

CUMSIRT

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE PAGE 1 OF PAGES 4

2. AMENDMENT/MODIFICATION NO. 9 3. EFFECTIVE DATE 6/1/2000 4. REQUISITION/PURCHASE REQ. NO. ADM-97-142 5. PROJECT NO. (If applicable)

6. ISSUED BY U.S. Nuclear Regulatory Commission Division of Contracts and Property Mgt. Attn: T-7-I-2 Contract Management Branch No. 1 Washington DC 20555 7. ADMINISTERED BY (If other than Item 6)

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) Federal Management Systems, Inc. Attn: Aubrey Stephenson 4303 Iowa Ave., N.W. Washington DC 20011-7222 9A. AMENDMENT OF SOLICITATION NO. 9B. DATED (SEE ITEM 11) 10A. MODIFICATION OF CONTRACT/ORDER NO. Con# NRC-10-97-142 SBA# 0353-97-7-03390 10B. DATED (SEE ITEM 13) 09-30-1997

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers is extended, is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning copies of the amendment; (b) By acknowledging receipt of this amendment of each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required) 31X0200 04015511125 B1458 252A \$10,839.63

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A. B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b). C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: Sec B.1 FAR 52.212-4 & FAR 52.217-9 Option to Extend the Term of the Contract D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor is not, X is required to sign this document and return two copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.) See attached continuation sheet.

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print) PRESIDENT 15B. CONTRACT/OFFEROR 15C. DATE SIGNED 6/1/2000 16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) 16B. UNITED STATES OF AMERICA 16C. DATE SIGNED 06-01-2000

CONTINUATION PAGE

This contract modification is being executed pursuant to the NRC's MOU with SBA with permits billateral execution of contract documents. The purpose of this contract modification is to (1) revise Section A.5 the Contract Statement of Work for the remainder of Option Year 2, and Option Years 3 and 4 at no change in the contract price (2) to exercise Option CLIN 0008 for three additional months of mail and distribution services. Accordingly, the contract is hereby modified as follows:

1. Pursuant to the changes paragraph of FAR 52.212-4, Section A.5 of the contract is hereby deleted is replaced by the attached Section A.5, Statement of Work at no change to the contract price.

2. CLIN 0008 of Option Year 2 is hereby exercised and added to the contract as follows:

CLIN	Service Description	Qty	Unit	U/P	Total
	Addition to Option Year 2				
008	Optional Months - Task 3	3	MO	\$3613.21	\$10,839.63
	Added Months of mail and distrubution from 7/1/2000 to 9/30/2000.				

3. As a result of the above, the total firm fixed price of the contract set forth in Section B.2 is increased by \$10,839.63 from \$579,708.78 to \$590,548.41.

4. Pursuant to the NRC/SBA MOU, the following clause is added at Section B.17 of the contract:

B.17 NRC/SBA MOU PROVISIONS

The NRC will give advance notice to the SBA before it issues a final notice terminating this contract in whole or in part. The NRC will coordinate with the SBA any novation agreements submitted by the contractor and its successor in interest for approval prior to incorporation into this contract.

5. A summary of obligations for this contract from award date to the date of this action is shown below:

Total FY 97 Obligations:	\$214,194.96	Total FY 98 Obligations:	\$222,526.08
Total FY 98 Deobligations:	\$3,793.49	Total FY 99 Obligations:	\$146,781.23
Total FY 00 Obligations:	\$ 10,839.63	Cumulative Obligations:	\$590,548.41

6. This modification obligates FY 2000 funds in the amount of \$10,839.63. All other terms and conditions remain unchanged.

DATA ENTRY TASK ONE (CLIN005)

WORK REQUIREMENT: The Contractor shall collect, enter, and verify data required in the Division of Contracts and Property Management (DCPM) information database systems. This data shall be derived from source documents to produce timely accurate reports which are free of errors and omissions.

