

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		BPA NO.	1. CONTRACT ID CODE	PAGE 1	OF PAGES 3
2. AMENDMENT/MODIFICATION NO. M005		3. EFFECTIVE DATE August 28, 2006	4. REQUISITION/PURCHASE REQ. NO. HR-05-364-07 - 06/14	5. PROJECT NO. (If applicable)	
6. ISSUED BY U.S. Nuclear Regulatory Commission Div. of Contracts Attn: Contract Management Branch No. 1 Mail Stop T-7-I-2 Washington, DC 20555		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		3100
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) VANTAGE HUMAN RESOURCE SERVICES, INC. 1725 DESALES ST NW STE 806 WASHINGTON DC 200364424			(X)	9A. AMENDMENT OF SOLICITATION NO.	
				9B. DATED (SEE ITEM 11)	
				10A. MODIFICATION OF CONTRACT/ORDER NO. NRC-38-05-364	
				10B. DATED (SEE ITEM 13) 07-25-2005	
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 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) 6-8415-5C1114 T8438 252A 31X0200 OBLIGATE: \$179,850.00

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: FAR Part 52.243-1 Changes Fixed Price
	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 the following pages for details.

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

15A. NAME AND TITLE OF SIGNER (Type or print) <i>Mary Ann Wilkinson President</i>		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Carolyn A. Cooper Contracting Officer	
15B. CONTRACTOR/OFFEROR <i>Mary Ann Wilkinson</i> (Signature of person authorized to sign)	15C. DATE SIGNED <i>9/29/06</i>	16B. UNITED STATES OF AMERICA BY <i>Carolyn A. Cooper</i> (Signature of Contracting Officer)	16C. DATE SIGNED 08-25-2006

STANDARD FORM 30 (REV. 10-83)

TEMPLATE - ADM001

SUNSI REVIEW COMPLETE

ADM002

The purpose of this modification is to incorporate a within scope change to the contract to provide for Leadership Curriculum Development in accordance with the attached statement of work, thereby increasing the contract ceiling amount by \$179,831.75 from \$1,383,494.80 to \$1,563,326.55 and increasing the amount obligated in the contract by \$179,850.00, from \$563,200.00 to \$743,050.00. Accordingly, the contract is hereby modified:

1. Section B.1 Consideration and Obligation - Delivery Orders (Jun 1988), first sentence of paragraphs (a) and (b) are deleted 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 \$1,563,326.55.
- (b) The amount presently obligated with respect to this contract is \$743,050.00."

2. Section B.2.2 SCHEDULE OF ITEMS AND PRICES - OPTION YEAR TWO, is modified to add the following:

"LEADERSHIP CURRICULUM DEVELOPMENT

<u>DELIVERABLE</u>	<u>NAME</u>	<u>PRICE</u>
1	Interview NRC Management	\$29,162.00
2	Supervisory Curriculum Objectives	\$29,162.00
3	Supervisory Curriculum Blueprint	\$29,162.00
4	Supervisory Curriculum Audience Survey	\$29,162.00
5	Modify Supervisory Curriculum Blueprint	\$ 9,720.00
6	Add Assessment Questions to Blueprint	\$29,162.00
7	Supervisory Curriculum Training Courses	\$ 9,720.00
8	Refresher Training	\$ 4,861.00
9	Supervisory Curriculum Course Design	\$ 9,720.00
TOTAL		\$179,831.00

NOTE: The contractor will be paid upon successful completion and acceptance of each deliverable.

3. Section C.12, KEY PERSONNEL (JAN 1993), paragraph (a) is modified to add the following individual(s) who are considered to be essential to the successful performance of the work hereunder:

Joan Carr-Voight

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

FY 2005 Obligations:	\$263,200.00
FY 2006 Obligations:	\$479,850.00

TOTAL NRC OBLIGATIONS: \$743,050.00

This modification obligates FY 2006 funds in the amount of \$179,850.00.

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

Statement of Work
Modification 5 - Leadership Curriculum Development
NRC 38-05-364

Background

The NRC has several levels of management including team leaders, supervisors, and Senior Executive Service (SES) managers and executives. Most middle managers and all senior managers at NRC are members of the SES. Attrition of management at NRC, largely due to retirements and growth in NRC's business, has driven NRC to increase its efforts to develop new managers at all levels.

