

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		BPA NO.	1. CONTRACT ID CODE	PAGE 1	OF PAGES 1
2. AMENDMENT/MODIFICATION NO. M001		3. EFFECTIVE DATE See Block 16C	4. REQUISITION/PURCHASE REQ. NO. ADM-07-414		5. PROJECT NO. (if applicable)
6. ISSUED BY U.S. Nuclear Regulatory Commission Div. of Contracts Attn: Contract Management Branch No. 1 Mail Stop T-7-I-2 Washington, DC 20555		CODE 3100	7. ADMINISTERED BY (if other than Item 6) U.S. Nuclear Regulatory Commission Div. of Contracts Attn: Robin T. Barnes Mail Stop T-7-I-2 Washington, DC 20555		CODE 3100
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) PHACIL, INC. ACIN CAMDEN CENTER CAMDEN NJ 081030000			(X)	9A. AMENDMENT OF SOLICITATION NO.	
				9B. DATED (SEE ITEM 11)	
				10A. MODIFICATION OF CONTRACT/ORDER NO. NRC-10-07-414 ADM-001	
CODE			FACILITY CODE	X	10B. DATED (SEE ITEM 13)

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) Apprn: x0200 B&R: 84015-5B1306 JCN: B1452 BOC: 252A
 Obligation: \$24,314.40 DUNS:054885111

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)

E. IMPORTANT: Contractor is not, is required to sign this document and return _____ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)
 The purpose of modification 001 to NRC-10-07-414ADM-001 is to 1) Increase the ceiling from \$24,314.40 to \$48,628.80 2) provide incremental funding in the amount of \$24,314.40 and 3) to extend the period of performance of Delivery Order ADM-07-002 from December 28, 2007 to February 29, 2008.

This order hereby obligates FY08 funds by \$24,314.40 from \$24,314.40 to \$48,628.80.
 The following is a sum of obligations for NRC-10-07-414ADM-001 from the date of award through the date of this action:
 FY08: \$48,628.80
 Total NRC Obligations for NRC-10-07-414ADM-001: \$48,628.80

ALL OTHER TERMS AND CONDITIONS REMAIN IN FULL FORCE AND EFFECT.

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)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Sharlene M. McCubbin Contracting Officer	
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA BY <i>Sharlene M. McCubbin</i> (Signature of Contracting Officer)	16C. DATE SIGNED 01-08-2008

**SCOPE OF WORK
TASK ORDER FOR OFFICE OF ADMINISTRATION**

In accordance with Section C.3, 52.216-18 Ordering Clause and Section B.1 Statement of Work under contract number NRC-10-07-414, the contractor shall provide the onsite office support services for Office of Administration (ADM).as follows:

<i>Item No.</i>	<i>Type of Support</i>	<i>Short Term Assignment</i>	<i>Long Term Assignment</i>	<i>Estimated Hrs</i>	<i>Hourly Rate</i>	<i>Amount</i>
0001AA	Basic Services				\$31.50	\$ 0.00
0001AB	Overtime Basic Services				\$47.26	\$ 0.00
0001AC	Advanced Services	2		1440	\$33.77	\$48,628.80
0001AD	Overtime Advanced Services				\$50.65	\$ 0.00
TOTAL ESTIMATED CEILING						\$48,628.80

Period of Performance

The Task Order shall be in effect from the date of this Task Order is October 15, 2007 through October 31, 2008.

SPECIFIC OFFICE REQUIREMENT/NEEDS

Greet visitors, answer phones, perform typing and filing, data entry copy documents, distribute mail, etc. Software skills required: Microsoft Word, Excel, PowerPoint and Outlook. ADAMS, Groupwise, conference room Scheduler, and HRMS.

CONSIDERATION AND OBLIGATION--TASK ORDERS (JUN 1988)

(a) The total estimated amount of this task order (ceiling) for the products/services ordered, delivered, and accepted under this contract is \$48,628.80. The Contracting Officer may unilaterally increase this amount as necessary for orders to be placed with the contractor during the contract period provided such orders are within any maximum ordering limitation prescribed under this contract.

(b) The amount presently obligated with respect to this Task Order is \$48,628.80. The Contracting Officer may issue delivery orders for work up to the amount presently obligated. This obligated amount may be unilaterally increased from time to time by the Contracting Officer by written modification to this task order. The obligated amount shall, at no time, exceed the contract ceiling as specified in paragraph a above. When and if the amount(s) paid and payable to the Contractor hereunder shall equal the obligated amount, the Contractor shall not be obligated to continue performance of the work unless and until the Contracting Officer shall increase the amount obligated with respect to this task order. Any work

undertaken by the Contractor in excess of the obligated amount specified above is done so at the Contractor's sole risk.

