

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

NRC-28-02-281 M014		BPA NO.		1. CONTRACT ID CODE		PAGE 1	OF PAGES 5
2. AMENDMENT/MODIFICATION NO. M014		3. EFFECTIVE DATE See Block 15c.		4. REQUISITION/PURCHASE REQ. NO. RG1-02-281 Line 005		5. PROJECT NO. (If applicable)	
6. ISSUED BY U.S. Nuclear Regulatory Commission Div. of Contracts Attn: Jeffrey R. Mitchell, 301-415-6465 Mail Stop T-7-I-2 Washington, DC 20555		CODE 3100		7. ADMINISTERED BY (If other than Item 6) U.S. Nuclear Regulatory Commission Div. of Contracts Mail Stop T-7-I-2 Washington, DC 20555		CODE 3100	
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) ADEPT CONSULTING SERVICES, INC. ATTN: KIRK MEHTA 408 W MAIN ST STE A LANSDALE PA 194462008 CODE 963014964 FACILITY CODE				(X) 9A. AMENDMENT OF SOLICITATION NO. 9B. DATED (SEE ITEM 11) 10A. MODIFICATION OF CONTRACT/ORDER NO. NRC-28-02-281 10B. DATED (SEE ITEM 13) 08-23-2002			

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) 691-15-5F1-340 E9112 252A 31x0200
Obligate \$10,000.00

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


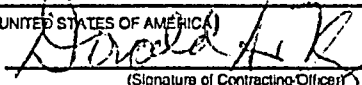
(X)	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
X	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: Bilateral Mutual Agreement of the Parties
	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.)

.....REFER TO ATTACHED PAGE TWO FOR A DESCRIPTION OF MODIFICATION FOURTEEN.....

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) KIRK D. MEHTA - PRESIDENT		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Donald A. King Contracting Officer	
15B. CONTRACTOR/ORDER NO.  (Signature of person authorized to sign)	15C. DATE SIGNED 1-31-2006	16B. UNITED STATES OF AMERICA BY  (Signature of Contracting Officer)	16C. DATE SIGNED 1/27/06

STANDARD FORM 30 (REV. 10-83) Page 1

TEMPLATE - ADM001

SUNSI REVIEW COMPLETE

ADM002

**1b) REFER TO: B.3 DESCRIPTION /SPECIFICATIONS/WORK STATEMENT
 4. STATEMENT OF WORK,
 PERSONNEL REQUIREMENTS**

This entire section is revised to read as follows:

"Personnel Requirements - The contractor shall provide 3 qualified and competent personnel to perform the tasks and functional activities delineated in this statement of work. Two shall be full time (40 hours, 5 days per week). The other shall be part time (24 to 36 hours, three to four days per week, Tuesday, Wednesday, and Thursday - Friday if needed). The contractor shall provide a supervisory point of contact for the NRC Project Officer to facilitate the resolution of administrative matters involving personnel. The contractor's personnel shall act in a courteous, responsive, knowledgeable, and professional manner at all times.

The part time person can be utilized to help minimize the increased scanning volume requirements, only after the data entry requirements are fulfilled."

**1d) REFER TO: B.3 DESCRIPTION /SPECIFICATIONS/WORK STATEMENT
 4. STATEMENT OF WORK
 6. PERSONNEL REQUIREMENTS**

Personnel Requirements - Changed as follows:

"1 Computer Document Scanning Technician
1 Data Entry Technician
1 Receptionist"

2) Section B.1, ADDENDA SCHEDULE OF SUPPLIES OR SERVICES AND PRICE/COST, item (3) "SCHEDULE", is deleted in its entirety and substituted with the following in lieu thereof to show the addition of a receptionist for Option Periods 3b and 4:

"Base Period (Period of performance – 12 months)

<u>Labor Category</u>	<u>Hours</u>	<u>Fixed Hourly Rate</u>	<u>Total Price</u>
Full-Time Tech – Scanning	XXXX	XXXX	\$66,560.00
Part-Time Tech – Data Entry	XXXX	XXXX	\$26,832.00
Total Base Year			\$93,392.00