Training of *incumbent* managers and supervisors/team leaders is already well supported and ongoing. The Executive Resources Board (ERB) recognizes that incumbent managers must take the NRC's basic core training for new supervisors and should then annually pursue additional training opportunities that meet their individual needs. The ERB determined that the Office of Human Resources (HR) should expect incumbent managers to pursue individual leadership development primarily through external courses that meet their needs. This leaves HR to support the developmental preparation of NRC's new team leaders and supervisors through NRC-specific in-house training.

This effort addresses essential in-house knowledge/skills for new supervisors (and team leaders) at NRC, HR also conducts formal developmental programs to ensure a sufficient pool of new team leaders/supervisors, and managers and executives in the SES. Participants in these formal programs, must at a minimum, have completed the NRC's in-house mandatory supervisory courses. HR also provides speakers four times a year to address the senior managers on current leadership topics of interest to the NRC.

Objective

NRC needs to have a curriculum design for its new supervisory/team leader training that will work as a framework for identifying specific classroom training, web-based training, and assessments. The framework will first specify the objectives (terminal and enabling), content (outlined), and assessments (questions/answers). Based on this framework, the objectives and content of training courses and assessments will be organized and specified.

The curriculum will meet the needs of an audience made up of: (1) new supervisors or team leaders, and (2) participants in the NRC's Leadership Potential Program. The curriculum will target the essential knowledge/skills (nuts and bolts) that those entering team leader and supervisory positions at NRC need to be well grounded in the NRC's supervisory policies and procedures; supervisory responsibility; and team leadership.

Scope of Work

The target audiences for this curriculum are newly-promoted team leaders and supervisors, and employees in the Leadership Potential Program (LPP), who have not served as team leaders or supervisors, but who were competitively selected to prepare for such positions. However, for simplicity, we will refer to the target audiences generically as new supervisors. The background of the audiences will always be variable. Some will have had prior leadership training and experience and some will not.

The curriculum design will not require an extensive or exhaustive formal needs assessment. It will be developed from the contractor's and NRC staff's expertise in the OPM leadership competencies, supervision, leadership, and Federal management policies and practices at NRC and government wide; from the content gathered for courses currently taught by VHRS, additional information surveyed and gathered from NRC subject matter experts for this curriculum design, current participant course evaluations, and interviews with NRC-selected high performing supervisors.

The VHRS courses currently taught are listed below.

- Supervising Human Resources (5 days)
- Human Resources Management Practices (2 days)
- Performance Appraisal Workshop (1 day)
- Performance Appraisal Refresher (½ day)
- Team Building (2 days)
- Negotiation Techniques: How to Reach Agreement (2 days)
- Coaching and Counseling Skills for Managers (2 days)

The NRC also needs to include in the design courses that are not taught by VHRS, but that are currently mandatory for new supervisors. NRC will provide all course materials and access to NRC staff responsible for the content of these courses for interviewing, which include:

- EEO and Diversity for Managers and Supervisors
- EEO and Diversity for Managers and Supervisors Refresher
- Financial Management Seminar
- Acquisition for Managers and Supervisors
- Managing Employees in Troubling Times

A curriculum design blueprint will be completed and include a document organized by terminal objectives; under each terminal objective - one or more enabling objectives; under each enabling objective - content (facts) outlined and assessment questions on the content and objectives. The terminal/enabling objectives and content will be the building blocks (like objects) that will subsequently be used to form the courses and assessments. It is anticipated that some of the current courses may continue to exist, at least in name, but be re-defined by the appropriate objectives and content. In addition further analysis will be provided to determine if all or parts of some training will be refresher training, web-based self-study and web-based self-assessments.

Web-based assessments are not training, but are questions and answers that will allow new members of the target audience to test out of individual objectives so that they can avoid unnecessarily attending training they don't need or can be evaluated (Level 2) when taking training.

Because NRC has selected the OPM leadership competencies and Leadership Journey to be the agency's leadership competencies, the OPM model will need to be clearly indicated in the curriculum design. While supervisors will need to obtain supervisory knowledge and skills unique to NRC, the curriculum design must demonstrate that all the OPM competencies/behaviors at the core, team leader and supervisory levels will be covered in the curriculum. Additionally, higher level (manager, executive) competencies may also need to be covered at a level appropriate for new supervisors.

