

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE		PAGE OF PAGES 1 36	
2. AMENDMENT/MODIFICATION NO M0005		3. EFFECTIVE DATE See Block 16C		4. REQUISITION/PURCHASE REQ NO OIS-15-0186	
5. PROJECT NO (If applicable)		6. ISSUED BY US NRC - HQ ACQUISITION MANAGEMENT DIVISION MAIL STOP 3WIN-05-064MF WASHINGTON DC 20555-0001		7. ADMINISTERED BY (If other than Item 6) CODE	
8. NAME AND ADDRESS OF CONTRACTOR (No. street, county, State and ZIP Code) LOGISTICS SYSTEMS INCORPORATED ATTN HENRY JENNINGS 1100 G ST NW STE 410 WASHINGTON DC 200056426		(X) 9A. AMENDMENT OF SOLICITATION NO		9B. DATED (SEE ITEM 11)	
CODE 13190333 FACILITY CODE		X 10A. MODIFICATION OF CONTRACT/ORDER NO GS35F0477Y NRC-HQ-10-14-T-0001		10B. DATED (SEE ITEM 13) 07/24/2014	

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 ACKNOWLEDGEMENT 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)
2015-X0200-FREBASED-10-10D007-51-I-112-1086-2570 Net Increase: \$400,000.00

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

CHECK ONE	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
X	D. OTHER (Specify type of modification and Authority) FAR 43.103-4 Contract Terms and Conditions (Contract) Items (a), (b), (c), (d), (e), (f), (g), (h), (i), (j), (k), (l), (m), (n), (o), (p), (q), (r), (s), (t), (u), (v), (w), (x), (y), (z)
E. IMPORTANT: Contractor <input type="checkbox"/> is not <input checked="" type="checkbox"/> 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: (1) revise Section B.2, PRICE SCHEDULE; (2) revise Section C - Description/Specification - STATEMENT OF WORK; (3) Add to Attachment J; and (4) incrementally fund the contract in the amount of \$400,000.00, increasing the obligated amount from \$1,262,061.40 to \$1,662,061.40.

See the attached for detailed information.

Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9 A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print) Karen Padmore, Director of Contracts		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) ERIKA HAM	
15B. CONTRACTING OFFICER Karen Padmore (Signature of person authorized to sign)		16B. UNITED STATES OF AMERICA Erika Ham (Signature of Contracting Officer)	
15C. DATE SIGNED 05-22-2015		16C. DATE SIGNED 5/22/2015	

NSN 7540-01-152-9070
Previous edition unusable

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

SUNSI REVIEW COMPLETE

TEMPLATE - ADM001

MAY 26 2015

ADM002

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT			1. CONTRACT ID CODE		PAGE OF PAGES 1 36		
2. AMENDMENT/MODIFICATION NO. M0005		3. EFFECTIVE DATE See Block 16C		4. REQUISITION/PURCHASE REQ. NO. OIS-15-0186		5. PROJECT NO. (If applicable)	
6. ISSUED BY US NRC - HQ ACQUISITION MANAGEMENT DIVISION MAIL STOP 3WFN-05-C64MP WASHINGTON DC 20555-0001		CODE NRCHQ		7. ADMINISTERED BY (If other than Item 6)		CODE	
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) LOGISTICS SYSTEMS INCORPORATED ATTN HENRY JENNINGS 1100 G ST NW STE 410 WASHINGTON DC 200056426				(x)			9A. AMENDMENT OF SOLICITATION NO.
							9B. DATED (SEE ITEM 11)
				x			10A. MODIFICATION OF CONTRACT/ORDER NO. GS35F0477Y NRC-HQ-10-14-T-0001
							10B. DATED (SEE ITEM 13) 07/24/2014
CODE 131903333		FACILITY CODE					

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 ACKNOWLEDGEMENT 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) Net Increase: \$400,000.00
2015-X0200-FEEBASED-10-10D007-51-I-112-1086-2570

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

CHECK ONE	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:
X	D. OTHER (Specify type of modification and authority) FAR 52-212-4 Contract Terms and Conditions-Commercial Items (May 2014); (c) CHANGES

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 (1) revise Section B.2, PRICE SCHEDULE; (2) revise Section C - Description/Specification - STATEMENT OF WORK; (3) Add to Attachment J; and (4) incrementally fund the contract in the amount of \$400,000.00, increasing the obligated amount from \$1,262,061.40 to \$1,662,061.40.

See the attached for detailed information.

Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9 A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) ERIKA EAM	
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA (Signature of Contracting Officer)	16C. DATE SIGNED

CONTINUATION SHEET	REFERENCE NO. OF DOCUMENT BEING CONTINUED	PAGE	OF
	GS35F0477Y/NRC-HQ-10-14-T-0001/M0005	2	36

NAME OF OFFEROR OR CONTRACTOR
LOGISTICS SYSTEMS INCORPORATED

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	See Also: ZEROREQ-OIS-15-0055 Obligated amount: \$1,662,061.40 (Changed) Ceiling value: \$6,500,000.00 (Unchanged) Period of Performance: 08/05/2014 to 08/04/2019				

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

1. **Section B.2 PRICE SCHEDULE**, add the following in its entirety,

"B.2 PRICE 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, if applicable) to provide the services under the required in the contract. All pricing are in accordance with the offeror's GSA Schedule, GS-35F-0477Y.

