

M0003 See Block 16C NRR-18-0122

6. ISSUED BY CODE NRCHQ 7. ADMINISTERED BY (If other than Item 6) CODE

US NRC - HQ
ACQUISITION MANAGEMENT DIVISION
MAIL STOP TWFN-07B20M
WASHINGTON DC 20555-0001

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) (x) 9A. AMENDMENT OF SOLICITATION NO.

IDONEOUS EDUCATIONAL SERVICES INC
ATTN SAVENA ALLEN
8070 GEORGIA AVE STE 205
SILVER SPRING MD 209104973

9B. DATED (SEE ITEM 11)

CODE 197632826 FACILITY CODE

10A. MODIFICATION OF CONTRACT/ORDER NO.
NRC-HQ-20-15-E-0004
NRC-HQ-20-15-T-0007

10B. DATED (SEE ITEM 13)

06/30/2015

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: 2018-X0200-FEEBASED-20-20D004-1061-11-4-148-252A-11-4-148-1061

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 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.)

SBA: 0353/15/500538
Project Title: Technical Editing Assistance for Seabrook License Renewal Application Review Documents

The purpose of this task order modification is to: (1) revise the price schedule to show the price per deliverable for CLIN 005 (Task 5) and to revise the estimated quantity and estimated total for CLIN 0010 (Task 10); (2) revise the statement of work to remove the requirement for Safety Evaluation Report (SER) with Open Items Supplement as this is no longer required, and to add the requirement for formatting and editing services for the SER without open items to prepare it for publication as the Final SER NUREG; (3) exercise Option CLIN 0010 (Task 10); (4) increase the ceiling of CLIN 0010 by [REDACTED]
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)

15B. CONTRACTOR/OFFEROR 15C. DATE SIGNED

ARACELIS PEREZ-ORTIZ
16B. UNITED STATES OF AMERICA
[REDACTED]
16C. DATE SIGNED
06/01/2018

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED
 NRC-HQ-20-15-E-0004/NRC-HQ-20-15-T-0007/M0003

PAGE OF
 2 10

NAME OF OFFEROR OR CONTRACTOR
 IDONEOUS EDUCATIONAL SERVICES INC

ITEM NO. (A)	SUPPL ES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>(5) increase the task order ceiling by ██████████ to \$27,055.58; (6) provide funding in the amount of ██████████ thereby increasing the total obligated amount from ██████████ \$27,055.58; and (7) provide updated billing instructions.</p> <p>Refer to continuation pages for details on specific changes to the task order.</p> <p>Total Ceiling Amount (Base and Exercised Option): \$27,055.58 (Changed) Total Ceiling Amount (Base and Option): \$27,055.58 (Changed) Total Obligated Amount: \$27,055.58 (Changed)</p> <p>Period of Performance: 06/30/2015 to 12/31/2019</p>				

- 2) Section A.4 CONSIDERATION AND OBLIGATION –LABOR-HOUR CONTRACT (AUG 2011) is revised to read as follows:

A.4 CONSIDERATION AND OBLIGATION — LABOR-HOUR CONTRACT (AUG 2011)

- (a) The ceiling price to the Government for full performance under this task order is \$27,055.58.
- (b) The contract includes direct labor hours at specified fixed hourly rates, inclusive of wages, fringe, overhead, general and administrative expenses, and profit.
- (c) This is an incrementally-funded contract and FAR 52.232-22 – “Limitation of Funds” applies.

- 3) Section A.7 STATEMENT OF WORK is deleted in its entirety and replaced with the following:

A.7 STATEMENT OF WORK – REVISION 1

1. PROJECT TITLE

Technical Editing Assistance for Seabrook License Renewal Application Review Documents.

2. BACKGROUND

Based on the Atomic Energy Act, the U.S. Nuclear Regulatory Commission (NRC) issues licenses for commercial nuclear power reactors to operate for up to 40 years and allows these licenses to be renewed for another 20 years. The license renewal environmental and safety requirements are published as Title 10 of the *Federal Code of Regulations* Part 51 (10 CFR Part 51) and 10 CFR Part 54, respectively. The NRC has published regulatory guidance for the NRC staff (the staff) to follow when reviewing license renewal applications to address radiological and non-radiological environmental issues titled the “Standard Review Plans for Environmental Reviews for Nuclear Power Plants, Supplement 1: Operating License Renewal,” NUREG-1555, Supplement 1, Rev. 1 issued June 2013 to ensure conformance with its review process and to share the process with stakeholders. The NRC has also published regulatory guidance for the staff to follow when reviewing applications to address safety issues titled NUREG-1800, “Standard Review Plan for Review of License Renewal Applications for Nuclear Power Plants,” Revision 2 issued December 2010 (SRP-LR) to ensure the quality and uniformity of staff reviews and to share the process with stakeholders.

