

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE	PAGE OF PAGES 1 10
2. AMENDMENT/MODIFICATION NO. M0002	3. EFFECTIVE DATE See Block 16C	4. REQUISITION/PURCHASE REQ. NO.	5. PROJECT NO. (If applicable)
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) CORESPHERE LLC 13413 BISSEL LN POTOMAC MD 208541016		(x) 9A. AMENDMENT OF SOLICITATION NO.	9B. DATED (SEE ITEM 11)
CODE 184768583	FACILITY CODE	x 10A. MODIFICATION OF CONTRACT/ORDER NO. NRC-HQ-7P-16-C-0001	10B. DATED (SEE ITEM 13) 05/09/2016

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

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:
X	D. OTHER (Specify type of modification and authority) FAR 43.102 (b) Bi-lateral Contract Modification

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 purpose of this administrative modification is to revise the Statement of Work (SOW) in it's entirety. Therefore, the current SOW will be deleted and replaced with the version dated 7/13/2016, revision 1. This modification shall be executed at no additional cost to the government.

Total Obligation Amount: \$185,000.00 (unchanged)
Base and Exercised Options: \$392,763.04 (unchanged)
Base and All Options: \$2,082,140.96 (unchanged)
Period of Performance: 05/30/2016 to 05/29/2017 (unchanged)

Except as specified herein, all other terms, conditions and pricing remain unchanged and in 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) Shailesh Gupta, Managing Partner		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) JERRY PURCELL For	
15B. CONTRACTOR/OFFEROR <i>Shailesh Gupta</i> (Signature of person authorized to sign)	15C. DATE SIGNED 07/21/2016	16B. UNITED STATES OF AMERICA <i>[Signature]</i> (Signature of Contracting Officer)	16C. DATE SIGNED 7-25-2016

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Previous edition unusable

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

TEMPLATE - ADM001

SUNSI REVIEW COMPLETE

AUG 16 2016

ADM002

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED
NRC-HQ-7P-16-C-0001/M0002

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NAME OF OFFEROR OR CONTRACTOR
CORESPHERE LLC

ITEM NO. (A)	SUPPLIES/SERVICES (B) ¹	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	full force and effect. Period of Performance: 05/30/2016 to 05/29/2021				

B.6 STATEMENT OF WORK

B.6.1 Title of Project: Technical Assistance Support for the Office of Small Business and Civil Rights

B.6.2 Background

The U.S. Nuclear Regulatory Commission (NRC) is an independent Federal agency established by the Energy Reorganization Act of 1974 to regulate civilian use of nuclear materials. NRC's primary mission is to protect the public health and safety, and the environment from the effects of radiation from nuclear reactors, materials, and waste facilities. NRC also regulates these nuclear materials and facilities to promote the common defense and security. The agency's mission is supported by contracts with the business community for products and services that assist the agency in meeting its operational goals and objectives. The agency recognizes the importance of contract support and the vital role small businesses play in the economic well-being and security of the Nation.

The Office of Small Business and Civil Rights (SBCR) supports the NRC mission in protecting people and the environment by enabling the agency to have a diverse and inclusive workforce, to advance equal employment opportunity for employees and applicants, to provide fair and impartial processing of discrimination complaints, to afford maximum practicable prime and subcontracting opportunities for small businesses, and to allow for meaningful and equal access to agency-conducted and financially-assisted programs and activities including partnerships with Minority Serving Institutions (MSI).

The NRC Small Business Program is charged with ensuring the agency complies with small business-related laws and advocates for maximum practicable prime and subcontract opportunities. The Small Business Program directs an agency-wide program to meet the objectives of small business-related Federal statutes, regulations, Executive Orders, policies and other Federal small business goals. To that end, the NRC Small Business Program supports small businesses in agency contract operations through: acquisition compliance reviews; collaborative market research and strategic acquisition planning efforts; the recommendation of small business contract set-asides; participation in procurement conferences and fairs, sponsored by Federal, State and local Governments, the Congress and local communities to reach small business; and sponsorship of contract-related training, counsel and technical assistance to agency officials and to provide business development and assistance to the business community. These efforts are intended to maximize small business contracting; enable the agency to meet small business contracting goals and objectives; forge strategic business alliances; educate the business community on agency contracting opportunities and small businesses; and ensure a competitive and innovative supplier base to meet agency mission-related contracting needs.

