

**AMENDMENT OF SOLICITATION... MODIFICATION OF CONTRACT**

1. CONTRACT ID CODE: N/A  
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|                                                                                                          |                                    |                                                                                                                                                                 |                                       |
|----------------------------------------------------------------------------------------------------------|------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|
| 2. AMENDMENT/MODIFICATION NO.<br>M026                                                                    | 3. EFFECTIVE DATE<br>See Block 16C | 4. REQUISITION/PURCHASE REQ. NO.<br>NA                                                                                                                          | 5. PROJECT NO. (If applicable)<br>N/A |
| 6. ISSUED BY<br>Golden Field Office<br>U. S. Department of Energy<br>1617 Cole Blvd.<br>Golden, CO 80401 | CODE                               | 7. ADMINISTERED BY (If other than Item 6)<br>Golden Field Office<br>U. S. Department of Energy<br>1617 Cole Blvd.<br>Golden, CO 80401 (Jon Olsen, 303-275-4722) | CODE                                  |

|                                                                                                                                                                           |                                     |                                                              |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|--------------------------------------------------------------|
| 8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)<br><br>Navarro Research and Engineering, Inc.<br>669 Emory Valley Road<br>Oak Ridge, TN 37830 | <input checked="" type="checkbox"/> | 9A. AMENDMENT OF SOLICITATION NO.                            |
|                                                                                                                                                                           | <input type="checkbox"/>            | 9B. DATED (SEE ITEM 11)                                      |
|                                                                                                                                                                           | <input checked="" type="checkbox"/> | 10A. MODIFICATION OF CONTRACT/ORDER NO.<br>DE-AC36-05GO25018 |
|                                                                                                                                                                           |                                     | 10B. DATED (SEE ITEM 13)<br>02/03/2005                       |
| CODE                                                                                                                                                                      | FACILITY CODE                       |                                                              |

**11. THIS ITEM 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)  
 NA

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

|                                     |                                                                                                                                                                                                                       |
|-------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/>            | A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority)                                                                                                                                                       |
| <input type="checkbox"/>            | THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT/ORDER NO. IN ITEM 10A.                                                                                                                                      |
| <input type="checkbox"/>            | 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). |
| <input type="checkbox"/>            | C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:                                                                                                                                              |
| <input checked="" type="checkbox"/> | D. OTHER (Specify type of modification and authority)<br>Performance Incentives, Section B of the Contract, and FAR Clause 52.243.2 Changes-Cost Reimbursement                                                        |

E. IMPORTANT: Contractor  is not,  is required to sign this document and return \_\_\_\_\_ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)  
 See attached page.

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)        | 16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)<br>Paul Ross, Contracting Officer |
| 15B. CONTRACT/OFFEROR                                | 15C. DATE SIGNED                                                                             |
| BY _____<br>(Signature of person authorized to sign) | 16B. UNITED STATES OF AMERICA<br>BY _____<br>(Signature of Contracting Officer)              |
|                                                      | 16C. DATE SIGNED<br>2/5/09                                                                   |

The purpose of this modification is to incorporate incentive criteria, incorporate an administrative reduction to the total amount of funds obligated to date and change the Contracting Officer. Therefore, the contract is modified as follows:

1. Pursuant to Section B.3, the Performance Incentives for June 1, 2008 through November 30, 2008 (attached), are hereby incorporated into the contract and will be used to evaluate performance during this period to determine the performance incentive fee earned.
2. Due to incurred penalty fees for late payment, \$109.06, has been administratively deducted from the total obligations.

Total amount obligated to date is changed from \$18,185,726.32 to \$18,185,617.26.

3. Pursuant to Section G.1, Contract Administration for the Government, is hereby modified to read:

1) Contracting Officer:

Paul Ross

Address: 1617 Cole Blvd. Golden, CO 80401

Telephone: (303) 275-4829

Email: [paul.ross@go.doe.gov](mailto:paul.ross@go.doe.gov)

## Performance Incentives

Date of Performance: December 1, 2008 to May 31, 2009

| No. | Title                                                             | Scope                                                                                                                    | Evaluation Criteria                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | % of Total Fee | Evaluation Method                                                                               |
|-----|-------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|-------------------------------------------------------------------------------------------------|
| 1   | Closeout of Financial Assistance Awards and Acquisition Contracts | Closeout of expired Financial Assistance Awards and Acquisition Contracts assigned to Navarro Team Members to Facilitate | <p>Expired Financial Assistance Awards and Acquisition Contracts are closed in accordance with applicable regulations, and GO established processes and timeframes. Closeout includes updating the Project Management Database (PMD).</p> <ul style="list-style-type: none"> <li>• 160 Awards/Contracts Closed – 100%</li> <li>• 140 Awards/Contracts Closed – 90%</li> <li>• 120 Awards/Contracts Closed – 60%</li> <li>• 100 Awards/Contracts Closed – 40%</li> </ul> <p>Performance outside the contractor's control where it is evident the contractor followed up to resolve outstanding issues (i.e. file documentation, PMD updates) will not be assessed against this performance incentive.</p> | 25             | Contractor tracking, PMC database tracking and feedback from federal Closeout Team Lead/members |
| 2   | Project Management Support for Data Management                    | Project Management Database (PMD) Accuracy Verification of Systems Used by the Project Management Center (PMC)           | <p>Using data collected from PMD, STARS and PADS, identify inconsistent data in fields common among these databases, and determine which data need correction and those where no action is required. If no correction is warranted, document the reason for the exception along with the DOE's concurrence.</p> <ul style="list-style-type: none"> <li>• &gt;90% of data corrections determined = 100%</li> </ul>                                                                                                                                                                                                                                                                                        | 20             | Contractor tracking report with validation by CO and OCPM Management.                           |

