

**AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT**

BPA NO.

1. CONTRACT ID CODE

PAGE 1

OF PAGE 8

2. AMENDMENT/MODIFICATION NO.

M002

3. EFFECTIVE DATE

See Block 15c.

4. REQUISITION/PURCHASE REQ. NO.

EDO-08-243

FFS: RQED010304

5. PROJECT NO. (if applicable)

6. ISSUED BY

CODE

3100

U.S. Nuclear Regulatory Commission  
Div. of Contracts  
Attn: Jennifer A. DeFino, 301-492-3637  
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)

MCCAMMON GROUP, LTD  
MCCAMMON MEDIATION GROUP

1111 E MAIN ST STE 1700

RICHMOND VA 232193533

(X)

9A. AMENDMENT OF SOLICITATION NO.

9B. DATED (SEE ITEM 11)

10A. MODIFICATION OF CONTRACT/ORDER NO.  
GS-10F-0192S NRC-DR-23-08-243

10B. DATED (SEE ITEM 13)

X 10-01-2008

CODE 107178782

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):

B&R: 07M-15-511-384

JCN: L1335

BOC: 251F

APPR NO: 31X0200

FFS: RQED010304

OBLIGATE: \$50,000.00

**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).

X C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: MUTUAL AGREEMENT OF THE PARTIES  
LEVEL OF EFFORT INCREASE

D. OTHER (Specify type of modification and authority)

**E. IMPORTANT:** Contractor  is not,  is required to sign this document and return 1 copies to the issuing office.

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

**\*\*PLEASE SEE PAGE TWO (2) FOR DESCRIPTION OF MODIFICATION TO REVISE THE STATEMENT OF WORK, ADD KEY PERSONNEL, INCREASE THE LEVEL OF EFFORT AND CONTRACT CEILING, AND ADD INCREMENTAL FUNDING.\*\***

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)

GEOFFREY DRUCKER  
DIRECTOR OF FEDERAL MARKETS

18A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)

William Adams  
Contracting Officer

15B. CONTRACTOR/OFFEROR

*Geoffrey Drucker*  
(Signature of person authorized to sign)

15C. DATE SIGNED

4/13/2010

18B. UNITED STATES OF AMERICA

BY *William Adams*  
(Signature of Contracting Officer)

16C. DATE SIGNED

4/13/10

NSN 7540-01-152-8070  
PREVIOUS EDITION NOT USABLE

STANDARD FORM 30 (REV. 10-85)  
Prescribed by GSA - FAR (48 CFR) 53.243

TEMPLATE - ADM001

SUNSI REVIEW COMPLETE

APR 14 2010

ADM002

The purpose of this delivery order modification is to: (1) revise the statement of work to include task 1.4.2.3 entitled, "On-site Facilitation Training and Mentoring" under Section 1.4.2 entitled, "Discipline 2: Customized Facilitation Training Services"; (2) add Francis X. Cameron as Key Personnel; (3) increase: a) the estimated labor hours under Option Year One for CLIN 001 Facilitators by [REDACTED]; b) the estimated labor hours under Option Year One for CLIN 002 Clerical by [REDACTED] hour from [REDACTED] hours to [REDACTED]; and c) increase the estimated travel for Option Year One by \$8,500.00 from \$5,000.00 to \$13,500.00; thereby increasing the total contract ceiling by \$50,552.00 from \$191,544.00 to \$242,096.00; and (4) provide incremental funding in the amount of \$50,000.00, thereby, increasing the obligated amount from \$139,944.00 to \$189,944.00. Accordingly, the delivery order is hereby modified as follows:

1) Attachment 1 to this modification entitled, "FACILITATION PROGRAM STATEMENT OF WORK" is hereby incorporated into the subject delivery order as Attachment 1.

2) Section A.9 2052.215-70 KEY PERSONNEL (JAN 1993), Paragraph (a) is deleted in its entirety and replaced with the following:

"(a) The following individuals are considered to be essential to the successful performance of the work hereunder:

[REDACTED]

The contractor agrees that personnel may not be removed from the contract work or replaced without compliance with paragraphs (b) and (c) of this section."

