AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT	1. CONTRACT ID CODE	PAGE	OF PAGES
		1	4

2. AMENDMENT/MODIFICATION NO.	3. EFFECTIVE DATE	4. REQUISITION/PURCHASE REQ. NO. ADM-97-148	5. PROJECT NO. (If applicable)
07	9/01/2001	4/10/01 and 7/31/01	

6. ISSUED BY	CODE	7. ADMINISTERED BY (If other than Item 6)	CODE
U.S. Nuclear Regulatory Commission Division of Contracts and Property Mgt. Attn: T-7-I-2 Contract Management Branch Washington DC 20555			

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)

Washington Metropolitan Area Transit
   Authority
ATTN: Mrs. Terry M. Lewis, Sales Branch
600 Fifth Street, N.W.
Washington, DC 20001

(X)

9A. AMENDMENT OF SOLICITATION NO.
9B. DATED (SEE ITEM 11)
10A. MODIFICATION OF CONTRACT/ORDER NO.
NRC-10-97-148
10B. DATED (SEE ITEM 13)
X 09-01-1997

CODE   FACILITY CODE

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 AC-KNOWLEDGMENT 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)

B&R No.: 14015-511115   Job Code: D2322   BOC: 1250
APPN No.: X0200   OBLIGATE: $52,000.00

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

(X)	
	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).
X	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: 52.217-7, OPTION TO EXTEND THE TERM OF THE CONTRACT (MAR 1989)
	D. OTHER (Specify type of modification and authority) 52.214-4, CONTRACT TERMS AND CONDITIONS--COMMERCIAL ITEMS (MAY 1977) - CHANGES CLAUSE

E. IMPORTANT: Contractor ☐ is not, ☒ is required to sign this document and return ____2____ copies to the issuing office.

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

SEE ATTACHED PAGES FOR MOD DETAILS

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)	16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)
A.F. Maden - Contracting Officer	Mary H. Mace, Contracting Officer
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)	15C. DATE SIGNED 9/5/2001	16B. UNITED STATES OF AMERICA BY (Signature of Contracting Officer)	16C. DATE SIGNED 8/27/0

STANDARD FORM 30 (REV. 10-83)

TEMPLATE-ADM001   ADM02

The purpose of this modification is to: (1) provide for the following within scope changes: purchase 600 SmarTrip cards from the Washington Metropolitan Area Transit Authority (WMATA), effective September 1, 2001, and implement WMATA 's Metrochek/SmartBenefits Program, which allows for the electronic placement of transit benefit values on an employee's SmarTrip card; (2) revise section A.1.2 to add language regarding the SmarTrip card; (3) revise subsection A.1.3, "SCHEDULE" for the second option year by revising line item no. A004 to decrease the quantity of Metrocheks that will be ordered, and add line item nos. A005(a) and (b) to allow for the purchase of the SmarTrip cards and the implementation of the Metrochek/SmartBenefits Program; (4) exercise the Second Option Year, thereby extending the contract's ordering period for an additional 12 months; (5) increase the contract ceiling amount by $393,000 as a result of exercising the second option year; (6) obligate $52,000.00 for the Second Option Year; (7) increase the total ceiling amount for Option Periods 1 and 2, and the total contract amount for the first through fifth years by $3,000.00; (8) change the names of individuals authorized to issue delivery orders; and (9) incorporate procedures under subsection B.12 for purchasing SmarTrip cards.   Accordingly, the contract is hereby modified as follows:

1. Under subsection A.1.2, "BRIEF DESCRIPTION OF WORK," paragraph a. is DELETED in its entirety and REPLACED with the following in lieu thereof:

    "a. The purpose of this contract is to provide NRC with a means by which it can obtain public transit fare media to be distributed to employees who use public transit from home to work.   In addition, this contract will have an inventory of SmarTrip cards to distribute to employees using public transit, and provide the ability to electronically place the dollar value of an employee's transit benefits directly on the SmarTrip card."

2. Under subsection A.1.3, 'SCHEDULE," "SECOND OPTION YEAR," revise line item A004, and ADD line item nos. A005(a) and A005(b) to read as follows:

"SECOND OPTION YEAR:	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
A004 - (9/1/2001 - 8/31/2002) Furnish Metrocheks (Estimated 500 per month)	3,000	EA.	*See NOTE Below	$195,000.00

*NOTE: Metrocheks shall be purchased in denominations of $1.00; $5.00; $10.00; $16.00; $20.00; $21.00; and $30.00.

A005(a) - (9/1/2001 - 8/21/2002)
    Furnish individual "SmarTrip"   600   EA. $5.00 $ 3,000.00
    cards for use in providing
    monthly transit subsidies in
    electronic format vs. standard
    Metrocheks

A005(b) - (9/1/2001 - 8/31/2002) $195,000.00*
    Furnish electronic increases to
    value of "SmarTrip" cards on
    an as-needed basis

    *NOTE: Transportation benefits values will be downloaded
                to employee's SmarTrip cards in denominations up
                to $65.00.

