

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

BPA NO. 1. CONTRACT ID CODE PAGE 1 OF PAGES 8

2. AMENDMENT/MODIFICATION NO. M001
 3. EFFECTIVE DATE See Block 15C.
 4. REQUISITION/PURCHASE REQ. NO. HR06-385-0013
 11/13/2009
 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)
 GRADUATE SCHOOL
 600 MARYLAND AVE SW STE 180
 WASHINGTON DC 200242520
 CODE DUN 040535536 FACILITY CODE
 9A. AMENDMENT OF SOLICITATION NO. (X)
 9B. DATED (SEE ITEM 11)
 10A. MODIFICATION OF CONTRACT/ORDER NO. NRC-38-06-385 NRC-T002
 10B. DATED (SEE ITEM 13) X 07-10-2009

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 Applicable

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

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 and Price Schedule to change the Course Development for MS Sharepoint 2007 from from one-day to "two-day" and to present three (3) offerings of the session versus four (4), delete Optional Course #3 Superviosr and Managers Overview from the Base Year Price Schedule, and revise the Statement of Work, accordingly.

Please see page 2 for specific changes made to the contract.

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)
 Robert M. Moriarty
 Manager, Proposals
 15B. CONTRACTOR/OFFEROR
 (Signature of person authorized to sign)
 15C. DATE SIGNED
 12.14.09
 16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)
 Monique B. Williams
 Contracting Officer
 16B. UNITED STATES OF AMERICA
 BY (Signature of Contracting Officer)
 16C. DATE SIGNED
 12/10/09

TEMPLATE - ADM001

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ADM002

The purpose of this modification is to revise the Price Schedule to increase the days for the Development of MS SharePoint 2007 for NRC Users from one day to two days; reduce the number of times the course will be presented from 4 to 3; delete Optional Course #3 – Overview of MS SharePoint for Executives and Managers and Deliver /Presentation; and to revise the Scope of Work – C.1 to change the days for development from one to two days and delete Optional Course #3. The revised SOW is incorporated into this modification.

The Price Schedule is revised as follows: Task Order No. 0002 consists of the following prices for the base period of this task order:

Period of Performance (Base Period): June 29, 2009 – April 18, 2010

Course Name	Estimated Quantity	Unit	Unit Price	Total Price
MS SharePoint 2007 for NRC Users – Development (Two-Day)	[REDACTED]	Days	[REDACTED]	[REDACTED]
Deliver/Presentation of MS Sharepoint for NRC Users	[REDACTED]	Each	[REDACTED]	[REDACTED]
Course Materials for Students (16 Students)	[REDACTED]	Courses	[REDACTED]	[REDACTED]
<u>Optional Course 4:</u> MS SharePoint Advanced Topics	[REDACTED]	Each	[REDACTED]	[REDACTED]
<u>Optional Course 4:</u> Deliver/Presentation of MS Sharepoint Advanced Topics	[REDACTED]	Each	[REDACTED]	[REDACTED]

TOTAL PRICE FOR BASE PERIOD: \$17,592.00

TOTAL PRICE FOR OPTION YEAR: \$27,358.50

TOTAL PRICE BASE PERIOD AND OPTION YEAR: \$44,950.50

Task Order Statement of Work Develop and Conduct On-Site MS SharePoint 2007 Training Courses for NRC Staff

A. Background

The U.S. Nuclear Regulatory Commission is an independent Federal agency. NRC's primary mission is to protect the public health and safety, and the environment, from the effects of radiation from nuclear reactors, materials, and waste facilities. NRC also regulates these nuclear materials and facilities to promote common defense and security.

The Office of Information Services (OIS) plans, directs, and oversees the NRC's information resources, including technology infrastructure and delivery of information management services, to meet the mission and goals of the agency. It provides principal advice to the NRC Chairman to ensure that information technology (IT) is acquired and information resources across the agency are managed in a manner consistent with Federal information resources management (IRM) laws and regulations.

The Professional Development Center (PDC) is NRC's training facility located in Bethesda, MD. The PDC features six classrooms with a capacity for 170 students and includes two computer lab training rooms. The maximum class size for any one class will be 16 students.

OIS has implemented an enterprise-wide Microsoft Office SharePoint System 2007 (MOSS 2007) environment to support NRC in carrying out its roles and responsibilities. At this time, NRC has 18 MS SharePoint features that are available ("turned on") and supported for users at NRC. NRC requires staff to be trained on the Sharepoint features.

B. Objectives

The objectives of this task order is to have a Contractor develop the course as outlined in Section C.1. and conduct the training at the NRC PDC. After completion of these courses, the participants shall be able to successfully meet their respective responsibilities as SharePoint end users creating and customizing sites using 18 standard built-in SharePoint features that are currently available ("turned on") and supported at the NRC. These course objectives shall be accomplished through a combination of computer hands-on exercises, instructor demonstrations, classroom lectures, and discussions as appropriate.

