

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>		<b>1. CONTRACT ID CODE</b>		<b>PAGE OF PAGES</b>	
				1 8	
<b>2. AMENDMENT/MODIFICATION NO.</b>		<b>3. EFFECTIVE DATE</b>		<b>4. REQUISITION/PURCHASE REQ. NO.</b>	
M0004		See Block 16C		ZEROREQ-OCIO-16-00038	
<b>5. PROJECT NO. (If applicable)</b>		<b>6. ISSUED BY</b>		<b>7. ADMINISTERED BY (If other than Item 6)</b>	
EWC		CODE NRCHQ		CODE	
US NRC - HQ ACQUISITION MANAGEMENT DIVISION MAIL STOP TWFN-5E03 WASHINGTON DC 20555-0001					
<b>8. NAME AND ADDRESS OF CONTRACTOR (No. street, county, State and ZIP Code)</b>		<b>9A. AMENDMENT OF SOLICITATION NO.</b>			
NAVAR INC INFANTRY RIDGE ROAD MANASSAS VA 20109-2316		(x)			
				<b>9B. DATED (SEE ITEM 11)</b>	
		x		<b>10A. MODIFICATION OF CONTRACT/ORDER NO.</b>	
				NRC-HQ-40-15-E-0004	
				NRC-HQ-10-15-T-0001	
				<b>10B. DATED (SEE ITEM 13)</b>	
CODE 004838468		FACILITY CODE		05/18/2015	

**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: \$15,561.81

See Schedule

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

<b>CHECK ONE</b>	<b>A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority)</b> THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	<b>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).</b>
	<b>C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:</b>
	<b>D. OTHER (Specify type of modification and authority)</b>
X	52.217-9 Option to Extend the Term of the Contract

**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.)**

SMALL BUSINESS ADMINISTRATION

SBA Requirement No.: 1013/15/501474

Contractor POC: Joann L. Sturdivant-Lyles, Joann.Sturdivant-Lyles@nrc.gov, 301-415-3745

NRC TO COR: Eric Brusoe, Eric.Brusoe@nrc.gov, 301-415-5053

The purpose of this modification is to:

1. Exercise Option year 1 under this task order therefore extending the period of performance until 04/21/2017.

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.

<b>15A. NAME AND TITLE OF SIGNER (Type or print)</b>		<b>16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)</b>	
Shane Muney / Director of Contracts		DANIEL APP	
<b>15B. CONTRACTOR/OFFEROR</b>		<b>15C. DATE SIGNED</b>	
(Signature of person authorized to sign)		3/9/16	
		<b>16B. UNITED STATES OF AMERICA</b>	
		(Signature of Contracting Officer)	
		<b>16C. DATE SIGNED</b>	
		3/7/16	

NSN 7540-01-152-8070  
Previous edition unusable

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

TEMPLATE - ADM001

SUNSI REVIEW COMPLETE

MAR 18 2016

ADM002

## CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED

NRC-HQ-40-15-E-0004/NRC-HQ-10-15-T-0001/M0004

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NAME OF OFFEROR OR CONTRACTOR

NAVAR INC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>2. Add funding in the amount of \$15,561.81 to this task order NRC-HQ-40-15-E-0004 NRC-HQ-10-15-T-0001 from task order NRC-HQ-40-15-E-0004 NRC-HQ-7S-15-T-0001, since CSO merged into OCIO. The obligated amount is therefore increased to \$649,858.12.</p> <p>3. Increase the Base and Exercised Options Amount and Base and All Options Amount by \$478,233.60 from \$633,858.12 to to \$1,112,091.72.</p> <p>LIST OF CHANGES: Reason for Modification : Exercise an Option</p> <p>CHANGES FOR ACCOUNTING CODE: 2015-X0200-FEEBASED-10-10D005-41-F-191-1071-251B Percent changed from 34.06914 to 19.41836</p> <p>NEW ACCOUNTING CODE ADDED: Account code: 2015-X0200-FEEBASED-7S-7SD001-41-F-191-1071-252A BBFY 2015 EBFY Fund X0200 Funds Source FEEBASED YBA Office 7S Division 7SD001 Branch Cost Ctr (Job Code) 1071 Major prog/business 41 Product Line F Product 191 BOC 252A REIM Agreement Num REIM Agmt Line Num FAIMIS Template Name 41-F-191-1071 Quantity: 0 Amount: \$15,561.81 Percent: 1.39933 Subject To Funding: N Payment Address:</p> <p>Delivery Location Code: NRCHQ US NUCLEAR REGULATORY COMMISSION- MAIL PROCESSING CENTER 4930 BOILING BROOK PARKWAY ROCKVILLE MD 20852 USA</p>				

