

2. AMENDMENT/MODIFICATION NO. M003	3. EFFECTIVE DATE See block 15C.	4. REQUISITION/PURCHASE REQ. NO. HR-03-361-003	5. PROJECT NO. (if applicable)
6. ISSUED BY U.S. Nuclear Regulatory Commission Div of Contracts Two White Flint North - MS T-7-I-2 Attn: Rachel Glaros, (301) 415-0115 Washington, DC 20555	CODE 3100	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 Attn: Rachel Glaros, (301) 415-0115 Washington, DC 20555	CODE 3100

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)  National Institute of Transition Planning Attn: Mr. Charles R. Leins, President Suite 1900 51 Monroe Street Rockville, Maryland 20850	(X) 9A. AMENDMENT OF SOLICITATION NO.
	9B. DATED (SEE ITEM 11)
	10A. MODIFICATION OF CONTRACT/ORDER NO. NRC-38-03-361
	10B. DATED (SEE ITEM 13) X 09-03-2003

**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)  
N/A

**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.
X 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: FAR 52.212-4(c) Changes
D. OTHER (Specify type of modification and authority)

**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 description of modification

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) CHARLES LEINS, PRESIDENT	15B. CONTRACTOR OFFICER 	15C. DATE SIGNED 7/21/04	15A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) ROBERT B. WEBBER CONTRACTING OFFICER	15B. UNITED STATES OF AMERICA BY	15C. DATE SIGNED 6/25/04
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The purposes of this modification are to make a within scope change to the contract at no additional cost to the Government, which will be effective for Option Years One through Four. The one-day course entitled, "Retirement Planning Review Seminar " is hereby deleted in its entirety. Also, for the three-day course entitled, "Planning for Retirement Seminar" one additional instructor is added to the first day of the course, or whichever day the benefits portion of the course is given. Specific changes to the contract are discussed below.

1. Section B.2, paragraph one, last sentence, is deleted in its entirety and replaced as follows:

The first three seminars have proven helpful and enlightening to all participants in their planning for retirement and the NRC wishes to continue to provide those three (3) separate training seminars to its employees.

2. Section B.2, paragraph two, is deleted in its entirety and replaced as follows:

Furthermore, NRC intends to obtain course materials and speaker personnel to provide instruction for those three (3) separate and distinct planning for retirement seminars (Financial Planning for NEW FERS Employees, Mid-Career Planning for Retirement, and Planning for Retirement) for NRC employees to enable them to become more aware of their benefits and enable them to begin their financial planning early in their careers and thus establish a more comfortable standard of living for themselves when they retire than might otherwise be the case without a well-thought-out retirement financial program.

3. Section B.3, paragraph three, is revised to add the following:

On the day that the benefit portion of the course is taught, the attendees will be divided into two groups based on whether they fall under FERS or CSRS. One instructor shall teach the CSRS group and one instructor will teach the FERS group. For the other days of the course the attendees will be combined into one group.

4. Section B.3, paragraph four, is deleted in its entirety.

5. Section B.3, paragraph five, is deleted in its entirety and replaced with the following:

The three (3) separate retirement seminar materials shall be off-the shelf but shall contain up-to-date information pertaining to retirement benefits, financial planning, legal aspects, tax implications, and life after retirement concerns, appropriate to the seminar being presented, and shall be so maintained in a current state throughout the life of the contract at no additional cost to the NRC.

6. Section B.6, paragraph (a), is revised to remove the course, "Retirement Planning Review - one day - four times."

7. Section B.6, paragraph (b), is deleted in its entirety as replaced as follows:

(b) It is anticipated that a total of twelve (12) seminars will be given during the base year and a total of eight (8) seminars will be given during each option year.

8. Section B.9, paragraph (4), the first sentence, is deleted in its entirety and replaced as follows:

The contractor shall provide a topic outline, i.e. an agenda of benefit information for each of the three (3) seminars to be presented to NRC participants and discuss its procedures for assuring that speakers maintain current information on government benefits and other concerns or interests pertaining to retirement, whether the retirement is to take place immediately or sometime in the future.

9. Section B.10, paragraph (1), last sentence, is deleted in its entirety and replaced as follows:

The Project Manager shall have the right to review the contractor's off-the-shelf materials for currency and appropriateness for the three (3) seminars to be given hereunder."

10. Attachment D-1 Schedule, Options Years 1 through Four is revised as follows:

a. Delete the fourth course entitled, Retirement Planning Review Seminar, Estimated Qty 4.

b. Identify a new price for the course entitled, Planning for Retirement Seminar, equivalent to the original price plus the price of the deleted course above, as follows:

**Option Year 1:**

Est'd Qty	Unit	Fixed Unit Rate	Estimated Total Amount
[REDACTED]	Course	[REDACTED]	\$22,400

**Option Year 2:**

Est'd Qty	Unit	Fixed Unit Rate	Estimated Total Amount
[REDACTED]	Course	[REDACTED]	\$23,400

**Option Year 3:**

Est'd Qty	Unit	Fixed Unit Rate	Estimated Total Amount
[REDACTED]	Course \$	[REDACTED]	\$24,500

**Option Year 4:**

Est'd Qty	Unit	Fixed Unit Rate	Estimated Total Amount
[REDACTED]	Course	[REDACTED]	\$25,400

11. As a result of this modification the total obligated amount of the contract remains the same at \$30,800.

12. As a result of this modification estimated total amounts for the options years remain the same as follows:

Option Period I (FY 2005)	\$31,900
Option Period II (FY 2006)	\$33,350
Option Period III (FY 2007)	\$34,850
Option Period IV (FY 2008)	\$36,160
<b>GRAND TOTAL AMOUNT FOR BASE YEAR and FOUR OPTION PERIODS</b>	<b>\$167,060</b>

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

*ad.*  
7-21-04