The SER with Open Items for Seabrook was completed and issued in June, 2012. Since issuance, significant changes have been made to the SER with Open Items and the document will require formatting and editing services to prepare it for publication as the Final Safety Evaluation Report (FSER) NUREG. Due to a significant delay in the schedule and the SER required a significant rewrite, NRC staff rewrote the SER without open items, therefore contractor support for the SER with Open Items Supplement is no longer required. The SER without open items will require formatting and editing services to prepare it for publication as the Final Safety Evaluation Report (FSER) NUREG.

The SER documents the results of the staff’s safety review of the LRA and describes the technical details considered in evaluating the safety aspects of the proposed extended operation. The SERs can range from 600–950 pages and are typically about 800 pages in length. The SER for Seabrook is up to 1000 pages.

3. SCOPE

The objective of this contract is to obtain expert document layout, assembly, formatting, and technical editing services to assist the NRC's Office of Nuclear Reactor Regulation, Division of License Renewal to prepare the Final SER for the Seabrook LRA.

4. APPLICABLE DOCUMENTS AND STANDARDS

The contractor shall provide accessible, archival-quality, print-ready, Web-enabled PDF and DOC source files that meet Federal and agency requirements for publications. The print and electronic copies shall match (i.e., print the paper copy from the PDF, which is generated from the Microsoft® Office Word 2010 (or version as determined by the COR) file).

Electronic files (final deliverables) shall be:

- **Accessible:** comply with Section 508 of the Rehabilitation Act; accessible to screen readers; high contrast in black and white if any color is used; any information conveyed with color is conveyed equally well when color is not available
- **Archival:** generate PDF using Adobe Acrobat Professional X with NRC downloaded NRC distiller and preflight profiles or NRC designated PDF generator and PDF/A format, an international standard for archival PDFs; embed fonts; update/delete metadata (<http://www.nrc.gov/site-help/electronic-sub-ref-mat.html>).
- **Print-ready:** minimum 600 dpi (1,200 dpi recommended) for high-quality, professional printing; include print disclaimers for any scanned or pixelated images; the PDF shall be an entire document, including cover, inside cover, title page, NRC Form 335, etc. (see NUREG-1757).
- **Web-enabled (electronic):** bookmarks for navigation (generated by Microsoft® Office Word 2010, or current NRC designated word processing software, as directed by the COR, with the heading styles applied); live links to Web sites (entire URL shall be active); meet NRC Web publication standards; enabled for Fast Web view; match agency-wide electronic standards (<http://www.nrc.gov/site-help/e-submittals.html>).
- Free of any restrictions in their use, to include password protections on the document or style sheet.

Specifically, the Microsoft® Office Word 2010 file shall use the following:

- Styles
- Automated formatting (no manually tabbed columns)
- Linked bookmarks or anchors for the table of contents or other document guides that jump to specific sections of the text
- Headers and other structural markup
- Abbreviation list
- Listed and linked figures, equations, tables, etc.
- Formatted tables with simple columns (do not nest tables, mark column headers if possible)

- Embedded fonts and objects

The contractor shall use the following guidelines for file names:

- Use ASCII letters (a-z, A-Z), digits (0-9), underscores and hyphens (“_” and “-”)
- Do not use spaces, quotation marks, diacritic marks or other special/non-printing characters
- Reserve the period (“.”, full stop) for the file extension at the end of the filename

In addition to general document quality standards, the contractor shall meet the following standards in:

- U.S. Government Printing Office (GPO) Style Manual
- NUREG-0650, "Preparing NUREG-series Publications," Revision 2
- NUREG-1379, "NRC Editorial Style Guide," Revision 2
- NUREG-0544, "NRC Collection of Abbreviations," Revision 4
- License Renewal Project Manager Handbook, Attachment 9, "Safety Evaluation Report (SER) Style Guide"
- License Renewal Project Manager Handbook, Attachment 29, "Safety Evaluation Report Writing Guide Lines and Samples"
- EIS Style Guide
- M.D 3.7, "NUREG-Series Publications"
- www.plainlanguage.gov
- Section 508 of the Rehabilitation Act

In cases where the EIS and SER style guides conflict with the *NRC Editorial Style Guide*, the contractor shall follow the SER and EIS style guides. The COR may require the contractor to deviate from the guidance documents listed above, if the guidance documents are being revised or new guidance is being developed.

