

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

BPA NO.

1. CONTRACT ID CODE

PAGE 1

OF PAGE 7

2. AMENDMENT/MODIFICATION NO.
M001

3. EFFECTIVE DATE
March 26, 2009

4. REQUISITION/PURCHASE REQ. NO.
38-05-364M014*
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-TO16

10B. DATED (SEE ITEM 13)
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) 9-8415-5C-1154, t8475, 252A, 31X0200
Amount Obligated: \$22,148.00

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 01 is to revise the Statement of Work for additional coaching labor hours to support each SESCDP candidate on the new OPM SES certification requirements. This modification also incorporates the OPM SES Certification Requirements.

This modification specifically modifies the following sections:

1. On the cover page of the task order, revise Item #17 SCHEDULE - Change the Total Task Order Price from \$47,226 to \$69,374, an increase of \$22,148.

See page 2 for continuation page...

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)

Monique B. Williams
Contracting Officer

15B. CONTRACTOR/OFFEROR

Mary Ann Wilkinson
Signature of person authorized to sign

15C. DATE SIGNED

9/4/09

16B. UNITED STATES OF AMERICA

BY Monique B. Williams
Signature of Contracting Officer

16C. DATE SIGNED

8/5/2009

2. Revise the Price Schedule to incorporate the following:

PRICE SCHEDULE FOR SESCDP EXECUTIVE COACHING CLASS:

COURSE TITLES	Est. Hours Option Year 4	** Daily Rate - Option Year 4	No. of SES Candidates	TOTAL PRICE
Draft 4 Review and Emailed Feedback	5.00	\$ 1,288	25	\$ 6,644
Additional Coaching Prep and Delivery on Draft 4	5.00	\$ 886	25	\$ 4,430
Summary Draft Additional Review for OPM Submission 12.09	5.00	\$ 1,288	25	\$ 6,644
Additional Coaching Prep and Delivery on Summary Draft	5.00	\$ 886	25	\$ 4,430
TOTAL PRICE:	5.00	\$ 1,288	25	\$ 22,148

** - Daily Rate is based on Option Year 4 - Leadership and Senior Executive Service Candidate Development Programs - Coaching of \$ [REDACTED]

3. Incorporate the revised Statement of Work that incorporates additional requirements under Draft 4 – See Attachment I.
4. Incorporate OPM Certification Guidelines – See Attachment II.

ATTACHMENT I

**Statement of Work
SESCDP Executive Coaching
Task Order 16, Modification 1**

Task Order Title: One-on-One Coaching of Senior Executive Service Candidate Development Program (SESCDP) Candidates Related to the OPM Executive Core Qualifications (ECQs)

Purpose of Modification 1

Additional coaching labor hours are needed from the executive coaches to support each SESCO candidate on the new OPM SES certification requirements. Certification packages for OPM need to be completed this fall despite the additional requirements.

Background

In June, 2009, OPM confirmed with NRC that it will require our SESCO class of 2009 to prepare and submit new and additional requirements when requesting SES certification. Revisions are now needed to the original ECQ summary and the IDP, plus a resume is now required of the candidates. Support from the contractor is needed to review the summary document already drafted and previously reviewed by the coaches, under the contract, to fulfill the new OPM requirements. And the coaches need now to review the candidates' IDPs and resumes. Attached are the new guidelines for SES certification sent to the SESCO candidates July 2009.

Scope of Work

In addition to the stated requirements under the original task order contract, the contractor shall provide the following support under this modification:

1. Provide advice to each candidate by e-mail or by phone that assists them in preparing their three documents: ECQ Presentation and Summary of Completed Requirements, IDP, and Resume, based on the new attached guidelines.
2. Draft 4 – The contractor shall review and provide feedback on the ECQ Presentation and Summary of Completed Requirements, applying the new guidance. If candidates submit final IDPs and resumes with their Draft 4 presentation and requirements document, the contractor may view these documents as final and thus begin the final review of them early. NRC will begin sending the contractor Draft 4 documents on July 14.
3. Final Draft ECQ Presentation and Summary of Requirements, Final Draft IDP, and Final Draft Resume through Final ECQ Presentation and Summary of Requirements, IDP, and Resume – Coaches are expected to receive the final draft documents, make all comments and edits on the drafts, expect that the participant will rewrite the drafts and send them to the coach. The coach will then perform a final review to ensure that all changes have been appropriately made by the participant, and will continue to do so until the document is completed and submitted to OPM. NRC will begin sending the contractor the final documents as they come in, which is expected late August or early September.

