

AMENDMENT/MODIFICATION OF CONTRACT

BPA NO.

1. CONTRACT ID CODE

PAGE 1

OF PAGES 5

2. AMENDMENT/MODIFICATION NO.
M002

3. EFFECTIVE DATE
See Block 15C

4. REQUISITION/PURCHASE REQ. NO.
hr-05-364-02 - 9/19

5. PROJECT NO. (If applicable)

6. ISSUED BY
U.S. Nuclear Regulatory Commission
Div. of Contracts
Attn:
Mail Stop T-7-I-2
Washington, DC 20555

3100

7. ADMINISTERED BY (If other than Item 6)
U.S. Nuclear Regulatory Commission
Div. of Contracts
Mail Stop T-7-I-2
Washington, DC 20555

3100

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)

VANTAGE HUMAN RESOURCE SERVICES, INC.

1725 DESALES ST NW STE 806

WASHINGTON DC 200364406

(X)

9A. AMENDMENT OF SOLICITATION NO.

9B. DATED (SEE ITEM 11)

10A. MODIFICATION OF CONTRACT/ORDER NO.
NRC-38-05-364

10B. DATED (SEE ITEM 13)
07-25-2005

CODE

FACILITY CODE

X

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 on 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.
- 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).
- X C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: Mutual Agreement of the Parties
- 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.)

The subject contract is modified as described in the following 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)

Mary Ann Wilkinson, Pres

16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)

Carolyn A. Cooper
Contracting Officer

15B. CONTRACTOR/OFFEROR

Mary Ann Wilkinson

15C. DATE SIGNED

1/31/06

16B. UNITED STATES OF AMERICA

BY Carolyn A. Cooper

16C. DATE SIGNED

12/28/05

TEMPLATE - ADM001

SUNSI REVIEW COMPLETE

STANDARD FORM 301 (REV. 10-83)
Page 1
ADM001

The purpose of this modification is to incorporate a within scope change to the contract to include the following:

- 1) A unit price for the base year and each option year of the contract for the student profiler (for a maximum of 15 students) to be added to the cost of the Effective Communications for Inspectors course;
2. The option of binding the student materials and instructor guides in 3-ring binders or GBC binders. (NOTE: There is no additional cost associated with this change.)
3. A unit price for the base year and each option year of the contract to have two (2) instructors instead of one (1) instruct some courses (at the discretion of the NRC Project Officer (PO). It is estimated that two 2-day courses per year will require two instructors.
- 4.a.) On a task ordering basis, the contractor shall provide guest speakers who are experts in their fields or experts in their organizations to present two-hour presentations on management/ leadership topics. The NRC will issue a request for proposal for a guest speaker and the contractor shall submit at least three speaker choices to the NRC PO accompanied with the proposed speakers' resumes. After the NRC PO has selected one of the speakers, the contractor shall submit the following: 1) a proposed unit price which includes the price for the guest speaker, handout materials (if necessary), travel costs and per diem; 2) the guest speaker's availability and 3) costs to coordinate the guest speaker (see chart below). NOTE: The final price for the speaker will be negotiated between the contractor and the Contracting Officer. It is estimated that three (3) seminars will be held during the base year and four (4) seminars will be held during each option year of the contract in which a guest speaker will be required to make a presentation. During the base year, the NRC is planning three (3) Executive Leadership Seminars to be held during the months of January - February, April - May, and July - August.
- 4.b.) The contractor shall be responsible for preparing any handout materials that may be required. If the handouts are printed, the contractor shall deliver 25 copies to each of the regional offices and five (5) copies to the Technical Training Center, so that they arrive at least two (2) days prior to the presentation and provide no more than 300 copies to the NRC's Headquarters Auditorium on the day of the presentation. All handouts shall be in PDF formatted files that can be posted on NRC's Intranet in addition to or instead of printed copies. To allow the NRC time to post the handouts, the handouts shall be delivered five working days prior to the presentation being held.
- c) The NRC will provide the audio-visual equipment and support required during the presentation, and
- d) Unit prices for the Coordination Level of Effort for Guest Speakers.

