

Contract No. NRC-03-00-001 and Modification No. 1 to Task Order No. 1 under Contract No. NRC-03-00-001

**NRC FORM 400**  
 (5-1999)  
 NRCMD 11-1  
 Send Completed form to  
 DCPM T-712

**U.S. NUCLEAR REGULATORY COMMISSION**  
**REQUEST FOR PROCUREMENT ACTION (RFPA) NRC-03-00-001**

1 A RFPA NUMBER  
 03-00-001  
 NRC-03-00-001  
 1 B FFS COMMITMENT NUMBER  
 NRC 99032

2. PERFORMANCE PERIOD (Express in Months)			3. PROCUREMENT HISTORY	
A BASE PERIOD <b>36 Month(s)</b>	B OPTION PERIOD(S) <b>24 Month(s)</b>	C REQUESTED START DATE <b>11/01/1999</b>	A PREVIOUS CONTRACT NUMBER <b>03-94-028-06</b>	B EXPIRATION DATE <b>11/01/2004</b>

4 A TITLE  
**NRC ANNUAL REGULATORY INFORMATION CONFERENCE Basic Contract and Task Order for first year.**

B WAS ACTION IDENTIFIED ON ADVANCE PROCUREMENT PLAN?  
 YES  NO

5 A PROJECT OFFICER  
**SHARON BELL**

B OFFICE/DIVISION/BRANCH  
**NR/P/MS/PPRB**

C TELEPHONE (Include area code)  
**301-415-1217**

D MAIL STOP  
**05E13**

6. TYPE OF ACTION REQUESTED (Check one)

A AWARD A COMPETITIVE CONTRACT

B AWARD A NONCOMPETITIVE CONTRACT TO

C AWARD A CONTRACT UNDER SOCIO-ECONOMIC SET-ASIDE (Specify)  
**8A contract with IQ Solutions**

D ISSUE A GRANT COOPERATIVE AGREEMENT TO

E ISSUE AN INTERAGENCY AGREEMENT TO

F ISSUE A BROAD AGENCY ANNOUNCEMENT

G ISSUE A MODIFICATION TO A GRANT COOPERATIVE AGREEMENT

H AWARD A CONTRACT BASED ON ACCEPTANCE OF AN UNSOLICITED PROPOSAL TO

I EXECUTE A MODIFICATION TO BASIC CONTRACT NUMBER

J EXECUTE A TASK ORDER UNDER CONTRACT NUMBER

K EXECUTE A MODIFICATION TO TASK ORDER NUMBER

L SPECIAL INSTRUCTIONS OR REMARKS  
**Funds in the amount of \$38,000 are provided for task order 1 for RIC 2000 Proposed 8A contractor: IQ Solutions. 11300 Rockville Pike, Suite 801, Rockville, MD 20852**

7. FEE RECOVERABLE WORK	9 ESTIMATED COST	FIRST FY 00	SECOND FY 01	THIRD FY 02	FOURTH FY	FIFTH FY	TOTAL
<input checked="" type="checkbox"/> 8. NON-FEE RECOVERABLE WORK	<b>\$45,000</b>	<b>\$47,000</b>	<b>\$49,000</b>				<b>\$141,000</b>

10. CERTIFICATION OF FUNDS

A AMOUNT CERTIFIED <b>\$45,000</b>	B B & R NUMBER <b>920-15-104-105</b> <i>02015 104-105</i>	C JOB CODE <b>J2823</b>	D BOC <b>252A</b>	E APPROPRIATION NUMBER <b>31x0200-920</b> <i>31x0200-020</i>
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F CERTIFICATION This certifies that funds in the amount shown in Block 10 A are available in the current allowance for the proposed procurement

TOTAL AMOUNT CERTIFIED: **\$45,000**

FUNDS CERTIFYING OFFICIAL - Typed Name and Title: **Tanya Champion**

SIGNATURE: *Tanya Champion* DATE: **10/12/99**

11. LIST OF ATTACHMENTS (Check as appropriate)

A STATEMENT OF WORK (SOW)

B INDEPENDENT GOVERNMENT COST ESTIMATE

C EVALUATION CRITERIA WITH NUMERICAL WEIGHTS ASSIGNED (if appropriate)

D JUSTIFICATION FOR OTHER THAN FULL AND OPEN COMPETITION

E DOCUMENTATION FOR OVERSIGHT OF SERVICE CONTRACTING

F JUSTIFICATION FOR ACCEPTANCE OF UNSOLICITED PROPOSAL

G JUSTIFICATION FOR URGENT PROCESSING

H DESIGNATION OF MEMBERS TO SOURCE EVALUATION PANEL (SEP)

I LIST OF FIRMS TO BE SOLICITED

J NRC FORM 187 "SECURITY/CLASSIFICATION REQUIREMENTS"

K LIST OF PROCUREMENT OFFICIALS

L LIST OF GOVERNMENT-FURNISHED PROPERTY/MATERIALS/FACILITIES (May be part of SOW-Provide separate page)

M OTHER/REMARKS (Specify)

12. PERSONAL SERVICES AND INHERENTLY GOVERNMENTAL FUNCTIONS  
 See NRC Management Directive 11.1, Part 4  
 (Check box if the response is "YES" for the corresponding statement)