CONTRACT TRACKING SYSTEM (CTS)/CONTRACTS AND PAYMENTS SYSTEM(CAPS)

CTS/CAPS DATA ENTRY: The Contractor shall input information into the CTS from the source documents described below:

Source Document	Data Elements for Entry	Estimated Volume	Turnaround Time
1. Request for Procurement Action NRC Form 400(RFPA) (CTS)	RFPA Number Title Project Officer Contract Specialist (when assigned) Status:"Pending" Government Estimate RFPA Receipt Date	20/Week	Two (2) hours of receipt **RFPA missing info/new RFPA for BC assignment - within 24 hours
2. SF1449 3. SF26 4. SF-30 5. Task Order Def. Letter 6. Task Order Letter Mods (CTS)	Action Number:"Contract No.", Modification No." Status Update:"Award, "Withdrawn", "Canceled" Contract Execution/Award Date	25/Week	Four (4) hours of receipt
7. DAF Form (CTS)	DAF Date(Checklist and CTS) To Be Closed Date (Checklist) Closed Date (Checklist and CTS) Status Update: "Closeout", "Closed" Initial Deobligation	5/Week	Two (2) hours of receipt
8. Voucher/Invoice (CAPS/ITS) ¹	All elements*	60/Week	Four (4) hours of receipt

***Copies of the information system screens are provided in ATTACHMENT 13.**

****Any RFPA the contractor forwards to the Branch Chief (BC) containing incomplete information, the contractor must track and input into the system within 24 hours. Any new RFPA the contractor forwards to the BC for assignment, the contractor must track and enter into the system within 24 hours.**

¹(a) Prepare NRC Form 292, "Voucher Transmittal for Review and Approval Prior to Payment"(ATTACHMENT 14), (b) attach to the voucher/invoice, and (c) forward to the Project Officer, Contract Specialists, The Office of the Chief Financial Officer for appropriate approval action. Input additional information (dates) through Form 292 approval process. Produce xerox copies and distribute documents (complete Form 420 (ATTACHMENT 15) for Branch Chief signature and hand deliver the Regional vouchers to the NRC mailroom) within four (4) hours of receipt, and maintain source document files.

Source Document	Data Elements for Entry	Estimated Volume	Turnaround Time
9. Advanced Procurement Plan (APP) ² (CTS)	All elements*	150/per six (6) month period (Twice Yearly)	Three (3) working days of receipt Additional information within four (4) hours of receipt.
NRC Form 30 RFPA 10. Simplified Acquisition Data Collection Sheet ³ (CAPS/POTS)	All elements*	30/Week	Four (4) hours of receipt NRC Form 30 for BC assignment - within 24 hours
11. DOE Equipment Tracking Sheet ⁴ (CAPS)	All elements*	10/Week	Two (2) working days of receipt
12. Form 281 (FPDS)	All elements	4/Yearly	Two (2) working days of receipt

CONTRACTS AND PAYMENTS SYSTEM (CAPS) consists of the following information database systems: (1) Invoice Tracking System (ITS), (2) Purchase Order Tracking System (POTS), (4) DOE Equipment Tracking System. CAPS is written in Delphi with Access Database and Window-Based software applications. CONTRACT TRACKING SYSTEM (CTS) consists of the Advanced Procurement Plan and all contract information.

²(a) Upon receipt of the APP input sheets (twice yearly) the data is to be entered into the CTS and verified within the turnaround time, (b) input additional new award information into the CTS as the APP action progresses, (c) upon verification the contractor shall make three (3) copies of the APP sheets, initial and date the APP sheets and the report and return to the NRC Project Officer (P.O.). Maintain APP source document file.

³(a) Complete the top portion of the Simplified Acquisition Data Collection Sheet and circulate with the request to BC for assignment. The contractor must track and enter into the system within 24 hours, (b) input additional information after the award of the purchase order, and (c) maintain source document files. Distribute the requisitions and purchase order packages to the DCPM contract staff within four (4) hours of receipt. Forward a copy of the Data Collection Sheets with Property to PAOB. Interact with the Contract Specialist (CS) to assure the bottom portion of the data collection sheet is complete and entered into the POTS.

⁴(a) Upon receipt of the DOE report input the appropriate data into the two (2) DOE database reports for property and software. (b) forward a hard copy of the two (2) reports to the NRC P.O. within the turnaround time, (c) maintain a folder with hard copies of the two reports.

REPORT GENERATION TASK TWO (CLIN006)

WORK REQUIREMENT: The Contractor shall generate and deliver timely reports to the NRC P.O., unless otherwise specified, which are free of errors and omissions in accordance with the specified report run schedule.