The NRC Civil Rights Program directs an agency-wide program to ensure that complaints of alleged employment discrimination filed against the agency are processed under Equal Employment Opportunity (EEO) and civil rights statutes, regulations and Executive Orders. The Civil Rights Program provides for the prompt, fair, and impartial processing of employment discrimination complaints filed by employees, former employees and applicants who believe they have been subjected to discrimination based on race, color, national origin, religion (including reasonable accommodation for

religious beliefs and practices), gender (including gender-based wage discrimination or harassment), age (40 and over), mental or physical disability (including reasonable accommodation), sexual orientation, status as a parent, and/or genetic information. The Civil Rights Program is responsible for providing EEO counseling; investigating complaints; issuing final agency decisions on complaints; administering the agency's Alternative Dispute Resolution (ADR) program; establishing policies and procedures; conducting EEO training for agency staff; and completing monthly and annual reports on the status of EEO complaints.

The NRC Outreach and Compliance Coordination Program (OCCP) administers the agency's Minority Serving Institutions Program (MSIP) to provide support and assistance to MSIs to help build a diverse skilled workforce in accordance with: 1) Section 651(c)(4) of the Energy Policy Act of 2005 (42 U.S.C. Section 2015c); and 2) provisions set forth in White House Initiatives and Executive Orders (EOs) related to: Historically Black Colleges and Universities (EO 13532), American Indian and Alaska Native Education (EO 13592), Educational Excellence for Hispanics (EO13555), Asian Americans and Pacific Islanders (EO 13515), and Educational Excellence for African Americans (EO 13621).

The OCCP also administers the agency's external civil rights compliance programs to ensure equal opportunity and fair practices in NRC conducted and Federal financially assisted programs and activities in compliance with applicable antidiscrimination statutes, laws, guidelines, EOs, NRC and Federal regulations (e.g., Title 10 of the Code of Federal Regulations (10 CFR) Part 2, "Agency Rules of Practice and Procedure," Part 4, "Nondiscrimination in Federally Assisted Programs or Activities Receiving Federal Financial Assistance from the Commission," Part 5, "Nondiscrimination on the Basis of Sex in Education Programs, or Activities Receiving Federal Financial Assistance," and Part 19, "Notices, Instructions and Reports to Workers: Inspection and Investigation"), and other applicable legal authorities.

B.6.3 Objective

The objective of this acquisition is to obtain technical assistance to support staff with providing economic and business development services to firms interested in conducting business with the NRC, as well as support in processing complaints of discrimination filed against the NRC and requests for ADR; assistance in planning EEO training seminars and conferences; and implementing and executing MSIP and compliance activities associated with OCCP.

B.6.4 Scope of Work

The Contractor shall provide all resources necessary (i.e, personnel and material) to accomplish the tasks described in this Statement of Work (SOW).

Upon award of the contract, the Contractor shall attend a kick-off meeting at NRC Headquarters located in Rockville, Maryland. The NRC will provide a detailed overview of the project's objectives and operational expectations. In addition, the Contractor shall be required to discuss its approach for completing the work.

