

2017 Regulatory Information Conference (RIC)  
Chairman Hosted – Official Representation Event  
Statement of Work

**TITLE**

NRC Chairman's International Reception at the Regulatory Information Conference (RIC).

**BACKGROUND**

**NRC Appropriations:** Congress annually appropriates funds to NRC for official representation expenses and establishes a dollar limit on the amount of these expenses. No other funds are available for this purpose. The appropriated amount continues to be funded at \$25,000.

**Authorization:** Management Directive 5.4, "Official Representation of Funds" (Revised September 25, 2007). **Part 1, Allotment of Funds**, "The Director of OIP shall manage the NRC funds that cover all official representation expenses."

Refer to Part II, **Approval and Authorization of Official Representation Expenses, Requests for Authorization of Official Representation Expenses – Requests for Authorizations (A) that cites**, "must be made by the Commissioner, the Executive Director for Operations (and other high-level agency designees i.e., Deputy Executive Directors for Operations, and Office Directors)."

In accordance with **MD 5.4, Part III, Criteria Under Which Expenses may be Charged (A) (2)**, "Official Representation Funds (ORFs) may be used to host official receptions, dinners and similar Government protocol functions for which NRC is the sponsor to accord proper honor and recognition or otherwise extend official courtesies to guest of the NRC. Such functions must be for the purpose of maintaining or enhancing the standing and prestige or further the policies and objectives of the NRC."

Generally, such events are hosted and official courtesies extended for (Section 3):

- Dignitaries and officials of foreign governments, whether hosted in the United States or at meetings abroad by NRC staff who have been authorized to serve as official hosts.
- Senior U.S. Government officials, including members of Congress or their professional staff.
- Dignitaries, senior officials, and members of the professional staff of State, local, and tribal governments.
- Distinguished and prominent United States citizens, including departing Commissioners or former officials of NRC who have made substantial contributions to the United States or NRC.

Each year at the RIC, the Chairman, Commissioners, and other high-ranking NRC managers host an official representation event to recognize and acknowledge other high-ranking representatives of foreign governments.

## **NRC REQUIREMENTS**

Location: NRC Headquarters, Chairman's 18<sup>th</sup> Floor Conference and Dining Room

Set-up:

Contractor shall set-up the room for 75 people, in the layout agreed to with the vendor.

Event Date and Time:

Wednesday, March 15, 2017, 5:30-7:30 p.m.

Food & Beverage Service:

- Passed Hors D'oeuvres
- Stationary Hors D'oeuvres
- Refreshments – Domestic Beer, Wine and Soda

Equipment:

- All the necessary catering equipment to serve (e.g. chaffing dishes, plates, silverware, glasses, ice buckets, high top tables, table clothes, and other related equipment).

Staffing:

As determined by the vendor.

Gratuity:

18%

Cost-Estimate:

In response to market research, a breakdown of estimated costs is provided in Attachment 1.

Other:

The NRC is tax exempt.