

PDR P1-37



UNITED STATES
NUCLEAR REGULATORY COMMISSION
WASHINGTON, D.C. 20555-0001

JAN 21 1994

United States Department of Commerce
National Institute of Standards and Technology
ATTN: Dr. Richard Marshall
Building and Fire Research Laboratory
Gaithersburg, MD 20899

Dear Dr. Marshall:

Subject: Modification No. 1 to Interagency Agreement No. NRC-03-93-038
Entitled "Effects Of Tendon Grease-Leakage On The Integrity Of
Prestressed Concrete Containment"

The purpose of this modification is to change the deliverables and to extend the period of performance. Accordingly, the following changes are hereby made:

1. Article II - Deliverables and Delivery Schedule is deleted in its entirety and replaced with the attached Monthly Business Letter Report Requirements.
2. Article III - Period of Performance, first sentence is changed to read as follows:

The period of performance of this agreement shall be from the acceptance date of the agreement through twelve months after the acceptance date.

All other terms and condition remain the same.

Please indicate your acceptance of this modification 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 Contracting Officer. You should retain the third copies for your records.

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NRC-03-93-038 PDR

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If you have any questions regarding this matter please contact Joanna Lilley,
Contract Administrator, at (301) 492-8292.

Sincerely,

Mary Lynn Scott

Mary Lynn Scott, Contracting Officer
Contract Administration Branch No.1
Division of Contracts and
Property Management
Office of Administration

ACCEPTED:

John W. Wisner
NAME John C. McGuffin
JM Comptroller

TITLE

DATE

2-17-94

MONTHLY BUSINESS LETTER REPORT REQUIREMENTS

A monthly business letter report (MBLR) will be submitted by the 15th of each month to the Program Manager, Division of Engineering (DE), NRR, with copies provided to the Contract Administrator, Division of Contracts and Property Management, to the Project Officer and to his/her Section Chief.

Each report will include three sections as described below.

I. WORK PROGRESS STATUS

1.a. Identification Information

- The JCN and title
- The principal investigator(s) and telephone number(s)
- The NRC Project Officer and telephone numbers

1.b. Financial Summary

- The total amount of funds obligated to date
- The total cost for the period and cumulative to date
- Percent of funds expended against obligated funds

2. Schedule/Milestone Information in the following format:

<u>Tasks</u>	<u>Planned Completion Date</u>	<u>Revised Completion Date</u>	<u>Actual Date</u>
Provide a <u>brief summary</u> of the work; include any report or travel.	The day, month and year scheduled for completion, or time-frame if a date is not known or projected.	The revised day, month and year based on a change. The reason for the change must be given in the "Problem/Resolution" section below.	The day, month and year <u>all</u> of the work is actually completed.

3. Work Performed During the Period

This section should contain a clear, succinct discussion of the work performed during the period. If there are major tasks being worked on simultaneously, a discussion of the work performed under each active task should be reported. As a minimum, these discussions should support the costs reported for the period. Wording such as "worked on all tasks," or "continued to work on Task 1. a." is not particularly useful and reduces the effectiveness of the monthly report as a management tool and for historical documentation.

Any travel taken during the reporting period should also be summarized in this section of the report. Each travel summary should identify the persons traveling, the duration of the travel, the purpose of the travel, and any work/accomplishments not reflected elsewhere.

4. Problem/Resolution

- All problems encountered during the period should be clearly and succinctly identified and stated. Then, the resolution or the proposed solution should be briefly described. It should be clearly evident, from a reading of the description, who is responsible for solving the problem, should it still exist at the time the report is written.
- Notwithstanding the status of the problem at the time the MBLR is written, all problems should be recorded in the "Problem/Resolution" section of the MBLR for documentation/historical purposes. If the problem still exists in a subsequent month, in whole or in part, it should be described as it currently exists; otherwise, it should be deleted from the report.
- Problem or circumstances that require a change in the level of effort/costs, scope, or travel requirements are to be described in the MBLR^s for documentation purposes but are to be dealt with separately in a letter addressed and sent to the Contracting Officer, Division of Contracts and Property Management, NRC.

5. Plans for Next Period

Provide a brief description of the work to be performed/accomplished during the next reporting period. If a milestone is expected to be completed during the next report period, so state.

II. MONTHLY EXPENSE FORECAST

A monthly expense forecast will be prepared and included in the first MBLR and updated as applicable, e.g., on a fiscal year basis or when there is a change in funding authorization. The information is to be provided in a chart similar to that shown on Attachment 1 and will include: the period, the planned monthly spending rate, the actual monthly costs, the planned cumulative spending rate, and the actual cumulative spending rate. The cumulative planned monthly expenses rate and the cumulative actual monthly expenses will be graphically plotted.