5. SPECIFIC TASKS

The contractor shall be responsible for the following document properties:

- Layout
- Assembly
- Formatting
- Version control
- Producing a production-ready document

The contractor shall be responsible for services to improve the quality, clarity, and consistency of the and Final SER. Specifically, the contractor shall be responsible for recommending corrections and incorporating changes approved by the staff to include:

- Verifying the message is a coherent and logical flow of ideas
- Correcting syntax, grammar, spelling, and punctuation in accordance with NRC guidance
- Ensuring consistent use of terms, acronyms, abbreviations, and symbols
- Correcting disagreement of the subject and verb and faulty parallelisms
- Eliminating ambiguities, redundancy (wordiness), and overuse of the passive voice
- Ensuring consistency and accuracy of heading styles, headers, and footers
- Consistency of equations
- Verifying consistency and clarity of tables and figures; and redesigning them (as required) to improve their visual effectiveness
- Verifying the accuracy of references and cross-references
- Verifying references are available to the public
- Developing a table of contents in accordance with applicable style guides
- Developing an index in accordance with applicable style guides
- Ensuring consistency of text, figures, table headings, and section headings with the table of contents
- Verifying pagination (page numbers are consistent with the table of contents and index)

The standard scope of work for the Final SER preparation is described in the following tasks.

Task 10 (labor hours used): Final Safety Evaluation Report Related Support

The contractor shall provide additional support related to the formatting and editing of the Seabrook Final SER that falls outside the scope of fixed price Task 005, "FINAL SAFETY EVALUATION REPORT," necessary to publish the Final SER as a NUREG in accordance with the standards, tasks and guidance in this statement of work, including:

- Formatting and editing of the draft Final SER in the approved NUREG styles, to bring the draft Final SER to a condition comparable to what would be expected had the SER with Open Items been edited and formatted by the contractor
- Formatting and editing of all additional pages in the document that have been added since initial editing of the document
- Formatting and editing of sections of the Final SER already performed by the contractor prior to task order modification (rework)

Task 5. Final Safety Evaluation Report

For each task as identified by task order, the contractor shall revise the SER based on additional information as provided by the COR. The contractor shall also incorporate specific technical evaluation input as provided by the COR if necessary to close gaps in the SER that was provided by the COR. This task also includes, but is not limited to revising Section 1 of the SER regarding any additional input provided by the COR (typically Section 1.5 and 1.6, respectively) and updating the appendices in the SER. The contractor shall provide the necessary technical editor review of the SER to ensure the document is complete and meets the NRC publication requirements. The technical editor review shall focus on changes to the SER compared with the SER with gaps provided by the COR. Recommended technical editorial changes to the specific technical evaluation input and additional information shall be provided to the COR in a track changes format for review before incorporation into the SER. Then, the contractor shall provide a track changes version, comparing the differences between the final SER and the SER with gaps, to the COR for NRC review.

Because of the strict project schedule and multiple NRC stakeholders involved in the review, it is expected the COR will provide comments and revisions to this SER to the contractor in numerous batches, requiring turnaround within one work day in certain cases as directed by the COR. The contractor shall revise the SER based on comments and revisions provided by the COR and submit a final SER that is camera-ready for NUREG publications.

The deliverable is a cover-to-cover plant-specific SER based on technical and administrative information in the LRA and supplemental information, as provided by the COR. The contractor shall also provide the necessary review of the SER to ensure that it meets the NRC publication requirements for a NUREG-series report. The staff will review the SER and provide comments to the contractor. The contractor shall revise and provide the SER based on comments from the COR in accordance with the delivery schedule in section 6, "Deliverables and Delivery Schedule."

6. DELIVERABLES AND DELIVERY SCHEDULE

The contractor shall provide the deliverables listed below in two electronic formats (Microsoft® Office Word 2010 or NRC designated word processing software and PDF file using Adobe Acrobat Professional X or NRC designated PDF) and a hard copy printed from the PDF file to the COR. The final deliverables for each task shall not have any restrictions in their use by the government. If document protections are employed during the editing process as part of a version control methodology, an additional unprotected version of the final deliverable for government records and future use must be provided.

