

## AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

BPA NO.

1. CONTRACT ID CODE

PAGE

1

OF PAC

3

2. AMENDMENT/MODIFICATION NO. M001		3. EFFECTIVE DATE See Block 16.C		4. REQUISITION/PURCHASE REQ. NO. 06-24-2003 RES-03-059		5. PROJECT NO. (If applicable)	
6. ISSUED BY U.S. Nuclear Regulatory Commission Division of Contracts Two White Flint North - MS T-7-I-2 Contract Management Center 2 Washington, DC 20555		3100		7. ADMINISTERED BY (If other than Item 6) U.S. Nuclear Regulatory Commission Division of Contracts Two White Flint North - MS T-7-I-2 Washington, DC 20555		3100	
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)  Pennsylvania State University ATTN: John Hanold Office of Sponsored Programs 110 Technology Center University Park, PA 16802				(X)		9A. AMENDMENT OF SOLICITATION NO.	
						9B. DATED (SEE ITEM 11)	
						10A. MODIFICATION OF CONTRACT/ORDER NO. NRC-04-03-059	
				X		10B. DATED (SEE ITEM 13) 03-13-2003	
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)

NOT APPLICABLE

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

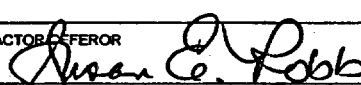
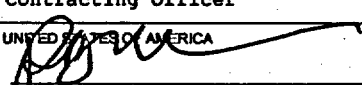
(X)	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
X	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET 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)

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.)

SEE PAGE 2 FOR MODIFICATION DETAILS.

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) Susan E. Robb Senior Associate Director		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Robert B. Webber Contracting Officer	
15B. CONTRACTOR REFEROR  (Signature of person authorized to sign)	15C. DATE SIGNED 8/28/03	16B. UNITED STATES OF AMERICA BY  (Signature of Contracting Officer)	16C. DATE SIGNED 8/20/03

STANDARD FORM 30 (REV. 1-83)

TEMPLATE - ADM001

ADM002

The purpose of this modification is to modify Section F to include instructions for preparing international trip reports. Accordingly, the contract is hereby modified as follows:

Under Section F, Deliveries or Performance, the following is incorporated as Section F.8:

**"F.8 INSTRUCTIONS FOR PREPARING INTERNATIONAL TRIP REPORTS**

Upon the completion of a trip to a foreign country the contractor shall provide a report which shall include the following:

1. Trip reports that document the results of international travel shall be prepared by the traveler, following the attached model. The trip report should be as long as necessary to convey the essence of the trip, but not longer than necessary (e.g., a few pages may be adequate).
2. Trip reports shall be submitted within 30 days of completing the foreign travel. However, if the results of the foreign travel are of high interest to the NRC for safety or policy reasons, the traveler shall provide an oral report to his or her NRC Project Officer as soon as possible. If deemed necessary by the project officer, a brief (one page-maximum) "quick look" summary shall be sent to the appropriate NRC Project Officer within one week of completing the foreign travel. Interoffice distribution of the quick look report will be determined by the Deputy Office Director.
3. In order to improve coordination, trip reports shall be submitted only to the NRC Project Officer. The NRC Project Officer will in turn review the reports and distribute them internally to the appropriate NRC Offices, staff, and to the ADAMS document file. The NRC Project Officer will also make the determination as to whether the trip report could/should be transmitted to the Commission. All trip reports shall be attached to a cover letter to the NRC Project Officer.
4. Whenever possible, every effort should be made to issue one consolidated trip report when there are multiple travelers by the same contractor.
5. Unless stated otherwise, trip reports are to be marked as nonpublic, for internal use only. If the report contains sensitive information it shall be identified as such and have limited internal distribution. The NRC Project Officer will be responsible for placing the document into ADAMS."

All other terms and conditions of the subject contract remain unchanged, including the ceiling amount of \$300,000.00.

Total FY 03 Obligation, from the award date, through the date of this action is \$300,000.00. This modification does not obligate any funds.

## **ATTACHMENT**

### **SAMPLE NRC INTERNATIONAL TRIP REPORT**

#### **Subject**

#### **Dates of Travel, Countries and Organizations Visited**

#### **Author, Title, Contract Number, and Agency Affiliation**

**Sensitivity** *(Was there anything sensitive about the trip itself or the information being reported? Please indicate not applicable; sensitive information (limited to NRC); proprietary information (either business-confidential or foreign information provided in confidence); or classified information (confidential, secret, or top secret). This report and all applicable documents must be marked, handled, and protected as appropriate for their sensitivity.)*

**Background/Purpose** *(What was the reason for the trip? What led to it? Why is NRC involved? Traveler may wish to draw upon justification in NRC Forms 445 and 279.)*

**Abstract: Summary of Pertinent Points/Issues** *(the abstract must summarize the discussions, identify any policy matters that need to be brought to the Commission's attention, identify any issues that need managements' attention, assess whether the interaction was worthwhile and achieved the desired outcomes, and identify any "best practices" that should be considered by NRC. Should NRC participation in this activity be continued? Did the meeting achieve its objectives?)*

**Discussion** *(Include more detailed description or observations about the meetings, conference, or facility visit, what was accomplished, and what the benefit was to NRC or to the national interests.)*

**Pending Actions/Planned Next Steps for NRC** *(Indicate any open actions, including unresolved problems or issues and NRC necessary or useful follow-up.)*

**Points for Commission Consideration or Items of Interest** *(If applicable, highlight information the Commission needs to know or in which it would be interested. Indicate whether Commission action is required (if known) and, if so, how or when Commission guidance or engagement will be sought. If there are any items of interest to the Commission, this should also be briefly highlighted in a transmittal memo. Responses to this item should be coordinated with the NRC program manager.)*

**Attachments** *(Include only the agenda, if available, and pertinent documents, listed by title.)*

**"On the Margins"** *(Indicate any additional information that is of probable interest to NRC but not directly related to the purpose of the trip.)*