

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

BPA NO.

1. CONTRACT ID CODE

PAGE

OF

1

5

2. AMENDMENT/MODIFICATION NO.
M007

3. EFFECTIVE DATE

4. REQUISITION/PURCHASE REQ. NO.
OE-11-035
FAIMIS No. RQ 113039

5. PROJECT NO. (If applicable)

6. ISSUED BY CODE 3100

7. ADMINISTERED BY (If other than Item 6) CODE 3100

U.S. Nuclear Regulatory Commission
Div. of Contracts
Attn: Michael Mills 301-492-3621
Mail Stop: TWB-01-B10M
Washington, DC 20555

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

(X) 9A. AMENDMENT OF SOLICITATION NO.

9B. DATED (SEE ITEM 11)

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

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

CODE 193882540

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 No. 2011-7B-11-5-124, Job Code: N745, BOC:252A
App No. 31X0200, NAICS Code 236210
Amount Obligated: \$36,885.00

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.
- X 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)

E. IMPORTANT: Contractor is not, is required to sign this document and return 0 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 is to provide incremental funding to support Work Order 010 in the amount of \$36,885.00.
Work Order 010 Not-To-Exceed Amount: \$36,885.00/ Period of Performance For Work Order 010: July 21, 2011 through February 20, 2012.
Total Obligated Amount for Work Order 010: \$36,885.00 (fully funded)

Contract Period of Performance: 09/24/2010 - 09/23/2011 (unchanged)
Total Contract Obligated Amount: \$190,157.88 (changed)
Contract Ceiling Amount: 1,953,535.00 (unchanged)
Please refer to the attachment for detailed information. All other terms and conditions remain the same.

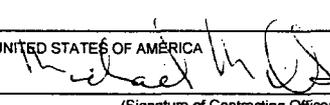
Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)

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

15B. CONTRACTOR/OFFEROR
(Signature of person authorized to sign)

15C. DATE SIGNED

16B. UNITED STATES OF AMERICA
BY 
(Signature of Contracting Officer)

16C. DATE SIGNED
7/21/11

Date: June 13, 2011
Contract No.: HR-38-10-723
Delivery Order No.: 010

United States
Nuclear Regulatory Commission
Washington, DC 20555-0001

Issued by: Patricia Adelstein, NRC Project Officer

Background:

The Office of Enforcement has responsibility for the policy and practice of both internal and external safety culture. The external safety culture staff members are located within the OE Concerns Resolution Branch (CRB) and the internal Safety Culture staff (consisting of the Senior Safety Culture Program Manager, the Differing Views Program Manager, and rotational staff) report directly to the OE Deputy Director. As resources become tighter, the OE leadership has requested that the OD contractor work with the two teams to ensure that:

- Both teams are aware of their roles and responsibilities, specifically when they intersect;
- Both teams understand and practice collaborative behaviors;
- All parties involved are able to respectfully work with one another to resolve common problems;
- Interactions between teams and individuals are productive and healthy;
- Both teams resolve conflicts so as to eliminate barriers to effectiveness;
- Both teams are communicating openly and collaboratively to build trust and improve results.

Work Order:

Please perform the following work:

1. Conduct data gathering to determine the extent of the teams' and individual team members' needs.
2. Provide synthesized feedback to the members as part of a team development process.
3. Provide just in time training or if needed, short-term class room training on various interpersonal skills such as conflict resolution.
4. Provide either individual, paired or team coaching as needed.
5. Provide recommendations to OE management with respect to organizational structure to facilitate better coordination and cooperation.
6. Final report to office director and deputy that outlines work completed and recommends IRSD's next steps.

Process:

The OD consultant in consultation with the OD Project director and within the scope of the contract and this work order shall work with the OE leadership to design the best course of action once data gathering is complete.

Expected Overall Outcomes:

- Improved overall work environment in the external and internal safety culture teams.
- Improved problem solving and conflict resolution between all levels of the CRB, the safety culture teams, and OE Leadership.
- More effective integration between the teams to optimize resources
- Leadership, management and staff ownership of and commitment to continuous improvement efforts identified.

Deliverables:

1. Detailed Project Plan that outlines activities in steps 1-4 above with due dates and responsibility assigned.
2. Prove survey feedback to all parties involved in the form of presentation or individual meetings.
3. If training is needed, training curriculum and expected learning objectives and materials. While assuring confidentiality for those who are coached and if coaching is needed, an overall coaching plan that broadly describes the planned objectives, number of individual coaching or team or "3D" (two person alignment) coaching sessions required.
4. Final Report.

ACTIVITIES AND DELIVERABLES		
SERVICE OR DELIVERABLE	GOALS FOR SERVICE OR DELIVERABLE	HOURS
I. Submit aligned high level engagement project plan. (Deliverable 1) Update the OE Office Director and Deputy, and NRC OD program manager on a regular basis.	<ul style="list-style-type: none"> • Agreed upon timelines for consultant's work and buy-in to approach 	8
II. Hold entry meetings with the OE Ilalson, OD program manager and the consultant. Review any existing pertinent data such as mission, vision, SOPs etc. or relevant previous consultant deliverables	<ul style="list-style-type: none"> • Aligned client and consultant expectations. • Client and consultant establish a commitment to conduct the work. 	10
III. Draft comms for launching initiative. Schedule, design interview protocol, get client approval and conduct staff or management data gathering. Assumes up to 15 one-on-one one hour data gathering interviews	<ul style="list-style-type: none"> • Consultant has relevant and timely information needed to prepare comprehensive strategy. • Data has been validated. • Consultant makes a seamless transition from previous consultant's work. Redundancies minimal. • Levels of resistance and buy-in are assessed. • The right organizational elements are being assessed. 	24
IV. Synthesize data. Prepare feedback for manager, other individual staff as appropriate and for staff to process the data and determine next steps. Conduct feedback meetings	<ul style="list-style-type: none"> • Work with the OE leadership team and work group to create buy in and alignment. • Client's understanding and awareness of strategy rationale. • Agreed upon next steps. 	24
V. Strategy Implementation including conducting possible team interventions such as skills based training, individual one-on-one coaching or 3D	<ul style="list-style-type: none"> • Staff – management are aware of and better skilled to address work environment issues and to problem solve collaboratively. • Work with the OE leadership team, and staff to address issues, increase alignment and build capacity • Strategy implementation could include one-on-one coaching for OE/ participants 	80

coaching to align team members. Also includes ongoing comms to team members between sessions. Conduct a follow up meeting	and leadership, team coaching for effectiveness for OE leadership team, training or skill building on relevant topics <ul style="list-style-type: none"> • Create relevant success metrics to provide focus and gauge ongoing improvement efforts • Provide monthly status reports to the client and NRC Project Officer • Conduct a three month follow up meeting with the OE Office and Deputy Director post engagement. 	
VI. Submit final report to the client that outlines work completed and recommends OE's next steps.	<ul style="list-style-type: none"> • Continuous Improvement. • Lessons learned are captured. 	8
TOTAL		154

Total: 154 hours at \$239.51 per hour = \$36,884.54