

1. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 350)		RATING
2. CONTRACT NO. NRC-33-93-176	3. EFFECTIVE DATE February 19, 1993	4. REQUISITION/PROJECT NO. RFPA-IRM-93-176
5. ISSUED BY Code:  U.S. Nuclear Regulatory Commission Div. of Contracts & Property Mgmt. CON. NEG. BR. NO. 1:P-1020 Washington, DC 20555		6. ADMINISTERED BY Code: (If other than Item 5) U.S. Nuclear Regulatory Commission Div. of Contracts & Property Mgmt. CON. ADM. BR. NO. 2:P-902 Washington, DC 20555
7. NAME AND ADDRESS OF CONTRACTOR AMERICAN TECHNICAL COMMUNICATIONS 4950-A EISENHOWER AVENUE ALEXANDRIA, VA 22304  Principal Investigator/Technical Contact: Telephone No:		8. DELIVERY [ ] FOB ORIGIN [X] OTHER (See below)  9. DISCOUNT FOR PROMPT PAYMENT N/A
10. SUBMIT INVOICES (4 copies unless otherwise specified) TO THE ADDRESS SHOWN IN ITEM: 6		
11. SHIP TO/MARK FOR N/A	CODE	12. PAYMENT WILL BE MADE BY CODE U. S. Nuclear Regulatory Commission Division of Accounting and Finance GOV/COM Accounting Section Washington, DC 20555
13. AUTHORITY FOR USING OTHER THAN FULL AND OPEN COMPETITION [ ] 10 U.S.C. 2304(c)( ) [ ] 41 U.S.C. 253(c)( )		
14. ACCOUNTING AND APPROPRIATION DATA B&R:310-20-615-201: 30C: 2542: Job Code: D1862 APPR:31X0200.310 OBL: \$601,000		
15A. ITEM NO.	15B. SUPPLIES/ SERVICES	15C. QUANTITY 15D. UNIT 15E. UNIT PRICE 15F. AMOUNT Technical Support Services and Data/Voice Telecommunications Equipment. This is a Requirements Contract.
15G. TOTAL AMOUNT OF CONTRACT \$1,348,030.00		

EXCEPTION TO STANDARD FORM SF26 (REV. 4-85)  
FAR(48 CFR) 53.214(a)

Prescribed by GSA

070084

9304120060 930219  
PDR CONTR  
NRC-33-93-176 PDR

DF07 0/1

X SEC	16. TABLE OF CONTENTS DESCRIPTION	PAGE(S)
	PART I - THE SCHEDULE	
A	SOLICITATION/CONTRACT FORM	
B	SUPPLIES OR SERVICES AND PRICES/COSTS	
C	DESCRIPTION/SPECIFICATIONS/WORK STATEMENT	
D	PACKAGING AND MARKING	
E	INSPECTION AND ACCEPTANCE	
F	DELIVERIES OR PERFORMANCE	
G	CONTRACT ADMINISTRATION DATA	
H	SPECIAL CONTRACT REQUIREMENTS	
	PART II - CONTRACT CLAUSES	
I	CONTRACT CLAUSES	
	PART III - LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACHMENTS	
J	LIST OF ATTACHMENTS	
	PART IV - REPRESENTATIONS AND INSTRUCTIONS	
K	REPRESENTATIONS, CERTIFICATIONS AND OTHER STATEMENTS OF OFFERORS	
L	INSTRUCTIONS, CONDITIONS, AND NOTICES TO OFFERORS	
M	EVALUATION FACTORS FOR AWARD	

CONTRACTING OFFICER WILL COMPLETE ITEM 17 OR 18 AS APPLICABLE

17. ☒ 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.)

18. ☐ 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.

19A. NAME AND TITLE OF SIGNER (Type or print) <u>ROBERT T. HENNING, PRESIDENT</u>	20A. NAME OF CONTRACTING OFFICER Elois J. Wiggins
19B. NAME OF CONTRACTOR by <u>[Signature]</u> (Signature of person authorized to sign)	20B. UNITED STATES OF AMERICA by <u>[Signature]</u> (Signature of Contracting Officer)
19C. DATE SIGNED <u>19 FEB 1993</u>	20C. DATE SIGNED <u>2/19/93</u>

EXCEPTION TO STANDARD FORM 26 (REV. 4-85)

## TABLE OF CONTENTS

PAGE

AWARD/CONTRACT . . . . .	1
PART I - THE SCHEDULE. . . . .	4
SECTION B - SUPPLIES OR SERVICES AND PRICES/COSTS. . . . .	4
B.1 PROJECT TITLE . . . . .	4
B.2 BRIEF DESCRIPTION OF WORK (MAR 1987). . . . .	4
B.3 CONSIDERATION AN OBLIGATION -- COST REIMBURSEMENT . . . . .	6
SECTION C - DESCRIPTION/SPECIFICATIONS/WORK STATEMENT. . . . .	7
C.1 STATEMENT OF WORK . . . . .	7
C.2 TRAVEL APPROVALS (MAR 1987) . . . . .	19
SECTION D - PACKAGING AND MARKING. . . . .	21
D.1 PACKAGING AND MARKING (MAR 1987). . . . .	21
SECTION E - INSPECTION AND ACCEPTANCE. . . . .	22
E.1 52.252-2 CLAUSES INCORPORATED BY REFERENCE (JUN 1988) . . . . .	22
E.2 PLACE OF INSPECTION AND ACCEPTANCE (MAR 1987) . . . . .	22
SECTION F - DELIVERIES OR PERFORMANCE. . . . .	23
F.1 52.252-2 CLAUSES INCORPORATED BY REFERENCE (JUN 1988). . . . .	23
F.2 DURATION OF CONTRACT PERIOD (MAR 1987). . . . .	23
ALTERNATE I (JUN 1988)	
SECTION G - CONTRACT ADMINISTRATION DATA . . . . .	24
G.1 PROJECT OFFICER AUTHORITY (JUN 1988). . . . .	24
G.2 ORDERING PROCEDURES (MAY 1991). . . . .	26
G.3 TRAVEL REIMBURSEMENT (JUN 1988) ALTERNATE I (JUN 1988). . . . .	26
SECTION H - SPECIAL CONTRACT REQUIREMENTS. . . . .	28
H.1 KEY PERSONNEL (JUN 1988). . . . .	28
H.2 SAFETY, HEALTH, AND FIRE PROTECTION (MAR 1987). . . . .	29
H.3 PRIVATE USE OF CONTRACT INFORMATION AND DATA (JUN 1988) . . . . .	29
H.4 CONTRACTOR ACQUIRED GOVERNMENT EQUIPMENT/PROPERTY . . . . .	29
(JUN 1988)	
H.5 SITE ACCESS BADGE REQUIREMENTS (JUN 1988) . . . . .	29
PART II - CONTRACT CLAUSES . . . . .	31
SECTION I - CONTRACT CLAUSES . . . . .	31
I.1 52.252-2 CLAUSES INCORPORATED BY REFERENCE (JUN 1988). . . . .	31
I.2 52.203-9 REQUIREMENT FOR CERTIFICATE OF PROCUREMENT . . . . .	32
INTEGRITY--MODIFICATION (NOV 1990)	
I.3 52.203-10 PRICE OR FEE ADJUSTMENT FOR ILLEGAL . . . . .	34
OR IMPROPER ACTIVITY (SEP 1990)	
I.4 52.216-18 ORDERING (APR 1984) . . . . .	36
I.5 52.216-19 DELIVERY-ORDER LIMITATIONS (APR 1984) . . . . .	36
I.6 52.216-21 REQUIREMENTS (APR 1984) . . . . .	37
I.7 52.222-18 NOTIFICATION OF EMPLOYEE RIGHTS CONCERNING. . . . .	37
PAYMENT OF UNION DUES OR FEES (MAY 1992)	
I.8 NRC WORK ORDERS . . . . .	39
PART III - LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACHMENTS . . . . .	40

TABLE OF CONTENTS

PAGE

SECTION J - LIST OF ATTACHMENTS. . . . .	40
J.1 ATTACHMENTS (MAR 1987). . . . .	40



## PART I - THE SCHEDULE

## SECTION B - SUPPLIES OR SERVICES AND PRICES/COSTS

## B.1 PROJECT TITLE

The title of this project is as follows:

Data/Voice Telecommunications Equipment Support

[End of Clause]

## B.2 BRIEF DESCRIPTION OF WORK (MAR 1987)

The Contractor shall be responsible for the engineering, installation, modification, and maintenance of the Telecommunications Cable Distribution System.

[End of Clause]

## Year 1

Labor Category	Est. Hours	Hourly Rate	Est. Overtime Hours	Hourly Rate	Total Amount
Senior Telecomm Technician	2000	\$24.50	200	\$32.50	\$55,500
Telecomm. Technician	8000	\$18.50	800	\$25.00	\$168,000
Admin. Assistant	1300	\$14.50	130	\$16.50	\$20,995

As described in Article C.10.2, additional telecommunication technicians may be requested to provide technical assistance in support of special projects. The following price schedule shall be applicable to this requirement.

Telecomm. Technician	4000	\$18.50	200	\$25.00	\$79,000
Parts/Materials:	Estimated Cost of parts and materials for first year period.....1 lot				\$117,000*

TOTAL CONTRACT AMOUNT \$440,495  
YEAR 1

## Year 2

Labor	Est. Hours	Hourly Rate	Est. Overtime Hours	Hourly Rate	Total
-------	------------	-------------	---------------------	-------------	-------

Category	Hours	Rate	Hours	Rate	Amount
Senior Telecomm Technician	2000	\$25.00	200	\$33.00	\$56,600
Telecomm. Technician	8000	\$19.00	800	\$26.00	\$172,000
Admin. Assistant	1300	\$15.00	130	\$17.00	\$21,710

As described in Article C.10.2, additional telecommunication technicians may be requested to provide technical assistance in support of special projects. The following price schedule shall be applicable to this requirement.

Telecomm. Technician	4000	\$13.00	200	\$26.00	\$81,200
----------------------	------	---------	-----	---------	----------

Parts/Materials: Estimated Cost of parts and materials for first year period.....1 lot \$117,000\*

TOTAL CONTRACT AMOUNT \$449,310  
YEAR 2

### Year 3

Labor Category	Est. Hours	Hourly Rate	Est. Overtime Hours	Hourly Rate	Total Amount
Senior Telecomm Technician	2000	\$25.50	200	\$34.00	\$57,800
Telecomm. Technician	8000	\$19.50	800	\$27.00	\$177,600
Admin. Assistant	1300	\$15.50	130	\$17.50	\$22,425

As described in Article C.10.2, additional telecommunication technicians may be requested to provide technical assistance in support of special projects. The following price schedule shall be applicable to this requirement.

Telecomm. Technician	4000	\$19.50	200	\$27.00	\$83,400
----------------------	------	---------	-----	---------	----------

Parts/Materials: Estimated Cost of parts and materials for first year period.....1 lot \$117,000\*

TOTAL CONTRACT AMOUNT \$458,225

YEAR 3

TOTAL CONTRACT CEILING AMOUNT \$1,348,030  
YEARS 1-3

\* Parts and materials will be invoiced at actual cost plus  
Overhead not to exceed 4.5% and G&A not to exceed 5%..

[End of Clause]

B.3 CONSIDERATION AN OBLIGATION -- COST REIMBURSEMENT  
(JUN 1988)

a. The total estimated cost to the Government for full  
performance under this contract is \$1,348,030.

b. The amount obligated by the Government with respect to this  
contract is \$601,000.

[End of Clause]

## SECTION C - DESCRIPTION/SPECIFICATIONS/WORK STATEMENT

## C.1 STATEMENT OF WORK

## SECTION C

Telecommunications Cable Distribution System  
Maintenance

## Statement of Work

## Table of Contents

Section	Description	Page
C.1	BACKGROUND	1
C.2	SCOPE OF WORK	1
C.3	STANDARDS	2
C.4	TECHNICAL REQUIREMENTS	3
C.5	CONTRACTOR RESPONSIBILITIES	4
C.6	SCHEDULED BROADBAND NETWORK MAINTENANCE	5
C.7	EQUIPMENT REPAIR/CALIBRATION	6
C.8	GENERAL REQUIREMENTS	6
C.9	ADMINISTRATIVE REQUIREMENTS	7
C.10	PERSONNEL REQUIREMENTS	8
C.11	INVENTORY REQUIREMENTS	10
C.12	NRC RESPONSIBILITIES	11
C.13	DEFINITION OF TERMS	12

## SECTION C

## C.1 BACKGROUND

C.1.1 The Office of Information Resources Management, Division of Computer and Telecommunications Services, Telecommunications Branch (IRM/DCTS/TB), provides telecommunications engineering, installation and maintenance and operational support for the U.S. Nuclear Regulatory Commission (NRC).

C.1.2 The NRC utilizes both leased and government owned equipment connected through the telecommunications cable distribution system of each building. This equipment supports voice, data, and video information exchange at various speeds and levels. The buildings are interconnected via various in-house networks, (LAN/WAN, fiber, asynchronous communications networks and broadband network) with additional service being provided by WITS (Washington Interagency Telecommunications System), FTS 2000, CENTREX, C&P and various commercial carrier systems supporting local and long distance service.

## C.2 SCOPE OF WORK

C.2.1 The NRC requires technical assistance in maintaining the Telecommunications Cable Distribution System for data, voice and video applications. The contractor shall be responsible for the engineering, installation, modification, and maintenance of the Telecommunications Cable Distribution System, to support data, voice and video applications. Services to be provided under this contract include the installation, relocation and removal of terminal equipment, as requested by an NRC work order (see Article I.8 NRC WORK ORDERS). The contractor shall provide on-site technical assistance which shall include one Senior Telecommunications Technician, one Administrative Assistant, and four Telecommunications Technicians. The contractor shall also be required to support construction or special projects, as necessary, and may be required to provide up to 10 additional Telecommunication Technicians personnel (see Section C.10 Personnel Requirements).

C.2.2 The NRC Telecommunications Branch presently provides

telecommunications services to the following locations in the Washington, DC metropolitan area. This service shall be provided for all NRC Headquarters controlled buildings, both existing and future, 24 hours a day.

