

## ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES

1 8

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER 12/16/99		2. CONTRACT NO. (If any) 98CLFB70005		6. SHIP TO:	
3. ORDER NO. DR-00-0039		4. REQUISITION/REFERENCE NO. 70000008		a. NAME OF CONSIGNEE U.S. Nuclear Regulatory Commission Attn: Charlotte Carnahan	
5. ISSUING OFFICE (Address correspondence to) U.S. Nuclear Regulatory Commission Division of Contracts and Property Mgt. Attn: Elinor Cunningham, 301-415-6580 Contract Management Br. #1, M.S. T-712 Washington DC 20555				b. STREET ADDRESS Mail Stop O-15D21	
				c. CITY Washington	d. STATE DC
				e. ZIP CODE 20555	
7. TO:				f. SHIP VIA	
a. NAME OF CONTRACTOR Attn: Bill Stubbs				8. TYPE OF ORDER	
b. COMPANY NAME LEXIS/NEXIS 1150 18th Street, N.W.				<input type="checkbox"/> a. PURCHASE ORDER <input checked="" type="checkbox"/> b. DELIVERY/TASK ORDER	
c. STREET ADDRESS Suite 600				Reference your Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.	
d. CITY Washington		e. STATE DC	f. ZIP CODE 20036	Except for billing instructions on the reverse, this delivery/task order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.	
9. ACCOUNTING AND APPROPRIATION DATA JOB CODE: L2275 B&R No: 07C-15-544-105 BOC: 2620 Fund Source: 31x0200.07C				10. REQUISITIONING OFFICE OGC	
				\$50,000.00	

11. BUSINESS CLASSIFICATION (Check appropriate box(es))

☐ a. SMALL
 ☒ b. OTHER THAN SMALL
 ☐ c. DISADVANTAGED
 ☐ d. WOMEN-OWNED

12. F.O.B. POINT Destination		14. GOVERNMENT B/L NO.	15. DELIVER TO F.O.B. POINT ON OR BEFORE	16. DISCOUNT TERMS Net 30
13. PLACE OF				
a. INSPECTION	b. ACCEPTANCE			

17. SCHEDULE (See reverse for Rejections)

ITEM NO. (A)	SUPPLIES OR SERVICES (B)	QUANTITY ORDERED (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)	QUANTITY ACCEPTED (G)
	<p>In accordance with the attached Interagency Agreement, 2000-692513.RCCV between the Library of Congress and the Nuclear Regulatory Commission, this delivery order is issued against the Basic Ordering Agreement with the Library of Congress and LEXIS/NEXIS for FEDLINK contract to renew a subscription of services with LEXIS/NEXIS for use of their database for the period of October 1, 1999 through September 30, 2000 in accordance with the attached price schedule. The LEXIS/NEXIS service contains an extensive array of databases with over 50 million documents, and offers a full range of legal, legislative, regulatory, company, financial, public record, medical, new and NEXIS current affairs information. The LEXIS/NEXIS service will be used by the NRC staff in Washington, DC and by the NRC regional office staff.</p> <p>NRC Project Officer: Charlotte Carnahan, 301-415-1526</p> <p>LEXIS/NEXIS Contact: Bill Stubbs, 202-857-8286</p>	1	YR	50,000.00	\$50,000.00	

18. SHIPPING POINT

19. GROSS SHIPPING WEIGHT

20. INVOICE NO.

\$50,000.00

SUBTOTAL

21. MAIL INVOICE TO:

SEE BILLING  
INSTRUCTIONS  
ON  
REVERSEU.S. Nuclear Regulatory Commission  
Office of the Chief Financial Officerb. STREET ADDRESS (or P.O. Box)  
Attn: GOV/COM Acctng. Section T-9H4  
(SUBMIT INVOICE IN DUPLICATE)c. CITY  
Washingtond. STATE  
DCe. ZIP CODE  
20555

\$50,000.00

17(h)  
TOT  
(Cont.  
pages)17(i).  
GRAND  
TOTAL22. UNITED STATES OF AMERICA  
BY (Signature)

23. NAME (Typed)

Mary H. Mace

TITLE: CONTRACTING/ORDERING OFFICER

Template = ADM-001

ADM02

OPTIONAL FORM 347 (6/95)



## ADDITIONAL PURCHASE ORDER TERMS AND CONDITIONS

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### A.1 NOTICE LISTING CLAUSES INCORPORATED BY REFERENCE

The following clauses are hereby incorporated by reference (by Citation Number, Title, and Date) in accordance with the clause at FAR "52.252-2 CLAUSES INCORPORATED BY REFERENCE" contained in this document. FAR 52.252-2 contains the internet address for electronic access to the full text of a clause.