## TASK ORDER STATEMENT OF WORK

### 1. PROJECT TITLE

Enterprisewide (EWC) Onsite Nonpersonal Clerical, Secretarial and/or Administrative Assistant Support Services for OIS

### 2. PURPOSE

The purpose of this task order is to acquire non-personal services for clerical, secretarial and/or administrative assistant support services.

### 3. SCOPE (Specific Tasks)

The contractor shall provide non-personal services utilizing the labor category(ies) indicated in Section 6 below. The contractor, including any consultants and/or subcontractors, shall be responsible for providing all management, supervision, recruitment, employment, insurance, and bonding for its personnel assigned to work under this contract. The contractor shall be responsible for all aspects of onboarding of contractor personnel at their intended locations, including but not limited to escorting personnel on Government premises, ensuring that the contractor personnel complete all required documentation and drug testing as may be required by NRC under this contract and related task orders.

<sup>1</sup> See Federal Acquisition Regulation (FAR) 37.101 definition of Non-personal services contract at [www.acquisition.gov/far](http://www.acquisition.gov/far). **This is not a personal services task order.** NRC does not have authority to acquire personal services as defined in FAR 2.101, Definitions. "Personal services contract" means a contract that, by its express terms or as administered, makes the contractor personnel appear to be, in effect, Government employees (see 37.104). The personnel rendering the services are not subject, either by the contract's terms or by the manner of its administration, to the supervision and control usually prevailing in relationships between the Government and its employees. Among the things that cannot be done, NRC TO CORs and other employees cannot provide gifts to, throw parties for, or solicit donations from contractor personnel.

<sup>1</sup> Short-term or temporary office support services are covered by Federal regulations that place additional restrictions on the Government's use of contractors to perform these services. Established Federal guidance on these situations and the prescribed Federal limitations can be found under 5 CFR, Part 300, Subpart E, Use of Private Sector Temporaries.

Regulations limit the types of situations that a Federal agency can use a contractor on a short-term basis instead of meeting the support need with other current Government employees or through the temporary appointment of a Government employee. In accordance with 5 CFR, situations where a contractor can be used to temporarily replace Government performance of daily administrative support include: (1) those instances where an agency must carry out work for a temporary period which cannot be delayed (in the judgment of the agency) because of a critical need, such as when a Government administrative employee has recently left the position (retired, resigned, transferred, promoted, etc.), the support is required during the interim period while the Government backfills the position, and the need cannot be readily met by appointing a temporary Government employee; (2) instances where the Government employee is absent for a temporary period because of his/her own personal need including emergencies, illnesses,

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**TASK ORDER STATEMENT OF WORK (SOW)**

**FOR**

**ENTERPRISEWIDE (EWC) ONSITE NONPERSONAL CLERICAL, SECRETARIAL AND/OR  
ADMINISTRATIVE ASSISTANT SUPPORT SERVICES**

**EWC CONTRACT NUMBER: NRC-HQ-40-15-E-0004 NRC-HQ-10-15-T-0001**

Office for which services are required: **OIS**

TO COR: Eric Brusoe Telephone: 301 415-5053

ALTERNATE TO COR: \_\_\_\_\_ Telephone: \_\_\_\_\_

Task Order Contract Type: Labor-Hour

Task Order Period of Performance (TO COR: Indicate which period(s) you require):

- ☒ Base Period: 05/20/2015 – 04/21/2016
- ☒ Option Period 1: 04/22/2016 – 04/21/2017
- ☒ Option Period 2: 04/22/2017 – 04/21/2018
- ☒ Option Period 3: 04/22/2018 – 04/21/2019
- ☒ Option Period 4: 04/22/2019 – 04/21/2020

[REDACTED]

maternity leave, family responsibilities, or mandatory jury duty, and the work must be performed during the period of the employee's absence, and the need can't be readily met by appointing a temporary Government employee. CFR Title 5 does not allow the use of contractors to provide short-term intermittent services during employee absences for vacations or other circumstances which are not considered to be compelling to the agency.