#### Bethesda, Maryland

Phillips Building 7920 Norfolk Avenue	Maryland National Bank Building 7735 Old Georgetown Road
--	---

East-West/West Towers 4350 East-West Highway	Woodmont Building 8120 Woodmont Avenue
---	---

Ford Building 7101 Wisconsin Avenue	Landow Building 7920 Woodmont Avenue
--	---

#### Rockville, Maryland

Nicholson Lane North 5640 Nicholson Lane	Nicholson Lane South 5657 Nicholson Lane
---	---

Nicholson Lane East 11428 Rockville Pike (3rd and 4th floor)	Nicholson Lane Building 11426 Rockville Pike (3rd floor)
--	--

One White Flint North 11555 Rockville Pike	Two White Flint North 11553 Rockville Pike
---	---

NRC Warehouse  
5000 Boiling Brook Pkwy

#### Washington, DC

Public Document Room 2120 L Street, N.W.	Congressional Affairs Office 80 F Street, N.W.
---	---

Chairman's Residence  
2905 32nd N.W.

### C.3 STANDARDS (REFERENCES)

#### C.3.1 The Contractor shall comply with the following standards, codes, and regulations applicable to the telecommunications support services described in this contract:

Electronic Industries Association (EIA) Standards.

Institute of Electrical and Electronics Engineers, Inc.

Bellcore Standards for Installation and Circuit Terminations.

CCITT Recommendations



Federal Information Processing Standards (FIPS).

Rural Electrification Administration Standards

National Electric Code

Local Building Codes

FCC Standards

National Fire Code

State and Local Fire Codes

National Security Division Directives

IRM/DCTS/TB Standard Operating Procedures regarding the performance of telecommunications work in NRC Buildings and the handling of Government property (copy attached in Section J).

#### C.4 TECHNICAL REQUIREMENTS

The contractor shall provide on-site maintenance services as described herein during the core hours of 7:30 a.m. - 4:15 p.m., Monday through Friday, except during Federal Holidays. The contractor shall also make available, as requested, after hours maintenance service personnel 24 hours a day, including weekends and Federal Holidays.

C.4.1 The contractor shall provide on-site telecommunications services to provide for the engineering, installation, modification and maintenance of the Telecommunications Cable Distribution System to support data, voice and video applications for all NRC Headquarters (HQ) buildings (existing and future) within the Washington, DC metropolitan area. The Contractor shall perform telecommunications support services, which may include, but not be limited to the following tasks:

C.4.1.2 Maintain the Telecommunications Cable Distribution System to include vertical and horizontal cabling, cross-connects, station cabling and connections and all associated cable management items.

C.4.1.3 Installation, modification, relocation and removal of telecommunications cable and equipment to support in-house networks and connections to the demarcation point of the various services utilized by NRC.

C.4.1.4 Fabricate telecommunications system connector cables for standard and special applications.

C.4.1.5 Assist users in proper operation of telecommunications equipment and/or systems as appropriate. This will

normally be required only during initial installation of equipment.

- C.4.1.6 Perform surveys of telecommunications cable plant and equipment to support maintenance of telecommunications management program, engineering efforts and inventory control.
- C.4.1.7 Perform trouble and/or fault isolation and diagnostic testing. Initiate corrective action, as indicated on an NRC issued work order (Trouble Call), which may include, but not be limited to:
  - (a) Adjustment or minor repairs that do not interfere with any warranty program.
  - (b) Resetting and/or restoring network servers, modems, common use LAN or WAN interface equipment, and video signaling equipment.
- C.4.2 If a trouble is determined to be on the Local Exchange Carrier (LEC) side of the demarcation point, the technician shall note on the task order any action taken to make that determination. The technician will notify the LEC and note the LEC trouble ticket number on the NRC work order.
- C.4.3 Should the malfunction actually be in NRC equipment and not in LEC equipment, the NRC Project Officer (PO) or alternate (APO) will obtain the LEC validation of such determination and the cost (if any) of the LEC service visit shall be reimbursed by the contractor. This reimbursement shall be in the form of a credit to the NRC in the contractor's monthly invoice.
- C.5 CONTRACTOR RESPONSIBILITIES
  - C.5.1 Contractor personnel shall not make modifications, alterations, or changes to the original telecommunications configuration unless stated on the NRC work order or authorized by the NRC PO or APO.
  - C.5.2 Contractor personnel shall not disable, by-pass or otherwise render inoperative, any safety device within the NRC telecommunications configuration.
  - C.5.3 The contractor shall report to the NRC PO any situation that could cause equipment or system failure or the degradation of telecommunications services, and recommend possible corrective action.
  - C.5.4 During core hours, the contractor shall ensure that Trouble Calls are resolved within 24 hours, unless directed otherwise by the NRC PO or APO.

C.5.5 Outside the core hours, the contractor shall provide on-call maintenance service upon verbal notification by the NRC PO or APO. The contractor shall ensure the on-call Telecommunications Technician confirms receipt of any after-hours notification within two hours. The Telecommunications Technician shall arrive on-site within four hours of notification. The NRC work order will be completed no later than 5:00 p.m. on the next business day.

C.5.6 The following equipment may be installed, relocated and removed in support of this specification:

Telephones	Data & Channel Service Units
Line Status Indicators	Hearing Impaired Telephone Equipment
Modems	Multiplexers
Facsimile Machines	Routers/Bridges
Switch boxes (A/B box)	Protocol Converters
Print Directors	Cluster Controllers
Line Drivers	Audio Conference Devices
Broadband Network Equipment	Local/Wide Area Network Equipment
Power Supplies	Repeaters
Telephone Headsets	

C.5.7 The NRC PO and APO shall be the only designated Contracting Officer's Representative(s) with authority to authorize after hours maintenance service.

#### C.6 SCHEDULED BROADBAND NETWORK MAINTENANCE

C.6.1 In addition to performing the duties specified above, the contractor shall also perform scheduled semi-annual asynchronous sweeps and RF leakage tests on the NRC Broadband System to ensure it meets Federal Communications Commission standards and NRC design criteria.

C.6.2 The contractor shall submit a report (separate from the work order) to the NRC PO within 10 working days which shall provide system status in a format to be determined but to include the following:

- a. Date and time of sweep
- b. Areas swept/tested
- c. Sweep reference test data area
- d. Sweep test data results by area
- e. Leakage test data results by area
- f. Name, nomenclature and NRC tag number of equipment

involved if problem determined

g. Description of action taken

h. Other remarks

#### C.7 EQUIPMENT REPAIR/CALIBRATION

C.7.1 The contractor shall coordinate the repair of telecommunications equipment under warranty in accordance with instructions received from the appropriate manufacturer or vendor. The contractor shall maintain a record and monitor the status of all telecommunications equipment returned to the manufacturer or vendor for repair or replacement, until restored to operation.

C.7.2 The contractor shall provide for the annual electronic system calibration (from the date of the last calibration) of the following NRC furnished test equipment, as required, which may be used by the contractor for system testing. Additional test equipment may be added to this list.

- a. Sweep/Signal Generator, 5-500 Mhz, Wavetek Model with Wavetek Option A-7 Pilot Carrier notches (Channel 12 and NN standard)
- b. Spectrum Analyzer, 4-1000Mhz, Texcan Model Spector 1075
- c. Signal Level Meter, 5-450Mhz, Texcan Model 600
- d. Signal Leakage Equipment, Cosmonics Model S400, Sniffer Package, Frequency 333Mhz
- e. Model 168 Retransmission Unit (2 each)

C.7.3 Upon calibration certification by an authorized manufacturers' representative, the contractor shall establish and implement a calibration schedule for Government Furnished Equipment (GFE) listed above in accordance with manufacturers' and FCC specifications. All costs for the required calibration of the GFE listed above shall be paid for by the NRC, upon receipt of a properly executed invoice and calibration certification. The contractor shall be reimbursed for labor, materials and shipping charges.

#### C.8 GENERAL REQUIREMENTS

The contractor shall be responsible for the following tasks, to be defined by an NRC work order (see Article I.4):

- C.8.1 The procurement, shipment, storage, and installation of materials and equipment required to perform the work prescribed in this specification to include NRC furnished materials and equipment.
- C.8.2 Ensuring all areas in which work occurs are left broom-clean and free of debris.
- C.8.3 The removal and replacement of ceiling tiles associated with maintenance or installation of telecommunications services shall be in accordance with NRC established procedures.
- C.8.4 The removal of all debris and scrap wire generated in the performance of this contract.
- C.8.5 The contractor shall repair and return to original condition, at no cost to the government, all surfaces (to include, but not limited to floors, walls, ceilings, door and windows) which are damaged or marred by contractor personnel.
- C.8.6 The delivery to and storage of all equipment deinstalled or to be relocated in the contractor's assigned storage area.
- C.8.7 Developing and maintaining a monthly schedule to inspect and clean all Telecommunications Branch controlled telephone closets and areas.
- C.8.8 The contractor shall ensure the completion of an NRC Form 119 for all equipment issued, replaced or deinstalled in accordance with Telecommunications Branch procedures.
- C.8.9 Packaging of telecommunications equipment for shipping as identified on a NRC work order. Preparing the appropriate documentation using the NRC mailing system.
- C.9 ADMINISTRATIVE REQUIREMENTS
  - C.9.1 The contractor shall designate, by letter, an on site Contractor's Site Manager (SM) and alternate Site Manager, who will be responsible for work assignments and the overall direction and performance of personnel assigned to this contract. The contractor's SM shall meet with the NRC PO at least weekly or as directed by the NRC PO, to coordinate contract performance, work order priorities, and documentation requirements.
  - C.9.2 The contractor shall provide the NRC PO with points of contact for after hours on-site maintenance service. Both primary and alternate telephone numbers are required. Pager numbers are acceptable as long as the response time is met and a return call acknowledging notification is placed to the NRC. On-call contractor personnel shall be one of the telecommunication

technicians normally assigned to support the NRC.

- C.9.3 The contractor shall provide an on-site Administrative Assistant at the NRC provided office space, 5 days per week, 4 hours per day, between the hours of 8:00 am through 12:00 pm. Additional administrative assistance support may be required, as necessary.
- C.9.4 The contractor shall utilize NRC shuttle buses. However should the NRC furnished transportation not be supportive of the maintenance requirements (such as a need to transport tools and materials), the contractor shall provide transportation to the NRC work sites and may make a claim for reimbursement in accordance with Federal Travel Regulations, for local transportation. Prior approval must be obtained from the NRC PO or APO, for any travel in excess of 20 miles.
- C.9.5 In the event a technician is unable to gain access to an office or building to perform the work order requirements, the NRC PO or APO shall be notified immediately and the work order annotated to indicate the circumstances, i.e., cause, location, date and time, and name of individual informed.
- C.9.6 The NRC PO or APO shall be the only designated Contracting Officer's Representative(s) with authority to authorize contractor personnel.
- C.9.7 The contractor shall submit a monthly progress report not later than (NLT) the 15th of the following month in a format to be determined but that will include the following information:
- a. Number of Work Orders received.
  - b. Number of Work Orders completed.
  - c. Number of Work Orders pending.
  - d. Parts and materials ordered.
  - e. Parts and materials received.
  - f. Parts and materials expended.
  - g. Equipment sent out for repair by NRC tag number.
  - h. Equipment received from repair by NRC tag number.
  - i. NRC equipment (by NRC tag number).
  - j. Damaged/broken NRC equipment to be disposed of (by NRC tag number).
  - k. 2 copies of the contractor maintained inventory.
  - l. Remarks

#### C.10 PERSONNEL REQUIREMENTS

- C.10.1 The contractor shall provide one Senior Telecommunications Technician, one Administrative Assistant and four Telecommunications Technicians on-site. One of the Telecommunications Technicians must



be Broadband Network rated. The contractor shall furnish pagers to all Telecommunications Technicians and shall supply a list of the numbers to the NRC PO.

- C.10.2 As required, up to 10 additional Telecommunication Technicians may be requested to support construction or special projects, as defined by the NRC PO. Additional Telecommunications Technicians will be required to be at the NRC designated location within 10 working days of notification by the NRC PO or APO. The notification may be written or oral. If authorization is provided orally, follow up written notification will be provided within 3 working days.
- C.10.3 The contractor shall provide one Administrative Assistant on-site, to support contractor personnel with work order management, inventory, file management, data entry and general office requirements.
- C.10.4 All contractor personnel performing the requirements of this specification shall be U.S citizens.
- C.10.5 The Senior Telecommunications Technician shall be designated as the on-site SM and shall:
  - C.10.5.1 Have experience in the telecommunications field performing installation and maintenance of telecommunications cable distribution systems and equipment to support voice, data and video applications.
  - C.10.5.2 Be knowledgeable of telephone key systems (1A2, electronic, etc.), CENTREX and broadband network systems (CATV and MATV), Local/Wide Area Networks, mainframe to terminal communications, and microcomputer operations.
  - C.10.5.3 Be able to perform fault isolation techniques, locate troubles and use appropriate diagnostic equipment.
  - C.10.5.4 Be able to design and perform cable fabrication, installation, and removal.
  - C.10.5.5 Be able to distinguish and interpret color codes and identify circuit/line termination points.
  - C.10.5.6 Have a working knowledge of dBase III, Lotus 1-2-3, WordPerfect 5.0 or later version.
  - C.10.5.7 Have experience in developing, processing and reviewing work orders, key sheets, floor plans, and quality control procedures. Be able to read and understand wiring diagrams, and schematics.
  - C.10.5.8 Have effective written and oral communications skills.
  - C.10.5.9 Have experience as an on-site Site Manager performing

duties similar to those outlined in this contract.

