

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE	PAGE OF PAGES
2. AMENDMENT/MODIFICATION NO. M0001		3. EFFECTIVE DATE See Block 16C	4. REQUISITION/PURCHASE REQ. NO. R4-16-0026
6. ISSUED BY US NRC - HQ ACQUISITION MANAGEMENT DIVISION MAIL STOP TWFN-5E03 WASHINGTON DC 20555-0001		7. ADMINISTERED BY (If other than Item 6) NRCHQ	5. PROJECT NO. (If applicable) EWC
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) NAVAR INC INFANTRY RIDGE ROAD MANASSAS VA 20109-2316		9A. AMENDMENT OF SOLICITATION NO. 9B. DATED (SEE ITEM 11) 10A. MODIFICATION OF CONTRACT/ORDER NO. NRC-HQ-40-15-E-0004 NRC-R4-94-15-T-0001 10B. DATED (SEE ITEM 13) 08/19/2015	
CODE 004838468	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 6 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 ACKNOWLEDGEMENT 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) See Schedule	Net Increase:	97,929.32
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13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	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:
	D. OTHER (Specify type of modification and authority)
X	43.103 (a) Bi-lateral Modification



E. IMPORTANT: Contractor is not. x 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).
SMALL BUSINESS ADMINISTRATION
 SBA Requirement No.: 1013/15/501474
 Contractor POC: Joann L. Sturdivant-Lyles, Joann.Sturdivant-Lyles@nrc.gov, 301-415-3745

The purpose of this modification is: 1) to revise the Statement of Work, 2) to incorporate Attachment 2: Specific Tasks, 3) to revise the Price Schedule, 4) to increase the obligated amount and ceiling by \$97,929.32, from \$21,572.03 to \$119,501.35. 5) Change the contract specialist to Daniel App. See following pages for details. All other terms and conditions remain unchanged.

Continued ...

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

15A. NAME AND TITLE OF SIGNER (Type or print) Shane Munev / Director of Contracting		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) DANIEL APP	
15B. CONTRACTOR/OFFEROR 	15C. DATE SIGNED 1/15/16	16C. DATE SIGNED 	16D. DATE SIGNED 12/17/2015

NSN 7540-01-152-8070
Previous edition unusable

STANDARD FORM 30 (REV. 10-83)
Prescribed by GSA
FAR (48 CFR) 53.243

TEMPLATE - ADM001

SUNSI REVIEW COMPLETE

JAN 19 2016

ADM002

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED
 NRC-HQ-40-15-F-0004/NRC-R4-94-15-T-0001/M0001

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NAME OF OFFEROR OR CONTRACTOR
 NAVAR INC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>LIST OF CHANGES: Reason for Modification : Additional Work</p> <p>NEW ACCOUNTING CODE ADDED: Account code: 2016-X0200-FEEBASED-94-94D099-11-M-191-1071-252A BBFY 2016 EBFY Fund X0200 Funds Source FEEBASED YBA Office 94 Division 94D099 Branch Cost Ctr (Job Code) 1071 Major prog/business 11 Product Line M Product 191 BOC 252A REIM Agreement Num REIM Agmt Line Num FAIMIS Template Name 11-M-191-1071 Quantity: 0 Amount: \$94,000.00 Percent: 78.6602 Subject To Funding: N Payment Address: _____</p> <p>NEW ACCOUNTING CODE ADDED: Account code: 2016-X0200-FEEBASED-94-94D099-51-F-191-1071-252A BBFY 2016 EBFY Fund X0200 Funds Source FEEBASED YBA Office 94 Division 94D099 Branch Cost Ctr (Job Code) 1071 Major prog/business 51 Product Line F Product 191 BOC 252A REIM Agreement Num REIM Agmt Line Num FAIMIS Template Name 51-F-191-1071 Quantity: 0 Amount: \$3,929.32 Continued ...</p>				

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CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED
 NRC-HQ-40-15-E-0004/NRC-R4-94-15-T-0001/M0001

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NAME OF OFFEROR OR CONTRACTOR
 NAVAR INC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Percent: 3.2881 Subject To Funding: N Payment Address: Delivery Location Code: RG4 US NRC REGION IV 1600 EAST LAMAR BOULEVARD ARLINGTON TX 76011-4511 USA				

The purpose of this modification is: 1) to revise the Statement of Work, 2) to incorporate Attachment 2: Specific Tasks, 3) to revise the Price Schedule, 4) to increase funding by \$97,929.32, from \$21,572.03 to \$119,501.35. 5) Change the contract specialist to Daniel App. See following pages for details. All other terms and conditions remain unchanged.

