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

JUN 20 2003

High Stepper Consulting, Inc.
ATTN: Paula Garrity, President
947 High Stepper Trail
Sykesville, MD 21784

SUBJECT: CLOSEOUT OF CONTRACT NO. NRC-10-96-158

Dear Ms. Garrity:

We have reviewed the subject contract file documentation and have determined that all actions have been completed.

Total payment in the amount of $257,898.15 has been accomplished. All obligations have been met. All final closeout documentation has been received, including the Contractor's release.

Based on the information stated above, the contract is officially closed out.

Sincerely,

Stephen Pool, Contracting Officer
Contract Management Center No. 2
Division of Contracts
Office of Administration

ADM002

TEMPLATE - ADM001

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE	PAGE	OF PAGES
nrc-10-96-158	1	

2. AMENDMENT/MODIFICATION NO.	3. EFFECTIVE DATE	4. REQUISITION/PURCHASE REQ. NO.	5. PROJECT NO. (If applicable)
11	05-02-2003	DAF FORM 5/2/2003	

6. ISSUED BY	CODE	7. ADMINISTERED BY (If other than Item 6)	CODE
U.S. Nuclear Regulatory Commission Div of Contracts Two White Flint North - MS T-7-I-2 Washington, DC 20555	3100	U.S. Nuclear Regulatory Commission Div of Contracts Two White Flint North - MS T-7-I-2 Washington, DC 20555	3100

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)	(X)	9A. AMENDMENT OF SOLICITATION NO.
HIGH STEPPER CONSULTING, INC. ATTN: Paula A. Hollingsworth, President 947 High Stepper Trail Sykesville MD 21784		9B. DATED (SEE ITEM 11)
		10A. MODIFICATION OF CONTRACT/ORDER NO. NRC-10-96-158
	X	10B. DATED (SEE ITEM 13) 12-26-1995
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 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)
APPN: 31X0200 B&R: 91015524110 JCN: D2412 BOC:252A
DEOBLIGATE $84,101.85

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).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
X	D. OTHER (Specify type of modification and authority) Mutual Agreement of Parties

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 Modification Page 2

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)
Paula A. Harvey, President	Stephen Pool Contracting Officer
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)	15C. DATE SIGNED 6/18/03
16B. UNITED STATES OF AMERICA BY (Signature of Contracting Officer)	16C. DATE SIGNED 05-02-2003

STANDARD FORM 30 (REV. 10-83)

TEMPLATE - ADM001

ADM002

The purpose of this modification is to deobligate excess funds in the amount of $84,101.85 from the subject contract, thereby decreasing the obligated amount from $342,000.00 to $257,898.15.

Accordingly, the following change is hereby made:

Under Section B.4 "CONSIDERATION AND OBLIGATION-DELIVERY ORDERS," Subparagraph (b) is hereby deleted in its entirety and substituted in lieu thereof the following:

(b) The amount presently obligated with respect to this contract is $257,898.15."

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

Total FY96 Obligation Amount:	$ 87,000.00
Total FY97 Obligation Amount:	$ 75,000.00
Total FY98 Obligation Amount:	$ 75,000.00
Total FY99 Obligation Amount:	$140,000.00
Total FY99 Deobligation Amount:	- $ 35,000.00
Total FY99 Deobligation Amount	- $ 84,101.85
Cumulative Total of NRC Obligations:	$257,898.15

All other terms and conditions of the subject contract remain the same.