- C.10.6 The Telecommunication Technicians shall have experience in the telecommunications field performing installation and maintenance of telecommunications cable distribution systems and equipment to support voice, data and video applications. They also shall:
  - C.10.6.1 Be knowledgeable of telephone key systems (1A2, electronic, etc.), CENTREX, Local/Wide Area Networks, mainframe to terminal communications, and microcomputer operations.
  - C.10.6.2 Be able to perform fault isolation techniques, locate troubles and use appropriate diagnostic equipment, wiring diagrams and schematics.
  - C.10.6.3 Be able to perform cable fabrication, installation and removal.
  - C.10.6.4 Be able to distinguish and interpret color codes and identify circuit/line termination points.
  - C.10.6.5 Have a working knowledge of Electronic Key Systems, LANs, WANs, mainframe to terminal, and microcomputer operations.
  - C.10.6.6 Have experience in the development, processing, and review of work orders, key sheets, and floor plans.
  - C.10.6.7 Have experience in the operations and maintenance of PBX switching systems and telecommunications cable distribution systems.
  - C.10.6.8 Have effective written and oral communications skills.
- C.10.7 The Broadband Telecommunications Technician shall meet the requirements of the Senior Telecommunications Technician in addition to experience in the installation, maintenance and management of Broadband Network Systems.
- C.10.8 The Administrative Assistant shall be knowledgeable of work orders, timekeeping, inventory, files management, and general office procedures. In addition the Administrative Assistance shall:
  - C.10.8.1 Have a working knowledge of dBase III, Lotus 1-2-3, and Word Perfect 5.0 or later version.
  - C.10.8.2 Be knowledgeable of telecommunications equipment and cable.
- C.11 INVENTORY REQUIREMENTS
  - C.11.1 The contractor shall maintain an inventory of materials,

tools and instruments necessary to properly and efficiently meet the requirements of this contract. The contractor shall immediately report the lack of any equipment, parts, or material required to maintain NRC telecommunications services to the NRC PO.

- C.11.2 The contractor's Site Manager shall obtain prior approval from the NRC PO or APO for all purchases and/or lease of materials and equipment.
- C.11.3 The contractor shall be reimbursed for materials, equipment and shipping charges, upon receipt of a properly executed invoice.
- C.11.4 The contractor shall provide the NRC PO a list of all materials purchased as orders are placed. This list shall include vendor item description, unit price, total, NRC work order number materials will be used to support and a distinct customer order/reference number to be supplied to the vendor.
- C.11.5 The contractor shall procure materials and equipment at the most advantageous prices available with due regard to securing prompt delivery and take all cash and trade discounts, rebates, allowances, credits, salvage, commissions and other benefits. All excess material will be returned to the NRC and be maintained as shop stores/spares to be issued on subsequent requests.
- C.11.6 Within ten days of contract award, the contractor will provide the NRC PO with a list of recommended materials and inventory levels to maintain (on-site) under the Contractor's control. Upon approval of the NRC Project Officer the contractor shall procure any items not already in NRC inventory to support this requirement.
- C.11.7 The contractor shall provide the NRC a listing of any nonstandard tools and specialized test equipment not normally maintained in the contractors inventory. Any tools, equipment, instruments and materials purchased under this contract shall become property of the NRC. The contractor shall be reimbursed for the lease of specialized test equipment and shipping charges, upon receipt of a properly executed invoice.
- C.11.8 All documentation, software manuals, diagnostic routines and any other aids not provided by the government necessary to perform service under this contract, shall be furnished by the contractor whose property it shall remain.
- C.12 NRC RESPONSIBILITIES
  - C.12.1 Provide security for the telecommunications cable distribution system equipment room and wire closets.

- C.12.2 Provide office space for the Contractor's Senior Telecommunications Technician and Administrative Assistant.
- C.12.3 Provide storage space for Contractor furnished and/or controlled equipment, parts, and materials.
- C.12.4 Provide a computer terminal sufficient to maintain an inventory of Contractor furnished and/or controlled equipment, parts and materials.
- C.12.5 Provide the Contractor access to the offices and buildings equiring telecommunications system maintenance and/or installation.
- C.12.6 Provide the Contractor all available documentation, software manuals, diagnostic routines, equipment configurations, telecommunications cable distribution systems, and any other aids necessary to perform service under this contract. All documentation provided to the Contractor will remain the property of the NRC.
- C.12.7 Provide the contractor with warranty information for all telecommunications equipment as required.
- C.12.8 Provide expendable office supplies (as consumed) provided by NRC supply through the NRC PO.

### C.13 DEFINITION OF TERMS

- C.13.1 Telecommunications Cable Distribution System is defined as: The cable and/or wire required for interconnection to provide the various modes of transmission, such as digital data, audio signals, and video signals between aggregate equipment, such as telephones, computers, facsimile, and switches located in separate rooms or buildings.
- C.13.2 Washington DC metropolitan area: Includes all of Washington DC, Prince Georges County, MD, Montgomery County, MD, Arlington County, VA, Fairfax County, VA, and any other area within the Capital Beltway I-495.

[End of Clause]

### C.2 TRAVEL APPROVALS (MAR 1987)

- a. All domestic travel requires the prior approval of the Project Officer.
- b. All foreign travel must be approved in advance by the NRC on

NRC Form 445 and shall be in compliance with 52.247-63, Preference For U.S. Flag Air Carriers. Such approval will be communicated in writing through the Contracting Officer.

[End of Clause]

## SECTION D - PACKAGING AND MARKING

## D.1 PACKAGING AND MARKING (MAR 1987)

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 Interstate Commerce Commission Regulations, Uniform Freight Classification Rules, or regulations of other carriers as applicable to the mode of transportation. On the front of the package, the Contractor shall clearly identify the contract number under which the product is being provided.

[End of Clause]



## SECTION E - INSPECTION AND ACCEPTANCE

## E.1 52.252-2 CLAUSES INCORPORATED BY REFERENCE (JUN 1988)

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available.

NUMBER	TITLE	DATE
52.236-6	INSPECTION - TIME-AND-MATERIALS AND LABOR HOURS	JAN 1986

[End of Clause]

## E.2 PLACE OF INSPECTION AND ACCEPTANCE (MAR 1987)

Inspection and acceptance of the deliverable items to be furnished hereunder shall be made by the Project Officer at the destination.

[End of Clause]

## SECTION F - DELIVERIES OR PERFORMANCE

## F.1 52.252-2 CLAUSES INCORPORATED BY REFERENCE (JUN 1988)

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available.

NUMBER	TITLE	DATE
52.212-13	STOP-WORK ORDER	APR 1984

[End of Clause]

F.2 DURATION OF CONTRACT PERIOD (MAR 1987)  
ALTERNATE 1 (JUN 1988)

The ordering period for this contract shall commence on February 19, 1993 and will expire on 18 February 1996. Any orders issued during this period shall be completed within the time specified in the order, unless otherwise specified herein. (See 52.216-18 - Ordering).

[End of Clause]

## SECTION G - CONTRACT ADMINISTRATION DATA

## G.1 PROJECT OFFICER AUTHORITY (JUN 1988)

(a) The Contracting Officer's authorized representative hereinafter referred to as the Project Officer for this contract is:

Name: George W. Lopez

Address: U.S. Nuclear Regulatory Commission  
Mail Stop P-612  
Washington DC 20555

Telephone Number: 492-4628

(b) Performance of the work under this contract shall be 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, fills in details or otherwise serves to accomplish the contractual statement of work.

(2) Provide advice and guidance to the Contractor in the preparation of drawings, specifications or technical portions of the work description.

(3) Review and, where required by the contract, approval of 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 additional 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 shall be issued in writing by the Project Officer or shall be confirmed by such person in writing within ten (10) working days after verbal issuance. A copy of said written direction shall 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 such person'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 as defined in c above, the Contractor shall not proceed but shall notify the Contracting Officer in writing within five (5) working days after the receipt of any such instruction or direction and shall request the Contracting Officer to modify the contract accordingly. Upon receiving such 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 thereto shall be subject to 52.233-1 - Disputes.

(i) In addition to providing technical direction as defined above, the Project Officer is responsible for:

(1) Monitoring the Contractor's technical progress, including surveillance and assessment of performance, and recommending to the Contracting Officer changes in requirements.

(2) Assisting the Contractor in the resolution of technical problems encountered during performance.

(3) Reviewing all costs requested for reimbursement by the Contractor and submitting to the Contracting Officer recommendations for approval, disapproval, or suspension of payment for supplies and services required under this contract.

[End of Clause]

## G.2 ORDERING PROCEDURES (MAY 1991)

a. In addition to the contracting officer, contract administrator, and project officer, the following individuals are authorized to issue delivery orders under this contract:

## ALTERNATE PROJECT OFFICER

b. All delivery orders shall be prepared in accordance with FAR 16.506 and may be issued in writing, orally, or by written telecommunications.

[End of Clause]

## G.3 TRAVEL REIMBURSEMENT (JUN 1988) ALTERNATE I (JUN 1988)

a. The Contractor is encouraged to use Government contract airlines, AMTRAK rail service, and discount hotel/motel properties in order to reduce the cost of travel under this contract. The Contracting Officer will, upon request, provide each additional traveler with a letter of identification which is required in order to participate in this program. The Federal Travel Directory (FTD) identifies carriers, contract fares, schedules, payment conditions, and hotel/motel properties which offer their services and rates to Government contractor personnel traveling on official business under this contract. The FTD, which is issued monthly, may be purchased from the U.S. Government Printing Office, Washington, DC 20402.

b. The Contractor will be reimbursed for reasonable domestic travel costs incurred directly and specifically in the performance of this contract. The cost limitations for travel costs are determined by the Federal Travel Regulations that are in effect on the date of the trip. These Regulations specify the daily maximum per diem rates for specific localities within the Conterminous United States (CONUS), the standard CONUS rate, the allowance for meals and incidental expenses (M&IE), the cost of travel by privately owned automobile, and the items which require receipts. A copy of the Regulations may be obtained from the Superintendent of Documents, Government Printing Office, Washington, DC 20402.

c. When the Government changes the Federal Travel Regulations, it is the responsibility of the Contractor to notify the Contracting Officer in accordance with the Limitation of Cost clause of this contract if the Contractor will be unable to make all of the approved trips and remain within the cost and fee limitations of this contract due to the changes.

d. The rates for foreign travel are established by the U.S. Department of State and are listed in a publication entitled "Maximum Travel Per Diem Allowances For Foreign Areas". Copies of this publication may be obtained from the U.S. Government Printing Office, Washington, D.C. 20402.

[End of Clause]



## SECTION H - SPECIAL CONTRACT REQUIREMENTS

## H.1 KEY PERSONNEL (JUN 1988)

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

Gene Terry, On-Site Manager  
Hal E. Hudgins, Jr., Broadband Telecon Technician

The Contractor agrees that such personnel shall not be removed from the contract work or replaced without compliance with paragraphs b and c hereof.

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 such personnel with personnel of at least substantially equal ability and qualifications.

c. All requests for approval of substitutions hereunder must be in writing and provide a detailed explanation of the circumstances necessitating the proposed substitutions. They contain a complete resume for the proposed substitute, and other information requested by the Contracting Officer to approve or disapprove the proposed substitution. The Contracting Officer will evaluate such requests and promptly notify the Contractor of his/her approval or disapproval thereof in writing.

d. If the Contracting Officer determines that:

(1) 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

(2) That the resultant reduction of effort would be so substantial as to impair the successful completion of the contract or the service order, the contract may be terminated by the Contracting Officer for default or for the convenience of the Government, as appropriate. If the Contracting Officer finds the Contractor at fault for the condition, the contract price or fixed fee may be equitably adjusted downward to compensate the Government for any resultant delay, loss or damage.

[End of Clause]

## H.2 SAFETY, HEALTH, AND FIRE PROTECTION (MAR 1987)

The Contractor shall take all reasonable precautions in the performance of the work under this contract to protect the health and safety of employees and of members of the public and to minimize danger from all hazards to life and property and shall comply with all applicable health, safety, and fire protection regulations and requirements (including reporting requirements) of the Commission and the Department of Labor. In the event that the Contractor fails to comply with these regulations or requirements, the Contracting Officer, may, without prejudice to any other legal or contractual rights of the Commission, issue an order stopping all or any part of the work; thereafter, a start order for resumption of work may be issued at the discretion of the Contracting Officer. The Contractor shall make no claim for an extension of time or for compensation or damages by reason of or in connection with such work stoppage.

[End of Clause]

## H.3 PRIVATE USE OF CONTRACT INFORMATION AND DATA (JUN 1988)

Except as specifically authorized by this contract, or as otherwise approved by the Contracting Officer, information and other data developed or acquired by or furnished to the Contractor in the performance of this contract shall be used only in connection with the work under this contract.

[End of Clause]

## H.4 CONTRACTOR ACQUIRED GOVERNMENT EQUIPMENT/PROPERTY (JUN 1988)

The Contractor is authorized to acquire and/or fabricate the equipment/property listed below for use in the performance of this contract. The equipment/property is subject to the provisions of the "Government Property" clause.

[End of Clause]

## H.5 SITE ACCESS BADGE REQUIREMENTS (JUN 1988)

During the life of this contract, the rights of ingress and egress for contractor personnel shall be made available as required. In this regard, all contractor personnel whose duties under this contract require their presence on-site shall be clearly identifiable by a distinctive badge furnished by the Government. The Project Officer will assist the Contractor in obtaining the badges for the contractor personnel. It is the sole responsibility of the Contractor to ensure that each employee has proper identification at all times. All prescribed identification shall be immediately delivered to the Security Office for cancellation or disposition upon the termination of employment of any contractor personnel. Contractor personnel must have this identification in their possession during on-site performance

under this contract. It is the Contractor's duty to ensure the safeguarding of any Government records or data that contractor personnel may come into contact with. Adherence with special requirements for Foreign Nationals, in accordance with NRC Manual Chapter 2101, Part VII.C, is the responsibility of the Contractor.

[End of Clause]

## PART II - CONTRACT CLAUSES

## SECTION 1 - CONTRACT CLAUSES

## I.1 52.252-2 CLAUSES INCORPORATED BY REFERENCE (JUN 1988)

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available.