3. Under subsection A.1.3, increase the "TOTAL CEILING FOR OPTION PERIODS 1 AND 2," by $3,000.00 from "$758,000.00" to "$761,000.00."

In addition, increase the "TOTAL CONTRACT AMOUNT FOR FIRST, SECOND, THIRD, FOURTH, AND FIFTH YEARS" by $3,000.00 from "$1,118,000.00" to "$1,121,000.00."

4. Under subsection B.6 entitled "ORDERING PROCEDURES," paragraph (a), delete one name and change the last name of an individual authorized to issue deliver orders under this contract as follows:

   - CORRECT the name "Bonita Gray" to read "Bonita Cook". The telephone number remains unchanged.

   - DELETE the name and telephone number of "Donlin Queen".

5. Under section B., subsection B.2, 'CONSIDERATION AND OBLIGATION-DELIVERY ORDERS (JUNE 1988)," the total estimated amount of this contract (ceiling) is increased by $393,000.00 from $728,000.00 to $1,121,000.00. In addition, the obligated amount is increased by $52,000.00 from $728,000.00 to $780,000.00. Therefore, the first sentence of paragraphs (a) and (b) is DELETED in its entirety and the following sentence is SUBSTITUTED in lieu thereof:

   "(a) The total estimated amount of this contract (ceiling) for the products/services ordered, delivered, and accepted under this contract is $1,121,000.00."

   "(b) The amount presently obligated with respect to this contract is $780,000.00."

6. Under subsection B.3 entitled "52.216-18 ORDERING (OCT 1995)," as a result of exercising the Second Option Year, paragraph (a) is revised to extend the ordering period for an additional 12 months. Therefore, the expiration date for ordering is extended from "August 31, 2001" to "August 31, 2002."

7. Under subsection B.12 entitled "Placement of Orders," ADD language for placing orders for SmarTrip cards. The following language is hereby added under this section.

   "Orders to purchase the SmarTrip cards and for electronic placement of transit benefit values on the SmarTrip card will be done in accordance with the attached WMATA Metrochek/Smart Benefits "Getting Started with SmartBenefits" Guide dated October 2000 (see Attachment A).

   All orders must be entered by midnight of the 21st day of each month and cannot be changed or modified after the 21st day of the each month.

   If public transit patrons are suspended in the WMATA web page due to unclaimed benefits, the invoice should indicate the unclaimed benefits as a CREDIT to NRC's account.

All other terms and conditions of this contract remain unchanged.

A summary of obligations for this contract from the date of award, through the date of this action is provided below:

FY97 Obligation Amount:	$110,000.00
FY98 Obligation Amount:	$125,000.00
FY99 Obligation Amount:	$125,000.00
FY00 Obligation Amount:	$120,000.00
FY01 Obligation Amount:	$300,000.00
CUMULATIVE TOTAL OF NRC OBLIGATIONS:	$780,000.00

Washington Metropolitan Area Transit Authority

metro

Metrochek/SmartBenefits

Getting Started with SmartBenefits

October 2000

Step 1 - Access the SmartBenefits Program *(Access to the system requires either Netscape 4.6 or higher, or Microsoft Internet Explorer 4.01 or higher.)*

a   Log-on to the WMATA home page (Figure 1) (www.wmata.com) and select **SmartBenefits** from the side-bar menu on the left side of the screen.
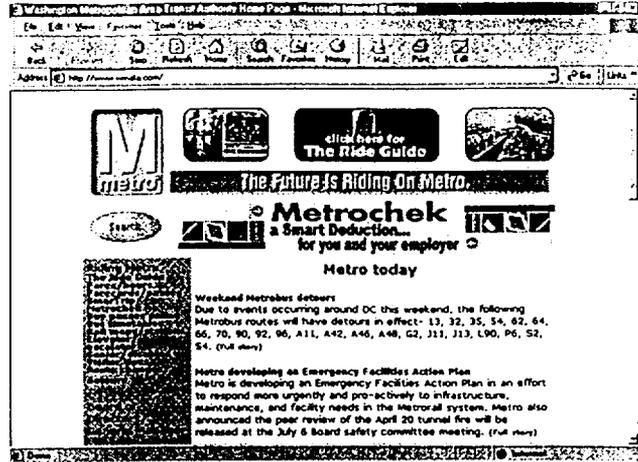

Figure 1 - WMATA home page.

