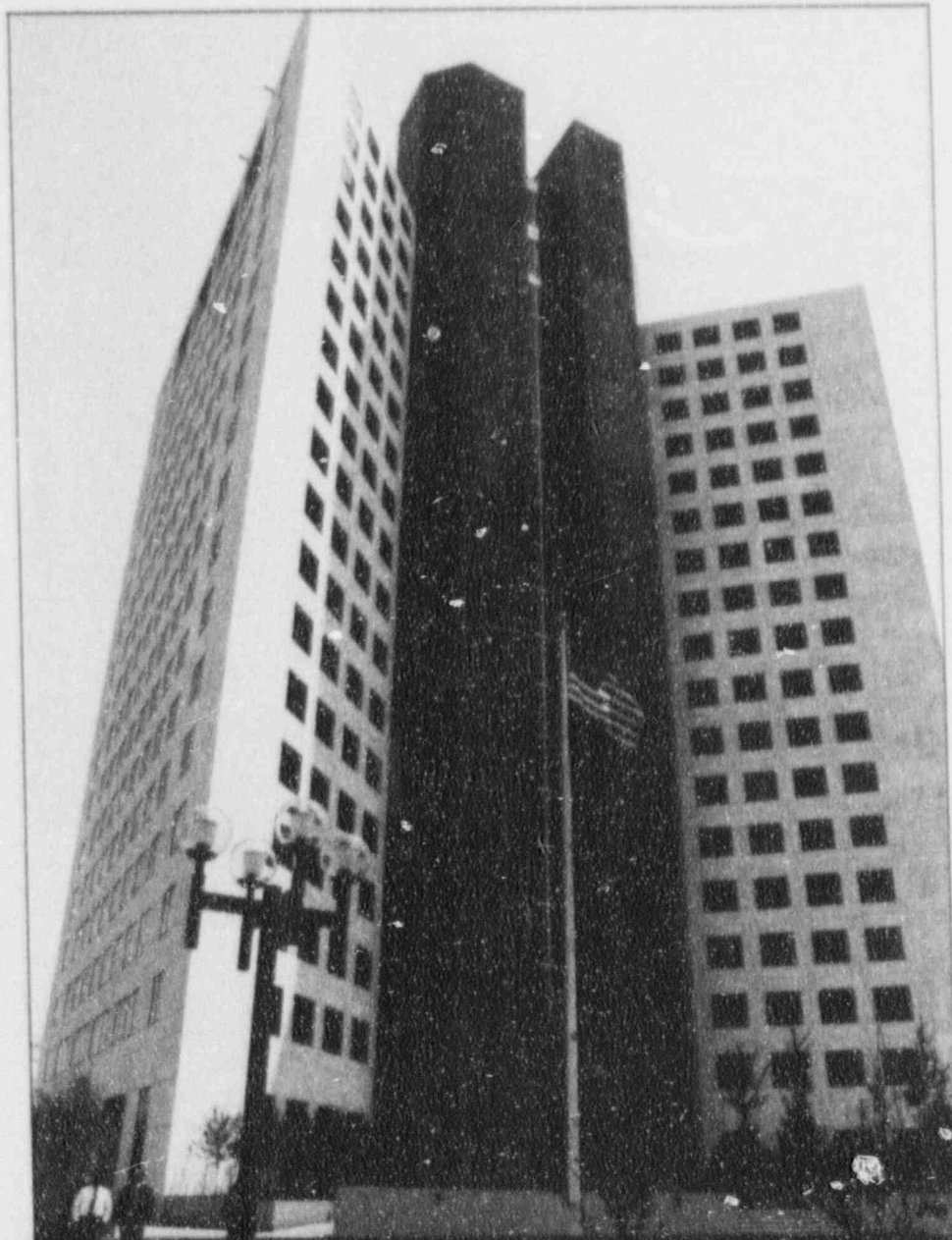


NUCLEAR · REGULATORY · COMMISSION

Let's Do Business With NRC



*"Building
on Past Success
To Achieve
Even Greater Success
in the Future"*

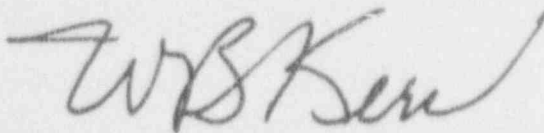
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How to Do Business

This booklet has been prepared with the express purpose of assisting you, the prospective contractor, in your quest to do business with the NRC.

We encourage you to use it as a guide in learning more about our agency and welcome your participation in our procurement activities.



*W.B. Kerr, Director
OSDBU/CR*



Let's Do Business With NRC

*Office of Small and Disadvantaged
Business Utilization and Civil Rights*



From the Chairman

The U.S. Nuclear Regulatory Commission (NRC), an independent agency of the Federal government, was created by the enactment of the Energy Reorganization Act of 1974 for the purpose of regulating the commercial uses of nuclear energy to protect the public health and safety and the environment. Over the years, the NRC regulatory program has been aided substantially by many small and disadvantaged businesses under the leadership of individuals whose talent and energy have produced important employment opportunities in key sectors of the American economy.

The nation's small businesses provide the variety and initiative needed to maintain the vitality of the free enterprise system and to support America's commitment to economic freedom and fair play. Since I started a small business myself, I recognize and can empathize with the challenges individuals face in beginning a new venture. I welcome the support and involvement of the nation's small businesses in the accomplishment of the NRC's important regulatory mission.



Ivan Selin
Chairman
U.S. Nuclear Regulatory Commission



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Introduction

This guide has been prepared to provide clear, readily understandable information about how to do business with the U.S. Nuclear Regulatory Commission (NRC). Although the guide should prove helpful to all firms seeking business opportunities with NRC, it focuses primarily on the special needs of, and opportunities for, small and disadvantaged business firms.