Task Order NRC-R4-94-15-T-0001 under contract NRC-HQ-40-15-E-0004 is hereby modified as follows:

1. Section A.1 STATEMENT OF WORK is revised to incorporate the General Clerk III labor category. Sections ...
2. Attachment 3 of this Modification, is hereby incorporated as Attachment 2: Specific Tasks of the Task Order.
3. Section A.2 PRICE/COST SCHEDULE is revised to incorporate 1040 General Clerk II regular hours, 10 General Clerk II Overtime hours, 2080 General Clerk III regular hours, 20 General Clerk III Overtime hours, and 110.25 Project Manager hours. See Attachment 2 of this modification.
4. Paragraphs (a) and (c) of Section A.3 CONSIDERATION AND OBLIGATION--TASK ORDERS (AUG 2011) are hereby revised as follows:
 - (a) The ceiling of this order for services is **\$119,501.35**.
 - (c) The amount presently obligated with respect to this order is **\$119,501.35**. The obligated amount shall, at no time, exceed the order 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 amount obligated with respect to this order, in accordance with FAR Part 43 - Modifications. Any work undertaken by the Contractor in excess of the obligated amount specified above is done so at the Contractor's sole risk and may not be reimbursed by the Government.
5. Section A.5 WORK SCHEDULE is hereby deleted in its entirety and replaced with the following:

A.5 WORK SCHEDULE

Task 1 – General Clerk II for Operator Licensing Records:

Hours of Work: from: 7:00 a.m. to 3:45 p.m. (including a 45-minute mid-day break)
Days: Monday, Wednesday, Friday

Task 2 – General Clerk II for Region IV Mailroom:

Hours of Work: from: 6:30 a.m. to 3:15 p.m. (including a 45-minute mid-day break)

Days: Monday - Friday

Task 3 – General Clerk III for Mailroom Support Services:

Hours of Work: from: 7:30 a.m. to 4:15 p.m. (including a 45-minute mid-day break)

Days: Monday - Friday

Overtime: Yes

Note: The contractor personnel may be required to work a varying schedule on some days, depending on activities. For example, 6:00 a.m. to 2:45 p.m. Monday-Thursday and Friday 7:00 a.m. to 3:45 p.m. Please refer to the Base Contract: NRC-HQ-40-15-E-0004 Modification M0001 for alterations to the Work Schedule.

Paragraph (a) of Section A.7 2052.215-71 CONTRACTING OFFICER'S REPRESENTATIVE AUTHORITY. (OCT 1999) is revised to...

(a) The contracting officer's authorized representative hereinafter referred to as the task order contracting officer's representative (TO COR) for this order is:

PRIMARY:

Name: Lora Nute-Blackshear
Address: U.S. Nuclear Regulatory Commission
Mail Stop: Region IV

Washington, DC 20555

Lora.Nute-Blackshear@nrc.gov
Telephone Number: 817-200-1265

ALTERNATE:

Name: Marisa Herrerra
Address: U.S. Nuclear Regulatory Commission
Mail Stop: Region IV

Washington, DC 20555

Marisa.Herrerra@nrc.gov
Telephone Number: 817-200-1107

All other terms and conditions remain unchanged.

TASK ORDER TERMS AND CONDITIONS

A.1 STATEMENT OF WORK

1. PROJECT TITLE

Enterprisewide (EWC) Onsite Nonpersonal Clerical, Secretarial and/or Administrative Assistant Support Services for Nuclear Regulatory Commission (NRC) Region IV (R4).

2. PURPOSE

The purpose of this task order is to acquire non-personal services¹ for clerical, secretarial and/or administrative assistant support services².