A THE CONTRACTOR WILL PERFORM ON-SITE AT AN NRC FACILITY

B THE CONTRACTOR WILL UTILIZE GOVERNMENT-FURNISHED TOOLS/EQUIPMENT

C CONTRACTOR EMPLOYEES WILL BE INTEGRATED INTO THE GOVERNMENT'S ORGANIZATIONAL STRUCTURE

D CONTRACTOR EMPLOYEES WILL BE USED INTERCHANGEABLY WITH GOVERNMENT EMPLOYEES

E GOVERNMENT SUPERVISION (AS OPPOSED TO TECHNICAL DIRECTION) IS REQUIRED TO PROTECT THE GOVERNMENT'S INTEREST

F GOVERNMENT STAFF WILL ASSIGN DAILY TASKS TO OR PREPARE WORK SCHEDULES FOR INDIVIDUAL CONTRACTOR EMPLOYEES

G GOVERNMENT WILL REVIEW PERFORMANCE BY EACH INDIVIDUAL CONTRACTOR EMPLOYEE

13. APPROVAL OF DESIGNATING OFFICIAL (Office Director or Designee),  
 (See Instructions)

NAME AND TITLE: **Jacqueline Silber, Director PMAS/NRR**

OFFICE: **Template=ADM-003**

SIGNATURE: *Jacqueline Silber* DATE: **10/12/99**

14. FOR DCPM USE ONLY  
 (Do not write in this space)

INPUT BY: **ADM02** DATE: \_\_\_\_\_

## INDEPENDENT GOVERNMENT COST ESTIMATE (IGCE) FOR CONTRACTS

1. PROJECT TITLE

**NRR Regulatory Information Conference (Five years)**

2. PROJECT MANAGER

**Sharon Bell**

3. PERIOD OF PERFORMANCE

A. FROM

B. TO

**12/01/1999**

**11/29/2004**

### DESCRIPTION OF COST ELEMENTS

1. DIRECT LABOR (List Labor Categories)	ESTIMATED HOURS	RATE PER HOUR (\$)	ESTIMATED COST (\$)	TOTAL ESTIMATED COST (\$)
<b>Sr. Conference Coordinator (1)</b> <i>250 hrs</i>	<b>1,400.00</b>	<b>32.46</b>	<b>45,444.00</b>	
<b>Sr. Support Staff (8)</b> <i>260 hrs</i>	<b>1,800.00</b>	<b>20.43</b>	<b>36,774.00</b>	
<b>Web page design &amp; maintenance (1)</b>	<b>400.00</b>	<b>23.98</b>	<b>9,592.00</b>	
<b>Other Support Staff (6)</b> <i>15 hrs</i>	<b>900.00</b>	<b>15.62</b>	<b>14,058.00</b>	
<b>TOTAL DIRECT LABOR</b>	<b>4,500.00</b>	<b>92.49</b>	<b>105,868.00</b>	<b>105,868.00</b>
2. LABOR OVERHEAD INCLUDING FRINGE BENEFITS	RATE	TOTAL LABOR (\$)	ESTIMATED COSTS (\$)	TOTAL ESTIMATED COST (\$)
	<b>64.00</b>	<b>56,633.40</b>	<b>36,245.00</b>	<b>36,245.00</b>
3. MATERIALS/SERVICES (Excluding Information Technology (IT))			ESTIMATED COSTS (\$)	TOTAL ESTIMATED COST (\$)
<b>Booth rental, badge materials, tent cards etc.</b>			<b>11,498.00</b>	
<b>TOTAL MATERIALS/SERVICES</b>			<b>11,498.00</b>	<b>11,498.00</b>
4. INFORMATION TECHNOLOGY SUPPORT			ESTIMATED COSTS (\$)	TOTAL ESTIMATED COST (\$)
<b>Computer and printer rental</b>			<b>8,624.00</b>	
<b>TOTAL IT SUPPORT</b>			<b>8,624.00</b>	<b>8,624.00</b>
5. TRAVEL			ESTIMATED COSTS (\$)	TOTAL ESTIMATED COST (\$)
<b>local</b>			<b>321.00</b>	<b>321.00</b>
6. SUBCONTRACTOR(S)/CONSULTANT(S)			ESTIMATED COSTS (\$)	TOTAL ESTIMATED COST (\$)
			<b>0.00</b>	
<b>TOTAL SUBCONTRACTOR(S)/CONSULTANT(S)</b>			<b>0.00</b>	<b>0.00</b>
7. OTHER DIRECT COSTS				<b>0.00</b>
8. <b>TOTAL DIRECT COST AND OVERHEAD</b>				<b>162,556.00</b>
9. GENERAL AND ADMINISTRATIVE EXPENSE (RATE: <b>26.0 % OF LINE 8</b> )				<b>42,264.56</b>
10. <b>TOTAL ESTIMATED COST</b>				<b>204,820.56</b>
11. FEE OR PROFIT ( <b>8.0 % OF LINE 10</b> )				<b>16,385.64</b>
12. <b>TOTAL ESTIMATED COST AND FEE OR PROFIT</b>				<b>221,206.20</b>

TYPED NAME AND TITLE

**Sharon Bell, Project Officer**

OFFICE/DIVISION/BRANCH

**NRR/PMAS/PPRB**

SIGNATURE

DATE

*Sharon Bell*

*11/12/99*

## INDEPENDENT GOVERNMENT COST ESTIMATE (IGCE) FOR CONTRACTS

1. PROJECT TITLE

**NRR Regulatory Information Conference Option Year 1**

2. PROJECT MANAGER

**Sharon Bell**

3. PERIOD OF PERFORMANCE

A. FROM

B. TO

**12/01/2002**

**11/29/2003**

### DESCRIPTION OF COST ELEMENTS

1. DIRECT LABOR (List Labor Categories)	ESTIMATED HOURS	RATE PER HOUR (\$)	ESTIMATED COST (\$)	TOTAL ESTIMATED COST (\$)
Sr. Conference Coordinator (1)	280.00	33.07	9,259.60	
Sr. Support Staff (8)	360.00	20.82	7,495.20	
Web page design & maintenance (1)	80.00	24.49	1,959.20	
Other Support Staff (6)	180.00	15.92	2,865.60	
<b>TOTAL DIRECT LABOR</b>	<b>900.00</b>	<b>94.30</b>	<b>21,579.60</b>	<b>21,579.60</b>
2. LABOR OVERHEAD INCLUDING FRINGE BENEFITS	RATE	TOTAL LABOR (\$)	ESTIMATED COSTS (\$)	TOTAL ESTIMATED COST (\$)
	64.00	17,620.00	11,276.00	11,276.00
3. MATERIALS/SERVICES (Excluding Information Technology (IT))			ESTIMATED COSTS (\$)	TOTAL ESTIMATED COST (\$)
Booth rental, badge materials, tent cards etc.			2,449.00	
<b>TOTAL MATERIALS/SERVICES</b>			<b>2,449.00</b>	<b>2,449.00</b>
4. INFORMATION TECHNOLOGY SUPPORT			ESTIMATED COSTS (\$)	TOTAL ESTIMATED COST (\$)
Computer and printer rental			1,837.00	
				37.00
5. TRAVEL				TOTAL ESTIMATED COST (\$)
local				1.00
6. SUBCONTRACTOR(S)/CONSULT.				TOTAL ESTIMATED COST (\$)
				.00
7. OTHER DIRECT COSTS				.00
8.				.60
9. GENERAL AND ADMINISTRATIVE				.18
10.				.8
11. FEE OR PROFIT ( 8.0 % OF LII				3,756.07
12.				
<b>TOTAL ESTIMATED COST AND FEE OR PROFIT</b>				<b>50,706.95</b>

*mons,  
An IGCE for each of the  
2 option years*

TYPED NAME AND TITLE  
**Sharon Bell, Project Officer**  
OFFICE/DIVISION/BRANCH  
**NRR/PMAS/PPRB**

SIGNATURE *Sharon Bell*  
DATE *11/12/99*

## INDEPENDENT GOVERNMENT COST ESTIMATE (IGCE) FOR CONTRACTS

1. PROJECT TITLE

**NRR Regulatory Information Conference Option Year 2**

2. PROJECT MANAGER

**Sharon Bell**

3. PERIOD OF PERFORMANCE

A. FROM

B. TO

**12/01/2003**

**11/29/2004**

### DESCRIPTION OF COST ELEMENTS

1. DIRECT LABOR (List Labor Categories)	ESTIMATED HOURS	RATE PER HOUR (\$)	ESTIMATED COST (\$)	TOTAL ESTIMATED COST (\$)
<b>Sr. Conference Coordinator (1)</b>	<b>280.00</b>	<b>35.38</b>	<b>9,906.40</b>	
<b>Sr. Support Staff (8)</b>	<b>360.00</b>	<b>22.27</b>	<b>8,017.20</b>	
<b>Web page design &amp; maintenance (1)</b>	<b>80.00</b>	<b>26.02</b>	<b>2,081.60</b>	
<b>Other Support Staff (6)</b>	<b>180.00</b>	<b>17.03</b>	<b>3,065.40</b>	
<b>TOTAL DIRECT LABOR</b>	<b>900.00</b>	<b>100.70</b>	<b>23,070.60</b>	<b>23,070.60</b>
2. LABOR OVERHEAD INCLUDING FRINGE BENEFITS	RATE	TOTAL LABOR (\$)	ESTIMATED COSTS (\$)	TOTAL ESTIMATED COST (\$)
	<b>64.00</b>	<b>17,620.00</b>	<b>11,276.00</b>	<b>11,276.00</b>
3. MATERIALS/SERVICES (Excluding Information Technology (IT))			ESTIMATED COSTS (\$)	TOTAL ESTIMATED COST (\$)
<b>Booth rental, badge materials, tent cards etc.</b>			<b>2,620.00</b>	
<b>TOTAL MATERIALS/SERVICES</b>			<b>2,620.00</b>	<b>2,620.00</b>
4. INFORMATION TECHNOLOGY SUPPORT			ESTIMATED COSTS (\$)	TOTAL ESTIMATED COST (\$)
<b>Computer and printer rental</b>			<b>1,965.00</b>	
<b>TOTAL IT SUPPORT</b>			<b>1,965.00</b>	<b>1,965.00</b>
5. TRAVEL			ESTIMATED COSTS (\$)	TOTAL ESTIMATED COST (\$)
<b>local</b>			<b>129.00</b>	<b>129.00</b>
6. SUBCONTRACTOR(S)/CONSULTANT(S)			ESTIMATED COSTS (\$)	TOTAL ESTIMATED COST (\$)
			<b>0.00</b>	
<b>TOTAL SUBCONTRACTOR(S)/CONSULTANT(S)</b>			<b>0.00</b>	<b>0.00</b>
7. OTHER DIRECT COSTS				0.00
8			<b>TOTAL DIRECT COST AND OVERHEAD</b>	<b>39,060.60</b>
9. GENERAL AND ADMINISTRATIVE EXPENSE (RATE: <b>26.0 % OF LINE 8</b> )				<b>10,155.76</b>
10.			<b>TOTAL ESTIMATED COST</b>	<b>49,216.36</b>
11. FEE OR PROFIT ( <b>8.0 % OF LINE 10</b> )				<b>3,937.31</b>
12.			<b>TOTAL ESTIMATED COST AND FEE OR PROFIT</b>	<b>53,153.67</b>

