

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE	PAGE OF PAGES 1 9
2. AMENDMENT/MODIFICATION NO. M0002	3. EFFECTIVE DATE See Block 16C	4. REQUISITION/PURCHASE REQ. NO. R4-16-0048	5. PROJECT NO. (If applicable) EWC
6. ISSUED BY US NRC - HQ ACQUISITION MANAGEMENT DIVISION MAIL STOP TWFN-5E03 WASHINGTON DC 20555-0001	CODE NRCHQ	7. ADMINISTERED BY (If other than Item 6)	CODE
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) NAVAR INC INFANTRY RIDGE ROAD MANASSAS VA 20109-2316		(x) 9A. AMENDMENT OF SOLICITATION NO.	9B. DATED (SEE ITEM 11)
CODE 004838468 FACILITY CODE		X 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

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 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: \$194,057.46

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	52.217-9 Option to Extend the Term of the Contract

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.)

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 to

1. Exercise option year 1 of this order, therefore extending the period of performance to 04/21/2017.

2. Increase the obligated and ceiling amount by \$194,057.46 from \$119,501.35 to \$313,558.81.

3. Change the COR to Lora Nute-Blackshear

Email: Lora.Nute-Blackshear@nrc.gov Phone: 817-200-1265

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 Muncy / Director of Contracts	16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) ASHLEE BUSHELL
15B. CONTRACTOR/OFFEROR Shane Muncy Digitally signed by Shane Muncy DN: cn=Shane Muncy, o=NAVAR, ou=NAVAR, email=smuncy@capfoxss.com, c=US Date: 2016.03.21 12:25:31 -0400 (Signature of person authorized to sign)	15C. DATE SIGNED 3/21/2016
16B. UNITED STATES OF AMERICA Ashlee Bushell (Signature of Contracting Officer)	16C. DATE SIGNED 3/23/16

NSN 7540-01-152-8070
Previous edition unusable

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

TEMPLATE - AM001

SUNSI REVIEW COMPLETE

MAR 28 2016

AM002

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED
 NRC-HQ-40-15-E-0004/NRC-R4-94-15-T-0001/M0002

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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)
	4. Change the Alternate COR to Marisa Herrera Email: Marisa.Herrera@nrc.gov Phone:817-200-1107 LIST OF CHANGES: Reason for Modification : Exercise an Option NEW ACCOUNTING CODE ADDED: Account code: 2016-X0200-FEEBASED-94-94D099-51-F-191-1071-252A BBEY 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: \$194,057.46 Percent: 61.8887 Subject To Funding: N Payment Address: Delivery Location Code: RG4 US NRC REGION IV 1600 EAST LAMAR BOULEVARD ARLINGTON TX 76011-4511 USA				

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TASK ORDER STATEMENT OF WORK (SOW)

FOR

ENTERPRISEWIDE (EWC) ONSITE NONPERSONAL CLERICAL, SECRETARIAL AND/OR
ADMINISTRATIVE ASSISTANT SUPPORT SERVICES

EWC CONTRACT NUMBER: NRC-HQ-40-15-E-0004 NRC-HQ-R4-15-T-0001

Office for which services are required: **REGION IV**

TO COR: Lora Nute-Blackshear

Telephone: (817) 200-1265

ALTERNATE TO COR: Marisa Herrera

Telephone: (817) 200-1107

Task Order Contract Type: Labor-Hour

Task Order Period of Performance (TO COR: Indicate which period(s) you require):

- Base Period: 05/20/2015 – 04/21/2016
- Option Period 1: 04/22/2016 – 04/21/2017**
- Option Period 2: 04/22/2017 – 04/21/2018
- Option Period 3: 04/22/2018 – 04/21/2019
- Option Period 4: 04/22/2019 – 04/21/2020

- 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.

Labor Categories	Unit	Estimated Quantity of Hours	Fixed Hourly Rate	Amount
General Clerk I	HR			\$0.00
General Clerk I - OT	HR			\$0.00
General Clerk II	HR			
General Clerk II - OT	HR			
General Clerk III	HR			
General Clerk III - OT	HR			\$0.00
Secretary I	HR			\$0.00
Secretary I - OT	HR			\$0.00
Secretary II	HR			\$0.00
Secretary II - OT	HR			\$0.00
Secretary III	HR			\$0.00
Secretary III - OT	HR			\$0.00
Administrative Assistant	HR			\$0.00
Administrative Assistant - OT	HR			\$0.00
Travel - Not to Exceed Ceiling				
Project Manager	HR			
Total:				\$194,057.46

A.3 CONSIDERATION AND OBLIGATION--TASK ORDERS (AUG 2011)

- (a) The ceiling of this order for services is \$313,558.81.
- (b) This order is subject to the minimum and maximum ordering requirements set forth in the contract.
- (c) The amount presently obligated with respect to this order is \$313,558.81. 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.
- (d) The Contractor shall comply with the provisions of FAR 52.232-22 – Limitation of Funds, for incrementally-funded delivery orders or task orders.

PLACE OF PERFORMANCE

- | | | |
|-------------------------------|---|--|
| <input type="checkbox"/> OWFN | <input type="checkbox"/> Region I | <input type="checkbox"/> Church Street |
| <input type="checkbox"/> TWFN | <input type="checkbox"/> Region II | |
| <input type="checkbox"/> 3WFN | <input type="checkbox"/> Region III | |
| <input type="checkbox"/> TTC | <input checked="" type="checkbox"/> Region IV | |

6. WORK SCHEDULE

Please specify when you expect the contractor to be onsite and the hours required (i.e.: between 7:00 a.m. to 6:00 p.m. work hours with a 45-minute mid-day break)

Task 3 – General Clerk III for Region IV Mailroom:

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

Days: Monday - Friday

Overtime: Yes

Task 3 – General Clerk III for Region IV Mailroom:

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

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

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

Days: Monday - Friday

[REDACTED]

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:

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.

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



Overtime: Yes

The task order includes the option for overtime. If you select "no", you will not be allowed to have anyone 1) work more than 40 hours in a week, or 2) work outside the days/hours stated in the task order. Please carefully consider this because we often get requests for emergency OT that cannot be granted because it was not authorized in the task order.

If you select "yes for overtime, only hours worked in excess of 40 in the workweek and requested by you in writing will be considered overtime. You must send any OT requests to the NAVAR PM. You may copy the clerk/secretary/administrative assistant, but the approval must come from his or her supervisor. You will need to include at least a nominal amount of OT hours in the price schedule for each labor category you are using.