BASE YEAR: August 5, 2014 – August 4, 2015

Item No.	Labor Categories	Unit Price (HRLY Rates)
0001	Program/Project Manager	
0002	OCR Operator I/Media Specialist I	
0003	OCR Operator II/Media Specialist II	
0004	Conversion Worker I	
0005	Conversion Worker II	
0006	Conversion Worker III	
0007	Index Specialist III	
0008	Index Specialist IV	
0009	Information Engineer	
0010	Project Analyst I	
0011	Department Manager I	
0012	Department Manager II	
0013	Department Manager III	
0014	Profiling/QC Specialist	

OPTION YEAR 1: August 5, 2015 – August 4, 2016

Item No.	Labor Categories	Unit Price (HRLY Rates)
1001	Program/Project Manager	
1002	OCR Operator I/Media Specialist I	
1003	OCR Operator II/Media Specialist II	
1004	Conversion Worker I	
1005	Conversion Worker II	

1006	Conversion Worker III	
1007	Index Specialist III	
1008	Index Specialist IV	
1009	Information Engineer	
1010	Project Analyst I	
1011	Department Manager I	
1012	Department Manager II	
1013	Department Manager III	
1014	Profiling/QC Specialist	

OPTION YEAR 2: August 5, 2016 – August 4, 2017

Item No.	Labor Categories	Unit Price (HRLY Rates)
2001	Program/Project Manager	
2002	OCR Operator I/Media Specialist I	
2003	OCR Operator II/Media Specialist II	
2004	Conversion Worker I	
2005	Conversion Worker II	
2006	Conversion Worker III	
2007	Index Specialist III	
2008	Index Specialist IV	
2009	Information Engineer	
2010	Project Analyst I	
2011	Department Manager I	
2012	Department Manager II	
2013	Department Manager III	
2014	Profiling/QC Specialist	

OPTION YEAR 3: August 5, 2017 – August 4, 2018

Item No.	Labor Categories	Unit Price (HRLY Rates)
3001	Program/Project Manager	
3002	OCR Operator I/Media Specialist I	

3003	OCR Operator II/Media Specialist II	
3004	Conversion Worker I	
3005	Conversion Worker II	
3006	Conversion Worker III	
3007	Index Specialist III	
3008	Index Specialist IV	
3009	Information Engineer	
3010	Project Analyst I	
3011	Department Manager I	
3012	Department Manager II	
3013	Department Manager III	
3014	Profiling/QC Specialist	

OPTION YEAR 4: August 5, 2018 – August 4, 2019

Item No.	Labor Categories	Unit Price (HRLY Rates)
4001	Program/Project Manager	
4002	OCR Operator I/Media Specialist I	
4003	OCR Operator II/Media Specialist II	
4004	Conversion Worker I	
4005	Conversion Worker II	
4006	Conversion Worker III	
4007	Index Specialist III	
4008	Index Specialist IV	
4009	Information Engineer	
4010	Project Analyst I	
4011	Department Manager I	
4012	Department Manager II	
4013	Department Manager III	
4014	Profiling/QC Specialist	

OTHER DIRECT COST

ODC-001	TRAVEL**	<u>NOT TO EXCEED (NTE)</u> <u>\$100,000.00</u>
---------	----------	---

Total Cost – For all Years Plus Travel – NOT TO EXCEED (NTE) \$6,500,000.00

NOTE:

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

** Travel – Travel expenses are only to be applied to travel outside of the local area. The contractors travel must be pre-approved in writing in accordance with USNRC Government Travel Regulations. This CLIN shall be used for the life of the contract."

2. **Section C – Description/Specifications – STATEMENT OF WORK, Hours of Work**, delete in its entirety and replace with the following:

"Hours of Work

NRC business hours are 8:00 a.m. to 5:00 p.m., weekdays except for those days that are Federal Holidays:

Recognized Federal Holidays

New Year's Day	Labor Day
Martin Luther King Jr.'s Birthday	Columbus Day
President's Day	Veteran's Day
Memorial Day	Thanksgiving Day
Independence Day	Christmas Day

The Contractor is not required to work onsite at NRC on these holidays.

During times of heavy work volume additional hours may be required. All additional hours will be requested in advance, such as weekends and holidays."