Report Type	Report Sort	Report Run Schedule
1. Workload Reports (consist of): RFPA Received Report Milestones for Pending RFPA Pending Mods to Contracts Pending Task Orders Pending Mods to Task Orders Pending Mods in Closeout	All Reports Contract Specialist	Biweekly - Monday draft Friday final
2. Inventory of Contracts: New Awards "ACTIVE"	RFPA	Biweekly - Monday draft Friday final
3. Inventory of Purchase Orders	RFPA	Biweekly - Monday draft Friday final
(Closeout) 4. Closeout Contract Inventory 5. Executed Deobligations 6. Mailed Deobligations 7. Closed Contracts 8. Audits	To Be Closed by Date Branch " " "	Biweekly - Monday draft Friday final
Invoice Tracking System Reports: 9. Overdue From Project Officer A-B-C 10. Notes to Contract Specialist A-C 11. Overdue To Chief Financial Officer A-C 12. Invoice Listing Report 13. Invoice Listing Report	Contract Specialist Contractor Date Invoice Received	Weekly - Monday draft Friday final Reports due to: A Contract Specialist-Monday & Friday B Project Officer-Friday C Branch Chief-Friday Upon special request only Upon special request only
Advanced Procurement Plan (APP- CTS Tracking System) 14. Advanced Procurement Plan (APP) New Award, Mods and Task Orders	RFPA Received RFPA Not Received Date Range	Every Six (6) months April and October

Report Type	Report Sort	Report Run Schedule
Purchase Order Tracking System Reports: 15. Pending Purchase Order 16. Awarded Purchase Order 17. All Purchase Orders	Req.No/Purchase Order No. Contract Specialist Contract Specialist	BiWeekly - Monday draft Friday final
DOE Equipment Tracking System 18. DOE Equipment Tracking	Property Report Software Report	Last day of every month
Ad Hoc	As Requested	Within one hour of request (5/Week)

CTS/CAPS VERIFICATION: The Contractor shall review the draft reports for errors (due to data entry defect) and omissions. The Contractor shall check all data elements, in the reports and the information database system screen, against the source documents. The Contractor shall maintain source document files.

The Contractor shall note all errors on the draft report in writing. Those errors attributable/or related to the data elements, entered by the Contractor, shall be resolved and corrected in the information database system and reflected in the final biweekly report to the NRC Project Officer (P.O.), by **2:00P.M. every second and fourth Friday of the month.**

The Contractor shall note all errors which the contractor has not resolved and which are attributable to the NRC staff entries on the final reports given to the NRC P.O. by **2:00P.M. every second and fourth Friday of the month.**

SF279 "INDIVIDUAL CONTRACTOR ACTION REPORT" (ICAR) VERIFICATION: The Contractor shall verify the data in CTS Info. Screen 3 to the following ICAR fields:

- Solicitation Procedures/Block 26
- Type of Contractor/Block 30
- Type of Contract/Block 24
- Kind of Contract Action/Block 9
- Preference Program/Block 33C
- Women Owned Business/Block 31
- Subcontractor Plan/Block 34

Upon receipt of the ICAR, the Contractor shall verify the ICAR fields and enter the missing CTS data into the CTS Information Screen 3. The Contractor shall initial and write "IS3" on the right top portion of the ICAR. Maintain a quarterly ICAR folder.

The Contractor shall also verify the hard copy of the ICAR's to the CTS, POTS (Contractor shall run report quarterly) and ProDoc reports (provided to Contractor quarterly) to ensure all ICAR's are captured. The Contractor will interact with the CS to assure information on the ICAR matches to the ProDoc report and obtain any missing ICAR's. The Contractor shall identify any errors on the hard copy of the ProDoc report and forward to the NRC P.O. within fifteen (15) days of receipt of the report. Upon quarterly verification of all ICAR's and reports, the

Contractor shall initial and date the ICAR's and reports. Maintain all the reports in the quarterly ICAR folder.

Upon receipt of the quarterly Form 281 (FPDS) from the NRC P.O., the Contractor shall enter the information figures into the FPDS on line database. The Contractor shall interact with the CS to assure all information is captured in the database.

DATA ENTRY TIMELINESS AND ACCURACY

METHOD OF SURVEILLANCE: Quality Assurance Inspections by the NRC P.O./the designated alternate which consists of random sampling, viewing data in the information database system screen, reviewing the report and source documentation. Data from the source documents shall be checked by the NRC P.O. for accuracy on a weekly basis in accordance with the specified turnaround time. A minimum of thirty percent (30%) of the source documents shall be checked each week.

PERFORMANCE STANDARDS:

A. Timeliness Standard: No more than five percent (5%) of the sampled source documents may be entered into the information database system later than the specified time period in one given week. If more than five percent (5%) of the sampled source documents are later than the specified time period in one given week, two percent (2%) of the monthly price for this line item shall be deducted from the monthly invoice.

