

MAY 25 1984

MEMORANDUM FOR: Patricia A. Sullivan, Project Officer
A. Renea Bailey, Project Officer

FROM: Mary Jo Mattia, Chief
Administrative Contracts Branch
Division of Contracts

SUBJECT: DESIGNATION OF AUTHORIZED REPRESENTATIVE - PROJECT OFFICER

This is to advise that you are hereby designated as Project Officers for Contract No. NRC-17-84-327 with Free State Reporting, Inc., 99 Cathedral Street, Annapolis, Maryland. The responsibilities and authorities of NRC Project Officers are described in Article X, page 45 of the attached contract.

Additionally, you are required to be familiar with NRC Manual Chapter 5101, NRC Procurement Handbook, particularly Part V, Contract Administration and Close Out. As a minimum, however, you are required to forward copies of all correspondence with contractors to the Contracting Officer. Prior Contracting Officer concurrence may be required for some correspondence and others may be forwarded to the contractor only over the Contracting Officer's signature. Mutual cooperation and agreement between the Project Officer and the Contracting Officer will be the key to these determinations.

Further, you are required to comply with the provisions of NRC Manual Chapter 5103 - NRC Review of Contractor Invoices. While this Manual Chapter and the NRC Form 292 included therein require your assessment of the contractor's overall performance in the review of submitted contractor invoices, it is suggested that any potential contractor problem be brought to the attention of the Contracting Officer as early as possible so that positive corrective action can be initiated.

The Contract Administrator responsible for the administration of the contract is Ms. Teresa McLearn. She should be advised in advance of any scheduled meetings with the contractor. Should you have any questions regarding this delegation of authority, or require any assistance, please contact Ms. McLearn on 492-7533.

Mary Jo Mattia, Chief
Administrative Contracts Branch
Division of Contracts

Attachment: Contract No. NRC-17-84-327

8505310328 841115
PDR FOIA
RILEY84-734 PDR

POST-AWARD CONFERENCE RECORD

Contract No. NRC-17-84-327 Date of Conference May 30, 1984, 10:00 a.m.
 Contractor Free State Reporting, Inc.

Conference Participants

Contractor	NRC
Barbara Becker	John Hoyle, Assistant Secretary
Dave Becker	Patricia Sullivan, Project Officer
	Kathryn Davis, Contract Negotiator
	Teresa McLearen, Contract Administrator

Conference Agenda

Subject	Contract Reference (If applicable)
Authority of NRC Personnel	Article X, p. 44
Services & Prices	Article I.A., p. 20
Definitions	Article I.B.2., p. 24
Specifications	Article I.B.3., p. 26
Total Amount of Contract	Article II, p. 33
Deliveries	Article IV, p. 33
Inspection & Acceptance	Article VI, p. 35
Special Provisions	Article VII, p. 35
Option to Extend the Term of the Contract	Article VIII, p. 43
Payment & Invoice	Article IX, p. 44
Contractor Personnel & Facility Security Requirements	Article XI, p. 45