TYPED NAME AND TITLE

**Sharon Bell, Project Officer**

OFFICE/DIVISION/BRANCH

**NRR/PMAS/PPRB**

SIGNATURE

*Sharon Bell*  
11/12/99

DATE

## INDEPENDENT GOVERNMENT COST ESTIMATE (IGCE) FOR CONTRACTS

1. PROJECT TITLE

**NRR Regulatory Information Conference (Three years)**

2. PROJECT MANAGER

**Sharon Bell**

3. PERIOD OF PERFORMANCE

A FROM

B TO

**12/01/1999**

**11/29/2002**

### DESCRIPTION OF COST ELEMENTS

1. DIRECT LABOR (List Labor Categories)	ESTIMATED HOURS	RATE PER HOUR (\$)	ESTIMATED COST (\$)	TOTAL ESTIMATED COST (\$)
<b>Sr. Conference Coordinator (1)</b>	<b>840.00</b>	<b>28.93</b>	<b>24,301.20</b>	
<b>Sr. Support Staff (8)</b>	<b>1,080.00</b>	<b>18.21</b>	<b>19,666.80</b>	
<b>Web page design &amp; maintenance (1)</b>	<b>240.00</b>	<b>21.43</b>	<b>5,143.20</b>	
<b>Other Support Staff (6)</b>	<b>540.00</b>	<b>13.93</b>	<b>7,522.20</b>	
<b>TOTAL DIRECT LABOR</b>				
	<b>2,700.00</b>	<b>82.50</b>	<b>56,633.40</b>	<b>56,633.40</b>
2. LABOR OVERHEAD INCLUDING FRINGE BENEFITS	RATE	TOTAL LABOR (\$)	ESTIMATED COSTS (\$)	TOTAL ESTIMATED COST (\$)
	<b>64.00</b>	<b>56,633.40</b>	<b>36,245.00</b>	<b>36,245.00</b>
3. MATERIALS/SERVICES (Excluding Information Technology (IT))			ESTIMATED COSTS (\$)	TOTAL ESTIMATED COST (\$)
<b>Booth rental, badge materials, tent cards etc.</b>			<b>6,429.00</b>	
<b>TOTAL MATERIALS/SERVICES</b>			<b>6,429.00</b>	<b>6,429.00</b>
4. INFORMATION TECHNOLOGY SUPPORT			ESTIMATED COSTS (\$)	TOTAL ESTIMATED COST (\$)
<b>Computer and printer rental</b>			<b>4,822.00</b>	
<b>TOTAL IT SUPPORT</b>			<b>4,822.00</b>	<b>4,822.00</b>
5. TRAVEL			ESTIMATED COSTS (\$)	TOTAL ESTIMATED COST (\$)
<b>local</b>			<b>321.00</b>	<b>321.00</b>
6. SUBCONTRACTOR(S)/CONSULTANT(S)			ESTIMATED COSTS (\$)	TOTAL ESTIMATED COST (\$)
			<b>0.00</b>	
<b>TOTAL SUBCONTRACTOR(S)/CONSULTANT(S)</b>			<b>0.00</b>	<b>0.00</b>
7. OTHER DIRECT COSTS				<b>0.00</b>
<b>TOTAL DIRECT COST AND OVERHEAD</b>				<b>104,450.40</b>
9. GENERAL AND ADMINISTRATIVE EXPENSE (RATE: <b>26.0 % OF LINE 8</b> )				<b>27,157.10</b>
<b>TOTAL ESTIMATED COST</b>				<b>131,607.50</b>
11. FEE OR PROFIT ( <b>8.0 % OF LINE 10</b> )				<b>10,528.60</b>
<b>TOTAL ESTIMATED COST AND FEE OR PROFIT</b>				<b>142,136.10</b>

TYPED NAME AND TITLE

**Sharon Bell, Project Officer**

OFFICE/DIVISION/BRANCH

**NRR/PMAS/PPRB**

SIGNATURE

DATE

*Sharon Bell*

**10/12/99**

## INDEPENDENT GOVERNMENT COST ESTIMATE (IGCE) FOR CONTRACTS

1. PROJECT TITLE

**NRR Regulatory Information Conference Year 2000**

2. PROJECT MANAGER

**Sharon Bell**

3. PERIOD OF PERFORMANCE

A. FROM

B. TO

**12/01/1999**

**11/29/2002**

### DESCRIPTION OF COST ELEMENTS

1. DIRECT LABOR <i>(List Labor Categories)</i>	ESTIMATED HOURS	RATE PER HOUR (\$)	ESTIMATED COST (\$)	TOTAL ESTIMATED COST (\$)
Sr. Conference Coordinator (1)	280.00	27.00	7,560.00	
Sr. Support Staff (8)	360.00	17.00	6,120.00	
Web page design & maintenance (1)	80.00	20.00	1,600.00	
Other Support Staff (6)	180.00	13.00	2,340.00	
<b>TOTAL DIRECT LABOR</b>				
	<b>900.00</b>	<b>77.00</b>	<b>17,620.00</b>	<b>17,620.00</b>
2. LABOR OVERHEAD INCLUDING FRINGE BENEFITS	RATE	TOTAL LABOR (\$)	ESTIMATED COSTS (\$)	TOTAL ESTIMATED COST (\$)
	64.00	17,620.00	11,276.00	11,276.00
3. MATERIALS/SERVICES <i>(Excluding Information Technology (IT))</i>			ESTIMATED COSTS (\$)	TOTAL ESTIMATED COST (\$)
Booth rental, badge materials, tent cards etc.			2,000.00	
<b>TOTAL MATERIALS/SERVICES</b>			<b>2,000.00</b>	<b>2,000.00</b>
4. INFORMATION TECHNOLOGY SUPPORT			ESTIMATED COSTS (\$)	TOTAL ESTIMATED COST (\$)
Computer and printer rental			1,500.00	
<b>TOTAL IT SUPPORT</b>			<b>1,500.00</b>	<b>1,500.00</b>
5. TRAVEL			ESTIMATED COSTS (\$)	TOTAL ESTIMATED COST (\$)
local			100.00	100.00
6. SUBCONTRACTOR(S)/CONSULTANT(S)			ESTIMATED COSTS (\$)	TOTAL ESTIMATED COST (\$)
			0.00	
<b>TOTAL SUBCONTRACTOR(S)/CONSULTANT(S)</b>			<b>0.00</b>	<b>0.00</b>
7. OTHER DIRECT COSTS				0.00
<b>TOTAL DIRECT COST AND OVERHEAD</b>				<b>32,496.00</b>
9. GENERAL AND ADMINISTRATIVE EXPENSE (RATE: 26.0 % OF LINE 8)				8,448.96
<b>TOTAL ESTIMATED COST</b>				<b>40,944.96</b>
11. FEE OR PROFIT ( 8.0 % OF LINE 10)				3,275.60
<b>TOTAL ESTIMATED COST AND FEE OR PROFIT</b>				<b>44,220.56</b>