3. **Section J – List of Documents, Exhibits and Other Attachments**, add the following in its entirety

"Labor Crosswalk – Contract Labor Categories vs GSA Labor Categories

CONTRACT LABOR CATEGORIES	CURRENT GSA LABOR CATEGORIES	REVISED GSA LABOR CATEGORIES
Conversion Worker I	Help Desk Specialist	Help Desk Specialist
Index Specialist III	Help Desk Specialist – Senior	Help Desk Specialist
OCR Operator I/Media Specialist I	Help Desk Specialist	Help Desk Specialist
OCR Operator II/Media Specialist II	Help Desk Specialist	Help Desk Specialist
Conversion Worker II	Help Desk Specialist	Help Desk Specialist
Conversion Worker III	Help Desk Specialist	Help Desk Specialist
Index Specialist IV	Help Desk Specialist	Help Desk Specialist - Senior
Department Manager I	PC Systems Specialist	QA Analyst – Senior
Project Analyst I	Help Desk Specialist - Senior	Help Desk Specialist - Senior
Department Manager II	Help Desk Specialist - Senior	Project Manager – Intermediate
Information Engineer	Network Engineer – Intermediate	Help Desk Specialist - Senior
Profiling/QC Specialist	-	Help Desk Specialist - Senior
Department Manager III	Project Manager – Level 3	Project Manager – Senior

Program/Project Manager	Project Manager – Level 2	Project Manager – Senior
-------------------------	---------------------------	--------------------------

Logistics Systems Incorporated

Job Title: Conversion Worker I

Project: NRC Document Processing Center Support Services Contract

Accountability: Reports to the Program Manager

Job Summary: Works under the supervision of the Task Lead producing work including all/but not limited to scanning, prepping of documents, image inspection, electronic pre-flight, adding documents to ADAMS, profiling, and any other related tasks.

Required Skills:

1. Is meticulous and pays attention to details, has strong work ethics and works well and collaborates with others within the team.
2. Has excellent communication skills both verbal and written.
3. Possesses organizational and time management skills.
4. Takes initiative to complete tasks and learn new tasks.
5. Completes high quality work under limited supervision.

Education and Experience:

1. Associates Degree and 1 to 4 years of progressively responsible experience in the particular area of expertise, or
2. 6 years of progressively responsible experience in the particular area of expertise

Duties and Responsibilities:

1. Prepares incoming documents to the DPC for large scale scanning process and completes work in a timely manner to support NRC end users.
2. Scans hard copy documents submitted to the DPC to be added to ADAMS.
3. Perform image inspection of scanned documents to make sure they meet NRC guidelines and regulations to be added to ADAMS.

4. Monitors document errors on electronic files and paper documents; first tier responder to NRC users providing information for document error resolution for future re-submittal.
5. Identify and enter document data using profiling knowledge into the NRC's Agency-Wide Document Access and Management System (ADAMS) database in conformance with the procedural requirements at the ADAMS project.
6. Pre-flights submitted electronic documents and CD's for entry into the ADAMS.
7. Cross trains in all job responsibilities related to scanning area including distribution and retrofit project tasks.
8. Utilizes the Document/Error Tracking System to process documents in correlation with ADAMS to ensure proper tracking of documents within the Document Processing Center.
9. Responds to in-person, telephone calls and email client inquiries related to document processing tasks. Documents, tracks, and monitors timely resolution/response to the client.
10. Picks up documents from NRC headquarter buildings for scanning into the ADAMS.
11. Reports work information and project statuses to the Program Manager and Task Lead.
12. Communicate effectively and proactively with co-workers to achieve project goals and objectives.
13. Perform other project-related duties as directed.

Logistics Systems Incorporated

Job Title: Conversion Worker II

Project: NRC Document Processing Center Support Services Contract

Accountability: Reports to the Program Manager

Job Summary: Works under the supervision of the Task Lead producing work including all/but not limited to scanning, prepping of documents, image inspection, electronic pre-flight, adding documents to ADAMS, profiling, and any other related tasks.

Required Skills:

1. Is meticulous and pays attention to details, has strong work ethics and works well and collaborates with others within the team.
2. Has excellent communication skills both verbal and written.
3. Possesses organizational and time management skills.
4. Takes initiative to complete tasks and learn new tasks.
5. Completes high quality work under limited supervision.

Education and Experience:

1. Associates Degree and 1 to 4 years of progressively responsible experience in the particular area of expertise, or
2. 6 years of progressively responsible experience in the particular area of expertise

Duties and Responsibilities:

1. Prepares incoming documents to the DPC for large scale scanning process and completes work in a timely manner to support NRC end users.
2. Scans hard copy documents submitted to the DPC to be added to ADAMS.
3. Perform image inspection of scanned documents to make sure they meet NRC guidelines and regulations to be added to ADAMS.

4. Monitors document errors on electronic files and paper documents; first tier responder to NRC users providing information for document error resolution for future re-submittal.
5. Identify and enter document data using profiling knowledge into the NRC's Agency-Wide Document Access and Management System (ADAMS) database in conformance with the procedural requirements at the ADAMS project.
6. Pre-flights submitted electronic documents and CD's for entry into the ADAMS.
7. Cross trains in all job responsibilities related to scanning area including distribution and retrofit project tasks.
8. Utilizes the Document/Error Tracking System to process documents in correlation with ADAMS to ensure proper tracking of documents within the Document Processing Center.
9. Responds to in-person, telephone calls and email client inquiries related to document processing tasks. Documents, tracks, and monitors timely resolution/response to the client.
10. Picks up documents from NRC headquarter buildings for scanning into the ADAMS.
11. Reports work information and project statuses to the Program Manager and Task Lead.
12. Communicate effectively and proactively with co-workers to achieve project goals and objectives.
13. Perform other project-related duties as directed.

