

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE	PAGE OF PAGES 1 9
2. AMENDMENT/MODIFICATION NO. 016	3. EFFECTIVE DATE 09/17/2009	4. REQUISITION/PURCHASE REQ. NO.	5. PROJECT NO. (If applicable)
6. ISSUED BY Richland Operations Office U.S. Department of Energy Richland Operations Office P.O. Box 550, MSIN A7-80 Richland WA 99352	CODE 00601	7. ADMINISTERED BY (If other than Item 6) Richland Operations Office U.S. Department of Energy Richland Operations Office P.O. Box 550, MSIN A7-80 Richland WA 99352	CODE 00601
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) MISSION SUPPORT ALLIANCE, LLC Attn: FRANCISCO A. FIGUEROA 1981 SNYDER STREET RICHLAND WA 993545312		(X) 9A. AMENDMENT OF SOLICITATION NO.	9B. DATED (SEE ITEM 11)
CODE 800095031	FACILITY CODE	X 10A. MODIFICATION OF CONTRACT/ORDER NO. DE-AC06-09RL14728	10B. DATED (SEE ITEM 11) 04/28/2009

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 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. I-103, FAR 52.243-2 Changes - Cost Reimbursement
	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)

E. IMPORTANT: Contractor is not, is required to sign this document and return 0 copies to the issuing office.

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

Subj to Retent: N
This change order incorporates C.2.1.8.7, Curation Services, attached, into the contract. Funds to be expended to implement this change order shall not exceed \$60,000.00 from funds previously allotted to this contract in accordance with Clause B.3, Obligation and Availability of Funds, prior to the definitization of this change in accordance with the referenced clause.

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.

15A. NAME AND TITLE OF SIGNER (Type or print)	16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Alan E. Hopko
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)	15C. DATE SIGNED
16B. UNITED STATES OF AMERICA <u>Alan E. Hopko</u> (Signature of Contracting Officer)	16C. DATE SIGNED 09/17/2009

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED
DE-AC06-09RL14728/016

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NAME OF OFFEROR OR CONTRACTOR
MISSION SUPPORT ALLIANCE, LLC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>Following receipt of the Contractor's change proposal, due 30 days a receipt of this change order, it is the government's intention to begin negotiation within 60 days, and definitize this change by supplemental agreement within 90 days. FOB: Destination Period of Performance: 04/28/2009 to 04/28/2014</p>				

C.2.1.8.7 Curation Services

Background:

The "Hanford Collection" is the term for articles collected under the historic preservation laws and regulations which have been recovered in connection with the Federal Government's activities at the Hanford Site, located near Richland, Washington.

Key Customers:

- DOE-RL
- DOE-ORP
- All Hanford Site Contractors

General Scope and Outcome:

The contractor shall provide curation services for the Hanford Collection. The desired outcome of Curation Services is evaluation, collection, tracking, cleaning, storing, inventory, preservation, security and display of all current and newly acquired Hanford Collection artifacts related to the Hanford sites' Manhattan Project and Cold War Era in accordance with applicable laws and regulations.

Detailed Scope and Requirements:

The Contractor shall perform curation tasks consistent with 36 CFR 79 regulations including the following:

1. Evaluate previously unprocessed artifacts and physically review new items for possible inclusion in the collection in accordance with criteria established in the DOE report DOE-RL-97-71.
 - Perform walkthrough survey assessments of Hanford as requested by the COR (approximately one day every other month) to assist in the identification and physical removal of items to add to the collection.
 - Document the process and results of walkthrough survey assessments of Hanford buildings and provide a synopsis of the event to the COR.
 - Maintain a map or detailed description identifying the location of items tagged during the walkthrough process.
 - Digitally photograph larger items as a method of preservation (approximately 30 items photographed per year) and maintain a digital archive of the photograph collection consistent with the above mentioned DOE report. The digital collection must be available to the COR online or by a transferable electronic media source such as a CD.
 - Assist DOE in the identification of original source documents by segregating and preparing suspected documents for shipment to DOE facilities.
2. Provide a 36 CFR 79 compliant collection service and a storage facility. Issue a letter to each of the other primary site contractors informing them of MSC's provision of an artifact pick-up service for items.
3. Track collection information by labeling, photographing, and adding a detailed description to the museum collection management system.

