

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

BPA NO.

1. CONTRACT ID CODE

PAGE

OF PAGE

1

6

2. AMENDMENT/MODIFICATION NO.

M003

3. EFFECTIVE DATE

See Block 6C

4. REQUISITION/PURCHASE REQ. NO.

RPPA#: HR-12-083

FAIMIS#: NA

5. PROJECT NO. (If applicable)

6. ISSUED BY

CODE

3100

U.S. Nuclear Regulatory Commission
Div. of Contracts
Attn: Erika Eam, 301-492-3492
Mail Stop: TWB-01-B10M
Washington, DC 20555

7. ADMINISTERED BY (If other than Item 6)

CODE

3100

U.S. Nuclear Regulatory Commission
Div. of Contracts
Mail Stop: TWB-01-B10M
Washington, DC 20555

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

MANAGEMENT CONCEPTS, INC.

8230 LEESBURG PIKE STE 800

VIENNA VA 221822639

(X)

9A. AMENDMENT OF SOLICITATION NO.

9B. DATED (SEE ITEM 11)

10A. MODIFICATION OF CONTRACT/ORDER NO.
GS02F0010J NRC-HQ-11-F-38-0001

10B. DATED (SEE ITEM 13)

09-15-2011

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)

NAICS Code: 611430; DUNS#: 082355652

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).

C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:

D. OTHER (Specify type of modification and authority) FAR 52.212-4 Contract Terms and Conditions-Commercial Items.
(c) Changes (FEB 2012)

E. IMPORTANT: Contractor ☐ is not, ☒ is required to sign this document and return ¹ copies to the issuing office.

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

The purpose of this modification is to make the following changes to the contract:

1. Modify the Pricing Schedule in Section B.3 of the contract;
2. Make various changes to Section B.4. STATEMENT OF WORK; and
3. Modify Appendix C, Course Descriptions of Contractor Provided Courses.

Please see page 2 for detailed information.

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)

Brianna Colescott
Div. Client Engagement Services

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

Erika Eam
Contracting Officer

15B. CONTRACTOR/OFFICER

(Signature of person authorized to sign)

15C. DATE SIGNED

2/22/12

16B. UNITED STATES OF AMERICA

BY Erika Eam
(Signature of Contracting Officer)

16C. DATE SIGNED

2/22/2012

NSN 7540-01-152-8070
PREVIOUS EDITION NOT USABLE

SUNSI REVIEW COMPLETE

STANDARD FORM 30 (REV. 10-83)
Prescribed by GSA - FAR (48 CFR) 53.243

TEMPLATE - ADM001

FEB 23 2012

ADM002

Accordingly, the following specific change is to be made to the Contract:

1. **SECTION B.3, PRICING SCHEDULE**, delete in its entirety and replace with the following,

"B.3 PRICING SCHEDULE

All unit prices are fixed unit prices that include all costs (including, but not limited to: labor, fringe benefits, overhead, G&A, and profit) necessary to provide the Training services required in the solicitation.

The line items indicated below are line items that may be ordered throughout the duration of the contract on an as needed basis.

Base Period – September 15, 2011 – October 14, 2012

<u>Item Number</u>	<u>Course Titles</u>	<u>Maximum Quantity</u>	<u>Unit</u>	<u>Unit Price</u>	<u>Total Price</u>
<i>Internal NRC Courses</i>					
0001	ID #1001 – ADAMS P8 (1 day)	36	Course	\$1,772	\$63,792
0002	ID #33 – Administrative Control of Funds (ACF) (2 days)	2	Course	\$2,908	\$5,816
0003	ID #941 – Adobe Acrobat 9 (2 days)	1	Course	\$2,908	\$2,908
0004	ID #1001 – Correspondence Management: Basic Course (2 days)	7	Course	\$2,908	\$20,356
0005	ID #1081 – Correspondence Management: SECY Papers (1 day)	7	Course	\$1,772	\$12,404
0006	ID #124 – Financial Management Seminar (2 days)	8	Course	\$2,908	\$23,264
0007	ID #146 – Informs Filler and Queries (1/2 day)	0	Course	\$1,772	\$0
0008	ID #2086 – Introduction to SharePoint 2007 (2 days)	12	Course	\$2,908	\$37,804
0009	ID #180 – Microsoft Project 2007: Introduction (1 day)	0	Course	\$1,772	\$0
0010	ID #1114 – NRC Grammar Classroom Course (1 day)	0	Course	\$1,772	\$0
0011	ID #1115 – NRC Proofreading and Punctuation Classroom Course (2 day)	9	Course	\$2,908	\$26,172
0012	ID #290 - Reimbursable Work Workshop (RWW) (1 day)	3	Course	\$1,772	\$5,316
0013	ID #981 – SharePoint Skills for Site Owners (3 days)	13	Course	\$4,044	\$52,572