3. SCOPE (Specific Tasks)

The contractor shall provide non-personal services utilizing the labor category(ies) indicated in Section 5 below. The contractor, including any consultants and/or subcontractors, shall be responsible for providing all management, supervision, recruitment, employment, insurance, and bonding for its personnel assigned to work under this contract. The contractor shall be responsible for all aspects of onboarding of contractor personnel at their

¹ See Federal Acquisition Regulation (FAR) 37.101 definition of Nonpersonal services contract at www.acquisition.gov/far. **This is not a personal services contract.** NRC does not have authority to acquire personal services as defined in FAR 2.101, Definitions. "Personal services contract" means a contract that, by its express terms or as administered, makes the contractor personnel appear to be, in effect, Government employees (see 37.104). The personnel rendering the services are not subject, either by the contract's terms or by the manner of its administration, to the supervision and control usually prevailing in relationships between the Government and its employees. Among the things that cannot be done, NRC TO CORs and other employees cannot provide gifts to, throw parties for, or solicit donations from contractor personnel.

² Short-term or temporary office support services are covered by Federal regulations that place additional restrictions on the Government's use of contractors to perform these services. Established Federal guidance on these situations and the prescribed Federal limitations can be found under 5 CFR, Part 300, Subpart E, Use of Private Sector Temporaries.

Regulations limit the types of situations that a Federal agency can use a contractor on a short-term basis instead of meeting the support need with other current Government employees or through the temporary appointment of a Government employee. In accordance with 5 CFR, situations where a contractor can be used to temporarily replace Government performance of daily administrative support include: (1) those instances where an agency must carry out work for a temporary period which cannot be delayed (in the judgment of the agency) because of a critical need, such as when a Government administrative employee has recently left the position (retired, resigned, transferred, promoted, etc.), the support is required during the interim period while the Government backfills the position, and the need cannot be readily met by appointing a temporary Government employee; (2) instances where the Government employee is absent for a temporary period because of his/her own personal need including emergencies, illnesses, maternity leave, family responsibilities, or mandatory jury duty, and the work must be performed during the period of the employee's absence, and the need can't be readily met by appointing a temporary Government employee. CFR Title 5 does not allow the use of contractors to provide short-term intermittent services during employee absences for vacations or other circumstances which are not considered to be compelling to the agency.

Under these conditions, Federal regulations require NRC to place the following limitations on the Contractor's performance of these types of short-term TOs:

A. The contractor cannot provide support for the same employee absence situation for more than a total of 120 workdays initially; however, if the need still exists after 120 workdays, the use of the contractor can be extended up to a maximum of 240 workdays within a 24-month period. The 24-month period begins on the first day of the performance period of the TO.

intended locations, including but not limited to escorting personnel on Government premises, ensuring that the contractor personnel complete all required documentation and drug testing as may be required by NRC under this contract and related task orders.

See Attachment 2: Specific Tasks for a description of the specific tasks to be performed.

4. APPLICABLE DOCUMENTS AND STANDARDS

The Contractor shall adhere to the following, at a minimum:

Management Directives: <http://www.nrc.gov/reading-rm/doc-collections/management-directives/volumes/vol-12.html>

NRC Sensitive Unclassified Non-Safeguards Information (SUNSI):
<http://www.nrc.gov/reading-rm/doc-collections/commission/comm-secy/2005/2005-0054comscy-attachment2.pdf>

5. REQUIRED LABOR CATEGORIES

General Clerk I – This position follows clearly detailed specific procedures in completing several repetitive clerical steps performed in a prescribed or slightly varied sequence, such as coding and filing documents in an extensive alphabetical file; could involve simple posting to individual accounts, opening mail, calculating and posting charges to departmental accounts, cooperating basic office equipment, e.g., photocopier, facsimile, multi-line phone/voicemail systems, mailing machines, and minimal computer programs. Little or no subject-matter knowledge is required, but the clerk uses his or her own judgment in choosing the proper procedure for each task.

General Clerk II – This position requires familiarity with the terminology of the office unit. Selects appropriate methods from a variety of procedures or makes simple adaptations and interpretations of limited number of substantive guides and manuals. The clerical steps often vary in type or sequence, depending on the task. Recognized problems are referred to others.