NUMBER	TITLE	DATE
52.203-3	GRATUITIES	APR 1984
52.211-16	VARIATION IN QUANTITY	APR 1984
52.222-42	STATEMENT OF EQUIVALENT RATES FOR FEDERAL HIRES	MAY 1989
52.222-47	SERVICE CONTRACTS ACT (SCA) MINIMUM WAGES AND FRINGE BENEFITS	MAY 1989
52.223-6	DRUG-FREE WORKPLACE	JAN 1997
52.232-23	ASSIGNMENT OF CLAIMS	JAN 1986
52.237-1	SITE VISIT	APR 1984
52.237-2	PROTECTION OF GOVERNMENT BUILDINGS, EQUIPMENT, AND VEGETATION	APR 1984
52.242-10	F.O.B. ORIGIN--GOVERNMENT BILLS OF LADING OR PREPAID POSTAGE	APR 1984
52.243-1	CHANGES--FIXED PRICE	AUG 1987
	ALTERNATE I (APR 1994)	
52.213-3	NOTICE TO SUPPLIER	APR 1984

### A.2 52.213-4 TERMS AND CONDITIONS--SIMPLIFIED ACQUISITIONS (OTHER THAN COMMERCIAL ITEMS) (JUN 1999)

(a) The Contractor shall comply with the following Federal Acquisition Regulation (FAR) clauses that are incorporated by reference:

(1) The clauses listed below implement provisions of law or Executive order:

(i) 52.222-3, Convict Labor (Aug 1996) (E.O. 11755).

(ii) 52.233-3, Protest After Award (Aug 1996) (31 U.S.C. 3553).

(2) Listed below are additional clauses that apply:

(i) 52.225-11, Restrictions on Certain Foreign Purchases (Aug 1998).

(ii) 52.232-1, Payments (Apr 1984).

(iii) 52.232-8, Discounts for Prompt Payment (May 1997).

(iv) 52.232-11, Extras (Apr 1984).

(v) 52.232-25, Prompt Payment (Jun 1997).

(vi) 52.233-1, Disputes (Dec 1998).

(vii) 52.244-6, Subcontracts for Commercial Items and Commercial Components (Oct 1998).

(viii) 52.253-1, Computer Generated Forms (Jan 1991).

(b) The Contractor shall comply with the following FAR clauses, incorporated by reference, unless the circumstances do not apply:

(1) The clauses listed below implement provisions of law or Executive order:

(i) 52.222-20, Walsh-Healey Public Contracts Act (DEC 1996) (41 U.S.C. 35-45) (Applies to supply contracts over \$10,000 in the United States).

(ii) 52.222-26, Equal Opportunity (Feb 1999) (E.O. 11246) (Applies to contracts over \$10,000).

(iii) 52.222-35, Affirmative Action for Disabled Veterans and Veterans of the Vietnam Era (Apr 1998) (38 U.S.C. 4212) (Applies to contracts over \$10,000).

(iv) 52.222-36, Affirmative Action for Workers with Disabilities (Jun 1998) (29 U.S.C. 793) (Applies to contracts over \$10,000).

(v) 52.222-37, Employment Reports on Disabled Veterans and Veterans of the Vietnam Era (Jan 1999) (38 U.S.C. 4212) (Applies to contracts over \$10,000).

(vi) 52.222-41, Service Contract Act of 1965, As Amended (MAY 1989) (41 U.S.C. 351, et seq.) (Applies to service contracts over \$2,500).

(vii) 52.223-5, Pollution Prevention and Right-to-Know Information (APR 1998) (E.O. 12856) (Applies to services performed on Federal facilities).

