

## AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

BPA NO.

1. CONTRACT ID CODE

PAGE

OF PA

2. AMENDMENT/MODIFICATION NO.

3. EFFECTIVE DATE

4. REQUISITION/PURCHASE REQ. NO.

47d 4/4/03

5. FUNDING NO. (if applicable)

4

8/15/2003

NO RG102282

6. ISSUED BY

CODE

3100

7. ADMINISTERED BY (if other than item 6)

CODE

3100

U.S. Nuclear Regulatory Commission  
Div of Contracts  
Two White Flint North - MS T-7-I-2

U.S. Nuclear Regulatory Commission  
Div of Contracts  
Two White Flint North - MS T-7-I-2

Washington, DC 20555

Washington, DC 20555

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

CX

8A. AMENDMENT OF SOLICITATION NO.

Jennell Williams, Inc.  
ATTN.: Ms. Jennell Williams  
President  
519 Manchester Avenue  
Media PA 19063

9B. DATED (SEE ITEM 11)

10A. MODIFICATION OF CONTRACT/ORDER NO.

NRC-28-02-282

SEA# 0303-02-207771

10B. DATED (SEE ITEM 13)

09-30-2003

CODE

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 of 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)

B&amp;R No. 391-15-511-306; Job Code E9102; BOC 252T;

Appn. No. 31X0200; Obligated Amt: \$3,208.00 plus \$10,000.00

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

☒ 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 buying office, appropriation data, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 49.103(b).

☐ C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:

☐ D. OTHER (Specify type of modification and authority) Bilateral Modification  
See Section C.9 of contract.

E. IMPORTANT: Contractor ☐ is not, ☒ is required to sign this document and return 2 copies to the issuing office.

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

Please see the following pages.

Except as provided herein, all terms and conditions of the document referenced in item 8A or 10A, as herebefore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)

Jennell L. Williams, President

16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)

Joyce A. Fields  
Contracting Officer

15B. CONTRACTOR/OFFEROR

15C. DATE SIGNED

8/15/03

16B. UNITED STATES OF AMERICA

BY

Joyce A. Fields  
(Signature of Contracting Officer)

16C. DATE SIGNED

08-13-2003

STANDARD FORM 30 (REV. 10-83)

TEMPLATE - ADM001

ADM002 TOTAL P.02

This Modification No. 4 provides for training, travel, and overtime during Option Period 1. In addition, this Modification exercises the option to extend the contract period of performance, and obligates additional funds. Accordingly, the following changes are hereby made:

1. Section B.3 DESCRIPTION/SPECIFICATIONS/WORK STATEMENT, Paragraph VI. TRAVEL REQUIREMENTS, is revised to read as follows :

**"VI. TRAINING AND TRAVEL REQUIREMENTS**

It is anticipated that the contract employee will attend two training courses. One course, will teach the contract employee how to use the automate vacancy system, NRCareers. This training is a 3-day course which is held in the Washington, D.C. Metropolitan area. The second course which covers Official Personnel Folder filing is usually held in Philadelphia or Boyers, Pennsylvania. Some travel (local and/or overnight) is anticipated for training."

2. Section B.3 DESCRIPTION/SPECIFICATIONS/WORK STATEMENT, Paragraph VII. HOURS OF OPERATIONS, is revised to add the following sentence:

"Occasional overtime during peak work periods may be authorized with the approval of the Project Officer and Contracting Officer."

3. Section B.1 ADDENDA SCHEDULE OF SUPPLIES OR SERVICES AND PRICE/COSTS, Paragraph 3. SCHEDULE, OPTION PERIOD 1, is revised to read as follows:

Labor Category	Hours	Fixed Hourly Rate	Total Price
Human Resource Administrative Assistant			\$76,438.17
Overtime			\$ 1,997.83
Training Costs (Not To Exceed)	N/A	N/A	\$ 500.00
Travel Costs (Not To Exceed)	N/A	N/A	\$ 1,200.00
Total Option Period 1			\$80,136.00"

Accordingly, the Total Amount for Option Period 1 is increased by \$1,700.00 from \$78,436.00 to \$80,136.00.

4. Section B.1 ADDENDA SCHEDULE OF SUPPLIES OR SERVICES AND PRICE/COSTS is revised to increase the TOTAL AMOUNT FOR ALL SERVICES/PERIODS by \$1,700.00 (for training and travel costs) from \$405,370.00 to \$407,070.00.

Note: The total contract amount for all services performed during the Base Period and Option Period 1 is \$158,572.00. Base Period - \$78,436.00; Option Period 1 - \$80,136.00.

5. Section B.2 CONSIDERATION AND OBLIGATION, the first sentence in subparagraph (b), is revised to read as follows:

"(b) The amount presently obligated with respect to this contract is \$91,644.00."

6. Section B.3 DESCRIPTION/SPECIFICATIONS/WORK STATEMENT, Paragraph XI. PERIOD OF PERFORMANCE, is revised to read as follows :

"Contractor's services shall commence 9/30/02 and expire 9/30/04. The term of this contract may be extended at the option of the Government for an additional three (3), twelve (12) month option periods."

The contractor hereby waives the preliminary notice of intent requirement set forth in Section C.9 "52.217-9 OPTION TO EXTEND THE TERM OF THE CONTRACT" of the contract.

All other terms and conditions of the contract remain the same.