General Clerk III – This position uses some subject-matter knowledge and judgment to complete assignments consisting of numerous steps varying in nature and sequence. Selects from alternative methods and refers problems not solvable by adapting or interpreting substantive guides, manuals, or procedures. Typical duties include: assisting in a variety of administrative matters; maintaining a wide variety of financial or other records (stored both manually and electronically); verifying statistical reports for accuracy and completeness; compiling information; and handling and adjusting complaints. May also direct lower level clerks.

Secretary I – This position carries out recurring office procedures independently. Selects the guideline or reference which fits the specific case. Receives specific instructions on new assignments and has completed work reviewed for accuracy by NRC employee. Generally, performs varied duties including or comparable to one or more of the following:

Responds to routine telephone requests which have standard answers; refers calls and visitors to appropriate staff. Controls mail and assures timely staff response; may send form letters; As instructed, maintains calendars, makes appointments, and arranges for meeting rooms; Reviews materials prepared for approval for typographical accuracy and proper format; Maintains recurring internal reports, such as time and leave records, office equipment listings, correspondence controls, and training plans. Obtains supplies, printing, maintenance, or other available services. Types, takes and transcribes dictation, and establishes and maintains office files.

Secretary II - This position handles differing situations, problems, and deviations in the work of the office according to general instructions, priorities, duties, policies, and program goals. May work on special assignments as requested. Generally, duties include or are comparable to one or more of the following:

Screens telephone calls, visitors, and incoming correspondence; personally responds to requests for information concerning office procedures; determines which requests should be handled by others.

Schedules tentative appointments without prior clearance. Makes arrangements for conferences and meetings and assembles established background materials, as directed. May attend meetings and record and report on the proceedings; Reviews outgoing materials and correspondence for internal consistency and conformance with established procedures; assures that proper clearances have been obtained, when needed;

Collects information from the files or staff for routine inquires on office program (s) or periodic reports. Refers non-routine requests to appropriate staff;

Explains the requirements concerning office procedures

Coordinates NRC personnel and administrative forms for the office and forwards for processing.

Secretary III - This position uses greater judgment and initiative to determine the approach or action to take in non-routine situations, interprets and adapts guidelines, including unwritten policies, precedents, and practices, which are not always completely applicable to changing situations. Duties include or are comparable to the following:

- a. Based on knowledge of the customer's views, compose correspondence on own initiative about administrative matters and general office policies for approval;
- b. Anticipate and prepare materials needed for conferences, correspondence, appointments, meetings, telephone calls, etc., and informs others on matters to be considered;
- c. Read publications, regulations, and directives and take action or refer those that are important to staff;
- d. Prepare special or one-time reports, summaries, or replies to inquiries, selecting relevant information from a variety of sources such as reports, documents, correspondence, other offices, etc., under general directions;

- e. **Advise secretaries in subordinate offices on new procedures; request information needed from the subordinate office (s) for periodic or special conferences, reports, inquiries, etc.**

Administrative Assistant – In addition to Secretarial duties, this position may provide administrative support to executive staff to include NRC personnel records and assistance with payroll processing. The Administrative Assistant may be required to work independently on projects requiring research and preparation of briefing charts and other presentation materials.

6. NRC ACCESS

Personnel performing under this task order are required to have NRC IT Access II. Personnel performing under this task order will not handle classified information or safeguards information (SGI). Personnel performing under this task order may handle Sensitive Unclassified Non-Safeguards Information (SUNSI) information.

Attachment 2: Specific Tasks

Task 1 – General Clerk II for Operator Licensing Records:

The General Clerk I for Operator Licensing Records will be primarily be responsible for online digitization of Operator Licensing records to include the following tasks:

- Create folder(s) as needed on NRC provided drive (G drive) or ADAMS utilizing a prescribed format
- Prepare and scan documents into prescribed categories in the Operator License folder (G Drive) using a NRC provided scanner
- Place each scanned document into the appropriate file (ADAMS):
 - Application File Current.
 - Application File Historical.
 - Medical File Current.
 - Medical File Historical.
 - Examination File Current.
 - Examination File Historical.
 - License File Current.
 - License File Historical.
 - Correspondence File Current.
 - Violation File Current.
 - Violation File Historical.
- Obtain approval from Operator Licensing Assistant
- Other clerical duties as requested