v.7-1-09

ATTACHMENT II

OPM SES Certification Requirements for SESCO DP Candidates

OPM expects that all requests for SES certification by SESCO DP candidates follow its new guidelines. Below is what NRC will need to provide OPM:

Candidate's Role	Document Description
<p><u>ECQ Presentation and Summary of Completed Requirements</u></p> <p>Candidate drafts, edits, and prepares a final document, incorporating executive coach feedback.</p> <p>Candidate asks their senior advisor for a review of their final document. Candidate incorporates any needed changes, and signs and obtains the senior advisor signature of approval on the final document when submitting the final version to the CDP PM. Final due at end of the SESCO DP.</p> <p>The final document, signed by the candidate's senior advisor, is reviewed by the CDP manager, and HR executive management, prior to ERB Chairman review and submittal to OPM.</p>	<p><u>ECQ Presentation and Summary of Completed Requirements:</u> (three-part document) (use revised template)</p> <ol style="list-style-type: none"> 1. <u>ECQ Presentation:</u> Ten-page narrative by the candidate (two pages on each ECQ) describing how the candidate currently possesses the ECQs for initial career appointment into the SES. SESCO DP training, activities, and developmental assignments (rotations) are highlighted in one or more ECQs to demonstrate how these experiences assisted the candidate to close their competency gaps (noted in the IDP objectives). ECQ presentations cannot be more than 10 pages. (This is a narrative of examples showing challenges, actions, and results.) 2. <u>Summary of Completed Requirements:</u> This is the final additional pages to the ECQ presentation that lists and briefly describes all the SESCO DP requirements that were met (360 assessment, interagency training, developmental assignments, other NRC training, leadership briefings, and individual and group project). It will also include a brief summary paragraph by the candidate stating that they closed their competency gaps and how (list several key experiences from the 10-page presentation). 3. <u>Signatures:</u> Candidate's and senior advisor's signatures showing review and approval of the final document.
<p><u>SESCO DP IDP</u> Candidate updates the original IDP to be sure it includes full start and completion dates (day/month/year) for all completed activities and that activities originally planned but not completed are removed.</p> <p>Candidate provides final, edited IDP to CDP PM. (no new approval signatures are required) Due at end of SESCO DP.</p>	<p><u>SESCO DP IDP:</u> Final IDP covering the period of the program based in part on a competency-based needs assessment (360) conducted at the beginning of the program. Must include the external training requirement and developmental assignments, and other agency-specific developmental activities (team projects, other courses, etc). It must include complete start and completion dates for each completed activity.</p>
<p><u>Resume</u> Candidate provides a resume to the CDP PM. Due at end of SESCO DP.</p>	<p><u>Resume:</u> Up-to-date resume showing education, current and previous positions with dates, brief statement of the work experience, and salary if private sector positions, or grade level if within the Federal Government. OPM wants to see the candidate's real positions, and level of experience.</p>

Senior Advisor's Role	Document Description
<p><u>ECQ Presentation and Summary of Completed Requirements</u> Senior advisor must review and approve the candidate's final ECQ Presentation and Summary of Completed Requirements document, when requested by the candidate.</p> <p><u>Senior Advisor Verification and Evaluation</u> Senior advisor must review all the candidate's final documents, and sign and date the Senior Advisor Verification and Evaluation verifying the advisor's involvement during the program and the candidate's completion of all requirements and activities in their final IDP.</p> <p>HR prepares the Senior Advisor Verification and Evaluation document and requests the advisor's signature upon receipt of the candidate's final, signed ECQ Presentation and Summary of Completed Requirements document, IDP, and resume.</p>	<p><u>ECQ Presentation and Summary of Completed Requirements</u>: (prepared by candidate) Signature by senior advisor showing approval following review of the candidate's final ECQ Presentation and Summary of Completed Requirements.</p> <p><u>Senior Advisor Verification and Evaluation</u>: (prepared by HR) Signed statement verifying the senior advisor continued role during the program; verifying that the candidate did complete all developmental assignments, training, and final IDP activities, identified in the IDPs and in the candidate's summary of performance pages attached to the narrative; stating that the 80 hours training was attended by a mixed interagency group targeted at executive competencies; stating that the candidate closed their competency gaps identified in their IDPs; and endorsing the candidate for SES certification.</p>