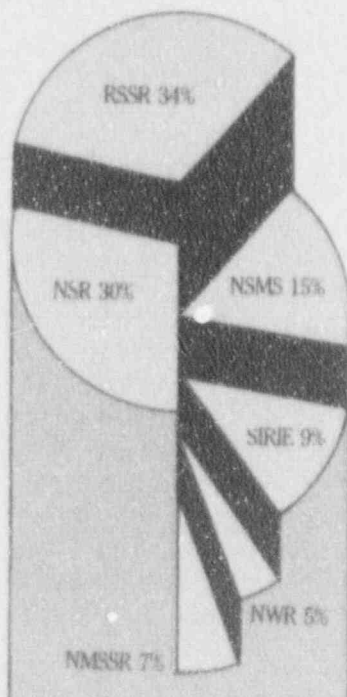
As a Federal agency, NRC participates in the full range of programs made available by Congress for small and disadvantaged business utilization. These programs apply to small and women-owned businesses, businesses located in labor surplus areas, and businesses owned and controlled by economically and socially disadvantaged persons. At the present time, small and disadvantaged firms are providing NRC with a broad range of essential support, including technical assistance in the use of statistical methods, management information system analyses, socioeconomic research, computer maintenance services, and ADP systems development and operation.

This guide describes NRC's organization, showing the primary responsibilities of the major program

NRC expenditures for a typical fiscal year.

LEGEND

- RSSR
Reactor Safety and Safeguards Regulation
- NSR
Nuclear Safety Research
- NMSSR
Nuclear Material Safety and Safeguards Regulation
- NWR
Nuclear Waste Regulation
- SIRIE
Special and Independent Reviews, Investigations, and Enforcement
- NSMS
Nuclear Safety Management and Support



offices. The guide also presents an overview of NRC's procurement and financial assistance programs. Exhibit 1 shows an organizational chart of the Nuclear Regulatory Commission and Exhibit 2 depicts agency expenditures for a typical fiscal year.

Agency Overview

The NRC was created by enactment of the Energy Reorganization Act of 1974 as an independent agency of the Federal government. The five NRC Commissioners are nominated by the President and confirmed by the U.S. Senate. The Chairman of the Commission is appointed by the President from among the Commissioners confirmed. The agency licenses and regulates the uses of nuclear energy for the purpose of protecting the public's health and safety and the environment. Its mission is accomplished by issuing licenses to build and operate nuclear power reactors and by authorizing the ownership and use of nuclear materials. Because it is a Federal regulatory agency, NRC makes rules and sets standards for its licensees. NRC also sponsors research to support its regulatory mission; consequently, the scope of its work is technical-review rather than product oriented.

NRC's principal regulatory functions are carried out by three major program offices:

Office of Nuclear Reactor Regulation (NRR)

NRR's primary mission is to assure adequate protection of public health and safety and the environment in the design, siting, construction, and operation of nuclear reactors. NRR is responsible for performing the safety, environmental and antitrust reviews of applications received primarily from utilities for construction and operation of nuclear power and non-power plants. Changes to operating licenses for power and licensing effort are divided principally among the office's nine divisions which carry out project management functions; perform detailed safety engineering and environmental reviews; perform detailed performance-oriented evaluations for nuclear plant systems; perform operational, administrative, and people-oriented reviews for human factors safety; and assure that basic safety and environmental policies, goals, and requirements are achieved by the regulatory and licensing process.

Office of Nuclear Material Safety and Safeguards (NMSS)

NMSS licenses and regulates all nuclear fuel cycle facilities and materials licensed under the Atomic Energy Act of 1954, as amended. These licenses are associated with the processing, transporting, and handling of nuclear materials, including the review and assessment of their safeguards against potential threats, thefts, and sabotage. NMSS works closely with other NRC organizations in coordinating the waste management and safeguards program, and in recommending research, standards, and policy options necessary for the successful operation of these programs.

Office of Nuclear Regulatory Research (RES)

RES plans and implements programs of nuclear regulatory research and standards to support NRC's regulatory activities in nuclear reactor safety, safeguards, the nuclear fuel cycle, and environmental protection. These programs provide a comprehensive basis for NRC policies and programs for licensing review, inspection and enforcement, and other regulatory actions. The Office directs the development of regulations, criteria, guides, standards, and codes for all stages of reactor and production and utilization facilities, for the protection of the health and safety of

the public and workers during possession, use, transfer, and disposal of nuclear materials, and for the safeguarding of nuclear materials and facilities.

