

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1 CONTRACT ID CODE	PAGE OF PAGES 1 8
2 AMENDMENT/MODIFICATION NO. M0002	3 EFFECTIVE DATE See Block 16C	4 REQUISITION/PURCHASE REQ. NO CFO-16-0034	5 PROJECT NO. (If applicable)
6 ISSUED BY U.S. NRC - HQ Acquisition Management Division Mail Stop: TWFN-5E03 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) DEVA & ASSOCIATES PC 1901 RESEARCH BLVD STE 410 ROCKVILLE MD 208506120		(x) 9A. AMENDMENT OF SOLICITATION NO. 9B. DATED (SEE ITEM 11) X 10A. MODIFICATION OF CONTRACT/ORDER NO NRC-HQ-7N-16-A-0001 NRC-HQ-7N-16-O-0001 10B. DATED (SEE ITEM 13) 01/26/2016	
CODE 789017506	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: \$152,644.48
2016-X0200-FEEBASED-7N-7ND001-51-G-153-L1965-252A

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).
X	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: FAR 43.103(b) Bilateral Contract Modification
	D. OTHER (Specify type of modification and authority)

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.)

GSA Contract #: GS00F136CA

The purpose of the modification is to incorporate the following changes into the task order:

1) Provide incremental funding in the amount of \$152,644.48. Therefore, the obligated amount of funds is increased by \$152,644.48 from \$156,065.44 to \$308,709.92.

2) Increase the ceiling amount by \$152,644.48. Therefore, the ceiling is increase by \$152,644.48 from \$156,065.44 to 308,709.92.

3) Revise the pricing structure in it's entirety. The current price structure is deleted and placed with the revised price structure, see attachment 1 "Revised Pricing Structure".

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)

GEORGE D. TZAMARAS, MANAGING DIRECTOR

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

MATTHEW BUCHER

15B. CONTRACTOR/OFFEROR

George D. Tzamaras
(Signature of person authorized to sign)

15C. DATE SIGNED

05/17/2016

16B. UNITED STATES OF AMERICA

Matthew Bucher
(Signature of Contracting Officer)

16C. DATE SIGNED

5-20-2016

NSN 7540-01-152-8070
Previous edition unusable

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

SUNSI REVIEW COMPLETE

JUN - 1 2016

ADM002

TEMPLATE - ADM001

CONTINUATION SHEET	REFERENCE NO OF DOCUMENT BEING CONTINUED	PAGE	OF
	NRC-HQ-7N-16-A-0001/NRC-HQ-7N-16-O-0001/M0002	2	8

NAME OF OFFEROR OR CONTRACTOR
DEVA & ASSOCIATES PC

ITEM NO (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>4) Revise the Statement of Work (SOW). The current SOW has been deleted in it's entirety and replaced with the updated SOW, attachment 2, entitled "Reconciliation Support for the Division of the Controller & Biennial Fee Review Support for the Office of the Chief Financial Officer " dated 5/16/2016.</p> <p>Except as specified herein, all other terms, conditions and pricing remain unchanged and in full force and effect.</p> <p>Delivery: 12/30/2016</p> <p>Delivery Location Code: NRCHQ</p> <p>U.S. Nuclear Regulatory Commission- Mail Processing Center 4930 Boiling Brook Parkway Rockville MD 20852 USA</p> <p>Period of Performance: 02/01/2016 to 01/31/2017</p>				

Pricing Structure

Labor Category	Estimate Hours	Labor Rate	Estimated Total
Partner/Project Director	[REDACTED]	[REDACTED]	[REDACTED]
Sr. Accountant	[REDACTED]	[REDACTED]	[REDACTED]
Accountant	[REDACTED]	[REDACTED]	[REDACTED]
Total	[REDACTED]		\$308,709.92

STATEMENT OF WORK
BPA NO. NRC-HQ-7N-16-A-0001
TASK ORDER NO. NRC-HQ-7N-16-O-0001
Dated 5/11/2016

Title: Reconciliation Support for the Division of the Controller & Biennial Fee Review Support
for the Office of the Chief Financial Officer

Background

It is the policy of the U.S. Nuclear Regulatory Commission to maintain its system of accounting and internal control in accordance with accounting principles and standards set forth in the Statements of Federal Financial Accounting Standards promulgated by the Federal Accounting Standards Advisory Board (FASAB) and to comply with the Budget and Accounting Procedures Act of 1950, as amended; the Federal Managers' Financial Integrity Act of 1982; the Chief Financial Officers Act of 1990; the Federal Financial Management Improvement Act of 1996; the Prompt Payment Act of 1999; and the requirements of other Federal statutes and Government regulations.

