

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

NOV 26 1990 1 13

2. AMENDMENT/MODIFICATION NO. Modification 1	3. EFFECTIVE DATE 10/22/90	4. REQUISITION/PURCHASE REQ. NO. RFPA-90-240 dtd 10/11/90	5. PROJECT NO. (if applicable)
6. ISSUED BY U.S. Nuclear Regulatory Commission Division of Contracts & Property Management Washington, D.C. 20555		7. ADMINISTERED BY (if other than Item 6)	

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) Wilson Hewitt and Associates, Inc./SBA 1835 Market Street, Suite 1715 Philadelphia, PA 19103	9A. AMENDMENT OF SOLICITATION NO.
	9B. DATED (SEE ITEM 11)
	10A. MODIFICATION OF CONTRACT/ORDER NO. X NRC-28-90-240
	10B. DATED (SEE ITEM 13) 7/4/90

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 ACKNOWLEDGMENT 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)

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

W)	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:
	D. OTHER (Specify type of modification and authority) X Section H.1 entitled "Key Personnel"

E. IMPORTANT: Contractor is not, is required to sign this document and return 3 copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible)

Modification follows on next page

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print) SEE SIGNATURE PAGE		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) SEE SIGNATURE PAGE	
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA (Signature of Contracting Officer)	16C. DATE SIGNED

Contract No. NRC-28-90-240
SBA-3-90-2-2068
Modification No. 1
Page 2 of 3

The purpose of this modification is to revise the key personnel clause under this contract. Accordingly, the contract is hereby modified as follows:

The Government hereby accepts Wilson, Hewitt & Associates, Inc.'s proposal dated September 13, 1990, which is attached hereto. As a result, paragraph a. of subsection H.1 entitled "Key Personnel," is revised to ADD "Kenneth Cartwright" as a temporary key person for the period of October 22, 1990 through January 21, 1991.

All other terms and conditions of the contract remain unchanged, including the ceiling amount of \$75,441.60.

WHA

September 13, 1990

Mr. Timothy F. Hagan
U.S. Nuclear Regulatory Commission
Division of Contracts & Property Management
Phillips Building
7920 Norfolk Avenue
Bethesda, MD 20814

Dear Mr. Hagan:

This letter is to request permission to temporarily replace Octavia Henderson, the sole key person on Contract Number NRC-28-90-240, data entry services performed at Nuclear Regulatory Commission Region I in King of Prussia, PA. At present Octavia Henderson is in her third trimester of pregnancy, expecting to deliver on October 22nd. Consequently very shortly she will begin a 6 to 8 week leave of absence. During that time it is our desire to replace her with Kenneth Cartwright, a member of our permanent data entry staff in the Philadelphia office.

Kenneth has worked with Wilson, Hewitt & Associates, Inc. for the past two-year period as a Data Entry Technician and possesses excellent skills along with requisite knowledge to perform Octavia's job requirements. He has worked with Virginia Toison recently on one project and received "high marks" for accuracy. Over the past three-week period we have sent Kenneth to the NRC location to learn Octavia's functions. Although she is now confident he knows her job very well, we will continue to have him report to NRC two days per week to perform her job with her "looking on". This will continue until her leave begins, at which time Kenneth will report daily. Billing for Kenneth will begin at that time.

After graduating high school, Kenneth attended the Computer Learning Center for a six-month data entry training course. He graduated with excellent grades, tested very well when he began with us in 1988 and remains one of our top data entry

Mr.: Timothy F. Hagana
September 14, 1990
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operators: We are requesting that you approve him as a temporary replacement for Octavia at the same pay rate as a Senior Data Entry Technician under the present contract. Thank you.

Sincerely,

Phillip C. Wilson

PCW:jsb

TH:383

WHA

September 13, 1990

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