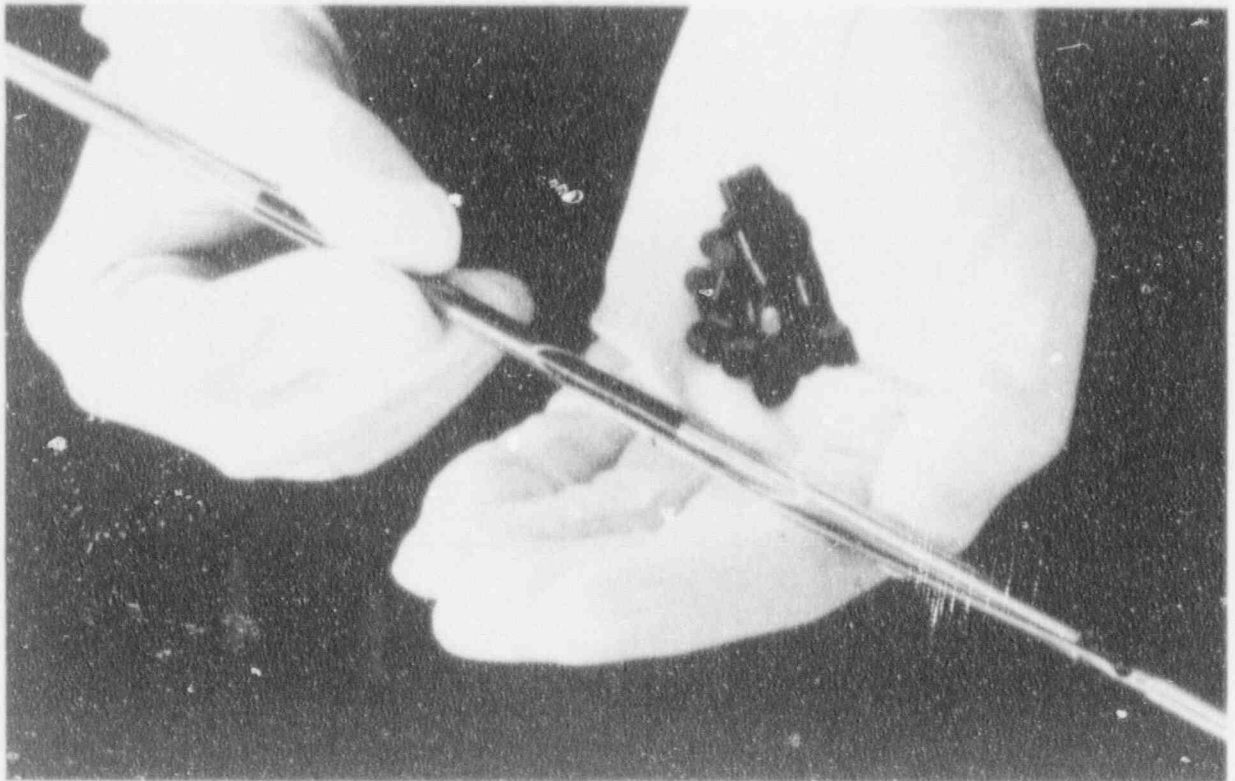
Office of Small and Disadvantaged Business Utilization and Civil Rights

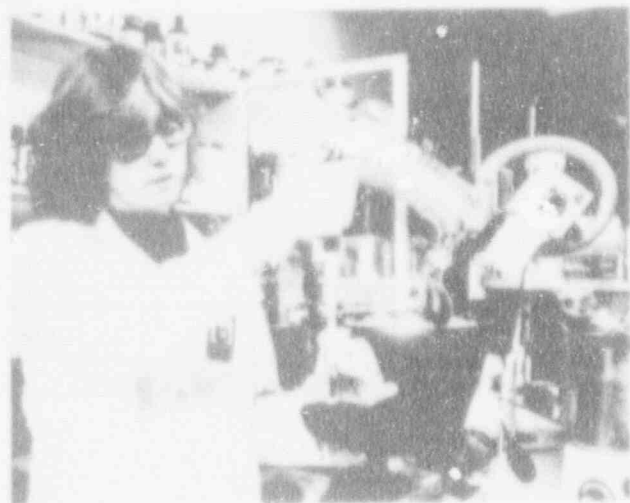
The OSDBU/CR is responsible for assisting small, minority-owned, and women-owned firms wishing to do business with NRC. Small firms located in areas of chronic unemployment are also encouraged to make their firm's capabilities known to NRC's OSDBU/CR. Personnel in OSDBU/CR are prepared to discuss the various preference programs NRC has available. They can also refer firms to NRC technical personnel who may have a need for their product or service.

To obtain information from OSDBU/CR, either call (301) 492-4665 or write to:

Office of Small and Disadvantaged Business Utilization and Civil Rights
U.S. Nuclear Regulatory Commission
Mail Stop: MNBB-7217
Washington, DC 20555

*Uranium fuel pellets
and a fuel rod.*





Research on the biological effects of chemical agents in the environment.

An OSDBU staff meeting.



Division of Contracts and Property Management

The NRC DCPM directs and coordinates contracting and purchasing activities for all NRC program offices with the exception of agreements with the U.S. Department of Energy laboratories. In this capacity DCPM routinely screens all procurement requests to determine whether such requests can be accomplished through OSDBU/CR preference programs. The DCPM also maintains the NRC bidders' mailing list of firms with various occupational specialties. Firms on the list with the appropriate specialties receive, on a rotational basis, copies of the solicitation on tasks necessary to conduct the agency's business.

How to Get Started

Firms wishing to appear on the NRC bidders' list should submit Form 1-29, "Solicitation Mailing List Application," copies of which are available from either OSDBU/CR or the DCPM, U.S. Nuclear Regulatory Commission, Washington, DC 20555 (see Exhibit 3). Interested firms should also submit either a brochure describing their activities or a corporate capability statement. The corporate capability statement should describe the kind of products and services the firm provides. These statements sometimes include background information about key personnel, a list of past contracts with governmental and non-govern-

mental organizations, and a brief description of past and current projects.

How to Find Out About NRC'S Needs

Information on NRC's current or future procurements may be obtained from any of the following sources:

NRC Personnel

The OSDBU/CR can arrange meetings with NRC personnel whose needs may be pertinent to a firm's capabilities. The questions for NRC personnel in these meetings should be kept general since program officials are prohibited from making commitments or from giving advance information about specific anticipated purchases to potential suppliers.

The Commerce Business Daily

Procurement offices generally publicly announced purchases by placing announcements in the *Commerce Business Daily* (CBD). The CBD informs potential contractors about planned procurement activities of the Federal government. Published Monday through Friday, the CBD lists, by product and service, contracting opportunities, subcontracting leads, contract awards, and other business opportunities related to procurement in the Federal government. The CBD is available on a subscription basis from the Superintendent of Documents, Government Printing Office, Washington, DC 20402. Ordering information and rates may be obtained by calling (202) 783-3238.



Yankee Rowe nuclear power plant.