## I. FEDERAL ACQUISITION REGULATION (48 CFR CHAPTER 1) CLAUSES

NUMBER	TITLE	DATE
52.202-1	DEFINITIONS	SEP 1991
52.203-1	OFFICIALS NOT TO BENEFIT	APR 1984
52.203-3	GRATUITIES	APR 1984
52.203-5	COVENANT AGAINST CONTINGENT FEES	APR 1984
52.203-7	ANTI-KICKBACK PROCEDURES	OCT 1988
52.203-12	LIMITATION ON PAYMENTS TO INFLUENCE CERTAIN FEDERAL TRANSACTIONS	JAN 1990
52.209-6	PROTECTING THE GOVERNMENT'S INTEREST WHEN SUBCONTRACTING WITH CONTRACTORS DEBARRED, SUSPENDED, OR PROPOSED FOR DEBARMENT	NOV 1992
52.215-1	EXAMINATION OF RECORDS BY COMPTROLLER GENERAL	FEB 1993
52.215-2	AUDIT - NEGOTIATION	FEB 1993
52.215-22	PRICE REDUCTION FOR DEFECTIVE COST OR PRICING DATA	JAN 1991
52.215-24	SUBCONTRACTOR COST OR PRICING DATA	DEC 1991
52.215-26	INTEGRITY OF UNIT PRICES	APR 1991
52.215-27	TERMINATION OF DEFINED BENEFIT PENSION PLANS	SEP 1989
52.215-31	WAIVER OF FACILITIES CAPITAL COST OF MONEY	SEP 1987
52.215-33	ORDER OF PRECEDENCE	JAN 1986
52.215-39	REVERSION OR ADJUSTMENT OF PLANS FOR POSTRETIREMENT BENEFITS OTHER THAN PENSIONS (PRB)	JUL 1991
52.219-8	UTILIZATION OF SMALL BUSINESS CONCERNS AND SMALL DISADVANTAGED BUSINESS CONCERNS	FEB 1990
52.219-13	UTILIZATION OF WOMEN-OWNED SMALL BUSINESSES	AUG 1986
52.220-3	UTILIZATION OF LABOR SURPLUS AREA CONCERNS	APR 1984
52.222-3	CONVICT LABOR	APR 1984
52.222-4	CONTRACT WORK HOURS AND	MAR 1986

	SAFETY STANDARDS	
	ACT - OVERTIME COMPENSATION	
52.222-26	EQUAL OPPORTUNITY	APR 1984
52.222-28	EQUAL OPPORTUNITY PREAWARD	APR 1984
	CLEARANCE OF SUBCONTRACTS	
52.222-35	AFFIRMATIVE ACTION FOR SPECIAL	APR 1984
	DISABLED AND VIETNAM	
	ERA VETERANS	
52.222-36	AFFIRMATIVE ACTION FOR	APR 1984
	HANDICAPPED WORKERS	
52.222-37	EMPLOYMENT REPORTS ON SPECIAL	JAN 1988
	DISABLED VETERANS AND VETERANS	
	OF THE VIETNAM ERA	
52.223-2	CLEAN AIR AND WATER	APR 1984
52.223-6	DRUG-FREE WORKPLACE	JUL 1990
52.225-11	RESTRICTIONS ON CERTAIN FOREIGN	MAY 1992
	PURCHASES	
52.227-1	AUTHORIZATION AND CONSENT	APR 1984
52.230-3	DISCLOSURE AND CONSISTENCY OF	AUG 1992
	COST ACCOUNTING PRACTICES	
52.230-5	ADMINISTRATION OF COST ACCOUNTING	AUG 1992
	STANDARDS	
52.232-7	PAYMENTS UNDER TIME-AND-MATERIALS	APR 1984
	AND LABOR-HOUR CONTRACTS	
	Alternate I (APR 1984)	
52.232-17	INTEREST	JAN 1991
52.232-23	ASSIGNMENT OF CLAIMS	JAN 1986
52.232-25	PROMPT PAYMENT	SEP 1992
52.232-28	ELECTRONIC FUNDS TRANSFER	APR 1989
	PAYMENT METHODS	
52.233-1	DISPUTES	DEC 1991
52.233-3	PROTEST AFTER AWARD	AUG 1989
52.242-13	BANKRUPTCY	APR 1991
52.243-3	CHANGES - TIME-AND-MATERIALS	
	OR LABOR-HOURS	AUG 1987
52.244-3	SUBCONTRACTS (TIME-AND-MATERIALS	APR 1985
	AND LABOR-HOUR CONTRACTS)	
52.245-4	GOVERNMENT-FURNISHED PROPERTY	APR 1984
	(SHORT FORM)	
52.246-23	LIMITATION OF LIABILITY	APR 1984
52.248-1	VALUE ENGINEERING	MAR 1989
52.249-6	TERMINATION (COST-REIMBURSEMENT)	MAY 1986
	Alternate IV (APR 1984)	
52.251-1	GOVERNMENT SUPPLY SOURCES	APR 1984

[End of Clause]

I.2 52.203-9 REQUIREMENT FOR CERTIFICATE OF PROCUREMENT  
INTEGRITY--MODIFICATION (NOV 1990)

(a) Definitions. The definitions set forth in FAR 3.104-4 are hereby incorporated in this clause.

(b) The Contractor agrees that it will execute the certification set forth in paragraph (c) of this clause when

requested by the Contracting Officer in connection with the execution of any modification of this contract.

(c) Certification. As required in paragraph (b) of this clause, the officer or employee responsible for the modification proposal shall execute the following certification:

CERTIFICATE OF PROCUREMENT INTEGRITY--  
MODIFICATION (NOV 1990)

(1) I, [Name of certifier] \_\_\_\_\_, am the officer or employee responsible for the preparation of this modification proposal and hereby certify that, to the best of my knowledge and belief, with the exception of any information described in this certification, I have no information concerning a violation or possible violation of subsection 27(a), (b), (d), or (f) of the Office of Federal Procurement Policy Act, as amended\* (41 U.S.C. 423), (hereinafter referred to as "the Act"), as implemented in the FAR, occurring during the conduct of this procurement (contract and modification number).

(2) As required by subsection 27(e)(1)(B) of the Act, I further certify that to the best of my knowledge and belief, each officer, employee, agent, representative, and consultant of [Name of Offeror] \_\_\_\_\_ who has participated personally and substantially in the preparation or submission of this proposal has certified that he or she is familiar with, and will comply with, the requirements of subsection 27(a) of the Act, as implemented in the FAR, and will report immediately to me any information concerning a violation or possible violation of subsections 27(a), (b), (d), or (f) of the Act, as implemented in the FAR, pertaining to this procurement.

(3) Violations or possible violations: (Continue on plain bond paper if necessary and label Certificate of Procurement Integrity--Modification (Continuation Sheet), ENTER "NONE" IF NONE EXISTS)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
[Signature of the officer or employee responsible for the  
modification proposal and date]

\_\_\_\_\_  
[Typed name of the officer or employee responsible for the  
modification proposal]

\* Subsections 27(a), (b), and (d) are effective on December 1, 1990. Subsection 27(f) is effective on June 1, 1991.

THIS CERTIFICATION CONCERNS A MATTER WITHIN THE JURISDICTION OF AN AGENCY OF THE UNITED STATES AND THE MAKING OF A FALSE, FICTITIOUS, OR FRAUDULENT CERTIFICATION MAY RENDER THE MAKER SUBJECT TO PROSECUTION UNDER TITLE 18, UNITED STATES CODE, SECTION 1001.

(End of Certification)

(d) In making the certification in paragraph (2) of the certificate, the officer or employee of the competing Contractor responsible for the offer or bid, may rely upon a one-time certification from each individual required to submit a certification to the competing Contractor, supplemented by periodic training. These certifications shall be obtained at the earliest possible date after an individual required to certify begins employment or association with the contractor. If a contractor decides to rely on a certification executed prior to the suspension of section 27 (i.e., prior to December 1, 1989), the Contractor shall ensure that an individual who has so certified is notified that section 27 has been reinstated. These certifications shall be maintained by the Contractor for a period of 6 years from the date a certifying employee's employment with the company ends or, for an agency, representative, or consultant, 6 years from the date such individual ceases to act on behalf of the contractor.

(e) The certification required by paragraph (c) of this clause is a material representation of fact upon which reliance will be placed in executing this modification.

[End of Clause]

I.3 52.203-10 PRICE OR FEE ADJUSTMENT FOR ILLEGAL  
OR IMPROPER ACTIVITY (SEP 1990)

(a) The Government, at its election, may reduce the price of a fixed-price type contract or contract modification and the total cost and fee under a cost-type contract or contract modification by the amount of profit or fee determined as set forth in paragraph (b) of this clause if the head of the contracting activity or his or her designee determines that there was a violation of subsection 27(a) of the Office of Federal Procurement Policy Act, as amended (41 U.S.C. 423), as implemented in the FAR. In the case of a contract modification, the fee subject to reduction is the fee specified in the particular contract modification at the time of execution, except as provided in subparagraph (b)(5) of this clause.

(b) The price or fee reduction referred to in paragraph (a) of this clause shall be--

(1) For cost-plus-fixed-fee contracts, the amount of the fee specified in the contract at the time of award;



(2) For cost-plus-incentive-fee contracts, the target fee specified in the contract at the time of award, notwithstanding any minimum fee or "fee floor" specified in the contract;

(3) For cost-plus-award-fee contracts--

(i) The base fee established in the contract at the time of contract award;

(ii) If no base fee is specified in the contract, 30 percent of the amount of each award fee otherwise payable to the Contractor for each award fee evaluation period or at each award fee determination point.

(4) For fixed-price-incentive contracts, the Government may--

(i) Reduce the contract target price and contract target profit both by an amount equal to the initial target profit specified in the contract at the time of contract award; or

(ii) If an immediate adjustment to the contract target price and contract target profit would have a significant adverse impact on the incentive price revision relationship under the contract, or adversely affect the contract financing provisions, the Contracting Officer may defer such adjustment until establishment of the total final price of the contract. The total final price established in accordance with the incentive price revision provisions of the contract shall be reduced by an amount equal to the initial target profit specified in the contract at the time of contract award and such reduced price shall be the total final contract price.

(5) For firm-fixed-price contracts or contract modifications, by 10 percent of the initial contract price; 10 percent of the contract modification price; or a profit amount determined by the Contracting Officer from records or documents in existence prior to the date of the contract award or modification.

(c) The Government may, at its election, reduce a prime contractor's price or fee in accordance with the procedures of paragraph (b) of this clause for violations of the Act by its subcontractors by an amount not to exceed the amount of profit or fee reflected in the subcontract at the time the subcontract was first definitively priced.

(d) In addition to the remedies in paragraphs (a) and (c) of this clause, the Government may terminate this contract for default. The rights and remedies of the Government specified herein are not exclusive, and are in addition to any other rights and remedies provided by law or under this contract.

[End of Clause]



## I.4 52.216-18 ORDERING (APR 1984)

(a) Any supplies and services to be furnished under this contract shall be ordered by issuance of delivery orders by the individuals or activities designated in the Schedule. Such orders may be issued from the effective date of the contract through February 18, 1996.

(b) All delivery orders are subject to the terms and conditions of this contract. In the event of conflict between a delivery order and this contract, the contract shall control.

(c) If mailed, a delivery order is considered "issued" when the Government deposits the order in the mail. Orders may be issued orally or by written telecommunications only if authorized in the Schedule.

[End of Clause]

## I.5 52.216-19 DELIVERY-ORDER LIMITATIONS (APR 1984)

(a) MINIMUM ORDER. When the Government requires supplies or services covered by this contract in an amount of less than \$25.00 the Government is not obligated to purchase, nor is the Contractor obligated to furnish, those supplies or services under the contract.

(b) MAXIMUM ORDER. The Contractor is not obligated to honor--

(1) Any order for a single item in excess of \$2,500;

(2) Any order for a combination of items in excess of \$2,500;

(3) A series of orders from the same ordering office within 3 days that together call for quantities exceeding the limitation in subparagraph (1) or (2) above.

(c) If this is a requirements contract (i.e., includes the Requirements clause at subsection 52.216-21 of the Federal Acquisition Regulation (FAR)), the Government is not required to order a part of any one requirement from the Contractor if that requirement exceeds the maximum-order limitations in paragraph (b) above.

(d) Notwithstanding paragraphs (b) and (c) above, the Contractor shall honor any order exceeding the maximum order limitations in paragraph (b), unless that order (or orders) is returned to the ordering office within 3 days after issuance, with written notice stating the Contractor's intent not to ship the item (or items) called for and the reasons. Upon receiving this notice, the Government may acquire the supplies or services from another source.

[End of Clause]

## I.6 52.216-21 REQUIREMENTS (APR 1984)

(a) This is a requirements contract for the supplies or services specified, and effective for the period stated, in the Schedule. The quantities of supplies or services specified in the Schedule are estimates only and are not purchased by this contract. Except as this contract may otherwise provide, if the Government's requirements do not result in orders in the quantities described as "estimated" or "maximum" in the Schedule, that fact shall not constitute the basis for an equitable price adjustment.

(b) Delivery or performance shall be made only as authorized by orders issued in accordance with the Ordering clause. Subject to any limitations in the Delivery-Order Limitations clause or elsewhere in this contract, the Contractor shall furnish to the Government all supplies or services specified in the Schedule and called for by orders issued in accordance with the Ordering clause. The Government may issue orders requiring delivery to multiple destinations or performance at multiple locations.

(c) Except as this contract otherwise provides, the Government shall order from the Contractor all the supplies or services specified in the Schedule that are required to be purchased by the Government activity or activities specified in the Schedule.

(d) The Government is not required to purchase from the Contractor requirements in excess of any limit on total orders under this contract.

(e) If the Government urgently requires delivery of any quantity of an item before the earliest date that delivery may be specified under this contract, and if the Contractor will not accept an order providing for the accelerated delivery, the Government may acquire the urgently required goods or services from another source.

(f) Any order issued during the effective period of this contract and not completed within that period shall be completed by the Contractor within the time specified in the order. The contract shall govern the Contractor's and Government's rights and obligations with respect to that order to the same extent as if the order were completed during the contract's effective period; provided, that the Contractor shall not be required to make any deliveries under this contract after FEBRUARY 18, 1996.

[End of Clause]

## I.7 52.222-18 NOTIFICATION OF EMPLOYEE RIGHTS CONCERNING PAYMENT OF UNION DUES OR FEES (MAY 1992)

(a) During the term of this contract, the Contractor agrees to post a notice, of such size and in such form as the Secretary of Labor may prescribe, in conspicuous places in and about its plants and offices, including all places where notices to employees are customarily posted. The notice shall include the following

information (except that the last sentence shall not be included in notices posted in the plants or offices of carriers subject to the Railway Labor Act, as amended (45 U.S.C. 151-188)):

#### Notice to Employees

Under Federal law, employees cannot be required to join a union or maintain membership in a union in order to retain their jobs. Under certain conditions, the law permits a union and an employer to enter into a union-security agreement requiring employees to pay uniform periodic dues and initiation fees. However, employees who are not union members can object to the use of their payments for certain purposes and can only be required to pay their share of union costs relating to collective bargaining, contract administration, and grievance adjustment.

