

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

2. AMENDMENT/MODIFICATION NO. 000008		3. EFFECTIVE DATE 10/03/2010	4. REQUISITION/PURCHASE REQ. NO.	5. PROJECT NO. (if applicable)
6. ISSUED BY NASA/Marshall Space Flight Center PS33/Debbie R. Matthews Office of Procurement Marshall Space Flight Center AL 35812		CODE MSFC	7. ADMINISTERED BY (if other than Item 6) NASA/Marshall Space Flight Center PS33/Debbie R. Matthews Office of Procurement Phone: 256-544-8945 Email: debbie.r.matthews@nasa.gov	CODE MSFC

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) DELTHA-CRITIQUE JOINT VENTURE 3520 GENERAL DEGAULLE DR STE 506 NEW ORLEANS LA 70114-4027	(x)	9A. AMENDMENT OF SOLICITATION NO.
		9B. DATED (SEE ITEM 11)
	x	10A. MODIFICATION OF CONTRACT/ORDER NO. NNM08AA28C
		10B. DATED (SEE ITEM 13) 04/23/2008
CODE 3D8B2	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)

See Schedule

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

E. IMPORTANT: Contractor is not, is required to sign this document and return 2 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 Modification 8 is to incorporate the approved, Safety Health and Environmental Plan and to delete the word "lab" from the Performance Work Statement (PWS).

Total Contract Value remains \$28,982,749.00.

2) Slip-sheet to the contract is provided with sidebar indicating change shown on enclosed replacements are substituted in lieu thereof.

Page(s) Added Page(s) Deleted

J-15-1 - J-15-19

J-1-5

J-1-5

Continued ...

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.

(b)(4)	16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Debbie R Matthews
	16B. UNITED STATES OF AMERICA  (Signature of Contracting Officer)
	16C. DATE SIGNED 10-1-10

NAME OF OFFEROR OR CONTRACTOR
DELTA-CRITIQUE JOINT VENTURE

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>3) All other terms and conditions of this contract remain unchanged.</p> <p>LIST OF CHANGES:</p> <p>Reason for Modification : Other Administrative Action</p>				

The Contractor shall provide pre-approved temporary support on an as needed basis, not to exceed 120 work days with a provision to extend support for an additional 120 work days to cover Contractor positions that experience scheduled leave of absences (i.e., maternity leave, medical leave, family leave, etc.). The Contractor shall work independently, receiving a minimum of detailed instruction and guidance. The Contractor shall perform varied clerical and administrative duties requiring knowledge of office routine and an understanding of the organization, programs, and procedures related to the work of the office.

2.1 Secretary I

The Contractor shall provide support to first line supervisors, managers, and branch offices. Duties include: telephone communications, recording time and attendance, receive visitors, maintain calendars, arrange for meetings and conference rooms, review documents for accuracy, maintain and order supply inventory, process shipping request, disseminate mail, assist with safety program (including Supervisors Safety Web Page entry), arrange and process travel, create/maintain office files, follow through with specific assignments, and follow all applicable NASA/MSFC standard operating procedures.

2.2 Secretary II

The Contractor shall provide support to second line supervisors, and division offices. At this level the Contractor handles differing situation, problems, and deviations in office work and is given general instructions, priorities, duties, and policies. Duties include: Secretary I level; screening telephone calls, visitors, and incoming correspondence; determine which requests should be handled by the appropriate staff; prepare routine correspondence; prioritize meetings for calendars; review outgoing material for consistency with established processes and procedures; collect/compile information; and explain supervisor requirements concerning office procedures to staff.

2.3 Secretary III

The Contractor shall provide support to the Center level offices. At this level the Contractor uses greater judgment and initiative to determine the approach or action to take in non-routine situations, interprets, and adapts guidelines. Duties include: Secretary I and II levels; anticipate and prepare materials needed for conferences, correspondence, appointments, meetings; telephone calls; read publications, regulations, and directives and take action; reply to special inquiries; prepare special one-time reports; and relay new procedures to staff.

2.4 Data Entry Operator II

The Contractor shall provide data entry support to process NASA resumes into an automated system, NASA STARS. The Contractor shall process "quick apply" forms as applicants apply for consideration for NASA vacancies. The Contractor shall maintain electronic and manual files. Duties shall include: data entry, telephone messaging, reports distribution, general administrative and automated support.

Pages 4 through 22 redacted for the following reasons:

(b)(4), (b)(4) Safety Health and Environmental Plan