Seeking information
on the PASS system



Procurement Automated Source System (PASS)

Firms may also register with the U.S. Small Business Administration's (SBA) Procurement Automated Source System (PASS). The purpose of PASS is to match Federal procurement requirements with the capabilities of small businesses listed in the system. The system has significantly improved contracting and subcontracting opportunities for these firms. Registration with PASS is free and entirely voluntary. Applications are available from either the SBA or the NRC's OSDBU/CR. The mailing address and telephone number of the SBA office nearest you are also available from the NRC's OSDBU/CR or the local telephone directory.

Posted Solicitations

Copies of all solicitations are posted for inspection and copying at the NRC Public Document Room at 2120 L Street, NW, Lower Level, Washington, DC, and on the Bulletin Board of the DCPM, located in the main lobby of the Phillips Building, 7920 Norfolk Avenue, Bethesda, Maryland.

Awards, Aids, and Assistance Programs for Small and Disadvantaged Businesses

The Small Business Act of July 18, 1958 (PL. 85-536) declares that the economic well being and security of

the nation depend on the expansion of free competition which, in turn, requires that special aid, protection, and assistance be given to small businesses. Accordingly, NRC makes available the following range of assistance programs specifically aimed at small and disadvantaged businesses.

Small Business Set-Aside Program

One method provided by law to assist small businesses involves special "set-aside" procurements. In a set-aside procurement, either a single contract or an entire class of contracts (involving, say, all contracts for local transportation shuttle service) may be made available for competition solely among small business firms. That is, only small businesses can compete for this type of contract.

Announcements for set-aside procurements are advertised in the *CBD*. For complete information about the kinds of products and services NRC solicits on a set-aside basis, contact the NRC's OSDBU/CR or DCPM.

Labor Surplus Area Set-Aside Program

The purpose of the labor surplus area set-aside program is to direct selected Federal procurements to sections of the country with substantial unemployment or underemployment. Contractors who participate in this program must either be located in an eligible labor surplus area or agree to perform a substantial portion of their work in an eligible area. The Department of Labor updates information regarding labor surplus areas annually and makes this information available to personnel in NRC's OSDBU/CR and DCPM.

To make a labor surplus area award, NRC must first determine whether the bids or proposals submitted by eligible firms can be awarded at a reasonable price. Based on NRC's determination, one of two types of set-aside awards will be made, solely for small businesses located in a labor surplus area, for any business firm, regardless of size, in a labor surplus area. Solicitations for labor surplus area awards appear in the *CBD*.

Purchases Under \$25,000

NRC purchases of products and services that cost under \$25,000 must be reserved for small business firms, assuming that two or more firms submit prices that are competitive with the current market.

Women-Owned Businesses

NRC encourages contracts with women-owned businesses. Solicitation Mailing Lists are reviewed to ensure that a fair representation of women-owned firms are included in the process of doing business with NRC.

Small Disadvantaged Business 8(a) Program

The purpose of this program is to assist small businesses owned and controlled by socially and economically disadvantaged persons to compete effectively for contracts with Federal agencies. Section 8(a) of the Small Business Act, as amended, authorizes the SBA to contract for goods and services with Federal agencies. SBA enters into contracts with

SOLICITATION MAILING LIST APPLICATION		FORM OF APPLICATION		FEDERAL AGENCY TO WHICH FORM IS SUBMITTED (Insert ZIP code)	
NOTE: Please complete all items on this form. Insert N/A in items not applicable. See reverse for special instructions.		<input type="checkbox"/> INITIAL	<input type="checkbox"/> BY MAILING	3090 0000	
1. NAME AND ADDRESS OF FEDERAL AGENCY TO WHICH FORM IS SUBMITTED (Insert ZIP code)		2. NAME AND ADDRESS OF APPLICANT (Include company and ZIP codes)		3. ADDRESS TO WHICH SOLICITATION MAIL IS TO BE MAILED (if different from item 2)	
U.S. NUCLEAR REGULATORY COMM. Washington, DC 20555		John Doe, Inc. 11 Radiation Road Anywhere, USA			
4. TYPE OF ORGANIZATION (Check one)		5. NAMES OF OFFICERS, OWNERS, OR PARTNERS			
<input type="checkbox"/> INDIVIDUAL <input type="checkbox"/> PARTNERSHIP <input type="checkbox"/> NON-PROFIT ORGANIZATION <input checked="" type="checkbox"/> CORPORATION INCORPORATED UNDER THE LAWS OF THE STATE OF (ANYWHERE)		A. PRESIDENT: John Doe B. VICE PRESIDENT: Mary Doe C. SECRETARY: Jane Doe D. TREASURER: E. OWNERS OR PARTNERS:			
6. AFFILIATES OF APPLICANT (Name, location and nature of affiliation. See definition on reverse.)					
7. PERSONS AUTHORIZED TO SIGN OFFERS AND CONTRACTS IN YOUR NAME (Indicate if agent)					
NAME		OFFICIAL CAPACITY		TELE. NO. (include area code)	
John Doe		President		(000) 000-0000	
Mary Doe		Vice President		(000) 000-0000	
8. IDENTIFY EQUIPMENT, SUPPLIES, AND/OR SERVICES ON WHICH YOU DESIRE TO MAKE AN OFFER (See attached Federal agency's supplemental listing and instructions, if any)					
NOTE: THIS CATEGORY MUST BE CONSISTENT WITH THE CATEGORIZATION LIST USED BY NRC					
9A. SIZE OF BUSINESS (See definitions on reverse)		9B. AVERAGE NUMBER OF EMPLOYEES (including affiliates) FOR FOUR PRECEDING CALENDAR QUARTERS		9C. AVERAGE ANNUAL SALES OR RECEIPTS FOR PRECEDING THREE FISCAL YEARS	
<input checked="" type="checkbox"/> SMALL BUSINESS (if checked, complete items 10 and 11C) <input type="checkbox"/> OTHER THAN SMALL BUSINESS		25		\$ 1,000,000.00	
10. TYPE OF OWNERSHIP (See definitions on reverse. (N/A) applicable for other than small business)		11. TYPE OF BUSINESS (See definitions on reverse)		12. HOW LONG IN PRESENT BUSINESS	
<input checked="" type="checkbox"/> DISADVANTAGED BUSINESS <input type="checkbox"/> WOMAN-OWNED BUSINESS		<input type="checkbox"/> MANUFACTURER OR PRODUCER <input checked="" type="checkbox"/> SERVICE ESTABLISHMENT <input type="checkbox"/> REGULAR DEALER (Type 1) <input type="checkbox"/> REGULAR DEALER (Type 2)		THREE (3) YEARS	
13. DUNS NO. (if available)		14. FLOOR SPACE (Square feet)		15. NET WORTH	
00-000-0000		A. MANUFACTURING: N/A B. WAREHOUSE: N/A		A. DATE: B. ANNUAL: \$ 3,000,000	
16. SECURITY CLEARANCE (if applicable, check highest clearance authorized)		17. NAMES OF AGENCIES WHICH GRANTED SECURITY CLEARANCES (Include date)			
FOR: TOP SECRET, SECRET, CONFIDENTIAL A. KEY PERSONNEL: SECRET (X) B. PLANT ONLY:		DISCO			
18. CERTIFICATION - I certify that information supplied herein (including all pages attached) is correct and that neither the applicant nor any person (or persons) in any connection with the applicant as a principal or officer, so far as is known, is now or has been or otherwise declared ineligible for any agency of the Federal Government from making offers for furnishing materials, supplies, or services to the Government or any agency thereof.					
19. NAME AND TITLE OF PERSON AUTHORIZED TO SIGN (Type or print)		SIGNATURE		20. DATE SIGNED	
JOHN DOE, PRESIDENT					

