

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>		BPA NO.	1. CONTRACT ID CODE	PAGE 1	OF PAGE 6
2. AMENDMENT/MODIFICATION NO. M018		3. EFFECTIVE DATE See Block 15c.	4. REQUISITION/PURCHASE REQ. NO. 03-03-040 M18	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)  SOLUTRON INC  1395 PICCARD DR STE 308  ROCKVILLE MD 208504349			(X)	9A. AMENDMENT OF SOLICITATION NO.	
				9B. DATED (SEE ITEM 11)	
				10A. MODIFICATION OF CONTRACT/ORDER NO. NRC-03-03-040	
CODE 933684573			FACILITY CODE	X	10B. DATED (SEE ITEM 13) 05-01-2003

### 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) No Funds Obligated

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

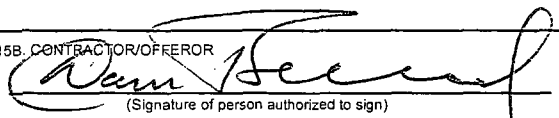
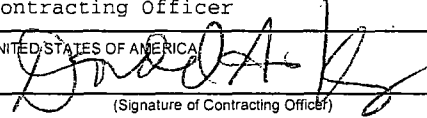
(X)	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET 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: <span style="float: right;">Bilateral Mutual Agreement of the Parties</span>
	D. OTHER (Specify type of modification and authority)

**E. IMPORTANT:** Contractor ☐ is not, ☒ is required to sign this document and return <sup>2</sup>\_\_\_\_\_ 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 NO. EIGHTEEN.....

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) DAVE BHAUMIK, EXEC. VICE PRESIDENT		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Donald A. King Contracting Officer	
15B. CONTRACTOR/OFFEROR  (Signature of person authorized to sign)		16B. UNITED STATES OF AMERICA BY  (Signature of Contracting Officer)	
15C. DATE SIGNED 8/9/07		16C. DATE SIGNED 7/31/2007	

The purpose of this modification is to revise Sections C.4 "WORK REQUIREMENTS AND SCHEDULE", C.5 "PERFORMAMNCE STANDAREDS AND PERFORMANCE MEASURES" and F.3 "DELIVERABLES/SCHEUdle". Accordingly the contract is modified as follows:

- (1) Refer to Section C.4 "WORK REQUIREMENTS" is hereby deleted in its entirety and replaced with the following:

<u>Tasks</u>	<u>Completion Schedule</u>
<u>1. Retrieval, Coding and Entry of LER Information</u>	
a. Upon notification by the NRC to Solutron via E-mail <sup>1</sup> when there are LERs ready for retrieval, Solutron will locate, download and print the document(s). The notification will include the ADAMS accession number and the title of the document(s).	Three days after notification or after 10 documents have been identified.
b. Following the guidance contained in the Coding Instructions which are part of HFIS, review the documents and identify any human performance issues/problems and place the appropriate code(s) in the right hand column of the LER and on the HFIS coding sheets.	Four weeks after completion of Subtask 1.a.
c. Following the guidance found in the instructions for maintaining and inputting data into the HFIS, enter the coded data into HFIS.	Two weeks after completion of Subtask 1.b.
d. Perform a five percent verification check of the accuracy of the coding of the data performed by another reviewer. Include the results of the check in the monthly business letter report of the reporting period.	One week after receipt of the information.
<u>2. Retrieval, Coding and Entry of IR Information</u>	
a. Using the following text-string: docket number and docket report number, e.g., IR219-2006, on the 15 <sup>th</sup> and the 30 <sup>th</sup> of each month, Solutron will locate, download and print the identified documents, less any security and safeguard related documents.	Three days after the start of the period.
b. Following the guidance contained in the Coding Instructions, which are part of HFIS, review the documents and identify any human performance issues/problems and place the appropriate code(s) in the right hand column of the IR and on the HFIS coding sheets.	Four weeks after receipt of the documents, which will contain at least 10 IRs.

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<sup>1</sup> The E-mail will be sent by the NRC Technical Monitor to the Data Specialist with a copy provided to the Solutron Principal Investigator.

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| c. Following the guidance found in the instructions for maintaining inputting the HFIS, enter the coded data into HFIS.   | Two weeks after completion of Subtask 1.b. |
| d. Perform a five percent verification check of the accuracy of the coding of the data performed by another reviewer. Include the results of the check in the monthly business letter report of the reporting period. | One week after receipt of the information. |

### 3. Project Management

The assigned Principal Manager (PM) shall be responsible for oversight of work to be accomplished under the two Tasks described above. Specifically, the PM shall

- Ensure the timely collection and distribution of the documents from data retrieval to the reviewers and from the reviewers to data entry.
- Perform a five percent check of the accuracy of the data entry.
- Submit a monthly business letter report, the format and content of which can be found at Attachment 1.
- Attend meetings with NRC on contract-related activities, e.g., discussion relating to deviations from the norm.
- Distribute five percent of the documents completed by one reviewer to another reviewer in order for the other reviewer can perform an independent verification check (reference subtasks 1.d. and 2.d.)