POINTS OF CONTACT:

Your contacts during the course of this task order are:

Project Officer: Catherine Blakeney
(301) 415-1491

Task Order Manager(s): Susan Bellosi, ADM
(301) 415-7307

Contractual Matters: Sharlene McCubbin
Contract Specialist
(301) 415-6565

And

Robin Barnes
Contract Specialist
(301) 415-5578

OPTION TO EXTEND THE TERM OF THIS TASK ORDER

The subject task order term will be extended by the Government unilaterally should the government exercise its option under the basic contract, unless provided otherwise in writing to the contractor. The total duration of this task order, including the exercise of any options under the basic contract, shall not exceed five years.

**REQUEST FOR DELIVERY ORDER
ADMINISTRATIVE SUPPORT CONTRACT**

Contract Number 107414

Task Order Number **ADM-001**

Delivery Order No. **ADM-07-002 M001**

RFPA NUMBER : 07-414

DATE 12/14/07

Task Order Manager Susan Bellosi Telephone 415-7307 Mail Stop T7 D26

Alternate Task Order Manager Jim Schaeffer Telephone 415-6222 Mail Stop T7 D26

Technical Monitor (if applicable) _____ Telephone _____ Mail Stop _____

Requesting Office: ADM Division: OD Branch: _____ Section: _____

Requested Dates: From: Dec. 20, 2007 To: February 23, 2008 Overtime: Yes No

Hours of Work: From: 7:15 am To: 4:00 pm

No. of Days: Monday Tuesday Wednesday Thursday Friday

Work Station Location: T7 E2

	Regular hours	Regular rate	Regular cost		Total estimated
Regular Projected Hours	40	\$33.77/hour	\$1350.08	9 weeks	\$12,167.20
Over 40 hours	OT hours	OT rate	OT cost		
OT Projected hours					

SKILL LEVEL/DURATION
(Check One)

- Basic Long Term - (Billing Rates are non - OT = \$31.50/hour and OT = \$47.26/hour) (over 6 months)
- Basic Short Term - (Billing Rates are non - OT = \$31.50/hour and OT = \$47.26/hour) (less than 6 months)
- Advance Long Term - (Billing Rates are non OT = \$33.77/hour and OT = \$50.65/hour) (over 6 months)
- Advance Short Term - (Billing Rates are non OT = \$33.77/hour and OT = \$50.65/hour) (less than 6 months)

Software Skills Required
(A) - Advance (B) - Basic
(Check all that apply)

- Microsoft Word - (A) (B)
- ADAMS - (A)
- Groupwise - (A)
- Misc. NRC LAN Applications - (A)
- Conference Room Scheduler System - (A) (B)
- Dbase III Plus - (A)
- QuatroPro - (A) (B)
- Access - (A) (B)
- Excel - (A) (B)
- Microsoft Outlook - (A) (B)
- HRMS - (A)
- Lotus - (A) (B)
- PowerPoint - (A)
- Other

The "Basic" skill level is generally intended for those situations where the NRC office simply needs someone with a NRC security clearance (all contract personnel are initially cleared for unescorted building access and IT Level-II access which allows them to use the NRC network software applications) who can provide basic office coverage to greet visitors and answer phones, perform light typing or filing, data entry, copy documents, distribute mail, etc. In addition to being processed for a NRC security clearance, all contract personnel are required to sign a "Confidentiality and Non-disclosure Agreement" requiring them to protect any NRC sensitive, vendor proprietary or employee personal information from unauthorized release or use.

The "Advanced" skill level provides the NRC office with support for all activities covered by the "Basic" skill category, and also provides the increased level of support needed to perform the higher-skilled Administrative/Secretarial tasks involved in entering documents into ADAMS, drafting letters, developing spreadsheets, developing filing systems, etc. The "Advanced" skill level is intended mainly for the longer-term assignments since the NRC office will need to initially invest some time in orienting the contractor in their office-specific processes and procedures, as well as allowing time for the contractor to become proficient in NRC-specific software such as ADAMS, HRMS, etc.

