

**AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT**

BPA NO.

1. CONTRACT ID CODE

PAGE

OF PAGES

1

6

2. AMENDMENT/MODIFICATION NO.  
M034

3. EFFECTIVE DATE  
September 12, 2007

4. REQUISITION/PURCHASE REQ. NO.  
OIS-03-341 7/10/07

5. PROJECT NO. (If applicable)

6. ISSUED BY CODE 3100  
U.S. Nuclear Regulatory Commission  
Div. of Contracts; CMB3  
Attn: Manon Butt, 301-415-7035  
Mail Stop T-7-I-2  
Washington, DC 20555

7. ADMINISTERED BY (If other than Item 6) CODE 3100  
U.S. Nuclear Regulatory Commission  
Div. of Contracts  
Mail Stop T-7-I-2  
Washington, DC 20555

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

INFORMATION MANUFACTURING CORPORATION  
IMC

310 STATE ROUTE 956  
ROCKET CENTER WV 26726-9229

CODE 013695486

FACILITY CODE

(X)

9A. AMENDMENT OF SOLICITATION NO.

9B. DATED (SEE ITEM 11)

10A. MODIFICATION OF CONTRACT/ORDER NO.  
GS35F0522J NRC-33-03-341

10B. DATED (SEE ITEM 13)  
09-06-2003

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)

B&R: 720-15-171-273 JCN: J4086 BOC: 2530 AN: 31X0200.720  
FFS # NRR-07-048 DUNS # 013695486 OBLIGATE \$166,533.12

**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:

D. OTHER (Specify type of modification and authority) Bilateral Modification

**E. IMPORTANT:** Contractor  is not,  is required to sign this document and return <sup>2</sup> copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

Reference Order NRC-33-03-341 for Document Processing Center Support Services, and subsequent modifications. This order is modified to exercise and increase the level of effort under Optional Task 16 - ADAMS Document Retrofit, for Option Year Three (Contract Year Five), to revise Task 16 Option Year Three pricing and Statement of Work, to add funding, and to increase the ceiling amount, as described on the following pages. IMC's proposal to modify Task 16, dated September 5, 2007, is attached and is made a part of this modification.

Information Manufacturing Corporation (IMC) Contact: Timi M. Scaletta, Assistant Director of Contracts, phone 304-726-4407, fax 304-726-4768, IMC phone 304-726-4809, email TScaletta@InfoMan.com

NRC Project Officer: Keith R. Shaw, Sr., OIS/IRSD/ISB, Mail Stop T-2-F-8, phone 301-415-3801, email KRS@nrc.gov

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)

Timi M. Scaletta  
Asst. Director of Contracts

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

Manon L. Butt  
Contracting Officer

15B. CONTRACTOR/OFFEROR

*Timi M. Scaletta*  
(Signature of person authorized to sign)

15C. DATE SIGNED

9/26/07

16B. UNITED STATES OF AMERICA

BY *Manon L. Butt*  
(Signature of Contracting Officer)

16C. DATE SIGNED

9/12/07

The purpose of this modification is to:

- 1) Exercise and increase the level of effort under Optional Task 16 - ADAMS Document Retrofit, for Option Year Three (Contract Year Five), thereby increasing the total estimated amount of Task 16 for Option Year Three by \$143,867.17, from \$22,665.95 to \$166,533.12. Revise the Statement of Work under Subsection C.4.16, Task 16 (Optional) - ADAMS Document Retrofit, to describe the increased level of effort for Option Year Three.
- 2) Increase the funding in the amount of \$166,533.12, thereby increasing the obligated amount of the order from \$10,976,878.04 to \$11,143,411.16.
- 3) Increase the ceiling amount of Option Year Three by \$143,867.17, from \$2,974,699.61 to \$3,118,566.78.
- 4) Increase the ceiling amount of the order by \$143,867.17, from \$14,914,874.85 to \$15,058,742.02. The ceiling amount includes Options Years One, Two, and Three which have been exercised by the Government.

Accordingly, the order is hereby modified as follows:

- 1) Optional Form 347, under Item 17 Schedule, second paragraph, as modified in Modification 33, is deleted entirely and replaced with the following in lieu thereof:

"The total estimated ceiling amount of this delivery order for the services ordered, delivered, and accepted under this order is \$15,058,742.02."

- 2) Optional Form 347, under Item 17 Schedule, third paragraph, first sentence, as modified in Modification 33, is deleted entirely and replaced with the following in lieu thereof:

"The amount presently obligated with respect to this order is \$11,143,411.16."

- 3) Optional Form 348, under Item 17 Schedule, sixth sentence, is deleted entirely and replaced with the following in lieu thereof:

"The total estimated amount of this order for Option Period Three is \$3,118,566.78."

- 4) The SCHEDULE OF PRICES for Task 16, for Option Year Three, is deleted entirely and replaced with the following in lieu thereof:

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Modification No. 34  
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The total estimated cost for Task 16, Option Year Three, is:

Task 1 – IMC Site Labor and ODC Cost	\$118,608.52
Task 1 – DPC Labor Cost	\$28,771.04
Task 2 – DPC Labor Cost	\$19,153.56
Total	\$166,533.12

5) Under Subsection C.4.16, Task 16 (Optional) - ADAMS Document Retrofit, of the Statement of Work, add the following after the last paragraph.