Additionally, the Chief Financial Officers (CFO) Act of 1990 requires the NRC Office of the Chief Financial Officer (OCFO) to perform biennial reviews of fees and other charges imposed "for services and things of value it provides and makes recommendations on revising charges to reflect costs incurred by the NRC for providing those services and things of value" (31 U.S.C. 902(a) (8)). Accordingly, on a biennial basis, the NRC is required to review the charges assessed for the following fees;

- Administrative charges assessed on delinquent debt,
- Orders, second notices, installment licenses, revocation of outstanding debt; performed as part of the administrative charge review,
- Indemnity fees,
- Freedom of Information Act (FOIA) requests,
- Administrative public use of the NRC auditorium,
- Daily and monthly use of the White Flint office complex parking garage,
- Criminal History Program (CHP),
- Information Access Authorization Program (IAAP),
- Materials Authorization Access Program (MAAP),
- Navy Porting Reviews,
- Small materials program, flat fees, and
- International Programs Material Licenses, Import/Export licenses.

Objective

The objective of this task order is to obtain reconciliation support for NRC's Division of the Controller (DOC), Office of the Chief Financial Officer. The DOC is responsible for authorizing all non-payroll payments and recording such payments in the agency accounting system; managing the administrative control of funds of the NRC Central Allowance which includes all agency salaries and benefits (except for the Office of the Inspector General), Contractor support for 15 headquarters offices, and travel funds for all headquarters office (except for the

Office of the Inspector General), and compiling the Agency's quarterly financial statements.

The DOC requires Contractor support to clear up a backlog of reconciliation activities for these functional areas. As DOC has outsourced certain functions, rejected items have increased.

Contractor staff shall research and clear rejected items in the general ledger, clear suspense items, review vendor table data and/or perform related tasks. Activities may include actions for any reconciliation area listed in the BPA SOW, as well as for the following related financial areas:

- Equipment Inventory
- Automated Data Processing (ADP) Software Inventory
- Leasehold Inventory
- Payroll
- Cash Reconciliation Review
- General Ledger Accounts (GL)
- Deposit Clearing Account Review
- Inter-agency advance and liquidation
- Cash and Receivable Reconciliation Review
- Fee Policy and Procedure Reviews
- Analysis of cost related to travel activities (e.g. invitational travel, permanent change of station, etc.)
- Analysis of direct and indirect costs

Related areas may include clearing transactions for travel, commitments/obligations, contract closeout and other GL or suspense items for which issues have arisen, to ensure reconciliation of transactions is complete and the recording of journal entries to correct account balances.

Additionally, the OCFO is required to perform a review of its fees program on a biennial basis to ensure continued compliance with applicable laws and regulations and to ensure appropriate charges are assessed based on actual costs incurred to administer the fees. The objective of this task order is to obtain professional accounting support and assistance to the NRC Office of the Chief Financial Officer (OCFO). The Contractor shall provide support to the OCFO to perform biennial fee reviews to include project planning, initial discovery, data collection and analysis, assessment of compliance with laws and regulations, recommendations for changes to fee charges assessed, and final report development.

Work Requirements

The Contractor shall perform account reconciliations and cost analysis for the DOC, including recommending specific actions to be taken by NRC to correct any issues that arise during the course of the reconciliations and analyses. The Contractor shall provide qualified personnel to perform the following tasks:

1. Reconcile spreadsheets, contract files, accounting reports and various other accounting records as assigned by the COR. The reconciliations shall be completed within 10 business days of assignment unless a later date is designated by the COR based on the length or level of detail of the assignment. The deliverable shall be the workpapers clearly showing the completed reconciliation(s).