TYPED NAME AND TITLE

**Sharon Bell, Project Officer**

OFFICE/DIVISION/BRANCH

**NRR/PMAS/PPRB**

SIGNATURE

*Sharon Bell*

DATE

*10/12/99*

## INDEPENDENT GOVERNMENT COST ESTIMATE (IGCE) FOR CONTRACTS

1. PROJECT TITLE

**NRR Regulatory Information Conference Year 2001**

2. PROJECT MANAGER

**Sharon Bell**

3. PERIOD OF PERFORMANCE

A. FROM

B. TO

**12/01/1999**

**11/29/2002**

### DESCRIPTION OF COST ELEMENTS

1. DIRECT LABOR (List Labor Categories)	ESTIMATED HOURS	RATE PER HOUR (\$)	ESTIMATED COST (\$)	TOTAL ESTIMATED COST (\$)
<b>Sr. Conference Coordinator (1)</b>	<b>280.00</b>	<b>28.89</b>	<b>8,089.20</b>	
<b>Sr. Support Staff (8)</b>	<b>360.00</b>	<b>18.19</b>	<b>6,548.40</b>	
<b>Web page design &amp; maintenance (1)</b>	<b>80.00</b>	<b>21.40</b>	<b>1,712.00</b>	
<b>Other Support Staff (6)</b>	<b>180.00</b>	<b>13.91</b>	<b>2,503.80</b>	
<b>TOTAL DIRECT LABOR</b>	<b>900.00</b>	<b>82.39</b>	<b>18,853.40</b>	<b>18,853.40</b>
2. LABOR OVERHEAD INCLUDING FRINGE BENEFITS	RATE	TOTAL LABOR (\$)	ESTIMATED COSTS (\$)	TOTAL ESTIMATED COST (\$)
	<b>64.00</b>	<b>17,620.00</b>	<b>11,276.00</b>	<b>11,276.00</b>
3. MATERIALS/SERVICES (Excluding Information Technology (IT))			ESTIMATED COSTS (\$)	TOTAL ESTIMATED COST (\$)
<b>Booth rental, badge materials, tent cards etc.</b>			<b>2,140.00</b>	
<b>TOTAL MATERIALS/SERVICES</b>			<b>2,140.00</b>	<b>2,140.00</b>
4. INFORMATION TECHNOLOGY SUPPORT			ESTIMATED COSTS (\$)	TOTAL ESTIMATED COST (\$)
<b>Computer and printer rental</b>			<b>1,605.00</b>	
<b>TOTAL IT SUPPORT</b>			<b>1,605.00</b>	<b>1,605.00</b>
5. TRAVEL			ESTIMATED COSTS (\$)	TOTAL ESTIMATED COST (\$)
<b>local</b>			<b>107.00</b>	<b>107.00</b>
6. SUBCONTRACTOR(S)/CONSULTANT(S)			ESTIMATED COSTS (\$)	TOTAL ESTIMATED COST (\$)
			<b>0.00</b>	
<b>TOTAL SUBCONTRACTOR(S)/CONSULTANT(S)</b>			<b>0.00</b>	<b>0.00</b>
7. OTHER DIRECT COSTS				<b>0.00</b>
<b>TOTAL DIRECT COST AND OVERHEAD</b>				<b>33,981.40</b>
9. GENERAL AND ADMINISTRATIVE EXPENSE (RATE: 26.0 % OF LINE 8)				<b>8,835.16</b>
<b>TOTAL ESTIMATED COST</b>				<b>42,816.56</b>
11. FEE OR PROFIT ( 8.0 % OF LINE 10)				<b>3,425.32</b>
<b>TOTAL ESTIMATED COST AND FEE OR PROFIT</b>				<b>46,241.88</b>

TYPED NAME AND TITLE

**Sharon Bell, Project Officer**

OFFICE/DIVISION/BRANCH

**NRR/PMAS/PPRB**

SIGNATURE

*Sharon Bell*

DATE

**10/12/99**

## INDEPENDENT GOVERNMENT COST ESTIMATE (IGCE) FOR CONTRACTS

1. PROJECT TITLE

**NRR Regulatory Information Conference Year 2002**

2. PROJECT MANAGER

**Sharon Bell**

3. PERIOD OF PERFORMANCE

A. FROM

B. TO

**12/01/1999**

**11/29/2002**

### DESCRIPTION OF COST ELEMENTS

1. DIRECT LABOR (List Labor Categories)	ESTIMATED HOURS	RATE PER HOUR (\$)	ESTIMATED COST (\$)	TOTAL ESTIMATED COST (\$)
<b>Sr. Conference Coordinator (1)</b>	<b>280.00</b>	<b>30.91</b>	<b>8,654.80</b>	
<b>Sr. Support Staff (8)</b>	<b>360.00</b>	<b>19.46</b>	<b>7,005.60</b>	
<b>Web page design &amp; maintenance (1)</b>	<b>80.00</b>	<b>22.89</b>	<b>1,831.20</b>	
<b>Other Support Staff (6)</b>	<b>180.00</b>	<b>14.88</b>	<b>2,678.40</b>	
<b>TOTAL DIRECT LABOR</b>	<b>900.00</b>	<b>88.14</b>	<b>20,170.00</b>	<b>20,170.00</b>
2. LABOR OVERHEAD INCLUDING FRINGE BENEFITS	RATE	TOTAL LABOR (\$)	ESTIMATED COSTS (\$)	TOTAL ESTIMATED COST (\$)
	<b>64.00</b>	<b>17,620.00</b>	<b>11,276.00</b>	<b>11,276.00</b>
3. MATERIALS/SERVICES (Excluding Information Technology (IT))			ESTIMATED COSTS (\$)	TOTAL ESTIMATED COST (\$)
<b>Booth rental, badge materials, tent cards etc.</b>			<b>2,289.00</b>	
<b>TOTAL MATERIALS/SERVICES</b>			<b>2,289.00</b>	<b>2,289.00</b>
4. INFORMATION TECHNOLOGY SUPPORT			ESTIMATED COSTS (\$)	TOTAL ESTIMATED COST (\$)
<b>Computer and printer rental</b>			<b>1,717.00</b>	
<b>TOTAL IT SUPPORT</b>			<b>1,717.00</b>	<b>1,717.00</b>
5. TRAVEL			ESTIMATED COSTS (\$)	TOTAL ESTIMATED COST (\$)
<b>local</b>			<b>114.00</b>	<b>114.00</b>
6. SUBCONTRACTOR(S)/CONSULTANT(S)			ESTIMATED COSTS (\$)	TOTAL ESTIMATED COST (\$)
			<b>0.00</b>	
<b>TOTAL SUBCONTRACTOR(S)/CONSULTANT(S)</b>			<b>0.00</b>	<b>0.00</b>
7. OTHER DIRECT COSTS				<b>0.00</b>
8.			<b>TOTAL DIRECT COST AND OVERHEAD</b>	<b>35,566.00</b>
9. GENERAL AND ADMINISTRATIVE EXPENSE (RATE: <b>26.0 % OF LINE 8</b> )				<b>9,247.16</b>
10.			<b>TOTAL ESTIMATED COST</b>	<b>44,813.16</b>
11. FEE OR PROFIT ( <b>8.0 % OF LINE 10</b> )				<b>3,585.05</b>
12.			<b>TOTAL ESTIMATED COST AND FEE OR PROFIT</b>	<b>48,398.21</b>

TYPED NAME AND TITLE

**Sharon Bell, Project Officer**

OFFICE/DIVISION/BRANCH

**NRR/PMAS/PPRB**

SIGNATURE

DATE

*Sharon Bell*

**10/12/99**

## STATEMENT OF WORK REGULATORY INFORMATION CONFERENCE (RIC) SUPPORT

Office of Nuclear Reactor Regulation (NRR)  
JCN: 2823

### BACKGROUND

Each year, the Nuclear Regulatory Commission (NRC), Office of Nuclear Reactor Regulation (NRR), hosts a two (2) day conference with the nuclear industry to discuss safety and regulatory issues of mutual interest. The overall objective of the conference is to provide a communication forum between the regulatory and those regulated regarding safety initiatives and regulatory issues.