C. Scope of Work

The Contractor shall provide on-site MS SharePoint training to NRC staff. This training shall be conducted at the NRC's PDC located at the following address:

U. S. Nuclear Regulatory Commission
Professional Development Center
7201 Wisconsin Ave, Suite 425
Bethesda, MD 20814

C.1. MS SharePoint 2007 Course for NRC Users

The Contractor shall develop and conduct a two-day training course for users of MS SharePoint at NRC. This two-day instructor led course shall provide a hands-on introduction to the 18 SharePoint features currently available and supported at the NRC plus six additional topics. At a minimum, this course shall provide practical learning on how the 18 features of SharePoint can be effectively used within the workplace. The contractor may include training on additional features provided the course does not exceed two days. After completion of this two-day course, the participants shall be able to successfully meet their respective responsibilities as SharePoint end users creating and customizing sites using 18 standard built-in SharePoint features that are currently available ("turned on") and supported at the NRC. The customized MS SharePoint course shall include, at a minimum, the 18 SharePoint features currently available and supported at the NRC plus six additional topics:

18 SharePoint features currently available and supported at the NRC -

1. My Site Personal Site
2. Content Syndication (RSS Feeds)
3. User Profiles
4. Colleagues and Memberships
5. Target Audience
6. Portal Site Templates
7. Sites and Documents "roll-up" web parts
8. Task Coordination
9. Surveys
10. Wikis/Blogs/Forums
11. Document Collaboration
12. Issue Tracking
13. Team Sites
14. Alerts
15. Document Management Site Templates
16. Business Dashboards
17. User Interface/Search Results

18. People Search

Six additional topics -

1. Create a Library (Shared Library and Restricted Library) setting permissions, version control, check in/check out, etc.
2. Create and manage SharePoint calendars
3. Build sites efficiently.
4. Mitigate performance problems.
5. Comply with NRC SharePoint Governance and Procedures
6. Discuss how MS SharePoint interacts with other collaborative tools such as Tomoye Ecco and NRC's Enterprise Content Management.

Specific Requirements for this training are as follows:

- Prior to the development of any NRC courses outlined above, the Contractor shall engage NRC staff in the development of any and all courses to ensure the topics that are covered are tailored to the NRC environment, governance, and procedures.
- The courses shall be hands-on and there shall be no more than one individual on a computer. The NRC may contact the vendor after contract award to discuss the appropriate MS SharePoint configuration required for the training at the PDC.
- The Contractor's instructor shall be a MS SharePoint 2007 certified trainer, (certified by Microsoft) possess proven experience with hands-on classroom training in the courses stated in Section 'A' and have subject matter expertise in the courses stated in Section 'A'.
- The Contractor shall supply all personnel and training materials required to perform the work described in this contract. The Contractor shall conduct management and planning functions during the course of the effort such as planning and scheduling of course activities.
- Within seven (7) business days of contract award, the Contractor shall contact the NRC Project Officer to discuss all content and logistics related to the contract (i.e., course content, date and timing of the training, registration process for NRC staff who will be taking the training. This may be achieved through a telephone conference call.
- The Contractor shall provide course training materials to all students. The Contractor shall provide a workbook for each trainee consisting of copies of all the presentation slides (if applicable), reference materials, and other pertinent documentation to assist the trainees in successfully completing the training course.
- The Contractor shall, at the time of the class, aid in the registration of trainees and manage the use of audiovisual equipment. At the successful completion of the course, the Contractor shall provide the trainee with a signed Certificate of Training.

- All material and information gathered and developed in the performance of the contract shall be the property of the U.S. Government.
- At the end of the course, the Contractor shall provide the students with an evaluation sheet to be completed by each student. The evaluation sheet shall be provided by the Contractor and include questions that allow the students to evaluate the instructor as well as the course. A copy of the evaluation forms shall be provided to the NRC Project Officer within 48 hours after completion of the course.
- The Contractor shall conduct classroom training during business hours occurring Monday through Friday from 8:00 a.m. - 4:00 p.m. excluding Federal holidays.
- The Contractor will be required to go through the process of obtaining a NRC security clearance prior to performing work on this contract as a result of their need to access the NRC LAN. Performance under this contract will involve prime contractor personnel, subcontractors or others who perform services requiring direct access to or operate agency sensitive information technology systems or data.
- The course 'MS SharePoint 2007 Course for NRC Users', shall be conducted no later than 60 calendar days after contract award. The optional courses shall be conducted a time that is mutually agreed upon by the NRC and the Contractor.

D. OPTIONAL On-Site MS SharePoint Courses

D.1. OPTIONAL Course 1 – MS SharePoint Upgraded Versions

At the direction of the Project Officer, the Contractor shall be required to develop (if applicable) and conduct a one-to-two hour training course for NRC end users for MS SharePoint upgraded versions (e.g. MS SharePoint 20xx). The course content shall include, at a minimum, the new features of the upgraded version. The course objective is to provide an overview of the new features and benefits of the upgraded version of MS SharePoint. The course objectives shall be accomplished through a combination of computer hands-on exercises, instructor demonstrations, classroom lectures, and discussions as appropriate. The Contractor shall include course training materials.