3) The PRICE/COST SCHEDULE for Option Year One is deleted in its entirety and replaced with the following:

OPTION YEAR ONE: October 1, 2009 through September 30, 2010					
CLIN	DESCRIPTION	EST. QUANTITY	UNIT	UNIT PRICE	AMOUNT
001	Facilitators	[REDACTED]	Hours	[REDACTED]	[REDACTED]
002	Clerical	[REDACTED]	Hours	[REDACTED]	[REDACTED]
003	Travel – Not to Exceed; Paid on Actual	[REDACTED]	Lot	[REDACTED]	[REDACTED]
<b>OPTION YEAR ONE TOTAL</b>					<b>\$142,152.00</b>

4) Section A.2 CONSIDERATION AND OBLIGATION – DELIVERY ORDERS (JUN 1988) is deleted in its entirety and replaced with the following:

"(a) The total estimated amount of this contract (ceiling) for the products/services ordered, delivered, and accepted under this contract is \$242,096.00. 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 contract is \$189,944.00. The Contracting Officer may issue 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 contract. 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

**GS-10F-0192S NRC-DR-23-08-243 M002**

amount obligated with respect to this contract. Any work undertaken by the Contractor in excess of the obligated amount specified above is done so at the Contractor's sole risk."

All other terms and conditions of this contract remain unchanged including the period of performance end date of September 30, 2010.

A summary of obligations, from award date through the date of this action, is given below:

Total FY08 Obligations	\$99,944.00
Total FY09 Obligations	\$40,000.00
Total FY10 Obligations	\$50,000.00
Total NRC Obligations	\$189,944.00

This modification obligates FY10 funds in the amount of \$50,000.00.

**FACILITATION PROGRAM STATEMENT OF WORK****1.1 STATEMENT OF NEED**

- 1.1.1 The Nuclear Regulatory Commission (NRC) is seeking offers from businesses (hereinafter referred to as the Contractor) capable of assisting us: (1) establish a customized training and developmental (qualification) program for existing NRC staff involving facilitating meetings, primarily with external stakeholders; and (2) conduct customized facilitation training, including refresher training, for NRC facilitators.
- 1.1.2 General Requirements: The Contractor's staff should possess a wide base of experience in:
- 1.1.2.1 facilitating meetings, specifically the types of meetings described in 1.2.3 below;
- 1.1.2.2 designing a qualification program, including hands-on mentoring and coaching experience; and
- 1.1.2.3 developing and delivering customized training in facilitation skills.
- 1.1.3 The period of performance for the initial contract is expected to be from the date of the award through two years thereafter, excluding option periods. The design of the program, see Discipline 1, will occur during the first year of performance, with implementation of Discipline 2, beginning in the latter half of the first year of performance, and continuing through year two. Optional work for years three, four and five could include revising the qualification program design and updating the training course accordingly, conducting the full training class for new facilitators, providing refresher training, and/or conducting a "train the trainer" session.

**1.2 BACKGROUND**

- 1.2.1 The NRC's mission is to regulate the Nation's civilian use of byproduct, source, and special nuclear materials to ensure adequate protection of public health and safety, to promote the common defense and security, and to protect the environment.
- 1.2.2 The NRC conducts numerous public meetings to share information with the public, as well as to obtain advice and recommendations from the public on NRC decision making. These meetings include program efforts, such as the license renewal program, that call for public meetings at various stages during the process.
- 1.2.3 There are two primary types of public meetings the NRC holds that would require the services of a skilled facilitator:
- 1.2.3.1 Town Hall Meetings - Some meetings are in a "town hall" format where the NRC staff interacts with an audience comprising the general public, as well as representatives from advocacy groups, the nuclear industry, and various levels of government. The purposes of these meetings could include conveying information to the meeting attendees, responding to the questions of the attendees and/or receiving comments from attendees.
- 1.2.3.2 Roundtable Meetings - The NRC also holds public "roundtable" discussions on selected issues where NRC invites a limited number of representatives of the broad spectrum of interests affected by the issue to engage with each other, and the NRC, in dialogue. Many of the roundtables are multi-day meetings.
- 1.2.4 Besides these public meetings, NRC makes use of facilitation support for many intra- and inter-agency roundtable meetings on management and program development issues.

