

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE	PAGE OF PAGES 1 6
2. AMENDMENT/MODIFICATION NO. M0019	3. EFFECTIVE DATE See Block 16C	4. REQUISITION/PURCHASE REQ. NO. Z6R0210-CRKC-16-0181 & Z6R0210-CRKC-16-0166	5. PROJECT NO (if applicable)
6. ISSUED BY US NRC - HQ ACQUISITION MANAGEMENT DIVISION MAIL STOP 3WEN-05-C64MP 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) MANAGEMENT CONCEPTS INC 8230 LEESBURG PIKE STE 800 TYSONS CORNER VA 221822641		(x) 9A. AMENDMENT OF SOLICITATION NO.	9B. DATED (SEE ITEM 11)
CODE 082355652 FACILITY CODE		x 10A. MODIFICATION OF CONTRACT/ORDER NO. GS-02F-0010J NRC-HQ-84-14-T-0001	10B. DATED (SEE ITEM 13) 09/19/2014

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. 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 retaining 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 43.103(a)(3) MUTUAL AGREEMENT OF THE PARTIES

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 modification is to:
1. Revise NRCF010 PLACE OF DELIVERY-REPORT;
  2. Revise 2052.215-71 PROJECT OFFICER AUTHORITY; AND
  3. Include Task Order 2 for Subject Matter Experts.

Please see the attached for detailed information.  
LIST OF CHANGES:  
Reason for Modification : Other Administrative Action  
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) Daniel J. Rush	15A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) ERIKA EAM
15B. CONTRACTOR/OFFEROR 	15C. DATE SIGNED 9/28/16
15B. CONTRACTOR/OFFEROR 	15C. DATE SIGNED 9/29/2016

NSN 7540-01-152-8070  
Previous edition unusable

STANDARD FORM 33 (REV. 10-83)  
Prescribed by GSA  
FAR (48 CFR) 53.243

TEMPLATE - ADM001

SUNSI REVIEW COMPLETE

SEP 30 2016

ADM002

**CONTINUATION SHEET**

REFERENCE NO. OF DOCUMENT BEING CONTINUED  
GS-02F-0010J/NRC-HQ-84-14-T-0001/M0019

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NAME OF OFFEROR OR CONTRACTOR  
MANAGEMENT CONCEPTS INC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Contracting Officer Representative changed from DENNISE F ORLANDO  to ELAINE A RAPHAEL				

Accordingly, the following specific change is to be made to the Contract:

1. **Section NRCF010 PLACE OF DELIVERY-REPORTS**, delete the first sentence and replace in its entirety with the following,

"The items to be furnished hereunder shall be delivered, with all charges paid by the Contractor, to:

- a. Name: Elaine Raphael (1 hard copy)
- b. Contracting Officer's Representative (COR)
- c. U.S. Nuclear Regulatory Commission
- d. Address:  
US Nuclear Regulatory Commission  
Office of the Chief Human Capital Officer/Human Resources Training Division  
(OCHCO/HRTD)  
Attention: Elaine Raphael, Contracting Officer Representative (COR)  
Mailstop: 3WFN/02C28  
Washington, DC 20555-0001

- e. Electronic copies to:
- f. [Elaine.Raphael@nrc.gov](mailto:Elaine.Raphael@nrc.gov) and [Erika.Eam@nrc.gov](mailto:Erika.Eam@nrc.gov)
- g. Name: Erika Eam (1 hard copy)
- h. Contracting Officer (CO)
- i. U.S. Nuclear Regulatory Commission
- j. Address:  
Mailstop: 3WFN/05C64  
Washington, DC 20555-0001  
(End of Clause)";

2. **Section H – Special Contract Requirements, 2052.215-71 PROJECT OFFICER AUTHORITY (a)**, delete the first sentence and replace in its entirety with the following,

"(a) The contracting officer's authorized representative hereinafter referred to as the project officer for this contract is:

Name: **Elaine Raphael, OCHCO/HRTD**  
Telephone Number: **301-287-0542**  
Email Address: **Elaine.Raphael@nrc.gov**

Alternate contracting officer's authorized representative:

Name: **Dennise Orlando, OCHCO/HRTD**  
Telephone Number: **301-287-0585**  
Email Address: **Dennise.Orlando@nrc.gov**

3. Add the following Task Order:

**U. S. NUCLEAR REGULATORY COMMISSION  
TASK ORDER**

GSA CONTRACT NO.: GS-02F-0010J  
NRC CONTRACT NO.: NRC-HQ-84-14-T-0001  
TASK ORDER NO.: 2

PURPOSE: The NRC requires the delivery of financial management subject matter expertise consultation to provide NRC content for 2 new online courses (financial management and administrative control of funds). This request for subject matter expertise should not exceed 24 hours

CONTRACT LINE ITEMS (CLINS):