(2) Refer to Section C.5 "PERFORMANCE STANDARDS AND PERFORMANCE MEASURES" is hereby deleted in its entirety and replaced with the following:

- All of batches completed meet the completion schedule listed in the contract.
- In its annual check of data in HFIS, less than five percent of the number of IRs and LERs that NRC reviews from the overall expected number of IRs and LERs are not entered into HFIS. *(Note: Every year, a check is made where a list of all the IRs and LERs are printed for the previous calendar year, and the entries are compared that to what is in HFIS. For reports that cannot be located in HFIS, these are forwarded to Solutron for them to locate and put into the system).*
- Less than five percent of data entry errors are found during the NRC annual check of data in HFIS, e.g., dates that are incorrect.
- Of the quality assurance checks by the reviewers, less than five percent of the codes applied to a human performance issue/problem, including the correct identification of a human performance issue, are found to be in error by another reviewer.

(3) Refer to Section F.3 "DELIVERABLES/SCHEDULE" is hereby deleted in its entirety and replaced with the following:

## Technical Reporting Requirements

NOTE: All reports are to be prepared using WordPerfect X3 (Font Arial regular 11 point) or Microsoft Word 2003 and submitted electronically to the Technical Monitor with a copy provided to the Project Officer.

1. At the completion of Subtasks 1.c. and 2.c., submit a technical letter report that contains a summary of the work performed to include the number of reports retrieved, the number of human performance issues/problems coded, and the results of the QA check performed on the data entry.
2. At the completion of Subtasks 1.d. and 2.d., submit a technical letter report that contains the QA check performed on the coding the human performance issues/problems identified.

REVISE: requirement for the monthly business letter report; see Attachment 1.

All other terms and conditions remain the same.

## Monthly Business Letter Report

A monthly business letter report (MBLR) will be submitted (electronically) by the 15th of each month to B. L. Grenier, Project Officer, NRR, E-mail: BLG@NRC.GOV; with copies provided to the Technical Monitor, Garry L. Armstrong (GLA@NRC.GOV) and to his supervisor, Nancy Salgado (NLS@NRC.GOV). A copy is also to be furnished to the Funds Certification Officer, NRR, Gary W. Tharpe, E-mail: GAT1@NRC.GOV; to the Office of the Chief Financial Officer, ATTN: Richard K. Skinker, E-mail: RKS2@NRC.GOV; and to the Jeffrey R. Mitchell, (JRM6@NRC.GOV) Contract Specialist.

Note: If no work was performed during the period, a negative report (E-mail) is to be submitted instead of the full report.

State the period, including the dates the report covers, i.e., the time period for which the costs were incurred.

### I. WORK PROGRESS STATUS

#### 1.a. Task Order Identification Information

- The Job Code Number (JCN) and title
- Contract No.
- The principal investigator(s) and telephone number(s)
- The NRC Project Officer and telephone number
- The NRC Technical Monitor(s) and telephone number

#### 1.b. The period of performance.

#### 1.c. Financial Summary

- The authorized ceiling amount
- The total amount of funds obligated to date
- The total cost for the period
- The total cost for the fiscal year to date
- The total cost cumulative to date
- Percent of funds expended against obligated funds

#### 2. Schedule/Milestone Information in the following format:

This information will be provided for each batch, i.e. LERs and IRs. In addition, a chart for each type will be included that contains the following information for each batch: Date, number of documents downloaded and hours spent, number of documents reviewed and coded and hours spent, and number of documents entered in HFIS and hours spent.

## Monthly Business Letter Report (Continued)

Batch/ Tasks	Planned Completion Date	Revised Completion Date	Actual Date
Provide a brief summary of the work; include any report or travel.	The day, month and year scheduled for completion, or time-frame if a date is not known or projected.	The revised day, month and year based on a change. The reason for the change must be given in the "Problem/Resolution" section below.	The day, month and year all of the work is actually completed.

### 3. Work Performed During the Period

A description of the work performed and accomplished commensurate with the amount of funds expended; i.e., the description should provide the reader with sufficient explanation of the work to justify the amount of expenditures.

Any travel taken during the reporting period should also be summarized in this section of the report. Each travel summary should identify the persons traveling, the duration of the travel, the purpose of the travel, and any work/accomplishments not reflected elsewhere.

### 4. Problem/Resolution

- All problems encountered during the period should be clearly and succinctly identified and stated. Then, the resolution or the proposed solution should be briefly described. It should be clearly evident, from a reading of the description, who is responsible for solving the problem, should it still exist at the time the report is written.
- Notwithstanding the status of the problem at the time the MBLR is written, all problems should be recorded in the "Problem/ Resolution" section of the MBLR for documentation/historical purposes. If the problem still exists in a subsequent month, in whole or in part, it should be described as it currently exists; otherwise, it should be deleted from the report.
- Problem or circumstances that require a change in the level of effort/costs, scope, or travel requirements are to be described in the MBLRs for documentation purposes but are to be dealt with separately in a letter addressed and sent to the NRR project manager.

### 5. Plans for Next Period

Provide a brief description of the work to be performed/accomplished during the next reporting period. If a milestone is expected to be completed during the next report period, so state.