



UNITED STATES
NUCLEAR REGULATORY COMMISSION
WASHINGTON, D. C. 20555

PDR

NOV 24 1992

CAE-Link Corporation
ATTN: Judy Miller
P.O. Box 1237
Binghamton, New York 13902-1237

Dear Ms. Miller:

Subject: Modification No. 1 to Task Order No. 1 entitled, "Financial Training for Allotment Financial Managers and Fund Certifiers" Under Contract No. NRC-38-92-281

The purpose of this modification is to: (1) increase the level of effort, (2) increase the task order ceiling and obligated amounts by \$11,495 from \$40,364.00 to \$51,859.00, and (3) extend the task order's expiration date to allow for the completion of the additional within scope work. The additional work shall be performed in accordance with the enclosed Statement of Work (SOW). The effective date of this modification is November 24, 1992, and the completion date for the work described in the SOW is March 26, 1993. Accordingly, the task order is hereby modified as follows:

The third and fourth paragraphs of the definitization letter are deleted in their entirety and the following are substituted in lieu thereof:

"Task Order No. 1 shall be in effect from July 28, 1992 through May 28, 1993 with a cost ceiling of \$51,859.00. The amount of \$47,43.00 represents the total estimated reimbursable costs and the amount of \$4,116.00 represents the fixed fee."

"The obligated amount of this task order is \$51,859.00."

Accounting Data for Modification No. 1 to Task Order No. 1 is as follows:

APPN No.: 31X0200 BOC 2510
B&R No.: 384-20-616-271
FIN No.: T8471
OBLIGATED AMOUNT: \$11,495.00

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A summary of obligations for this task order, from award date through the date of this action is given below:

Total FY 1992	Obligation Amount \$40,364.00
Total FY 1993	Obligation Amount \$11,495.00

Cumulative total of NRC Obligations \$51,859.00

This modification obligates FY 1993 funds in the amount of \$11,495.00.

The following individuals are considered to be essential to the successful performance of the work hereunder: Robert Jones, Patricia Harris, John Carley, Brent Kedzierski, and Fernando Hernandez.

The contractor agrees that such personnel shall not be removed from the effort under this task order without compliance with Contract Clause H.1, Key Personnel.

Issuance of this task order does not amend any terms or conditions of the subject contract.

Your contacts during the course of this task order are:

Technical Matters: Carolyn Bassin
Project Officer
(301) 492-8526

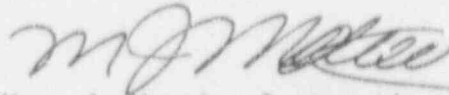
Contractual Matters: Anita Hughes
Contract Administrator
(301) 492-8353

Please indicate your acceptance of this Modification No. 1 by having an official, authorized to bind your organization, execute three copies of this document in the space provided and return two copies to the contract Administrator. You should retain the third copy for your records.

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If you have any questions regarding this matter, please contact Anita Hughes, Contract Administrator, on (301) 492-8353.

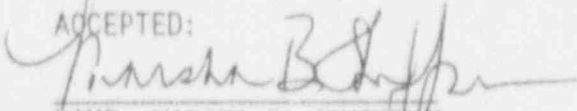
Sincerely,



Mary Jo Mattia, Contracting Officer
Contract Administration Branch No. 2
Division of Contracts and
Property Management
Office of Administration

Enclosure:
As stated

ACCEPTED:



NAME MARSHA B. SHIFMAN

MANAGER, CONTRACTS

TITLE

30 NOVEMBER 1992

DATE

MODIFICATION NO. 1 TO TASK ORDER NO. 1

STATEMENT OF WORK
FOR
FINANCIAL TRAINING FOR ALLOTMENT FINANCIAL MANAGERS AND FUNDS CERTIFIERS

Contractor development of the financial training courses for classroom instruction is, in part, dependent upon NRC completing a new handbook of financial policies and procedures. The NRC Office of the Controller requires additional time to prepare the new handbook and incorporate comments from other NRC Offices. The handbook will be an essential part of the training program and training material. The present format of the NRC handbook requires editing and reformatting to serve as a usable training tool and reference. Therefore, NRC is requesting contractor assistance to review and edit the NRC's handbook entitled "NRC Funds Control Handbook," consisting of 150 pages, in order to improve the readability and tone of writing for the intended NRC audience.

The contractor shall:

1. Edit the handbook including readability and tone using WordPerfect 5.1 red line/strike out features and deliver 2 hard copies and 2 copies of the WordPerfect files on diskettes to the NRC Project Officer within three (3) weeks from the date of receipt of the NRC handbook.

NRC will determine which red line/strike out edits to include in the handbook and will make the edited changes. NRC's edited version of the handbook will be delivered to the contractor in 1 hard copy and 1 copy of the WordPerfect files on diskettes, not later than six (6) weeks after receipt of the contractor's red line/strike out version.

2. Format the NRC's edited version of the handbook using WordPerfect 5.1. The formatting shall be according to the model received from CAE-Link, which uses an information mapping guideline, and shall include the use of graphics to highlight key headings and their concepts.

The contractor shall deliver 3 hard copies of the formatted handbook to the NRC Project Officer for review and approval within two (2) weeks after receipt of the NRC edited version.

3. Make revisions, if needed, to the formatted NRC handbook before finalizing and the final formatted version.

DELIVERABLE DESCRIPTION

The contractor will employ information mapping methods to organize and structure the handbook's information. The contractor will analyze the handbook's content and incorporate principles of information display and document design, including:

- blocked information
- two-column format
- graphics
- distinctive fonts for chapter headings
- headers and footers
- text boxes and tables

The final formatted handbook shall be delivered to the NRC Project Officer by February 26, 1993. The NRC shall require 2 hard copies and 2 copies of the WordPerfect file on diskettes.

NRC FURNISHED MATERIALS

The NRC will provide the contractor with 1 hard copy and 1 copy of the WordPerfect files on diskettes of the NRC handbook entitled "NRC Funds Control Handbook." The first sections of the handbook, Sections 1 thru 3, and 5 thru 9, are ready for delivery to the contractor. Section 4 and the last three sections will be delivered to the contractor periodically, but not later than the end of January 1993.

PERIOD OF PERFORMANCE

The work described above is to be completed by March 26, 1993.

In addition, the expiration date for the designing and developing of the two training courses described in the basic task order will be extended until May 28, 1993 due to the NRC's Office of the Controller requiring additional time to prepare the NRC handbook, which will be used as a training tool and reference.

PROJECT EVENTS AND MILESTONES

<u>Event</u>	<u>Completion Date</u>
Edit handbook parts 1-3 and 5-9	December 14, 1992
Edit handbook part 4	December 24, 1992
Edit handbook parts 10-12	January 8, 1993
Preliminary format delivery	February 26, 1993
Final format delivery	March 26, 1993
Prepare Copies of All Instructional Materials	May 28, 1993