b   The SmartBenefits home page (Figure 2) is displayed. Scroll through the page and select the **SmartBenefits Employer** login link (highlighted in green text).
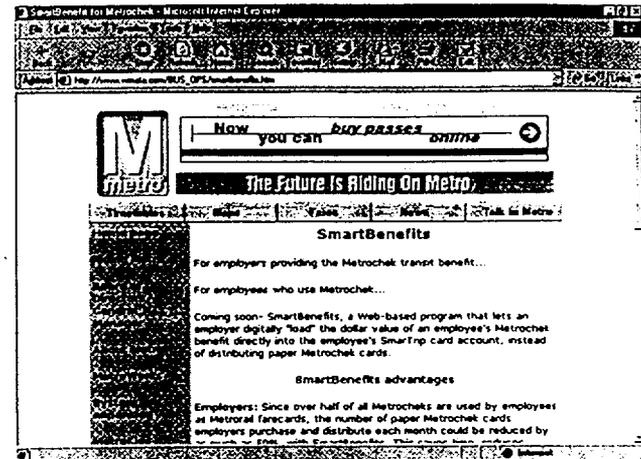
Figure 2 - SmartBenefits home page.

c   The SmartBenefits login screen is displayed. Key in your **Customer ID, Login ID,** and **Password.** (The Customer ID, Login ID, and a temporary password are supplied by WMATA.)

d   Once you have accessed the **SmartBenefits** login screen, it is suggested that you bookmark the page using your web browser to enable quicker access.
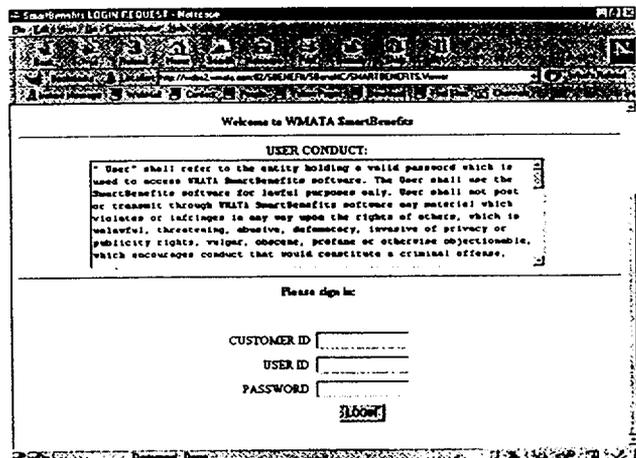

Figure 3 - SmartBenefits Login screen.

Step 2 - Change Your Password *(All passwords must be entered in lower case.)*

If this is your initial log-on to the system, you will be prompted to change your password. The system will provide a field for your new password and a confirmation field to ensure that you keyed in your password correctly. Subsequent password changes are done using the '*Change Password*' function located on the side-bar menu on the left side of the screen. (**Figure 4** *is an illustration of the screen displayed upon selecting the Change Password option from the side-bar menu.*)

Figure 4 - User Password Change screen.

Once you have successfully logged-on to the system, the **Customer Information** screen (Figure 4a) will be displayed. Refer to Appendix A on page 11 for procedures on modifying your account information and ordering fare media.

Select *SmartBenefits* from the side-bar menu to proceed.

Figure 4a - Customer Information screen.

Step 3 - **Create** Users *(Users are the staff members who will manage the SmartBenefits system- including the Patron list, the assignment of benefits, and working with reports.)*

a   The *User Profile* option is accessible **to managers/supervisors only** to view, add, modify, and terminate users from the system.

b   To create a user, click the *User Profile* option from the side-bar menu on the left side of the screen.

c   The system displays the **User Profile** screen (Figure 5) with the customer identification of your company/agency indicated at the top of the screen. Click the NEW USER button.

d   Using the **New User Creation Process** screen (Figure 6) displayed by the system, complete the fields.

e   Once you have finished, click SUBMIT to process your entry.

f   To exit the screen, click CLOSE. The User Profile screen is displayed. Click the *User Profile* option from the side-bar menu and scroll through the records to ensure your change was successfully processed by the system. (Refer to Figure 7.)
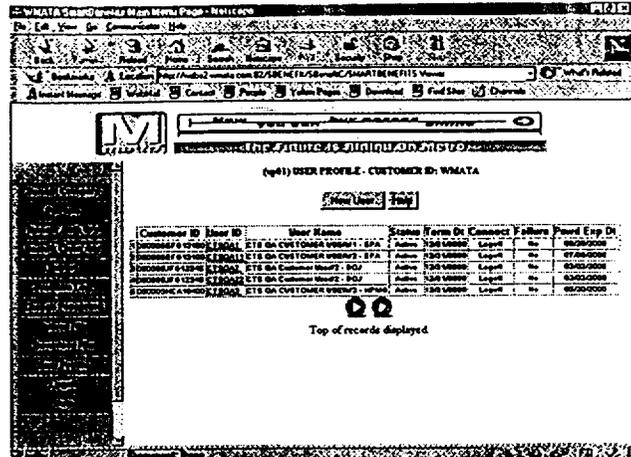

