

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT			BPA NO.	1. CONTRACT ID CODE	PAGE 1	OF PAGE 4
2. AMENDMENT/MODIFICATION NO. M018		3. EFFECTIVE DATE See Block 15C.		4. REQUISITION/PURCHASE REQ. NO. NSR-06-158 dtd 02/13/06		5. PROJECT NO. (If applicable)
6. ISSUED BY U.S. Nuclear Regulatory Commission Div. of Contracts Attn: H. (Eddie) Colón, Jr. Mail Stop T-7-I-2 Washington, DC 20555		CODE 3100		7. ADMINISTERED BY (If other than Item 6) U.S. Nuclear Regulatory Commission Div. of Contracts Mail Stop T-7-I-2 Contract Management Center No. 3 Washington, DC 20555		CODE 3100
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) INFORMATION MANUFACTURING CORPORATION ATTN: MS. TIMI M. SCALETTA 310 STATE ROUTE 956 KEYSER WV 267266922				☒ 9A. AMENDMENT OF SOLICITATION NO. ☐ 9B. DATED (SEE ITEM 11) ☐ 10A. MODIFICATION OF CONTRACT/ORDER NO. GS35F0522J NRC-33-03-341 ☒ 10B. DATED (SEE ITEM 13) 09-06-2003		
CODE				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 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) 611-15-11C-398 R1138 252A 31X0200.611 OBLIGATE: \$49,459.00						
13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.						
☒ 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:						
☒ D. OTHER (Specify type of modification and authority): Bilateral Changes Clause, Mutual agreement of the parties.						
E. IMPORTANT: Contractor ☐ is not, ☒ is required to sign this document and return 3 copies to the issuing office.						
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)						
-----THE SUBJECT ORDER IS HEREBY MODIFIED AS DESCRIBED IN PAGE 2 - 4-----						
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) Richard J. Throne Director of Administration + Contracts				15A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Robert B. Webber Contracting Officer		
15B. CONTRACTOR/OFFEROR Richard J. Throne (Signature of person authorized to sign)				15C. DATE SIGNED 4/18/06		15D. DATE SIGNED 4/24/06
				15E. UNITED STATES OF AMERICA (Signature of Contracting Officer)		

STANDARD FORM 30 (REV. 10-83)

TEMPLATE - ADM001

SISP REVIEW COMPLETE

ADM002

The purpose of this modification is to:

- (1) revise the scope of work under Task 18 – Nuclear Security and Incident Response (NSIR) ADAMS Document Processing Support Services to include tasks associated with preparing SGI source documents for processing and entry into the E-Safe repository, performing quality checks, and supporting folder management.

Note: Per our contracts meeting held at NRC HQ on 2/13/2006, and your email concurrence with this modification dated 2/24/2006, the current IMC staff person (FTE) supporting Task 18 is sufficient to cover this additional work, and there is no additional cost to the Government. The current work under Task 18 to scan and enter SGI source documents into the E-safe repository shall continue.

- (2) provide incremental funding in the amount of \$49,459.00, thereby increasing the obligated amount of the order from \$7,635,065.10 to \$7,684,524.10.

Accordingly, the order is modified as follows:

1. Under Section C.4.18, Task 18 – Nuclear Security and Incident Response (NSIR) ADAMS Document Processing Support Services, of the Statement of Work, last paragraph, add the following:

*Additional tasks to be performed by the contractor shall include:

- **Document Preparation for Entry into the E-Safe Repository**
 - coordinate with the NSIR File Custodians who perform records management functions for the NSIR divisions related to the SGI documents contained in the lockbar safes
 - obtain source SGI documents (electronic media or paper) from the NSIR File Custodians at various Official File Stations (OFS), transport source SGI documents to the E-Safe processing center, and return the SGI source documents to the appropriate NSIR File Custodian and OFS after processing into the E-Safe repository has been completed.
 - maintain the audit log which tracks the movement of the source SGI documents and provides an accountability record for the source SGI documents
 - coordinate with the NSIR File Custodians to prepare the NRC Form 665 for each source SGI document to be entered into the E-Safe Repository. Note: for related groups of documents a template NRC Form 665 is prepared and verified with the File Custodian.

- **Quality Control Checks for the E-Safe Repository**

- obtain a verification signature from the NSIR File Custodian for each NRC Form 665 which confirms the correctness of the NRC Form 665 for each source SGI document.
- identify duplicate documents and work with NSIR File Custodian to prevent duplication within the E-Safe Repository
- coordinate with NSIR File Custodian to identify search and title content needs to ensure an effective organization of NSIR SGI electronic documents

- **Folder Management**

- coordinate with NSIR File Custodians on folder management and provide support to populate appropriate folders with selected SGI electronic documents, per guidance from NSIR File Custodians, and ensure effective organization and access to groups of SGI documents.
- coordinate with staff and contractors performing records management control functions for NSIR SGI documents to ensure effective organization of NSIR SGI electronic documents according to an established File Plan.

Current Guidance

The contractor shall follow established guidance for preparing source documents which includes the order in which source documents are retrieved, transported, and processed into the E-Safe repository.

The contractor shall follow guidance from NSIR File Custodians for quality checks and folder management.

The contractor shall follow guidance from OIS records management staff, as needed, for folder management according to an established File Plan.

Future Guidance and Procedures

There is a separate contract which will provide future records management support to NSIR staff for all NSIR documents, including SGI documents contained within E-Safe. In the future, as procedures are developed under that contract, the contractor may be requested to follow guidance on document preparation, quality checks, and folder management for Task 18 that would be described in these future NSIR procedures."

2. Optional Form 347, under Item 17, SCHEDULE, third paragraph, first sentence, is DELETED entirely and REPLACED with the following:

"The amount presently obligated with respect to this order is \$7,684,524.10."

The following is a summary of obligations from the date of award through the date of this modification:

FY2003 OBLIGATIONS	\$1,114,731.66
FY2004 OBLIGATIONS	\$2,154,000.00
FY2005 OBLIGATIONS	\$2,220,333.44
FY2006 OBLIGATIONS	\$2,195,459.00
TOTAL NRC OBLIGATIONS	\$7,684,524.10

This modification obligates FY-2006 funds in the amount of \$49,459.00.

All other terms and conditions of the subject order remain unchanged, including the ceiling amount of \$8,677,655.15.