(Exercised) Option Period 1 (Period of performance – 12 months)

<u>Labor Category</u>	<u>Hours</u>	<u>Fixed Hourly Rate</u>	<u>Total Price</u>
Full-Time Tech – Scanning	XXXX	XXXX	\$69,680.00
Part-Time Tech – Data Entry	XXXX	XXXX	\$28,080.00
Total Option Period 1			\$97,760.00

(Exercised) Option Period 2a (Period of performance – September - April)

<u>Labor Category</u>	<u>Hours</u>	<u>Fixed Hourly Rate</u>	<u>Total Price</u>
Full-Time Tech – Scanning	112	428.00	\$48,440.00
Part-Time Tech – Data Entry	41	477.00	\$19,552.00

Total Option Period 2a.....\$67,992.00

(Exercised) Option Period 2b (Period of performance – May – August)

<u>Labor Category</u>	<u>Hours</u>	<u>Fixed Hourly Rate</u>	<u>Total Price</u>
Full-Time Tech – Scanning	101	239.11	\$24,255.00
Part-Time Tech – Scanning	101	119.35	\$12,145.00
Part-Time Tech – Data Entry	41	119.22	\$4,888.00

Total Option Period 2b.....\$41,288.00

(Exercised) Option Period 3a (Period of performance – Sep –Dec (05))

<u>Labor Category</u>	<u>Hours</u>	<u>Fixed Hourly Rate</u>	<u>Total Price</u>
Full-Time Tech – Scanning	101	252.43	\$25,294.50
Part-Time Tech – Scanning	101	120.89	\$12,629.00
Part-Time Tech – Data Entry	41	124.54	\$5,096.00

Total Option Period 3a.....\$43,019.50

(Exercised) Option Period 3b (Period of performance – Jan – Aug (06))

<u>Labor Category</u>	<u>Hours</u>	<u>Fixed Hourly Rate</u>	<u>Total Price</u>
Full-Time Tech – Scanning	101	500.64	\$50,625.50
Part-Time Multi Functional Tech (Scanning/Receptionist/ Data Entry)	41	56.98	\$2,336.00
Part-Time Tech – Scanning	101	250.30	\$25,331.00
Part-Time Tech – Data Entry	41	268.83	\$10,192.00
Full-Time – Receptionist	101	363.91	\$36,755.50

Total Option Period 3b.....\$125,240.00

Current Ceiling (Base plus Option Periods 1, 2 and 3)..... \$468,691.50

Option Period 4 (Period of performance 12 months)

<u>Labor Category</u>	<u>Hours</u>	<u>Fixed Hourly Rate</u>	<u>Total Price</u>
Full-Time Tech – Scanning	██████████	██████████	\$79,040.00
Part-Time Multi Functional Tech (Scanning/Receptionist/Data Entry)	██████████	██████████	\$4,864.00
Part-Time Tech – Scanning	██████████	██████████	\$39,520.00
Part-Time Tech – Data Entry	██████████	██████████	\$15,912.00
Full-Time – Receptionist	██████████	██████████	\$57,200.00

Total Option Period 4.....\$196,536.00"

3) Subsection B.2, CONSIDERATION AND OBLIGATION, paragraphs (a), is deleted in its entirety and substituted with the following in lieu thereof:

"(a) The total estimated amount of this contract (ceiling) for the products/services ordered, delivered and accepted under this contract is \$468,691.50."

A summary of obligations from the date of award through the date of this action is provided as follows:

TOTAL FY02 OBLIGATIONS:	\$45,000.00
TOTAL FY03 OBLIGATIONS:	\$78,392.00
TOTAL FY04 OBLIGATIONS:	\$84,000.00
TOTAL FY05 OBLIGATIONS:	\$80,000.00
TOTAL FY06 OBLIGATIONS:	\$10,000.00

CUMULATIVE TOTAL OF OBLIGATIONS: \$297,392.00

This modification obligates FY06 funds in the amount of \$10,000.00.