5. Replace the Schedule of Items and prices for New Course Development that is in the current contract with the Schedule of Items and Prices in Attachment 1 to this modification. Currently, the contract provides for two 2-day courses with an estimate of 15 development days per new course. The subject matter for the majority of the new courses will be based on any current course materials NRC can provide, information provided by the NRC PO, and contractor subject-matter knowledge. This would be considered a standard course. However, if a new course is developed that will be based primarily on NRC-specific information, such as the NRC's time and labor tracking program, additional development time will be required to include review of NRC materials, interviews with NRC subject matter experts, and additional mark-ups and reviews by NRC experts. This would be considered a custom course. When a new custom course is developed that is based primarily on NRC specific information involving such interviews and additional NRC reviews and approvals, the amount of development time per course will be more than what is required for the standard new course development cost.

6. Increase the ceiling amount of the contract by \$335,942.20, from \$2,872,252.00 to \$3,208,194.20, and

7. Change Key Personnel designated in the contract.

Accordingly, the contract is hereby modified:

1. The unit prices for the Effective Communications for Inspectors Course as specified in the Schedule of Items and Prices for the Base and Option Years are deleted and substituted with the following prices to provide for the purchase of the Student Profiler, in lieu thereof:

<u>"Base Year</u>	<u>Option Year 1</u>	<u>Option Year 2</u>	<u>Option Year 3</u>	<u>Option Year 4</u>
\$4,926.21	\$5,074.00	\$5,226.23	\$5,383.01	\$5,544.50"

2. Section B.3, Statement of Work, Subsection B.3.3.2.C., paragraph 3, is deleted and substituted with the following in lieu thereof:

"The contractor shall assemble and insert the instructional materials into white binders with front and back pockets in both the IG and the PH. The binders shall be a size which is appropriate for the course materials. The Contractor has the option of binding the student materials and instructor guides in 3-ring binders or GBC binders."

3. The Schedule of Items and Prices is modified to add the following prices for "Additional Instructor for Course Presentations" during the Base and Option Years:

"	<u>Base Year</u>	<u>Option Year 1</u>	<u>Option Year 2</u>	<u>Option Year 3</u>	<u>Option Year</u>
<u>4</u>					
1/2- day	\$1,192.97	\$1,228.76	\$1,265.62	\$1,303.59	\$1,342.70
1-day	\$1,704.24	\$1,755.37	\$1,808.03	\$1,862.27	\$1,918.14
2-day	\$3,408.48	\$3,510.74	\$3,616.06	\$3,724.54	\$3,836.28"

4.a. The Schedule of Items and Prices is modified to add the following estimated costs for "Guest Speaker Presentations" during the Base and Option Years. The estimated costs are based on (3) seminars being held during the base year and four (4) seminars being held during each option year of the contract:

	Base Year	Option Year 1	Option Year 2	Option Year 3	Option Year 4
	\$7,500.00	\$10,500.00	\$11,025.00	\$11,576.00	\$12,155.00

4.b. The Schedule of Items and Prices is modified to add the following unit prices for "Handout Preparation in Support of Guest Speakers Presentations" during the Base and Option Years:

	Base Year	Option Year 1	Option Year 2	Option Year 3	Option Year 4
Preparation	\$844.12	\$869.44	\$895.39	\$922.39	\$950.06
Printing*	\$ 10.00	\$ 10.30	\$ 10.61	\$ 10.93	\$ 11.26"

NOTE: * Per Handout

4.d. The Schedule of Items and Prices is modified to add the following unit prices for the "Coordination Level of Effort for Guest Speakers" during the Base and Option Years.

	Estimated # of Executive Seminars	Estimated # of Days for Coordination Per Executive Seminar	Daily Labor Rate (Unit Cost)	Total Annual Estimated Costs (Excludes Cost of Speakers)
Base Year *	3	3	\$791.24	\$ 7,121.16
Option Year 1	4	3	\$814.98	\$ 9,779.76
Option Year 2	4	3	\$839.43	\$10,073.16
Option Year 3	4	3	\$864.61	\$10,375.32
Option Year 4	4	3	\$890.55	\$10,686.60

5. The Schedule of Items and Prices, New Course Development, for the Base and Option Years is deleted in its entirety and substituted with the Schedule of Items and Prices as provided in Attachment No. 1 to this modification.