Logistics Systems Incorporated

Job Title: Conversion Worker III

Project: NRC Document Processing Center Support Services Contract

Accountability: Reports to the Program Manager

Job Summary: Works under the supervision of the Task Lead supporting tasks mainly involving electronic document submissions by NRC ADAMS users to the DPC; also, a key member of the scan group.

Required Skills:

1. Is meticulous and pays attention to details, has strong work ethics and works well and collaborates with others within the team.
2. Has excellent communication skills both verbal and written.
3. Possesses organizational and time management skills.
4. Takes initiative to complete tasks and learn new tasks.
5. Completes high quality work under limited supervision.

Education and Experience:

1. Associates Degree and 1 to 4 years of progressively responsible experience in the particular area of expertise, or
2. 6 years of progressively responsible experience in the particular area of expertise

Duties and Responsibilities:

1. Pre-flights submitted electronic documents and CD's checking compliancy with to NRC ADAMS guidelines. Provides feedback to NRC users with resolution of non-compliant files.
2. Performs image inspection of scanned documents to make sure they meet NRC guidelines and regulations for addition to ADAMS.
3. Monitors document errors on electronic files and paper documents; first tier responder to NRC users providing information for document error resolution for future re-submittal.

4. Responds to in-person, telephone calls and email client inquiries related to document processing tasks. Documents, tracks, and monitors timely resolution/response to the client.
5. Utilizes the Document/Error Tracking System to process documents in correlation with ADAMS to ensure proper tracking of documents within the Document Processing Center.
6. Scan paper documents submitted to the Document Processing Center to be added to ADAMS.
7. Cross trains in all job responsibilities related to the scan area including distribution and retrofit project tasks.
8. Picks up documents from NRC headquarter buildings for scanning into the ADAMS.
9. Reports work information and project statuses to the Program Manager and Task Lead.
10. Communicates effectively and proactively with co-workers to achieve project goals and objectives.
11. Performs other project-related duties as directed.

Logistics Systems Incorporated

Job Title: Department Manager I (Profiling Lead)

Project: Document Processing Center Support Services Contract

Accountability: Reports to the Program Manager

Job Summary: Lead and point of contact for the Profiling staff. Identifies and categorizes (profiles) Nuclear Regulatory Commission (NRC) documents and captures this information in the NRC's Agency-Wide Document Access and Management System (ADAMS). NRC documents include correspondence, drawings, technical reports, legal records, contracts, plans, and procedures. Performs quality check and verification of Profiling staff work.

Required Skills:

1. Possesses organizational and time management skills.
2. Takes initiative to learn new tasks.
3. Works well and collaborates with others within the team
4. Completes high quality work and ensures timely delivery with limited supervision.
5. Has excellent verbal and written communication skills.

Education and Experience:

1. Bachelors Degree and 8 years of progressively responsible experience in the particular area of expertise, or
2. 10 years of progressively responsible experience in the particular area of expertise

Duties and Responsibilities:

1. Performs quality check and verification of profiled documents and data records created by the Indexing and Profiling staff in the NRC's ADAMS.
2. Responds to in-person, telephone calls and email client inquiries related to document profiling tasks. Documents, tracks, and monitors timely resolution/response to the client.

3. Declares documents as Official Agency Records in ADAMS
4. Utilizes the Document/Error Tracking System to process documents in correlation with ADAMS to ensure proper tracking of documents within the Document Processing Center.
5. Must obtain or have working knowledge of all profiling reference materials, including the ADAMS Help Desk Reference Guide, Indexing Instructions Manual, Templates, Spell Check anywhere, and data entry procedures.
6. Provides technical and administrative direction for team personnel, including review of work products for correctness, adherence to the established quality standards and client requirements, and progress in accordance with set schedules.
7. If required, devises improvements to current procedures to improve quality of deliverables.
8. Provides quality check and verification of own work prior to completing processing of documents.
9. Maintains accurate daily and weekly statistics of production and time charges.
10. Provides regular team work performance reports to the Program Manager
11. Performs other project-related duties as directed.

Logistics Systems Incorporated

Job Title: Department Manager II

Project: NRC Document Processing Center Support Services Contract

Accountability: Reports to the Program Manager

Job Summary: Task Lead for the scan group utilizing resources for maximum efficiency and organizing work for incoming special projects into the Nuclear Regulatory Commission (NRC) Document Processing Center (DPC).

Required Skills:

1. Is meticulous and pays attention to details, has strong work ethics and works well and collaborates with others within the team.
2. Has excellent communication skills both verbal and written.
3. Possesses organizational and time management skills.
4. Takes initiative to complete tasks and learn new tasks.
5. Project Management training desired, certification preferred.
6. Experience with project planning, executing, and close out.

