

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE
RFP Rec'd 05/23/03

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2. AMENDMENT/MODIFICATION NO. 011	3. EFFECTIVE DATE AUG 13 2003	4. REQUISITION/PURCHASE REQ. NO. RFPA CPO00308 PROJECT NO. (If applicable) dtd 05/23/03
6. ISSUED BY U.S. Nuclear Regulatory Commission Division of Contracts Mail Stop, T-7-I-2 Contract Management Center No. 1 Washington DC 20555	CODE	7. ADMINISTERED BY (If other than Item 6) U.S. Nuclear Regulatory Commission Div of Contracts Two White Flint North - MS T-7-I-2 Washington, DC 20555
		CODE 3100

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) OWUSU AND COMPANY, INC. ATTN: Brenda Owusu 1900 L Street, NW Suite 300 Washington, DC 20036	(X)	9A. AMENDMENT OF SOLICITATION NO.
		9B. DATED (SEE ITEM 11)
		10A. MODIFICATION OF CONTRACT/ORDER NO. NRC-09-00-300 SBA#
	X	10B. DATED (SEE ITEM 13) 12-01-1999
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)
B&R#: 37N-15-532-364 Job Code#: L2603 BOC#: 2121
APPN#: 31X0200.37N OBLIGATION AMOUNT: -\$13,494.00

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).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
X	D. OTHER (Specify type of modification and authority) 52.212-4, Contract Terms and Conditions -- Commercial Items Owusu and Company CPA, Inc., Proposal dated, June 6, 2003

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 THE ATTACHED PAGES

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) Brenda Owusu, Partner	16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Donald A. King, Contracting Officer
15B. CONTRACTOR/OFFEROR <i>Brenda Owusu</i> (Signature of person authorized to sign)	15C. DATE SIGNED 8/13/03
16B. UNITED STATES OF AMERICA BY <i>Donald A. King</i> (Signature of Contracting Officer)	16C. DATE SIGNED 8/1/03

STANDARD FORM 30 (REV. 10-83)

TEMPLATE - ADM001

ADM002

The purpose of this modification is to:

1. Provide for a downward adjustment of the firm-fixed (ceiling) amount of the contract to reflect a decrease in the level of effort (LOE) in accordance with the enclosed revised Statement of Work and Owusu & Company CPA, Inc.'s, proposal dated June 6, 2003. The decrease in the level of effort is a result of a change in the estimated number of transactions processed annually from 100,000 to 80,000 and a decrease in the estimated number of documents reviewed in voucher batches from 20,000 to 15,000 under Subsection B.4.3.2, of the contract entitled, "Travel Information."
2. Revise Option Year 3 to reflect a decrease in the duration of CLIN 005c from 7 months to 4 months and add new CLIN 005d to reflect a decrease in the level of effort for a 3-month period from September 1, 2003 - November 30, 2003. As a result of this action, the firm-fixed (ceiling) and FY'03 obligation amounts under Option Year 3 are decreased by \$13,494.00 from \$609,060.00 to \$595,566.00, thereby decreasing the firm-fixed (ceiling) amount of the contract (Base Period & Options Years 1-3) by \$13,494.00 from \$2,377,680.00 to \$2,364,186.00.
3. Decrease the firm-fixed (ceiling) amount under Option Year 4, as a result of this LOE action, by \$27,876.00 from \$582,960.00 to \$555,084.00.

Accordingly, the contract is hereby modified to read as follows:

- (1) Subsection B.3 - PRICE SCHEDULE, Option Year 3 and Option Year 4 are deleted in their entirety and substituted in lieu thereof the following:

"OPTION YEAR 3						
CLIN	Service Description	QTY.	Unit	U/P	Total	
005a	All Services per SOW (12/01/02 -01/31/03)				\$101,510	
005b	All Services per SOW (02/01/03 -04/30/03				\$152,265	
005c	All Services per SOW (05/01/03 -08/30/03"				\$203,020	
005d	All Services per <u>revised</u> SOW (09/01/03 -11/30/03"				\$138,771	
OPTION YEAR 4						
006	All Services per <u>revised</u> SOW (12/01/03 -11/30/04"				\$555,084	