	Contractor Provided Courses*				
0014	ID #776 – Briefing Techniques (3 days)	8	Course	\$8,500	\$68,000
0015	ID #225 – Mid-Career Retirement Planning (2 days)	5	Course	\$6,500	\$32,500
0016	ID #1061 – Pre-Retirement: CSRS Only (2 days)	5	Course	\$6,500	\$32,500
0017	ID #1062 - Pre-Retirement: FERS Only (2 days)	8	Course	\$6,500	\$52,000
0018	ID #1002 – Technical Writing (2 days)	8	Course	\$6,500	\$52,000
0019	Federal Benefits Pre-Retirement Workshop (1 day)	2	Course	\$4,500	\$9,000
	Contractor Provided Materials**				
0020	CSRS & FERS Retirement Workshop Participant Guides	400	Each	\$20	\$6,800
	Contractor Labor Support				
	Schedule of Supplies/Services	Unit Price (Per HR)	Quantity		
			Minimum	Maximum	
0021	Instructor (Loaded Hourly Rate)***	\$102	8 HR	852 HR	
0022	Course Designer/Developer (Loaded Hourly Rate)***	\$73	8 HR	1800 HR	
0023	Project Manager (Loaded Hourly Rate)***	\$68	8 HR	1040 HR	
0024	Travel**** (Not-To-Exceed)	\$10,052 (Not-To-Exceed)			
0025	Alternate Training Venues (Not-To-Exceed)	\$25,000 (Not-To-Exceed)			
Total Based on Maximum		NTE \$825,572			

Option Period 1 – October 15, 2012 – September 14, 2013

<u>Item Number</u>	<u>Course Titles</u>	<u>Maximum Quantity</u>	<u>Unit</u>	<u>Unit Price</u>	<u>Total Price</u>
<i>Internal NRC Courses</i>					
1001	ID #1001 – ADAMS P8 (1 day)	36	Course	\$1,772	\$63,792
1002	ID #33 – Administrative Control of Funds (ACF) (2 days)	2	Course	\$2,908	\$5,816
1003	ID #941 – Adobe Acrobat 9 (2 days)	1	Course	\$2,908	\$2,908
1004	ID #1001 – Correspondence Management: Basic Course (2 days)	7	Course	\$2,908	\$20,356