Federal agencies for products and services and then subcontracts noncompetitively for those products and services with firms certified as 8(a) by the SBA. Only firms receiving SBA certification are eligible to receive Federal contracts under this program. Eligible firms include but are not limited to those owned by Black Americans, Hispanic Americans, Native Americans, and Asian-Pacific Americans. NRC's 8(a) program is administered by the OSD/BU/CR.

Small Business Innovation Research (SBIR) Program

The Small Business Innovation Development Act of 1982 (PL 97-219) seeks to encourage the initiative of the private sector and to use small business as effectively as possible in meeting Federal research and development objectives. To comply with the statutory obligations of the Act, NRC has established a Small Business Innovation Research (SBIR) Program which conforms to guidelines and regulations provided by the SBA.

Annually, small businesses are solicited to submit innovative research proposals that address high priority requirements of the agency.

The SBIR Program is a three-phase process:

Phase I: The conduct of feasibility-related experimental or theoretical research or research and development (R&D) efforts on specified research topics. The proposal should not exceed \$50,000 and the period of performance may be up to six months.

The primary basis for award will be the scientific and technical merit of the proposal and its relevance to NRC requirements. Only awardees in Phase I are eligible to participate in Phase II.

Phase II: This phase is the principal research or R&D effort having a period of performance of approximately two years with a dollar value of up to \$300,000. Awards would be based upon the results achieved in Phase I and the technical merit of the Phase II proposal. Special consideration would be given to proposals that have obtained commitments for follow-on funding from non-Federal sources for Phase III.

Phase III: This phase is to be conducted by the small business with non-Federal funds to pursue commercial applications of the research or R&D funded in Phases I and II by the agency.

Eligibility requirements are:

The organization must qualify as a small business for research or R&D purposes.

The primary employment of the principal investigator must be with the proposing firm at the time of award and during the proposed research effort.

The research or R&D work must be performed in the United States, including its territories and possessions.

For information relating to the SBIR Program, please contact:

U.S. Nuclear Regulatory Commission Division of
Contracts and Property Management
SBIR Program
Washington, DC 20555

Subcontracting Opportunities

Contracts with the government that exceed \$500,000 (or \$1 million for public construction projects), with few exceptions, must include detailed subcontracting plans for small and disadvantaged businesses. Information regarding potential subcontracting opportunities can be found in the *CBD*. This requirement applies unless the prime contractor is a small or disadvantaged business, the contract work will be performed outside the United States, the contract is for personal services, or unless no subcontracting opportunities are anticipated.

Subcontracting with DOE Laboratories

Department of Energy (DOE) national laboratories perform a substantial portion of research and technical assistance work for NRC. Consequently, these labs provide a primary source of subcontracting opportunities for small and disadvantaged firms and are monitored by DOE for their small business efforts. To obtain information about these opportunities, contact the Small and Disadvantaged Business Specialist at the national laboratory whose needs most nearly suit your firm's product or service. You can contact NRC's OSD/BU/CR to obtain the name of the specialist at each national laboratory.

Listed below are the names and addresses of DOE laboratories and a brief description of the principal research each conducts.

Ames Laboratory

Ames Laboratory, operated for DOE by Iowa State University, conducts research principally in material sciences centering on the preparation, purification, chemical characterization, and structural identification

of new materials, followed by evaluation and interpretation of their chemical, physical, and mechanical properties. Other programs include chemical analyses, pollutant identification, solar geodesic construction, and nuclear isotope and heavy ion studies. Ames Laboratory is located in Ames, Iowa, 50011.

Argonne National Laboratories

Argonne National Laboratories, operated for DOE by the University of Chicago and the Argonne Universities Association, is principally involved in reactor development, with other programs in basic energy sciences, energy and technology, high-energy physics, and biomedical and environmental research. Argonne's laboratories are located in Argonne, Illinois, 60439, and Idaho Falls, Idaho, 83401.

