

INSTRUCTIONS FOR PREPARATION OF NRC FORM 189 DOE LABORATORY PROJECT AND COST PROPOSAL FOR NRC WORK

The following items shall be completed by the DOE performing organization.

Date

Insert the date the proposal is forwarded to NRC and indicate if it is a proposal for a new project or a revised proposal. Provide any applicable revision number(s).

Project Title

Insert the title from the NRC Statement of Work (SOW).

NRC Office

Indicate the NRC Office requesting the work.

NRC Job Code, B&R Number, and Budget Object Code (BOC)

Indicate the NRC Job Code (formerly the Financial Identification Number [FIN]), B&R Number, and BOC as shown in the NRC SOW.

DOE Contractor

Indicate the full name of the DOE performing organization.

Contractor Account Number and DOE B&R Number

Provide applicable account numbers for the performing organization and DOE.

Cognizant Personnel

State name, organization, and telephone number for the NRC Project Manager, other NRC Technical Staff, the DOE Project Manager, the Laboratory Project Manager, the Principal Investigator, and Project Key Personnel who are considered essential to the successful completion of the project.

Period of Performance

Insert the period of performance (POP) from the NRC SOW. If exception is taken to the NRC SOW POP or task scheduling, add an * and provide written explanation of the necessity for proposed change on the attachment to the NRC Form 189.

Staff Years of Effort

Provide the estimate of staff years of effort for the DOE performing organization for each fiscal year from start to completion of the project.

Cost Proposal

Cost projections shall reflect the performing organization's best estimate of costs to perform the effort described in the NRC SOW. The cost estimate shall be consistent with the DOE Manual 2110.1, "Pricing of Departmental Materials and Services." Cost shall be shown in thousands of dollars. Note: The NRC Form 189 should be completed as indicated on the form and supplemented with detailed cost, by month, and shall include, as a minimum, the following:

- Direct labor, by labor category, with hourly rate and proposed hours for each category.
 - Overhead amount and percent and the base upon that it is applied.
 - Material/Services.*
 - Travel Expenses: Provide expected number of individuals traveling, origins, destinations, and air fare. Address foreign travel separately.
 - Subcontract(s) cost.**
 - Other Direct Costs, with explanation for each.
 - General and Administrative Expense Amount and the percent, with the base upon which it is applied as a footnote.
 - Subtotal.
 - DOE Added Factor.
- * List property, including IT hardware and software with an acquisition cost of \$500 or greater that the laboratory proposes to purchase in performance of the work described in the NRC SOW. Provide the estimated cost for each item and identify when the item is needed and how it will be used. For IT resources, include the specifications as well as existing IT resources to be used on the project.
- ** Provide all of the above items for subcontract costs when the subcontract exceeds 25 percent of the project value.

Estimated Cost and Level of Effort by Task

As part of the cost proposal, provide estimated costs for each task of a project.

Project Description

Provide narrative descriptions of the following topics, in the order listed, as an attachment to the NRC Form 189. If an item is not applicable, so state and provide an explanation.

Background

Provide a brief summary of the technical problem/issue, as presented in the NRC SOW.

Objectives of Proposed Work

State concisely the performing organization's understanding of the objectives and the results to be accomplished.

Work To Be Performed and Expected Results

Provide a description of the tasks to be accomplished and the resulting end products or deliverables, as follows:

Work Required

Describe the tasks and subtasks to be performed in such a manner that an informed, disinterested third party will understand what is to be done and when and how it will be accomplished during the period of performance for the level of effort proposed. Provide the performing organization's understanding of how end products and/or deliverables are expected to be used to regulate the nuclear reactor industry.

Describe in detail any assumptions made in formulation of the proposal. Provide criteria or other bases upon which evaluations, judgment, or other action will be taken. Describe potential problems and recommended solutions. Identify any actions that require NRC involvement or decisions that affect milestones to be achieved. Provide dates by which information or action by NRC is required.

Proposed Personnel

For each individual or subcontractor proposed to perform this effort, provide a current re'sume' and proposed specific authorities and responsibilities for this effort.

Meetings/Travel

Under the Joint Federal Travel Regulations, first class air travel is prohibited. Submission of an NRC Form 445 at least 60 days in advance of the proposed travel is required. (See Management Directive 14.1 [formerly Manual Chapter 1501, "Official Travel"] for further information on both domestic and foreign travel.) If travel other than that required by the NRC SOW is proposed by the laboratory, the above information shall be provided, together with a detailed explanation of the need.