If you believe that you have been required to pay dues or fees used in part to support activities not related to collective bargaining, contract administration, or grievance adjustment, you may be entitled to a refund and to an appropriate reduction in future payments.

For further information concerning your rights, you may wish to contact either a Regional Office of the National Labor Relations Board or: National Labor Relations Board, Division of Information, 1717 Pennsylvania Avenue, N.W., Washington, DC 20570.

(b) The Contractor will comply with all provisions of Executive Order 12800 of April 13, 1992, and related rules, regulations, and orders of the Secretary of Labor.

(c) In the event that the Contractor does not comply with any of the requirements set forth in paragraphs (a) or (b) of this clause, this contract may be cancelled, terminated, or suspended in whole or in part, and the Contractor may be declared ineligible for further Government contracts in accordance with procedures authorized in or adopted pursuant to Executive Order 12800 of April 13, 1992. Such other sanctions or remedies may be imposed as are provided in Executive Order 12800 of April 13, 1992, or by rule, regulation, or order of the Secretary of Labor, or as are otherwise provided by law.

(d) The Contractor will include the provisions of paragraphs (a) through (c) in every subcontract or purchase order entered into in connection with this contract unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 3 of Executive Order 12800 of April 13, 1992, so that such provisions will be binding upon each subcontractor or vendor. The Contractor will take such action with respect to any such subcontract or purchase order as may be directed by the Secretary of Labor as a means of enforcing such provisions, including the imposition of sanctions for noncompliance; provided, however, that if the Contractor becomes involved in litigation with a subcontractor or vendor, or is threatened with such involvement, as a result of such direction, the Contractor may request the

## I. 8 NRC WORK ORDERS

- (a) An NRC work order will be issued for all telecommunications services described herein containing the following information:
  - (1) An NRC work order number, generated sequentially by the NRC's current configuration management software.
  - (2) Type of repair (routine or emergency).
  - (3) Type of trouble or service required (i.e., replacement repair, fabrication, or installation).
  - (4) Location of trouble and service required including type of equipment to be repaired, replaced, or installed.
  - (5) Name and telephone number of the user/customer who can provide additional information.
- (b) The completed NRC work order shall be annotated by the Telecommunications Technician with the following information:
  - (1) Time of arrival at work site, time of completion, total labor hours required including travel time for completion, and initials of technician completing work.
  - (2) Description and NRC tag number of equipment.
  - (3) Description of corrective action taken, i.e. fabrication, maintenance, service of parts, materials or equipment installed, replaced, or repaired.
  - (4) Signature from the user verifying completion of the work order.
  - (5) The original copy of the completed NRC work order shall be submitted to the NRC Project Officer or Alternate Project Officer within 5 working days.
  - (6) The NRC Project Officer and Alternate Project Officer are the only individuals authorized to issue work orders under this contract. The NRC shall not be held liable for any costs incurred by the contractor for performance in response to service calls accepted from unauthorized personnel.

(End of Clause)

## PART III - LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACHMENTS

## SECTION J - LIST OF ATTACHMENTS

## J.1 ATTACHMENTS (MAR 1987)

<u>Attachment Number</u>	<u>Title</u>
1	Billing Instructions
2	Wage Determination
3	Government Furnished Property/Equipment
4	IRM/DCTS/TB Standard Operating Procedures

BILLING INSTRUCTIONS FOR  
COST-REIMBURSEMENT TYPE CONTRACTS

General: The contractor shall prepare vouchers/invoices for reimbursement of costs in the manner and format described herein. A sample voucher/invoice is provided for your reference. FAILURE TO SUBMIT VOUCHERS/INVOICES IN ACCORDANCE WITH THESE INSTRUCTIONS WILL RESULT IN REJECTION OF the VOUCHER/INVOICE AS IMPROPER.

Number of Copies: An original and three copies, including supporting documentation shall be submitted. A copy of all supporting documents must be attached to each copy of your voucher/invoice. Failure to submit all the required copies will result in rejection of the voucher/invoice as improper.

Designated Agency Billing Office: Vouchers/invoices shall be submitted to the following address:

U.S. Nuclear Regulatory Commission  
Division of Contracts and Property Management  
Contract Administration Branch, P-902  
Washington, D.C. 20555

HAND DELIVERY OF VOUCHERS/INVOICES IS DISCOURAGED AND WILL NOT EXPEDITE PROCESSING BY NRC. However, should you choose to deliver vouchers/invoices by hand, including delivery by any express mail services or special delivery services which use a courier or other person to deliver the voucher/invoice in person to the NRC, such vouchers/invoices must be addressed to the above Designated Agency Billing Office and will only be accepted at the following location:

U.S. Nuclear Regulatory Commission  
One White Flint North  
11555 Rockville Pike  
Mail Room  
Rockville, Maryland 20852

HAND-CARRIED SUBMISSIONS WILL NOT BE ACCEPTED AT OTHER THAN THE ABOVE ADDRESS.

Note that the official receipt date for hand-delivered vouchers/invoices will be the date it is received by the official agency billing office in the Division of Contracts and Property Management.

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



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

Form: Claims should be submitted in the format depicted on the attached sample form entitled "Voucher for Purchase and Services Other than Personal" (see Attachment 1). The sample form is provided for guidance only. The form is not required for submission of a voucher/invoice. Alternate formats are permissible provided all requirements of the billing instructions are addressed. Additional copies of the form are available from the Contracting Officer. The instructions for preparation and itemization of the voucher/invoice are included with the sample form (see Attachment 2).

Task Ordering Contracts: If the contractor bills for more than one task order under a voucher/invoice, detailed cost information for each individual task order shall be submitted, together with a cumulative summary of all charges billed on the voucher/invoice. This includes all applicable cost elements discussed in paragraphs (a) through (p) of the attached instructions, together with appropriate supporting information (see Attachment 3 for a sample of support information).

Fee Recovery Billings: Pursuant to the provisions of 10 CFR Parts 170 and 171 on license fees, the NRC must recover the cost of work performed. Accordingly, the contractor must provide the total amount of funds billed during the period, fiscal year to date and the cumulative total for each task or task assignment by facility or report. The fee recovery billing reports shall be on a separate page, and shall be in the format provided in Attachment 4. The billing period for fee recovery costs should be from the first day of each calendar month to the last day of the same month. Each separate fee billing report must be attached to the monthly invoice and cover the same period as the invoice.

Each report will contain a docket number or other unique identifier. The NRC will provide a unique identifier for all work performed. Costs should be reported as whole number to the nearest cent. For work that involves more than one facility at the same site, each facility should be listed separately and the costs should be split appropriately between the facilities. Common costs, as defined below, shall be identified as a separate line item in the fee recovery billing report each month.

Common costs are those costs that are not licensee unique and associated with the performance of an overall program that benefit all similar licensees covered under that program or that are required to satisfactorily carryout the program. Common costs include costs associated with the following: preparatory or startup efforts to interpret and reach agreement on methodology, approach, acceptance criteria, regulatory position, or technical reporting requirements; efforts associated with the "lead plant" concept that might be involved during the first one or two plant reviews; meetings and discussions involving the above efforts to provide orientation, background knowledge or guidance during the course of a program; any technical effort applied to a docket or other unique identifier; and project management. Common costs must be reported monthly for each docket or unique identifier. Common costs must be computed based on the proportion of direct costs incurred against each docket or unique identifier for the billing period.

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

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

Currency: Billings may be expressed in the currency normally used by the contractor in maintaining his accounting records; payments will be made in that currency. However, the U.S. dollar equivalent for all vouchers/invoices paid under the contract may not exceed the total U.S. dollars authorized in the contract.

Supersession: These instructions supersede any previous billing instructions.



## VOUCHERS FOR PURCHASES AND SERVICES OTHER THAN PERSONAL

## SAMPLE VOUCHER

Official Agency Billing Office  
U.S. Nuclear Regulatory Commission  
Division of Contracts and Property  
Management, P-902  
Washington, DC 20555  
Payee's Name and Address

Individual to Contact  
Regarding This Voucher:  
Name: \_\_\_\_\_  
Tel. No.: \_\_\_\_\_

(a) Contract Number \_\_\_\_\_  
Task Order No. (If Applicable) \_\_\_\_\_  
(b) Title of Project \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
(c) Voucher Number \_\_\_\_\_  
(d) Project Officer \_\_\_\_\_  
(e) Date of Voucher \_\_\_\_\_  
(f) Contract Amount \_\_\_\_\_  
(g) Fixed Fee \_\_\_\_\_

(h) This voucher represents reimbursable costs from \_\_\_\_\_ thru \_\_\_\_\_

## Amount Billed

	(l) Current Period	(m) Inception to Date
(i) Direct Costs		
(1) Direct Labor *		
(2) Fringe Benefits _____ % If computed as percentage		
(3) Capitalized Nonexpendable Equipment *		
(4) Materials, Supplies and Noncapitalized Equipment *		
(5) Premium Pay		
(6) Consultants *		
(7) Travel - Domestic *		
Foreign *		
(8) Subcontract *		
(9) Other Costs *		
Total Direct Costs		
(j) INDIRECT COSTS		
(A) Overhead _____ % of _____ (Indicate Base)		
Subtotal		
(B) General & Administrative Expense _____ % of Cost Elements Nos. _____		
Total Costs		
(k) FIXED-FEE EARNED (Formula)		
(n) Total Amount Claimed		
(o) Adjustments		
Outstanding Suspensions		
(p) Grand Totals		

\* (REQUIRES SUPPORTING INFORMATION—SEE ATTACHED)

# VOUCHERS FOR PURCHASES AND SERVICES OTHER THAN PERSONAL

## Official Agency Billing Office:

U. S. Nuclear Regulatory Commission  
Division of Contracts and Property  
Management, P-902  
Washington, D.C. 20555

## Payee's Name and Address

ABC Corporation The National Bank  
100 Main Street or Anywhere, U.S.A.  
Anywhere, U.S.A. Assignee for ABC Corp.  
Anywhere, U.S.A.  
(When Payments Assigned)

## Individual to Contact

Regarding This Voucher:

Name: Harry Murphy

Tel. No.: 215-321-6054

- (a) Contract Number NRC-10-81-624  
Task Order No. (If Applicable) 002  
(b) Title of Project "Study of Nuclear  
Waste Concepts"  
(c) Voucher Number 003  
(d) Project Officer \_\_\_\_\_  
(e) Date of Voucher \_\_\_\_\_  
(f) Contract Amount \_\_\_\_\_  
(g) Billing Period \_\_\_\_\_

(h) This voucher represents reimbursable costs from 3/1/82 thru 3/30/82

	Amount Billed	
	(l) Current Period	(m) Inception to Date
(i) Direct Costs	\$2,400	\$6,800
(1) Direct Labor *		1,200
(2) Fringe Benefits @ 16.5% (if computed as percentage)	600	8,000
(3) Capitalized Nonexpendable Equipment *	5,000	4,000
(4) Materials, Supplies and Noncapitalized Equipment *	2,000	150
(5) Premium Pay	100	100
(6) Consultants *	200	200
(7) Travel - Domestic *		200
Foreign *	200	9,000
(8) Subcontract *	3,000	\$29,650
(9) Other Costs *	\$13,600	
Total Direct Costs		\$29,650
(j) INDIRECT COSTS		
A) Overhead 100% of Total Direct Costs (Indicate Base)	\$13,600	\$59,300
Subtotal	\$27,200	6,450
B) General & Administrative Expense 12 % of Cost Elements Nos. 1-9.A	3,264	\$65,750
Total Costs	\$30,464	3,400
	1,523	
(k) FIXED-FEE EARNED (Formula)	\$31,987	\$69,150
(n) Total Amounts Claimed		1,700
(o) Adjustments	1,700	
Outstanding Suspensions	\$30,287	\$67,450
(p) Grand Totals		
* (REQUIRES SUPPORTING INFORMATION.) (SEE ATTACHED.)		

# INSTRUCTIONS FOR PREPARING COST INFORMATION FOR NRC CONTRACTS

Preparation and Itemization of the Voucher/Invoice: In order to constitute a proper invoice, the contractor shall furnish all the information set forth below. These notes are keyed to the entries on the sample voucher/invoice.

Official Agency Billing Office: Address the original and 3 copies of the voucher/invoice, together with supporting documentation attached to each copy to: U. S. Nuclear Regulatory Commission, Division of Contracts and Property Management, P-902, Washington, D. C. 20555.

Vouchers/invoices delivered by hand, including delivery by an express mail services or special delivery services which use a courier or other person to deliver the voucher/invoice in person to the NRC, should be addressed in accordance with the foregoing and delivered to: U. S. Nuclear Regulatory Commission, One White Flint North, 11555 Rockville Pike, Rockville, Maryland 20852. Hand-delivered vouchers/invoices will not be accepted at other than the above address. Note, however, that the official receipt date for hand-delivered vouchers/invoices will be the date it is received by the official agency billing office in the Division of Contracts and Property Management.

Payee's name and address. Show the name of the contractor as it appears in the contract and its correct address. When an approved assignment has been made by the contractor, or a different payee or addressee has been designated, insert the name and address of the payee. Indicate the name and telephone number of the individual responsible for answering any questions that the NRC may have regarding the invoice.

- (a) Contract Number. Insert the NRC contract number  
Task Order Number, if applicable. Insert the task order number.
- (b) Title of Project. List the full title of the project being performed under the contract.
- (c) Sequential voucher/invoice number. The appropriate sequential number of the voucher/invoice, beginning with 001 should be designated. Contractors may also include individual internal accounting numbers, if desired, in addition to the 3-digit sequential number.
- (d) Project Officer's name as designated in the contract.
- (e) Date of voucher/invoice. Insert the date the voucher/invoice is prepared.
- (f) Contract Amount. Insert the total estimated cost of the contract, exclusive of fixed-fee. Include this information as it applies to individual task orders as well.