### 1.3 PROJECT DESCRIPTION

- 1.3.1 The Contractor must propose on both the disciplines described herein for either general or regulatory specific requirements, or both. The two disciplines are:
- 1.3.1.1 Discipline 1: Customized Qualification Program Services - The Contractor will develop and provide a design for NRC staff review for a formal training and certification program to ensure that all NRC staff facilitators are fully prepared to handle their assigned meetings. It is anticipated that the Contractor will work closely with the appropriate NRC staff in developing the program design. The NRC expects that the program design, shall, at a minimum, address the following aspects of a facilitator training and qualification program:
- 1.3.1.1.1. Proposed selection criteria for candidates to the program, as well as advice on the deployment of these collateral duty facilitators after successful completion of the program
- 1.3.1.1.2. The formal classroom training necessary, including the number of classroom training segments, the topics to be addressed in each segment, and their duration. These classroom training programs must cover all aspects of facilitation, for example, preparation for the meeting and at-the-meeting, as well as the different types of facilitation expertise required for different types of meeting formats;
- 1.3.1.1.3. The need for individual mentoring of training program candidates by Contractor staff, or other individuals, both within and external to NRC, as well as a description of the mentoring program;
- 1.3.1.1.4. The amount, type, and sequencing of "hands on" training involving NRC public meetings and collaborative workshops;
- 1.3.1.1.5. Criteria for evaluating whether a program participant has successfully completed the program, including performance tests such as mock and actual facilitations, examinations, the types of facilitation formats that each candidate is best qualified to handle, and so on;
- 1.3.1.1.6. The need for advanced or refresher training at periodic intervals for candidates who have successfully completed the program;
- 1.3.1.2 Discipline 2: Customized Facilitation Training Services - After approval of the program design in Discipline 1, the Contractor will implement the facilitation training program in accordance with the approved design with NRC staff support. Refresher training for experienced facilitators and a train-the-trainer session for NRC staff may be requested during option years, but should not be considered part of the base year.
- 1.3.2 The NRC expects to train approximately a dozen staff initially and additional new staff every few years, as needed. It is also expected that some staff who complete the facilitation class will not participate in the qualification program.

### 1.4 PROJECT REQUIREMENTS

- 1.4.1 Discipline 1: Customized Qualification Program Services
- 1.4.1.1 Training and Qualification Program
- 1.4.1.1.1 The design of the training and qualification program will be documented by the Contractor.
- 1.4.1.1.2 The guidance document must conform to the NRC's format and will include, at a minimum, the following:

- 1.4.1.1.2.1 The full qualification materials will be part of a paginated guidance document which includes a Table of Contents.
- 1.4.1.1.2.2 Designated criteria for several levels of facilitator qualification, the suggested methodology for implementation, and a suggested implementation schedule.
- 1.4.1.1.2.3 Examination questions and performance tests which accurately evaluate participants' knowledge. Such examinations may be scheduled immediately after a training session and again six months or more after completion of the training session.
- 1.4.1.1.2.4 Format with divisions by subject matter so the guidance document can be used as a reference manual.
- 1.4.1.2 Training Course Materials
  - 1.4.1.2.1 The development of course materials on specified topics by the Contractor, to include both the instructor's manual and the participants' materials.
  - 1.4.1.2.2 The Contractor shall provide one lesson plan for each class and originals of all course materials necessary to properly perform the proposed services under this contract.
  - 1.4.1.2.3 The instructor's manual must conform to the NRC's format that includes, but is not limited to, the following:
    - 1.4.1.2.3.1 The learning objectives and outcomes applicable to specific curriculum.
    - 1.4.1.2.3.2 Designated time segment allocation, specific classroom modules, the suggested methodology for implementation, and a delivery agenda.
    - 1.4.1.2.3.3 Examination questions and performance tests which accurately evaluate participants' knowledge of the topic presented.
  - 1.4.1.2.4 The full participant materials will be part of a paginated instructor's manual, including a Table of Contents.
  - 1.4.1.2.5 Format with divisions by subject matter so the training manual can be used as a reference manual.
  - 1.4.1.2.6 An inventory of needed materials, equipment, rules of simulations and activities. A complete set of simulator and/or audio-visual materials must either be included or available upon request, including, but not limited to, a complete description, including title, name, address and telephone number of distributor.
  - 1.4.1.2.7 A complete set of original supporting materials, such as handouts and worksheets.
- 1.4.2 Discipline 2: Customized Facilitation Training Services
  - 1.4.2.1 The Contractor is encouraged to provide input on course outline development for consideration and inclusion by the Project Administrator.
  - 1.4.2.2 Class instruction:
    - 1.4.2.2.1 Training will be provided during normal work hours, 7:00 a.m. to 5:00 p.m. Contractor(s) must provide training services to all locations as requested by the NRC, however most training is expected to take place at the NRC Professional Development Center (PDC) located in Bethesda, MD.