(2) Subsection B.6 - CONSIDERATION AND OBLIGATION - FIRM FIXED PRICE, is deleted in its entirety and substituted in lieu thereof the following:

"The firm fixed price of the contract for the period set forth in Section B.5 is \$2,364,186.00. Contract prices for future option periods are set forth in Section B.3"

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

Total FY'00 Obligation Amount	-----	\$569,436.00
Total FY'01 Obligation Amount	-----	\$595,080.00
Total FY'02 Obligation Amount	-----	\$604,104.00
Total FY'03 Obligation Amount	-----	\$609,060.00
Total FY'03 De-obligation Amount	-----	-\$ 13,494.00

Cumulative Total of NRC Obligations: \$2,364,186.00

This modification de-obligates FY'03 funds in the amount of -\$13,494.00.

All other terms and conditions under this contracts remains unchanged.

Statement of Work

Section B.4.3 DIVISION OF FINANCIAL SERVICES

Section B.4.3.1 Division of Financial Services

Section B.4.3.2 TRAVEL INFORMATION

Transactions to be entered into the system are obligations, advances, transportation ticket payments and credits, Government Bills of Lading, travel voucher payments for both temporary duty travel and permanent change of station travel.

Documents received by the contractor shall be input and verified within 48 hours of receipt.

Estimated annual volume is 80,000 transactions.

1. Add and reconcile Imprest Fund schedules for vouchers, local travel and advances. Attach adding-machine tape adding to correct totals. Vouchers require totals for total cost, advance recoupments and net payments. Local travel require only a total for total payments. Estimate 12 schedules per year with 48 documents to add and reconcile.
2. Perform limited review of travel vouchers. Compare the voucher with the travel authorization, check signatures, verify the addition on the voucher, identify registration fees and airline charges paid by the traveler, annotate the accounting data on the voucher, check receipts for any unused airline tickets. Estimate 5,000 vouchers per year with a 24 hour turn around time.
3. Perform document review. Control and perform data verification and correction tasks for travel branch.
4. Review documents in voucher batches. Estimate 15,000 documents annually. Review for items such as cost organization codes, split year vouchers, etc.
5. Correct accounting system error messages for transportation ticket bills and enter missing travel obligations into the accounting system. Estimate 90 transactions monthly or 1,080 annually.
6. Process and create payments for change-of-station vouchers. These are similar to but slightly more complex than regular travel vouchers. Estimate is 550 annually.
7. The contractor shall input transportation tickets with 72 hours. Transportation tickets are paid monthly.
8. Approximately 30,000 travel documents shall be filed into individual NRC traveler files.

2. Enters 1,600 small entities into the billing system per year. Turnaround: Must be input with 24 hours of receipt. Quality: Accuracy is 100%. Input must be checked after posting
3. Enters 150 actions into the FeeTrac Correspondence Tracking System per year. Turnaround: Must be input within 24 hours of receipt. Quality: Accuracy is 98%. Input must be checked after record is updated.
4. Enters 500 Taxpayer Identification Numbers into the FFS Accounting System per year. Turnaround: Must be input with 48 hours after receipt/Quality: Accuracy is 100%. Input must be checked after posting.
5. Mails out 300 requests for Taxpayer Identification Numbers per year. Turnaround: Must be completed with 5 working days after receipt. Quality: Verify address is correct before mailing.
6. Enters FACTS numbers into the FFS account system as needed (approximately 20 per year) Turnaround: Must be completed within 14 working days after receipt. Quality: Accuracy is 95%. When FACTS number cannot be determined, must confer with Team Leader, Accounts Receivable.
7. Checks 7,700 billing transactions received by FFS to see if they agree with what was sent from the billing systems and checks 6,000 vendor records. Turnaround: Must be completed with 48 hours after File Transfer is completed. Quality: Accuracy is 100%. Must check accounting systems to ensure record is updated as shown in the file transfer report.
8. Performs research for 300 requests for documentation to support responses to the public by the staff. Turnaround: Must be completed with 5 working days after receipt. Quality: Documentation must be complete and match what was requested.
9. Updates and edits 500 billing documents and vendor records in the FFS accounting system per year. Turnaround: Must be completed with 5 working days after receipt. Quality: Edits must be performed and completed as requested by staff.
10. Provides backup to mailing second and final notices. Turnaround: Envelopes must be stuffed and mailed with 3 working days from the date of receipt. Quality: All enclosures specified must be included in the envelope with the second and final notices.
11. During peak times and vacation times, provides telephonic support (taking messages from the public) transcribes message into e-mail form and transmits to analyst and opens and distributes mail to appropriate addressee. Approximately 500 messages annually are processed. Turnaround: Mails must be opened and distributed including date stamped within one hour after receipt. Messages must be e-mailed within 15 minutes after receipt of the phone message. Quality: All mail must be distributed and all phone messages delivered within the time frames specified.