- (g) Fixed-Fee. Insert total fixed-fee. Include this information as it applies to individual task orders as well.
- (h) Billing Period. Insert the beginning and ending dates (day, month, year) of the period during which costs were incurred and for which reimbursement is claimed.
- (i) Direct Costs. Insert the major cost elements:

- (1) Direct Labor. This consists of salaries and wages paid (or accrued) for direct performance of the contract itemized as follows:

Labor Category	Labor Hrs. Negotiated	Hours Billed	Rate	Total	Cumulative Hours Billed
----------------	-----------------------	--------------	------	-------	-------------------------

- (2) Fringe Benefits. This represents fringe benefits applicable to direct labor and billed as a direct cost. Where a rate is used, indicate the rate. Fringe benefits included in direct labor or in other indirect cost pools should not be identified here.
- (3) Direct Equipment. For educational institutions, list each item costing \$500.00 or more and having a life expectancy of more than one year. For contractors other than educational institutions, list each item costing \$200.00 or more and having a life expectancy of more than one year. List only those items of equipment for which reimbursement is requested. A reference shall be made to the following (as applicable): (a) the item number for the specific piece of equipment listed in the property schedule of the contract; (b) the Contracting Officer's approval letter if the equipment is not covered by the property schedule; or (c) be preceded by an asterisk (\*) if the equipment is below the approval level. Further itemization of vouchers/invoices shall only be required for items having specific limitations set forth in the contract.
- (4) Materials, Supplies, or Other Expendable Items. These are consumable materials, supplies, and equipment other than that described in (3) above.
- (5) Premium Pay. This is remuneration in excess of the basic hourly rate. (Requires written approval of the Contracting Officer.)
- (6) Consultant's Fee. The supporting information must include the name, hourly or daily rate of the consultant, and reference the NRC approval (if not specifically approved in the original contract).

- (7) Travel. Domestic travel is travel within the United States, its territories, possessions, and Canada. It should be billed separately from foreign travel.

All costs associated with each trip must be shown in the following format:

Date		Traveler	Destination		Purpose	Cost
From	To		From	To		\$

- (8) Subcontracts. Include separate detailed breakdown of all costs paid to approved subcontractors during the billing period.
- (9) Other. List all other direct costs by cost element and dollar amount separately.
- (j) Indirect Costs - Overhead. Cite the formula (rate and base) in effect during the time the cost was incurred and for which reimbursement is claimed.
- (k) Fixed Fee. If the contract provides for a fixed fee, it must be claimed as provided for by the contract. Cite the formula or method of computation. The contractor may bill for fixed fee only up to 85% of total fee.
- (l) Amount Billed for Current Period. Insert the amount billed for the major cost elements, adjustments, and total amount for the period.
- (m) Cumulative Amount from Inception to Date of Current Billing. Insert the cumulative amounts billed for the major cost elements and adjusted amounts claimed during this contract.
- (n) Total Amounts Claimed. Insert the total amounts claimed for the current and cumulative periods.
- (o) Adjustments. This includes cumulative amounts billed that have been suspended or disallowed.
- (p) Grand Totals.

SAMPLESUPPORTING INFORMATION1) Direct Labor - \$2400

<u>Labor Category</u>	<u>Labor Hours Negotiated</u>	<u>Hours Billed</u>	<u>Rate</u>	<u>Total</u>	<u>Cumulative Hours Billed</u>
Senior Engineer I	2400	100	\$14.00	\$1400	975
Engineer	1500	50	\$10.00	\$500	465
Computer Analyst	700	100	\$5.00	\$500	320
				<u>\$2400</u>	

3) Direct Equipment

Spectrometer - General Electric (as approved in Property Schedule) \$5,000

4) Materials, Supplies & Other Expendable Items

10 Radon Tubes @ \$110.00 = \$1100.00  
 6 Pairs Electrostatic Gloves @ \$150.00 = \$900.00  
\$2000.00

5) Premium Pay

Walter Murphy - 10 hours @ \$10.00 Per Hour = \$100  
 (This was approved by NRC in letter dated 3/6/89.)

6) Consultants' Fee

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

7) Travel

<u>Date</u>	<u>Traveler</u>	<u>Destination</u>	<u>Purpose</u>	<u>Costs</u>
<u>From</u> <u>To</u>		<u>From</u> <u>To</u>		
3/1/89   3/6/89	William King	Chicago, Wash., IL                      DC	Meeting with Project Officer	\$200

8) Subcontracts

XYZ CORP. (CPFF)

Direct Labor:	- 80 hours @ \$20.00 per hour	= \$1600.00
O/H	@ 50%	= \$800.00
Travel - 2 Trips - Wash., DC	@ \$200	= \$400.00
	to Boston, MA	
Profit	@ 7%	= \$200.00
TOTAL:		<u>\$3000.00</u>

(k) Fixed-Fee (Formula)

(5%)

$\$350,000 \times 5\% = \$17,500$  Total Fixed Fee for this Contract

$\$27,200 \times 5\% = \$1360$  Fee Billed for this Period

(o) Adjustments

\$1700 - Indicates amount withheld from voucher #001, now approved by Contracting Officer letter 3/10/89.



ATTACHMENT 4

MONTHLY CONTRACTUAL COST SUMMARY REPORT FOR FEE BILLING

FIN: \_\_\_\_\_

Facility Name or Report Title: \_\_\_\_\_

TAC or Inspection Report Number: \_\_\_\_\_  
(or other unique identifier)

Docket Number (if applicable): \_\_\_\_\_

<u>Cost Categories</u>	<u>Period Amount</u>	<u>Period Cost Incurred</u>	<u>Fiscal Year To Date Costs</u>	<u>Total Cumulative Costs</u>
Labor				
Materials				
Subcontractor/ Consultant				
Travel				
Other (specify)				
Common Costs				
Total				

Remarks:



U.S. DEPARTMENT OF LABOR  
EMPLOYMENT STANDARDS ADMINISTRATION  
WAGE AND HOUR DIVISION  
WASHINGTON, D.C. 20210

Page 1 of 13

REGISTER OF WAGE DETERMINATIONS UNDER  
THE SERVICE CONTRACT ACT  
By direction of the Secretary of Labor

*Alan L. Moss*

Alan L. Moss, Division of  
Director, Wage Determinations

LOCALITY

State: Dist. of Col., Maryland, Virginia

Area: Dist. of Col., MD COUNTIES: CALVERT  
CHARLES, FREDERICK, MONTGOMERY

PRINCE GEORGE'S, ST MARY'S

VA COUNTIES: ALEXANDRIA, ARLINGTON, FAIRFAX

FALLS CHURCH, FAUQUIER, KING GEORGE, LOUDOUN

PRINCE WILLIAM, STAFFORD

Wage Determination No.: 86-1255 (Rev. 15) Date: 07/29/1992

Class of Service Employees

Minimum  
Hourly  
Wage

Fringe Benefit Payments

Health &  
Welfare

Vacation

Holiday

Other

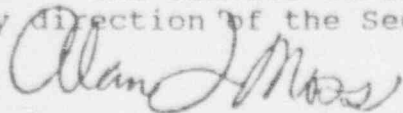
Automatic Data Processing Occupations, Information and  
Arts Occupations, Library and Archive Occupations, and  
Technical Occupations:

1. Computer Data Librarian	\$ 10.00
2. Computer Operator I	\$ 9.96
3. Computer Operator II	\$ 11.15
4. Computer Operator III	\$ 12.86
5. Computer Operator IV	\$ 13.44
6. Computer Programmer I 1/	\$ 13.86
7. Computer Programmer II 1/	\$ 15.56
8. Computer Programmer III 1/	\$ 17.95
9. Computer Programmer IV 1/	\$ 20.27
10. Computer Systems Analyst I 1/	\$ 14.79
11. Computer Systems Analyst II 1/	\$ 18.40
12. Computer Systems Analyst III 1/	\$ 21.52
13. Computer Systems Analyst IV 1/	\$ 27.66
14. Key Entry Operator I	\$ 8.21
15. Key Entry Operator II	\$ 9.27
16. Peripheral Equipment Operator	\$ 9.51
17. Exhibits Specialist I	\$ 11.16
18. Exhibits Specialist II	\$ 12.81
19. Exhibits Specialist III	\$ 15.28
20. Illustrator I	\$ 11.16

U.S. DEPARTMENT OF LABOR  
EMPLOYMENT STANDARDS ADMINISTRATION  
WAGE AND HOUR DIVISION  
WASHINGTON, D.C. 20210

Page 2 of 13

REGISTER OF WAGE DETERMINATIONS UNDER  
THE SERVICE CONTRACT ACT  
By direction of the Secretary of Labor



Alan L. Moss Division of  
Director Wage Determinations

LOCALITY	State: Dist. of Col., Maryland, Virginia			
	Area: Dist. of Col., MD COUNTIES: CALVERT CHARLES, FREDERICK, MONTGOMERY PRINCE GEORGE'S, ST MARY'S VA COUNTIES: ALEXANDRIA, ARLINGTON, FAIRFAX FALLS CHURCH, FAUQUIER, KING GEORGE, LOUDOUN PRINCE WILLIAM, STAFFORD			
Wage Determination No.: 86-1255 (Rev. 15) Date: 07/29/1992				
Class of Service Employees	Minimum Hourly Wage	Fringe Benefit Payments		
		Health & Welfare	Vacation	Holiday Other

21. Illustrator II	\$ 12.81
22. Illustrator III	\$ 15.28
23. Photographer I	\$ 11.16
24. Photographer II	\$ 12.81
25. Photographer III	\$ 15.28
26. Audiovisual Librarian	\$ 12.44
27. Librarian	\$ 12.44
28. Library Technician	\$ 10.07
29. Technical Information Specialist I	\$ 11.16
30. Technical Information Specialist II	\$ 12.81
31. Technical Information Specialist III	\$ 15.28
32. Laboratory Tester	\$ 8.45
33. Technical Writer	\$ 9.48
34. Drafter I	\$ 7.36
35. Drafter II	\$ 8.89
36. Drafter III	\$ 11.16
37. Drafter IV	\$ 12.81
38. Drafter V	\$ 15.28
39. Technician I 5/	\$ 10.60
40. Technician II 5/	\$ 13.45
41. Technician III 5/	\$ 16.73

U.S. DEPARTMENT OF LABOR  
EMPLOYMENT STANDARDS ADMINISTRATION  
WAGE AND HOUR DIVISION  
WASHINGTON, D.C. 20210

Page 3 of 13

REGISTER OF WAGE DETERMINATIONS UNDER  
THE SERVICE CONTRACT ACT  
By direction of the Secretary of Labor

*Alan L. Moss*

Alan L. Moss Division of  
Wage Determinations  
Director

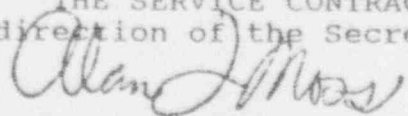
LOCALITY	State: Dist. of Col., Maryland, Virginia			
	Area: Dist. of Col., MD COUNTIES: CALVERT CHARLES, FREDERICK, MONTGOMERY PRINCE GEORGE'S, ST MARY'S VA COUNTIES: ALEXANDRIA, ARLINGTON, FAIRFAX FALLS CHURCH, FAUQUIER, KING GEORGE, LOUDOUN PRINCE WILLIAM, STAFFORD			
Wage Determination No.: 86-1256 (Rev. 15) Date: 07/29/1992				
Minimum Hourly Wage	Fringe Benefit Payments			
	Health & Welfare	Vacation	Holiday	Other

42. Camera Operator	\$ 8.27
43. Training Technician (Learning Resource Center)	\$ 9.03
44. Test Proctor	\$ 7.30
45. Industrial Hygiene Technician	\$ 12.34
46. Laboratory Technician	\$ 8.45
47. Technical Illustrator	\$ 13.00
48. Hardware Coordinator	\$ 8.00
49. Off-Line Equipment Operator	\$ 7.48
50. Offset Pressman	\$ 15.60
51. Bindery Worker	\$ 14.83
52. Negative Engraver/Stripper	\$ 14.03
53. Offset Platemaker	\$ 14.03
54. Offset Photographer	\$ 15.56
55. Film Assembler-Stripper	\$ 14.03
56. Lithographic Technician	\$ 14.03
57. Lithographic Inspector	\$ 17.62
58. Quality Control Inspector	\$ 11.53
59. Document Preparation Clerk	\$ 6.70
60. Cartographic Technician	\$ 10.48
61. Instructor	\$ 13.26

U.S. DEPARTMENT OF LABOR  
EMPLOYMENT STANDARDS ADMINISTRATION  
WAGE AND HOUR DIVISION  
WASHINGTON, D.C. 20210

Page 4 of 13

REGISTER OF WAGE DETERMINATIONS UNDER  
THE SERVICE CONTRACT ACT  
By direction of the Secretary of Labor



Alan L. Moss      Division of  
Director      Wage Determinations  
~~Calvert, Charles, Frederick, Montgomery, Prince George's, St Mary's, Fairfax, Falls Church, Fauquier, King George, Loudoun, Prince William, Stafford~~

LOCALITY	State: Dist. of Col., Maryland, Virginia			
	Area: Dist. of Col., MD COUNTIES: CALVERT CHARLES, FREDERICK, MONTGOMERY PRINCE GEORGE'S, ST MARY'S VA COUNTIES: ALEXANDRIA, ARLINGTON, FAIRFAX FALLS CHURCH, FAUQUIER, KING GEORGE, LOUDOUN PRINCE WILLIAM, STAFFORD			
Wage Determination No.: 86-1255 (Rev. 15) Date: 07/22/1992				
Minimum Hourly Wage	Fringe Benefit Payments			
	Health & Welfare	Vacation	Holiday	Other

Class of Service Employees

Fringe benefits applicable to all classes of service employees  
engaged in contract performance:

2/

3/

4/

1/ Does not apply to employees employed in a bona fide executive, administrative, or professional capacity as defined and delineated in 29 CFR 541. (See 29 CFR 4.156)

2/ HEALTH & WELFARE: \$0.83 per hour or \$33.20 per week or \$143.86 per month.

3/ VACATION: 2 weeks paid vacation after 1 year of service with a contractor or successor; 3 weeks after 5 years; 4 weeks after 15 years. Length of service includes the whole span of continuous service with the present (successor) contractor, wherever employed, and with the predecessor contractor in the performance of similar work at the same Federal facility. (Reg. 4.173)

4/ HOLIDAYS: 10 paid holidays per year: New Year's Day, Martin Luther King Jr.'s Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day. (A contractor may substitute for any of the name holidays another day off with pay in accordance with a plan communicated to the employees involved.)