The specific tasks to be performed by the Contractor under this effort are as follows:

Task 1: Small Business Program and Civil Rights Program

- Support the implementation of the NRC small business seminars and matchmaking events by reserving the appropriate internal and external location, conducting site surveys through telephone and face-to-face conferences, coordinating all logistics, securing speakers, and reviewing the PowerPoint slides used for the seminar and suggest any revisions or additions that would improve effectiveness of the seminar presentation. The PowerPoint slides will be provided to the Contractor via email five (5) business days prior to the presentation date.
- CoreSphere personnel will assist with small business training of NRC Contracting Officer Representatives and acquisition staff by providing the following support: 1) planning and logistical support for delivery of courses, 2) reviewing educational materials for grammar errors or formatting issues, and 3) monitoring the design and printing of educational materials.
- Support for NRC's Small Business Program's public website which shall include a review of the Small Business Program's public website's content, located at: <http://www.nrc.gov/about-nrc/contracting/small-business.html>. The review shall identify areas requiring correction, updating, additions, or improvements in the public's understanding of economic and business development services, contract opportunities, outreach events, Federal portfolio of small business programs and the Federal acquisition process, as it relates to the Federal small business program.
- Facilitate capability presentations between senior small business executives and relevant agency technical experts/end-users to explore how businesses may support the mission and objectives of the agency, foster business development, and ensure that the agency continues to benefit from an innovative and competitive supplier base.
- Support the monitoring of small business prime contract performance by tracking NRC small business contract performance and updating a goal spreadsheet that shall be provided by the NRC COR quarterly.
- Support the Small Business Program's various other ad-hoc technical program requirements as needed.

Task 2: Civil Rights Program

- Support the Civil Rights Program by processing informal and formal EEO complaints to include counselling and investigating complaints, preparing EEO Counselor's Reports, preparing letters of acceptance/dismissal, reviewing Reports of Investigation to ensure they contain sufficient evidence, and overseeing the work of contract mediators, investigators or others in compliance with EEO complaint processing rules and regulations.
- Support the Civil Rights Program by maintaining and updating data in the automated tracking system (iComplaints) for contacts, informal and formal EEO complaints, and requests for ADR. Assist staff in the preparation of monthly

status reports to monitor complaint activities, quarterly reports under the Notification and Federal Employee Antidiscrimination Act of 2002 (No FEAR Act), and the Annual Federal Equal Employment Opportunity Statistical Report of Discrimination Complaints (462 Report). These reports are work products and are not deliverables to be submitted to the NRC by the Contractor.

- Support the Civil Rights Program by preparing and maintaining EEO complaint files, assigning case numbers, monitoring compliance with settlement agreements, developing EEO related forms, and finalizing general memoranda, letters, policy statements and reports.
- Support the Civil Rights Program using various software applications (i.e., Windows and iComplaints), for the preparation of spreadsheets, word processing, desktop publishing, and graphics to generate custom documents for EEO counselor and staff training.
- Provide support for NRC's Civil Rights Program public website which shall include a review of the Civil Rights Program's public website's content, located at: <http://www.nrc.gov/about-nrc/civil-rights/crp.html>. The Contractor shall review and identify areas requiring correction, updating, additions, or improvements in the content as it is related to the agency's Civil Rights and ADR Programs.
- Support the implementation of the NRC Civil Rights Program's ADR Program by reserving the appropriate location, coordinating logistics, securing mediators and documenting ADR mediations in complaint files. The specifics for location and logistics will be provided by the NRC staff upon initiation of the work. Any documentation under this task related to the ADR mediations is a work product and not a deliverable to be submitted by the Contractor to the NRC COR.
- Support the Civil Rights Program's various other ad-hoc technical assistance support-related program requirements as needed.

Task 3: Outreach and Compliance Coordination Program

- Support the planning and execution of a broad range of program activities related to the Minority Serving Institutions Program (MSIP) and Minority Serving Institution (MSI) Grants Program.
- Assist MSIs in their efforts to: achieve academic excellence; develop human capital (faculty and students); build capability, capacity, and infrastructure; gain the knowledge and skills needed to effectively compete for, and secure grants, contracts, cooperative agreements, other federal, public and private resources; participate in Federal, public and private programs, activities, and funding opportunities; and develop a diverse, and skilled workforce within the Science, Technology, Engineering, and Math (STEM) fields.
- Perform tasks to assist the project manager such as: outreach; recruitment; networking; coordination of efforts; monitoring; training; information/data collections for use in reports, plans and briefings; draft reports/plans; develop,

build relationships, partnerships and promote involvement in MSI activities between the Federal government agencies, public-private agencies/organizations, educational institutions (International Higher Educations, K-12), businesses, and others across the nation; conduct, and/or participate in workshops, conferences, fairs, events, activities and symposiums; act as a liaison/representative at various related events, functions, and meetings, and perform other similar tasks.