Figure 5 - User Profile screen.
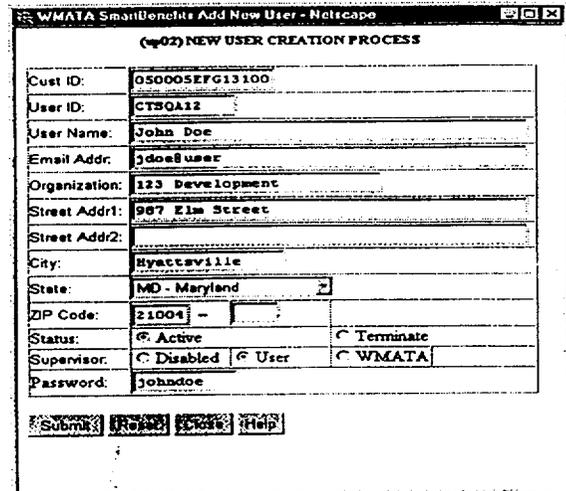
Figure 6 - New User Creation Process screen.
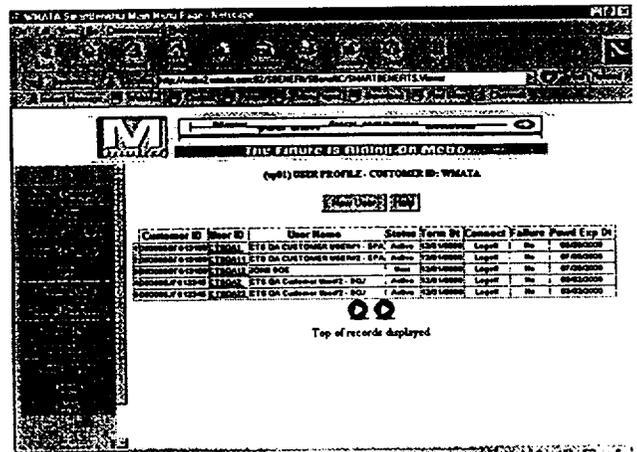
Figure 7 - User Profile screen with new user data.

Step 4 - Add Benefit Categories
NOTE: This function cannot be performed between the 22nd and the last day of month.

a   Select the *Benefit Category* option from the side-bar menu on the left side of the screen. The system displays the **Benefit Category** screen. You will notice that the screen is divided into two parts. The upper portion of the screen lists benefit categories and the lower portion of the screen lists benefit category types.

b   Click the NEW CATEGORY button in the upper portion of the screen. The system displays the **Benefit Category Creation** screen (Refer to Figure 9).

c   Complete the fields.

d   Once you have finished, click the SUBMIT button to process your entry. The system displays the message 'THE BENEFIT CATEGORY HAS BEEN SUCCESSFULLY CREATED' in the lower portion of the screen. (Refer to Figure 10.) Repeat the process to add more benefit category entries.

e   To exit the screen, click Close. The **Benefit Category** screen is displayed. Click the *Benefit Category* option from the side-bar menu and scroll through the records to ensure your change was successfully processed by the system. (Refer to Figure 11.)
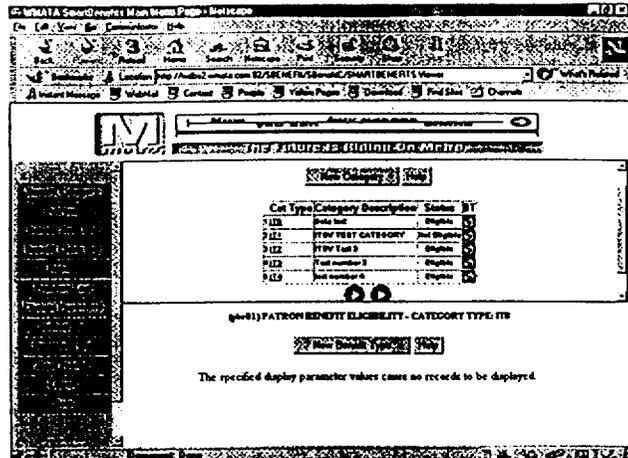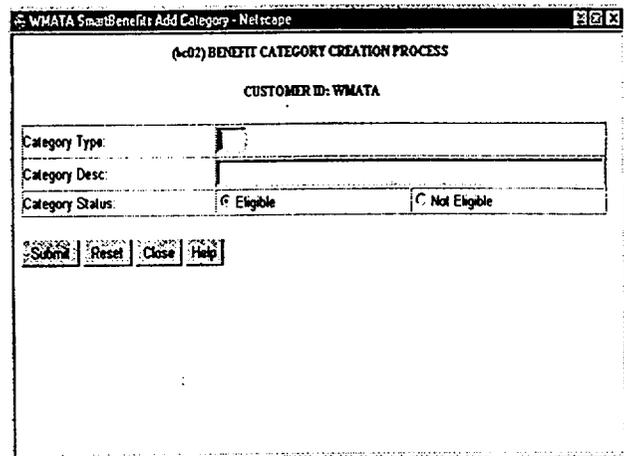

Figure 8 - Benefit Category screen.