- Label, photograph and catalog all unprocessed physical items in the collection by the end of FY 2011. Apply durable/removable labels and a bar code hangtag to connect the items to the database records. Maintain a digital archive of the physical item collection.
 - Process new items into the collection as requested by the COR (approximately 10 new additions per month).
 - Maintain a complete and detailed catalog and description of the collection.
 - Process archival collection by appraising, arranging, boxing and creating a relational database (index).
 - Label, catalog and assign subject categories to all unprocessed photographs in the collection (approximately 100 photographs per year).
4. Clean and stabilize objects in the Hanford Site collections using preventative conservation techniques. Some objects need extra attention to prevent further deterioration or to prevent deterioration of adjacent objects.
- Clean & stabilize various objects as required.
 - Provide for minor repair capabilities to artifacts to assist in the stabilization process.
5. Store the Hanford Site collections using appropriate methods and containers in a climate-controlled, secure building as required in 36 CFR 79.9(3) and in DOE-RL-97-71, section 5.2 Artifact Protection or in another facility as provided by DOE. The display building must also comply with local city and state ordinances for a public access building. The collection is currently estimated at approximately 4000 items covering 12,000 square feet of storage space.
- The contractor will be responsible for providing 2000 square feet display space for the collection and display. The contractor will work with the COR to use storage space at various sites across Hanford to provide the remaining 10,000 of storage space. Existing government storage will remain on a space available basis.
 - Process new additions to the collection (approximately 10 per month).
 - Provide storage for objects using containers and materials that are consistent with archival standards. Small items are often placed in plastic bags and odd-shaped items sometimes may need custom-fitted foam supports. Documents and records are placed in document boxes.
 - Maintain environmental conditions within the limitations of the government facility HVAC system. This shall include monitoring data logger recordings of temperature and humidity and performing integrated pest management tasks.
 - The contractor will be responsible for providing all required materials and supplies used to meet the curation standards.
6. Inventory the Hanford Site collection according to the inventory methods specified in the National Parks Service Museum Handbook, Part II, Chapter 4, Inventory which can be found online at:
<http://www.nps.gov/history/museum/publications/MHII/mh2ch4.pdf>
7. Safeguard the part of the collection on display and stored at the contractor's facility.
- Protect the collection against loss or damage from theft, vandalism, fire or detrimental environmental conditions.

- Provide an electronic security service and oversee its testing and maintenance.
 - Provide a fire suppression system and oversee its testing and maintenance.
 - Maintain a security plan approved by the COR.
8. Provide Access to the Hanford Site collections for the general public and students, through exhibits in the contractor's facility and as an information resource. The curator shall act as DOE's Docent and provide access for researchers and institutions through archives, photo archives, and collection loans.
- The "Hanford Collection" will be available for study, analysis, loan or exhibition and available for public viewing no less than four hours per day for 250 days per year.
 - The display location will be within Richland, Washington, and have a minimum display area of 2000 square feet which is provided and maintained by the contractor.
 - Handle information, research and photo archive requests.
 - Provide general museum support to accommodate public access requirements.
 - Work with researchers and exhibit designers/ builders to develop new exhibits for the collection and perform exhibit maintenance as requested by DOE. This is a separately priced line item and the contractor will provide DOE with price estimates for these services as required.
 - Arrange for outgoing artifact loans (for exhibit and research) and incoming artifact loans (for exhibit) as requested by DOE. Tasks include object retrieval, writing condition reports, photographing, packing and unpacking. "Satellite" exhibits may be requested by the Federal Agency official to be displayed at Richland Federal Building, the Consolidated Information Center (CIC) or other sites. The amount of time to complete such exhibit requests will vary depending on the request.
9. Program Administration includes attending required meetings, preparing reports, printing, copying, equipment repair and replacement, and direct property expenses.
- Report preparation, meeting attendance and other duties requested by the COR.
 - Postage and shipping.
 - Equipment repair and replacement.
 - Miscellaneous printing and copying of papers and photographs
 - Miscellaneous direct property expenses
 - The Contractor also agrees to abide by the software licensing agreements in effect on all loaned software, and agrees to return such software upon any declaration of excess and permanent turnover of the loaned personal property, as requested by the Contracting Officer.
10. Staff Training And Development – The contractor shall provide all training required to keep its staff current with Hanford Site requirements and with museum standards.
11. Inventory – The Contractor shall maintain a catalogued inventory of all items contained in the "Hanford Collection" and other Government owned property in possession of the Contractor. These reports shall be available electronically to the COR by March 31 annually.
12. Quarterly Reports – The contractor will submit reports to the COR and CO on a quarterly basis detailing: inventory results, the physical status of the storage

structures, additions or removal of items from the collection, ongoing or anticipated loans and future work anticipated.

