

## AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

BPA NO.

1. CONTRACT ID CODE

PAGE

OF PAGE

1

10

2. AMENDMENT/MODIFICATION NO.

M004

3. EFFECTIVE DATE

See Block 16C

4. REQUISITION/PURCHASE REQ. NO. dtd 7/8/03

HR-01-284-004

5. PROJECT NO. (If applicable)

6. ISSUED BY

CODE

U.S. Nuclear Regulatory Commission  
Div of Contracts  
Two White Flint North - MS T-7-I-2  
Contract Management Center No. 1  
Washington, DC 20555

7. ADMINISTERED BY (If other than Item 6)

CODE

U.S. Nuclear Regulatory Commission  
Div of Contracts  
Two White Flint North - MS T-7-I-2  
Contract Management Center No. 1  
Washington, DC 20555

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

Business Management Research Associates  
ATTN: Mr. John C. Lynch  
3949 Pender Drive  
Suite 300  
Fairfax VA 22030

(X)

9A. AMENDMENT OF SOLICITATION NO.

9B. DATED (SEE ITEM 11)

10A. MODIFICATION OF CONTRACT/ORDER NO.  
NRC-38-01-284

10B. DATED (SEE ITEM 13)

09-28-2001

CODE

FACILITY CODE

X

## 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)

38415-512116 T8426 251F 31X0200 OBLIGATE \$50,000.00

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. Changes Clause, FAR Part 52.212-4 (c);
	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) Mutual Agreement of the Parties; 52.217-9, OPTION TO EXTEND THE TERM OF THE CONTRACT.

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

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

The subject contract is modified as described in the following pages.

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)

John C. Lynch, President

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

Joyce A. Fields  
Contracting Officer

15B. CONTRACTOR/OFFEROR

(Signature of person authorized to sign)

15C. DATE SIGNED

9/25/03

16B. UNITED STATES OF AMERICA

BY

(Signature of Contracting Officer)

16C. DATE SIGNED

09-23-2003

STANDARD FORM 30 (REV. 10-83)

TEMPLATE - ADM001

ADM002

This Modification No. 4 accomplishes the following:

1. corrects the contract ceiling amount reflected in Modification No. 3 from \$142,329.00 to \$152,965.00.
2. as a result of a June 18, 2003 meeting held in NRC headquarters between NRC and BRMA, and BMRA's email dated 9/23/2003:
  - (a) decreases the number of meetings under Section B. CONTINUATION BLOCK, BASE YEAR, item 9., "Provide expert in PBSC...", from a Quantity of 20 to 1;
  - (b) adds item 9., "Provide expert in PBSC...", under Section B. CONTINUATION BLOCK, for all of the OPTION YEARS in the following estimated quantities of meetings: OPTION YEAR ONE Qty. 1, OPTION YEAR TWO - Qty. 5, OPTION YEAR THREE - Qty. 5, OPTION YEAR FOUR - Qty. 6, and the associated unit prices, in accordance with BMRA's email cost proposal dated 6/17/2003;
  - (c) revises Section B.8, PBSC SUPPORT SERVICES, to clarify the wording in subsections A. and B., and change the delivery date of the draft guidebook in subsection B.
3. exercises OPTION YEAR TWO of this contract, thereby extending the period of performance of this contract from October 1, 2001 through September 30, 2004, and increasing the contract ceiling amount to \$193,472.25.
4. provides incremental funding in the amount of \$50,000.00, thereby increasing the obligated amount of this contract from \$142,329.00 to \$192,329.00.
5. revises the GRAND TOTAL AMOUNT of the contract for the BASE AND OPTION YEARS under Section B., CONTINUATION BLOCK, to reflect changes through this modification from \$265,086.00 to \$307,374.25.
6. revises Section B.16, KEY PERSONNEL, to ADD Ms. Mary Ackerman.