(viii) 52.225-3, Buy American Act--Supplies (JAN 1994) (41 U.S.C. 10) (Applies to supplies, if the contract was--

(A) Under \$25,000; or

(B) Set aside for small business concerns, regardless of

dollar value).

(ix) 52.232-33, Payment by Electronic Funds Transfer--Central Contractor Registration (May 1999). (Applies when the payment will be made by electronic funds transfer (EFT) and the payment office uses the Central Contractor Registration (CCR) database as its source of EFT information.)

(x) 52.232-34, Payment by Electronic Funds Transfer--Other than Central Contractor Registration (May 1999). (Applies when the payment will be made by EFT and the payment office does not use the CCR database as its source of EFT information.)

(2) Listed below are additional clauses that may apply:

(i) 52.209-6, Protecting the Government's Interest When Subcontracting with Contractors Debarred, Suspended, or Proposed for Debarment (JULY 1995) (Applies to contracts over \$25,000).

(ii) 52.211-17, Delivery of Excess Quantities (SEPT 1989) (Applies to fixed-price supplies).

(iii) 52.247-29, F.o.b. Origin (JUN 1988) (Applies to supplies if delivery is f.o.b. origin).

(iv) 52.247-34, F.o.b. Destination (NOV 1991) (Applies to supplies if delivery is f.o.b. destination).

(c) FAR 52.252-2, Clauses Incorporated by Reference (FEB 1998). 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. Also, the full text of a clause may be accessed electronically at this/these address(es):

(d) Inspection/Acceptance. The Contractor shall tender for acceptance only those items that conform to the requirements of this contract. The Government reserves the right to inspect or test any supplies or services that have been tendered for acceptance. The Government may require repair or replacement of nonconforming supplies or reperformance of nonconforming services at no increase in contract price. The Government must exercise its postacceptance rights--

(1) Within a reasonable period of time after the defect was discovered or should have been discovered; and

(2) Before any substantial change occurs in the condition of the item, unless the change is due to the defect in the item

(e) Excusable delays. The Contractor shall be liable for default unless nonperformance is caused by an occurrence beyond the reasonable control of the Contractor and without its fault or negligence, such as acts of God or the public enemy, acts of the

Government in either its sovereign or contractual capacity, fires, floods, epidemics, quarantine restrictions, strikes, unusually severe weather, and delays of common carriers. The Contractor shall notify the Contracting Officer in writing as soon as it is reasonably possible after the commencement of any excusable delay, setting forth the full particulars in connection therewith, shall remedy such occurrence with all reasonable dispatch, and shall promptly give written notice to the Contracting Officer of the cessation of such occurrence.

(f) Termination for the Government's convenience. The Government reserves the right to terminate this contract, or any part hereof, for its sole convenience. In the event of such termination, the Contractor shall immediately stop all work hereunder and shall immediately cause any and all of its suppliers and subcontractors to cease work. Subject to the terms of this contract, the Contractor shall be paid a percentage of the contract price reflecting the percentage of the work performed prior to the notice of termination, plus reasonable charges that the Contractor can demonstrate to the satisfaction of the Government, using its standard record keeping system, have resulted from the termination. The Contractor shall not be required to comply with the cost accounting standards or contract cost principles for this purpose. This paragraph does not give the Government any right to audit the Contractor's records. The Contractor shall not be paid for any work performed or costs incurred that reasonably could have been avoided.

(g) Termination for cause. The Government may terminate this contract, or any part hereof, for cause in the event of any default by the Contractor, or if the Contractor fails to comply with any contract terms and conditions, or fails to provide the Government, upon request, with adequate assurances of future performance. In the event of termination for cause, the Government shall not be liable to the Contractor for any amount for supplies or services not accepted, and the Contractor shall be liable to the Government for any and all rights and remedies provided by law. If it is determined that the Government improperly terminated this contract for default, such termination shall be deemed a termination for convenience.

(h) Warranty. The Contractor warrants and implies that the items delivered hereunder are merchantable and fit for use for the particular purpose described in this contract.