Education and Experience:

1. Bachelors Degree and 4 years of progressively responsible experience in the particular area of expertise, or
2. 6 years of progressively responsible experience in the particular area of expertise

Duties and Responsibilities:

1. Is responsible for project management, configuration management, technical work, quality of work, scheduling, and costs associated with this project.
2. Provides technical and administrative direction for the LSI, including the review of work products for correctness, adherence to the client requirements, and progress in accordance with schedules.
3. Coordinates with senior management and customer to ensure problem resolution and client satisfaction.

4. Assess the workload of the scan group to ensure coverage in all areas including prep, scan, image inspection, ADAMS ADD, CD pre-flight, electronic submissions, and special projects.
5. Works closely with the Document Control Desk (DCD) analyzing the work coming into the DPC.
6. Oversees NRC special projects according to the plan set by the Program Manager ensuring these projects are completed on time and within project budget.
7. Provides work performance information and prepares detailed reports to the Program Manager on scan group production and special project status.
8. Utilize the Document/Error Tracking System to process documents in correlation with ADAMS to ensure proper tracking of documents within the Document Processing Center.
9. Delegates work to scan group staff to ensure the highest priority tasks are complete on time; priorities are set by the Program Manager and the Project Officer.
10. Completes certain work functions such as distribution, retrofit work, CD pre-flight, and other work tasks as necessary.
11. Communicates all special project work information to the Program Manager to properly plan and execute projects.
12. Point of Contact to the Nuclear Regulatory Commission staff for questions relating to ADAMS document submissions.
13. Attends meetings pertaining to high profile projects at the NRC relating to the DPC.

Logistics Systems Incorporated

Job Title: Department Manager III (Quality Control Lead)

Project: Document Processing Center Support Services Contract

Accountability: Reports to the Program Manager

Job Summary: Lead and point of contact for the Quality Control (QC) team who is responsible for verification and validation of profiled Nuclear Regulatory Commission (NRC) documents. Identifies and categorizes (profiles) Nuclear Regulatory Commission (NRC) documents and captures this information in the NRC's Agency-Wide Document Access and Management System (ADAMS). NRC documents include correspondence, drawings, technical reports, legal records, contracts, plans, and procedures. Performs quality check of the QC team work.

Required Skills:

1. Possesses organizational and time management skills.
2. Takes initiative to learn new tasks
3. Has strong work ethic and positive attitude a "can-do" mindset.
4. Works well and collaborates with others within the team
5. Completes high quality work and ensures timely delivery with limited supervision.
6. Possesses excellent verbal and written communication skills.

Preferred Skills:

1. Project Management training desired, certification preferred.
2. Experience with project planning, executing, and close out.

Education and Experience:

1. Bachelors Degree and 6 years of progressively responsible experience in the particular area of expertise, or
2. 8 years of progressively responsible experience in the particular area of expertise

Duties and Responsibilities:

1. Performs back up responsibilities to the Deputy Program Manager when needed.
2. Responsible for QC team's work load assignment and management, assessment of quality of work, achieving and maintaining established quality (99% Accuracy) and quantity (minimum of 85 accession numbers) standards.
3. Must obtain or have working knowledge of all profiling reference materials, including the ADAMS Help Desk Reference Guide, Indexing Instructions Manual, Templates, Spell Check anywhere, and data entry procedures.
4. Provides technical and administrative direction for team personnel, including review of work products for correctness, adherence to the established quality standards and client requirements, and progress in accordance with set schedules.
5. Declares documents as Official Agency Records in ADAMS.
6. Utilize the Document/Error Tracking System to process documents in correlation with ADAMS to ensure proper tracking of documents within the Document Processing Center
7. Responds to in-person, telephone calls and email client inquiries related to document profiling tasks. Documents, tracks, and monitors timely resolution/response to the client.
8. Coordinates with Program Manager and customer to ensure problem resolution and user satisfaction.
9. Provides regular progress reports to the Program Manager.
10. Maintain accurate daily/weekly statistics of production and time charges and prepares reports and delivers presentations of the finished product.
11. Perform other project-related duties as directed.

Logistics Systems Incorporated (LSI)

JOB TITLE: Index Specialist III

PROJECT: NRC Document Processing Center Support Services Contract

ACCOUNTABILITY: Reports to Profiling Supervisor/Manager and Program Manager

JOB SUMMARY: Responsible for providing document analysis, data capture, data translation into values, security access right assignment, and summaries of Nuclear Regulatory Commission (NRC) documents.

Required Skills:

1. Is meticulous and pays attention to details, has strong work ethics and works well and collaborates with others within the team.
2. Has excellent communication skills both verbal and written.
3. Possesses organizational and time management skills.
4. Takes initiative to complete tasks and learn new tasks.
5. Completes high quality work under limited supervision.

Education and Experience:

1. Associates Degree and 1 to 4 years of progressively responsible experience in the particular area of expertise, or
2. 6 years of progressively responsible experience in the particular area of expertise

DUTIES AND RESPONSIBILITIES:

1. Provides entry-level profiling of document information into the Agency-wide Document Access and Management System (ADAMS) for enhanced searching functionality of documents by end users.

