

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

BPA NO.

1. CONTRACT ID CODE

PAGE 1

OF 3

2. AMENDMENT/MODIFICATION NO

M006

3. EFFECTIVE DATE

6-13-12

4. REQUISITION/PURCHASE REQ. NO

CFO-12-063

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: Sharon M. Lim
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

9A. AMENDMENT OF SOLICITATION NO

9B. DATED (SEE ITEM 11)

10A. MODIFICATION OF CONTRACT/ORDER NO.
NRC-09-10-325

10B. DATED (SEE ITEM 13)

09-22-2010

CODE 167032239

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: 2012-7N-51-G-169, Job Code: N7480, BOC: 252A,
Appropriation No: 31X0200, Obligate: \$69,951.42
NAICS: 541618 Commitment No: 12-25-39

**13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS,
IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.**

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: Mutual Agreement of the Parties

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.)

The following changes are hereby incorporated into Contract No. NRC-09-10-325:

(SEE ATTACHED CONTINUATION PAGES)

Period of Performance: 9/22/10 - 9/21/12 (Unchanged)

Contract Obligation: \$276,933.69 (Changed)

Contract Ceiling: \$276,947.61 (Changed)

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)

Brion W. Loftus, Vice President

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

Sharon M. Lim
Contracting Officer

15B. CONTRACTOR/OFFEROR

(Signature of person authorized to sign)

15C. DATE SIGNED

6/13/12

15B. UNITED STATES OF AMERICA

BY

(Signature of Contracting Officer)

15C. DATE SIGNED

6-13-12

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

STANDARD FORM 30 (REV. 10-83)
Prescribed by GSA - FAR (48 CFR) 53.203

TEMPLATE - ADM001

SUNSI REVIEW COMPLETE

JUN 15 2012

ADM002

The following changes are hereby incorporated into Contract No. NRC-09-10-325:

1. The following hour increase is hereby incorporated for Option Year One (September 22, 2011 through September 21, 2012) of the contract:
 - CLIN 2.3 – Program Manager / Technical Writer – the number of hours is hereby increased by 539 hours from 200.5 hours to 739.5 hours, thereby increasing the total dollar value of the CLIN by \$69,951.42 from \$26,020.89 to \$95,972.31.
2. As a result of Item (1) above the total contract obligation is hereby increased by \$69,951.42 from \$206,982.27 to \$276,933.69.
3. As a result of Item (1) above the total contract ceiling is hereby increased by \$69,951.42 from \$206,982.27 to \$276,933.69.
4. As a result of Item (1) above the total value for Option Year One of the contract is hereby increased by \$69,951.42 from \$103,504.92 to \$173,456.34.
5. As a result of Items (1) and (2) above the total overall contract ceiling for the Base Year and Option Years One and Two is hereby increased by \$69,951.42 from \$310,549.44 to \$380,500.86.
6. As a result of Items (1) through (3) above the current Schedule of Supplies/Services and Price/Costs is hereby deleted and replaced with the revised version contained in Attachment One to this document.
7. The current Statement of Work (SOW) is hereby deleted and replaced with the revised version contained in Attachment Two to this document. The attached revised SOW incorporates language that further defines Task 2.0.
8. Clause C.7 – 2052.215-71 – Project Officer Authority (November 2006) – the Project Officer is hereby changed from Richard Rough to Basia Sall.

Ms. Basia Sall
U.S. Nuclear Regulatory Commission
Office of the Chief Financial Officer
Mail Stop - TWFN 9F4
Washington, DC 20555-001
(301) 415-6389
Basia.sall@nrc.gov

9. All other terms and conditions of Contract No. NRC-09-10-325 hereby remain unchanged and in full force and effect.

SCHEDULE OF SUPPLIES/SERVICES AND PRICE/COSTS

Base Year: September 22, 2010 through September 21, 2011

<u>CLIN</u>	<u>DESCRIPTION</u>	<u>UNIT</u>	<u>UNIT PRICE</u>	<u>AMOUNT</u>	<u>TOTAL</u>
001 - Task 1					
1.1	Project Manager / Technical Writer	Hrs.			
1.2	Consultant / Subject Matter Expert	Hrs.			
002 - Task 2					
2.1	Program Manager / Technical Writer	Hrs.			
2.2	Consultant / Subject Matter Expert	Hrs.			
				BASE YEAR TOTAL	\$103,491.27