B. Accuracy Standard: No errors (missing data, incorrect data attributable/or related to the data elements entered by the Contractor) shall be present in the CTS information database system screens, final reports or workload reports. The Contractor will be given an opportunity to correct errors in accuracy discovered during their weekly inspection. If the errors discovered in the sample weekly inspection are not completely corrected as revealed by a biweekly inspection of the CTS information database system screens, final reports, or DCPM staff complaints on workload reports, then three percent (3%) of the monthly price for both line items (data entry and report generation) shall be deducted from the monthly invoice.

C. Timeliness Standard for Reports

METHOD OF SURVEILLANCE: 100% inspection by the NRC P.O.

PERFORMANCE STANDARDS: No reports shall be later than the specified report run date schedule.

PAYMENT ADJUSTMENT FOR UNSATISFACTORY OR NONPERFORMANCE:

If more than one (1) report is later than the specified run date schedule, percentage deductions of the monthly price shall be taken in accordance with the chart below:

Number of Reports Late	Percentage Deduction
Two	2%
Three	3%
Four	4%
Five	5%

Six	6%
Seven	7%
Eight	8%
Nine	9%
Ten and Over	10%

CONTRACT DISTRIBUTION TASK THREE (CLIN007)

A. WORK REQUIREMENT (DISTRIBUTION): The Contractor shall collect the contract documentation for distribution from the DCPM mail stops (T7E33 and T7E43), and shall distribute copies of all active contracts/tasks orders, expired/closeout contracts/task orders, modifications, purchase orders, purchase order modifications, RFPA's, Contractor's Past Performance Reports, letter solicitations and amendments, and general correspondence (such as letters to industry, government agencies, congressional letters, internal memoranda) within two (2) working days of receipt (**contracts awarded prior to FY00**). The Contractor shall collect from the DCPM mailstops (T7E33 and T7E43) and distribute other solicitations and amendments (SF33, SF 1449 and other standard formats) within five (5) working days after receipt. The Contractor shall prepare the contract documentation for mailing, reproduce additional copies (if required), and ensure that all attachments are enclosed. Solicitations other than letter format may require that the Contractor prepare a NRC Form 20 to request reproduction service from the NRC Copy Center. The Contractor shall deliver and pick up these reproduction jobs from the Copy Center. The Contractor shall maintain the solicitation file with the written/facsimile request until the solicitation closes. The Contractor shall prepare the solicitation mailing list and mailing labels by entering the data into the automated computer system. The Contractor shall maintain the solicitation distribution log report on the personal computer located in the file room, and submit the report to the NRC P.O. at the end of the period of performance for task three (**ATTACHMENT 16**). The Contractor shall distribute the contract documentation to the appropriate parties both external (vendor/contractor/solicitation mailing list) and within the NRC in accordance with the distribution chain on the original concurrence document. The Contractor shall complete and forward the Contract and Modification Distribution List (**ATTACHMENT 17**), along with the concurrence copy of the documentation and contract file folder(s), to the appropriate DCPM mail stops. Upon request, the Contractor shall transmit facsimile documents (such as amendments to solicitations within one (1) hour of receipt) and express mail documents. The estimated volume is 350 documents per month.

B. WORK REQUIREMENT (DIVISION MAIL): The Contractor shall handle the daily incoming and outgoing Division mail (two deliveries each day) and shall be the receipt and distribution point. **All external (incoming) mail dealing with FY00 contracts shall be delivered to the two Procurement Assistants/Records Custodians.** The central agency times for delivery and pick-up of the mail are 8:30 A.M. and 2:30 P.M. The NRC central mailroom will deliver all incoming mail to T7I2. The Contractor shall date and time stamp all incoming mail on the reverse side of the original document and distribute to the DCPM branches (CMB1, CMB2, PAOB AND DO) and data entry twice daily. The Contractor shall report to the central agency mailroom ½ hour prior to opening/closing to accept proposals. The Contractor shall call the central mailroom twice a day for pick-up of all packages and hand-delivered items. All proposals or quotes shall be hand-delivered to the appropriate Contract Specialist or Procurement Specialist within one half (½) after the time established for opening/closing due date. All "Open by Addressee Only" envelopes and proposal shall be given to the appropriate DCPM staff member. The estimated volume is 2,500 per month.

Until the Agencywide Documents Access and Management System (ADAMS) becomes fully implemented throughout the NRC, the procedures for the A and B Work Requirements are subject to procedural change. The NRC P.O. will meet with the Contractor staff to discuss any procedure change for the A and B Work Requirements, and follow up with an e-mail giving technical direction to the Contractor staff.