### **A.3 NRC Acquisition Clauses - (NRCAR) 48 CFR Ch. 20**

2052.209-73 CONTRACTOR ORGANIZATIONAL CONFLICTS OF INTEREST

### **A.4 Other Applicable Clauses**

[ ] See Addendum for the following in full text (if checked)

- [ ] 52.216-18, Ordering
- [ ] 52.216-19, Order Limitations
- [ ] 52.216-22, Indefinite Quantity
- [ ] 52.217-6, Option for Increased Quantity
- [ ] 52.217-7, Option for Increased Quantity Separately  
Priced Line Item
- [ ] 52.217-8, Option to Extend Services
- [ ] 52.217-9, Option to Extend the Term of the Contract

#### **A.5 ELECTRONIC PAYMENT**

The Debt Collection Improvement Act of 1996 requires that all payments except IRS tax refunds be made by Electronic Funds Transfer. It is the policy of the Nuclear Regulatory Commission to pay vendors by the Automated Clearing House (ACH) electronic funds transfer payment system. The electronic system is known as Vendor Express. Payment shall be made in accordance with FAR 52.232-33, entitled "Mandatory Information for Electronic Funds Transfer Payment".

To receive payment, the contractor shall complete the "Company Information" portion of the Standard Form 3881, entitled "ACH Vendor/Miscellaneous Payment Enrollment Form" found as an attachment to this document. The contractor shall take the form to the ACH Coordinator at the financial institution that maintains its company's bank account. The contractor shall discuss with the ACH Coordinator how the payment identification information (addendum record) will be passed to them once the payment is received by the financial institution. Further information concerning the addendum is provided at Attachment. The ACN Coordinator should fill out the "Financial Institution Information" portion of the form and return it to the Office of the Controller at the following address: Nuclear Regulatory Commission, Division of Accounting and Finance, Financial Operations Section, Mail Stop T-9-H-4, Washington, DC 20555, ATTN: ACH/Vendor Express. It is the responsibility of the contractor to ensure that the financial institution returns the completed form to the above cited NRC address. If the contractor can provide the financial information, signature of the financial institutions ACH Coordinator is not required. The NRC is under no obligation to send reminders. Only after the Office of the Controller has processed the contractor's sign-up form will the contractor be eligible to receive payments.

Once electronic funds transfer is established for payments authorized by NRC, the contractor needs to submit an additional SF 3881 only to report changes to the information supplied.

Questions concerning ACH/Vendor Express should be directed to the Financial Operations staff at (301) 415-7520."

#### **A.6 SEAT BELTS**

Contractors, subcontractors, and grantees, are encouraged to adopt and enforce on-the-job seat belt policies and programs for their employees when operating company-owned, rented, or personally owned vehicles.

## **FY2000 Hourly Price Summary**

### **For Federal and FEDLINK Customers**

This summary reflects standard hourly prices for Federal Government and FEDLINK customers effective October 1, 1999. The Online Federal Government Price Schedule provides a detailed list of prices. Please contact your LEXIS®-NEXIS® Account Executive for flat rate pricing options.

#### **DATABASE CHARGES**

Rate Per Hour

The Hot Topic files in the LEXIS® service ..... \$35

All LEXIS Enterprise Knowledge Services<sup>1</sup>  
files ..... \$103

Most LEXIS Federal Tax files; specialized LEXIS  
Federal files (e.g. Federal Register, CFR); and most  
files in the MILTRY and PUBCON libraries \$140

Most individual files in the LEXIS service; NEXIS®  
and related NEXIS services individual files; and  
quotes ..... \$170

LEXIS service small group files; NEXIS and related  
NEXIS services small group files; and most LEXIS  
files created through Custom File Selection.. \$235

LEXIS service ALL, OMNI<sup>2</sup> and LEXIS large group  
files; NEXIS and related NEXIS services medium  
group files; GENMED and most NEXIS files created  
through Custom File Selection..... \$300

The DESIGN, PLANT and UTIL files in the LEXIS  
LEXPAT® and PATENT libraries; NEXIS and  
related NEXIS services large group files ..... \$395

The MEGA™ file in the LEXIS GENFED, STATES  
and CITES libraries; the ALL file in the LEXIS  
LEXPAT and PATENT libraries; most LEXIS Public  
Record files; NEXIS service OMNI files; and the  
ALLWLD file in the NEXIS WORLD library \$420

Public Records large group files (e.g. ALLOWN file  
in the ASSETS library and the P-FIND and P-TRAK  
files in the FINDER library in LEXIS Public Records  
..... \$695

#### **CITATOR SERVICES**

The Auto-Cite® service and the SHEPARD'S®  
Citations Service..... \$3.00/cite

#### **DOCUMENT RETRIEVAL FEATURES**

The LEXSEE®, LEXSTAT® and SHEPARD'S® Jump  
..... \$4.00/jump

#### **CROSS-FILED MATERIALS**

Cross-filed materials retain the rate per hour and per  
document Printing Charges from their original  
libraries.