Accordingly, the following Sections of the contract are hereby modified:

1. Section B. CONTINUATION BLOCK is DELETED in its entirety and REPLACED with the following:

**"SECTION B - SCHEDULE OF ITEMS AND PRICES**

**BASE YEAR** (October 1, 2001 through September 30, 2002)

ITEM	DESCRIPTION	ESTIMATED QUANTITY	UNIT	UNIT PRICE	TOTAL AMOUNT
001	Instructor to teach Workshop 2 - Developing an Independent Government Cost Estimate.		EA		\$ 1,668.00

ITEM	DESCRIPTION	ESTIMATED QUANTITY	UNIT	UNIT PRICE	TOTAL AMOUNT
002	Instructor to teach Workshop 3 - Developing Proposal Evaluation Factors.		EA		\$ 1,668.00
003	Instructor to teach Workshop 5 - Negotiation of Terms and Conditions.				\$ 1,668.00
004	Instructor to teach Workshop 6 - Contract Administration.				\$ 1,668.00
005	Instructor to teach Workshop 10 - Preparing Statements of Work.				\$ 1,668.00
006	Provide three (3) copies each of updated pages for the Instructor's Handbook and the Participant's Handbook for each workshop module each time a module is updated or revised. It is estimated that 11 modules will be revised at least twice in a calendar year.				\$19,470.00
007	Provide training materials for Participant's Handbook for one year. It is estimated 20 people will be in each workshop at least twice a year. (Half-day Acquisition for Supervisors and Managers - Section B.5 (11) only).*				\$ 1,200.00
008	Provide training materials for Participants Handbook for the remaining 10 workshops based on a minimum of 10 and a maximum of 30 participants attending the work- shop. It is estimated the workshop will be taught twice a year - (Section B.5 (1)-(10) only).**				\$18,000.00
009	Provide expert on PBSC to meet with NRC staff and assist in the development of PBSC SOW and other PBSC-related services. It is estimated that each meeting will be 8 hours in duration.				\$ 752.00
TOTAL ESTIMATED PRICE - BASE YEAR					\$ 47,762.00

OPTION YEAR ONE (October 1, 2002 through September 30, 2003)

ITEM	DESCRIPTION	ESTIMATED QUANTITY	UNIT	UNIT PRICE	TOTAL AMOUNT
001	Instructor to teach Workshop 2 - Developing an Independent Government Cost Estimate.				\$ 5,154.00
002	Instructor to teach Workshop 3 - Developing Proposal Evaluation Factors.				\$ 1,718.00
003	Instructor to teach Workshop 5 - Negotiation of Terms and Conditions.				\$ 1,718.00
004	Instructor to teach Workshop 6 - Contract Administration.				\$ 4,295.00
005	Instructor to teach Workshop 10 - Preparing Statements of Work.				\$ 5,154.00
006	Provide three (3) copies each of updated pages for the Instructor's Handbook and the Participant's Handbook for each workshop module each time a module is updated or revised. It is estimated that 11 modules will be revised at least three in a calendar year.				\$30,096.00
007	Provide training materials for Participant's Handbook for one year. It is estimated 20 people will be in each workshop at least twice a year. (Half-day Acquisition for Supervisors and Managers - Section B.5 (11) only).*				\$ 1,240.00
008	Provide training materials for Participants Handbook for the remaining 10 workshops based on a minimum of 10 and a maximum of 30 participants attending each work- shop. It is estimated the workshop will be taught three times a year. (Section B.5 (1) - (10) only).** <i>Training materials for an additional 11 workshops were added to OPTION YEAR ONE under Modification No. 2</i>				\$41,540.00

*based on a maximum of 40 participants  
attending each workshop.*

ITEM	DESCRIPTION	ESTIMATED QUANTITY	UNIT	UNIT PRICE	TOTAL AMOUNT
009	Provide expert on PBSC to meet with NRC staff and assist in the development of PBSC SOW's and other PBSC-related services. It is estimated that each meeting will be 8 hours in duration.			70	\$ 778.50
TOTAL ESTIMATED PRICE - OPTION YEAR ONE					\$ 91,693.50

OPTION YEAR TWO (October 1, 2003 through September 30, 2004)

ITEM	DESCRIPTION	ESTIMATED QUANTITY	UNIT	UNIT PRICE	TOTAL AMOUNT
001	Instructor to teach Workshop 2 - Developing an Independent Government Cost Estimate.				\$ 1,770.00
002	Instructor to teach Workshop 3 - Developing Proposal Evaluation Factors.				\$ 1,770.00
003	Instructor to teach Workshop 5 - Negotiation of Terms and Conditions.				\$ 1,770.00
004	Instructor to teach Workshop 6 - Contract Administration.			0	\$ 1,770.00
005	Instructor to teach Workshop 10 - Preparing Statements of Work.			0	\$ 1,770.00
006	Provide three (3) copies each of updated pages for the Instructor's Handbook and the Participant's Handbook for each workshop module each time a module is updated or revised. It is estimated that 11 modules will be revised at least twice in a calendar year.				\$20,658.00