- Support implementation and execution activities associated with OCCP compliance subprograms.
- Perform compliance tasks such as: outreach activities— (e.g., assist the PM with making awarded grantees aware of civil rights obligations and compliance requirements through verbal and written communications); technical assistance; monitoring program activities; reviewing Equal Opportunity reports; collecting compliance information/data; preparing compliance reports; developing, conducting, and/or participating in workshops, conferences, fairs, events, activities and symposiums; acting as a liaison/representative at compliance related events, functions, and meetings; and performing other similar tasks.

Under this contract, the Contractor may be required to provide assistance to the NRC by revising documents (i.e., work products) related to work under Task 1, Task 2 and/or Task 3. As directed by the NRC, the Contractor shall provide draft documents to the NRC COR in electronic form. The electronic formats used by the NRC for performance under this contract are MS Word, Excel, PowerPoint, and Adobe Acrobat (PDF). The font size to be used on all documents shall be Arial 11 with one (1) inch margins on both sides, except for PowerPoint Presentations. Upon receipt of the draft documentation, the NRC COR will review and provide comments, via email, to the Contractor within five (5) business days. The Contractor shall modify the draft version, based on comments provided by the NRC COR, within three (3) business days, to develop the final version of the documentation. The final draft version of the document shall be submitted via email to the NRC COR for acceptance within five (5) business days.

B.6.5 Estimated Labor Categories, Key Personnel and Levels of Effort

Labor Categories, Requirements and Key Personnel. Personnel working under this contact shall meet the minimum requirements for experience and education, as follows:

Labor Category	Position Minimum Requirements	Key Personnel* (yes or no)
Program Manager	Minimum of at least 3 years of experience administering and conducting education investment programs, projects, and activities that provide support to MSIs in the area of Small Business and Civil Rights, Civil Rights Program, and Minority and Outreach and Compliance Coordination.	Yes
Sr. EEO/Civil Rights Specialist	Minimum of at least five years in administering and conducting educational	Yes

	investment programs, projects, and activities that provide support and assistance to Minority Serving Institutions (MSIs) (including their faculty and students) consistent with the objectives of: NRC's MSI Program (MSIP), provisions in the Energy Policy Act of 2005 (related to establishing MSI educational partnership programs), Federal regulations (e.g. Science Competitiveness Act), and applicable Presidential Executive Orders directed towards specific MSIs.	
EEO/Civil Rights Specialist	Minimum of at least two years of experience in EEOC regulations Title 29 Code of Federal Regulations (CFR) Part 1614 and EEOC Management Directive 110, Federal Sector Complaint Processing Manual; a variety of EEO and civil rights laws and Regulations such as: Title VII of the Civil Rights Act of 1964, as amended; the Age Discrimination Act of 1967, as amended; the Equal Pay Act of 1963, as amended; Executive Order 11478 EEO Opportunity in the Federal Government ; the Genetic Information Nondiscrimination Act of 2008; the Rehabilitation Act of 1973, as amended; and the Notification and Federal Employee Antidiscrimination Act of 2002 (No FEAR Act).	Yes
Small Business Specialist	Minimum experience of at least five years in Federal acquisition planning and market research procedures used to evaluate the capacity and capability of the small business community; Federal Women-Owned Small Business Program, Service-Disabled Veteran-Owned Small Business Program, 8(a) Business Development Program, and the Historically Underutilized Business Zones Program; and Federal Procurement Data System Next-Generation, http://usaspending.gov/ , and the Small Business Dashboard.	Yes

Level-of-Effort (in hours). Estimate the number of hours required for each labor category, including base and option periods.