The Contractor shall handle the checks received for monies due to the NRC from its contractors and provide the check with memo to the NRC P.O. for signature within one (1) hour of receipt, and forward a copy to the Contract Specialist. The Contractor shall maintain the report entitled, "Report of Checks Received" (**ATTACHMENT 18**) on the personal computer located in the file room, and provide the report to the NRC P.O. at the end of the period of performance for task three.

C. WORK REQUIREMENT (RETIREMENT OF PURCHASE ORDERS, CLOSED CONTRACTS, AND POLICY FILES FOR STORAGE): The closing out of expired purchase orders shall be completed by the Contractor within a three (3) week period, each October. Purchase orders for the current FY and the prior three (3) FY's shall remain stored on the shelves and not closed out. Any purchase order which is five (5) years or older should be closed out. For example: any purchase order PRIOR to the last three (3) fiscal years 1997, 1998 and 1999) plus the current years (FY00), should remain on the shelves and not closed out. Any purchase order prior to fiscal year 97 should be closed out. The estimated volume is 900 per year and the task is performed one a year, every October. Closeout shall be accomplished in accordance with "PROCEDURES FOR PURCHASE ORDER CLOSEOUT" (**ATTACHMENT 19**).

The Contractor shall assist in preparing the purged policy staff files (the estimated volume is 40 files per year) and closed contracts for retirement to storage after notification by the NRC P.O. The contractor shall prepare the NRC Forms 35 and 35A entitled, "Records Transfer" and "Records Transfer Continuation" for the retirement of closed contracts in accordance with NUREG-0910 (**ATTACHMENT 20**). The FORM 35 and 35A are available in Informs. The Contractor shall box, mark and ship the files to records holding. The NRC P.O. shall inform the Contractor of the shipping number to be placed on each box and the date the boxes will be picked up. The retired contract files shall be forwarded to records holding every two/three months. The estimated volume is 12 closed contracts per month. The Contractor shall notify the NRC P.O. to obtain additional storage boxes.

The Contractor shall ensure that all contract/purchase order file shelves do not have vacant spaces or that they are not overcrowded. The Contractor shall rearranged or move the file folders whenever necessary to accomplish the above. The Contractor shall ensure the closed contract file folders are placed in one location in the file room until they are prepared and boxed for retirement to storage.

The period of performance for Task Three shall be October 1, 1999 through September 30, 2000. Afterward, the Government may continue the service on a month to month optional basis.

METHOD OF SURVEILLANCE: Quality Assurance Inspections by the NRC P.O. which consists of random sampling or DCPM staff complaints on incorrect distribution.

QUALITY ASSURANCE: The original distribution document shall be checked on a monthly basis in accordance with the specified turnaround time. Ten per cent (10%) of the distribution documents shall be checked randomly each month.

PERFORMANCE STANDARDS: The sample-inspection may reveal no more than five (5) documents distributed later than the specified time period or distributed incorrectly.

PAYMENT ADJUSTMENT FOR UNSATISFACTORY OR NONPERFORMANCE:

If more than five (5) documents are distributed later than the specified time period or distributed incorrectly in one given month, percentage deductions of the monthly price shall be taken in accordance with the chart below:

Number of Documents Late	Percentage Deduction
Five- Nine	5%
Ten - Fourteen	10%
Fifteen/above	15%

WORK HOURS: Service shall be available during the daily business hours of 7:30A.M through 4:15P.M.

ADJUSTMENT TO CONTRACT PRICE DUE TO VARIATION IN ESTIMATE QUANTITY: Over a period of one (1) year, if the estimate quantity (volume) for any data entry source documents, or distribution documents varies, by more than ten percent (10%), an equitable downward/upward adjustment will be negotiated for that line item. The Contractor shall be responsible to notify the Contracting Officer of the quantity adjustment in writing.

ATTACHMENTS:

- ATTACHMENTS 1-12 Copies of the source document forms entered into the CTS information database system in accordance with the numbered chart (1-12) on page 1 and page 2.
- ATTACHMENT 13 Copies of the Information database system screens which reflect the data entry elements for each source document in accordance with the numbered chart (8-12) on page 1 and page 2.
- ATTACHMENT 14 NRC Form 292, "Voucher Transmittal for Review and Approval Prior to Payment".
- ATTACHMENT 15 NRC Form 420, "Request For Premium Cost Mail Service".
- ATTACHMENT 16 Solicitation Distribution Log Report
- ATTACHMENT 17 Contract and Modification Distribution List
- ATTACHMENT 18 Report of Checks Received
- ATTACHMENT 19 Procedures For Purchase Order Closeout