NRC Furnished Materials

The performing organization shall list any equipment, background reports/data, or other specific material(s) that are not listed in the SOW but are considered necessary for performance of the work described in the NRC SOW. NRC will determine necessity and/or availability and provide confirmation in the NRC Form 173.

Relationship to Other Projects

Summarize the results of prior or current efforts on similar and/or related projects. Identify related projects that either (1) generate information that will be required to accomplish the work described in the NRC SOW for this project, or (2) will utilize information generated from this project, or (3) support a common objective.

Reporting Requirements and Schedule

Provide the performing organization's understanding and acceptance of the reporting requirements, including number, type, report format, content, and schedule, as required by the NRC SOW.

Subcontractor/Consultant Information

Describe any technical support effort that is proposed to be performed by a subcontractor or consultant. Identify the level of effort, by task, of any proposed subcontractor or consultant and provide an explanation of the need for subcontracting that portion of the effort. Note that "pass through" contracting is not allowed under the requirements of the DOE/NRC Memorandum of Understanding. For purposes of this effort, a "pass through" contract is generally defined as when the subcontractor performs the majority of the effort.

For any subcontract or consultant effort, describe the following:

- the necessity of subcontracting.
- the tasks and subtasks the subcontractor or consultant will perform.
- the level of effort proposed for the subcontract effort.
- the status and expected time frame for selection.
- the method of selection of the subcontractor or consultant.

Special Facilities, If Required

Describe any new special facilities required to perform the project.

Conflict-of-Interest Information

Describe any work proposed that is the same or similar to this effort and that is to be performed either by the performing organization or by a proposed subcontractor or consultant on behalf of the nuclear industry that might give rise to an apparent or actual organizational conflict of interest. Describe any other known issue or problem regarding any proposed subcontractor or consultant that NRC should consider before approval of the subcontractor or consultant.

Classification or Sensitivity, If Applicable

Note the level of security classification or sensitivity expected in the work to be performed, as shown in the NRC SOW.

Spending Plan (SP)

For each new project or task order that exceeds 6 months in duration, provide planned monthly spending for each element of cost shown as part of the laboratory cost proposal. An SP is not required for establishing the task order agreement.

Updated SP information is required as part of the monthly letter status report.

The attached SP format provides spaces to report projected costs for 12 months. The performing organization may wish to alter the format on a case-by-case basis for shorter or longer periods.

Approval Authority

The proposal shall be signed by an appropriate DOE performing organization individual with authority to make commitments for the performing organization and DOE Operations Field Office Representative.

Forecast Milestone Chart

Indicate cost and schedule time frames as they apply to the individual tasks within the scope of the project. Use weeks, months, quarters, or years as necessary. Extend the length of the format if more than five tasks are identified.

**DOE LABORATORY PROJECT AND
 COST PROPOSAL FOR NRC WORK**

PROJECT TITLE			NEW		FY	
NRC OFFICE			REVISION		NUMBER	
DOE CONTRACTOR			JOB CODE			
SITE			NRC B&R NUMBER			
COGNIZANT PERSONNEL			ORGANIZATION		TELEPHONE NUMBER	
NRC PROJECT MANAGER			CONTRACTOR ACCOUNT NUMBER			
OTHER NRC TECHNICAL STAFF			DOE B&R NUMBER			
DOE PROJECT MANAGER			PERIOD OF PERFORMANCE			
LABORATORY PROJECT MANAGER			PROJECT START DATE			
PRINCIPAL INVESTIGATOR(S)			PROJECT END DATE			
KEY PERSONNEL						
STAFF YEARS OF EFFORT			F Y	F Y	F Y	F Y
DIRECT SCIENTIFIC/TECHNICAL						
OTHER DIRECT (GRADED)						
TOTAL DIRECT STAFF YEARS						
COST PROPOSAL <i>(Round to Nearest Thousand \$)</i>						
DIRECT LABOR -- LABOR CATEGORIES, LABOR RATES, AND PROPOSED HOURS OF EFFORT FOR EACH CATEGORY						
OVERHEAD						
MATERIALS/SERVICES						
TRAVEL		FOREIGN				
		DOMESTIC				
SUBCONTRACT(S)						
CONSULTANTS						
OTHER DIRECT						
GENERAL AND ADMINISTRATIVE EXPENSES						
TOTAL ESTIMATED LABORATORY PROJECT COST						
DOE ADDED FACTOR						
TOTAL DOE PROJECT COST						
CARRYOVER FROM PRIOR FY						
CARRYOVER TO NEXT FY						
TOTAL FUNDING REQUIRED						