Attendance at the 1999 Regulatory Information Conference (RIC) was approximately 930. Approximately 50 percent of the attendees were with the nuclear power industry, including manufacturers, architect/engineering firms, vendors, news media and law firms. In addition to NRC senior management officials, there were over 150 company presidents, vice-presidents, chief executive officers (CEOs) and other government executives, as well as, representatives of fourteen (14) foreign countries in attendance at the 1999 RIC. In addition, the "RIC" conference is open to the public. Advance registration for the annual RIC is required.

### OBJECTIVE

The objective of this contract is to obtain conference planning expertise on a task order basis to assist the NRR staff in conducting its annual conference.

### TECHNICAL AND OTHER SPECIAL QUALIFICATIONS REQUIRED

Contractor personnel must have demonstrated overall experience and capability to provide the services specified in the stated work requirements.

It is the responsibility of the contractor to assign technical staff, employees, subcontractors, or specialists who have the required educational background, experience, or combination thereof to meet both technical objectives of the work specified in the SOW. The government will rely on representations made by the contractor concerning the qualifications of the personnel assigned to this contract and subsequent task orders, including assurance that all information contained in the contractor's technical and cost proposals, including resumes, is accurate and truthful.

### CONTRACT TYPE

**This is a task ordering contract**, against which an individual task order will be issued for each RIC, starting with the year 2000 RIC through and including year 2004 RIC. Details such as the exact registration times and the actual meeting schedules for each RIC conference will be contained in the annual task order statement of work.

### WORK REQUIREMENTS AND SCHEDULE

The RIC is typically held each year between the beginning of March and the end of May each year. However, due to availability of hotel meeting space or other needs the dates of future RICs may occur at other times during the year.

**STATEMENT OF WORK  
REGULATORY INFORMATION CONFERENCE (RIC) SUPPORT**

Office of Nuclear Reactor Regulation (NRR)  
JCN: 2823

The year 2000 RIC is scheduled for March 27, March 28, and March 29, 2000 at the Capital Hilton Hotel, Washington, D.C. Purchase Orders are also in place with the Capital Hilton for year 2001 RIC for the week of March 11, 2001 and year 2002 the week of March 3, 2002.

As a minimum, for each annual RIC the contractor shall provide the following. Details and updates, as appropriate, for future RICs will be included in the individual task order statements of work.:

- a. **Web page.** Using information provided by the Project Officer, design a web page for the Internet which provides full information regarding the conference, including the program, directions to the conference, keynote speakers, hotel registration information and web registration for the conference. The web page should generate a list of registered attendees for each conference and be updated on a frequent basis. The web page will include notification to registrants that information submitted will be posted on the RIC web site. The registration form will provide registrants with the option to exclude their information from publication. However, all registration information will be included in the RIC mailing list. The web page will be posted on the Internet following review and approval by the Project Officer. Each year following the conference the attendee list will be provided to NRC for inclusion on the NRC RIC web page and will remain until the next conference.
- b. **Registration database compilation.** All conference attendee electronic registrations from the NRC RIC web page; hard copy mailed forms, facsimiles and telephonic enquiries will be directed to the contractor. The contractor will enter information from all sources into a computerized database using ACCESS 97. *Note that hotel sleeping room registrations will be forwarded by the attendees directly to the hotel.*
- c. **Registration List.** Using the registration database, the contractor shall prepare weekly reports to the Project Officer entitled "Participant List" which provides each registrant's first name, middle initial, last name, organization name, sub-organization name, title, mailing address, city, state and zip code, telephone and fax numbers and email address. Two reports shall be submitted each week for eight weeks prior to the RIC, one in alphabetical order by the last name of the registrant and the second report shall be in alphabetical order by the company name. A final version of both reports will be submitted to the NRC within 3 days after each conference. All registration list information will be submitted in two hardcopies and on computer floppy disk.
- d. **VIP list.** The contractor shall provide for eight weeks prior to the RIC a list of individuals by "title". The report shall flag individuals who have self-registered under titles such as, President, Vice-President, CEO, NPO, Senator, Congressman, heads and upper management of federal, state and local government agencies. In addition to the weekly report, the contractor shall provide an updated VIP list two days prior to the annual RIC meeting date, as well as, a final list of individuals by title. All information will be submitted in two hardcopies and on computer floppy disk.
- e. **Review the attendee submitted registration information and contact individual registrants and take action to resolve any problems with incomplete or erroneous information and/or to obtain an "affiliation".**

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**STATEMENT OF WORK  
REGULATORY INFORMATION CONFERENCE (RIC) SUPPORT**

Office of Nuclear Reactor Regulation (NRR)  
JCN: 2823

- f. **Statistical Information.** Using the "affiliation" category on the registration card, prepare each week for eight weeks a statistical list of registrants (i.e., 50 licensees, 20 foreign, 3 news media etc.). The contractor shall act to minimize obvious errors in registrants' input, i.e., registrant employed by nuclear power plant and submits "NRC" as an affiliation so that the most accurate information is provided. Note: during the week of the RIC meeting, the contractor shall provide the statistical report to the PM each day of the conference and on the last day of the RIC, shall provide the latest updated statistics in two copies on-site to the PM for inclusion in the closing remarks of the conference. If the last day of the conference is a ½ day, this report shall be due by 8 a.m. If the last day of the conference is a full day, this report shall be due by 11:30 a.m.
- g. **Badges.** Using the attendee submitted registration forms and NRC provided badge artwork, prepare name badges with each registrant's name on the first line and company and/or organization on the second line. Badges for all pre-registered attendees shall be prepared, proof checked and arranged in alphabetical order in advance of the conference opening date. In addition, a list of names of NRC attendees will be provided to the contractor, some of which may use the electronic registration. This list will be checked for duplication and name badges will be prepared for those names that are additional. A sample of the plastic badge, speaker ribbons or tabs and badge insert will be provided to the contractor by the Project Officer.
- h. **On-Site Conference Registration.** With two people per registration booth performing on-site registration, operate up to 4 registration booths on-site during the registration periods for each conference.
- i. **Prepare name badges on-site at the conference for individuals who have not pre-registered (walk-ins) and enter the information into the database for inclusion into the Participant List report.**
- j. **Prepare tent cards for conference speakers and presenters. The list of names and the artwork for the tent cards will be provided to the contractor by the Project Officer.**
- k. **Contractor Conference Coordinator.** The contractor shall provide a conference coordinator. The Contractor Conference Coordinator shall meet a minimum of two times with the NRR Project Manager to review and coordinate contractor staff assignments. For planning purposes, one meeting will be held at NRC headquarters building in Rockville, Maryland and the other will be held at the hotel. The Contractor Conference Coordinator shall be responsible for assuring that problems with registration are quickly resolved and that personnel are reassigned among and between meeting rooms so that meeting sessions are effectively supported. Note: the contractor staff assignments for both the registration, as well as, for meeting assistance will be based upon the individual RIC's program, i.e., the number of meeting rooms and the schedule of sessions.
- l. **Meeting Support Staff.** The contractor shall provide meeting support staff to turn viewgraphs during the individual sessions and other individuals to pass out NRC supplied "question" cards

**STATEMENT OF WORK  
REGULATORY INFORMATION CONFERENCE (RIC) SUPPORT**

Office of Nuclear Reactor Regulation (NRR)  
JCN: 2823

- to the attendees, collect the cards for distribution to the panels, as well as, to pass portable microphones to attendees for oral questions.
- m. Conference Proceedings. The contractor shall perform nontechnical editing (proofreading), formatting, and compiling conference vugraphs and slides. This activity ~~will~~ may require one (1) contractor individual on-site at NRC headquarters (11555 Rockville Pike, Rockville, Maryland) for up to 5 days. This individual should be expert in using both Corel Presentations and Microsoft PowerPoint software.
  - n. The contractor shall provide a letter report with lessons learned and recommendations for improving the process is due 2 weeks after the last day of the RIC

**LEVEL OF EFFORT AND PERIOD OF PERFORMANCE**

The maximum level of effort for three Regulatory Information Conferences is estimated at ~~2310~~ up to 2700 professional staff hours over a 36 month period. Each RIC is estimated to require ~~770~~ up to 900 professional staff hours over a 10 week period.