Brookhaven National Laboratory

Brookhaven National Laboratory, operated for DOE by Associated Universities, Inc., is involved in high-energy physics and research in basic energy sciences. About 60% of Brookhaven's effort is devoted to advanced energy systems, with lesser activity in environmental research, conservation, and the National Synchrotron Light Source Accelerator (ISABELLE) currently under construction at Brookhaven. Brookhaven is located in Upton, New York, 11973.

Hanford Engineering Development Laboratory

Hanford Engineering Development Laboratory, operated for DOE by the Westinghouse Hanford Company, concentrates on breeder reactor technology, with smaller efforts in fuel cycle research and development, magnetic fusion development and technology, and nuclear research and applications. Hanford is located in Richland, Washington 99352.

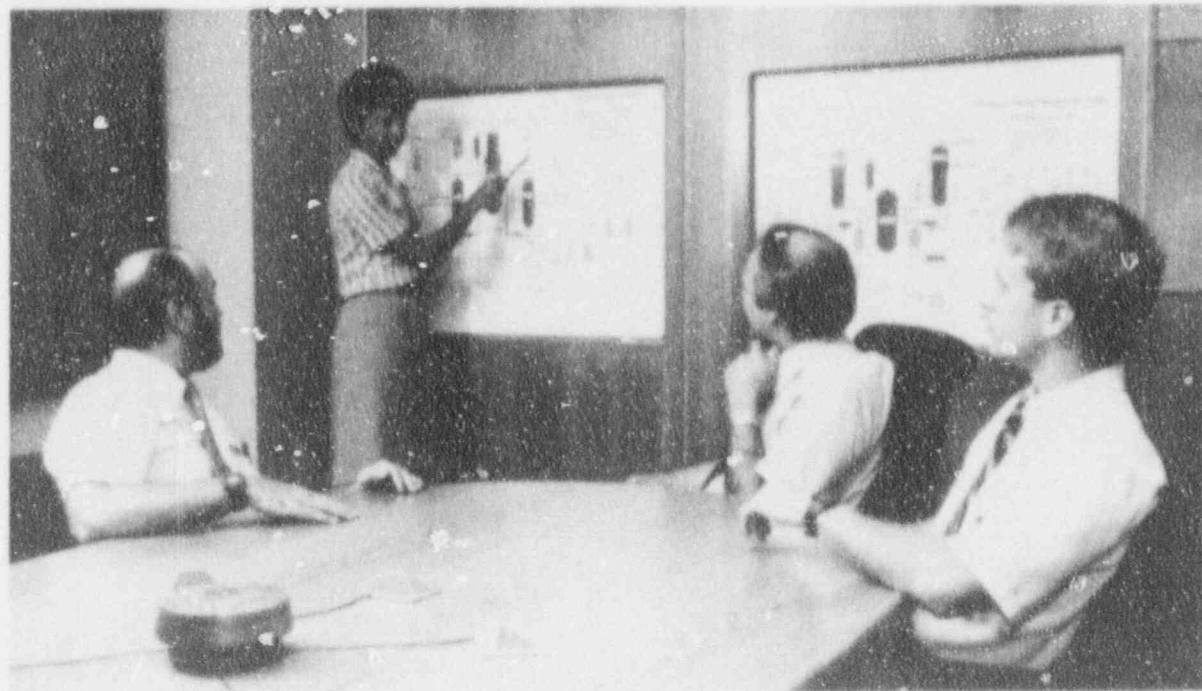
Idaho National Engineering Laboratory

Idaho National Engineering Laboratory, operated for DOE by EG&G Idaho, Inc., and Westinghouse Idaho Nuclear Company, Inc., does research on reactor safety, materials and fuels processing, waste management, liquid metal-cooled fast breeder reactor and geothermal energy research and development, naval propulsion reactor testing, and radiological and environmental research. Idaho National Engineering Laboratory is located in Idaho Falls, Idaho 83401.

Lawrence Berkeley Laboratory

Lawrence Berkeley Laboratory, operated for DOE by the University of California, is principally involved in fundamental research in high-energy and nuclear physics and in the basic energy sciences. Other research is conducted on the fundamental biological processes in plants and animals, and in energy conservation. The laboratory operates several accelerators and directs the National Resource for Computation in Chemistry. Lawrence Berkeley Laboratory is located in Berkeley, California 94720.

*A briefing in NRC's
Emergency Response
Center*





*Signaling "OK" at
a reactor
construction site*

Lawrence Livermore National Laboratory

The Lawrence Livermore National Laboratory is operated for DOE by the University of California. Nuclear weapons design accounts for approximately half of the laboratory's effort and continues to be its primary responsibility. The program addresses current weapons requirements of the Department of Defense, exploration of new nuclear explosive concepts, a broad range of research and development, and the conduct of nuclear tests essential for exploration and design of nuclear explosives. Other Livermore Laboratory programs include laser fusion technology development, laser isotope separation methods, and biomedical and environmental studies. Livermore Laboratory is located in Livermore, California 94550.

Los Alamos National Scientific Laboratory

The Los Alamos National Scientific Laboratory is operated for DOE by the University of California. In the field of weapons, which constitutes about half the activities at Los Alamos, the laboratory is responsible for the development of nuclear warheads. Non-weapons work is concentrated on advanced nuclear reactor designs, the physics of controlled thermonuclear reactions, nuclear science research, and environment and safety. The laboratory also operates an 800-MeV proton accelerator. Argonne is located in Los Alamos, New Mexico 87545.

Oak Ridge National Laboratory

The Oak Ridge National Laboratory is operated for DOE by Martin-Marietta Energy Systems, Inc. The lab's activities are largely directed toward four areas

roughly equal in size: fission energy development, biomedical and environmental research, basic energy sciences, and magnetic fusion. In addition, there are growing programs in fossil energy and conservation. Oak Ridge houses the fast breeder reactor program and is responsible for heavy ion research and superconducting magnet test facilities. Oak Ridge is located in Oak Ridge, Tennessee 37830.

