or change of the expressed terms, conditions, or specifications incorporated into this contract;
3. not constitute a basis for an extension to the period of performance or contract delivery schedule; and
4. not constitute a basis for any increase in the contract price.

If the Contractor receives guidance from the COAR which the Contractor feels is not valid under the criteria cited above, the Contractor shall immediately notify the COAR. If the COAR and the Contractor are not able to resolve the questions within five days, the Contractor shall notify the Contracting Officer.

VII.3 INSPECTION AND ACCEPTANCE

Acceptance of the services and reports to be delivered herein will be made by the COAR.

VII.4 DISSEMINATION OF CONTRACT INFORMATION

The Contractor shall not publish, permit to be published, or distribute for public consumption any information, oral or written, concerning the results or conclusions made pursuant to the performance of this contract without the prior written consent of the Contracting Officer. (Two copies of any material proposed to be published or distributed shall be submitted to the Contracting Officer.)

ARTICLE VIII - GENERAL PROVISIONS

This contract is subject to the Fixed Price Research and Development Contracts under \$10,000.00, dated November 14, 1977, which incorporated the FPR Changes and Additions and NRC Additions, attached hereto and made a part hereof.

Clause 14 entitled "Patent Rights" is deleted in its entirety.

ARTICLE IX - LIST OF DOCUMENTS AND ATTACHMENTS

This contract contains the following attachments:

- A. Office Procedure Outline
- B. Fixed Price Research and Development Contracts Under \$10,000.00 General Provisions dated November 14, 1977

Office Procedure Outline

prepared for

NUCLEAR REGULATORY COMMISSION

I. Introduction to NRC

A. Organization and Purpose

1. History of founding
2. Structure
 - a. agency
 - b. direction
 - c. funding
 - d. NRC jargon
 1. What is your NRC (IQ)?
3. Work-Time Style
 - a. tours of duty
 - b. benefits
4. Understanding your paycheck
 - a. accumulation of hours for sick leave
 - b. accumulation of hours for annual leave
 - c. service comp date

II. Role of NRC Secretary

A. NRC Procedures

1. Qualifications of a good secretary
2. Dress Code
3. Office conduct and diplomacy
4. Setting up meetings
 - a. arranging conference rooms and necessary equipment
 - b. obtaining various administrative services, i.e. use of library, its location and function
5. Telephone
 - a. use of NRC directory
 - b. telephone mechanics
6. Time Management
 - a. organizing your work area
 - b. organizing your work planning
 1. essentials of planning
 2. priority list

III. Correspondence

A. Principal Correspondence

1. What it is
2. How it is handled
3. Requirements for preparing it
4. Control Form 232 (Green Ticket)

B. NRC Letter Format

1. Style
2. File copies
3. Enclosures
4. Concurrence
5. Dispatch

C. Memoranda

1. Stationery
2. Format
3. Copy requirements

D. Staff Papers

1. Stationery
2. Format
3. Number of copies
4. Distribution

IV. Handling of Sensitive Material

A. Definition of Terms

1. Common terms used throughout NRC

B. Secretarial duties and responsibilities

1. Security forms
2. Handling of classified matter

C. Area Security

V. Filing and Indexing

A. Purpose of Filing Systems

B. NRC Filing System

1. AEC Filing System (Handbook) Form AEC-489

VI. Document Control

A. Purpose

B. Arrangement of Files

VII. Mail and Messenger Service

A. NRC System

1. Incoming Mail
2. Types of mail with priorities
 - a. Blue Bag
 - b. classified
 - c. secret and confidential
 - d. executive controlled correspondence
 - e. certified and registered
 - f. Holy Joe's
 - g. second, third and fourth class mail

B. Schedules

1. Delivery times

C. Services Available

1. Outgoing mail
 - a. first class
 - b. second class
 - c. third class
 - d. fourth class
 - e. express mail
2. Additional services
 - a. wrapping packages
 - b. express mail service
 - c. foreign mailings
 - d. Germantown messenger service
 - e. Blue Bag service

D. Processing

X. Acquisition - Supplies, Forms and Equipment

A. Identification

1. Items desired
 - a. requisitions
 - b. actual needs
 - c. justification
 - d. excess and/or surplus

B. NRC Form 34

1. Explanation of NRC form 34
2. How to fill out form 34
3. Routing of form 34
4. Holding and verification copies
5. Follow-up procedures

VIII. NRC Telecommunications

A. Importance of Good Telephone Etiquette

1. Skillful handling of telephone contacts

B. Telephone Courtesy

1. Tone of voice
2. Prompt answer
3. Leaving and returning to the call
4. Termination of call

C. Effective Use of Equipment

1. Incoming calls
2. Inter-office calls
3. Outgoing calls
4. Transfer calls - special features
5. Conference calls - special features
6. Consultation calls - special features

D. F.T.S.

1. Long distance calls
 - a. FTS on-net call
 - b. FTS off-net call

E. Directory Assistance

IX. Transportation

A. Building Management

1. Location of buildings
2. GSA operation - owner serviced
3. Housekeeping
 - a. mechanical
 - b. miscellaneous

F. Safety in the Office

G. Transportation

1. Services
 - a. shuttle system
 - b. U-drive it vehicles
 - c. escort messenger unit