

# National Recreation Reservation Service™ Summary of Changes in Contract Specifications from Contract Modification 6 to Contract Modification 7

## 1. SUMMARY OF CHANGES:

**1.1. Purpose:** The National Recreation Reservation Service™ (NRRS) contract specifications including Modifications 6, were evaluated in terms of the current operational requirements. Since the beginning of contract services, the NRRS Contract Management Software (known as the NCMO Screens) has been provided by the Contractor under a separate contract requirement. The primary purpose of this contract modification is to incorporate the information and financial management requirements of the NRRS Contract Management Office (NCMO) along with the supporting software into the NRRS contract. In addition, changes were made to the handling of Sensitive Data, the prioritization of reports and the addition of four (4) new terms to the Glossary. Minor corrections were made to other areas of the contract to assure that the contract requirements reflect what is actually required today.

**1.2. Changed Sections and Attachments.** The following contract sections contain significant changes to address this requirement. Significant changes are found in the following sections of the contract:

- Section C, “Scope of Work”.
- Attachment C-1, “Glossary and Definition of Terms”.

**1.3. Other Changes.** The following items were updated to document the changes in this contract modification.

- Summary of Changes from Contract Modification 6 to Contract Modification 7.
- Section A, ASolicitation, Offer and Award – Table of Contents@.

## 2. LIST OF CURRENT CONTRACT SECTIONS AND ATTACHMENTS.

**2.1. Summary.** This summary is designed to help the reader identify the most current version of the contract sections and to identify specific changes made. Table 1 shows the status of every section and attachment in the NRRS contract. AOriginal@ indicates that a section or attachment has not been modified. AContract Modification 4", etc. indicates the number of the most current version for each of the sections of the contract.

*Table 1. Contract Document Status.*

<b>Contract Section or Attachment</b>		<b>Current Version</b>
<b>Number</b>	<b>Title</b>	
A	Solicitation, Offer and Award	Contract Mod. 7
B	Services and Prices/Costs	Contract Mod. 5
C	Statement of Work	Contract Mod. 7
D	Packaging and Marking	Original
E	Inspection and Acceptance	Contract Mod. 1
F	Deliveries and Performance	Contract Mod. 1
G	Contract Administration Data	Contract Mod. 7
H	Special Contract Requirements	Contract Mod. 1
I	Contract Clauses	Contract Mod. 1
Attachment C-1	Glossary and Definition of Terms	Contract Mod. 7
Attachment C-2	Operating Procedures	Contract Mod. 4
Attachment C-3	Requirements for Tracking and Reporting	Contract Mod. 4
Attachment C-4	Sample Description of the Inventory Data Base Structure	Original
Attachment C-5	Outstanding Reservation and Customer Data Base Structure	Original
Attachment C-6	Department of Labor Wage Rates	Contract Mod. 4

**2.2. Updating Contract Sections.** For ease of replacement and to preserve consistent page numbering, contract Sections and Attachments, any change to a Section or Attachment, even if only a few words on a single page, are presented as amended in their entirety. The new contract modification number is indicated in the footer on every page of the Section or Attachment.

### **3. LIST OF SPECIFIC CHANGES FROM CONTRACT MODIFICATION 6 TO CONTRACT MODIFICATION 7.**

#### **Section A – Solicitation, Offer, and Award – Table of Contents.**

1. Pages 3-28. Table of Contents: Revised to update paragraph titles and corrected the page numbers for this modification.

#### **Section C – Statement of Work**

1. Page 10, Paragraph 3.2., “NRRS Contractor Functional Model”. Minor editorial changes to the last sentence.
2. Page 10, Paragraph 3.2.1., “Service Operations”. Added “Information and Financial Management” to the list of requirements under this paragraph.
3. Pages 10-11, Paragraph 3.2.2, “Technology Infrastructure”. Added text on the Permit Management Program and added a new requirement for the “NCMO Contract Management Program”.
4. Page 12, Figure C-2., “NRRS Contractor Functional Model”. Added the “NCMO Contract Management Program” to the model.
5. Page 13, Paragraph 4.1., “Description”. Added a bullet on Information and Financial Management”.
6. Page 15, Paragraph 4.2.2.2.4.7.1., “Authorized Use”. Revised text to expand the list of personnel covered by this topic.
7. Pages 15-16, Inserted a New Paragraph 4.2.2.2.4.7.2., “Comprehensive Data Protection”. Inserted a new paragraph.
8. Page 16, Paragraphs 4.2.2.2.4.7.3. through 4.2.2.2.4.7.6. Renumbered paragraphs to accommodate the new paragraph 4.2.2.2.4.7.2.
9. Page 17, Paragraph 4.2.2.2.10.1., “Ownership”. Revised text to add “Sensitive Data” that requires special security procedures and the ability of the COR to define other data that would receive that type of protection.
10. Pages 31-32, Paragraph 4.4.2.7.1., “Transaction Records”. Added a bullet on “Defaulted Payments” near the end of the list. Moved Charge back transactions to a sub section of Defaulted Payments and added two additional bullets.
11. Page 33, Paragraph 4.4.3.2., “Cash Management”. Revised the text.

12. Pages 35-38, Inserted a New Paragraph 4.6., “Information and Financial Management”. Inserted a major paragraph with a number of sub-paragraphs to describe the information and financial management requirements of the NRRS contract.
13. Pages 38-40, Paragraph 4.7., “Tracking and Reporting”. Renumbered this paragraph and all of the subparagraphs to accommodate the insertion of the new paragraph 4.6 as described above.
14. Page 39, Inserted a New Paragraph 4.7.2.6., “Prioritize Report Requests”. Inserted a new paragraph to establish as a requirement the prioritization of report request so that the NCMO and Agencies will receive timely reports.
15. Pages 39-40, Paragraphs 4.7.2.7. through 4.7.2.9. Renumbered paragraphs to accommodate the insertion of the new paragraph 4.7.2.6. above.
16. Page 39, Inserted a new Table C-4. “Report Prioritization”. Inserted a table to describe the general criteria for prioritizing the reports.
17. Page 42, Figure C-3. “NRRS Communications Model”. Revised the title of in the block for Designated Bank, revise the arrow to the CRS and added a new arrow to address Lock Box requirements.
18. Page 43, Paragraph 5.1.2.10. “Correction of Hardware/Software Errors”. Revised text and added the ability for the COR to classify errors and prioritize them for correction.
19. Pages 66-68, Inserted a new paragraph 5.6., “NCMO Contract Management Program (NCMP)”. Inserted a new paragraph to describe the requirements for software to support the financial and information requirements of the NCMO office and support the Government’s financial reconciliation processes required in this contract.

## **Section G – Contract Administration Data**

1. Page 3, Paragraph 5.1, “Organizational Structure”. Revised text.
2. Page 2, Table G-1, “NRRS Contract Management Organization”. Revised chart to include the new Federal Agencies.
3. Page 4, Paragraph 5.2.1, “Interagency Program Manager and COR”. Revised text.
4. Page 4, Paragraph 5.2.2.1, “Interagency Program Manager”. Revised paragraph title and the first line of the text.
5. Page 5, Paragraph 5.3, “Points of Contact”. Revised text.

## **Attachment C-1 – Glossary and Definition of Terms.**

1. Page C-1-3, “Defaulted Payments”. Added a new term and definition.
2. Page C-1-3, “Denials”. Added a new term and definition.
3. Page C-1-7, “Referential Integrity”. Added a new term and definition.
4. Page C-1-8, “Sensitive Data”. Added a new term and definition.