An expense variance greater than 15 percent must be explained in the "Problem/Resolution" section.

III. FINANCIAL STATUS

1. Provide the total direct staff use and the amount of funds expended (costed) during the period and total cumulative year to date in the following categories:

	<u>Current Month</u>	<u>To Date</u>
a. <u>Direct Labor (hours)</u>		
(1) Management	XX	XX
(2) Technical	XX	XX
(3) Support	XX	XX
Total	XX	XX
Subcontractor hours	XX	XX
b. <u>Labor Costs</u>		
(1) Direct Labor Costs	XX	XX
(2) Indirect Labor Costs	XX	XX
Subtotal	XX	XX
c. <u>Other Direct Costs</u>		
(1) Subcontractor/Consultant Cost	XX	XX
(2) Material and Services Costs	XX	XX
(3) Computer Usage Costs	XX	XX
(4) Travel		
(a) Domestic	XX	XX
(b) Foreign	<u>XX</u>	<u>XX</u>
Total Travel	XX	XX
Subtotal Other Direct Costs	XX	XX
d. <u>G&A Costs</u>	XX	XX
e. <u>Fee</u>	XX	XX
Total Costs	XX	XX

NIST-54
(REV. 3-90)
ABMAN 8.05

DEPARTMENT OF COMMERCE
NATIONAL INSTITUTE OF STANDARDS AND TECHNOLOGY
GAITHERSBURG, MARYLAND 20899

DATE

February 17, 1994

ACCEPTANCE NOTIFICATION

YOUR REFERENCE

NRC-03-93-038
MOD/AMEND NO: 01

NIST REFERENCE

8613503

TO

NUCLEAR REGULATORY COMMISSION
ATTN: STEPHEN POOL
DIVISION OF CONTRACTS AND PROPERTY MGT
MAIL STOP P-1042

WASHINGTON, DC 20555

THE ORDER REFERENCED ABOVE IS

ACCEPTED

ACCEPTED AS MODIFIED

2

COPY(S) OF AGREEMENT ENCLOSED

SEE REMARKS

PLEASE REFER TO THIS NUMBER IN FUTURE
COMMUNICATIONS WITH NIST

ESTIMATED COSTS THIS ORDER OR AMENDMENT

\$ 0.00

REVISED TOTAL

\$ 56,700.00

NOTE: THIS ORDER IS ACCEPTED IN ACCORDANCE WITH NIST STATUTORY AUTHORITY (15 USC 271-278E). THE AMOUNT STATED IS THE ESTIMATED COST. FINAL CHARGES WILL BE BASED ON ACTUAL COSTS INCURRED WHICH INCLUDE DIRECTLY RELATED EXPENSES AND APPROPRIATE CHARGES FOR INDIRECT AND ADMINISTRATIVE EXPENSES (15 USC 278b(e)) AS DETERMINED THROUGH THE NIST COST ACCOUNTING SYSTEM. IN THE EVENT THE ESTIMATED AMOUNT IS NOT SUFFICIENT TO COMPLETE THE WORK OR IF EXCESS FUNDS APPEAR TO BE AVAILABLE FOR RETURN, YOU WILL BE ADVISED AS EARLY AS POSSIBLE.

PLEASE ADVANCE \$ _____ TO THE NATIONAL INSTITUTE OF STANDARDS AND TECHNOLOGY WORKING CAPITAL FUND (13X4650).

(NIST IS AUTHORIZED TO REQUIRE AN ADVANCE TO ITS WORKING CAPITAL FUND BY 15 USC 275a.)

BILL NUMBER _____

ENCLOSED

SEE REMARKS

ALTHOUGH THE NORMAL PRACTICE OF THE NATIONAL INSTITUTE OF STANDARDS AND TECHNOLOGY IS TO REQUIRE AN ADVANCE OF FUNDS; IN THIS INSTANCE, THE ORDER IS ACCEPTED ON A REIMBURSABLE BASIS. YOU WILL BE BILLED MONTHLY.

INFORMATION/TERMINATION DATE

REVISED TERMINATION DATE FOR THIS ORDER August 05, 1994

REMARKS

Accepting your no-cost time extension

FOR FISCAL OR CONTRACTUAL INFORMATION ON THIS ORDER, CONTACT:

GAITHERSBURG, MARYLAND 20899

NAME

BILL WISNER

NAME

JOHN MCGUFFIN

OFFICE NUMBER: (301) 975-2275

GOVERNMENT COMMERCIAL NUMBER:

FAX NUMBER: (301) 963-5972

SIGNATURE OF ACCEPTING OFFICER

John W. Wisner
JOHN C. MCGUFFIN
COMPTROLLER

ELECTRONIC FORM

SPONSOR COPY