All other terms and conditions of the subject contract remain unchanged.

The purpose of this modification is to revise several sections in the Statement of Work, amend the cost schedule to incorporate receptionist support services. This modification hereby, 1) revises the statement of work 2) revises the schedule and 3) increases the ceiling. Accordingly, the contract is modified as follows:

1a) REFER TO: B.3 DESCRIPTION /SPECIFICATIONS/WORK STATEMENT
3. SCOPE,
TASK AREA #8 – RECEPTIONIST SUPPORT SERVICES

TASKS AREA #8 - RECEPTIONIST SUPPORT SERVICES

This section is being added back in and modified as follows:

TASKS AREA #8 – SWITCHBOARD SUPPORT SERVICES

8.1 SWITCHBOARD OPERATIONS

The Region I Office has a reception desk in the lobby area of the building, which consists of a console, the main switchboard, and a computer. Switchboard Operator support is required for outside callers to Region I's main number and communications assistance to NRC staff. The reception desk shall be staffed during the hours of 7:30 a.m. through 4:15 p.m., Monday through Friday. It is the Government's intent not to pay overtime premium rates for switchboard operations. At no time shall an operator leave prior to arrival of the replacement operator. The Contractor is responsible for assuring that a qualified operator is on station at the facility at the times specified above.

8.1.1 NRC SWITCHBOARD BRIEFING

The NRC Task Monitor for this task will conduct one (1) four (4) hour training session if required, for any new contractor employee. This training session will provide guidance on NRC policies and procedures regarding the operation of the switchboard and reception desk.

8.1.2 SKILL REQUIREMENTS

The switchboard operator/receptionist basic skill requirements shall include, but are not limited to:

1. Experience in the operation of the following:
 - a. Digital PBX
 - b. Teleconferencing bridge
 - c. Standard telephone instrumentation
 - d. Public address system
2. Ability to use the following reference tools:
 - a. Hard copies and electronic telephone directories
 - b. NRC organization charts

c. Regional and Headquarters personnel telephone listings

3. Ability to speak the English language clearly.
4. Ability to read, write and comprehend the English language.
5. Ability to type.
6. Familiar with Windows, e-mail systems and word processing software.
7. Interpersonal and organizational skills.

8.1.3 PERFORMANCE MEASURES

1. Serves as the full-time switchboard operator/receptionist for the NRC Region I office. Since the NRC has classified this position as essential, the Contractor shall provide continuous coverage during the scheduled duty hours above.
2. Answers incoming calls within 6 seconds.
3. Responds to all calls and inquiries, and greets visitors at all levels in a *courteous, helpful and tactful manner under both normal and stressful situations.*
4. Transfers call to the appropriate person(s).
5. Serves as an NRC Information Operator by supplying numbers, extensions, names, etc., and questioning callers, as necessary, to determine appropriate organization referrals.
6. Complies with administrative procedures as outlined in the "NRC Region I Desk Procedures" when obtaining information needed to accept collect calls. This also includes maintaining a "Collect Call Log" in accordance with the Desk Procedures.
7. Electronically opens the reception door for NRC employees and visitors, unless otherwise directed. Electronically opening any other door is strictly prohibited.
8. Ensures all visitors properly complete and sign the "Visitor Logbook" located at the reception desk.
9. Issues the appropriate NRC Visitor/Employee Badge (keycard).
10. Ensures that all badges (keycards) are accounted for at the end of each day. This also includes maintaining a "Keycard Logbook" at the receptionist desk.
11. Notifies appropriate NRC Regional staff of visitors' arrival.
12. Makes announcements and pages individuals over the Public Address System, as directed by the NRC Technical Monitor or in accordance with the Region I Desk Procedures. This also includes the activation of the Incident Response Center.