



The purpose of this modification is to revise several sections in the Statement of Work, amend the cost schedule to incorporate the part time individual to perform scanning and data entry. This modification hereby, 1) revises the statement of work 2) revises the schedule and 3) increases the ceiling. Accordingly, the contract is modified as follows:

**1a) REFER TO:** B.3 DESCRIPTION /SPECIFICATIONS/WORK STATEMENT  
3. SCOPE,  
TASK AREA #8 – RECEPTIONIST SUPPORT SERVICES

Task Area #8 - Receptionist Support Services - is no longer needed.  
(Delete)

**1b) REFER TO:** B.3 DESCRIPTION /SPECIFICATIONS/WORK STATEMENT  
4. STATEMENT OF WORK,  
PERSONNEL REQUIREMENTS

This entire section is revised to read as follows:

"Personnel Requirements - The contractor shall provide 2 qualified and competent personnel to perform the tasks and functional activities delineated in this statement of work. One shall be full time (40 hours, 5 days per week). The other shall be part time (24 to 36 hours, three to four days per week, Tuesday, Wednesday, and Thursday - Friday if needed). The contractor shall provide a supervisory point of contact for the NRC Project Officer to facilitate the resolution of administrative matters involving personnel. The contractor's personnel shall act in a courteous, responsive, knowledgeable, and professional manner at all times.

The part time person can be utilized to help minimize the increased scanning volume requirements, only after the data entry requirements are fulfilled."

**1c) REFER TO:** B.3 DESCRIPTION /SPECIFICATIONS/WORK STATEMENT  
4. STATEMENT OF WORK  
4.2 TASK AREA #2 – RIDS CODE ASSIGNMENT

Subtask 4.2 - Task Area #2 - Rids Code Assignment - All references to 25 documents per day is amended to reflect 30 to 35 documents per day.

The last paragraph of this Subtask is amended to read: "In the event that a weekly volume of incoming documents exceeds the 150 to 175 weekly requirement, the contractor shall immediately notify the NRC Technical Monitor of the document backlog expected to occur, noting the approximate number of documents. The NRC Technical Monitor shall make a determination on the correct course of action that may be used to reduce the backlog and will provide written direction to the contractor."

- 1d) REFER TO: B.3 DESCRIPTION /SPECIFICATIONS/WORK STATEMENT  
4. STATEMENT OF WORK  
6. PERSONNEL REQUIREMENTS

Personnel Requirements - Changed as follows:

"1 Computer Document Scanning Technician  
1 Data Entry Technician"

2) Section B.1, ADDENDA SCHEDULE OF SUPPLIES OR SERVICES AND PRICE/COST, item (3) "SCHEDULE", is deleted in its entirety and substituted with the following in lieu thereof to show the addition of a part-time tech for scanning for Option Periods 2b, 3 and 4:

**"Base Period (Period of performance – 12 months)**

<u>Labor Category</u>	<u>Hours</u>	<u>Fixed Hourly Rate</u>	<u>Total Price</u>
Full-Time Tech – Scanning			\$66,560.00
Part-Time Tech – Data Entry			\$26,832.00

Total Base Year ..... \$93,392.00

**(Exercised) Option Period 1 (Period of performance – 12 months)**

<u>Labor Category</u>	<u>Hours</u>	<u>Fixed Hourly Rate</u>	<u>Total Price</u>
Full-Time Tech – Scanning			\$69,680.00
Part-Time Tech – Data Entry			\$28,080.00

Total Option Period 2..... \$97,760.00

**(Exercised) Option Period 2a (Period of performance – September - April)**

<u>Labor Category</u>	<u>Hours</u>	<u>Fixed Hourly Rate</u>	<u>Total Price</u>
Full-Time Tech – Scanning			\$48,440.00
Part-Time Tech – Data Entry			\$19,552.00

Total Option Period 2a..... \$67,992.00

**(Exercised) Option Period 2b (Period of performance – May – August)**

<u>Labor Category</u>	<u>Hours</u>	<u>Fixed Hourly Rate</u>	<u>Total Price</u>
Full-Time Tech – Scanning			\$24,255.00
Part-Time Tech – Scanning			\$12,145.00
Part-Time Tech – Data Entry			\$4,888.00

Total Option Period 2b..... \$41,288.00

Current Ceiling (Base plus Option Periods 1 and 2)..... \$300,432.00

**Option Period 3 (Period of performance 12 months)**

<u>Labor Category</u>	<u>Hours</u>	<u>Fixed Hourly Rate</u>	<u>Total Price</u>
Full-Time Tech – Scanning			\$75,920.00
Part-Time Tech – Scanning			\$37,960.00
Part-Time Tech – Data Entry			\$15,288.00

Total Option Period 3.....\$129,168.00

**Option Period 4 (Period of performance 12 months)**

<u>Labor Category</u>	<u>Hours</u>	<u>Fixed Hourly Rate</u>	<u>Total Price</u>
Full-Time Tech – Scanning			\$79,040.00
Part-Time Tech – Scanning			\$39,520.00
Part-Time Tech – Data Entry			\$15,912.00

Total Option Period 4.....\$134,472.00"

3) Subsection B.2, CONSIDERATION AND OBLIGATION, paragraphs (a), is deleted in its entirety and substituted with the following in lieu thereof:

"(a) The total estimated amount of this contract (ceiling) for the products/services ordered, delivered and accepted under this contract is \$300,432.00."

A summary of obligations from the date of award through the date of this action is provided as follows:

TOTAL FY02 OBLIGATIONS:	\$45,000.00
TOTAL FY03 OBLIGATIONS:	\$78,392.00
TOTAL FY04 OBLIGATIONS:	\$84,000.00
TOTAL FY05 OBLIGATIONS:	\$80,000.00
CUMULATIVE TOTAL OF OBLIGATIONS:	\$287,392.00

This modification obligates no funds.

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