2. Completes profiling of documents in a timely manner to provide end users with profiled records within the specified service level agreement.
3. Utilizes the Document/Error Tracking System (DTS) to process documents in correlation with ADAMS to ensure proper tracking of documents within the Document Processing Center.
4. Develops and maintain functional skills related to assignment of appropriate values, affiliations, docket and non-docket material, preparation of title/descriptions, and application of data entry procedures.
5. Responds to in-person, telephone calls and email client inquiries related to document profiling tasks. Documents, tracks, and monitors timely resolution/response to the client.
6. Demonstrates working understanding of all profiling reference materials, including the ADAMS Help Desk Reference Guide, Indexing Instructions Manual, templates, Spell Check anywhere, and data entry procedures.
7. Opens and reads e-mails regarding profiling for dissemination of new and /or revised procedures, and also for feedback from the QC staff.
8. Provides quality control of own work prior to submittal for formal QA. This includes consistent utilization of the spell check utility provided on workstation PC to verify correct spelling of title information recorded.
9. Maintain accurate daily/weekly statistics of production and time charges.
10. Achieves and maintains established quality (95% Accuracy) and quantity (minimum of 70 accession numbers) standards.
11. Perform other project-related duties as directed.

Logistics Systems Incorporated (LSI)

JOB TITLE: Index Specialist IV

PROJECT: NRC Document Processing Center Support Services Contract

ACCOUNTABILITY: Reports to Profiling Supervisor/Manager and Program Manager

JOB SUMMARY: Responsible for providing document analysis, data capture, data translation into values, security access right assignment, and summaries of Nuclear Regulatory Commission (NRC) documents.

Required Skills:

1. Is meticulous and pays attention to details, has strong work ethics and works well and collaborates with others within the team.
2. Has excellent communication skills both verbal and written.
3. Possesses organizational and time management skills.
4. Takes initiative to complete tasks and learn new tasks.
5. Completes high quality work under limited supervision.
6. Has high level of working knowledge of computer skills

Education and Experience:

1. Bachelor's Degree and 8 years of progressively responsible experience in the particular area of expertise, or
2. 10 years of progressively responsible experience in the particular area of expertise

DUTIES AND RESPONSIBILITIES:

1. Identifies and enters document data with expert level profiling knowledge into the NRC's Agency-Wide Document Access and Management System (ADAMS) database in

conformance with the procedural requirements at the ADAMS project.

2. Identifies and recommends new and more efficient procedures to enhance profiling productivity to better meet client needs.
3. Utilizes the Document/Error Tracking System (DTS) to process documents in correlation with ADAMS to ensure proper tracking of documents within the Document Processing Center.
4. Develops and maintains functional skills related to assignment of appropriate values, affiliations, docket and non-docket material, preparation of title/descriptions, and application of data entry procedures.
5. Responds to in-person, telephone calls and email client inquiries related to document profiling tasks. Documents, tracks, and monitors timely resolution/response to the client.
6. Demonstrates working understanding of all profiling reference materials, including the ADAMS Help Desk Reference Guide, Indexing Instructions Manual, templates, Spell Check anywhere, and data entry procedures.
7. Open and read e-mails regarding profiling for dissemination of new and /or revised procedures, and also for feedback from the QC staff.
8. Provides quality control of own work prior to submittal for formal QA. This includes consistent utilization of the spell check utility provided on workstation PC to verify correct spelling of title information recorded.
9. Maintains accurate daily/weekly statistics of production and time charges.
10. Achieves and maintains established quality (95% Accuracy) and quantity (minimum of 70 accession numbers) standards.
11. Performs other project-related duties as directed.

Logistics Systems Incorporated

Job Title: Information Engineer

Project: NRC Document Processing Center Support Services

Accountability: Reports to the Program Manager

Job Summary: Receives all incoming mail to the Nuclear Regulatory Commission (NRC) Document Processing Center (DPC). Determines if documents are public or non-public and enters these documents into the Document Tracking System. Assigns distribution codes to the documents, and assists in profiling when needed.

Required Skills:

1. Is meticulous and pays attention to details, has strong work ethics and works well and collaborates with others within the team.
2. Has excellent communication skills both verbal and written.
3. Possesses organizational and time management skills.
4. Takes initiative to complete tasks and learn new tasks.
5. Extensive knowledge of operations at the DPC.
6. Completes high quality work under limited supervision.

Education and Experience:

1. Bachelors Degree and 8 years of progressively responsible experience in the particular area of expertise, or
2. 10 years of progressively responsible experience in the particular area of expertise

Duties and Responsibilities:

1. Determines the classification of the documents delivered the NRC DPC as public or non-public in ADAMS, and adds the documents to the Document Tracking System.
2. Adds electronic documents (EIE and EHD) to DTS after pre-flight has been completed
3. Assigns distribution codes to incoming documents and electronic documents for E-RIDS notifications.