5/ The Technician classification includes all of the following: Electronics, Electromechanical, Environmental, Instrumentation, Mathematical, Mechanical, and Photo-Optics

NOTE: The contracting officer shall require that any class of service employee which is not listed herein and which is to be employed under the contract (i.e., the work to be performed is not performed by any classification listed in the wage determination), be classified by the contractor so as to provide a reasonable relationship (i.e., appropriate level of skill comparison) between such unlisted classifications and the classifications listed in the wage determination. Such conformed classes of employees shall be paid the monetary wages and furnished the fringe benefits as are determined. Such conforming procedures shall be initiated by the contractor prior to the performance of contract work by such unlisted class(es) of employees. A written report of the proposed conforming action, including information regarding the agreement or disagreement of the authorized representative of the employees involved or, where there is no authorized representative, the employees themselves, shall be submitted by the contractor to the contracting officer no later than 30 days after such unlisted class(es) of employees performs any contract work. The contracting officer shall review the proposed action and promptly submit a report of the action, together with the agency's recommendation and all pertinent information including the position of the contractor and the employees, to the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, for review. (See section 4.6 (b)(2) of Regulations 29 CFR 4)

UNIFORM ALLOWANCE: If employees are required to wear uniforms in the performance of this contract (either by the terms of the Government contract, by the employer, by the state or local law, etc.), the cost of furnishing such uniforms and maintaining (by laundering or dry cleaning) such uniforms is an expense that may not be borne by an employee where such cost reduces the hourly rate below that required by the wage determination. The Department of Labor will accept payment in accordance with the following standards as compliance:

The contractor or subcontractor is required to furnish all employees with an adequate number of uniforms without cost or to reimburse employees for the actual cost of the uniforms. In addition, where uniform cleaning and maintenance is made the responsibility of the employee, all contractors and subcontractors subject to this wage determination shall (in the absence of a bona fide collective bargaining agreement providing for a different amount, or the furnishing of contrary affirmative proof as to the actual cost), reimburse all employees for such cleaning and maintenance at a rate of \$3.80 a week (or 76 cents a day); and effective April 1, 1991, the rate shall be \$4.25 per week (or \$.85 cents per day). However, in those instances where the uniforms furnished are made of "wash and wear" materials, may be routinely washed and dried with other personal garments, and do not require any special treatment such as dry cleaning, daily washing, or commercial laundering in order to meet the cleanliness or appearance standards set by the terms of the Government contract, by the contractor, by law, or by the nature of the work, there is no requirement that employees be reimbursed for uniform maintenance costs.



NOTE: The duties of employees under job titles listed are those described in the Service Contract Act Directory of Occupations, Second Edition, July 1986, unless otherwise indicated. See also 29 CFR Part 4 Section 4.152.

\*\*\*\*\* OCCUPATIONS NOT INCLUDED IN THE SCA DIRECTORY OF OCCUPATIONS \*\*\*\*\*

CAMERA OPERATOR

Performs duties similar in nature to the operator of a standard photocopying machine. Places material in the machine, takes its picture, and checks for form and clarity.

TRAINING TECHNICIAN (LEARNING RESOURCE CENTER)

Review and evaluates answer sheets and lab forms for completeness and accuracy of scoring, recomputes scores to verify accuracy, identifies discrepancies and takes corrective actions in accordance with established policy. Serves as the contact point for resolving complicated problems between AAC-118, AAC-323, AAC-930, etc. and within the unit. Establishes and maintains the log of all control numbers for Air Traffic evaluation material. Assigned number should reflect code, option/phase, and number of booklet. Reviews all printing requests and monitors their processing to insure procedures for controlled material are followed. Insures that material produced by the print shop is as specified on printing requests and takes appropriate action to insure that material is incorporated into the controlled materials system.

TEST PROCTOR

Administers, supervises or proctors minimum of 5, maximum of 15 tests on a call basis. Tests include all Dantes, Clep, SSTs, ECI end of course for voluntary enrollments and any tests specifically required by an educational institution for admission or course enrollment. Administers make-up tests in conjunction with civilian institution programs when it has been clearly established that the student could not be present for normal in-class testing because of duty conflict or health reasons. Testing materials are controlled items and will be handled, stocked, safeguarded and administered in strict compliance with applicable regulations.

INDUSTRIAL HYGIENE TECHNICIAN

Evaluates proposed work processes or materials to assure incorporation of adequate measures for prevention of occupational disease hazards. Investigates and evaluates existing industrial processes to determine nature, extent, and magnitude of exposures and the effectiveness of existing control systems. Independently designs sampling strategies or methods to determine concentrations

of contaminants and/or physical agents that exist in the workplace. Devises/designs or works with engineers to develop control measures, use of protective devices, or adoption of alternate procedures or materials.

#### LABORATORY TECHNICIAN

Collects, processes, and analyzes blood urine, and other body fluids by established scientific laboratory techniques to aid in diagnosis, treatment, and prevention of diseases in the area of hematology, urinalysis, chemistry, blood bank, microbiology, serology, anatomic pathology, and general medical lab tests.

#### NEGATIVE ENGRAVER/STRIPPER

Jobs involved in negative-cutting activities ranging from simply opaquing the background of the negative by painting in pinholes with a solution of asphaltum, lampblack, or turpentine, to making intricate corrections and revisions of film and plastic negatives.

#### OFFSET PLATEMAKER

Jobs involved in processing photographic images onto metal, paper, or plastic plate materials to produce lithographic plates which are used in the offset reproduction of printed matter. Also included are jobs involved in producing paper or plastic masters using photo-direct or electrostatic equipment, as well as jobs that involve other related platemaking processes such as color proffing and making peel coats, scribe coats, and hand transfers.

#### OFFSET PHOTOGRAPHER

##### INTRODUCTION:

Position is located in the Pre-Press Section, Reproduction Branch, Aeronautical Charting Division. Incumbent serves as a Journeyman Offset Photographer (Map and Chart).

##### DUTIES:

Independently operates one or more process cameras and other photographic equipment, to accomplish projects requiring the application of advanced photographic methods and techniques to make negatives and positives, or other photographic products required for the preparation of lithographic printing plates subsequently used in the multicolor tone reflection and or transmission copy materials which contain areas of inconsistent tone or other deficiencies such as weak images or inadequate contrast.

Must be thoroughly familiar with all equipment, materials, chemicals, technical guides and manuals



used in the Photographic Section. Must be able to apply advanced or unconventional photographic techniques used in holding or dropping various color hues or densities of multicolor copy. Must be thoroughly familiar with all equipment, materials, chemicals, and the more complex guides and manuals used in the Photographic Section. Must be able to apply unconventional lighting techniques to simulate natural light conditions, to assure that the resulting shadows and relief are within exacting tolerance requirements concerning length and direction. Must have a practical understanding of the additive and subtractive primary and complimentary colors, and the process inks to accomplish process color separation. Must ensure that exacting tolerances are maintained (plus or minus .0005 inches or finer) with respect to scale dimension, alignment registration, and line weight. Must be able to maintain exacting tolerances in dot size and density, so that screen tints, halftone, and other separations of multicolor work will fit with hairline registration, and match when merged during the press run. Must be able to select proper line and percentage screen, set proper screen distance and angle in accomplishing halftone multicolor photography. Incumbent must have extensive knowledge of photographic theory, technology, optics, chemistry of silver halide emulsions, light sources, camera characteristics, and maintenance and repair procedures. Must be able to evaluate all copy materials (normal, unusual, and difficult) and determine the methods, (to include unconventional) procedures, and techniques to be used to achieve desired results.

#### FILM ASSEMBLER-STRIPPER

##### INTRODUCTION:

This position is located in the Negative Engraving Unit of the Reproduction Branch. Section functions are outlined in the NOAA organization Handbook. The incumbent serves as a Film Assembler-Stripper.

##### MAJOR DUTIES AND RESPONSIBILITIES:

Plans, designs, assembles, lays out, and strips into place film negatives and positives of charts, maps, and related navigational publications to compose multiple flats for signature layouts requiring exact adherence to specifications for precise positioning, margins, color, junctions, and size of lithographic printing plates.

##### STATEMENT OF INCLUSION IN THE FAIR LABOR STANDARDS ACT

THIS POSITION IS INCLUDED IN THE COVERAGE OF, AND SUBJECT TO, THE FAIR LABOR STANDARDS ACT IN THAT IT DOES NOT MEET THE EXEMPTING CRITERIA FOR A PROFESSIONAL, ADMINISTRATIVE, OR EXECUTIVE POSITION AS DEFINED IN FEDERAL PERSONNEL MANUAL LETTERS 551-1, DATED MAY 15, 1974, AND 551-7, DATED JULY 1, 1975.

#### LITHOGRAPHIC TECHNICIAN

##### INTRODUCTION:

This position is located in the Type Composition Unit of the Pre-Press Section, Reproduction

Branch, Aeronautical Charting Division. Specific Branch functions are outlined in the NOAA Organizational Handbook. Incumbent serves as a Lithographic Technician.

**DUTIES:**

As a journeyman, is fully responsible for the setting-up, operation, and daily maintenance of input keyboard consoles, automated photo-electronic typesetter, contact printers, and film processors; utilized to produce typography for the compilation and maintenance of maps, charts, and related data. In addition, is responsible for the proofreading, correcting, makeup, and final verifying of all typographic material produced by the Unit.

**LITHOGRAPHIC INSPECTOR****INTRODUCTION:**

This position is located in the Quality Assurance/Control Staff, Reproduction Branch. The functions of the QA/C Staff are outlined in the NOAA Organization Handbook. The incumbent serves as an inspector of a broad array of lithographic printed products and processes all of which require critical tolerances be met to insure navigational safety.

**MAJOR DUTIES AND RESPONSIBILITIES:**

Examines the lithographic products produced within or for the Reproduction Branch, by skilled trade craftsmen; Negative Engravers, Film Assembler-Strippers, Offset Platemakers, Offset Photographers, Pressmen, Bindery Machine Operators and/or outside contractors to determine that critical requirements, standards and specifications have been met. Inspections are made at the conclusion critical functions such as the completion negative corrections, photo composites, platemaking, as well as during press operation. It is the responsibility of the Inspector to insure the printing quality, registration, color, corrections, etc. are acceptable for a final distribution to the public, agents, and other government agencies.

**QUALITY CONTROL INSPECTOR****DUTIES:**

Establishes and qualifies inspection and test methods, procedures, instructions and associated equipment. Performs and documents acceptance inspections and tests. Evaluates and certifies acceptance inspections and test data/results are in compliance with applicable codes, standards, and contract provisions. Schedules project inspections. Conducts inspection audits. Periodically reviews all work performance, maintenance and similar data records to analyze problems, determine trends and modify methods and procedures.

**TECHNICAL ILLUSTRATOR**

Prepares illustrations/drawings requiring use of the common art media to depict electronic, electrical, mechanical, or other technical equipment. Produces such products as: functional

drawings, schematic diagrams, logic diagrams, exploded views, assembly and component drawings, perspective and isometric drawings.

Projects involve preliminary and final drawings, usually from rough sketches or notes provided by subject matter specialties. Work requires proficiency in the use of several of the common art media such as oil, water color, or pen and ink; but does not require extensive knowledge of the subject matter. Lays out proposed illustrations in conformity with established style and format which does not present complex problems in terms of perspective, angle of view or artistic effect. Works under higher grade illustrator or supervisor who provides guidance in the use of media to be used. Incumbent is relied on to work out the details and produce an artistic illustration that fulfills the objective of the specification or requirement.

#### HARDWARE COORDINATOR

A hardware coordinator monitors and coordinates hardware vendor activities under general supervision. This classification also maintains hardware performance statistics and assists in the implementation of physical planning and installation when required. By comparison, a peripheral equipment operator operates peripheral equipment which directly supports digital computer operations. Such equipment is unique and specifically designed for computer application, but need not be physically or electronically connected to the computer. Printers, plotters, card read punches, tape readers, tape units or drives, disk units or drives, and data display units are examples of such equipment. The duties which characterize the work of a peripheral equipment operator are: loading printers and plotters with correct paper; adjusting controls for forms, thickness, tension, printing density, and location; and unloading hard copy; labeling tape reels, disks or card decks; checking labels and mounting and dismounting designated tape reels or disks on specified units or drives, setting controls which regulate operation of the equipment; observing panel lights for warnings and error indications and taking appropriate action; examining tapes, cards, or other material for creases, tears, or other defects which could cause processing problems.

#### OFF-LINE EQUIPMENT OPERATOR

An off-line equipment operator operates bursters, collators, sorters, reproducers, and interpreters under direct supervision. Additionally, this classification performs additional support functions when required. This classification is compared to the peripheral equipment operator previously described.

#### OFFSET PRESSMAN

Jobs involved in the operation and maintenance of offset presses used for printing material by the offset lithographic method from plates on which the printing and non-printing areas are essentially on the same plane.

## BINDERY WORKER

This occupation includes jobs that involve setting up, operating, and making minor repairs to powered and manually operated gathering, stitching, folding, gluing, embossing, papercutting, stapling, drilling, punching, collating, sorting, and binding machines and equipment used in making books, pamphlets, brochures, etc., in quantity.

## DOCUMENT PREPARATION CLERK

Primary duty is to prepare material for the camera operator. This entails the disassembly of documents, books, periodicals, etc. and organizing this material into a photographic mode.

## CARTOGRAPHIC TECHNICIAN

Reviews geologist's or hydrologist's manuscript copy, field notes, sketches, and photographs for acceptability of copy and conformance to specifications and standards. Compares base map against compilation copy and compiles new or modified base data if required by paneling and/or mosaicking more recent topographic data. Selectively adjusts, adds or deletes features from these sources to integrate thematic and base map data.

Prepares map layouts considering press and paper size limitations; user requirements, aesthetic positioning of map, supplemental illustrations, sections, explanation and text data. Coordinates layouts with adjacent map products.

Prepares specifications and requisitions for photographic services and materials for cartographic preparation phases. Reviews received materials for quality and correctness before accepting same.

Selects type styles and sizes and prepares requisitions for type for maps. Prepares type overlays considering legibility, proximity of type to map features, and placement to avoid overprinting vital base data.

Selects thematic symbols, patterns, and colors for visual effectiveness and coordination with adjacent publications. Performs color separation of areal tints by stripping open-window negatives from peelcoat or similar materials, or prepares materials for color separation by camera or electronic scanner. Utilized stick-down patterns and symbols for illustrations and maps.

Scribes or inks geologic, hydrologic or topographic data in correct position conforming to exacting line weights and tolerances specified by cartographic standards. Exercises a working knowledge of topographic, geologic and hydrologic relationships when making adjustments of data to assure correct relationships of author's data to base map information.

Provides periodic internal reviews of preparation copy to assure correctness and completeness of cartographic work and compliance with standards and formats.

### ATTACHMENT THREE

#### GOVERNMENT-FURNISHED PROPERTY/EQUIPMENT

The NRC will provide the following office space, equipment and office supplies:

- |                                   |   |
|-----------------------------------|---|
| 1. Office space                   | Phillips building, and Two White Flint North (under construction) |
| 2. Storage space                  | Phillips building, and Two White Flint North (under construction) |
| 3. Desk (2)                       |   |
| 4. Chair (6)                      |   |
| 5. File Cabinets, Four Drawer (2) |   |
| 6. Microcomputer (1)              |   |
| 7. 2-line telephone (1)           |   |
| 8. Telephone numbers (3)          |   |
| 9. Wall lockers (9)               |   |





UNITED STATES  
NUCLEAR REGULATORY COMMISSION  
WASHINGTON, D.C. 20555

JUN 08 1992

MEMORANDUM FOR: All TB Personnel

FROM: Thomas B. Kellam, Chief  
Telecommunications Branch  
Division of Computer and  
Telecommunications Services

SUBJECT: STANDARD OPERATING PROCEDURE NUMBER 1  
OFFICE PROCEDURES FOR PROCESSING REQUESTS FOR  
TELECOMMUNICATIONS SERVICES (NRC FORM 238)

COVERAGE:

This memorandum provides policy, objectives and procedures for  
~~Telecommunications Branch (TB) processing of Requests for~~  
Telecommunications Services.

OBJECTIVES:

1. Establish central control and an audit trail of Requests for Telecommunications Services.
2. Organize and expedite the work flow involved in processing Requests for Telecommunications Services.
3. Provide Telecommunications Branch policy for processing Requests for Telecommunications Services.

PROCEDURES:

NRC FORM 238 - REQUEST FOR TELECOMMUNICATIONS SERVICES

1. Telecommunications Branch

A. COMMUNICATIONS ASSISTANT

- (1) Stamps date/time on the Form 238 when received in TB.
- (2) Reviews each Form 238 to determine if it has been approved by an Office Director, Telecommunications Control Officer (TCO) or alternate. If not approved, advises the originating office to submit



another Form 238 with the required signatures. Forwards the unauthorized Form 238 to the Telecommunications Support Service contract Project Officer for file.

- (3) Forwards the Form 238 to the Telecommunications Systems 2 Section Chief or designee for review/approval/disapproval action.

B. Chief, Telecommunications Systems Section 2

- (1) Reviews the Form 238. Performs a preliminary analysis to determine if the requirement is economically and technologically feasible.

If more information is required for a preliminary analysis the Chief, Telecommunications Systems Section 2 may call the requestor or attach a note to the Form 238 request and have the TSSC complete the call for further information.

- (2) If minor (work that can be, in the opinion of the Section Chief, completed in 24 manhours or less) or regularly occurring work, approves the Form 238 by initialing in the lower right corner of block 3 and putting a "No", which signifies that no further review is required. Forwards the request to the Telecommunications Service Support Contractor (TSSC) for Requisition Number (TB Control Number) assignment.
- (3) If the requirement is to provide connection to any of the TB supported networks, (ANS, 9370, NIH, etc. the Chief, Telecommunications Systems Section 2 approves the Form 238 by initialing in the lower right corner of block 3 and putting a "Yes", which signifies that a systems port assignment is required. Attaches a Telecommunication Systems Port Assignments (Enclosure 1) worksheet to the Form 238 and forwards the documentation to the TSSC for Requisition Number (TB Control Number) assignment.
- (4) If the Form 238 requires major work (more than 24 manhours) or equipment purchases, the Chief, Telecommunications Systems Section 2 initials the Form 238 and puts a "Yes" in the lower right corner of block 3, attaches a Requirements

Analysis worksheet (Enclosure 2), assigns a Project Officer (if the request is to be accomplished by the Telecommunications Systems Section 2) and forwards to the TSSC for Requisition Number (TB Control Number) assignment.

- (5) If personnel from Telecommunications Systems Section 1 are to be assigned as Project Officers, the Chief, Telecommunications Systems Section 2 forwards the Form 238 with the attached Requirements Analysis worksheet to the Chief, Telecommunications Systems Section 1 for Project Officer assignment.

After Project Officer assignment, the Chief, Telecommunications Systems Section 1 forwards the Requirements Analysis worksheet and the Form 238 to the TSSC for Requisition Number (TB Control Number) assignment.

Note: Items (1) through (5) may be performed by the Telecommunications Branch Chief, the Chief, Telecommunications Systems Section 2 or the Telecommunications Service Support Contract Project Officer, ONLY. No other persons are authorized to sign off on Form 238s, except in the absence of all the above, persons with Signature Authority may sign.

- (6) The Chief, Telecommunications Systems Section 2 shall review all Project Officer's analysis for personnel assigned to his section. If the section chief concurs with the Project Officer's findings, he forwards the documentation to the Fiscal and Analysis Section Chief for review. If he non-concurs, he returns it to the Project Officer with appropriate comments. Step 2 is repeated until the section chief concurs.

C. Chief, Telecommunications Systems Section 1

- (1) If personnel from the Telecommunications Systems Section 1 are to be assigned as Project Officers, the Chief, Telecommunications Systems Section 2 will forward the Form 238 with the attached Requirements Analysis worksheet to the Chief, Telecommunications Systems Section 1 for Project Officer assignment.

After Project Officer assignment, the Chief, Telecommunications Systems Section 1 will forward the Requirements Analysis worksheet and the Form 238 to the TSSC for Requisition Number (TB Control Number) assignment.

- (2) Upon receipt of a Telecommunication Systems Port Assignment (Enclosure 1) worksheet, the Chief, Telecommunications Systems Section 1 will forward the documentation to a Project Officer for communications ports assignment for any of the TB supported networks, (ANS, 9370, NIH, etc.).
- (3) The Chief, Telecommunications Systems Section 1 shall review all Project Officer's analysis for personnel assigned to his section. If the section chief concurs with the Project Officer's findings, he forwards the documentation to the Fiscal and Analysis Section Chief for review. If he non-concurs, he returns it to the Project Officer with appropriate comments. Step 2 is repeated until the section chief concurs.

C. TELECOMMUNICATIONS SERVICE SUPPORT CONTRACTOR (TSSC)

- (1) Reviews each Form 238 to determine if it has been signed off by the Chief, Telecommunications Systems Section 2 or his designee. If not signed off, returns the Form 238 to the Chief, Telecommunications Systems Section 2.
- (2) Reviews TB Requirements Analysis forms to determine that appropriate reviews and Project Officer assignments have been completed by TB section chiefs and completes section D.
- (3) Logs all Forms 238 into the automated data base system, assigns a Requisition number (TB Control Number) to each and enters the name of the assigned project officer in the "Requisitioning Officer" space.
- (4) If the Form 238 has a Telecommunications Port Assignment worksheet attached, the TSSC routes the Form 238 back to the Chief, Telecommunications Systems Section 1 for port assignment on the appropriate system. Upon receipt with the

required information the TSSC prepares the appropriate work order and routes it to the Voice/Data maintenance contract Project Officer for delivery to the Installation and Maintenance contractor, as appropriate.

NOTE: The Form 238 must be logged in prior to port assignment to prevent it from being misplaced or forgotten.

- (5) Establishes a suspense file of each Form 238 from which to issue the appropriate work orders or requirements analysis. The Form 238 shall be distributed as follows:

COPY MARKED

GOES TO

White - Telecommunications Copy 1	TSSC Suspense File
Blue - Vendors Copy 1	Project Officer with Requirements Analysis Form <u>or</u> the Installation and Maintenance Contractor with work order
Yellow - Vendors Copy 2	Project Officer with Requirements Analysis Form
Pink - Return to Originator Copy 3	Requestor named in block 2 of Form 238 with logged Requisition Number (TB Control Number) control number and log sheet attached

- (6) Routes work orders to the appropriate Project Officer or the Voice/Data maintenance contract Project Officer for delivery to the Installation and Maintenance contractor, as appropriate.
- (7) Prepares orders to Telephone Companies (EXCLUDING FTS2000 ORDERS) for services. These orders must be on NRC Form 238. Places copies of all orders generated by TB personnel or the TSSC resulting from Form 238 requests in the appropriate requisition file, enters the orders into the TTS and logs orders in.

#### D. PROJECT OFFICER

- (1) If the work requested will take more than ten working days to complete, informs the requesting office, by memorandum, that the request has been received, who the action officer is, an estimated date for status or completion, and contact information. Provides a copy of the memorandum to the TSSC for file and status update.
- (2) Performs a requirements analysis to determine the most efficient and cost effective means of procuring desired telecommunications equipment and/or services. Performs a cost analysis and develops a government cost estimate to determine the anticipated cost of goods and/or services.

If appropriate, coordinates with the Fiscal and Analysis Section to insure funds are available to accommodate the requirement.

The analysis will include input from the requesting office to determine alternatives and best acceptable solution. The requesting office is to be kept informed, by memorandum, of the status of the request.

Completes Requirements Analysis worksheet, section E (Enclosure 2) and routes the completed worksheet and the Form 238 to the Project Officer's Section Chief for review and concurrence.

The Project Officer's Section Chief completes Requirements Analysis worksheet section F. If the Section Chief concurs, he forwards the documentation to the Fiscal and Analysis Section Chief for review. If he non-concurs, he returns it to the Project Officer with appropriate comments. Step 2 is repeated until the Section Chief concurs.

- (3) Upon completion of the requirements analysis and approval by the Telecommunications Branch Chief, the Project Officer:

- (a) Forwards a copy of the Requirements Analysis worksheet, the project summary, the blue copy of the form 238 (blue indicates Requirements analysis

complete and will assist in tracking individual projects) and further instructions to the TSSC for status entry into the TTS.

When work to be performed by the Voice/Data maintenance contractor can commence, forwards a memorandum (Certified E-mail will suffice) to the TSSC indicating the requisition number (TB control number), due date, description of work to be completed and point(s) of contact. If work is to be performed in phases, indicate all of the above for each phase.

(b) If appropriate, sends a memorandum to the originating NRC office to inform them of the acquisition strategy and anticipated delivery date for requested goods and/or service. Provides a copy of the memorandum to the TSSC for file and status update.

(c) If required, prepares NRC Form 34, Request for Supplies, Equipment, or Labor Services, if requisition is less than \$25,000. Along with NRC Form 34, submits the following in accordance with NRC Manual Chapter 5101, NRC Acquisition of Supplies and Services:

Three separate sources to obtain the required supplies, equipment or labor services or a sole source justification.

(d) If required, prepares NRC Form 400, Request for Procurement Action (RFP) if requisition is greater than \$25,000. Along with NRC Form 400, submits the following in accordance with NRC Manual Chapter 5101, NRC Acquisition of Supplies and Services:

- (1) Statement of Work (SOW) and Government Cost Estimate.
- (2) Documentation for the Contracting Review Board (CRB) when cost is greater than \$100K but less than \$500K.
- (3) Project Descriptive Summary (PDS) for the Senior Contracting Review Board (SCRB) when cost exceeds \$500K annual or \$1M triennial.



- (4) When applicable, forwards a request for Source Evaluation Panel (SEP) nominees to TB Section Chiefs.
- (5) Any other documentation that may facilitate efficient procurement processing.
- (e) Coordinates provisions for operational guidance and training for new and existing telecommunications equipment and services with the Chief, Telecommunications Systems Section 2.
- (f) Prepares orders to Telephone Companies (EXCLUDING FTS2000 ORDERS) for services. These orders must be on NRC Form 238. The Project Officer may forward the orders or have the TSSC forward them to the appropriate vendor, but in all cases copies of the individual documents must be forwarded to the TSSC for inclusion in the appropriate requisition file and to be entered into TTS and logged in to avoid confusion when the vendor arrives to install services.
- (g) Upon project completion, forwards the yellow copy of the Form 238 (yellow indicates project completion and will assist in tracking individual projects) with a short summary of the current status to the TSSC for status entry into the TTS.

At this time the only means of obtaining a status of Requests for Telecommunications Services, Forms 238 is The TTS. IT IS IMPERATIVE that the Project Officer keep the TSSC advised of the current status of all logged requisitions. To assist in this action the TSSC will forward a request for status on a monthly basis through the appropriate Section Chiefs.

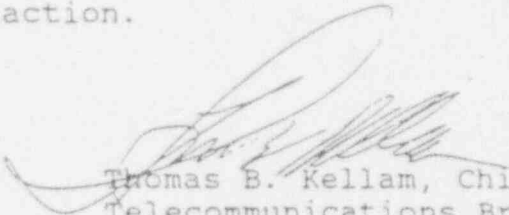
E. FISCAL AND ANALYSIS SECTION CHIEF

- (1) Reviews Forms 238 and Requirements Analysis worksheets to determine funding or acquisition strategies and/or impact on existing and planned resources.
- (2) After review, completes Section G and forwards documentation to the Telecommunications Branch Chief for approval/disapproval.



F. CHIEF, TELECOMMUNICATIONS BRANCH

- (1) Reviews the Form 238 and Requirements Analysis worksheet. Determines if the request is in accordance with NRC long range planning requirements and if analysis is sound. Provides approval/disapproval.
- (2) Upon approval, completes Section H and forwards documentation back to the assigned Project Officer for disposition.
- (3) Upon disapproval, completes Section H and forwards documentation back to the Project Officer's Section Chief for further action.



Thomas B. Kellam, Chief  
Telecommunications Branch  
Division of Computer and  
Telecommunications Services

03/02/93

PROCUREMENTS AWARDED IN THE LAST THREE WEEKS  
NEW AWARDS ARE SHOWN AS MOD 03

PAGE 33

CONTRACT NUMBER  
33-93-176-000

MOD NUMBER  
00

TITLE  
DATA/VOICE TELECOMMUNICATIONS EQUIPMENT SUPPORT

EXECUTED  
02/19/93