**DOE LABORATORY PROJECT AND
 COST PROPOSAL FOR NRC WORK**

DATE

FOR PROJECTS, EXCLUDING TASK ORDERS AND TASK ORDER AGREEMENTS

PROJECT TITLE

DOE PROPOSING ORGANIZATION

ESTIMATED COST

TASK 1	TASK 2	TASK 3	TASK 4
TOTAL ESTIMATED COST	TOTAL ESTIMATED COST	TOTAL ESTIMATED COST	TOTAL ESTIMATED COST

PROJECT DESCRIPTION

Provide narrative descriptions of the following topics in the order listed. Attach on plain paper to this NRC Form 189. If an item is not applicable, so state.

OBJECTIVES OF PROPOSED WORK

REPORTING REQUIREMENTS AND SCHEDULE

SUMMARY OF PRIOR EFFORTS

SUBCONTRACTOR/CONSULTANT INFORMATION

WORK TO BE PERFORMED AND EXPECTED RESULTS

SPECIAL FACILITIES, IF REQUIRED

PROPOSED PERSONNEL -- INCLUDE RESUMES

CONFLICT-OF-INTEREST INFORMATION

MEETINGS/TRAVEL

CLASSIFICATION OR SENSITIVITY, IF APPLICABLE
 (e.g., safeguards, proprietary, other)

NRC FURNISHED MATERIALS

ADDENDUM COST AND SCHEDULE INFORMATION

RELATIONSHIP TO OTHER PROJECTS

SPENDING PLAN

SEE NRC MANAGEMENT DIRECTIVE 11.7 FOR ADDITIONAL INFORMATION

SIGNATURE -- APPROVAL AUTHORITY

DATE

JOB CODE	
MODIFICATION NUMBER <i>(If applicable)</i>	DATE

SPENDING PLAN

Complete as part of the Laboratory's Cost Proposal for each new project or task order.

NAME OF LABORATORY	PERFORMANCE PERIOD	
	FROM	TO

TITLE OF PROJECT	Total estimated costs of the proposed project or modification at the time of proposal submission. \$
------------------	---------------------------------------------------------------------------------------------------------

Provide cost details by month for the total project or modification

COST ELEMENTS	1ST MONTH	2ND MONTH	3RD MONTH	4TH MONTH	5TH MONTH	6TH MONTH
DIRECT COSTS	\$	\$	\$	\$	\$	\$
INDIRECT COSTS	\$	\$	\$	\$	\$	\$
TOTAL ESTIMATED COSTS	\$	\$	\$	\$	\$	\$
PROJECT COMPLETION	%	%	%	%	%	%

COST ELEMENTS	7TH MONTH	8TH MONTH	9TH MONTH	10TH MONTH	11TH MONTH	12TH MONTH
DIRECT COSTS	\$	\$	\$	\$	\$	\$
INDIRECT COSTS	\$	\$	\$	\$	\$	\$
TOTAL ESTIMATED COSTS	\$	\$	\$	\$	\$	\$
PROJECT COMPLETION	%	%	%	%	%	%

NOTE: The Spending Plan will be submitted with the NRC Form 189 initially. Thereafter, it will be updated and submitted with the "Monthly Letter Status Report (MLSR), as required in Handbook 11.7, Part IV, B.2.

JOB CODE

**DOE LABORATORY PROJECT COST PROPOSAL FOR NRC WORK
 FORECAST MILESTONE CHART**

MODIFICATION NUMBER
 (If applicable)

DATE

Complete as part of the Laboratory's Cost Proposal for each new project or task order.

TITLE OF PROJECT

DOE PROPOSING ORGANIZATION

FORECAST MILESTONE CHART --- SCHEDULE TO START = Δ ----- = \bullet COMPLETED
 PROVIDE ESTIMATED DOLLAR COST FOR EACH TASK FOR EACH FISCAL YEAR

TASK		FY				FY				FY				FY				TASK TOTAL
		1st	2nd	3rd	4th	1st	2nd	3rd	4th	1st	2nd	3rd	4th	1st	2nd	3rd	4th	
	SCHEDULE																	
	COST																	
	SCHEDULE																	
	COST																	
	SCHEDULE																	
	COST																	
	SCHEDULE																	
	COST																	
TOTAL ESTIMATED PROJECT COST																		