4. Responds to in-person, telephone calls and email client inquiries related to document profiling tasks. Documents, tracks, and monitors timely resolution/response to the client.
5. Assists with profiling duties when needed and time permitting

Logistics Systems Incorporated

Job Title: OCR Operator I/Media Specialist I

Project: NRC Document Processing Center Support Services Contract

Accountability: Reports to the Program Manager/Task Lead

Job Summary: A key Nuclear Regulatory Commission (NRC) project team member responsible for agency document scanning, image inspection, CD pre-flight, and assisting NRC Agency-Wide Document Access and Management System users (ADAMS IM).

Required Skills:

1. Is meticulous and pays attention to details, has strong work ethics and works well and collaborates with others within the team.
2. Has excellent communication skills both verbal and written
3. Possesses organizational and time management skills.
4. Takes initiative to complete tasks and learn new tasks.
5. Completes high quality work under limited supervision.

Education and Experience:

1. Associates Degree and 1 to 4 years of progressively responsible experience in the particular area of expertise, or
2. 6 years of progressively responsible experience in the particular area of expertise

Duties and Responsibilities:

1. Provides scan duties on all types of incoming NRC documents, including special projects.
2. Perform image inspection of scanned documents to make sure they meet NRC guidelines and regulations to be added to ADAMS.
3. Assists with inspection of electronic files and CD's sent submitted to the DPC for entry into the ADAMS.

4. Responds to in-person, telephone calls and email client inquiries related to document processing tasks. Documents, tracks, and monitors timely resolution/response to the client requests pertaining to document errors or questions.
5. Picks up documents from NRC headquarter buildings for processing at the DPC.
6. Provides other job related tasks applicable to the scan group as needed.

Logistics Systems Incorporated

Job Title: OCR Operator II/Media Specialist II

Project: NRC Document Processing Center Support Services Contract

Accountability: Quality Assurance Supervisor/Profiling Operations Manager, Program Manager

Job Summary: Responsible for providing quality control checks of profiled data records of nuclear-related documentation including, but not limited to, correspondence, drawings, technical reports, legal records, Contracts, plans, and procedures entered into the NRC's Agency-Wide Document Access and Management System (ADAMS).

Required Skills:

1. Is meticulous and pays attention to details, has strong work ethics and works well and collaborates with others within the team.
2. Has excellent communication skills both verbal and written.
3. Possesses organizational and time management skills.
4. Takes initiative to complete tasks and learn new tasks.
5. Completes high quality work under limited supervision.

Education and Experience:

1. Associates Degree and 1 to 4 years of progressively responsible experience in the particular area of expertise, or
2. 6 years of progressively responsible experience in the particular area of expertise

Duties and Responsibilities:

1. Performs a thorough and accurate quality control check of profiled data records created by the profiling staff in the NRC's ADAMS to support end user's documents.
2. Utilize the Document/Error Tracking System to process documents in correlation with ADAMS to ensure proper tracking of documents within the Document Processing Center.
3. Declares documents as Official Agency Records in ADAMS

4. Shows working understanding of all profiling reference materials, including the ADAMS Help Desk Reference Guide, Indexing Instructions Manual, templates, Spell Check anywhere, and data entry procedures.
5. Responds to in-person, telephone calls and email client inquiries related to document processing tasks. Documents, tracks, and monitors timely resolution/response to the client.
6. Provides technical and administrative direction for team personnel, including review of work products for correctness, adherence to the established quality standards and client requirements, and progress in accordance with set schedules.
7. Provides quality control of own work prior to completing processing of documents. This includes consistent utilization of the spell checker utility provided on Workstation PC to verify correct spelling of title information recorded.
8. Maintains accurate daily/weekly statistics of production and time charges.
9. Achieves and maintains established quality (99% Accuracy) and quantity (minimum of 85 accession numbers) standards.
10. Performs other project-related duties as directed.

Logistics Systems Incorporated

Job Title: Profiling/QC Specialist I

Project: NRC Document Processing Center Support Services Contract

Accountability: Quality Assurance Supervisor/Profiling Operations
Manager, Program Manager

Job Summary: To provide subject matter expertise in both profiling operational work as well as quality control checks of the Nuclear Regulatory Commission (NRC) related profiled documents entered into the NRC's Agency-Wide Document Access and Management System (ADAMS).

Skills Required:

1. Is meticulous and pays attention to details, has strong work ethics and works well and collaborates with others within the team.
2. Has excellent communication skills both verbal and written.
3. Possesses organizational and time management skills.
4. Takes initiative to complete tasks and learn new tasks.
5. Completes high quality work under limited supervision.

Education and Experience:

1. Bachelors Degree and 8 years of progressively responsible experience in the particular area of expertise, or
2. 10 years of progressively responsible experience in the particular area of expertise, or

Duties and Responsibilities:

1. Responsible for performing both profiling and quality control work activities as needed based upon the workflow in those work areas within the Document Processing Center (DPC); must be a subject matter expert in both fields.
2. Extensive work experience and knowledge of both profiling and quality control operations at the DPC; flexibility to monitor work flows in both areas to manually switch between stations as needed.

