

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

BPA NO.

1. CONTRACT ID CODE

PAGE 1 OF 4

2. AMENDMENT/MODIFICATION NO.
M006

3. EFFECTIVE DATE
7/20/2011

4. REQUISITION/PURCHASE REQ. NO.
HR-11-293
FAIMIS : 113520

5. PROJECT NO. (if applicable)

6. ISSUED BY CODE 3100
U.S. Nuclear Regulatory Commission
Div. of Contracts
Attn: Shashi Malhotra, 301-492-3604
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)

SUNTIVA, LLC
SUNTIVA EXECUTIVE CONSULTING

7600 LEESBURG PIKE STE 440E
FALLS CHURCH VA 220432004

CODE 193882540

FACILITY CODE

(X) 9A. AMENDMENT OF SOLICITATION NO.

9B. DATED (SEE ITEM 11)

10A. MODIFICATION OF CONTRACT/ORDER NO.
NRC-38-10-723
M006

X 10B. DATED (SEE ITEM 13)
09-24-2010

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: 2011-84-51-R-192; JC: T8477; BOC:252A; APPN: 31X0200
Obligate: \$5,748.00
NAICS: 236210

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 data, 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)

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 this modification to order Task Order 006 and to fully fund that order in the amount of \$5,748.00.

Task Order 6 Not To Exceed Amount: \$5,748.00/ Period of Performance for Task Order 6: 7/20/11 - 3/20/12

Total Obligated Amount of Task Order 6: \$5,478.00/ Amount Available for Obligation under Task Order 6: \$5,748.00

Contract Period of performance: 09/24/2010 - 09/23/2011 (unchanged)

Total Contract Obligated Amount: \$153,272.88 (changed)

Total Contract Ceiling: \$1,953,535.00 (unchanged)

Please see Task Order 6 beginning on page 2 for detailed information.

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)

Erika Eam
Contracting Officer

15B. CONTRACTOR/OFFEROR

15C. DATE SIGNED

18B. UNITED STATES OF AMERICA

16C. DATE SIGNED

(Signature of person authorized to sign)

BY *Erika Eam*
(Signature of Contracting Officer)

7/20/2011

Date: July 20, 2011
Contract No.: HR-38-05-363
Delivery Order No.: 006

United States
Nuclear Regulatory Commission
Washington, DC 20555-0001

Issued by: Patricia Adelstein
NRC Project Officer

A. Background

The NRC Office of Administration (ADM) has been working diligently to address the results from various surveys conducted within NRC (SCCS/FEVS). From the 2009 OIG Safety Culture and Climate Survey¹, ADM identified three areas to address and began devising an action plan to address those areas. To assist with that process ADM also held a staff focus group session.

In October 2010, the results of the Office of Personnel Management (OPM) Federal Employee's Viewpoint Survey were released. The ADM Executive (ET) and Senior ADM Leadership Teams (SALT) participated in an offsite in December 2010 with the objective of understanding the FEVS 2010 survey results and identifying actions to help create an open collaborative work environment. Discussions centered on establishing expectations to foster independence (or interdependence?), understand current thinking style preferences and definition of strategic thinking. The teams met offsite again in February 2011 to confirm top actions for 2011 based on the December offsite discussions. In April 2011, The ET and SALT Teams then met with the ADM Team Leads to continue the discussion.

ADM Leadership would like to continue its efforts to foster an ADM-wide open collaborative work environment by:

1. Refining and implementing actions they have identified in previous off-sites
2. Engaging all staff into the action planning and implementation process
3. Ensuring ongoing ADM management (ET, SALT and FAST) alignment
4. Addressing change management issues proactively
5. Developing a cohesive ADM-wide path forward

The ADM management team has requested services from the NRC Enterprise-wide OD contractor, Suntiva LLC., to assist with this effort.

B. Contractor Performance

In accordance with our Contract No.: NRC-38-05-363, please perform the following task:

1. Hold entry meetings with the ADM management team to align expectations and to gain additional background information. (*estimated at 2 hours per facilitator*)

¹ Results were released July 2010

2. Review existing action plan data, measurements/progress to date, outcomes from previous meetings to ensure proper context. (estimated at 2 hours per facilitator)
3. Conduct half-day facilitated meetings with ADM management team every three months to assist the office with change management issues. To the extent possible, and unless otherwise noted, the same facilitator will conduct all of the meetings. For each ADM management facilitated session the contractor shall:
 - i. Develop a draft agenda that will be reviewed and approved by ADM POC with the contractor (estimated at 2 hours prep/communication with ADM POC)
4. Provide meeting minutes, summary of completed sessions and action items for next session. (estimated at 1 hour prep and 1 hour of meeting time per facilitator)

C. Deliverables

1. A project plan and schedule that includes the number of and approximate time frame (months) as well as the length for each session. The plan will also identify the facilitator for each session.
2. Agendas, summary notes and possible courses of action for each session held.

D. Expected Overall Outcomes

1. OCWE improvement across ADM.
2. Leadership, management and staff have ownership of and commitment to continuous improvement efforts identified, i.e. strategic thinking and interdependence.
3. ADM management team is aligned and has the capacity to oversee ongoing continuous improvement action planning.

Work shall be completed no later than March 20, 2012.

Attachment

Activity/Deliverable	Outcome	Hours
1. Hold Entry Meeting	Contractor - Client Alignment	<i>(estimated at 1 hour prep and 1 hour of meeting time per facilitator)</i>
2. Develop a project plan and schedule for facilitated sessions	Roles and Responsibilities established; Clear understanding of contractor-client expectations	2 hours
3. Review existing action plan data and other background	Contractor's understanding of the context	<i>(estimated at 2 hours per facilitator)</i>
4. Prepare agendas and summary notes to include gap analysis.	Setting context and ensuring thread of decisions and ideas are built on in next session.	<i>(estimated at 2 hours prep/communication with ADM POC)</i>
5. Conduct half-day facilitated meetings	Facilitated conversation where all viewpoints are heard and that enables the client to make key decisions effectively.	<i>(estimated at 4 hours of facilitation time for a half day meeting) X number of meetings (3)</i>

This work order assumes designing and facilitating 3 half day meetings between August 2011 and December 30, 2012. Costs derived from 1 hour entry meeting, 2 hours for agenda design in consultation with client, 4 hours facilitation for each meeting, 1 hour for follow up/action items/summary notes (i.e. 8 hours total for each meeting) in addition to once off costs associated with initial entry meeting time, creating a project plan and getting up to speed on existing action plan data and other background (6 hours). Cost not to exceed: \$5748.00 (24 hours @\$239.51) per hour without prior authority from the Project Manager, which necessitates amendment to the work order letter. Also note that all contract work must be completed by March 20, 2012. . **TOTAL: \$5,748.00**