Robin T. Barnes - RE: Task Order/Delivery Order(s) Modification 001 ADM-001

From: "Steven Chang" <schang@phacil.com>
To: "Sharlene McCubbin" <SMM3@nrc.gov>, <rxbl@nrc.gov>
Date: 1/9/2008 8:33 PM
Subject: RE: Task Order/Delivery Order(s) Modification 001 ADM-001
CC: "Shaun Tse" <STse@phacil.com>, "Torrance Poindexter" <tpoindexter@phacil.com>, <cx8@NRC.gov>, "Eugene "Doc" Murdock" <dmurdock@phacil.com>

Good Evening Ms. McCubbin:

Thank you for taking the time earlier in the day to chat. Per our phone conversation. Ms. Dora Cermeno is on Task Order ADM-07-002 which ended on Dec. 28th. The Modification, had the correct Delivery Order but it misidentified the date. From my notes, please correct me if I am wrong, I believe you said no new modification to fix the error would be necessary if the delivery order was the same.

Also, concerning your recommendation on the issue of timesheet verification and invoicing. Phacil, has instituted and will implement the policy outlined below:

Internal proceedings have been corrected to send invoices to Sharlene McCubbin (CO) and Catherine Blakeney (PO); the TO managers will be taken off the distribution list.

Process for bi-weekly timesheet summaries are:

- Bi-weekly timesheets will be submitted electronically to the OPM
- OPM will submit to TO manager electronically
- TO manager reviews and approve
- Send notification to OPM and OPM will forward to PO
- OPM notifies Finance that timesheet summaries have been processed for invoicing

Please do not hesitate to contact me if you have any questions or concerns. Have a great rest of the day and thank you again for spending the time to chat.

Best Wishes,

Steven Chang
 Jr. Contracts Administrator
 Phacil, Inc.
See the Possibilities
 schang@phacil.com
 (415)901-1600 (W)
 (415)948-7851 (C)
 http://www.phacil.com

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From: Steven Chang
Sent: Wednesday, January 09, 2008 11:13 AM
To: 'rxbl@nrc.gov'
Cc: Shaun Tse
Subject: Task Order/Delivery Order(s) Modification 001 ADM-001

Good Afternoon Ms. Barnes:

I would like to take this opportunity to introduce myself, as I am assisting Shaun Tse, Phacil's Contracts Administrator. As I was reviewing the recently sent Modification to Task order ADM, I noticed a minor error. In Box 14 "Description of

file://C:\temp\GW}00001.HTM

1/10/2008

Ameridment/Modification" of the Task Order Modification, explanation #3 beginning with "to extend the period." I noticed that this Mod is to extend DO ADM-07-002 which is said to have ended Dec. 14th. From my records DO ADM-07-002 ended on Dec. 28th, however; it was DO ADM-07-001 that ended on the 14th. Do you by chance know which ADM DO is being extended? What kind of corrective action, if any, will be needed? I have attached DO ADM-07-001 for your reference. Please do not hesitate to contact me if you have any questions. Thank you for your time and attention on this matter.

Sincerely,

Steven Chang
Jr. Contracts Administrator
Phacil, Inc.

See the Possibilities

schang@phacil.com
(415)901-1600 (W)
(415)948-7851 (C)
<http://www.phacil.com>

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**REQUEST FOR DELIVERY ORDER
ADMINISTRATIVE SUPPORT CONTRACT**

Contract Number 107414

Task Order Number **ADM-001**

Delivery Order No. **ADM-07-003**

RFPA NUMBER : 07-414

DATE 12/14/07

Task Order Manager Susan Bellosi Telephone 415-7307 Mail Stop T7 D26

Alternate Task Order Manager Jim Schaeffer Telephone 415-6222 Mail Stop T7 D26

Technical Monitor (if applicable) _____ Telephone _____ Mail Stop _____

Requesting Office: ADM Division: OD Branch: _____ Section: _____

Requested Dates: From: January 3, 2008 To: March 7, 2008 Overtime: Yes No

Hours of Work: From: 8:15 am To: 5:00 pm

No. of Days: Monday Tuesday Wednesday Thursday Friday

Work Station Location: T7 E2

	Regular hours	Regular rate	Regular cost		Total estimated
Regular Projectd Hours	40	\$33.77/hour	\$1360.08	9 weeks	\$12,167.20
Over 40 hours	OT hours	OT rate	OT cost		
OT Projected hours					

SKILL LEVEL/DURATION
(Check One)

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- Basic Short Term - (Billing Rates are non - OT = \$31.60/hour and OT = \$47.26/hour) (less than 6 months)
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- Advance Short Term - (Billing Rates are non OT = \$33.77/hour and OT = \$50.65/hour) (less than 6 months)

Software Skills Required
(A) - Advance (B) - Basic
(Check all that apply)