#### **TELECOMMUNICATIONS CHARGES**

Network Time Charges

Rate Per Hour

FTS2000 ..... No Charge

LEXIS®-NEXIS® Network, Internet..... \$0

WATS, Tymnet®, SprintNet™ ..... \$0

International

Most locations ..... \$19

Canada ..... \$13

WATS ..... \$21

#### **PRINTING/DOWNLOADING - Per Document<sup>3</sup>**

Legal Information ..... \$3/document

Non-Legal Information, News..... \$3/document

Investext® materials..... \$50/document

Public Records ..... \$1/document

SEC ..... \$12/document

Patent Drawings..... \$0/image

Trademark Registrations ..... \$0/image

Elsevier Environmental..... \$3.00/image

Elsevier Business ..... \$6.00/image

LEXIS® Legal Forms ..... \$7.50/form

Investext ..... \$10.00/image

#### **Online Printing/Document to Disk and Offline Printing**

Applicable \$37 per Connect Time Hour, Network  
Time, Access Charges and per document print  
charges.

#### **ECLIPSE™ (Electronic Clipping Service)**

Charges for ECLIPSE feature reports will be based  
on the frequency with which they are executed.

Frequency	Price Per Report
On Demand *	\$4
Intra Day *	\$6
Daily.....	\$14
Business Day (M-F).....	\$18
Weekly.....	\$21
Monthly.....	\$27

\* LEXIS-NEXIS® User

Standard ECLIPSE reports will be printed  
automatically on an offline printer. All ECLIPSE  
printing will incur applicable print charges.  
Paperless ECLIPSE results may be viewed online at  
the applicable connect time charges for the file(s) in  
which the search is executed.

## ACCESS CHARGES

Access to Market Research Reports in the MARKET library will be charged at \$37 per Connect Time Hour plus applicable display or printing as follows:

View or print full text document \$18 - \$20

## DUN & BRADSTREET REPORTS

Charges for Business Information Reports will range from \$79.00 to \$570.30 depending on the user's location (e.g. USA, Canada, etc.). Charges for other Dun & Bradstreet Reports will range from \$27.00 to \$415.00 depending on the specific report requested.

## VOLUME DISCOUNTS

Individual agencies or the Library of Congress acting on behalf of Transfer Pay users are eligible for volume discounts. The volume discount is calculated monthly and is based on the average Information Charges per month for the prior three months.

Monthly Average Information Charges	Discount
From 0 up to \$2,500 .....	0%
Over \$2,500 up to \$12,500 .....	2%
Over \$12,500 up to \$125,000 .....	4%
Over \$125,000 up to \$250,000 .....	7%
Over \$250,000 up to \$500,000 .....	12%
Over \$500,000 .....	15%

FEDLINK Transfer Pay accounts earn a flat 8% discount.

## COMPLIMENTARY SERVICES

### Instruction

Per Individual.....No Charge

### Communications software

Personal computers and networks.....No Charge

### Libraries and Files

Files in the PRACT<sup>®</sup>, TERMS and GUIDE libraries; the GUIDE files in any LEXIS or NEXIS<sup>®</sup> library; the HDLINE file in the BNA library; the COLIST file in the COMPNY library; the FTCAID file in FEDTAX and TAXRIA libraries; the HIDREF file in the GENMED library; the LEXIS and PCOTHS files in the MARKET library; the FORREL file in the INTLAW and ITRADE libraries; the LEGAL, NEWS and WWBUS files in the Easy Search<sup>™</sup> (EASY) library; and use of Help features are available for Network Time and Print Charges only.