1005	ID #1081 – Correspondence Management: SECY Papers (1 day)	7	Course	\$1,772	\$12,404
1006	ID #124 – Financial Management Seminar (2 days)	8	Course	\$2,908	\$23,264
1007	ID #146 – Informs Filler and Queries (1/2 day)	0	Course	\$1,772	\$0
1008	ID #2086 – Introduction to SharePoint 2007 (2 days)	12	Course	\$2,908	\$37,804
1009	ID #180 – Microsoft Project 2007: Introduction (1 day)	0	Course	\$1,772	\$0
1010	ID #1114 – NRC Grammar Classroom Course (1 day)	0	Course	\$1,772	\$0
1011	ID #1115 – NRC Proofreading and Punctuation Classroom Course (2 day)	9	Course	\$2,908	\$26,172
1012	ID #290 - Reimbursable Work Workshop (RWV) (1 day)	3	Course	\$1,772	\$5,316
1013	ID #981 – SharePoint Skills for Site Owners (3 days)	13	Course	\$4,044	\$52,572
<i>Contractor Provided Courses*</i>					
1014	ID #776 – Briefing Techniques (3 days)	8	Course	\$8,500	\$68,000
1015	ID #225 – Mid-Career Retirement Planning (2 days)	5	Course	\$6,500	\$32,500
1016	ID #1061 – Pre-Retirement: CSRS Only (2 days)	5	Course	\$6,500	\$32,500
1017	ID #1062 - Pre-Retirement: FERS Only (2 days)	8	Course	\$6,500	\$52,000
1018	ID #1002 – Technical Writing (2 days)	8	Course	\$6,500	\$52,000
0019	CSRS & FERS Retirement Workshop (1 day)	2	Course	\$4,500	\$9,000
<i>Additional Contractor Provided Materials**</i>					
1020	CSRS & FERS Retirement Workshop Participant Guides	340	Each	\$20	\$6,800
<i>Contractor Labor Support</i>					
Schedule of Supplies/Services		Unit Price (Per HR)	Quantity		
			Minimum	Maximum	
1021	Instructor (Loaded Hourly Rate)***	\$102	8 HR	852HR	
1022	Course Designer/Developer (Loaded Hourly Rate)***	\$73	8 HR	1800 HR	
1023	Project Manager	\$68	8 HR	1040 HR	

	(Loaded Hourly Rate)***			
1024	Travel**** (Not-To-Exceed)	\$10,052 (Not-To-Exceed)		
1025	Alternate Training Venues (Not-To-Exceed)	\$25,000 (Not-To-Exceed)		
Total Based on Maximum			NTE \$825,572	

NOTE:

* Prices include Participant Handbooks and any associated workshop training materials;

** Contractor Provided Materials – The unit price associated with “Contractor Provided Courses” includes 30 workbooks. This is the cost to procure additional workbooks.

*** Loaded Hourly Rates – The fixed hourly rate listed is “loaded” and shall only include the following: Salary cost or consulting fee of the individual providing the services; Payroll costs (fringe benefits, FICA, etc.); Indirect costs applicable to labor; and Profit or fee, if any;

**** Travel – The contractors travel must be pre-approved in writing in accordance with USNRC Government Travel Regulations.”

2. SECTION B.4, STATEMENT OF WORK,

A. XVI. Government Furnished Facilities, Supplies, and Equipment and Information, delete the title and replace with the following,

“XIV. Government Furnished Facilities, Supplies, and Equipment and Information

B. Add the following in its entirety,

“XV. Contractor Furnished Materials

For all “Contractor Provided Courses”, the contractor must provide 30 workbooks at no additional cost to the government. The unit price of the “Contractor Provided Courses” includes the cost of the 30 workbooks. Any request for additional “Contractor Provided Courses” workbooks will be at an additional cost to the government, see Section B.3, Pricing Schedule for associated costs.”

3. APPENDIX C: COURSE DESCRIPTIONS OF CONTRACTOR PROVIDED COURSES, add the following description for “Federal Benefits Pre-Retirement Workshop, (1 day)” in its entirety,

“Federal Benefits Pre-Retirement Workshop

This workshop consists of two 3-hours sessions. The morning session is an overview of the CSRS retirement system, and the afternoon session is an overview of the FERS retirement system. The workshop covers recent changes in retirement and benefits laws, and provides participants an opportunity to ask an expert questions related to their respective retirement system. The workshop is designed to help employees make decisions about their retirement goals by reviewing the following:

- CSRS Offset (CSRS class only)
- FERS Transfers (FERS class only)
- Disability
- Creditable Service
- Deposit/Redeposit
- Annual and Sick Leave
- Annuity Calculation
- Best Date to Retire
- Voluntary Contributions (CSRS class only)
- COLA's

- Survivor Benefits"

All other terms and conditions remain the same.
[End of M003]