	Base Year	Option 1	Option 2	Option 3	Option 4	Total
Labor Category	Estimated Hours	Estimated Hours	Estimated Hours	Estimated Hours	Estimated Hours	
Sr. EEO/Civil Rights Specialist						
EEO/Civil Rights Specialist						
Small Business Specialist						

B.6.6 Reporting Requirements

The Contractor shall provide a Monthly Letter Status (MLSR) which consists of a technical progress report and financial status report. This report will be used by the Government to assess the adequacy of the resources proposed by the contractor to accomplish the work contained in this SOW and provide status of contractor progress in achieving tasks and producing deliverables. The report shall include contract/order summary information, work completed during the specified period, milestone schedule information, problem resolution, travel plans, and staff hour summary.

The Monthly Letter Status Report shall be provided to the NRC COR and Alternate NRC COR electronically by the 15th of each month.

B.6.7 Place of Performance

The work to be performed under this contract will be primarily performed at U.S. Nuclear Regulatory Commission White Flint Headquarters Complex 11555 Rockville Pike, Rockville, Maryland 20852-2738.

Work may also be completed at an alternate work location at the approval of the contracting officer's representative (COR) on an episodic basis. The NRC will not reimburse the Contractor for work performed at an alternate worksite.

B.6.8 Recognized Holidays

New Year's Day	Labor Day
Martin Luther King Jr.'s Birthday	Columbus Day
President's Day	Veteran's Day
Memorial Day	Thanksgiving Day
Independence Day	Christmas Day

B.6.9 Hours of Operation

The Contractor shall complete their work during business hours occurring Monday through Friday from 8:00 a.m. to 5:00 p.m. excluding Federal holidays.

B.6.10 Contractor Travel

The Contractor and staff performing under this effort shall be required to attend a 1-day kick-office meeting at NRC Headquarters located in Rockville, Maryland on or around March 29, 2016. The date will be finalized by the COR after award.

In addition, the Contractor shall be periodically required to travel to various locations (i.e., vendor events, colleges, etc.) in support of task 1 and 3. Approximately \$20,000 will be expended annually for travel, \$100K for the entire contract life. The Contractor will be authorized travel expenses consistent with the substantive provisions of the Federal Travel Regulation (FTR) and the limitation of funds specified in this contract/order. All travel requires written Government approval from the CO, unless otherwise delegated to the COR.

All travel will be domestic and for a duration of no more than 7 days per trip. The number of trips will be determined annually based on the necessity of the program in which the Contractor is providing service; however, approximately 30 trips will be made annually with no more than one Contractor in attendance per trip.

Travel will be reimbursed in accordance with FAR 31.205-46, "Travel costs" and the General Services Administration's Federal Travel Regulations at:

<http://www.gsa.gov/portal/content/104790>

Contractor will be authorized travel expenses consistent with the Federal Travel Regulation (FTR) and the limitation of funds specified in the travel line item of this contract/order. All travel requires prior written Government approval from the CO, unless otherwise delegated to the COR.

B.6.11 Government-Furnished Property

The NRC will provide or make available to the Contractor at the worksite in Rockville, Maryland, Government furnished space, office supplies, and IT equipment (computer monitor, keyboard), IT services, and IT access (e.g., Internet) necessary to provide the required services. The Contractor is responsible for providing personnel with existing knowledge and significant experience in using office information technology equipment. The Contractor is responsible for the Contractor employees appropriate use of Government furnished equipment, services, and access.

The following GFP will be provided to the Contractor:

GFP Item	Quantity	Date provided to Contractor
<i>Computer (monitors and PC)</i>	1	Upon contract award.
Telephone	1	Upon contract award.
Printer (office LAN printer)	1	Upon contract award.

7/13/16

B.6.12 Access to Government Property and Facilities

The Contractor is permitted unescorted access to the Government's facilities, as specified below:

U.S. Nuclear Regulatory Commission White Flint Headquarters Complex 11555
Rockville Pike
Rockville, Maryland 20852-2738