## Online Price Schedule

The Online Price Schedule for the Federal Government provides a complete list of the libraries and files available on the LEXIS-NEXIS services. There is no charge for browsing or printing these materials. To view the Online Price Schedule, sign onto the LEXIS service as you normally would. Instead of using your personal identifier, use the following identification number: 70CGZTR.

## Customer Service

Customer Service is available 24 hours a day and seven days a week. Staffed with attorneys, librarians, financial experts, technical specialists, business, medical and other skilled professionals, our Customer Service group is uniquely qualified to help you conduct your online research.

- <sup>1</sup> Database build and storage costs are separately priced.
- <sup>2</sup> Large group or OMNI files combine the contents of a number of smaller files within a library; there is a higher connect time rate for access to OMNI files.
- <sup>3</sup> There is a \$15 handling charge for requests printed at the LEXIS-NEXIS computer center in Dayton, Ohio.

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Predicta is a Ziff Communications Company.  
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## FY 2000 Per Search Price Summary

### For Federal and FEDLINK Customers

This summary reflects standard per search prices for Federal Government and FEDLINK customers effective October 1, 1999. The Online Federal Government Price Schedule provides a detailed list of prices. Please contact your LEXIS®-NEXIS® Account Executive for flat rate pricing options.

#### SEARCH CHARGES

Rate Per Search

Standard Files .....	\$20
Large Group Files.....	\$35

#### CITATOR SERVICES

Rate Per Cite

The Auto-Cite® service and the SHEPARD'S® Citations Service .....	\$3
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#### DOCUMENT RETRIEVAL FEATURES

Rate Per Cite

The LEXSEE®, LEXSTAT® and SHEPARD'S® Jump .....	\$4
---	-----

#### QUOTES

Rate Per Quote

Market Statistics.....	\$1.00
Historic Price Quotes.....	\$0.15*
Historic Dividend Quotes.....	\$0.25*

\*Includes printing and downloading charges

#### ECLIPSE™ (Electronic Clipping Service)

Charges for ECLIPSE feature reports will be based on the frequency with which they are executed.

Frequency	Price Per Report
On Demand * .....	\$4
Intra Day * .....	\$6
Daily.....	\$14
Business Day (M-F) .....	\$18
Weekly .....	\$21
Monthly.....	\$27

\* LEXIS®-NEXIS® Universe product only.

Standard ECLIPSE reports will be printed automatically on an offline printer. All ECLIPSE printing will incur applicable print charges.

ECLIPSE reports may be viewed online at the applicable connect time charges for the file(s) in which the search is executed.

#### TELECOMMUNICATIONS CHARGES

##### Network Time Charges

Rate Per Hour

FTS2000.....	No Charge
LEXIS®-NEXIS® Network, Internet .....	\$0
WATS, Tymnet®, SprintNet™ .....	\$0
International	
Most locations.....	\$19
Canada .....	\$13
WATS.....	\$21

#### PRINTING/DOWNLOADING - Per Document<sup>1</sup>

Legal Information.....	\$0/document
Non-Legal Information, News .....	\$0/document
Investext® and Predicasts® materials	\$0/document
Public Records.....	\$0/document
SEC.....	\$0/document

Print charges are included in the Per Search Rate.

Patent Drawings .....	\$0/image
Trademark Registrations.....	\$0/image
Elsevier Environmental .....	\$3.00/image
Elsevier Business.....	\$6.00/image
LEXIS® Legal Forms.....	\$7.50/form
Investext.....	\$10.00/image

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From 0 up to \$2,500.....	0%
Over \$2,500 up to \$12,500.....	2%
Over \$12,500 up to \$125,000.....	4%
Over \$125,000 up to \$250,000.....	7%
Over \$250,000 up to \$500,000.....	12%
Over \$500,000 .....	15%

<sup>1</sup> ECLIPSE Transfer Pay discount.

(Additional information and footnotes on next page)

## ACCESS CHARGES

Access to Market Research Reports in the MARKET library will be charged at applicable display or printing as follows:

View or print full text document.....\$18 - \$20

## AUTOMATIC DISPLAY FILE CHARGES

Charges for the limited number of Automatic Display Files will be applied once the file is selected and text automatically displays.