SCHEDULE OF SUPPLIES/SERVICES AND PRICE/COSTS

Option Year One: September 22, 2011 through September 21, 2012

<u>CLIN</u>	<u>DESCRIPTION</u>	<u>UNIT</u>	<u>UNIT PRICE</u>	<u>AMOUNT</u>	<u>TOTAL</u>
001 - Task 1					
1.3	Project Manager / Technical Writer	Hrs.			
1.4	Consultant / Subject Matter Expert	Hrs.			
002 – Task 2					
2.3	Program Manager / Technical Writer	Hrs.			
2.4	Consultant / Subject Matter Expert	Hrs.			
OPTION YEAR ONE TOTAL					\$173,456.34

SCHEDULE OF SUPPLIES/SERVICES AND PRICE/COSTS

Option Year Two: September 22, 2012 through September 21, 2013

<u>CLIN</u>	<u>DESCRIPTION</u>	<u>UNIT</u>	<u>UNIT PRICE</u>	<u>AMOUNT</u>	<u>TOTAL</u>
001 - Task 1					
1.5	Project Manager / Technical Writer	Hrs.			
1.6	Consultant / Subject Matter Expert	Hrs.			
002 -- Task 2					
2.5	Program Manager / Technical Writer	Hrs.			
2.6	Consultant / Subject Matter Expert	Hrs.			
OPTION YEAR TWO TOTAL					\$103,553.25
<u>TOTAL CONTRACT VALUE</u>					<u>\$380,500.86</u>

**PERFORMANCE WORK STATEMENT (PWS)
CONTRACTOR SUPPORT SERVICES FOR NRC MANAGEMENT DIRECTIVES,
UPDATE AND DEVELOPMENT OF PROCEDURES AND TEMPLATE
DEVELOPMENT FOR THE OFFICE OF THE CHIEF FINANCIAL OFFICER**

1.0 BACKGROUND

The Nuclear Regulatory Commission's (NRC) Office of the Chief Financial Officer (OCFO) is responsible for the development, implementation, and oversight of office-wide administrative and financial policies. The OCFO is requesting contractor support to update and/or develop OCFO related management directives and policies and procedures. Resource Management Staff (RMS) within the OCFO is responsible for management directive (MD) 9.20 "Organization and Functions, Office of the Chief Financial Officer".

RMS is specifically responsible for maintaining and updating MD 9.20 to ensure that OCFO policies and procedures are consistent with current NRC policies, federal requirements and reflect recent changes to OCFO and agency organizations.

Consequently, RMS is responsible for updating Management Directive 9.20 and OCFO office policies and procedures to ensure that NRC staff have up-to-date reference materials available. In addition, RMS would like to update and/or develop office policy and procedure documents internal to the OCFO and for use by OCFO staff as reference. All written policies and procedures will need to be formatted and updated for posting on the OCFO SharePoint site.

2.0 SCOPE OF WORK/OBJECTIVES

Task 1 - Management Directive (MD) 9.20

The contractor shall update management directive 9.20, manage it through the NRC concurrence process, and ensure that it is finalized for publication. The RMS Project Officer (PO) will provide the contractor with a copy of the current MD. The contractor shall be required to read, comprehend, and make determinations regarding the currency and continued applicability of the information as written in the MD. The contractor shall determine if there are any areas of the MD that need to be further explained, revised or deleted.

The contractor may conduct interviews and meet with NRC/OCFO staff to obtain information and insights regarding the revision of MD 9.20.

The contractor shall (1) possess the necessary writing, analytical, and research skills to produce high quality documents that are understandable and the skills necessary to determine which revisions are necessary to the MD; (2) manage review process/edits and deal with management directive concurrence process; and (3) address any changes that arise during NRC office review process

Task 2 – Development and Revision of OCFO office policies and procedures

The contractor shall develop and/or update OCFO policies and procedures. RMS will provide the contractor with current files and a list of policies to be updated or developed. Policies and procedures may include, but are not limited to, the attached List of OCFO Policies and Procedures. The contractor shall conduct interviews and meet with NRC/OCFO staff, as necessary, to update and develop OCFO policies and procedures.