**Task 16 (Optional) - ADAMS Document Retrofit, Increased Level of Effort for Option Year Three (Contract Year Five)**

**Background**

The purpose of this modification is to exercise Optional Task 16 - ADAMS Document Retrofit, for Option Year Three (Contract Year Five), to respond to a request from the Office of Nuclear Reactor Regulation (NRR) to retrofit older Watts Bar Unit 1 paper documents into ADAMS. The level of effort exceeds the level of effort defined under the current Statement of Work (SOW) for Optional Task 16. Therefore, it is necessary to redefine the level of effort and the specific tasks to be performed by the contractor based on the new requirements.

**Level of Effort - Processing Volumes - Tasks**

**Task 1 - Processing Watts Bar Documents - ADAMS Legacy Library**

The NRC estimates that there are approximately 17,700 data records available for Watts Bar retrofit documents in the ADAMS Legacy Library. The NRC intends to migrate the profile data for each document from the ADAMS Legacy Library into the ADAMS Main Library profile fields in an automated manner. The NRC estimates that the contractor shall be responsible for processing 17,700 paper documents consisting of approximately 450,000 pages that will need to be scanned and placed into folders for auto-population into the ADAMS Main Library.

The vast majority of these documents are in a standard paper size (8 1/2"x11"), but there are some "oversize" (> 11" X 17") type included in this collection. All documents will be considered as "best available copy". The collection of documents to be processed sensitivity levels range from public non-sensitive to non-public sensitive (unclassified sensitive information).

The tasks performed by the contractor shall include but not be limited to:

- Document Preparation/Recompilation
- Scanning
- Image Inspection
- Release
- Profile Validation
- Replication (if appropriate)
- Filing (ForeMost) Official Agency Records (OARS)

Note: The NRC does not anticipate a need for using DETS or making distributions under this effort.

**Task 2 - Processing Watts Bar Document - Not Available In ADAMS Legacy Library**

The NRC estimates that the contractor shall be responsible for processing approximately 1,200 paper documents consisting of approximately 30,000 pages for which the data record is not available from the ADAMS Legacy Library.

The tasks performed by the contractor shall include but not be limited to:

- Document Preparation/Recompilation
- Scanning
- Image Inspection
- ADAMS Add
- Document Indexing (Profiling)
- Profile Quality Control
- Replication (if appropriate)
- Declaring documents Official Agency Records (OARs)
- ForeMost Filing Official Agency Records (OARs)

Note: The NRC does not anticipate a need for using DETS or making distributions under this effort.

The contractor shall follow the Document Processing Center (DPC) Standard Operating Procedures (SOP) when performing each task. PDF files generated from scanned images shall comply with NRC standards for processing into ADAMS. The NRC will provide special guidance or requirements related to the file naming conventions for saving files after the scanning task has been performed.

**Reporting Requirements**

The contractor shall provide weekly progress reports for this effort. The report shall include but not be limited to production statistics and identification of problems and corrective actions taken or being taken to stay on schedule. The contractor shall also maintain and report labor hours and other associated costs separately from other tasks in its monthly invoices.

**Period of Performance**

The period of performance will be from September 12, 2007 to December 31, 2007 (during Option Year Three (Contract Year Five)).

**Contractor Technical/Cost Proposal**

The contractor proposal shall include alternatives to performing all the work at the NRC on-site Document Processing Center (DPC). For work proposed to be performed off-site, the contractor shall include the names of the staff and "Security" clearance held for each staff member in its proposal. The contractor should also include a "Project Plan" for completing this

effort by December 31, 2007, in its proposal. In addition, the "Project Plan" should include a "Kick-Off" meeting to be held after the modification is issued. The cost proposal should be broken down by the two Task areas and sub-tasks for each process.

**Document Transport**

The NRC Records Management staff will have the documents transported from the Washington National Records Center directly to the IMC site in one shipment. IMC staff will return the documents from the IMC site back to NRC after processing is completed. The material shall be safe guarded to ensure that the material is not compromised while it is being transported to the IMC site or returned to the NRC. In addition, the individuals transporting the material should have a current security clearance that is accepted by the NRC to be able to handle its Unclassified Sensitive Information. At the request of the NRC, IMC provided a list of individuals and clearances held by each individual that will be used under this task. Based on the clearance levels these individuals can handle NRC Unclassified Sensitive Information.

The following is a summary of the ceiling and total estimated amount of the order:

Base (2 years)	\$5,591,914.87
Option Year 1	\$3,120,600.88
Option Year 2	\$3,227,659.49
Option Year 3	\$3,118,566.78

Total Base and All Options (Ceiling) \$15,058,742.02

The following is a summary of obligations from the date of award through the date of this modification:

FY 2003 Obligations	\$973,919.00
FY 2004 Obligations	\$2,154,000.00
FY 2005 Obligations	\$2,220,333.44
FY 2006 Obligations	\$3,068,861.99
FY 2007 Obligations	\$2,726,296.73

Total NRC Obligations \$11,143,411.16

This modification obligates FY 2007 funds in the amount of \$166,533.12.

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