ITEM	DESCRIPTION	ESTIMATED QUANTITY	UNIT	UNIT PRICE	TOTAL AMOUNT
007	Provide training materials for Participant's Handbook for one year. It is estimated 20 people will be in each workshop at least twice a year. (Half-day Acquisition for Supervisors and Managers - Section B.5 (11) only).*				\$ 1,280.00
008	Provide training materials for Participants Handbook for the remaining 10 workshops based on a minimum of 10 and a maximum of 30 participants attending the workshop. It is estimated the workshop will be taught twice a year - (Section B.5 (1)-(10) only).**				\$19,200.00
009	Provide expert on PBSC to meet with NRC staff and assist in the development of PBSC SOW and other PBSC-related services. It is estimated that each meeting will be 8 hours in duration.				\$ 4,028.75
TOTAL ESTIMATED PRICE - OPTION YEAR TWO					\$ 54,016.75

OPTION YEAR THREE (October 1, 2004 through September 30, 2005)

ITEM	DESCRIPTION	ESTIMATED QUANTITY	UNIT	UNIT PRICE	TOTAL AMOUNT
001	Instructor to teach Workshop 2 - Developing an Independent Government Cost Estimate.				\$ 1,824.00
002	Instructor to teach Workshop 3 - Developing Proposal Evaluation Factors.				\$ 1,824.00
003	Instructor to teach Workshop 5 - Negotiation of Terms and Conditions.				\$ 1,824.00
004	Instructor to teach Workshop 6 - Contract Administration.				\$ 1,824.00

ITEM	DESCRIPTION	ESTIMATED QUANTITY	UNIT	UNIT PRICE	TOTAL AMOUNT
005	Instructor to teach Workshop 10 - Preparing Statements of Work.				\$ 1,824.00
006	Provide three (3) copies each of updated pages for the Instructor's Handbook and the Participant's Handbook for each workshop module each time a module is updated or revised. It is estimated that 11 modules will be revised at least twice in a calendar year.				\$21,252.00
007	Provide training materials for Participant's Handbook for one year. It is estimated 20 people will be in each workshop at least twice a year. (Half-day Acquisition for Supervisors and Managers - Section B.5 (11) only).*				\$ 1,320.00
008	Provide training materials for Participants Handbook for the remaining 10 workshops based on a minimum of 10 and a maximum of 30 participants attending the work- shop. It is estimated the workshop will be taught twice a year - (Section B.5 (1)-(10) only).**				\$19,800.00
009	Provide expert on PBSC to meet with NRC staff and assist in the development of PBSC SOW and other PBSC-related services. It is estimated each meeting will be 8 hours in duration.				\$ 4,170.00
TOTAL ESTIMATED PRICE - OPTION YEAR THREE					\$ 55,662.00

OPTION YEAR FOUR (October 1, 2005 through September 30, 2006)

ITEM	DESCRIPTION	ESTIMATED QUANTITY	UNIT	UNIT PRICE	TOTAL AMOUNT
001	Instructor to teach Workshop 2 - Developing an Independent Government Cost Estimate.				\$ 1,878.00

ITEM	DESCRIPTION	ESTIMATED QUANTITY	UNIT	UNIT PRICE	TOTAL AMOUNT
002	Instructor to teach Workshop 3 - Developing Proposal Evaluation Factors.				\$ 1,878.00
003	Instructor to teach Workshop 5 - Negotiation of Terms and Conditions.				\$ 1,878.00
004	Instructor to teach Workshop 6 - Contract Administration.				\$ 1,878.00
005	Instructor to teach Workshop 10 - Preparing Statements of Work.				\$ 1,878.00
006	Provide three (3) copies each of updated pages for the Instructor's Handbook and the Participant's Handbook for each workshop module each time a module is updated or revised. It is estimated that 11 modules will be revised at least twice in a calendar year.				\$21,912.00
007	Provide training materials for Participant's Handbook for one year. It is estimated 20 people will be in each workshop at least twice a year. (Half-day Acquisition for Supervisors and Managers - Section B.5 (11) only).*				\$ 1,360.00
008	Provide training materials for Participants Handbook for the remaining 10 workshops based on a minimum of 10 and a maximum of 30 participants attending the work- shop. It is estimated the workshop will be taught twice a year - (Section B.5 (1)-(10) only).**				\$20,400.00
009	Provide expert on PBSC to meet with NRC staff and assist in the development of PBSC SOW and other PBSC-related services. It is estimated that each meeting will be 8 hours in duration.				\$ 5,178.00