Under these conditions, Federal regulations require NRC to place the following limitations on the Contractor's performance of these types of short-term TOs:

The contractor cannot provide support for the same employee absence situation for more than a total of 120 workdays initially; however, if the need still exists after 120 workdays, the use of the contractor can be extended up to a maximum of 240 workdays within a 24-month period. The 24-month period begins on the first day of the performance period of the TO.

#### **4. APPLICABLE DOCUMENTS AND STANDARDS**

The Contractor shall adhere to the following, at a minimum:

Management Directives: <http://www.nrc.gov/reading-rm/doc-collections/management-directives/volumes/vol-12.html>

NRC Sensitive Unclassified Non-Safeguards Information (SUNSI):  
<http://www.nrc.gov/reading-rm/doc-collections/commission/comm-secy/2005/2005-0054comscy-attachment2.pdf>

#### **5. REQUIRED LABOR CATEGORIES**

☐ **General Clerk I** – This position follows clearly detailed specific procedures in completing several repetitive clerical steps performed in a prescribed or slightly varied sequence, such as coding and filing documents in an extensive alphabetical file; could involve simple posting to individual accounts, opening mail, calculating and posting charges to departmental accounts, cooperating basic office equipment, e.g., photocopier, facsimile, multi-line phone/voicemail systems, mailing machines, and minimal computer programs. Little or no subject-matter knowledge is required, but the clerk uses his or her own judgment in choosing the proper procedure for each task.

☐ **General Clerk II** – This position requires familiarity with the terminology of the office unit. Selects appropriate methods from a variety of procedures or makes simple adaptations and interpretations of limited number of substantive guides and manuals. The clerical steps often vary in type or sequence, depending on the task. Recognized problems are referred to others.

☐ **General Clerk III** – This position uses some subject-matter knowledge and judgment to complete assignments consisting of numerous steps varying in nature and sequence. Selects from alternative methods and refers problems not solvable by adapting or interpreting substantive guides, manuals, or procedures. Typical duties include: assisting in a variety of administrative matters; maintaining a wide variety of financial or other records (stored both manually and electronically); verifying statistical reports for

accuracy and completeness; compiling information; and handling and adjusting complaints. May also direct lower level clerks.

☐ **Secretary I** - This position carries out recurring office procedures independently. Selects the guideline or reference which fits the specific case. Receives specific instructions on new assignments and has completed work reviewed for accuracy by NRC employee. Generally, performs varied duties including or comparable to one or more of the following:

Responds to routine telephone requests which have standard answers; refers calls and visitors to appropriate staff. Controls mail and assures timely staff response; may send form letters;  
As instructed, maintains calendars, makes appointments, and arranges for meeting rooms;  
Reviews materials prepared for approval for typographical accuracy and proper format;  
Maintains recurring internal reports, such as time and leave records, office equipment listings, correspondence controls, and training plans.  
Obtains supplies, printing, maintenance, or other available services. Types, takes and transcribes dictation, and establishes and maintains office files.

☒ **Secretary II** - This position handles differing situations, problems, and deviations in the work of the office according to general instructions, priorities, duties, policies, and program goals. May work on special assignments as requested. Generally, duties include or are comparable to one or more of the following:

Screens telephone calls, visitors, and incoming correspondence; personally responds to requests for information concerning office procedures; determines which requests should be handled by others.  
Schedules tentative appointments without prior clearance. Makes arrangements for conferences and meetings and assembles established background materials, as directed. May attend meetings and record and report on the proceedings;  
Reviews outgoing materials and correspondence for internal consistency and conformance with established procedures; assures that proper clearances have been obtained, when needed;  
Collects information from the files or staff for routine inquiries on office program (s) or periodic reports. Refers non-routine requests to appropriate staff;  
Explains the requirements concerning office procedures  
Coordinates NRC personnel and administrative forms for the office and forwards for processing.