View document.....\$3 - \$28

## DUN & BRADSTREET REPORTS

Charges for Business Information Reports will range from \$79.00 to \$570.30 depending on the user's location (e.g. USA, Canada, etc.). Charges for other Dun & Bradstreet Reports will range from \$27.00 to \$415.00 depending on the specific report requested.

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### Customer Service

Customer Service is available 24 hours a day and seven days a week. Staffed with attorneys, librarians, financial experts, technical specialists, business, medical and other skilled professionals, our Customer Service group is uniquely qualified to help you conduct your online research.

*There is a \$15 handling charge for requests printed at the LEXIS-NEXIS computer center in Dayton, Ohio.*

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**AGENCY IDENTIFICATION**

IAG Number: #00- 692513

FEDLINK ID: RCCV

Due Date: \_\_\_\_\_

**FEDLINK FY2000 Interagency Agreement and  
Interagency Agreement Amendment Instructions**

Enclosed for your acceptance are five copies of the FY2000 Interagency Agreement (IAG) or an FY2000 IAG Amendment between the Library of Congress (LC) and your agency. Signing the IAG/amendment will enable your agency to use the LC/FEDLINK basic ordering agreements with vendors listed in the IAG/amendment paragraph VI, Service Schedule, and obligates your agency's funds to LC for the vendor services and FEDLINK fees specified. The Service Schedule is based on your agency's FEDLINK registration form or IAG amendment request form and details the payment option, service dollars, and associated fees for services requested. The total amount to be obligated and transferred to LC is specified in paragraph III, Payment; your agency must provide a funds citation for this entire amount.

**Review, Funds Citation, and Signature**

Review the IAG/amendment carefully before signing. Do not make pen and ink changes to the document. Signed IAG/amendments received at FEDLINK with pen and ink changes are not acceptable and will not be processed.

**1. To change services or funding:**

If you need to reduce funding or remove services listed, *do not sign this IAG/amendment*. Signing this IAG/amendment would obligate your agency to services and funding it did not want. Contact FEDLINK Fiscal Operations (FFO) immediately to request issuance of an adjusted IAG/amendment. You may note needed changes on this *unsigned* IAG/amendment, mark it "PLEASE REVISE AND REISSUE", and fax it to FFO, (202) 707-4999.

If you wish to increase funding or add new services, *sign and return this IAG/amendment* and submit a separate IAG amendment request for the desired increase. This will ensure that authorization for the services and funding on this IAG/amendment is not delayed.

**2. Complete and sign paragraph VII, Approval:**

~~To be accepted by LC, each copy of the IAG/amendment must be signed by your agency's funds certification officer who must provide a funds citation, indicate the appropriation period of availability, choose a method for transfer of obligated funds to LC and provide a corresponding agency invoice address. The IAG/amendment is not complete or acceptable without a funds citation for the entire obligated amount as specified under in Payment, Paragraph III.~~

**3. Attach any necessary local documentation:**

~~If you have a local requirement to provide a separate funding document (MIPR or NAVCOMPT 2275, etc.) you may forward the document to FEDLINK as an attachment to this IAG/amendment. Please do not send forms separately. Indicate in the space provided on the IAG/amendment if LC acceptance of your local document is requested. The terms of the LC IAG/amendment supersede those of the local funding document, and the local funding document will not be accepted in lieu of the signed LC/FEDLINK IAG/amendment.~~

**Payment and Delinquency**

The LC Financial Services Directorate (LC/FSD) adheres strictly to LC policies for timely collection of IAG payments. Agencies must transfer obligated funds to LC promptly upon receipt of the SF 1080, Voucher for Transfer Between Appropriations and/or Funds. If funds are not received within 30 days, the IAG becomes delinquent and the following procedures apply:

After thirty (30) days from issuance of the LC Billing Document, LC/FSD will notify the agency's fiscal/billing office that the payment is overdue.

After sixty (60) days from issuance of the LC Billing Document, LC will suspend services. LC/FSD will direct FFO to generate a suspension of service notice. LC/C&L will send the notice to the vendor to suspend service (cancel passwords, etc.) and FFO will send the notice to the member IAG point of contact and to the agency's financial office. Services to the member will not be reinstated until payment is received.

Additionally, until all outstanding balances against LC bills for prior year IAGs are paid in full, LC will not permit agencies to enter into agreements for FY00 FEDLINK service.

