

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

BPA NO.

1. CONTRACT ID CODE

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2. AMENDMENT/MODIFICATION NO. M002	3. EFFECTIVE DATE See Block 16c.	4. REQUISITION/PURCHASE REQ. NO. RFPA#: HR-12-036 FAIMIS#: NA	5. PROJECT NO.(If applicable)
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6. ISSUED BY U.S. Nuclear Regulatory Commission Div. of Contracts Attn: Erika Eam, 301-492-3492 Mail Stop: TWB-01-B10M Washington, DC 20555	CODE 3100	7. ADMINISTERED BY (If other than Item 6) U.S. Nuclear Regulatory Commission Div. of Contracts Mail Stop: TWB-01-B10M Washington, DC 20555	CODE 3100
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8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) MANAGEMENT CONCEPTS, INC. 8230 LEESBURG PIKE STE 800 VIENNA VA 221822639	(X)	9A. AMENDMENT OF SOLICITATION NO.
		9B. DATED (SEE ITEM 11)
		10A. MODIFICATION OF CONTRACT/ORDER NO. GS02F0010J NRC-HQ-11-F-38-0001
	X	10B. DATED (SEE ITEM 13) 09-15-2011

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers is extended, is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required) NA
NAICS Code: 611430
DUNS#: 082355652

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

(X)	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
X	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.)

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

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

Please see page 2 for detailed information.

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

15A. NAME AND TITLE OF SIGNER (Type or print) Brianna L Colescott Dir. Client Engagement Servs	15B. CONTRACTOR/OFFEROR <i>Brianna L Colescott</i> (Signature of person authorized to sign)	15C. DATE SIGNED 1/11/12	16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Erika Eam Contracting Officer	16B. UNITED STATES OF AMERICA BY <i>Erika Eam</i> (Signature of Contracting Officer)	16C. DATE SIGNED 1/11/2012
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Accordingly, the following specific change is to be made to the Contract:

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

"B.3 PRICING SCHEDULE

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

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

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

<u>Item Number</u>	<u>Course Titles</u>	<u>Maximum Quantity</u>	<u>Unit</u>	<u>Unit Price</u>	<u>Total Price</u>
<i>Internal NRC Courses</i>					
0001	ID #1001 – ADAMS P8 (1 day)		Course		
0002	ID #33 – Administrative Control of Funds (ACF) (2 days)		Course		
0003	ID #941 – Adobe Acrobat 9 (2 days)		Course		
0004	ID #1001 – Correspondence Management: Basic Course (2 days)		Course		
0005	ID #1081 – Correspondence Management: SECY Papers (1 day)		Course		
0006	ID #124 – Financial Management Seminar (2 days)		Course		
0007	ID #146 – Informs Filler and Queries (1/2 day)	0	Course		\$0
0008	ID #2086 – Introduction to SharePoint 2007 (2 days)		Course		
0009	ID #180 – Microsoft Project 2007: Introduction (1 day)	0	Course		\$0
0010	ID #1114 – NRC Grammar Classroom Course (1 day)	0	Course		\$0
0011	ID #1115 – NRC Proofreading and Punctuation Classroom Course (2 day)		Course		
0012	ID #290 - Reimbursable Work Workshop (RWW) (1 day)		Course		
0013	ID #981 – SharePoint Skills for Site Owners (3 days)		Course		
<i>Contractor Provided Courses*</i>					
0014	ID #776 – Briefing Techniques (3 days)		Course		
0015	ID #225 – Mid-Career Retirement Planning (2 days)		Course		
0016	ID #1061 – Pre-Retirement: CSRS Only (2 days)		Course		

0017	ID #1062 - Pre-Retirement: FERS Only (2 days)		Course		
0018	ID #1002 - Technical Writing (2 days)		Course		
<i>Contractor Labor Support</i>					
	Schedule of Supplies/Services	Unit Price (Per HR)	Quantity		
			Minimum	Maximum	
0019	Instructor (Loaded Hourly Rate)**		HR	HR	
0020	Course Designer/Developer (Loaded Hourly Rate)**		HR	HR	
0021	Project Manager (Loaded Hourly Rate)**		HR	HR	
0022	Travel*** (Not-To-Exceed)	\$10,000 (Not-To-Exceed)			
0023	Alternate Training Venues (Not-To-Exceed)	\$25,000 (Not-To-Exceed)			
Total Based on Maximum			NTE \$825,572		

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

<u>Item Number</u>	<u>Course Titles</u>	<u>Maximum Quantity</u>	<u>Unit</u>	<u>Unit Price</u>	<u>Total Price</u>
<i>Internal NRC Courses</i>					
0001	ID #1001 – ADAMS P8 (1 day)		Course		
0002	ID #33 – Administrative Control of Funds (ACF) (2 days)		Course		
0003	ID #941 – Adobe Acrobat 9 (2 days)		Course		
0004	ID #1001 – Correspondence Management: Basic Course (2 days)		Course		
0005	ID #1081 – Correspondence Management: SECY Papers (1 day)		Course		
0006	ID #124 – Financial Management Seminar (2 days)		Course		
0007	ID #146 – Informs Filler and Queries (1/2 day)	0	Course		\$0
0008	ID #2086 – Introduction to SharePoint 2007 (2 days)		Course		
0009	ID #180 – Microsoft Project 2007: Introduction (1 day)	0	Course		\$0
0010	ID #1114 – NRC Grammar Classroom Course (1 day)	0	Course		\$0
0011	ID #1115 – NRC Proofreading and Punctuation Classroom		Course		