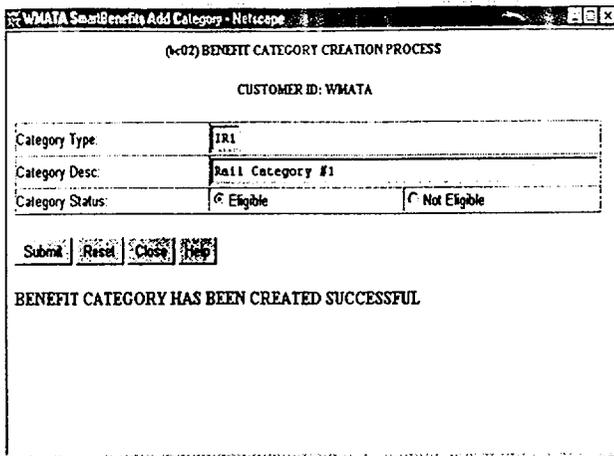**Figure 9 - Benefit Category creation process screen.**

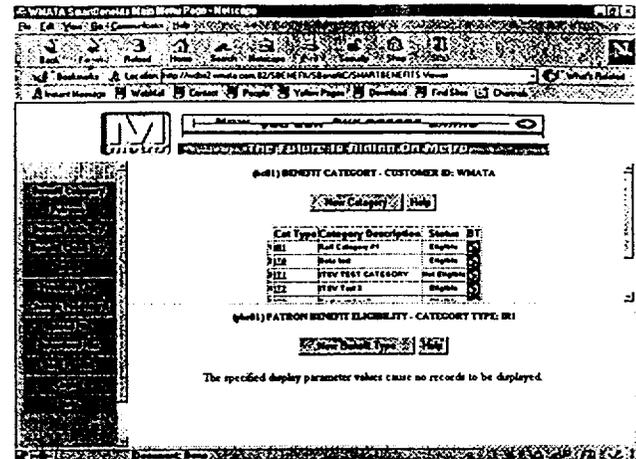**Figure 10 - Benefit Category Creation process screen with processed benefit category data.**

Figure 11 - Benefit Category screen with new benefit category data.

Step 5 - Add Benefit Category Types

NOTE: This function cannot be performed between the 22nd and the last day of month.

a Select the *Benefit Category* option from the side-bar menu on the left side of the screen. The system displays the **Benefit Category** screen. You will notice that the screen is divided into two parts. Previously, you added entries to the benefit category list in upper portion of the screen. The lower portion of the screen lists benefit category types. To continue, you must associate benefit category types to the benefit categories you entered in the preceding step (5).

Figure 12 - Benefit type link.

b From the **Benefit Category** portion of the screen, click the *BT* (benefit type) link of the benefit type for which you wish to add a benefit category type. The **Patron Benefit Eligibility** portion of the screen will reflect the benefit category you selected. (*Note:* If there are benefit category types already defined for the category you selected, they will be listed. If not, only the category type will be reflected and the system will inform you that no records are associated with that benefit type.)

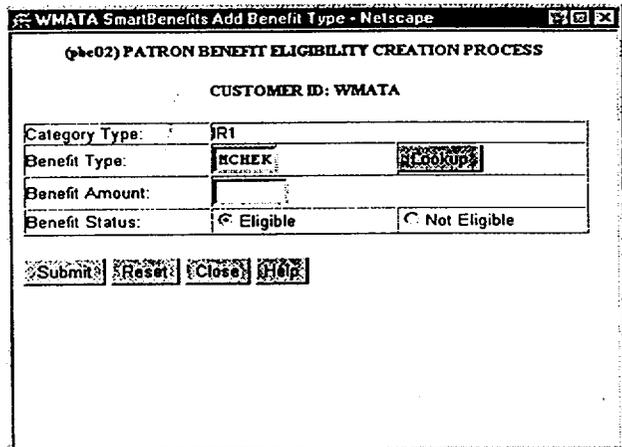**Figure 13 - Patron Benefit Eligibility Creation Process screen.**

c Click the NEW BENEFIT TYPE button in the lower portion of the screen. The system displays the **Patron Benefit Eligibility Creation Process** (Figure 13) screen to allow you to enter benefit type data.

d Once you have completed the fields, click the Submit button. The system displays the message 'THE PATRON BENEFIT ELIGIBILITY HAS BEEN SUCCESSFULLY CREATED' in the lower portion of the screen. Repeat the process to add more benefit category type entries.

e To exit the screen, click CLOSE. The **Benefit Category** screen is displayed. Click the *Benefit Category* option from the side-bar menu and scroll through the records to ensure your change was successfully processed by the system.

Step 6 - Create the Patron File *(This step is for companies/agencies that need to upload a large number of patrons. Once you have finished this step, proceed to Step 7 - Upload the Patron File. If the number of patrons to*

be added is fairly small, refer to step 6B.) NOTE: This function cannot be performed between the 22nd and the last day of month.

If required for the *initial upload*, the patron file can be created from a text editor such as *WordPad* or *Notepad*. **NOTE:** If required, see your Information Technology or Information Systems department for assistance in creating the file in the required format.   Each record should be fixed-length at 87 characters. Refer to the following table for a detailed file description.