## **Supporting Documentation**

A custom transmittal memo included with this mailing identifies the specific supporting documentation required for your IAG/Amendment. Use this memo as a cover when returning your materials to FEDLINK. Please note your FEDLINK ID on all attachments.

All agencies must return:

- Four completed, signed copies of this IAG/Amendment. Retain one copy for your records.
- List of agencies/offices allowed to use service accounts under this IAG/Amendment with addresses and points of contact for each.

Agencies with direct pay service accounts over \$100,000.00 must attach:

- For all services, an original agency purchase order made out to the vendor for each direct pay account. Do not include FEDLINK fees in the vendor purchase order amount. LC Contracts and Logistics Services will forward your agency's purchase order(s) to the vendor(s) with an authorization to provide service to your agency under the FY00 Basic Ordering Agreement with the Library of Congress.
- For each information retrieval service, a copy of your agency's *Commerce Business Daily* (CBD) synopsis of your requirement(s).
- For serials services, a completed Serials Selection form documenting your agency's competition and selection of a serials subscription vendor.

Agencies with transfer pay services accounts must attach:

- For all services, a service-specific list of passwords, bill groups, OCLC symbols or other identifies to be associated with your transfer pay accounts for invoice processing.
- For books services, a list of individuals authorized to place orders against books accounts.
- For serials services, a completed Serials Selection form documenting your agency's choice of a serials subscription vendor.

Agencies may also attach funding documents, agreements or other supporting documentation.

## **Summary**

1. After carefully reviewing this IAG/Amendment and its Service Schedule, complete and sign Paragraph VII - Approval.
2. Complete the attached IAG/Amendment form memo and use it as a checklist and transmittal for returning your IAG/Amendment materials. Please note your four-character FEDLINK IAG on *all documents* you send to FEDLINK.
3. Retain one completed, signed copy of the IAG/Amendment for your records.
4. Please return four completed, signed copies of the IAG/Amendment and other supporting documentation to FEDLINK by the due date specified on the front of this instruction form. Return materials to:

FEDLINK Fiscal Operations  
ATTN: FY00 IAG/Amendment  
Library of Congress  
Washington, DC 20540-5110

## **For More Information**

If you have questions regarding the IAG process, services, or funding reflected on this IAG/Amendment, please contact the John Thompson 202-707-4923, fax (202) 707-4999.



**FEDLINK FY2000 Interagency  
Agreement/Amendment Transmittal**

(duplicate as needed)

### Agency Information

Date: \_\_\_\_\_ IAG Number #00-\_\_\_\_\_ FEDLINK ID:\_\_\_\_\_

**Point of Contact:** \_\_\_\_\_

Agency Name: \_\_\_\_\_

**Address:** \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

## Instructions

**Return this form to FEDLINK as a cover transmittal when returning your signed Interagency Agreement (IAG) or IAG Amendment and supporting documentation. Attach the required forms and documents to your IAG and note on this form the items that are attached by placing a check mark in the "Attached by Member" column of this form. All members must return the items in Part 1. In addition Direct Pay members must complete Part 2 and Transfer Pay members must complete Part 3.**

Required by FEDLINK	Attached by Member	
X		<b>1. Required From All Members</b>
X		Four signed copies of the IAG. <b>IMPORTANT: Provide Funds Citation</b> and dollar amount on the signature page, as required on page 3 of the IAG or Amendments
		List of agencies/offices allowed to use your agency's IAG, with addresses and points of contact for each
		<b>2. Direct Pay Accounts Only (over \$100,000.00)</b>
		Original purchase order(s) for (vendor service ID(s)) _____
		Copy of CBD announcement for database retrieval services
		Other: _____
		<b>3. Transfer Pay Accounts Only</b>
		List of passwords, or other identifiers, such as OCLC symbols, for libraries or other offices to be covered by your Transfer Pay accounts
		List of individuals authorized to place orders against your publications account(s)
		Other: _____
		<b>4. Optional</b>
		Local funding document
		Local IAG
		Other: _____

**Send IAG and documents to: FEDLINK Fiscal Operations  
ATTN: FY2000 IAG  
Library of Congress  
Washington, DC 20540-4935**