	Course (2 day)				
0012	ID #290 - Reimbursable Work Workshop (RWW) (1 day)		Course		
0013	ID #981 - SharePoint Skills for Site Owners (3 days)		Course		
<i>Contractor Provided Courses*</i>					
0014	ID #776 - Briefing Techniques (3 days)		Course		
0015	ID #225 - Mid-Career Retirement Planning (2 days)		Course		
0016	ID #1061 - Pre-Retirement: CSRS Only (2 days)		Course		
0017	ID #1062 - Pre-Retirement: FERS Only (2 days)		Course		
0018	ID #1002 - Technical Writing (2 days)		Course		
<i>Contractor Labor Support</i>					
	Schedule of Supplies/Services	Unit Price (Per HR)	Quantity		
			Minimum	Maximum	
0019	Instructor (Loaded Hourly Rate)**		HR	HR	
0020	Course Designer/Developer (Loaded Hourly Rate)**		HR	HR	
0021	Project Manager (Loaded Hourly Rate)**		HR	HR	
0022	Travel*** (Not-To-Exceed)	\$10,000 (Not-To-Exceed)			
0023	Alternate Training Venues (Not-To-Exceed)	\$25,000 (Not-To-Exceed)			
Total Based on Maximum			NTE \$825,572		

NOTE:

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

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

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

2. SECTION B.4, STATEMENT OF WORK

A. Part VII. Travel, delete the first paragraph in its entirety and replace with the following,

"It is anticipated that most courses will be held at NRC=s headquarters and the contractor must provide sufficient qualified instructors to teach at its headquarters sites without incurring travel costs. For local classes in cases where the NRC wants to hire a specific instructor outside of the local area, travel costs will be allowable under this contract.

When domestic travel outside the Washington, DC (Metropolitan Area) is needed, the contractor must be responsible for making all travel arrangements. All travel expenses must be reasonable and in accordance with the Government Travel Regulations in effect at the time the travel is undertaken. The contractor must submit itemized receipts for travel expenses when invoicing the NRC and must include supporting documentation for travel such as lodging receipt, copy of airline ticket, copy of rental car receipt or cab receipt(s) in order to be reimbursed."

B. Part XI. Cancellation, delete in its entirety and replace with the following,

"Appendix A contains an estimate of how often each course shall be delivered each year during the period of performance. Course titles may be retired, new courses developed, or additional sessions of a course may be scheduled at any time during the period of performance. Occasionally, it will be necessary to cancel a scheduled course due to insufficient enrollment. Courses that are rescheduled or cancelled with less than 10 business days notice will be subject to a fee equal to 50% of the course price. Rescheduling/cancellation fees are used to offset the non-recoverable costs including but not limited to instructor fees, travel fees and expenses, printing and shipping of course materials, etc. It is our practice to work with our customers as we approach the 10-day advance period to ensure that decisions are made in a timely manner so as to avoid the need for our customers to pay this fee.

Should the NRC have to close down due to any emergency situation or Federal closure, the contractor shall reschedule the course(s) that were scheduled during the agency closure for a mutually agreeable date without additional cost to the NRC. If a scheduled course must be cancelled because the contractor fails to provide a qualified instructor, the contractor shall reschedule the course at a mutually agreeable date without additional cost to the NRC."

C. Part XII. Period of Performance, delete in its entirety and replace with the following,

"The period of performance shall begin on the date of contract award for a 13-month period of performance and an 11-month optional period. Should the PDC move to a new location during the period of performance, the contractor shall continue to perform the duties of this contract at the PDC's new location in the Washington, DC area."

3. APPENDIX B: COURSE DESCRIPTION OF INTERNAL NRC COURSES, delete the description for "NRC Proofreading Classroom Course, Course 1116 (1 day)" and "NRC Punctuation Classroom Course, Course 1115 (1 day)" and replace with the following,

"NRC Proofreading and Punctuation Classroom Course, Course 1115 (2 day)

This 2-day classroom course provides basic guidelines for proofreading and punctuation. The course combines instruction and exercises to refresh and refine your proofreading and punctuation knowledge and skills. Content includes: basic proofreader marks, proofreading practices and tools, NRC-specific abbreviations, symbols and other markings and basic punctuation, rules for use of individual punctuation marks, punctuation errors and how to avoid them. Good communication skills matter. As a Federal regulatory agency, it is our responsibility to write concise, easily understood documents to ensure the public understands NRC goals, actions, policies and regulations. The professional reputation of the agency depends to a large extent on the care with which written materials are edited and proofread. Proper punctuation is a key part of clear communication. The good news is that punctuation is not mysterious and 20 percent of the punctuation rules cover 80 percent of the cases you will encounter. Come and refresh your skills with your peers."

4. APPENDIX C: COURSE DESCRIPTIONS OF CONTRACTOR PROVIDED COURSES, delete the description for "Technical Writing, Course 1002 (3 days)" and replace with the following,

"Technical Writing, Course 1002 (2 days)

This 2-day hands-on course teaches the fundamentals of writing, clear, concise technical documents. You will learn how to apply a six-step process to plan, research, organize, draft, revise and proof your work. These skills will help you improve your writing skills for technical documents or those that contain detailed information."

NRC-HQ-11-F-38-0001, M002

All other terms and conditions remain the same.

[End of M002]