

MAR 03 2008

MEMORANDUM TO: Bobby Eaton, HR, ADTD/RTT, Project Officer
Mail Stop C-TN

FROM: Mary H. Mace, Contracting Officer
Contracts Management Branch No. 1
Division of Contracts and Property Management

SUBJECT: DESIGNATION OF PROJECT OFFICER

You are hereby designated as the Project Officer for Contract No. NRC-38-00-284 with Westinghouse Electric Company, LLC (faxed copy attached). Your responsibilities and extent of authority as Project Officer are described in Section B.4 of the contract.

Additionally, you are required to be familiar with NRC Manual Chapter 5101, NRC Procurement Handbook, particularly Part V, Contract Administration and Close Out. You are required to forward copies of all correspondence with the contractor to the Contract Specialist. Prior Contracting Officer concurrence may be required for some correspondence and others, such as changes to the terms and conditions, funding or schedule of the contract, may be forwarded to the contractor only over the Contracting Officer's signature. Additionally, the Contract Specialist should be advised in advance of any scheduled meetings with the contractor.

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 problems be brought to the attention of the Contract Specialist as early as possible so that positive and timely corrective action can be initiated.

Mutual cooperation is essential to the success of this contract. To that end, the Contract Specialist will be contacting you within the next two weeks to discuss the obligations of the contractor and NRC under the contract. Should you have any questions regarding this delegation of authority or require assistance, please contact Sharlene McCubbin on 415-6565.

Attachment:
As Stated

DIST:
File
SMcCubbin r/f
DCPM r/f
TAB1 r/f

DCPM/CMB1
SMcCubbin
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DCPM/CMB1
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February 29, 2000

MEMORANDUM TO: Timothy F. Hagan, Director
Division of Contracts and Property Management

FROM: Mary H. Mace, Contracting Officer
Division of Contracts and Property Management

SUBJECT: REQUEST FOR DELEGATION OF CONTRACTUAL AUTHORITY

Your approval is requested to execute Contract No. NRC-38-00-284 which exceeds my contractual authority.

Contractor: Westinghouse Electric Company, LLC

Contract Title: Pressurized Water Reactor Maintenance Course

Contract Objective: The contractor shall provide qualified personnel, materials, and services to develop, present, and maintain the Pressurized Water Reactor Maintenance Training Overview Course.

Contract Type: Commercial Item - Fixed Price Per Course

Contract Amount: \$753,271

Period of Performance: March 1, 2000 - February 28,2005

Method of Procurement: Competitive

Chairman approval for this contract is not required because the total estimated cost to the NRC does not exceed \$3,000,000.

Approved () Disapproved

Original signed by
Timothy F. Hagan 2/29/00

Signature

Date

DCPM/CMB1
SMcCubbin
2/29/00

DCPM/CMB1
MMace
2/29/00