

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE

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2. AMENDMENT/MODIFICATION NO.

3. EFFECTIVE DATE

4. REQUISITION/PURCHASE REQ. NO.

5. PROJECT NO. (If applicable)

M0001

See Block 16C

CFO-18-0012

6. ISSUED BY

CODE

NRCHQ

7. ADMINISTERED BY (If other than Item 6)

CODE

U.S. NRC - HQ
Acquisition Management Division
Mail Stop: TWFN-5E03
Washington DC 20555-0001

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)

DEVA & ASSOCIATES PC
Attn: Arun Deva
1901 RESEARCH BLVD STE 410
ROCKVILLE MD 208506120

9A. AMENDMENT OF SOLICITATION NO.

9B. DATED (SEE ITEM 11)

10A. MODIFICATION OF CONTRACT/ORDER NO.

NRC-HQ-7N-17-A-0003
NRC-HQ-7N-17-O-0001

10B. DATED (SEE ITEM 13)

05/30/2017

CODE 789017506

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 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:

\$22,220.38

See Schedule

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

Table with 2 columns: CHECK ONE, and options A, B, C, D for modification types.

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.)

GSA Contract #: GS00F136CA

The purposes of this modification are (a) modify the statement of work to add the requirement to support NRC's Biennial Fee Review (see Attachment 1, Addition to Statement of Work); (c) to increase the ceiling price for the task order by \$18,153.10, from \$154,707.28 to \$172,860.38; and (d) to obligate funds in the amount of \$22,220.38, thereby increasing the obligated amount from \$150,640.00 to \$172,860.38.

New Total Ceiling for this Award: \$172,860.38

New Total Obligated Amount for this Award: \$172,860.38

Authorized labor categories and associated fixed hourly rates include: Partner I Project 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.


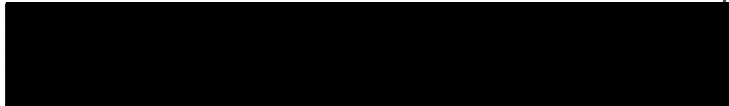
Table with 4 columns: 15A. NAME AND TITLE OF SIGNER, 15B. CONTRACTOR/OFFEROR, 15C. DATE SIGNED, 16A. NAME AND TITLE OF CONTRACTING OFFICER, 16B. UNITED STATES OF AMERICA, 16C. DATE SIGNED.

**CONTINUATION SHEET**

REFERENCE NO. OF DOCUMENT BEING CONTINUED  
NRC-HQ-7N-17-A-0003/NRC-HQ-7N-17-O-0001/M0001

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NAME OF OFFEROR OR CONTRACTOR  
DEVA & ASSOCIATES PC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	  Period of Performance: 06/01/2017 to 05/31/2018				

## ADDITION TO STATEMENT OF WORK

### **Additional work: Biennial Fee Review Support for the Office of the Chief Financial Officer**

#### Background

The Chief Financial Officers (CFO) Act of 1990 of 1990 requires the NRC Office of the Chief Financial Officer (OCFO) to perform biennial reviews of fees and other charges imposed “for services and things of value it provides and makes recommendations on revising charges to reflect costs incurred by the NRC for providing those services and things of value” (31 U.S.C. 902(a) (8)). Accordingly, on a biennial basis, the NRC is required to review the charges assessed for the following fees;

- Administrative charges assessed on delinquent debt,
- Orders, second notices, installment licenses, revocation of outstanding debt; performed as part of the administrative charge review,
- Indemnity fees,
- Freedom of Information Act (FOIA) requests,
- Administrative public use of the NRC auditorium,
- Daily and monthly use of the White Flint office complex parking garage,
- Criminal History Program (CHP),
- Information Access Authorization Program (IAAP),
- Materials Authorization Access Program (MAAP),
- Navy Porting Reviews,
- Small materials program, flat fees, and
- International Programs Material Licenses, Import/Export licenses.

#### Objective

The OCFO is required to perform a review of its fees program on a biennial basis to ensure continued compliance with applicable laws and regulations and to ensure appropriate charges are assessed based on actual costs incurred to administer the fees. The objective of this task order is to obtain professional accounting support and assistance to the NRC Office of the Chief Financial Officer (OCFO). The Contractor shall provide support to the OCFO to perform biennial fee reviews to include project planning, initial discovery, data collection and analysis, assessment of compliance with laws and regulations, recommendations for changes to fee charges assessed, and final report development.

#### Work Requirements

The Contractor shall provide qualified personnel to complete the following tasks:

1. Perform initial planning and discovery activities to gain a thorough understanding of the NRC fees programs and associated business processes. Discovery shall include interviews of NRC Fee Process owners. The deliverable shall be a project plan of activities, major milestones, and deliverable dates for each biennial fee review assigned to the Contractor. The Contractor shall work with the NRC COR and Fee Process Owners to develop the schedule and

timeline for completion of the biennial fee reviews assigned. Interview notes during the discovery process shall be incorporated in the final work papers.

2. Research applicable laws and regulations for each fee review to ensure continued compliance and provide recommendations for changes to the fees processes based on revisions to all applicable laws and regulations.
3. Performing queries of the NRC core accounting system, the Financial Accounting and Integrated Management Information System (FAIMIS) and gather any historical financial data from Fee Process Owner cuff records and systems to support the current fee analysis, conclusions, and recommendations.
4. Analyze the impact of the historical financial data, changes in the fee business processes, and changes to applicable laws and regulations. Provide recommendations for changes to the NRC fee programs, as necessary, to ensure the NRC continues to assess appropriate fees and charges based on the applicable laws and regulations and to recovery the costs incurred of administering the fee programs. The deliverable shall be the completed biennial fee review report detailing the analysis conclusions, and recommended changes.
5. Provide the NRC COR with the latest information on the fee review planning, discovery, data analysis, and report development activities when requested and during periodic update meetings. The Contractor shall attend a status meeting once every two weeks.
6. The Contractor shall prepare the final work papers and the biennial fee review report and provide a draft to the COR within 10 business days after the completion of the fee review process. The deliverable shall be a report clearly showing the completed review(s) and recommendations for changes to the NRC business processes and fee charges assessed, along with all supporting work papers. The NRC staff shall provide the Contractor with changes to the draft report and the Contractor shall deliver a final report to the NRC COR within 5 business days after receipt of all comments and changes from the NRC COR and fee process owners. As needed, the Contractor shall meet with the NRC COR fee process owners to receive clarification and recommendations for changes to the final report.

#### Deliverables

- Project plan and timeline
- Work papers documenting the research and analysis for each biennial fee review
- Draft report for each Biennial Fee review
- Final report for each Biennial Fee review

#### Meetings

The Contractor shall attend approximately biweekly status meetings at NRC's Two White Flint North Building located at 11545 Rockville Pike, Rockville, Maryland. The date and time of each meeting will be coordinated between the Contractor and the NRC COR or designated alternate. Some meetings may be held via conference call.

NRC Furnished Materials/Equipment

The NRC will provide the Contractor with the following items for use under this task order:

- Computer reports, financial and accounting documents, and other documentation relevant to this task order.
- Access to NRC staff and information systems as needed to perform under the task order.

Estimated Period of Performance

The Period of performance is for this task order is estimated to be from modification M0001 date of award through May 31, 2018.