13. The preservation and access to the "Hanford Collection" shall be in accordance with the laws, regulations, directives and documents listed in Section J in addition to the documents listed below:

- DOE report (DOE-97-71) Hanford Curation Strategy: Manhattan Project and Cold War Era Artifacts and Records, Document Number: DOE/RL-97-71 (Rev 0). Available online at: <http://www.hanford.gov/doe/history/docs/rl-97-71/>
- The Secretary of the Interior's Standards and Guidelines for Federal Agency Historic Preservation Programs Pursuant to the National Historic Preservation Act, 1998. found online at:
<http://fpi.historicpreservation.gov/%7Bdyn.file%7D/c6c6433f882740c986b22415b546c6db/Secretary%20of%20the%20Interior's%20Standards%20and%20Guidelines%20for%20Federal%20Agency%20Historic%20Preservation%20Programs.pdf>
- 32 CFR Part 229 – Archeological Resource Protection Act (ARPA) Regulations
- 36 CFR 60 – National Register of Historic Places
- 36 CFR Part 61 – Archeology and Historic Preservation: Secretary of the Interior's Guidelines.
- 36 CFR 63 – Determinations of Eligibility for Inclusion in the National Historic Register
- 36 CFR – National Historic Landmarks Program
- 36 CFR Part 79 – Curation of Federally–Owned and Administered Archeological Collections. Available online at http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&tpl=/ecfrbrowse/Title36/36cfr79_main_02.tpl
- 36 CFR 805 – Procedures for Implementation of the National Environmental Policy Act
- 36 CFR 800 - Protection of Historic and Cultural Properties
- 36 CFR 810 – Freedom of Information Act Regulations
- 36 CFR 1220 – Disposition of Federal Records
- 41 CFR 101 - Public Contracts and Property Management
- 43 CFR 7 - Protection of Archeological Properties
- 43 CFR 10 – Native American Graves Protection and Repatriation Act: Final Rule
- 43 CFR 3 – Preservation of American Antiquities
- CRD M 470.4-4, Chg 1 – Information Security.
- CRD M 471.3-1 – Manual for Identifying and Protecting Official Use Only Information
- CRD O 471.3 - Identifying and Protecting Official Use Only Information.
- CRD O 471.1A - Identification and Protection of Unclassified Controlled Nuclear Information.
- 18 U.S. Code Title 2071 – Concealment, Removal, or Mutilation.
- All applicable Washington State historic preservation laws
<http://www.dahp.wa.gov/pages/EnvironmentalReview/Laws.htm>