| No. | Title                               | Scope                                                                                                                                       | Evaluation Criteria                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | % of Total Fee | Evaluation Method                                                                  |
|-----|-------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|------------------------------------------------------------------------------------|
|     |                                     |                                                                                                                                             | <ul style="list-style-type: none"> <li>• &gt;80% determined = 90%</li> <li>• &gt;70% determined = 75%</li> <li>• Less than 70% = 0%</li> </ul> <p>Note: In addition to determining needed corrections, the contractor will also make every effort to correct incorrect data in the appropriate database. However, it is likely that contractor personnel will not be able to make all needed corrections due to limitations on administrative rights (e.g., STARS). In such cases, results will be submitted to the appropriate DOE personnel for correction.</p> <p>Performance outside the contractor's control where it is evident contractor personnel followed up to resolve outstanding issues (for example, inconsistent records in file documents requiring further follow up of OAFAs counterpart), will not be assessed against this performance incentive.</p> |                |                                                                                    |
| 3   | Project Management Support for CDPs | Technical Evaluations of Congressionally Directed Projects (CDPs) assigned to Navarro project engineers and other project support personnel | <p>Technical Evaluations (PMC 120.1) are included in all Procurement Request (PR) packages for Congressionally Directed Projects (CDPs) and submitted to Project Officers within 60 calendar days from receipt of the application. In this 6 month period:</p> <ul style="list-style-type: none"> <li>• Less than 6 not timely/customer service = 100%</li> <li>• 7 to 15 = 90%</li> <li>• 16 to 30 = 70%</li> <li>• Greater than 30 = 0%</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                      | 30             | Navarro tracking report with validation by Contracting Officer and OCPM Management |

| No. | Title               | Scope                                                                                                                  | Evaluation Criteria                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | % of Total Fee | Evaluation Method                                                                                                                                                                                       |
|-----|---------------------|------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|     |                     |                                                                                                                        | <p>The total number of EE CDPs for FY08 is estimated to be about 150 at this time. Contractor will proactively contact and assist all CDP recipients in order to expedite submittal of complete and compliant applications. Completion includes periodic and timely updating of the GO CDP Database.</p> <p>CDPs held up due to Factors beyond the Contractor's control are considered to be prepared. Such factors may include but are not limited to:</p> <ul style="list-style-type: none"> <li>• Inadequate information and/or data provided by the recipient</li> <li>• No funding guidance from DOE HQ</li> <li>• Legal issues (e.g., bankruptcy, not meeting cost share, DNFA, etc.)</li> </ul> |                |                                                                                                                                                                                                         |
| 4   | Front Desk Coverage | Front Desk Receptionist support as described in contract SOW section III.B (3.0) and allowing for remote receptionist. | <p>Contractor will provide coverage for the Front Desk in accordance with established procedures during normal working hours (7:00 am to 5:00 pm) Monday through Friday except holidays as specified. The Contractor Project Manager or his acting designee shall take action within a 2 hour period to resolve issues surrounding a complaint. The action shall be documented and provided to the Contracting Officer and COR. In this 6 month period:</p> <ul style="list-style-type: none"> <li>• 2 or fewer documented complaints = 100%</li> <li>• 3 to 4 documented complaints = 90%</li> <li>• 5 to 6 documented complaints = 70%</li> </ul>                                                    | 10             | Documented complaints by email, letter, or oral (followed up with email or letter from DOE personnel and or contractor personnel. Such documentation shall be provided to the Contracting Officer, COR, |

| No. | Title             | Scope                                                                                    | Evaluation Criteria                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | % of Total Fee | Evaluation Method                                                      |
|-----|-------------------|------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|------------------------------------------------------------------------|
|     |                   |                                                                                          | <ul style="list-style-type: none"> <li>Greater than 6 documented complaints = 0%</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                              |                | and Contractor Project Manager.                                        |
| 5   | Travel Management | Timely administration of Travel Authorizations and Vouchers in support of Federal Travel | <p>Contractor will process travel authorizations within 3 business days and travel vouchers within 5 business days. In addition, travel support will be provided to all federal travelers with an emphasis on customer service including email notifications/reminders of the status of travel authorizations and vouchers. In this 6 month period:</p> <ul style="list-style-type: none"> <li>Less than 20 not timely/customer service = 100%</li> <li>20 to 40 = 90%</li> <li>41 to 100 = 70%</li> <li>Greater than 50 = 0%</li> </ul> | 15             | Contractor tracking report with validation by CO and Finance Team Lead |
|     |                   |                                                                                          | <p>Note: The evaluation criteria for travel authorizations (i.e., 3 business days) does not apply until 60 calendar days from scheduled departure on travel.</p> <p>Performance outside the Contractor's control where it is evident that there was follow up to resolve outstanding issues (e.g., GovTrip system problems, delays due to unallowable expenses, etc.) will not be assessed against this performance incentive.</p>                                                                                                       |                |                                                                        |