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**From:** [REDACTED]  
**Sent:** Monday, March 08, 2010 12:57 PM  
**To:** [REDACTED]; janemoble [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** Revised Task Order for Your Review and Signature  
**Attachments:** SKMBT\_C55210030812500.pdf

Good Afternoon Jane,

Please find attached the **revised modification** to extend the period of performance for task order GSP0610GX0012 for two additional months and to incorporate the additional scope of work and other changes for the Phase II portion. Please review and sign the attached modification. Upon completion of signature, please scan and email me the signed copy of the modification. You can also fax a copy to me at the below number. A fully executed version will be distributed to you upon contracting officer signature. If you have any questions, please give me a call, and we can discuss.

Thanks in advance for your assistance.

[REDACTED]  
Contracting Officer, Team Lead  
U.S. General Services Administration (6PMC)  
1500 E. Bannister Road  
Room 2101  
Kansas City, MO 64131-3088

[REDACTED]  
[REDACTED]  
Email: [REDACTED]

**AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT**

2. AMENDMENT/MODIFICATION NO. PS01		3. EFFECTIVE DATE MAR 08, 2010	4. REQUISITION/PURCHASE REQ. NO. 6PMC-10-0036	5. PROJECT NO. (if applicable)	7. CONTRACT ID CODE	PAGE OF PAGES 1 2
6. ISSUED BY General Services Administration (6PMC) Facilities Mgmt & Svcs Div - Contracts Services Branch 1500 E Bannister Rd, Rm 2101 Kansas City MO 64131			7. ADMINISTERED BY (if other than Item 6) See Block 6			CODE

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) JANE MOBLEY ASSOCIATES INC 116 W. 3RD STREET, STE. 102 KANSAS CITY MO 641051274		DUNS: 930768361 Cage Code: 1FKP2	(X) 9A. AMENDMENT OF SOLICITATION NO.
CODE 00027365		FACILITY CODE	9B. DATED (SEE ITEM 11)
			10A. MODIFICATION OF CONTRACT/ORDER NO. GS-23F-0354P/GS-P-06-10-GX-0012
			10B. DATED (SEE ITEM 13) FEB 05, 2010

**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 your 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  
Modification Amount: \$134,400.00  
Modification Obligated Amount: \$134,400.00

**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).
X	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF FAR 52.212-4 "Contract Terms and Conditions-Commercial Items"
	D. OTHER (Specify type of modification and authority)

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.)  
Task Order GSP0610GX0012 is modified as follows:

- The task order period of performance is extended two additional months from March 9, 2010 to May 10, 2010.
- Services to be performed during this extension period shall be in accordance with the attached statement of work and pricing submitted on March 4, 2010.
- The contract price is increased by \$134,400.00 from \$99,940.25 to \$234,340.25.
- Jane Mobley shall provide documentation upon invoicing showing the hours invoiced for during that monthly period. Jane Mobley will be paid based on the hours documented and verified for each labor category and task during that month. Monthly payment shall not exceed documented hours. If at any time services are no longer needed, the Government reserves the right to cancel services and reimburse Jane Mobley for any direct labor costs incurred prior to the cancellation. Any over-committed funds shall be de-obligated from the task order.
- All other terms and conditions remain unchanged.

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)	
		Contracting Officer	
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA	16C. DATE SIGNED
(Signature of person authorized to sign)		(Signature of Contracting Officer)	

**SCHEDULE Continued**

ITEM NO.	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE \$	AMOUNT \$
0002	<p>Accounting and Appropriation Data:                      PJ0F00318.2010.192X.06.PG61.P0620001.516.PG901.06020803...                      Cost Applied: \$134,400.00</p> <p>(New Line Item)</p> <p>Extend Period of Performance for Environmental Communications Consultant Services issued under task order GSP0610GX0012 for two additional months (March 9, 2010 through May 10, 2010). The pricing for month 1 is proposed at \$76,800; pricing for month 2 is proposed at \$57,600. The contracting officer's technical representative for this two month extension period is David Hartshorn, [REDACTED]</p> <p>DELIVERY DATE: 05/10/2010                      SHIP TO:                      General Services Administration (6PM)                      Facilities Management &amp; Services Program Div                      1500 E Bannister Rd                      Kansas City MO 64131                      Pricing Option: Firm-Fixed-Price</p>	1.00	EA	134,400.00	134,400.00

Technical Communications Services  
Statement of Work

**1. Technical Communication Consultant Services – Purpose/Background**

A media probe and reports of multiple government agency investigations into potential health risks in the GSA-controlled Bannister Federal Complex have created an impending crisis event for the government. Initial responses and additional sampling have been carried out during the month of February 2010. The Bannister Federal Complex requires communications support to assist in proactively developing and implementing a communication plan for reaching multiple audiences with a variety of messages. Additionally, the scientific and technical nature of environmental sampling and results requires specific expertise in the transfer of highly technical information for lay audiences.