**DELIVERABLES**

- a. Monthly Business Letter Report  
See attachment.
- b. Technical Reporting Requirements For Each RIC (Note: All reports will include the contract number, the JCN number, the task order number and the NRC Project Manager's name.
  - 1. A technical letter report is required each week, with separate lists of: a) attendees by affiliation category; b) attendees alphabetically by last name; c) attendees alphabetically by company; and, d) a separate list of attendees by title. All list information will be submitted in two hardcopies and on computer floppy disk. A final version of these hardcopy reports and floppy disks will be submitted to the NRC within 3 days after each conference
  - 2. Using the "affiliation" category from the attendees' registration, prepare each week for eight weeks a statistical list of registrants. During the week of the RIC meeting, the contractor shall provide the statistical report to the PM each day of the conference and on the last day of the RIC, shall provide the latest updated statistics in two copies on-site to the PM for inclusion in the closing remarks of the conference. A final version of the statistical report shall be submitted to the NRC within 3 days after each conference.
  - 3. A letter report providing the contractor's lessons learned and recommendations for improving the process is due 2 weeks after the last day of the RIC.
  - 4. The contractor will provide all plastic badges, inserts, speaker ribbons or tabs and tent cards.

**STATEMENT OF WORK  
REGULATORY INFORMATION CONFERENCE (RIC) SUPPORT**

Office of Nuclear Reactor Regulation (NRR)  
JCN: 2823

5. Web page design, operation and maintenance.

**MEETINGS AND TRAVEL**

The Contractor Conference Coordinator shall meet ~~a minimum of two times~~ up to four times with the NRR Project Officer to review and coordinate contractor staff assignments. For planning purposes, ~~one two~~ meetings will be held at NRC headquarters building in Rockville, Maryland and ~~the other two~~ may be ~~will be~~ held at the hotel.

**NRC-FURNISHED MATERIALS**

The contractor will be provided with:

1. artwork for the name badges and tent cards
- b. sample plastic badge holder
3. sample inserts for the badges
4. sample of "speaker" or "presenter" ribbons or tabs
5. copy of the outgoing invitation with meeting specifics
6. Web page design input
7. Alphabetical list of names from NRC's RIC mailing list

**OTHER APPLICABLE INFORMATION**

- a. The work specified in this SOW is not license fee recoverable.
- b. The contractor shall provide appropriate computer equipment to generate the applicable lists and to prepare pre-registered and on-site name badges
- c. All domestic travel requires the prior approval of the project officer.
- d. No foreign travel is provided for under the statement of work.

## I. BACKGROUND

NRC's Office of Nuclear Reactor Regulation (NRR) sponsored annual Regulatory Information Conference (RIC), hereinafter referred to as FY2K RIC, is scheduled for the afternoon of March 27, the full day of March 28, and the morning of March 29, 2000 at the Capital Hilton Hotel, Washington, DC (hereinafter referred to as "the hotel".) NOTE: There will be **NO NRC sponsored conference luncheons** and **there will be NO Pre-Registered Attendee OR Final Attendee list published in hardcopy and provided to attendees for FY2K RIC.** An list of registered attendees with information limited to the name, company name and telephone number will be made available on the Internet web page and available for print out off the web page. This list will be generated from the information submitted by registrants.

### II. FY2K RIC Program

The information provide in A., B. and C is subject to change based on the RIC 2000 agenda.

#### A. Monday, March 27, 2000

Registration will commence on the ~~Capital Terrace~~ Upper Lobby at 8:30 a.m. on Monday, March 27, 2000, and continue until 5:30 p.m. The FY2K RIC Program will begin at 1:00 p.m. and will end at 5:00 p.m. All of the Monday, March 27, 2000, program sessions will be held in the Presidential Ballroom with no breakout sessions on that day.

#### B. Tuesday, March 28, 2000

Registration will commence at 7:00 a.m., Tuesday, March 4, 2000, on the Capital Terrace and continue until 5:30 p.m. The Tuesday, March 4, 2000, FY2K RIC program will begin at 8:00 a.m. and continue to 5:45 p.m.

#### C. Wednesday, March 29, 2000

The Wednesday, March 29, 2000, FY2K RIC program will begin at 8:00 a.m. and continue up to close of the conference at 12:00 p.m. One registration booth will be open from 7:00 a.m. through 9:00 a.m. on March 29, 2000.

## III. OBJECTIVE

The objective of this task order is to obtain specialized conference assistance for the FY2K RIC.

## IV. TECHNICAL AND OTHER SPECIAL QUALIFICATIONS REQUIRED

The contractor personnel shall have demonstrated overall experience and capability to provide assistance in conference organization, conference registration support, and actual experience in assisting in the conduct of the meetings/conferences (i.e., acting as ushers, answering attendees questions regarding directions, performing duties turning viewgraphs/transparencies and/or by providing portable microphones to attendees during the question and answer portions of meetings.) The contractor personnel who assist with on-site edit of the FY2K RIC Proceedings and other documents shall have Corel Presentations, WordPerfect 8 and Microsoft Power Point capabilities and experience in editing and preparing final camera ready documents for publishing.

## V. Contractor Conference Coordinator

The contractor's Conference Coordinator shall have experience in planning, coordinating and running conferences with large numbers of attendees.

The Conference Coordinator shall personally attend all conference planning meetings as prescribed by the statement of work. The contractor's Conference Coordinator **shall ensure that all contractor personnel, including sub-contractors are aware of and updated on all procedures regarding registration, duties of**

**Q&A and viewgraph/transparency turners, etc, and the duties and posts each contractor staff person will staff, as well as, changes to the FY2K RIC Program and Schedule.** The contractor Conference Coordinator shall supervise the on-site registration process and quickly act to alleviate delays during registration, especially prior to the start of the conference on the first day of the conference, as well as prior to the start of the morning sessions on the second day of the conference.

The contractor Conference Coordinator **shall also monitor on a random basis** the activities in each of the meeting rooms to ensure that all logistical support personnel are at their correct positions; to resolve any problems that might arise and quickly make any adjustments or re-assignments as may be necessary. The contractor is reminded that there may be last minute changes in any portion(s) of the program. These changes may require immediate rearrangement of personnel.

The contractor Conference Coordinator shall ensure that all on-site contractor staff are notified that the telephones located in the NRC Conference Message Center and at the NRC PDR table are for official NRC business only and that only official business calls relating to the running of the conference may be made from these phones by the contractor.

## VI. WORK REQUIREMENTS AND SCHEDULE

The contractor shall provide support as follows:

### A. Post Contract Award Meeting

Award Date

Within one week of contract award, the contractor's Conference Coordinator and staff will meet with the NRC Project Officer (hereinafter referred to as the NRC PO) at NRC headquarters to go over the latest information about the upcoming conference.