6. As a result of the above-noted changes, the total estimated costs (ceiling amount) for the Base and Option Years is increased as follows:

Base Year	\$ 798,373.66
Option Year 1	\$ 585,121.18
Option Year 2	\$ 607,096.54
Option Year 3	\$ 643,984.85
Option Year 4	\$ 573,618.24
TOTAL All Years	\$3,208,194.20

7. Section C.12 KEY PERSONNEL, is modified to delete the following personnel from the list:

[REDACTED]

Add the following individuals to the list of Key Personnel:

[REDACTED]

This modification obligates no funding.

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

BASE YEAR

Course Length/ Type	Est. # of New Courses To Be Developed	Est. # of Development Days Per Course	Total Est. # of Development Days Per Year	Daily Labor Rate (Unit Cost)	Total Est. Costs for New Course Development
1/2-day Standard					\$14,420.34
1/2-day Custom					\$8,011.28
1-day Standard					\$24,033.90
1-day Custom					\$00.00
2-day Standard					\$72,101.70
2-day Custom					\$00.00
3-day Standard					\$35,250.00
3-day Custom					\$00.00
4-day Standard					\$00.00
4-day Custom					\$00.00
5-day Standard					\$29,081.40
5-day Custom					\$00.00
TOTAL BASE YEAR					\$182,898.62

OPTION YEAR ONE

Course Length/ Type	Est. # of New Courses To Be Developed	Est. # of Development Days Per Course	Total Est. # of Development Days Per Year	Daily Labor Rate (Unit Cost)	Total Est. Costs for New Course Development
1/2-day Standard					\$00.00
1/2-day Custom					\$00.00
1-day Standard					\$00.00
1-day Custom					\$00.00
2-day Standard					\$12,224.70
2-day Custom					\$00.00
3-day Standard					\$00.00
3-day Custom					\$00.00
4-day Standard					\$00.00
4-day Custom					\$00.00
5-day Standard					\$00.00
5-day Custom					\$00.00
TOTAL OPTION YEAR ONE					\$12,224.70

OPTION YEAR TWO

Course Length/ Type	Est. # of New Courses Developed	Est. # of Development Days Per Course	Total Est. # of Development Days Per Year	Daily Labor Rate (Unit Cost)	Total Est. Costs for New Course Development
1/2-day Standard					\$5,036.58
1/2-day Custom					\$00.00
1-day Standard					\$00.00
1-day Custom					\$00.00
2-day Standard					\$00.00
2-day Custom					\$00.00
3-day Standard					\$00.00
3-day Custom					\$00.00
4-day Standard					\$25,392.75
4-day Custom					\$00.00
5-day Standard					\$00.00
5-day Custom					\$00.00
TOTAL OPTION YEAR TWO					\$30,429.33

OPTION YEAR THREE

Course Length/ Type	Est. # of New Courses Developed	Est. # of Development Days Per Course	Total Est. # of Development Days Per Year	Daily Labor Rate (Unit Cost)	Total Est. Costs for New Course Development
1/2-day Standard					\$00.00
1/2-day Custom					\$00.00
1-day Standard					\$00.00
1-day Custom					\$00.00
2-day Standard					\$00.00
2-day Custom					\$20,534.44
3-day Standard					\$19,021.40
3-day Custom					\$00.00
4-day Standard					\$00.00
4-day Custom					\$00.00
5-day Standard					\$32,326.80
5-day Custom					\$00.00
TOTAL OPTION YEAR THREE					\$71,882.64

OPTION YEAR FOUR

Course Length/ Type	Est. # of New Courses Developed	Est. # of Development Days Per Course	Total Est. # of Development Days Per Year	Daily Labor Rate (Unit Cost)	Total Est. Costs for New Course Development
1/2-day Standard				\$890.55	\$5,343.30
1/2-day Custom				\$1,113.88	\$00.00
1-day Standard				\$890.55	\$00.00
1-day Custom				\$1,113.88	\$00.00
2-day Standard				\$ 890.55	\$00.00
2-day Custom				\$1,113.88	\$00.00
3-day Standard				\$979.60	\$00.00
3-day Custom				\$1,224.50	\$00.00
4-day Standard				\$1,077.56	\$00.00
4-day Custom				\$1,346.95	\$00.00
5-day Standard				\$1,077.56	\$00.00
5-day Custom				\$1,346.95	\$00.00
TOTAL OPTION YEAR 4					\$ 5,343.30
GRAND TOTAL BASE YEAR AND OPTION YEARS					\$302,778.59