Task 2 – General Clerk II for Region IV Mailroom:

Mailroom operations support and general administrative support will include:

1. Mail and Package Handling:
 - Distributes Regulatory Information Distribution System (RIDS) Mail electronic mail. Determines the intended recipients of the mail based on the sender's identification, the title subject, and/or the content of the mail.
 - Screens incoming mail and packages using the agency's X-Ray machine. Uses automated mail tracking system to track incoming mail and obtains appropriate signatures when delivering mail.
 - Receives, sorts, and delivers internal daily mail and packages by 10:00 am. using protective coverings which includes mask and cape.
 - Removes all boxes and debris from receiving area at the end of each day and takes to trash dumpster. Sends recycle toner out weekly to appropriate vendor.
 - Sends mail out weekly to sites supported by Region IV.
 - Meters outgoing mail using mail equipment and sorting machine prior to 2:00 pm.
 - Monitors postage meter funding and notifies the NRC point of contact when

- funds are low.
- Prepares packages to go out by Federal Express and United Parcel Service using their on-line system. Prepares packages going out through the U.S Postal Service.
- Keeps receiving area clear of debris and ensures boxes are removed daily.

2. Account Services:

- Compiles submits electronic mail and distribution usage statistics to the NRC point of contact.
- Generates quarterly reports from mail metering machine with mail statistics and dollar balances and submits to NRC point of contact.

3. Meeting Support:

- Monitors regional calendar to identify meeting support requirements.
- Set up Video Teleconferencing (VTC) for region by monitoring VTC System. Coordinates all VTCs with appropriate NRC office (i.e. makes sure VTC is ready to go and calls NRC IT if required). Dials up appropriate VTC number 30 minutes prior to VTC.
- Turns VTC equipment off after each conference.
- Set up and establishes conferences and meetings in coordination with NRC staff to include room arrangement and other meeting support.
- Must be able to lift 50 to 80 lbs.
- Monitors conference rooms' on 1st floor to ensure rooms are returned to appropriate room set-up.

4. Reproduction Services:

- Completes color and B&W copy jobs on request including determination if external processing is required.
- Makes books using various binding equipment
- Sends, receives and distributes facsimiles.
- Stocks and replenishes copiers, printers, and fax machines with paper, toner and other consumables.
- Stock and replenish office supplies and toners.
- Provides weekly report of toner quantity and paper quantity.

5. Machinery/ Equipment/Furniture:

- Operates various equipment, including but not limited to: scissor lift, electric pallet jack, copy machines, printers, binding machines, and Audio Visual Equipment (such as projectors and microphones). Troubleshoots with IT staff and headquarters when connectivity problems occur.
- Troubleshoot copier jams and fax machines and determine if service is call is required.
- Pull meter readings from copiers.
- Assembles miscellaneous office type equipment/furniture i.e., shelving.
- Changes hutch light bulbs and fixtures in NRC Offices.

6. General Office Support:

- Provides daily office service support for facilities issues, such as visual surveys of facility condition.
- Provides daily office service support for sensitive property management issues such as support for conducting surveys and inventories.
- Provides escort services for repair and delivery contractors as assigned.
- Distributes Optically Stimulated Luminescence (OSL) dosimeters quarterly to regional and site personnel.
- Restocks paper and toner levels and submit supply requisitions to the appropriate personnel for reordering.
- Works assigned Help Desk Tickets with 48 hours (e.g. requests to distribute toner or paper to respective office locations).
- Performs other general office services of a similar nature.

7. Office Automation:

- Interpret and apply office automation software, practices, and procedures.
- Use computer, and other word processors to perform work.
- Ability to use Microsoft Word, Excel, Outlook, PowerPoint.