NRC PO will provide:

- camera-ready artwork for use in making presenter tent cards and attendee badges,
- one (1) sample name badge with insert,
- sample Presenter and RIC support staff badge ribbons,
- the NRC PO's telecopy number and email address,
- an alphabetical list of NRC RIC support staff who will assist at the conference for badge preparation,
- an alphabetical list of speakers/presenters for badge preparation
- web page information and guidance
- a copy of the mailing list for the 2000 RIC
- four panels with NRC logo for the bottom of the registration booths

At the post contract award meeting, the contractor shall provide the full name of the individual who will be performing on-site editing of the FY2K RIC Proceedings and or slides. This information will be used to arrange for security access to the NRC White Flint One building and a computer access code. **The contractor shall immediately notify the NRC PO by phone, confirmed by telecopy, of any changes with regard to the person assigned by the contractor to perform on-site edit so that the information entered in the NRC security system can be updated prior to the report date for editing.**

### B. Web page design.

December 20, 1999

Using information provided by the Project Officer, design a web page for the Internet which provides full information regarding the conference, including the program, directions to the conference, keynote speakers, hotel registration information and web registration for the conference. The web page should generate a list of registered attendees for the conference and be updated on a frequent basis. The web page will include notification to registrants that information submitted will be posted on the RIC web site, as well as, confirmation of information submitted. The registration format will provide registrants with the option to exclude their information from publication. However, all registration information will be included in the RIC mailing list which is provided to the PO after the conference. The web page will be posted on the Internet following review and approval by the Project Officer. Following the conference the attendee list will be provided in

hard copy as described in this statement of work and electronically for posting on NRC's RIC web page and will remain until the next conference.

B. Kick-off Meeting

December 8, 1998\*

The contractor's Conference Coordinator shall meet with the NRC PO and the hotel representative(s) concerning procedures for participant registration, placement of signage and meeting room arrangements which will involve contractor personnel, such as, Q&A and viewgraph/transparency turning duties, and program schedule updates, etc.

\* Date is dependent upon availability of hotel staff and may be changed.

C. Registration

The FY2K RIC will use the hotel's registration form for accommodations/ refreshments and a registration form for conference attendance.

1. Hotel Accommodations

Every Thursday from January 27, 2000 through February 24, 2000

- a. Registration forms **for hotel accommodations/refreshments** will be submitted by conference attendees directly to the hotel. The contractor shall pick up the sleeping room registration numbers from the hotel every Thursday for eight (8) weeks, from January 27, 2000 through February 25, 2000.
- b. The contractor shall review the information contained on the hotel accommodation registration forms to ensure the following:
  - i. That all individuals who have registered for hotel accommodations have also registered for the conference. In instances where there is a hotel registration form but no conference registration form, the contractor shall contact the individual and "pre" register the individual(s) for the conference.
  - ii. Maintain a count of sleeping rooms rented by conference attendees which will be included in the statistics provided each week to the NRC PO. See "Registration Statistics / VIP Lists Reports(s)" below.

2. Conference Registration

From January 4, 2000, until March 2, 2000

Forms for conference registration shall be submitted directly to the contractor. The conference registration form format includes an attendee affiliation category/position. The contractor shall maintain an accurate accounting of the conference registration forms received and shall review each registration form for completeness. In cases where data is missing, the contractor shall contact the attendee and obtain the missing information. The contractor shall prepare attendee name badges from the information submitted on the conference registration forms.

c. Registration Statistics/VIP Lists Report(s)

Every Thursday beginning January 27, 2000 through February 24, 2000

Using the information provided on the conference attendee registration forms and electronic submissions, the contractor shall develop a computerized database on all registrants, including affiliation categories identified by registrants. The contractor shall systematically review and update the database to ensure removal of "duplicate" names and accuracy of information entered, including spelling and correct company/ corporation/organization etc.

The conference registration statistics/VIP and lists shall be provided by telecopy and email to the NRC PO by 3:00 P.M., each Thursday, for eight (8) weeks from January 27, 2000 through February 24, 2000. The email file of the statistics/lists shall be formatted in Microsoft Access 97 format. Effective with the second statistical report, new names added for that week to the list(s) shall be highlighted with an asterisk (\*).

1. Order No 1, Statement of Work, JCN J2823  
 "FY 2000 Regulatory Information Conference Support"

The registration form will include the following four affiliation groups with their sub-categories:

<b>Government (U.S. Only)</b>	<b>Nuclear Industry</b>	<b>Foreign</b>	<b>Other</b>
NRC	Utility	Foreign Government	Law Firm
other Federal agency	Plant	Foreign Commercial Firm	Nuclear Industry Consultant
State/Local Government	NSSS Vendor	Foreign (Other)	News Media
Government Laboratory/ Government Corporation	Architect Engineer		Public
	other		other

a. Statistics

The statistical portion of the report shall include the following:

- i. hotel room registrations total number (obtained from hotel registration forms)
- ii. starting with the second week report, the number of new hotel room registrations
- iii. total number of registered conference attendees
- iv. starting with the second week report, the number of new registered conference attendees
- v. number of people in each sub-category under the 4 main affiliation groups
- vi. starting with the second week report, the number of new additions under each of the sub-categories

b. Lists

The lists portion of the report shall include the following:

- i. alphabetical list of the names of all registrants with their full name, title, company/organization name and affiliation
- ii. list of all registrants in alphabetical order by company name, with the company/organization, individual's full name, title, and affiliation
- iii. a separate alphabetical list of "VIP" registrants using the following categories:

<b>US/State &amp; Local Governments</b>	<b>Utility</b>	<b>Miscellaneous</b>
Senator/Congressperson	CEO	News Media
Congressional/Senate aide(s)	President	Foreign National
CFO or CIO	Vice President	
Secretary, Under Secretary or Office Director and above	Plant Manager	

- iv. note the name(s) of individual(s) who had a hotel room reservation but no conference reservation and whether the contractor was successful in contacting the individual(s)

D. Edit/Proofread Conference Documents

February 28, 29 March 1, 2 and 3, 2000

*Note: NRC may at its option decide to perform this task immediately following the 2000 RIC rather than before the meeting.*

In addition, this effort may at the option of the NRC PO be performed at the contractor's office site. The Contractor shall provide one (1) individual to: 1) perform non-technical editing (proofreading) of conference proceedings speeches and view graphs/ transparencies/slides and presentations and bring typographical errors or inconsistencies to the immediate attention of the NRC PO; 2) assemble for publishing on the NRC web page the proceedings in sections which correspond to the separate sessions listed in the FY2K RIC Program, with a "cover" insert identifying the session before each session in the Proceedings (The cover insert slides will be provided by the NRC PO at the time the editing is performed); 3) proof the draft Proceedings for typographical errors and ensure that the correct slides/speeches are in contained in the correct sessions. Note: The quick turnaround requirement for this activity will require one (1) Contractor person to be on-site at NRC Headquarters, One White Flint North, Rockville, MD for up to five (5) days, 7:00 a.m. to 3:00 p.m. Note: The person assigned for this effort must present a picture identification (driver's license or other identification) at the One White Flint North lobby guard station each day in order to gain entrance to the building.

E. Last Minute Registration

March 22, 2000 through March 27, 2000

The contractor shall directly receive telephone inquiries from last-minute conference registrants and shall either respond to the inquiries or, if in regard to the sleeping rooms, forward them to the hotel, as appropriate. The contractor shall consult with the NRC PO on any questions for which either the hotel or the contractor are unable to provide a response. The contractor shall provide one full time individual dedicated to handle last-minute registration and other requests for the period March 22, 2000 through March 27, 2000.