ERB Chairman Role	Document Description
<p><u>ERB Chairman Letter</u> ERB chairman signs a package cover letter.</p> <p>HR prepares the letter and obtains ERB signature on the complete final package.</p>	<p><u>ERB Chairman Letter</u>: The ERB Chairman signs and dates a letter that states the candidate was competitively selected for the CDP, met the requirements of the program, closed the competency gaps identified at the beginning of the program, and is ready to serve in the SES.</p>

SESCDP Program Manager (PM) Role	Document Description
<p>Follows each candidate's progress and completion of requirements and requests senior advisor verification that the candidate is ready for certification.</p> <p>Reviews final packages. Files all supporting documents, and assembles the final package.</p> <p>Initiates and monitors package concurrence in HR to ERB and works with the HR SES representative to assemble the final package (with completed concurrence and signatures), for submittal to OPM.</p>	<p><u>Final package</u>: assembled documents provided by the candidate and senior advisor.</p> <p><u>Supporting documents</u> – collected</p>

HR SES Representative Role	Document Description
<p>Reviews final packages, and completes the personnel reporting that OPM requires.</p> <p>Submits the complete final packages to OPM and monitors/reports progress.</p>	<p><u>Final package</u>: Assembled final package of documents for submittal, including personnel forms.</p>

Documentation Listing: Supporting and Final Documents

Supporting Documents:	Final Package Documents:
Rotation contracts, host supervisor and participant evaluations Training histories – completions (external and internal training requirements) in iLearn Individual action learning projects Monthly meeting sign-in sheets Leadership briefing sign-up schedule Original IDPs and original IDP approval signatures Final updated IDP Final ECQ Presentation and Summary of Completed Requirements (signed) Senior Advisor Verification and Evaluation (signed)	ESCS Success Sheet (HR personnel action) Executive Personnel Transaction Sheet for Criterion B Cases (HR personnel action) OPM’s Criterion B Checklist and NRC crosswalk ERB Chairman Letter (cover letter - signed) ECQ Presentation and Summary of Completed Requirements (signed) Final updated IDP IDP approval signatures of original IDP Senior Advisor Verification and Evaluation (signed) SES Vacancy Announcement

**Mentor (Senior Advisor) Verification and Evaluation
NRC SESCDP Class of 2009**

Candidate Name: _____

Senior Advisor Name: _____

Period of service as the candidate's senior advisor:

- entire program duration or
- during period of _____

I verify the following:

- I served as the senior advisor to this candidate, meeting regularly with the candidate to listen, coach, and monitor progress and performance during the SESCDP.
- I reviewed and approved the candidate's IDP for the SESCDP prior to the ERB approval, or if I replaced an earlier senior advisor, I subsequently reviewed the IDP.
- The candidate closed the competency gaps, identified in the SESCDP IDP, through planned developmental assignments, external training, internal NRC training, participation in a class project and monthly leadership briefings, and an individual action project, plus elective activities chosen by the candidate.
- The candidate completed all the requirements of the program.
 - The required external training the candidate completed had multiagency applicability, was attended by a wide mix of non NRC Federal employees and other government and private-sector managers, and totaled at least 80 hours. I also verify the dates of this training listed in this package
 - At least 4 months, 120 days, were devoted to learning through developmental assignments during the program and I verify the dates of these assignments listed in this package. During these rotations, the candidate prepared an initial contract with the host supervisor to plan needed experiences, prepared a self evaluation, and obtained a successful host supervisor evaluation at the end of each assignment.
 - The candidate completed the additional requirements of the program: 360 assessment, group project, individual action project, monthly leadership briefing meetings, and needed NRC-specified training.

As demonstrated in this package, and based on my personal knowledge of this person's achievements and character, I endorse this SESCDP candidate for service in the SES.

Senior Advisor Signature

Date

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