As a result of these meetings with process owners, the contractor shall also be responsible for documenting any currently undocumented policies and procedures, or any changes to policies and procedures that are currently undocumented. (Modification Six) The contractor shall be required to read, comprehend, and to make determinations on the substance of the information as written.

As part of the development and revision of OCFO office policies and procedures, the contractor shall be required to develop a master template to be used for posting OCFO policies and procedures on the NRC internal website and/or the NRC SharePoint website. This template shall meet the following requirements:

- The template shall be in a format that will interface with posting on the NRC internal website or the NRC SharePoint website.
- The template shall be a consistent design developed by the contractor for use with all OCFO policies and procedures.
- The format shall include the following basic elements (may vary slightly dependent on the policy and/or procedure):
 - Subject
 - Effective date
 - Distribution to
 - Purpose
 - Responsible OCFO organization
 - Contact
 - Date Approved (by CFO)
 - Authorities and links
 - References
 - Roles and Responsibilities
 - Process/Milestones

Upon final approval of each policy or procedure by the PO, the contractor shall insert each policy or procedure into the approved template, which shall then be submitted electronically to the PO.

The contractor shall (1) possess the necessary writing, analytical, and research skills to produce high quality documents that are understandable and the skills necessary to determine which revisions are necessary to the Policy / Procedure; (2) manage review process/edits and deal with the Policy / Procedure concurrence process; and (3) address any changes that arise during NRC office review process

3.0 Project Plan

At a minimum, the project plan for this SOW shall address the approach to be taken by the contractor to accomplish the work and provide the deliverables for Tasks 1 and 2. The project plan shall address how the contractor plans to conduct the work, the process the contractor shall follow, the level of contractor effort, and the means and methodology the contractor shall use for accomplishing the work. In addition, the contractor shall address the data and information resources necessary, how information is to be attained, and any OCFO staff and time that may be necessary to provide information. The contractor shall also address how Tasks 1 and 2 may be conducted concurrently. The contractor shall identify any challenges and risks that may affect the schedule or any deliverable and the efforts that the contractor shall take to reduce any identified or unidentified risk. The contractor shall provide the project plan no later than five (5) working days prior to the kickoff meeting. This plan will be used as a basis for the kickoff meeting. If, at the kickoff meeting, revisions are agreed to regarding the project plan, a revised/final project plan shall be provided to the PO within five (5) working days of the kickoff meeting.

4.0 TRAVEL

No travel is required.

5.0 CONTRACT DELIVERABLES

The contractor shall be required to comply with the delivery schedule stated below. All deliverables shall be formatted and prepared using Microsoft Word for documentation and reports, Microsoft PowerPoint for briefings, and Microsoft Project for schedules. Contractors are encouraged to submit deliverables as soon as they are completed, which may be prior to the due dates listed below. All deliverables shall be submitted to the PO and the Contracting Officer electronically.

The contractor shall provide the following deliverables:

Deliverable	Due Date
1. Kick-Off Meeting	Within 14 days of contract award
2. Project Plan	No later than 5 working days prior to the kick-off meeting
3. Draft Master Schedule	Within 15 working days of the kick-off meeting
4. Final Master Schedule	Within 5 working days from receipt of Project Officer comments on draft
5. Draft MD 9.20 (Task 1)	Within 120 working days of approval of Master Schedule
6. Final MD 9.20 (Task 1)	Within 5 working days from receipt of Project Officer

	comments on draft
7. Draft Policy Template (Task 2)	Within 20 working days of approval of Master Schedule
8. Final Policy Template (Task 2)	Within 5 working days from receipt of Project Officer comments on draft
9. Draft Policies (Task 2)	As stated in Master Schedule
10. Final Policies in approved template (Task 2)	Within 5 working days from receipt of Project Officer comments on draft

Any deliverables rejected by the Project Officer shall be revised and resubmitted within 10 working days of notification from the Project Officer that the deliverable was rejected.