Task 3 – General Clerk III for Region IV Mailroom:

Support Services and general administrative support will include:

1. Mail and Package Handling:

- Distributes Regulatory Information Distribution System (RIDS) Mail electronically. Determines the intended recipients of the mail based upon the sender's identification, the title subject, and/or the content of the mail.
- X-Rays and screens incoming mail, packages, and distribution using agency X-Ray machine and established protocol.
- Screens incoming mail and packages using the agency's X-Ray machine.
- Uses automated mail tracking system to track incoming mail and obtains appropriate signature when delivering mail.
- Receives, sorts, and delivers internal daily mail and packages by 10:00 am.
- Removes all boxes and debris from receiving area at the end of each day and takes to trash dumpster.
- Sends recycle toner out weekly to appropriate vendor.
- Sends mail out weekly to sites supported by Region IV.
- Meters outgoing mail using mail equipment and sorting machine prior to 2:00 pm.
- Monitors postage meter funding and notifies the NRC point of contact when funds are low.
- Prepares packages to go out by Federal Express and United Parcel Service using their on-line system. Prepares packages going out through the U.S Postal Service.
- Keeps receiving area clear of debris and ensures boxes are removed daily.
- Compiles and supply electronic mail and distribution usage statistics to the NRC point of contact.
- Generates quarterly reports from mail metering machine.
- Assists with gathering information for various suspense items

2. Meeting Support:

- Monitors regional calendar to identify meeting support requirements.
- Set-up Video Teleconferencing (VTC) for region by monitoring VTC System. Coordinates all VTCs with appropriate NRC office (i.e. makes sure VTC is ready to go and calls NRC IT if required). Dials up appropriate VTC number 30 minutes prior to VTC.
- Turns VTC equipment off after each conference.
- Set-up and establishes conferences and meetings in coordination with NRC staff to include room arrangement and other meeting support.
- Must be able to lift 50 to 80 lbs.
- Monitors conference rooms' on 1st floor to ensure rooms are returned to appropriate room set-up.

3. Reproduction Services:

- Completes color and B&W copy jobs on request including determination if external processing is required.
- Makes books using various binding equipment.
- Sends, receives and distributes facsimiles.
- Stocks and replenishes copiers, printers, and fax machines with paper, toner and other consumables.
- Stocks and replenishes office supplies and toners.
- Provides weekly report of toner quantity and paper quantity.

4. Machinery/ Equipment/Furniture:

- Operates various equipment including but not limited to: scissor lift, electric pallet jack, copy machines, printers, binding machines, and Audio Visual Equipment (such as projectors and microphones)
- Troubleshoots with IT staff and headquarters when connectivity problems occurs.
- Troubleshoots copier jams and fax machines and determine if service is call is required.
- Retrieves meter readings from copiers.
- Assembles miscellaneous office type equipment/furniture i.e., shelving.
- Changes hutch light bulbs and fixtures in NRC Offices.

5. General Office Support:

- Provides daily office service support for facilities issues, such as visual surveys of facility condition.
- Provides daily office service support for sensitive property management issues such as support for conducting surveys and inventories.
- Provides escort services for repair and delivery contractors as assigned.
- Distributes Optically Stimulated Luminescence (OSL) dosimeters quarterly to regional and site personnel.
- Restocks paper and toner levels and submits supply requisitions to the appropriate personnel for reordering
- Works assigned Help Desk Tickets within 48 hours (e.g. requests to distribute

- toner or paper to respective office locations).
 - Perform other general office services of a similar nature.
6. Office Automation:
- Interprets and applies office automation software, practices, and procedures.
 - Uses computer, and other word processors to perform work.
 - Ability to use Microsoft Word, Excel, Outlook, PowerPoint.
7. Records Management:
- Performs records liaison duties.
 - Prepares files for archiving with National Archives and Records Administration (NARA).
 - Assists with approval of the transfer of records to NARA.
 - Requests files from National Archives and Records Administration using an automated process.
 - Ensures documents are properly input into the Agency-wide Document Access and Management System (ADAMS) following established policies and procedures while also meeting all prescribed timeliness metrics.
 - Prepares and updates file plan for the Regional Office
 - Prepares and updates vital records plan.
8. Freedom of Information Act Requests:
- Assists with processing of Freedom of Information Act Request
 - Coordinates with regional division staff.
 - Ensures estimates are processed in accordance with established procedures.
 - Ensures notices to proceed are processed and submitted to NRC Headquarters in accordance with established procedures.
9. Badging:
- Enrolls employees for issuance of HSPD-12 badges in accordance with established policies and procedures.
 - Assist with activation of employee's badges, pins, and pin resets.

