

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

BPA NO.

1. CONTRACT ID CODE

PAGE

1

OF PAGE

3

2. AMENDMENT/MODIFICATION NO.

M001

3. EFFECTIVE DATE

March 26, 2009

4. REQUISITION/PURCHASE REQ. NO.

38-05-364T011M001

03/12/2009

5. PROJECT NO.(If applicable)

6. ISSUED BY

CODE

3100

U.S. Nuclear Regulatory Commission
Div. of Contracts
Attn: Monique B. Williams
Mail Stop: TWB-01-B10M
Washington, DC 20555

7. ADMINISTERED BY (If other than Item 6)

CODE

3100

U.S. Nuclear Regulatory Commission
Div. of Contracts
Mail Stop: TWB-01-B10M
Washington, DC 20555

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

VANTAGE HUMAN RESOURCE SERVICES, INC.

1050 17TH ST NW STE 600

WASHINGTON DC 200364424

(X)

9A. AMENDMENT OF SOLICITATION NO.

9B. DATED (SEE ITEM 11)

10A. MODIFICATION OF CONTRACT/ORDER NO.
NRC-38-05-364 NRC-T011

10B. DATED (SEE ITEM 13)

X

09-15-2008

CODE 072654999

FACILITY CODE

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)

Not Required

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:

D. OTHER (Specify type of modification and authority) FAR 52.243-1 Changes Fixed Price

X

E. IMPORTANT: Contractor ☐ is not, ☒ is required to sign this document and return 02 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 this modification number 02 is to extend the completion date from June 14, 2009 to September 30, 2009, and revise the Statement of Work to remove items.

This modification specifically modifies the following sections:

1. On the cover page of the task order, revise the following items - Item #15. Deliver to F.O.B. Point on or Before (Date) and Item 17. Schedule to read as follows:

Item #15 - September 30, 2009 and Item #17 - Period of Performance: September 15, 2008 - September 30, 2009

2. On page 1, 2nd paragraph change the first sentence to read as follow:

The period of performance for Task Order No. 11 shall be effective from September 15, 2008 to September 30, 2009.

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 4/6/09

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

Monique B. Williams
Contracting Officer

15B. CONTRACTOR/OFFEROR

Mary Ann Wilkinson
(Signature of person authorized to sign)

15C. DATE SIGNED

4/6/09

16B. UNITED STATES OF AMERICA

BY Monique B. Williams
(Signature of Contracting Officer)

16C. DATE SIGNED

4/1/2009

NSN 7540-01-152-8070

PREVIOUS EDITION NOT VALID

TEMPLATE - ADM001

SUNSI REVIEW COMPLETE

APR 22 2009

STANDARD FORM 33

Prescribed by GSA

ADM002

53.243

3. The Statement of Work is revised to delete the following items:

The Price Schedule is being modified to delete Item No. 02 – Module 7 under Development of Courses, How to Use the Human Resources Mgmt. Practices Toolkit," and under Pilot courses remove items 1 and 2: Module 7, Human Resources with Web-Based HR Toolkit; Pilot for New or Revised Courses and Travel Costs.

4. On page 3, Deliverables is revised as follows:

The contractor shall be responsible for delivering the following under this task order:

- (1) Project management, coordinate and work with NRC Subject Matter Experts (SMEs) to identify and gather course content for the HRMP Toolkit;
- (2) Design and create the HRPM Toolkit; and
- (3) Prepare final HRMP Toolkit.

5. Delete the Statement of Work in it's entirety and replace with the following:

STATEMENT OF WORK Task Order 11
Leadership Curriculum Development NRC Leadership Orientation Course, Module 7

Background

The agency's goal is to design a leadership development curriculum for supervisors and managers by tying the NRC's goals, needs, and objectives to the OPM Executive Core Competencies. In Q2 and Q3 of FY2007, Vantage Human Resource Services, Inc. (VHRS) completed a comprehensive management needs assessment to thoroughly analyze and evaluate NRC's unique needs for supervisory training and its organizational culture, including its strengths and pressures. They developed and administered a survey to 200 managers for review and comment on the master list of objectives and content for the new supervisory curriculum framework. Eighty six percent of the 200 managers surveyed agreed with the topic areas and terminal and enabling objectives. VHRS studied each manager's comments in depth and brought the resulting suggestions for additions, deletions, and recommendations for augmenting the material forward to NRC.

Altogether, the contractor identified fourteen topic areas from the analysis of NRC's existing training programs and the supervisory needs assessment. The topical areas were classified under the four major OPM core competencies, and terminal and enabling objectives were developed for each area.

Objectives

By analyzing NRC's existing training programs and the supervisory needs assessment, five of the fourteen topic areas are identified in Task Order 9. All five courses in Task Order 9 are critical courses requiring low involvement with the Subject-Matter-Expert (SME). "NRC Leadership Orientation" is one of the five courses and there are seven modules in this course.

The HRPM Toolkit will include, but is not limited to the following subject areas:

- (1) Statutory and Regulatory Framework
- (2) Position Classification, Evaluation and Management
- (3) Employment and Merit staffing
- (4) Performance Management
- (5) Conduct and Discipline
- (6) Hours of Duty, Absence and Leave
- (7) Labor-Management Relations
- (8) Time and Labor
- (9) Time and Attendance

Deliverables

The contractor shall be responsible for performing the following activities:

- (1) Project management, coordinate and work with NRC Subject Matter Experts (SMEs) to identify and gather content for the HRMP Toolkit
- (2) Design and create the HRPM Toolkit.
- (3) Prepare final HRMP Toolkit.
- (4) Review the major content categories contained in the Human Resource Management Practices Toolkit
 - Statutory and regulatory framework
 - Position classification, evaluation and management
 - Employment and merit staffing
 - Performance management
 - Conduct and discipline
 - Labor-management relations
 - Time and attendance
 - Managers' Retention Toolkit
- (5) Practice the application of the rules, regulations and guidelines on NRC specific cases. NRC cases (instructor guides participants through a series of cases to demonstrate the application of rules, regulations and guidelines.)

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