The NRC has an expectation that the contractor will be able to perform technical editing of a minimum of 70 pages per day as well as format a minimum of 70 pages per day. If, due to multiple tasks under this contract being performed simultaneously, the below delivery schedules are unachievable, the contractor shall coordinate with the COR to prioritize work and agree on an acceptable delivery schedule.

Because of the strict project schedule and multiple NRC contributors to the documents, it is expected the COR will provide comments and revisions to the contractor in numerous batches, requiring turnaround within one work day in certain cases as directed by the COR.

The following are standard deliverable due dates for each of the tasks:

Task No.	Deliverable Description	Due Date	Task Completion Rate
5.a	Final SER – 1 st Round Edits (through PM Review)	NLT 10 working days after receipt of final input from COR	25% complete
5.b	Final SER – 2 nd Round Edits (through Branch Chief/OGC Review)	NLT 5 working days after receipt of final input from COR	50% complete
5.c	Final SER – 3 rd Round Edits (through Division Director Review)	NLT 5 working days after receipt of final input from COR	75% complete
5.d	Final SER – Final Edits (Final Deliverable for issuance as public document)	NLT 5 working days after receipt of final input from COR	100% complete
10	Initial draft Final SER	NLT 15 working days after receipt of draft SER	

The deliverable will include at minimum a word processing source file, an electronic “print” file in Portable Document Format (PDF), and a printed camera-ready document from the PDF file unless otherwise directed by the COR or CO. The contractor shall be responsible for structuring the deliverable to follow Federal and agency standards for publications. The current agency word processing standard is Microsoft® Office Word 2010. The contractor shall use the latest agency-designated version of this agency standard. The source and PDF files shall be automated structured, and reusable (i.e., applies templates, contain automatic bookmarks, have “live” Web links). The contractor shall consider long-term use and revision when establishing styles. This will be evidenced by styles that are constructed for ease of use and that apply automated functions. The contractor shall provide a style sheet itemizing the specifications for each style or tag applied in the word processing program. For example, the style sheet will note the name of the style, formatting details, and the specific functions of and use for each style. The contractor shall include corrections to meet quality standards as a part of this deliverable.

The final deliverable document for Tasks 5 and 10 shall:

- Be provided in the NRC-approved version of Microsoft® Office Word 2010 or NRC designated word processing software, as directed by the COR
- Be provided in a PDF format generated by Adobe Acrobat Professional X or NRC designated PDF generator
- Be delivered “camera ready” on CD-ROM
- Meet the requirements above of “Electronic files shall be--”
- Meet the requirements above of “Specifically, the Microsoft® Office Word 2010 file shall use--”
- Meet the requirements above of “The contractor is responsible for services to improve the quality, clarity, and consistency of the SEIS and SER--”

7. GOVERNMENT FURNISHED PROPERTY

The COR will provide the contractor with the LRA, SER framework, and technical input required to prepare the documents at issuance of the task order.

The COR will provide the contractor with a printed and/or electronic representation of how the deliverables should appear, typically a published example of a completed document. Additionally, the COR will provide the initial draft documents in their general format during the execution of each Task Order.

The COR can also provide other applicable background information and reference documentation. For the purpose of providing a proposal, the NRC Web site below, contains past and current LRAs and staff SEISs and SERs.

<http://www.nrc.gov/reactors/operating/licensing/renewal/applications.html#plant>

The following NUREG reports related to this effort are available through the NRC Agencywide Document Access and Management System (ADAMS).

NUREG-1379, "NRC Editorial Style Guide," Revision 2, is available through ADAMS at:
<http://www.nrc.gov/reading-rm/adams.html#web-based-adams> (Accession No. ML093280744)

NUREG-0544, "NRC Collection of Abbreviations," Revision 4, is available through ADAMS at:
<http://www.nrc.gov/reading-rm/adams.html#web-based-adams> (Accession No. ML041050544)

An electronic copy of MD 3.7, "NUREG-Series Publications" will be provided if requested by the contractor.

8. PLACE OF PERFORMANCE

Meetings for Task Order kick-offs may be held at NRC Headquarters, if requested by the COR. All other work will be performed at the contractor's site.

9. SECURITY

All work performed will be Unclassified.

4) Section A.8 LIST OF ATTACHMENTS is revised to read as follows:

A.8 LIST OF ATTACHMENTS

1. Billing Instructions for Fixed-Price Type Contracts (July 2017)
2. Billing Instructions for Time-and-Materials/Labor-Hour Type Contracts (Aug 2017)

All other terms and conditions of the task order remain the same.