Pacific Northwest Laboratory

Pacific Northwest Laboratory, operated for DOE by Battelle Memorial Institute, works principally in nuclear fuel cycle research and development. Other programs include environmental research and development, solar energy, and research in basic energy sciences. Pacific Northwest Laboratory is located in Richland, Washington 99352.

Sandia National Laboratories

The Sandia National Laboratories are operated for DOE by AT&T Technologies, Inc. Sandia's central mission is the development of the non-nuclear portions of nuclear weapons. Sandia is also responsible for major programs in fossil, solar, and laser fusion. In addition, NRC sponsors major projects at Sandia in advanced reactor research and nuclear fuel cycle safety. The Laboratories are located in Albuquerque, New Mexico 87185 and Livermore, California 94550.

Savannah River Laboratory

Savannah River Laboratory, operated for DOE by E. I. du Pont de Nemours and Company, provides developmental and technical assistance in all phases of the nuclear fuel cycle: uranium resource evaluation, fuel fabrication, isotope production, reactor physics and engineering, fuel reprocessing, waste management, environmental monitoring, and heavy water production. Savannah River is located in Aiken, South Carolina 29801.

How We Do Business—The Procurement and Financial Assistance Process

An understanding of the procurement and financial assistance processes will help firms market to NRC and could avoid costly delays, mistakes, and other sources of frustration. Procurement procedures in the federal government differ from procurement practices in private industry because they involve the spending of taxpayers' dollars. The Federal procurement process involves other considerations as well. Not only are Federal agencies obligated to obtain the best results at the most reasonable cost to taxpayers, but they must also carry out national security and social and economic goals established by Congress. As a result of these requirements, Federal agencies have created a formal procurement process that may seem cumbersome to business people.

Federal Financial Assistance

Before proceeding to an overview of the Federal procurement process, it will be helpful to clarify the difference between procurement contracts and financial assistance awards. The government uses procurement contracts to acquire goods and services that are necessary for the government to carry on its day-to-day business. The government uses Federal financial assistance awards to provide financial support or stimulation for projects that will benefit the public.

The NRC Federal financial assistance program provides financial assistance in the form of grants and

cooperative agreements. These agreements support basic and applied research to advance the scientific knowledge applicable to nuclear power plant design, operation, siting, systems, performance, environmental concerns, and waste disposal. NRC seeks financial assistance applications from educational and non-profit institutions, state and local governments, and professional societies.

Organizations receiving Federal financial assistance awards receive several advantages in pursuing their projects. Grants and cooperative agreements allow wide latitude for research because scientific project topics are initiated by grantees rather than by the government. Once underway, many grant projects proceed with little government involvement, as compared with cooperative agreements.

Information about the Federal financial assistance program may be obtained by calling the NRC Grants Officer at (301) 492-7054. NRC also publishes application information for its assistance program in the *Federal Register* just prior to the beginning of each fiscal year. (The fiscal year begins October 1st.)

Federal Supply Schedule

Prior to initiating acquisition from commercial sources, NRC must determine whether or not the required supplies or services are available from a Federal Supply Schedule established by the General Services Administration (GSA). Firms interested in doing business as a Federal Supply Services contractor should contact a GSA Business Service Center.

The Procurement Process

The procurement process begins when an NRC program office identifies a need and writes a Statement of Work (SOW) describing that need in detail. The SOW is then submitted to the NRC DCPM and OSDBU/CR where it is screened for possible inclusion in award programs for small and disadvantaged or women-owned businesses.

Solicitation

A solicitation notice is the means by which NRC describes its objectives and requirements to the business community. It contains the information essential to the business organization that is preparing a response or proposal to the solicitation.

When preparing the response, keep in mind that a careful and complete reading of the solicitation is essential to ensure a full understanding of the

requirement described. Address questions concerning the solicitation to those persons named in the solicitation. Follow all instructions to the letter and make no assumptions without first verifying them. Above all, note carefully the time and place for submission of the response and allow sufficient time to ensure delivery before the time specified. To do otherwise may result in a response being eliminated from consideration, regardless of its merits.

Noncompetitive Procurement Contracts

Unsolicited Proposals

An unsolicited proposal is a written offer to perform work submitted by an organization or individual solely on its own initiative and not in response to a request from NRC. NRC encourages the submission of unsolicited proposals for unique innovative approaches and ideas that may merit public support. Such proposals should not, however, include advertising material, commercial product offerings, capability statements, or other information not relevant to the innovative idea or approach being proposed. Those submitting unsolicited proposals should be aware that such proposals cannot be favorably considered when the project described duplicates either work already underway or planned. Also bear in mind that NRC has no obligation to make an award, even if the technical evaluation is favorable, because other priorities or funding limitations may arise.

Unsolicited proposals should be sent to the following address:

U.S. Nuclear Regulatory Commission Operations
Policy Branch
Division of Contracts and Property
Management
Washington, DC 20555

The DCPM notifies firms in writing that they have received their proposal. Proposals will be protected as proprietary information as they undergo NRC review.

Sole Source Procurement Contracts

Any solicitation that results in the award of a contract that does not involve competition is considered a sole source procurement. Both procurement and financial assistance regulations, and the laws upon which they

are based, place significant emphasis on the need for competition in Federal procurement contracting. Accordingly, competition for NRC awards is considered the norm, while sole source awards are the exception. Similarly, competition is encouraged in financial assistance awards unless restricted by law.

Competitive Procurement

The government uses two types of competitive processes for selecting contractors: formal advertising and negotiated procurement.