Task 4 – General Clerk II for RIV Property/Supply Room:

1. Property Management:
- Ensure received property is inspected, tagged, and logged into the property management system and in accordance with established procedures. Assure tagged sensitive items are secure and assigned to the responsible individual.
 - Identify and inventory unneeded property and equipment. Arrange for excess property to be delivered to other Federal agencies or donated to authorized organizations through the General Service Administrative (GSA) process.
 - Ensure reassigned or transferred property is accounted for in the property management system and assigned to the responsible individual.
 - Recover all equipment assigned to employees who anticipate separation from

- the agency (e.g., resignation, termination, or transfers between offices).
- Updates the Space and Property Management System (SPMS), reconcile and maintain accurate and complete property records, and conduct inventories as needed.

2. Supply Replenishment:

- Coordinate with staff to determine need for supplies.
- Prepare requests and/or reorders supplies and equipment.
- Receive supplies and equipment upon delivery. Checks to ensure items received matches appropriate requisition.
- Notifies procurement personnel immediately of order discrepancies.
- Deliver specially ordered items to intended recipient.
- Follow-up with GSA on items not received and discrepancies.
- May be required to lift up to 50 lbs.
- Maintain and monitor supply inventory. Allow adequate lead times on stock replenishment. Restock supply room daily.
- Reconciles Interagency Payment and Collections (IPAC) Transactions for supplies.

3. General Office Support:

- General office tasks, to include filing, recording, maintaining records, copying, posting, and other similar duties.
- Provide escort services for repair and delivery contractors as assigned.
- Provide daily office service support for sensitive correspondence.
- Send, receive and distribute facsimiles.
- Set up action items.
- Processes business and tent card requests.
- Schedule and monitor drug testing.

4. Administrative/Secretarial/Human Resource Support:

- Answer main telephone switch and receive incoming messages.
- Type memos, correspondence, reports, and other documents.
- Prepares documents for signature or concurrence by NRC staff and managers.
- Ensures correspondence has been proofread for grammatical correctness and confirms to format, style and appearance required by NRC.
- Review and answer correspondence.
- Adds items to the Agency-wide Document Access and Management System (ADAMS) following established policies and procedures while also meeting all prescribed timeliness metrics.

5. Office Automation:

- Interpret and apply office automation software, practices, and procedures.
- Use computer, and other word processors to perform work.
- Ability to use Microsoft Word, Excel, Outlook, PowerPoint.

6. Mail and Package Handling:

- Performs back-up mailroom operations and general administrative support as identified in TASK 2 as needed.

X-Ray Services

As described above, the contractor personnel providing services for the Region IV Mailroom shall be required to X-ray and screen letters and packages on the Gemini backscatter X-ray machines (or comparable machine). Training on the operation of and the NRC standards for the X-ray machine will be provided by the NRC.

ATTACHMENT 1**A.2 PRICE/COST SCHEDULE**

BASE PERIOD: Date of Award – April 21, 2016

Labor Categories	Unit	Estimated Quantity of Hours	Fixed Hourly Rate	Amount
General Clerk I	HR		\$22.01	\$0.00
General Clerk I - OT	HR		\$33.01	\$0.00
General Clerk II	HR	1820	\$24.42	\$44,444.40
General Clerk II - OT	HR	10	\$36.67	\$366.70
General Clerk III	HR	2080	\$29.37	\$61,089.60
General Clerk III - OT	HR	20	\$44.07	\$881.40
				\$0.00
Secretary I	HR		\$31.92	\$0.00
Secretary I - OT	HR		\$47.87	\$0.00
Secretary II	HR		\$35.31	\$0.00
Secretary II - OT	HR		\$52.98	\$0.00
Secretary III	HR		\$38.99	\$0.00
Secretary III - OT	HR		\$58.47	\$0.00
				\$0.00
Administrative Assistant	HR		\$47.01	\$0.00
Administrative Assistant - OT	HR		\$70.53	\$0.00
				\$0.00
Travel - Not to Exceed Ceiling				\$0.00
Project Manager	HR	137.55	\$92.47	\$12,719.25
Not-To-Exceed Ceiling for Base Period:				\$119,501.35

Refer to base contract NRC-HQ-40-15-E-0004 for option year pricing.