3. Primary work staff to eliminate or alleviate any backlog of work in either the profiling or quality control work stations.
4. Communicates effectively with senior staff and the Program Manager to assess profile and quality control workloads, to create work plans, and to establish work priorities for each workday depending on the queue assessments.
5. Performs a thorough and accurate quality control check of profiled data records created by the profiling staff in the NRC's ADAMS to support end user's documents.
6. Utilize the Document/Error Tracking System to process documents in correlation with ADAMS to ensure proper tracking of documents within the DPC.
7. Declares documents as Official Agency Records in ADAMS.
8. Achieves and maintains established quality (99% Accuracy) and quantity (minimum of 85 accession numbers) standards.
9. Shows working understanding of all profiling reference materials, including the ADAMS Help Desk Reference Guide, Indexing Instructions Manual, templates, Spell Check anywhere, and data entry procedures.
10. Provides technical and administrative direction for team personnel, including review of work products for correctness, adherence to the established quality standards and client requirements, and progress in accordance with set schedules.
11. Responds to in-person, telephone calls, and email client inquiries related to document processing tasks. Documents, tracks, and monitors timely resolution/response to the client.
12. Provides quality control of own work prior to completing processing of documents. This includes consistent utilization of the spell checker utility provided on Workstation PC to verify correct spelling of title information recorded.
13. Maintains accurate daily/weekly statistics of production and time charges.
14. Performs other project-related duties as directed.

Logistics Systems Incorporated

Job Title: Program/Project Manager

Project: NRC Document Processing Center Support Services Contract

Accountability: Reports to the NRC Project Officer and LSI Management

Job Summary: Oversees all operational and project work associated with the Nuclear Regulatory (NRC) Document Processing Center.

Skills Required:

1. Organizational and time management skills.
2. Project and team management
3. Ability to build quality relationships with DPC staff and client management
4. Proven skills to effectively manage projects and people.
5. Possesses excellent verbal and written communication skills.

Education and Experience:

1. Bachelors Degree and 6 years of progressively responsible experience in the particular area of expertise, or
2. 8 years of progressively responsible experience in the particular area of expertise, or
3. Bachelors Degree and PMP Certification and 4 years of progressively responsible experience in the particular area of expertise

Duties and Responsibilities:

1. Is responsible for project management, configuration management, technical work, quality of work, scheduling, and costs associated with this project.
2. Provides technical and administrative direction for the LSI, including the review of work products for correctness, adherence to the client requirements, and progress in accordance with schedules.
3. Coordinates with senior management and customer to ensure problem resolution and client satisfaction.

4. Sets goals, objectives, and priorities for DPC staff with close collaboration with the Project Officer.
5. Constant communications with the Project Officer in-person, through e-mail, and attending meetings as necessary.
6. Creates and submits a daily report and monthly report required by contract to the Project Officer with work performance data and project status updates.
7. Utilizes the Document/Error Tracking System to monitor employee productivity as well as the workflows at each station within the Document Processing Center.
8. Manages special projects using Project Management techniques ensuring projects are complete on time, within budget, and adhering to the quality standards set in project initiation.
9. Performs a work performance evaluation of all DPC employees determining strengths and weaknesses, and areas of improvement.
10. Provides updates and program status to senior LSI management ensuring success of the overall program.
11. Evaluates NRC special project information to determine if outsourcing of the work is needed, or if the DPC is capable of handling the scope of the project (make-or-buy analysis).
12. Refines DPC processes for maximum output and efficiency as well as utilizing all DPC staff to their fullest capabilities.

Logistics Systems Incorporated

Job Title: Project Analyst I

Project: NRC Document Processing Center Support Services Contract

Accountability: Reports to the Program Manager

Job Summary: Works under the supervision of the Program Manager with a focus on Nuclear Regulatory Commission (NRC) Special Projects (Retrofits), assist Agency-Wide Document Access and Management System users (ADAMS IM), and Profiling tasks.

Required Skills:

1. Is meticulous and pays attention to details, has strong work ethics and works well and collaborates with others within the team.
2. Has excellent communication skills both verbal and written
3. Possesses organizational and time management skills.
4. Takes initiative to complete tasks and learn new tasks.
5. Completes high quality work under limited supervision.
6. Has high level of working knowledge of computer skills

Education and Experience:

1. Bachelors Degree and 8 years of progressively responsible experience in the particular area of expertise, or
2. 10 years of progressively responsible experience in the particular area of expertise

Duties and Responsibilities:

1. Completes work on special projects within the Data Processing Center (DPC). Special projects include Retrofits and projects related to the NRC agency wide digitization of documents.
2. Provides expert support to NRC ADAMS users through the ADAMS IM technical support inbox. ADAMS IM is a service the DPC provides to resolve ADAMS NRC user related issues with their documents; making sure documents meet the NRC standards in ADAMS.

3. Recommends modifications to DPC processes to ensure highest efficiency of document processing within the DPC ensuring ADAMS user satisfaction.
4. Has the ability to declare documents as Official Agency Records. Also, profiles documents on a regular basis in case of a backlog.
5. Assists in any other project related task as needed."

All other terms and conditions remain the same.

[END OF MODIFICATION, M0005]