☐ **Secretary III** - This position uses greater judgment and initiative to determine the approach or action to take in non-routine situations, interprets and adapts guidelines, including unwritten policies, precedents, and practices, which are not always completely applicable to changing situations. Duties include or are comparable to the following:

- a. Based on knowledge of the customer's views, compose correspondence on own initiative about administrative matters and general office policies for approval;

- [REDACTED]
- b. Anticipate and prepare materials needed for conferences, correspondence, appointments, meetings, telephone calls, etc., and informs others on matters to be considered;
  - c. Read publications, regulations, and directives and take action or refer those that are important to staff;
  - d. Prepare special or one-time reports, summaries, or replies to inquiries, selecting relevant information from a variety of sources such as reports, documents, correspondence, other offices, etc., under general directions;
  - e. Advise secretaries in subordinate offices on new procedures; request information needed from the subordinate office (s) for periodic or special conferences, reports, inquiries, etc.

☐ **Administrative Assistant** - In addition to Secretarial duties, this position may provide administrative support to executive staff to include NRC personnel records and assistance with payroll processing. The Administrative Assistant may be required to work independently on projects requiring research and preparation of briefing charts and other presentation materials.

Labor Categories	Unit	Estimated Quantity of Hours	Fixed Hourly Rate	Amount
General Clerk I	HR		[REDACTED]	\$0.00
General Clerk I - OT	HR		[REDACTED]	\$0.00
General Clerk II	HR		[REDACTED]	\$0.00
General Clerk II - OT	HR		[REDACTED]	\$0.00
General Clerk III	HR		[REDACTED]	\$0.00
General Clerk III - OT	HR		[REDACTED]	\$0.00
Secretary I	HR		[REDACTED]	\$0.00
Secretary I - OT	HR		[REDACTED]	\$0.00
Secretary II	HR	[REDACTED]	[REDACTED]	[REDACTED]
Secretary II - OT	HR		[REDACTED]	\$0.00
Secretary III	HR		[REDACTED]	\$0.00
Secretary III - OT	HR		[REDACTED]	\$0.00
Administrative Assistant	HR		[REDACTED]	\$0.00
Administrative Assistant - OT	HR		[REDACTED]	\$0.00
Travel - Not to Exceed Ceiling				
Project Manager	HR		[REDACTED]	
Total:				\$478,233.60

**A.3 CONSIDERATION AND OBLIGATION--TASK ORDERS (AUG 2011)**

- (a) The ceiling of this order for services is \$1,112,091.72.
- (b) This order is subject to the minimum and maximum ordering requirements set forth in the contract.
- (c) The amount presently obligated with respect to this order is \$649,419.93. The obligated amount shall, at no time, exceed the order ceiling as specified in paragraph (a) above. When and if the amount(s) paid and payable to the Contractor hereunder shall equal the obligated amount, the Contractor shall not be obligated to continue performance of the work unless and until the Contracting Officer shall increase the amount obligated with respect to this order, in accordance with FAR Part 43 - Modifications. Any work undertaken by the Contractor in excess of the obligated amount specified above is done so at the Contractor's sole risk and may not be reimbursed by the Government.
- (d) The Contractor shall comply with the provisions of FAR 52.232-22 - Limitation of Funds, for incrementally-funded delivery orders or task orders.

**PLACE OF PERFORMANCE**

- ☒OWFN  
☒TWFN  
☒3WFN  
☐TTC

- ☐Region I  
☐Region II  
☐Region III  
☐Region IV

☐Church Street

**6. WORK SCHEDULE**

*Please specify when you expect the contractor to be onsite and the hours required (i.e.: between 7:00 a.m. to 6:00 p.m. work hours with a 45-minute mid-day break)*

Hours of Work: from: 7:30 a.m. to 5:15 p.m.

Days: Monday - Friday

Overtime: No