2. Research and clear rejected items in the general ledger, clear suspense items, and perform related tasks. This assignment shall be monitoring and maintaining the accounting system suspense/reject file. Corrections shall be made within 7 business days of the assignment. The deliverable shall be the workpapers clearly showing the completed reconciliation.
3. Analyze the effects of any issues the COR identified in the reconciliation/items clearance. Recommend corrective actions to NRC, if necessary. Provide recommendation to the COR within 5 business days of completing the analysis. The deliverable shall be the completed workpapers detailing the disposition of clearance and/or reconciliation.
4. Analyze workflow and processes to determine the most efficient approach and prepare business case, alternatives and/or cost-benefit analyses including available options, level of effort, resource requirements, and recommendations. The analyses shall be completed within 4 to 6 weeks from the assignment, as determined by the COR. The deliverable shall be a completed analysis addressing the above items, as applicable.
5. Provide the NRC COR with the latest information on reconciliation, analysis, and corrective actions when requested and during periodic status meetings. The Contractor shall attend a status meeting once every two weeks.
6. Perform biennial reviews of fees, annual program reviews and other charges to comply with the Chief Financial Officers Act. The reviews shall be completed within 4 to 6 weeks from assignment, as determined by the COR. The deliverable shall be a report documenting the review.
7. As needed, the Contractor shall prepare final workpapers to support the reconciliation activities and provide them to the COR within 5 business days of the completion of the reconciliation process. The deliverable shall be the workpapers clearly showing the completed reconciliation(s).
8. Perform initial planning and discovery activities, for biennial reviews, to gain a thorough understanding of the NRC fees programs and associated business processes. Discovery shall include interviews of NRC Fee Process owners. The deliverable shall be a project plan of activities, major milestones, and deliverable dates for each biennial fee review assigned to the Contractor. The Contractor shall work with the NRC COR and Fee Process Owners to develop the schedule and timeline for completion of the biennial fee reviews assigned. Interview notes during the discovery process shall be incorporated in the final work papers.
9. Research applicable laws and regulations for each fee review to ensure continued compliance and provide recommendations for changes to the fees processes based on revisions to all applicable laws and regulations.
10. Performing queries of the NRC core accounting system, the Financial Accounting and Integrated Management Information System (FAIMIS) and gather any historical financial data from Fee Process Owner cuff records and systems to support the current fee analysis, conclusions, and recommendations.

11. Analyze the impact of the historical financial data, changes in the fee business processes, and changes to applicable laws and regulations. Provide recommendations for changes to the NRC fee programs, as necessary, to ensure the NRC continues to assess appropriate fees and charges based on the applicable laws and regulations and to recover the costs incurred of administering the fee programs. The deliverable shall be the completed biennial fee review report detailing the analysis conclusions, and recommended changes.
12. Provide the NRC COR with the latest information on the fee review planning, discovery, data analysis, and report development activities when requested and during periodic update meetings. The Contractor shall attend a status meeting once every two weeks.
13. The Contractor shall prepare the final work papers and the biennial fee review report and provide a draft to the COR within 10 business days after the completion of the fee review process. The deliverable shall be a report clearly showing the completed review(s) and recommendations for changes to the NRC business processes and fee charges assessed, along with all supporting work papers. The NRC staff shall provide the Contractor with changes to the draft report and the Contractor shall deliver a final report to the NRC COR within 5 business days after receipt of all comments and changes from the NRC COR and fee process owners. As needed, the Contractor shall meet with the NRC COR fee process owners to receive clarification and recommendations for changes to the final report.

Deliverables

- Reconciliation results clearly documented on workpapers, as described in Work Requirements, Items 1 and 2 above.
- Monthly updates clearly documented on workpapers, per Work Requirements, item 3, above.
- Analyses as described in Work Requirements, Item 4, above.
- Report as described in Work Requirements, Item 6, above
- Workpapers as described in Work Requirements, Item 7, above.
- Biennial reviews project plan and timeline, Item, 8, above.
- Work papers documenting the research and analysis for each biennial fee review, Item 13, above.
- Draft report for each Biennial Fee review, Item 13, above.
- Final report for each Biennial Fee review, Item 13, above.

Meetings

The Contractor shall attend a status meeting every 2 weeks at NRC's Two White Flint North Building located at 11545 Rockville Pike, Rockville, Maryland. The date and time of each meeting will be coordinated between the Contractor and the NRC COR or designated alternate, and some meetings may be held via conference call.

NRC Furnished Materials/Equipment

The COR shall provide the Contractor with the following items for use under task order:

- Computer reports, financial and accounting documents, and other documentation relevant to this task order.
- Access to NRC staff and information systems as needed to perform under the task order.

Estimated Level of Effort

The level of effort is estimated at 2032 hours, including 24 Partner hours and 2008 Accountant hours for the reconciliation work and 1368 hours, including 32 Partner hours and 1,336 Senior Accountant hours for the biennial review work.

Estimated Period of Performance

The Period of performance is for this task order is estimated to be February 1, 2016 through January 31, 2017.