- | | | |
|--|---|--|
| <input checked="" type="checkbox"/> Microsoft Word - (A) (B) | <input type="checkbox"/> Dbase III Plus - (A) | <input checked="" type="checkbox"/> HRMS - (A) |
| <input checked="" type="checkbox"/> ADAMS - (A) | <input type="checkbox"/> QuatroPro - (A) (B) | <input type="checkbox"/> Lotus - (A) (B) |
| <input checked="" type="checkbox"/> Groupwise - (A) | <input type="checkbox"/> Access - (A) (B) | <input checked="" type="checkbox"/> PowerPoint - (A) |
| <input type="checkbox"/> Misc. NRC LAN Applications - (A) | <input checked="" type="checkbox"/> Excel - (A) (B) | <input type="checkbox"/> Other |
| <input checked="" type="checkbox"/> Conference Room Scheduler System - (A) (B) | <input checked="" type="checkbox"/> Microsoft Outlook - (A) (B) | |

The "Basic" skill level is generally intended for those situations where the NRC office simply needs someone with a NRC security clearance (*all contract personnel are initially cleared for unescorted building access and IT Level-II access which allows them to use the NRC network software applications) who can provide basic office coverage to greet visitors and answer phones, perform light typing or filing, data entry, copy documents, distribute mail, etc. In addition to being processed for a NRC security clearance, all contract personnel are required to sign a "Confidentiality and Non-disclosure Agreement" requiring them to protect any NRC sensitive, vendor proprietary or employee personal information from unauthorized release or use.

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JUSTIFICATION OF THE BASIS FOR THE CONTRACTOR SUPPORT REQUESTED
(Check one)

- Unexpected increase in workload which can't be delayed (no staff absence).
- New work which can not be accomplished by existing staff within timeframe required (no staff absence).
- Unexpected absence of NRC staff due to their compelling personal need including emergency, accident, illness, parental or family responsibilities, mandatory jury service, and the work must be performed during the staff person's absence. (NOTE: Staff absences that are within management's ability to deny or reschedule such as vacations and rotations, etc. do not qualify).
- Work is required to be performed for a temporary period which can not be delayed (no staff absence). (i.e. NRC position is temporarily vacant due to unexpected resignation, etc. versus a staff absence)
- Other: (Please provide a justification in the space below)
- Subject services have been permanently outsourced.

SIGNED *Mary Bell*
 TASK ORDER MANAGER

DATE 12/31/07

OFFICE OF HUMAN RESOURCES REVIEW OF REQUEST FOR ADMINISTRATIVE SUPPORT CONTRACT

I have reviewed this request and have determined that these services: (HR initials all that apply)

- Can NOT be performed by a contractor due to conflict with TITLE - 5 requirements.
- Can be performed by a contractor for the period requested (no TITLE - 5 conflicts).
- Can be performed by: April McEachern for the period requested (no TITLE -5 conflicts).
(NRC/PO WILL LIST CONTRACT EMPLOYEE PROPOSED)
- Subject services have been permanently outsourced.

SIGNED *Reinaldo Picon*
 NRC/HR REVIEWING OFFICIAL
 Reinaldo Picon-Colon

DATE 1/9/08

Justification:

1

JUSTIFICATION OF THE BASIS FOR THE CONTRACTOR SUPPORT REQUESTED
(Check one)

- Unexpected increase in workload which can't be delayed (no staff absence).
- New work which can not be accomplished by existing staff within timeframe required (no staff absence).
- Unexpected absence of NRC staff due to their compelling personal need including emergency, accident, illness, parental or family responsibilities, mandatory jury service, and the work must be performed during the staff person's absence. (NOTE: Staff absences that are within management's ability to deny or reschedule such as vacations and rotations, etc. do not qualify).
- Work is required to be performed for a temporary period which can not be delayed (no staff absence). (i.e. NRC position is temporarily vacant due to unexpected resignation, etc. versus a staff absence)
- Other: (Please provide a justification in the space below)
- Subject services have been permanently outsourced.

SIGNED *Susan Bellizzi*
 TASK ORDER MANAGER

DATE 12/14/07

Re: *Dora Cermeno*

OFFICE OF HUMAN RESOURCES REVIEW OF REQUEST FOR ADMINISTRATIVE SUPPORT CONTRACT

I have reviewed this request and have determined that these services: (HR initials all that apply)

- Can NOT be performed by a contractor due to conflict with TITLE - 5 requirements.
- Can be performed by a contractor for the period requested (no TITLE --5 conflicts).
- Can be performed by: _____ for the period requested (no TITLE -5 conflicts).
(NRC/PO WILL LIST CONTRACT EMPLOYEE PROPOSED)
- Subject services have been permanently outsourced.

SIGNED *Reinaldo Picón*
 NRC/HR REVIEWING OFFICIAL

DATE 1/9/08

Reinaldo Picón. Colón

Justification: