



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

SEP 24 1990

Irving Burton Associates, Inc.  
1000 Vermont Avenue, NW  
Washington, DC 20005  
ATTN: Mr. Irving Burton

Dear Mr. Burton:

Subject: Task Order No. 7 Entitled, Outstanding Travel Authorizations for  
FY 1990, Under Contract No. NRC-10-87-355

Verbal authorization was provided to Irving Burton on August 22, 1990, to commence work effective immediately under Task Order No. 7, with an established ceiling of \$99,169.52.

In accordance with Section G.9 entitled "Task Order Procedures" and G.10, entitled "Accelerated Task Order Procedures" of the subject contract, this letter definitizes Task Order No. 7. This effort shall be performed in accordance with the enclosed Statement of Work, as well as the contractor's technical proposal dated August 15, 1990 and revised cost proposal dated August 22, 1990, incorporated herein by reference.

Task Order No. 7 shall be in effect from August 22, 1990 through December 15, 1990, with a cost ceiling of \$99,169.52. The amount of \$91,827.33 represents the total estimated reimbursable costs and amount of \$7,342.19 represents the fixed fee. The amount of \$99,169.52 is inclusive of the \$99,169.52 verbally authorized to you as stated above.

The issuance of this task order does not amend any terms or conditions of the subject contract.

Your contacts during the course of this task order are:

Technical Matters: Eleanor Black  
Project Officer  
(301) 492-7535

Contractual Matters: Beverly Anker  
Contract Administrator  
(301) 492-4741

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PDR CONTR  
NRC-10-87-355 PNU

Irving Burton Associates, Inc. -2-

Please indicate your acceptance of this task order by having an official, authorized to bind your organization, execute three copies of this document in the space provided and return two copies to the Contract Administrator. You should retain the third copy for your records.

Sincerely,

*Sharon A. Bell*

Sharon A. Bell, Contracting Officer  
Contract Administration Branch No. 2  
Division of Contracts and Property  
Management  
Office of Administration

Enclosure:  
As stated

ACCEPTED:

*[Signature]*  
NAME

Vice President  
TITLE

9-26-90  
DATE

STATEMENT OF WORK  
TASK 7  
Travel Advance/Year-End Closing

1. Scope of Work:

This task covering activities in the Travel Accounts Section of the Employee Services Branch. All activities are associated with the current effort to collect outstanding travel advances and close out outstanding travel authorizations. The activities are specifically defined in 1.1. through 1.3. below.

1.1. Outstanding Travel Authorizations for FY 1990

The contractor shall:

- a. Research and copy all documents to support outstanding travel authorizations and advances as required.
- b. Analyze documentation to determine the accuracy of the records.
- c. Recommend actions to be taken to close out the authorizations and collect existing advances.
- d. Assure that split fiscal year travel costs are properly allocated to FY 89 and FY 90. There are approximately 150 trips involved in this effort.
- e. Prepare documentation to support recommendation to deobligate, cancel and mark authorization final as required to accomplish year-end closing. There are approximately 5,000 authorizations for FY 90.
- f. Complete appropriate action as determined by NRC, such as:
  - (1) Prepare source documents to support required adjustment to the automated system.
  - (2) Prepare analysis to support an invoice.
  - (3) Make recommendations for resolving disputed invoices.
  - (4) Distribute initial travel advance statements to travelers. (Approximately 2,000 statements). Make recommendations for refinement for succeeding statements.

1.2 Treasury Checks

The contractor shall:

- a. Research and copy all documents to support payments by Treasury checks which appear to have been "lost."
- b. Request copies of "lost" Treasury checks using the appropriate forms.
- c. Verification of information with employee as appropriate.

1.3 Change of Station Travel

The contractor shall:

- a. Reconcile all open COS travel advances and authorizations with IFMIS travel system.
- b. Determine appropriate adjustments for IFMIS.

2. Level of Effort

It is estimated that this task will require two senior accountants for approximately three months and three lower level accountants for approximately four months.

3. Deliverables

- 3.1. A list of recommended actions to be taken to resolve the activities reviewed each week shall be delivered to the Project Officer by 4:15 p.m. each Friday along with the supporting documentation for each action listed.
- 3.2. A list of actions completed during the week shall be delivered to the Project Officer by 4:15 p.m. each Friday along with the supporting documentation for each action listed.

4. Reporting Requirements

4.1. Technical Progress Report

The Contractor shall provide a monthly Technical Progress Report to the Project Officer and the Contracting Officer. The report is due within 15 calendar days after

the end of the report period and shall identify the title of the project, the contract number, project officer, the contract period of performance, and the period covered by the report. Each report shall include the following:

- a. A listing of the efforts completed during the period, milestones reached or, if missed, an explanation provided;
- b. Any problems or delays encountered or anticipated and recommendations for resolution; (if the recommended resolution involves a contract modification, e.g., change in work requirements, level of effort (cost) or schedule delay, the Contractor shall submit a separate letter to the Contracting Officer identifying the required change and estimated cost impact).
- c. A summary of progress to date; and
- d. Plans for the next reporting period.

#### 4.2. Financial Status Report

The Contractor shall provide a monthly Financial Status Report to the Project Officer and the Contracting Officer. The report is due within 15 calendar days after the end of the report period and shall identify the title of the project, the contract number, project officer, the contract period of performance, and the period covered by the report. Each report shall include the following for this task:

- a. Provide the total estimated cost of the project as reflected in the contract, the amount of funds available in the contract to date, and the balance of funds required to complete the work as follows:
  - 1) Total Estimated Contract Amount.
  - 2) Total Funds Obligated To Date
  - 3) Total Costs Incurred This Reporting Period.
  - 4) Total Costs Incurred To Date.
  - 5) Balance of Obligations Remaining.
  - 6) Balance of Funds Required to Complete Contract.
- b. Detail of all direct and indirect costs incurred during the reporting period.