12. Scans and indexes 1,600 small entity certification forms into ADAMS, scans and indexes 1,000 correspondence documents, and scans and indexes 200 lockbox deposits which contain approximately 100 documents per lockbox.
13. Process Delinquent Debt to Collection Agency Prepares 250 red delinquent debt folders per year which include: researching NUDOCS document database; ADAMS; License Tracking System; Fee Track Correspondence Tracking System; and the FFS accounting system for documents and for 500 other miscellaneous requests made by staff. Turnaround: Preparation of the red folder and search for documents must be completed within one week after receipt. Quality: The file folder must be complete and include the documents specified on a contents list.

B.4.4 SCOPE OF WORK FOR DIVISION OF BUDGET AND ANALYSIS

Data shall be entered into personal computer based COMEDO systems and NRC's central accounting system. Data to be entered into the COMEDO system includes expenditure information, commitments, obligations, and summary payment data. Data to be entered into the central accounting system includes program values and commitments. Data shall also be entered into the travel database system. Data to be entered into this database includes travel authorization tracking information.

Upon request, the contractor shall also generate preprogrammed reports daily and retrieve from the system ad hoc reports.

Source Documents:

NRC Form 30- Requisition for Supplies, Equipment or Labor Services
NRC Form 64 - Travel Voucher

NRC Form 103 - Purchase Order

NRC Form 173 - Standard Order for DOE Work

NRC Form 255 - Notification of Contract Execution

NRC Form 279 - Official Travel Authorization

NRC Form 365 - Nomination and Authorization for Cash Awards

NRC Form 400 - Request for Procurement Action

NRC Form 468 - Request and Authorization for Expenditure of Official Entertainment Funds

Other Miscellaneous/Informal documents

Timeframe: Documents received by the contractor within the above weekly range shall be input and verified, within 24 hours of receipt. Documents received by the contractor outside the weekly range shall be input and verified within 48 hours. Estimated weekly volume: 702 transactions. Estimated annual volume: 36,500 transactions

The contractor shall provide telephone support by: (1) answering the telephone and providing information contained in the document tracking system; (2) directing the caller to the appropriate NRC person or Office; (3) taking messages as appropriate. Estimated annual volume is 3,000 calls. The contractor shall provide support in filing and controlling documents received in the Division of Budget. Tasks include sorting documents received, distribution as appropriate, and determining file categories. At the end of each fiscal year (September), the contractor will set up files for the new fiscal year and package the current year files for storage. Estimated annual volume: 9,500 documents.

Accounting Technician Support

The contractor will provide a daily report of commitment data that was not entered into the COMEDO system. This will be a detailed report of transactions outstanding totaled by job code (funding information).

Estimated annual volume: 250 reports

The contractor shall provide accounting technician support to reconcile all year-to-date transactions monthly. Transactions to be reconciled are all transactions resulting from documents entered in the computer-based COMEDO system. The transactions are reconciled to NRC's central accounting system reports and to the source documents described above. The COMEDO system will be corrected for discrepancies noted during the monthly reconciliation.

Estimated annual volume: 12 reconciliations.