- 1.4.2.2.2 All training shall be conducted on NRC property or at sites provided by the NRC.
- 1.4.2.2.3 The Department shall provide a five (5) day notice to the Contractor when a class is cancelled. In the event a scheduled class is cancelled, the Contractor will not be compensated, except for expenses incurred beyond the mutually agreed upon hours of preplanning time.
- 1.4.2.2.4 Upon completion of each class, participants will be requested to complete a written evaluation of the class on forms to be provided by the NRC.
- 1.4.2.2.5 Additional related training materials, such as workbooks, videos, slides, and handouts, shall be provided at the price indicated in the offer for the specific service.
- 1.4.2.2.6 Contractor developed classes for additional training, including training materials, shall be provided at the price indicated in the offer for the specific service.
- 1.4.2.2.7 The Contractor shall present, at no extra cost, a pilot session to the NRC for evaluation of course content and related materials.
- 1.4.2.3 On-site Facilitation Training and Mentoring:
  - 1.4.2.3.1 The Contractor shall provide an experienced facilitator to work with an NRC facilitator-in-training in preparing for and assisting with onsite meeting facilitation.
  - 1.4.2.3.2 The facilitator shall attend all required meetings with the NRC facilitator-in-training and provide onsite training and mentoring. The onsite training and mentoring shall include instructing, assisting and providing feedback to facilitators-in-training as they assist NRC staff in preparing for and conducting meetings. Example topics include agenda preparation, outreach, logistical issues and leading discussions.
  - 1.4.2.3.3 The location of the onsite facilitation training and mentoring shall be at or in the vicinity of NRC Headquarters or any other specified location across the U.S.
- 1.4.3 Optional Year Services
  - 1.4.3.1 Upon request, aid in the modification of existing curriculum.
  - 1.4.3.2 Upon request, create refresher training following the same guidelines as outlined in 1.4.1.2 above.
  - 1.4.3.3 Upon request, provide a train-the-trainer session.
- 1.5 NRC RESPONSIBILITIES
  - 1.5.1 Make available all pertinent documents and information.
  - 1.5.2 Coordinate and provide information concerning the project date, location, and names of NRC personnel who will be assisting the Contractor, if required.
  - 1.5.3 Review and approve the Contractor's documents and reports.
  - 1.5.4 Provide adequate facilities necessary for training to include necessary furniture, audio/visual equipment, etc.
  - 1.5.5 Provide names of participants prior to commencement of course.

- 1.5.6 Responsible for both the arrangement and payment of any special accommodations (interpreters or equipment) required by an individual with disabilities.
- 1.5.7 The NRC reserves the right to verify all information submitted for accuracy. Submission of information deemed to be inaccurate may result in a determination of non-responsibility of the Contractor by the NRC.

1.6 CONTRACTOR RESPONSIBILITIES

- 1.6.1 Accuracy, quality and timeliness of information and product being provided.
- 1.6.2 Acquire all outside data, literature, software, hardware, etc. needed for this project.
- 1.6.3 Close coordination with the NRC to review the progress and solicit input.
- 1.6.4 The Contractor shall provide qualified facilitators/consultants/instructors on the dates specified by the NRC.
- 1.6.5 Contractor shall be responsible for all facilitator/consultant/instructor expenses. Travel expenses authorized in advance and incurred at off-site assignments will be reimbursed at cost.
- 1.6.6 Provide written permission, through license fees (or other applicable means) for use of proprietary training materials (including, but not limited to, training course materials such as videos, models, etc.).
- 1.6.7 The Contractor will be expected to meet at least twice for multi-day meetings during the creation of the qualification program and the course(s). Additional travel will be expected when a course is given. Contractor staff will be expected to travel to the NRC headquarters in Rockville, MD, or the NRC PDC in Bethesda, MD, for these meetings.