Field	Columns	Length	Comment
Customer ID	1-14	14	Required field.
Manufacturer serial number	15-23	9	Required field. If the serial number is not 9 characters long, insert leading zeros. Ex. If the serial number is 123456, the data should be entered as 000123456.
First Name	24-38	15	Optional. If no first name is used, fill spaces
Middle Initial	39-39	1	Optional. If no middle initial is used, fill spaces
Last Name	40-54	15	Required field.
Benefit Category	55-57	3	Required field.
Kick-off date	58-67	10	Required field. Must be in MM/DD/YYYY format.
User-defined key	68-87	20	Optional. If no key is used, fill spaces.

For more information on creating the patron file, contact WMATA's Office of Marketing.

Step 6B - Add Patrons *(Use as an alternative to step 6. If you choose to add patrons in this manner instead of creating a patron file, skip Step 7.)*

a   Select the *Patrons* option from the side-bar menu on the left side of the screen.

b   The system displays the **Patrons Maintenance** screen. (Refer to Figure 14.) Click the *Add Patron* option on the left side of the screen.

c   The **Patron Enrollment Process** screen is displayed. (Refer to Figure 15.) Complete the fields.

d   Once you have finished keying in the information, click the SUBMIT button. The system displays the message 'THE PATRON HAS BEEN SUCCESSFULLY CREATED' in the lower portion of the screen.
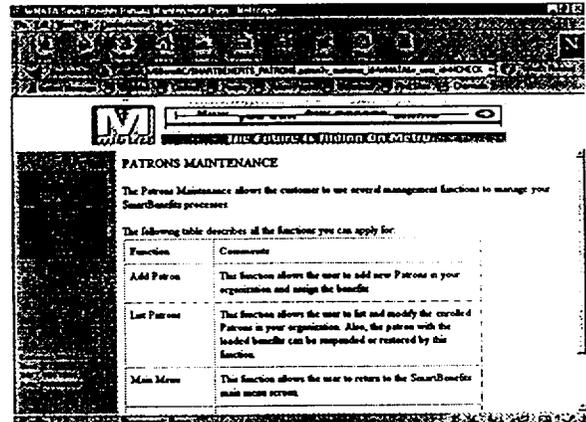

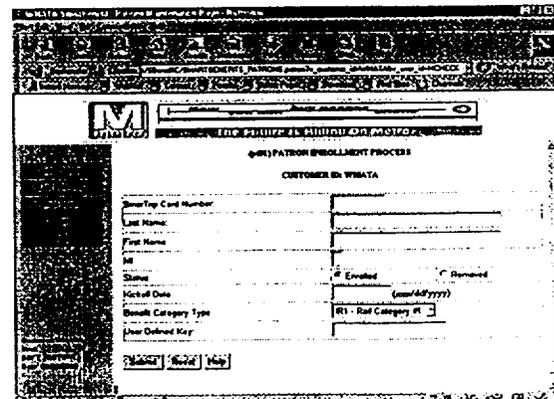**Figure 14 - Patrons Maintenance screen.**

Figure 15 - Patron Enrollment Process screen.

Step 7 - Upload the Patron File

NOTE: This function cannot be performed between the 22nd and the last day of month.

a   With the patron file created in accordance with the WMATA-defined file specifications, you are ready to upload the patron data to WMATA. Select the *Upload File* option from the side bar menu on the left side of the screen. The system displays the **User's File Uploading Process** screen.

b   Use your mouse to position the cursor in the **File Description** field and key a brief description of your company/agency's patron file.

Figure 16 - User's File Uploading Process screen.

c   Specify the location of the file to be uploaded in the **File To Upload** field. Key in the directory path in which the file resides or browse your pc to find the desired file by clicking the BROWSE button. (The dialog box displayed for the browse is the normal Windows file open/close dialog box.)

d   After the file has been specified, click the Submit button. The system displays the message 'UPLOADED <filename> SUCCESSFULLY'.
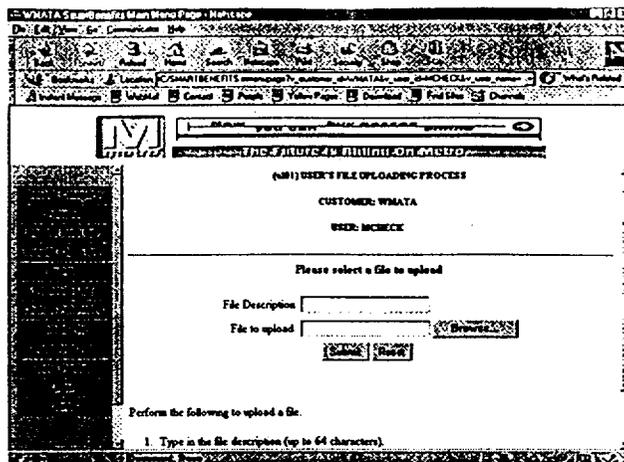
Step 8 - Query Benefit Authorizations

a   Select the *Benefit Auth Qry* option from the side-bar menu on the left side of the screen.