14. Special Property Requirements

- Overview of the Property - The Hanford Collection will be considered “on loan” to the Contractor. The Contractor recognizes the Federal Government’s continued ownership and control over the Hanford Collection and the Federal Government’s responsibility to ensure that the Hanford Collection is suitably managed and preserved for the public good. The Government reserves the right to approve all additions to the collection as well as removing any and all items from the collection at the discretion of the COR or the DOE CO.
- Inclusion of New Items and Special Requirements for the Current Collection—
 - Contractor curatorial duties include evaluation of items chosen for the Hanford Collection. Items recommended for inclusion in the collection are cataloged and photographed. Listing of items cataloged is provided to the Contracting Officer annually (by March 31 for the previous calendar year). Depending on the number of items to report, listings are provided more frequently.
 - The contractor shall put in place a system or standard operating procedure by which all possible additions to the collection (either from DOE, their contractors, or a private party) are reviewed by the COR to ensure they are appropriate and lawfully obtained. The contractor will notify the COR within 15 days of any new items that are donated to the collection by DOE employees, DOE contractors or private parties to request approval to add the item to the collection.
 - If a third party donates/loans the contractor unlawfully obtained Federal Government property or artifacts they will immediately notify the COR requesting a review for disposition and possible transfer back to DOE.
 - “Alienation” is defined as the unlawful removal of Federal records from Federal custody. If the contractor finds “alienated” documents already in the collection or donated/loaned to the contractor by a third party they will immediately notify the COR requesting a review for disposition and possible transfer back to the DOE.
 - The contractor may only possess “unclassified” or “declassified” documents that have been released for public viewing and is required to immediately notify the COR if they encounter for Official Use Only (OUO) or “Sensitive” documents as well as documents that have not been otherwise approved for public release. DOE reserves the right to have immediate access to and to repossess all documents and photographs that are “Sensitive” or suspected to be “Sensitive” regardless of where they were obtained.
- Excess Property - Both Government–owned property not included in the Hanford Collection and all or parts of the Hanford Collection may at some time be considered “excess”. The Contractor may make recommendations concerning excessing, or excluding or removing property. A determination will be made by the Contracting Officer through the DOE excess property program. Until a declaration of excess is processed, the Contractor agrees to maintain the Hanford Collection in accordance with 36 CFR 79.9, 79.10 and 79.11 and to maintain other U.S. Government property as appropriate. Items may be recommended for exclusion or removal from the Hanford Collection on the basis of the following factors:
 - Duplicate item may already be in the collection.

- Item in better condition or with a history more related to the Hanford Site may have been received.
 - Item may have deteriorated to the point where it has lost its integrity.
 - Item may be hazardous to humans or to other items in the collection.
 - Item may be a fake or not as originally represented.
 - Item may be too large to care for.
- If the item does not fit the collection guidelines established in *Hanford Curation Strategy: Manhattan Project and Cold War Era Artifacts and Records*, DOE-RL-97-71, revision 0, December 1997, Page 5.2 "Selection Criteria" (also page D.6 "Attachment 1 – Screening Criteria for Manhattan Project and Cold War Era Hanford Artifacts") then the contractor must obtain the CO or COR's approval to maintain the item in the DOE collection.
 - Regulations - The Contractor shall provide for the professional care and management of the Hanford Collection in accordance with 36 CFR 79.9, 79.10, and 79.11 and all of the regulations listed in Section J. Any use that would alter, damage, or destroy any object in the Hanford Collection shall not be allowed except as in accordance with 36 CFR 79.10. The Contractor shall be responsible, if negligent, for the costs for repair, restoration, and possible replacement, or compensation to the Government.
 - Loans - The COR may, from time to time, request access or loan of Hanford Collection items, giving the Contractor a minimum notice of 10 days for loan actions, subject to completion of the appropriate loan documents. The Contractor agrees to grant the Government's requests for access or loan of Hanford Collection materials, unless access or loan creates significant hardship to the Contractor. Costs associated with the loan or outside use of Government-owned property, such as transportation, packing, unpacking, etc., will be paid by the Government. The Contractor shall review and approve or deny requests for access to or short-term loan of the Hanford Collection (or a part thereof) for scientific, educational or religious uses in accordance with 36 CFR 79.10. The Contractor shall maintain administrative records that document approved scientific, educational, and religious uses of the Hanford Collection. The Contractor's Repository Official shall provide the Contractor's loan policy and associated loan agreements to the COR for approval.
 - Contractor Responsibility for the Collection - The Contractor shall not mortgage, pledge, assign, repatriate, transfer, exchange, give, sublet, discard or part with possession of any of the Hanford Collection in any manner to any third party either directly or indirectly without the prior written permission of the CO. In addition, the Contractor shall not take any action whereby any of the Hanford Collection shall or may be encumbered, seized, taken in execution, sold, attached, lost, stolen, destroyed or damaged.

Boundaries, Constraints, and Interfaces:

Boundaries and constraints: None

Contractor interfaces include the Tribal Nations, State Historic Preservation Office, Advisory Council on Historic Preservation, USFWS; DOE-HQ Federal Preservation Office, and other Government agencies to ensure that cultural and historic resources are protected in accordance with applicable laws and regulations.

Government-Furnished Services and Information: None.

Deliverables:

Deliverable	DOE		Contract Deliverable Due
	Action	Response Time	
Inventory Records	Information	N/A	Annually by 31 March
Quarterly Reports	Information	N/A	Quarterly