2012 - \$106/hr – 24hrs = \$2,544.00

2014 - \$69/hr – 5hrs = \$345.00

Total: \$2,889.00

STATEMENT OF WORK

**“SUBJECT MATTER EXPERTS”**

**1. BACKGROUND AND OBJECTIVE**

The NRC is reevaluating its classroom course curriculum in order to reduce training travel, reach regional staff, and provide all staff the ability to access training at a time more convenient to their schedule. As such, the agency is reviewing its offerings of classroom training courses to identify which courses can be converted from classroom delivery format to a self-paced online learning format. All online courses are available to staff 24/7 via iLearn, NRC's learning management system. As part of this effort it has been determined that two classroom courses—Financial Management Seminar and Administrative Control of Funds— be redesigned as self-paced online courses.

**2. PURPOSE**

To establish this task order under Section IV.3 of Contract GS-02F-0010J to provide subject matter expertise to NRC in-house course designers. The Contractor's subject matter expert provided must be familiar with NRC's internal financial and budgeting processes, as well as possess in-depth knowledge and understanding of current federal budget processes and regulations.

**3. SCOPE OF WORK**

Provide up to 24 hours of consultation during which the Contractor's financial management subject matter expertise will assist the NRC course designers as follows:

- Review the current course materials for Financial Management Seminar and Administrative Control of Funds to verify that the course content and materials are accurate, up-to-date and focus on the essential information employees need to know.

This information should address NRC's budgeting process and administrative control of funds processing as it relates to the federal budget process and legislation, and the NRC's annual budget planning and implementation process. The subject matter expert should also correct technical inaccuracies and update outdated content as appropriate.

- Identify nice-to-know information that can be put in the course materials as reference materials.
- Answer the course developers' questions and explain in detail the federal budget process and how it relates to the NRC federal budget process and the NRC's process for Administrative Control of Funds, including providing other information and clarification of the course content as needed to redesign the content into two effective online learning courses.
- Provide hand drawn graphics and illustrations, as needed, to support the clear understanding of the course content (NRC will develop graphics from the subject matter expert's drawings.)
- Review draft of the redesigned course content to ensure the online course accurately reflects the subject matter expert's information and input.

#### **4. REQUIREMENTS**

- Contractor shall work efficiently, effectively, and cooperatively with the NRC COR, the technical point of contact for this task order, and NRC course designers as needed within the allotted timeframe of the project, and as directed by the NRC COR and technical point of contact.
- The contractor shall have the use of the Government Furnished Material (GFM) that will be used to develop training products. The contractor will have use of the GFM for the project duration. All GFM shall be returned upon completion of the project.
- Contractor's subject matter expert shall be familiar with NRC's internal financial and budgeting processes, as well as possess in-depth knowledge and understanding of current federal budget processes and regulations.
- Contractor's subject matter expert shall provide consultation via phone, email, Skype or in person (within the subject matter expert's locale), but is not expected to incur any long distance travel.

#### **5. DELIVERABLES**

Consultation, as described in Section 3, via phone, email, Skype or face-to-face as needed to provide NRC course designers the information, feedback and new content needed to redesign the classroom training materials to an effective online learning format. Also review a draft of the redesigned course content to ensure the online course accurately reflects the subject matter expert's information and input. Provide hand drawn graphics and illustrations, as needed, to support the clear understanding of the course content. Minimal writing of new course content is expected, although as appropriate subject matter expert may provide notes, bulleted lists of

information, drawings, or redline existing text in addition to verbal consultation. All services are not to exceed 24 hours.

**6. PROJECT SCHEDULE**

Most of the consultation is expected to occur between task order award and December 31, 2016 with review/correction being done between Dec 2016 and March 2017.

**7. GOVERNMENT FURNISHED MATERIALS**

As needed, NRC will provide access to NRC subject matter experts and NRC specific content to be used during the implementation of this task order to assist the subject matter expert as needed.

**8. PERIOD OF PERFORMANCE**

The period of performance of this task order is the date of award through March 31, 2017.

**9. POINT OF CONTACT**

NRC POC for this project:  
Material delivered to  
PDC c/o Headquarters:

U.S. Nuclear Regulatory Commission  
Professional Development Center  
4930 Boiling Brook Pkwy  
Rockville, MD 20852-2306  
ATT: Dennise Orlando, Mail Stop 3WFN/ 2 C28  
[Dennise.Orlando@nrc.gov](mailto:Dennise.Orlando@nrc.gov)

NRC Contract COR

U.S. Nuclear Regulatory Commission  
Professional Development Center  
4930 Boiling Brook Pkwy  
Rockville, MD 20852-2306  
ATT: Elaine Raphael, Mail Stop 3WFN/ 2 C28  
[Elaine.Raphael@nrc.gov](mailto:Elaine.Raphael@nrc.gov)

All other terms and conditions remain the same.

[End of M0019]