b   The system displays a menu of options which allow you to select the criteria by which to perform the query. (Refer to Figure 17.) Benefit authorizations can be queried by one of the following:
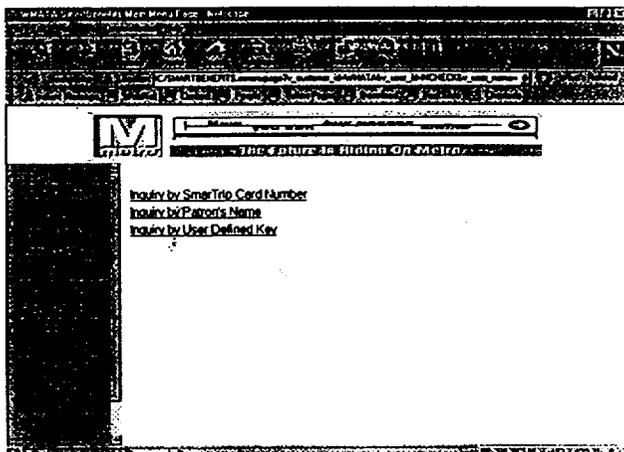
Figure 17 - Benefit Auth Qry menu.

SmarTrip Card Number: Upon selection of this option, the **Benefit Query** (Figure 18) screen is displayed and is divided into two sections. The upper portion of the screen lists the card numbers currently in use by your company/agency. The entries are listed in order by SmarTrip Card Number. To view the authorizations against a card number, click the highlighted card number or key in the desired card number in the SmarTrip Card Number field. If there are authorization events associated with your selection, the last six events will be displayed in the lower portion of the screen.
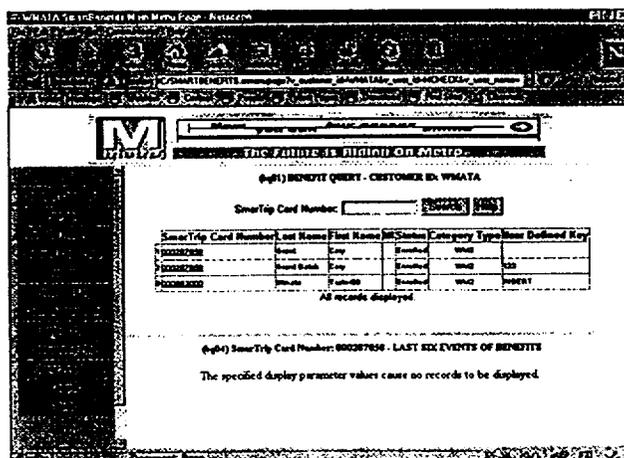
Figure 18 - Benefit Query screen (by SmarTrip Card Number).

Patron Name: When you select this option, the Benefit Query screen (Figure 19) is displayed and is divided into two sections. The upper portion of the screen lists the card numbers currently in use by your company/agency. The entries are listed in order by the patrons' last name. To view the authorizations for a specific patron, click the highlighted first or last name or key in the desired first and/or last name. If there are authorization events associated with your selection, the last six events will be displayed in the lower portion of the screen.
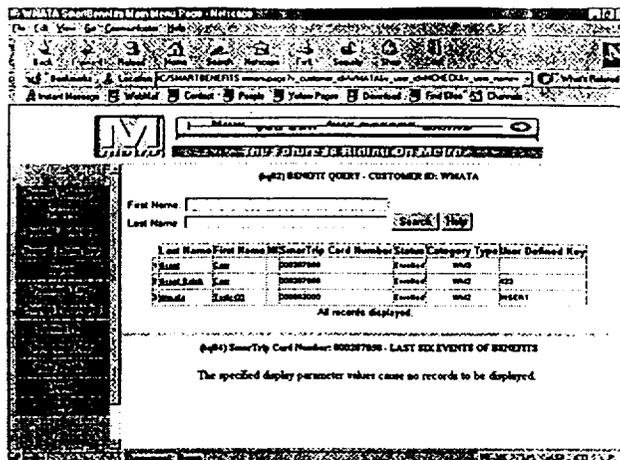

Figure 19 - Benefit Query screen (by Patron Name).