6.0 METHOD OF PERFORMANCE SURVEILLANCE

The RMS PO will employ both a quality and a timeliness performance standard in monitoring the required contract deliverables. Quality means completeness and accuracy of all deliverables.

The deliverables shall be written using proper grammar, sentence structure, punctuation, subject/verb agreement, spelling, and overall clarity. The contractor shall meticulously proofread each deliverable prior to submittal. Deliverables shall convey information in a completely logical and understandable manner.

Timeliness means adherence to the Master Schedule and to all Deliverable due dates.

7.0 PERFORMANCE STANDARDS

In accordance with FAR 37.6, Performance-based Acquisition, performance standards are established for purposes of setting performance level(s) as required by the Government in order to meet contract requirements.

Performance standards and measures for this requirement are as follows:

Performance Objective	Measure (Quality)*	Standard (Timeliness)*
1. Project Plan	Delivery of and adherence to an accurate and complete Project Plan	No later than 5 working days prior to the kick off meeting
2. Final Master Schedule	Delivery of an accurate and complete Master Schedule	Within 5 working days of receipt of PO comments on draft
3. Revision and Finalization of MD 9.20	Delivery and posting of updated MD 9.20 to NRC	Post approved final version of MD 9.20 to internal NRC

	website(s)	intranet no later than 120 working days from approval of Final Master Schedule.
4. Development of OCFO Policy Template	Delivery of approved Final Template	Provide final template no later than 5 working days from receipt of PO comments on draft
5. Review, Revision and Development of office policies and procedures, and insertion of finalized policies and procedures into template	Delivery of policies and procedures files in accordance with approved template	Provide final policies and procedures in approved template no later than 5 working days from receipt of PO comments on draft

8.0 PERFORMANCE

The RMS PO will use acceptance or rejection of the contractor's deliverables within the performance period and as set forth in the contractor's Master Schedule to determine if the contractor's level of performance is acceptable.

Any changes that NRC staff make to the contractor's draft and final deliverables, which are considered, by NRC to be part of the usual and required RMS PO and Project Office review process shall not constitute a breach of the performance standard(s)

The Government will seek consideration for contractor performance that does not meet the performance standards stated in the Statement of Work.

The Government will notify the contractor of efforts that do not meet the performance standards of the contract. The deficiencies will be stated within this notification. The contractor shall correct the deficiency or deficiencies and provide any necessary revised documents at no additional cost to the Government within 10 working days of notification by the Government.

The Government will seek consideration equal to 1% of the monthly invoice from the month in which the unacceptable deliverable was submitted to the Government

Upon notification of the Government's decision regarding consideration, the contractor may appeal to the NRC Contracting Officer, Division of Contracts. The contractor shall have ten (10) working days to submit a written claim to the NRC Contracting Officer for a final decision. The claim shall provide the contractor's rationale for the appeal along with any documentation necessary to support the contractor's claim. Only one appeal may be submitted for each consideration determination made by the Government.

9.0 PROJECT OFFICER/PROGRAM OFFICE CONTACTS

The Project officer for this contract shall be:

Ms. Basia Sall
U.S. Nuclear Regulatory Commission
Office of the Chief Financial Officer
Mail Stop - TWFN 9F4
Washington, DC 20555-001

(301) 415-6389
Basia.sall@nrc.gov

OCFO Policies and Procedures List as of 7/16/2010 (listed in order of priority)

- HR Actions
- Operating Plan management
- COOP Plan management
- Updating SharePoint/Standards for Administration
Internal Controls (assessment)
- Information Management
- Property Management
- SPO templates
- New Employee Site (OCFO Specific)
- IT – Software Request
- Requesting Purchase under \$3000
- Requesting Purchase over \$3000
- IT – Move Request - IT Ticket Self Service
- Processing awards/Employee of the Month Award
- IT – Computer Problems
- Completing eTravel requests
- Completing Training requests/ Mandatory Training
- Completing T&L
- Facilities/Space Planning/Selection
- Delegation of Authority
- Ticketing items
- Telework/NewFlex
- Updating website
- Ergonomic assessments
- Citrix application
- Development and distribution of internal memos
- Development and distribution of external memos
- Links to budget