



UNITED STATES
NUCLEAR REGULATORY COMMISSION
WASHINGTON, D.C. 20555-0001

AUG 17 2001

Foxx and Company, CPAs
ATTN: Mr. Martin O'Neill, Partner
700 Goodall Complex, 324 West Ninth Street
Cincinnati, OH 45202-1908

Dear Mr. O'Neill:

SUBJECT: TASK ORDER NO. 13 ENTITLED, "FINANCIAL MANAGEMENT SERVICES"
UNDER CONTRACT NO. NRC-09-97-205

In accordance with Section B.21(c) of the subject contract entitled, "Task Order Award," this letter definitizes Modification No. 4 to Task Order No. 13 which increases the fixed price amount of the task order by \$42,900 from \$80,920 to \$123,820 for additional work under the task order. This effort shall be performed in accordance with the enclosed Statement of Work. Accordingly, the task order is hereby revised as follows:

The second paragraph of the definitization letter of the basic task order is deleted in its entirety and the following paragraph is substituted in lieu thereof.

"The period of performance for Task Order No. 10 shall be from October 1, 2000, through September 30, 2001, with a cost ceiling of \$123,820."

This task order obligates funds in the amount of \$42,900. The accounting data for Task Order No. 10 is as follows:

B&R No.:	17N-15-532-105
FIN No.:	L1965
Appropriation No.:	31X0200.17N
BOC No.:	252A
Obligated Amount:	\$42,900

o the successful performance of the

The Contractor agrees that such personnel shall not be removed from the effort under the task order without compliance with contract clause, NRCAR 2052.215-70 entitled, "KEY PERSONNEL."

Your contacts during the course of this task order are:

Technical Matters: Robert Rakowski, Project Officer
(301) 415-7340

Contractual Matters: Paulette Smith, Contract Specialist
(301) 415-6594

The issuance of this task order does not amend any terms or conditions of the subject contract.

Please indicate your acceptance of this task order by having an official, authorized to bind your organization, execute three (3) copies of this document in the space provided and return two (2) copies to the U.S. Nuclear Regulatory Commission, ATTN: Paulette Smith, Division of Contracts and Property Management, Mail Stop: T-7-I-2, ADM/DCPM/CMB1, Washington, DC 20555. You should retain the third copy for your records.

Sincerely,



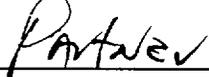
Mary Mace, Contracting Officer
Contract Management Branch 1
Division of Contracts and
Property Management
Office of Administration

Enclosures:
As stated

ACCEPTED:



Name



Title



Date

RECEIVED

AUG 22 REC'D

THE EDXX GROUP

STATEMENT OF WORK
Modification No. 4 to Task Order No. 13 Under Job Code L1965
Contract No. NRC-09-97-205

Title: Financial Management Advice and Guidance

Technical Monitor: Robert E. Rakowski, OCFO - (301) 415-7340
Designated Alternates: Anthony C. Rossi, OCFO - (301) 415-7379
Barbara K. Gusack, OCFO - (301) 415-6054

Background

Since the passage of the Chief Financial Officers Act of 1990, the Nuclear Regulatory Commission (NRC) must comply with new Federal financial accounting standards and reporting requirements. The Office of the Chief Financial Officer (OCFO) of the NRC requires financial management advice and guidance concerning accounting and audit issues that affect the NRC's annual financial statements, accounting policy, and operations. The OCFO also seeks assistance in the preparation of the annual financial statements and compilation documentation, account reconciliations, and other general financial and accounting support tasks.

Objective

The objective of this modification to the task order is to increase funding due to expanding the scope of the Review of Procedures for Accounting for Internal Use Software in order to conduct a 100 percent review as explained below under Work Requirements.

Work Requirements

The contractor shall provide qualified personnel to complete the following tasks:

- A. Review of Procedures for Accounting for Internal Use Software:
1. Conduct a 100 percent review of the Time and Attendance (T&A) records for employees who have worked on the development phase of internal-use software projects since October 1, 2000. The review will include an examination of the T&A's and supporting documentation for 48 employees for each pay period and comparison of the results to the cost accounting records for the applicable projects.
 2. Conduct interviews, as appropriate, to determine the cause of the problem and the corrective actions necessary to correct inconsistencies found during the review.

3. Oversee the corrective actions for the findings from this review.
4. Prepare a report summarizing the results of the review.

Period of Performance

The Period of performance is from the date of the modification through September 30, 2001.

Deliverables

The contractor shall provide a report of their findings as follows:

- | | |
|--------------------------|-----------------|
| A. Internal Use Software | August 31, 2001 |
|--------------------------|-----------------|

Meetings

The contractor shall attend approximately five (5) status meetings at NRC's Two White Flint North Building located at 11545 Rockville Pike, Rockville, Maryland. The date and time of each meeting will be coordinated between the contractor and the NRC Project Officer or designated alternates.

NRC Furnished Materials/Equipment

The NRC shall provide the contractor with the following items for use under this task order:

- ▶ Computer reports, financial and accounting documents, and other documentation relevant to this task order.
- ▶ Personal computers, calculators, telephones, copy and facsimile machines will be provided to certain on-site contractor staff for support of this task order.

Progress Payments

Payments under this task order shall be in accordance with contract clause B.24, "Progress Payments - Commercial Items."