User Defined Key: Use of this option depends on the key implemented by your company/agency. The Benefit Query screen (Figure 20) is displayed and is divided into two sections. The upper portion of the screen lists the card numbers currently in use by your company/agency. The entries are listed in order by the values in the user defined key field. To view the authorizations for a specific value, click the highlighted user defined key value or key in the desired value. If there are authorization events associated with your selection, the last six events will be displayed in the lower portion of the screen
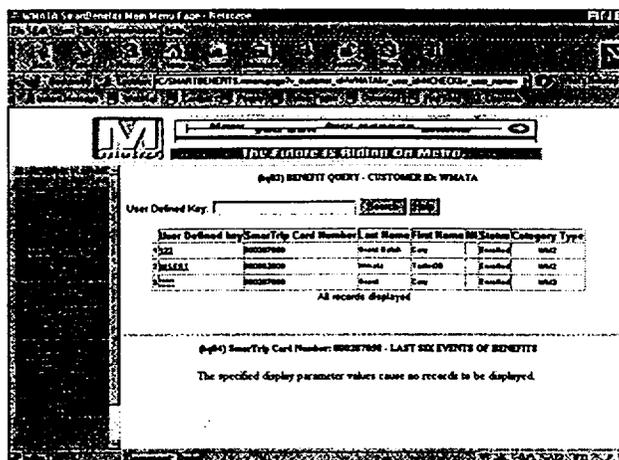

Figure 20 - Benefit Query screen (by User Defined Key).

Step 9 - Query Benefit Claims

The procedures for generating benefit claim queries are identical to the procedures listed above for generating benefit authorization queries by SmarTrip card number, patron name, and user defined key, respectively. Refer to one of the applicable sections above for instructions on generating the desired benefit claim query. However, the *Benefit Claim Qry* option must be selected from the main menu. *Note:* A series of asterisks (*****) will be displayed if no value is found for the user defined key.

Step 10 - Suspending Patrons *(The suspend function removes any unclaimed benefits associated with a patron for the current claim period.)*

a   Select the *Patrons* option from the side-bar menu on the left side of the screen.

b   The system displays the **Patrons Maintenance** screen. (Refer to Figure 14.) Click the *List Patron* option on the left side of the screen.

c   The system displays a menu of options which allow you to select the criteria by which to list the patrons. (Refer to Figure 17.) For purposes of instruction, the Patron Last Name option will be used.

Figure 21 - Patron Enrollment Modification Process screen.

d   Locate the patron you wish to suspend and/or remove by scrolling through the list. (You can also locate the desired patron by keying in the patron's first and/or last name in the field(s) provided and clicking SEARCH.)

e   Once you have located the desired patron, use your mouse to click the associated link (name, SmarTrip card number, or user-defined key).

f   The system displays the **Patron Enrollment Modification Process** screen (Figure 21) for the patron selected. To suspend the unclaimed benefits for the patron, click the SUSPEND/RESTORE BENEFITS button in the lower-left portion of the screen.

g   Click the SUBMIT button. The system will display the message 'PATRON HAS BEEN UPDATED SUCCESSFULLY' in lower portion of the screen. (Note: The system will inform you if there are no unclaimed benefits associated with the patron.)

Step 11 - Removing Patrons *(The remove function prevents benefits from begin loaded for the patron specified .)* *(NOTE:* This function cannot be performed between the 22nd and the last day of month.)

a   Select the *Patrons* option from the side-bar menu on the left side of the screen.

b   The system displays the **Patrons Maintenance** screen. (Refer to Figure 14.) Click the *List Patron* option on the left side of the screen.

c   The system displays a menu of options which allow you to select the criteria by which to list the patrons. (Refer to Figure 17.) For purposes of instruction, the Patron Last Name option will be used.

d   Locate the patron you wish to suspend and/or remove by scrolling through the list. (You can also locate the desired patron by keying in the patron's first and/or last name in the field(s) provided and clicking SEARCH.)

e   Once you have located the desired patron, use your mouse to click the associated link (name, SmarTrip card number, or user-defined key).

f   The system displays the Patron Enrollment Modification Process screen (Figure 21) for the patron selected. To remove the patron, click the REMOVED check box.

g   Click SUBMIT. The system will display the message 'PATRON HAS BEEN UPDATED SUCCESSFULLY' in lower portion of the screen.

Step 12 - Enrolling Previously Removed Patrons
NOTE: This function cannot be performed between the 22nd and the last day of month.

a   The system displays the **Patrons Maintenance** screen. (Refer to Figure 14.) Click the *List Patron* option on the left side of the screen.

b   The system displays a menu of options which allow you to select the criteria by which to list the patrons. (Refer to Figure 17.) For purposes of instruction, the Patron Last Name option will be used.

c   Locate the patron you wish to suspend and/or remove by scrolling through the list. (You can also locate the desired patron by keying in the patron's first and/or last name in the field(s) provided and clicking SEARCH.)

d   Once you have located the desired patron, use your mouse to click the associated link (name, SmarTrip card number, or user-defined key).

e   The system displays the **Patron Enrollment Modification Process** screen (Figure 21) for the patron selected. To enroll the patron, click the ENROLLED check box.

f   Click SUBMIT. The system will display the message 'PATRON HAS BEEN UPDATED SUCCESSFULLY' in lower portion of the screen.

Step 13 - Exiting the System

To exit the *WMATA SmartBenefits Program*, select the Logoff option from the side-bar menu on the left side of the screen. Do not close your web browser to exit the system. Your user ID will still be active and it will have to be deactivated by your supervisor/manager.