TOTAL ESTIMATED PRICE - OPTION YEAR THREE

\$ 58,240.00



GRAND TOTAL BASE YEAR AND OPTION YEARS

\$307,262.50"

2. Section B.8, PBSC SUPPORT SERVICES is deleted in its entirety and replaced as follows:

"A. The Contractor shall provide an expert on Performance-Based Service Contracting (PBSC) available, on an as needed basis, to meet with NRC staff (typically Contract Specialists and Project Managers for the proposed work) in order to provide hands-on assistance in developing PBSC statements of work (PBSC SOW), and other PBSC-related services. It is anticipated that approximately eighteen (18) PBSC SOW meetings will be required, each for eight hours duration. The contractor shall review draft PBSC SOWs submitted by the Contract Specialists in preparation for advising and assisting them in PBSC-related issues, and in the process of writing the PBSC SOW at NRC Headquarters. The Contractor shall provide a written recommendation to the Contracting Officer no later than 30 days after receipt of draft PBSC SOW's.

B. The Contractor shall develop a draft Guidebook based on the PBSC Meetings set forth in CLIN 009 of Option Year Two and subsequent meetings in Option Years Three and Four, if exercised. The Guidebook will contain no less than ten (10) NRC PBSC SOW's, and questions and answers resulting from the hands-on meetings. The Contractor shall submit a draft guidebook to the NRC PO for review and comment by NRC staff. The Contractor shall, within ten (10) working days of receipt of NRC comments, revise the Guidebook incorporating NRC's comments. The target date for completion of the Guidebook to the NRC PO is September 30, 2004. However, completion of the Guidebook is contingent upon NRC providing a minimum of ten (10) PBSC SOW's to the Contractor. The approved final guidebook shall be incorporated into the "Preparing Statements of Work" module."

3. Section B.16, KEY PERSONNEL, is revised to add Ms. Mary Ackerman as follows:

"B.16 KEY PERSONNEL

(a) The following individuals are considered to be essential to the successful performance of the work hereunder:



The contractor agrees that personnel may not be removed from the contract..."

4. Section B.17., CONSIDERATION AND OBLIGATION – DELIVERY ORDER (JUNE 1988), paragraphs "a." and "b." are revised to read as follows:

"a. The total estimated amount of this contract (ceiling) for the products/services ordered, delivered, and accepted under this contract is \$193,472.25. The Contracting Officer may unilaterally increase this amount as necessary for orders to be placed with the contractor during

the contract period provided such orders are within any maximum ordering limitation prescribed under this contract.

(b) The amount presently obligated with respect to this contract is **\$192,329.00...**

5. Standard Form 1449, Block 26. TOTAL AWARD AMOUNT, as modified in Modification No. 2, is DELETED and REPLACED with the following:

**"TOTAL AWARD AMOUNT: \$193,472.25."**

6. Section C.5, 52.216.18 ORDERING (OCT 1995), paragraph (a) is revised as follows:

**"(a) Any supplies and services to be furnished under this contract shall be ordered by issuance of delivery orders or task orders by the individuals or activities designated in the Schedule. Such orders may be issued from October 1, 2001 through September 30, 2004.**

7. Section C.10, PERIOD OF PERFORMANCE, is DELETED in its entirety and REPLACED with the following:

**"Section C.10, PERIOD OF PERFORMANCE**

**The period of performance of this contract is from October 1, 2001 through September 30, 2004. The term of this contract may be extended at the option of the Government an additional two years."**

All other terms and conditions remain the same.

The following is a summary of NRC obligations from the date of award through the date of this action:

FY01 OBLIGATIONS:	\$ 62,050.00
FY02 OBLIGATIONS:	\$ 48,494.00
FY03 OBLIGATIONS:	\$ 81,785.00

**TOTAL NRC OBLIGATIONS: \$192,329.00**

This modification obligates FY2003 funds in the amount of \$50,000.00.