Deliverables

1. Interview up to 30 NRC managers, which involves preparing interview questions, receiving NRC approval on the questions, conducting interviews, analyzing the interview data, and providing an executive summary report and a debriefing for NRC management. The report will identify strategic leadership goals, overall approach, strengths observed, gaps, potential obstacles in leadership development and recommendations on design approach.
2. Prepare a document (entitled: Supervisory Curriculum Objectives) listing each terminal objective and the subordinate enabling objectives for each terminal objective. Also identify the OPM leadership competencies/behaviors tied to each objective. NRC will provide terminal objectives for content covered by new LPPs at OPM's Eastern Management Development Center. Interview NRC provided staff (approximately 6 people) who are responsible for relevant supervisory courses VHRS does not provide to NRC. A numbering scheme for the objectives will be established, such as: terminal objective (T): T1, T2, T3; enabling objective (E) T1-E1, T1-E2, T1-E3. VHRS may propose a numbering scheme for NRC approval. The objectives established at this starting stage may subsequently change as the content is outlined and reviewed in the succeeding tasks. NRC will review/approve the lists of objectives first.
3. Prepare a document for each terminal objective - enabling objectives - and content, entitled Supervisory Curriculum Blueprint. State all the T and E objectives on the 1st page; then begin outlining each enabling objective and enabling-objective content for NRC review/approval.
4. Prepare and implement a survey (entitled: Supervisory Curriculum Audience Survey) that can be administered by the web that will allow selected NRC new supervisors/team leaders and LPP participants to review the objectives, verify agreement, make additions or deletions, and provide comments. Administer the survey at NRC and provide the results for NRC review/approval. NRC will provide e-mail addresses to VHRS to facilitate distribution of the survey.
5. Modify the blueprint documents developed in step 2 based on NRC's review of the survey and interview results.
6. Continue developing the deliverable 2 blueprint documents by adding 1 or more assessment questions for each enabling objective for NRC review/approval. The assessment questions need to adequately test the objective and its content using questions and answers that can be implemented later in a web-based assessment tool.
7. Prepare a document that defines recommended courses (entitled: Supervisory Curriculum Training Courses) with just their objectives and approximate length appropriate for new supervisors, team leaders, and LPP participants for NRC review/approval. Indicate which courses will satisfy the need for required new supervisory/team leader training and which courses will satisfy the needs of the LPP participants, if different. Also indicate for each course whether or not it should be instructor-led, self-study, or a blend of the two for NRC review/approval.
8. Prepare a document (entitled: Refresher Training) for NRC review/approval, based on the Supervisory Curriculum Training Courses, that identifies potential courses (terminal objectives and length) for refresher training to be offered approximately annually for those who have graduated from the required new supervisory/team leader training. Refresher training will be

short (2 hours and up to 1 day). The purpose of the refresher training is to keep supervisors and team leaders updated on the essential need-to-know supervisory knowledge and skills. It is

anticipated that all the full-length courses will be kept up-to-date for new supervisors. The refresher training will offer graduates the opportunity to also stay up-to-date and to share their experience with others.

9. Prepare a document for each course that describes the course design, (entitled: Supervisory Curriculum Course Design) - - list the Ts and Es to be covered in the training course and organize them as lessons or modules. Identify what lessons/objectives could be provided as web-based training or blended training or instructor-led training. Also describe an assessment that would adequately allow a person to test out of attending class or taking self-study training. The course designs will be reviewed/approved by NRC.

10. It is anticipated that at least five meetings held at NRC will be required, as needed, to share information and discuss progress.

Deliverable Schedule

c-critical path

Task/Deliverable	VHRS DUE DATE	NRC Review
1. Interview up to 30 NRC Managers	6 weeks	.5 week
2. Supervisory Curriculum Objectives	4 weeks (c)	1 week (c)
3. Supervisory Curriculum Blueprint	4 weeks (c)	1 week (c)
4. Supervisory Curriculum Audience Survey	4 weeks (c)	.5 week (c)
5. Modify the Blueprint	2 weeks (c)	1 week (c)
6. Add Assessment Questions to Blueprint	4 weeks (c)	1 week
7. Supervisory Curriculum Training Courses	2 weeks (c)	1 week (c)
8. Refresher Training	1 week (c)	.5 week
9. Supervisory Curriculum Course Design	2 weeks	1 week (c)

Total critical path weeks: 29 (7.25 months)

Period of Performance

Work on this project shall begin within 2 weeks of issuance of this modification and shall be completed within 9 months.