Sealed Bidding

Sealed bidding is a method of contracting that employs competitive bids, public opening of bids, and awards. Each sealed bid includes technical specifications, delivery or completion date, place and method of delivery, nature and number of reports or manuals which may be required, operational tests and instructions, and other items which should be considered in submitting a bid. NRC terms and conditions are set forth in detail as are the date, hour, and place where bids will be publicly opened and recorded. Contract clauses are incorporated by reference. Unless specifically authorized, a telegraphic or alternate bid will not be considered.

Negotiated Procurement

This type of procurement process accommodates the agency's need for flexibility in evaluating potential contractors and allows for crucial factors other than price to be carefully evaluated. These factors may include technical aspects of the proposal such as delivery or completion dates, performance and reporting requirements, and technical expertise. This process also allows for proposals to be improved during negotiations. Congress permits procurement by negotiation as an exception to the formal advertising method.

To solicit a proposal for this type of procurement, NRC issues a Request for Proposal (RFP). An RFP often incorporates performance specifications rather than detailed design specifications.

Evaluation Criteria

Evaluation criteria are the standards by which NRC measures the proposals it receives. These criteria are included in the solicitation to provide offerors with information essential to their response. Therefore, the solicitation should be studied carefully before a decision is made about responding to it.

Make sure that there is a reasonable chance of receiving an award by responding only to those solicitations that list criteria that can be met. Responding to solicitations with requirements which cannot be fully met is a waste of time and money.

Funding Procurement Contracts

Procurement contracts are commonly funded in one of two ways: fixed price or cost reimbursement.

Fixed Price

In fixed price arrangements, a definite price for the product or service is agreed to before the contract is awarded. This price remains fixed for the life of the contract and is not ordinarily subject to any adjustment. The contract is then fully funded at the fixed amount. This type of funding arrangement provides the contractor with a keen incentive to control costs and perform efficiently. This type of contract imposes a minimum administrative burden on both NRC and the contractor because detailed

accounts of direct and indirect costs are not required. Fixed price contracts are generally used where reasonably clear designs or performance specifications are available and where fair and reasonable prices can be estimated and established.

Cost Reimbursement

There are several variations of cost-type contracts. The cost reimbursement type of contract provides for payment to the contractor of all allowable costs incurred during performance of the contract. This type of contract may also provide for payment of a fixed fee (or profit) to the contractor over and above the allowable costs incurred by the contractor during the course of the contract. This funding arrangement entails greater administrative effort than the fixed price contract because audits of the contractor's accounting records are required.

Cost type contracts are ordinarily used for projects where work specifications cannot be defined exactly, as in research and development activities, and where performance uncertainties are so great that a fixed price contract would be inappropriate.

Exhibit 1 - NRC Organization Chart

Exhibit 2 - NRC Expenditures for a Typical Fiscal Year

Exhibit 3 - Bidder's Mail List Application

Exhibit 3 (continued)

Assessing DNA damage and repair using a laser-equipped cell counter.



Glossary

Acquisition - Acquiring, by contract, with appropriated funds, property or services by the Federal government from a contractor/recipient for its direct benefit for use through purchase or lease, whether the property or services are already in existence or must be created, developed, demonstrated, and evaluated. Acquisition includes such related functions as determinations of the particular agency need, solicitation, selection of sources, award of contracts, and contract financing, performance, and administration.

Assistance - A relationship between NRC/government and contractor/recipient, the principal purpose of which is the transfer of money, property, services, or anything of value to a contractor/recipient in order to accomplish a public purpose of support or stimulation authorized by Federal statute rather than of acquisition by purchase or lease of property or services for the direct benefit or use of the Federal government.

Award - Any instrument, signed by a contracting officer, providing NRC funds or other resources to an offeror, that permits expenditure of such NRC funds or use of such NRC resources.

Contract - A legal instrument which defines the relationship between the government and a contractor whenever the principal purpose of the instrument is acquisition by purchase or lease of property or services for the direct use of the government.

Competition Advocate - Senior official appointed to promote full and open competition in acquisition of supplies and services by the agency.

Contracting Officer - An official designated to enter into or administer contracts and assistance agreements and make related determinations and findings.

Cooperative Agreement - An assistance instrument used when substantial involvement is anticipated between the Federal government and the State or local government or other recipient during performance of the contemplated activity.

Cost Reimbursement Contract - A type of contract that provides for payment to the contractor of allowable costs incurred in the contract performance, to the extent prescribed in the contract.

Deliverable - A report or product that must be delivered to the government/NRC by the contractor to satisfy contractual requirements.

Fixed Price Contract - A type of contract that provides for a firm price or, under appropriate circumstances, for an adjustable price for the supplies or services being procured.

Government Property - Equipment and facilities furnished by the government to a contractor or recipient, or acquired by a contractor or recipient, at government expense for use during the performance of a contract or assistance agreement.

Grant - An assistance instrument used when little Federal government involvement is anticipated in the performance by the recipient.

Grants Officer - A contracting officer who contractually obligates the government by awarding grants.

Procurement Compliance Representatives - SBA representatives assigned to Federal agencies to assist in conducting their small business programs.

Procurement Executive - Senior Procurement Official for the agency, appointed by an agency head pursuant to Executive Order 12352.

Small and Disadvantaged Business - A small business concern which is at least 51 percent owned by one or more socially and economically disadvantaged individuals or, in the case of any publicly owned business, at least 51 percent of the stock of which is owned by one or more socially and economically disadvantaged individuals and whose management and daily business operations are controlled by one or more such individuals.

Solicitation Instrument - A formal document which elicits proposals for acquisition or financial assistance awards. Solicitation instruments used by NRC are IFB and RFP.

Subcontract - An agreement or arrangement between a contractor/recipient and any person in which the parties do not stand in the relationship of an employer and employee.

Technical Direction - The direction or guidance of the scientific, engineering, and other technical aspects of a project, as distinguished from the administrative and business management aspects.

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