Objective: Bring neutral third party expertise to help the government address issues arising from environmental and related concerns in order to continue to meet GSA's mission while regaining and sustaining maximum public trust. Guarantee clarity, consistency and continuity to communication activities.

**2. Statement of Work**

**Phase II (60-day Communication Strategy Development/Implementation)**

The contractor shall provide expertise and technical communication support, equipment, materials and supplies necessary to support the government in providing information about the historical and current environmental conditions at the Bannister Federal Complex, environmental sampling and reporting procedures moving forward, and handling of employee health concerns. Additionally, the appointment of a new Regional Administrator will require transition communications assistance as he assumes duties, addresses current issues, and represents the GSA Heartland mission locally, regionally and nationally.

**3. Tasks**

Task 1 – Gather background material and conduct research to support key communication issues

- o Target Audience segmentation (internal and external)
- o Principal leaders convened and core messages for each target audience identified
- o Designation of spokespersons/spokesperson training
- o Meet with secondary audiences in these agencies regarding messaging

Task 2 – Risk Management Planning

- o Identify potential issues and anticipate possible media coverage – anticipate and plan for potential issues
- o Consultation and identification of GSA resources for on-going risk communication and management
- o Facilitate meetings, as requested, to improve and enhance intra-inter-agency operability

Technical Communications Services  
Statement of Work

- o Develop messages and material to clearly communicate the various agency roles and responsibilities related to the environmental issues at the Bannister Federal Complex

**Task 3 – Provide support to GSA in planning and implementing a variety of internal audience communication and outreach strategies**

- o Develop key messages and content for employee/tenant updates
- o Plan and provide support for content-focused employee/tenant forums (history of the complex, building infrastructure, environment and health)
- o Plan and provide support for “Town Hall” meeting
- o Create an open “dialog/communication channel” open to all GSA employees and tenants for continued engagement and exchange of information
- o Develop messages and support GSA leadership in the implementation of activities and information sources related to health concerns

**Task 4 – Provide support to GSA in planning and hosting a variety of external communication engagements.**

- o Plan and support GSA in hosting a public meeting/listening session
- o Develop and push out factual releases to the media
- o Introduce new Regional Administrator to external audiences
- o Support GSA staff in interface and messages for Congressionals, Central Office, EPA, Missouri Department of Natural Resources
- o Provide communications support to transition Jason Klumb, new Regional Administrator, using activities that emphasize his regional/national reach and role to represent GSA among political/civic/business leaders

**Task 5 – Project Management/Reporting**

- o Provide Monthly Status Report to COTR
- o Provide interim status updates on contractor deliverables as requested

**4. Deliverables**

1. Meetings
  - a. Neutral facilitator
  - b. Notes and Reporting
  - c. Logistics arrangements
2. Message Development
  - a. Media
  - b. Government officials
  - c. Bannister Federal Complex occupants
3. Materials Development
  - a. Leadership preparation materials

Technical Communications Services  
Statement of Work

- b. Media materials (press releases, press kits)
  - c. Background materials (e.g., site history, etc.) for Congressionals, others
  - d. Information management across multiple agencies
  - e. On-going report documents
4. Stakeholder Identification and Communication
- a. Internal
  - b. External

**5. Period of Performance**

March 9, 2010 – May 10, 2010

**6. Main Technical Point of Contact**

The technical point of contact for the Phase II portion of this task is David Hartshorn, GSA Industrial Hygienist, [REDACTED] david.hartshorn@gsa.gov. His duties include providing technical direction and guidance as necessary with respect to the statement of work and monitoring the performance of work under the task order. The technical POC is not authorized to alter the requirements of this delivery/task order without written approval of the Contracting Officer or obligate any funds.

**7. Invoices**

Invoices shall be sent to:

General Services Administration (Fund)  
PBS Payments Branch (BCFA)  
PO Box 17181  
Fort Worth, TX 76102-01281

All invoices must cite the Delivery/Task Order Number. A copy shall be provided to the Contracting Officer and a courtesy copy to the technical POC.

**8. Travel**

Estimated travel is unknown. Reimbursement will be in accordance with current Federal Travel Regulations. Contractor is to provide itemized claim for any approved travel. Contractor is to notify Contracting Officer immediately of any anticipated increase costs.

**9. Confidentiality**

Due to the nature and security of the customer and program, Contractor is required to classify this delivery/task order as "Confidential" and shall not release any information pertaining to this procurement to unauthorized individuals.

**10. Acceptance**

Final acceptance will be based on the completion of the tasks. The contracting officer will be responsible for the final acceptance of the performance.