

2. AMENDMENT/MODIFICATION NO. M0017	3. EFFECTIVE DATE See Block 16C	4. REQUISITION/PURCHASE REQ. NO. NMSS-17-0197	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 ATTN CHRIS LUCHTEFELD INFANTRY RIDGE ROAD MANASSAS VA 20109-2316	(x)	9A. AMENDMENT OF SOLICITATION NO.
		9B. DATED (SEE ITEM 11)
	x	10A. MODIFICATION OF CONTRACT/ORDER NO. NRC-HQ-40-15-E-0004 NRC-HQ-50-15-T-0001
CODE    004838468	FACILITY CODE	10B. DATED (SEE ITEM 13) 05/19/2015

**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) Net Increase: \$25,078.75  
 2017-X0200-FEEBASED-50-50D007-1071-33-M-202-252A-33-M-202-1071

**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) 52.243-3 - Changes - Time-and-Materials or Labor-Hours

**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) add incremental funding in the amount of \$25,078.75, thereby increasing the total obligated amount from \$737,354.71 to \$762,433.46, and (2) increase the ceiling of this contract from \$740,144.00 to \$789,240.32 to reflect the hiring of a new contractor administrative assistant.

Obligated Amount for this modification: \$25,078.75  
 Total Obligated Amount for this Award: \$762,433.46 (changed)  
 Base and Exercised Options: \$789,240.32 (changed)  
 Base and All Options: \$789,240.32 (changed)

Accordingly, the follow sections have been revised as follows:  
 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)	16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) DANIEL APP
15B. CONTRACTOR/OFFEROR  <i>(Signature of person authorized to sign)</i>	15C. DATE SIGNED
	16B. UNITED STATES OF AMERICA  <i>(Signature of Contracting Officer)</i>
	16C. DATE SIGNED 08/24/2017

**CONTINUATION SHEET**

REFERENCE NO. OF DOCUMENT BEING CONTINUED  
 NRC-HQ-40-15-E-0004/NRC-HQ-50-15-T-0001/M0017

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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>A.3 CONSIDERATION AND OBLIGATION--TASK ORDERS (AUG 2011)</p> <p>(a) The ceiling of this order for services is \$789,240.32.</p> <p>(b) This order is subject to the minimum and maximum ordering requirements set forth in the contract.</p> <p>(c) The amount presently obligated with respect to this order is \$762,433.46. 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.</p> <p>All other terms and conditions remain unchanged.                      Period of Performance: 05/20/2015 to 04/21/2018</p>				

## 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) Office of Nuclear Material Safety and Safeguards (NMSS).

#### 2. PURPOSE

The purpose of this task order is to acquire non-personal services<sup>1</sup> for clerical, secretarial and/or administrative assistant support services<sup>2</sup>.

#### 3. SCOPE (Specific Tasks)

The contractor shall provide non-personal services utilizing the labor category(ies) indicted 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

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<sup>1</sup> See Federal Acquisition Regulation (FAR) 37.101 definition of Nonpersonal services contract at [www.acquisition.gov/far](http://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.

<sup>2</sup> 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.

contractor shall be responsible for all aspects of onboarding of contractor personnel at their 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.

#### 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 diction, 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 inquiries 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.

**□ Supply Technician** – This position performs limited aspects of technical supply management work (e.g., inventory management, storage management, cataloging, and property utilization) related to depot, local, or other supply activities. Work usually is segregated by commodity area or function, and controlled in terms of difficulty, complexity, or responsibility. Assignments usually relate to stable or standardized segments of technical supply management operations; or to functions or subjects that are narrow in scope or limited in difficulty. The work generally involves individual case problems or supply actions. This work may require consideration of program requirements together with specific variations in or from standardized guidelines.

- good working knowledge of the governing supply systems, programs, policies, nomenclature, work methods, manuals, or other established guidelines
- an understanding of the needs of the organization serviced
- analytical ability to define or recognize the dimension of the problems involved, to collect the necessary data to establish the facts, and take or recommend action based upon application or interpretation of established guidelines
- Must be able to lift up to 25 pounds.
- Sit or Stand throughout a regular work day.
- Ability to work on computer for long periods.
- Ability to work under deadline pressure, handle stress and deliver professional results.

## 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.

**A.2 PRICE/COST SCHEDULE**

OPTION YEAR 2: April 22, 2017 – April 21, 2018

		Estimated			
CLIN	Labor Categories	Unit	Quantity	Fixed Rate	Total
0002	General Clerk I	HR		████████	\$0.00
0003	General Clerk I - OT	HR		████████	\$0.00
0004	General Clerk II	HR		████████	\$0.00
0005	General Clerk II - OT	HR		████████	\$0.00
0006	General Clerk III	HR		████████	\$0.00
0007	General Clerk III - OT	HR		████████	\$0.00
0008	Secretary I	HR		████████	\$0.00
0009	Secretary I - OT	HR		████████	\$0.00
0010	Secretary II	HR	██████	████████	████████
0011	Secretary II - OT	HR		████████	\$0.00
0012	Secretary III	HR		████████	\$0.00
0013	Secretary III - OT	HR		████████	\$0.00
0014	Administrative Assistant	HR		████████	\$0.00
0015	Administrative Assistant - OT	HR		████████	\$0.00
0016	Supply Technician	HR		████████	\$0.00
0017	Supply Technician - OT	HR		████████	\$0.00
0001	Project Manager	HR	██████	████████	████████
	Ceiling				████████

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

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- (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 \$762,433.46. 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.

#### A.4 PLACE OF PERFORMANCE

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

#### A.5 WORK SCHEDULE

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

**Days: Monday - Friday**

**Overtime: No**

#### A.6 NRCF032 TASK/DELIVERY ORDER PERIOD OF PERFORMANCE (SEP 2013), NLK

This order shall commence on May 20, 2015 and will expire on April 21, 2018.

The task order term will be extended by the Government unilaterally should the Government exercise its option under the basic contract, unless otherwise provided in writing to the contractor. The total duration of this task order, including the exercise of any options, shall not exceed five years.

Base Period:	May 20, 2015 - April 21, 2016
Option Period 1:	April 22, 2016 - April 21, 2017
Option Period 2:	April 22, 2017 - April 21, 2018
Option Period 3:	April 22, 2018 - April 21, 2019
Option Period 4:	April 22, 2019 - April 21, 2020