D.2. OPTIONAL Course 2 – MS SharePoint Site Administrators

At the direction of the Project Officer, the Contractor shall be required to develop (if applicable) and conduct a two-day MS SharePoint Site Administrators training course for NRC end users. The objective of the course is to teach site administrators how to create, customize, manage permissions, provide user support, and work with SharePoint sites. The course objectives shall be accomplished through a combination of computer hands-on exercises, instructor demonstrations, classroom lectures, and discussions as appropriate. The course topics shall include, but not limited to:

- a) Introduction to SharePoint
- b) SharePoint Sites
- c) Creating SharePoint Sites
- d) Using SharePoint Site Templates
- e) Designing SharePoint Sites
- f) Advanced Document Management
- g) Lists and Views
- h) SharePoint Site Administration
- i) Monitoring SharePoint Sites
- j) Excel Services
- k) Managing Permissions
- l) Building sites efficiently.
- m) Mitigating performance problems.
- n) Complying with NRC SharePoint Governance and Procedures

D.4. OPTIONAL Course 4 – MS SharePoint Advanced Topics

At the direction of the Project Officer, the Contractor shall be required to develop (if applicable) and conduct a two-day MS SharePoint Advanced Topics training course for NRC end users. The objective of the course is to teach site end users how to use some of the advanced features of MS SharePoint. The course objectives shall be accomplished through a combination of computer hands-on exercises, instructor demonstrations, classroom lectures, and discussions as appropriate. The course topics shall include, but not limited to:

- a) Using SharePoint Designer
- b) Incorporating applications from external sources, such as Visual Studio
- c) Interfacing with P8
- d) Using MS InfoPath
- e) Advanced Administration activities
- f) "Do's and don'ts" regarding the use of internal and external data
- g) When to use and when not to use SharePoint
- h) Performance Risks
- i) Complying with NRC SharePoint Governance and Procedures

F. Type of Contract

This is a firm fixed price task order.

G. Period of Performance

The period of performance of this training will be effective from the signature date of the task order through April 18, 2010. If the base contract option year 4 is exercised this task order may be extended for this period.

The commencement of classes shall begin no later than six months from the date of contract

award.

H. Contractor Personnel

In the event of temporary absences such as, but not limited to, Contractor personnel's time off, illness, and vacation leave, the Contractor shall immediately provide, as interim coverage, a qualified substitute instructor for the period of time during the Contractor employee's absence. Personnel providing the classroom training instruction shall be knowledgeable and experienced in the subject areas being taught and have experience in classroom presentation. Resumes of proposed personnel selected to provide the training shall be provided to NRC for review. The NRC reserves the right to request a replacement instructor or instructors for the course to be taught to NRC staff.

I. Contractor Responsibilities

The services performed under this contract by the Contractor, Contractor's personnel, consultants, or subcontractors are provided by the Contractor as an independent Contractor in performing the requirements. The Contractor is responsible for the management, supervision, benefits, employment, termination, oversight, and decision on assignment of the Contractor's personnel. The Contractor is responsible for its personnel's proper conduct and performance under this contract.

J. NRC Responsibilities

NRC shall ensure the requisite software for the course will be available for the PDC computers so the students can access MS SharePoint and perform the necessary functions as outlined in Section E. to successfully complete this training.

K. Government Furnished Equipment, Facilities, and Services

The NRC will provide or make available to the Contractor at the site of training in Bethesda, Maryland, with Government furnished classroom space, white board, work desk, office supplies, and information technology (IT) equipment (computer, monitor, keyboard), IT services and IT access (e.g., Internet) necessary to provide the required services. The Contractor is responsible for providing personnel with existing knowledge and significant experience in using office information technology equipment. The Contractor is responsible for the Contractor employee's appropriate use of Government furnished equipment, services, and access. The Contractor and the Contractor's personnel are prohibited from misuse, abuse, and from using the Government furnished equipment, services, or access for personal use.

L. Course Postponement or Cancellation

The NRC reserves the right to postpone or cancel the customized course listed under this Statement of Work if it is deemed to be in the best interests on the NRC. If this course must be postponed or canceled, then the NRC will provide at least 30 calendar days notice. If this course must be postponed (rather than canceled), then the NRC will also provide at least 30 calendar days notice and the course shall be rescheduled at a mutually agreed upon date between the

Contractor and the NRC.

M. Travel

The NRC will not pay travel expenses of the Contractor.

N. NRC Project Officer

Dennise Orlando
U.S. Nuclear Regulatory Commission
Office of Human Resources
Gateway Building W4A1
Professional Development Center
7201 Wisconsin Ave, Suite 425
Bethesda, MD 20814
Dennise.orlando@nrc.gov
301-492-2002