F. Conference Name Badges

February 22, 2000 through March 27, 2000

1. Using the NRC provided artwork, the contractor shall produce a name badge for: a) each registered conference attendee with the name of the individual and the organization/company; b) each NRC FY2K RIC staff (i.e., room monitors and message center, etc.) with the name of the individual and USNRC; c) each of the contractor personnel who will be on-site March 3, 4 and 5, 2000 with the name of the individual and "Conference Support"; and d) all FY2K presenters listed in the final conference Program with the name of the individual and the organization/company. The final conference Program will be provided to the contractor as soon as it is published.

**All name tags shall be reviewed for accuracy for the spelling of the name, as well as, accuracy of the organization listed.**

2. The contractor will design badge name tag inserts using the NRC provided RIC logo. The design shall be subject to the approval of the NRC PO. NRC FY2K RIC staff (room monitors, message center, etc.) and the contractor personnel badges shall have a color coded ribbon affixed to each. The NRC PO shall determine the color coding in consultation with the contractor. All presenters listed in the FY2K RIC Program shall have a ribbon or tag with the word "PRESENTER" affixed to the badge. Note: NRC will provide a sample name badge with the artwork and a plastic name badge holder and ribbon. The contractor shall insert each name tag into the plastic badge sleeve and affix the ribbons, as applicable, ensuring that badges with ribbons are handled such that the ribbons remain straight and do not become "dog-eared."
3. Attendee badge information shall include the attendee's name and company name and affiliation. The contractor shall control the processing of badges to ensure that the information on the badges is accurate and that the individual's company name are correct.
4. The contractor shall prepare name badges for its contractor personnel and the NRC RIC staff at the hotel prior to the conference. Pre-registered attendee badges shall be prepared as each is received. Name badges for on-site registrants shall be prepared at the conference during the conference registrations periods.

The contractor shall purchase badge holders and additional inserts, as necessary. Any badge holders and blank inserts left over at the end of the conference should be returned to the NRC, along with any badges returned by conference attendees, for use at the next RIC conference.

G. Final Preparation Meeting

March 14, 2000 (Also the Conference Pre-Registration Deadline)

The contractor Conference Coordinator shall attend a one (1) day meeting at the hotel with the NRC PO and the hotel staff to review final needs and communicate any last-minute directions from both sides. The contractor shall provide the NRC PO with one (1) sample name badge (see below) at this meeting.

H. Special Pre-registration Form Pick-Up

March 16, 2000

Task Order No 1, Statement of Work, JCN J2823  
"FY 2000 Regulatory Information Conference Support"

The contractor shall make a special pickup at the hotel of pre-registered attendee forms. The information on the forms will be included in a report (names, titles and company/organization names) and delivered by email and telecopy to the NRC PO by cob March 16, 2000. A hard copy of the report shall be mailed to the NRC PO.

I. Tie-Down Meeting

March 16, 2000

The contractor Conference Coordinator shall participate in an approximately ½ day pre-conference/tie-down meeting with the principal staff of and at the hotel with the NRC PO. The contractor Conference Coordinator shall ensure that all members of the contractor's on-site team are updated on any changes in registration procedures, room assignments, etc. which result from this meeting.

J. Statistical Information

March 23, 2000

At the "Tie Down" meeting on March 23, 2000, the contractor shall provide to the NRC PO, the pre-registered attendee statistical information for use in housekeeping statistics provided in the conference opening remarks.

K. Final Walk-Through Meeting

March 24, 2000

The contractor Conference Coordinator shall participate in a final logistics walk-through with the NRC PO on-site at the Capital Hilton Hotel from 2:00 p.m. to 3:00 p.m. March 27, 2000.

L. Directional Signs

March 27, 2000

The contractor shall place all conference directional signs and position the message board outside the designated conference "message center" between 7:00 and 8:00 a.m. March 27, 2000.

M. Registration and Conference Signs

March 27 through March 29, 2000

1. The contractor shall provide and set up FOUR (4) booths in the registration area at the hotel. The booths shall be clearly marked, each with a section of the alphabet: A-F, G-L, M-S and T-Z. The contractor shall ensure that the registration booths will accommodate the NRC provided graphic logo panels for the bottom of the booths. The four registration booths shall be staffed by two individuals each. One contractor staff person at each booth will hand out badges to pre-registered attendees and the other person at each booth will process on-site badges. Following conference registration, each attendee having pre-purchased refreshments or who wishes to do so will be directed to the "cashier" booth which will be staffed by the hotel.

2. The contractor shall arrange for these booths to be assembled and setup at the Capital Hilton as follows:

by 8:30 a.m. March 27, 2000 for registration from 8:30 a.m. to 5:30 p.m.  
by 7:00 a.m. March 28, 2000 for registration from 7:00 a.m. to 5:00 p.m.  
by 7:00 a.m. March 29, 2000 for registration from 7:00 a.m. to 9:00 a.m. (one booth only)

Note: Based on availability of space at the hotel, the 4 booths may need to be set up on the first day of the conference in one of the meeting rooms instead of on the Capital Terrace. If this is the case, the contractor shall relocate the booths to the Capital Terrace before 7:00 a.m. on the second day of the conference. (The NRC PO will notify the support contractor of the exact location of the booths at the December 8, 1998, Kick-Off Meeting.)

N. Registration

March 27-29, 2000

1. The contractor shall provide six individuals to perform registration during the above listed registration periods. Note: The contractor Conference Coordinator shall not be one of these six, but shall be available to resolve problems and to direct the registration operations.

2. The contractor personnel shall perform the following registration actions:

- a. Ensure that each attendee is registered in an efficient, effective, prompt, and courteous manner. The contractor shall ensure that its staff have knowledge of the conference program schedule and any changes in the schedule, the location of the meeting rooms etc. and be able to answer attendee questions about the conference and hotel logistics.
- b. Ensure that the name badge information is accurate, that spelling is verified.

Task Order No 1, Statement of Work, JCN J2823  
"FY 2000 Regulatory Information Conference Support"

- c. Ensure that the registration booths are continually staffed during the above registration time periods.
- d. Ensure that name badges are prepared and packages are distributed to registrants.
- e. Arrange preregistered attendee packages alphabetically to ensure efficient and prompt distribution of packets.
- f. Ensure that the contents of the registration packages are complete.
- g. Provide adequate backup support to alleviate delays, especially in the mornings on the first two days of the conference.

O. Conference Logistics Support

March 27-29, 2000

- a. The contractor shall provide logistical support during the conduct of the RIC. The contractor shall ensure that all individuals assigned to this effort, arrive at the assigned meeting rooms in advance of the meeting times, dress appropriately for a professional meeting, conduct themselves in a professional manner and that when meetings are in progress they remain alert to changes in needs and circumstances in the meeting rooms. All logistical support personnel shall be interchangeable and shall quickly and without hesitation assume the duties, as assigned by the NRC Room Monitors, necessary for the smooth running of the meetings. These duties may include any of the following:
  - Operate overhead projectors
  - Distribute Q&A cards during Q&A periods
  - Collect Q&A cards from attendees
  - Turn viewgraphs/transparencies or operate slide projectors
  - During Q&A periods, provide portable microphones to attendees
  - Support NRC room monitors (all day, both days of RIC)
  - Assist in the Conference Message Center or other areas of RIC, as needed, when sessions are not being conducted in meeting rooms
  - Answer questions from attendees
  - Troubleshoot
  - Assist in preparing meeting room for next meeting
- b. Assignment of the above contractor personnel shall be as follows for each session in each room:

"Presidential Ballroom" 4 individuals total (2 of the 4 may be used to do the overhead projection and/or 35mm slide projection and 2 may be used for questions & answers from the audience).

"Congressional" Meeting Sessions 3 individuals total (1 of the 3 may be used to assist with the overhead projection and/or 35mm slide projection and 2 may be used for questions & answers from the audience).

"Senate" Room 2 individuals total (1 of the 2 may be used to assist with the overhead projection and/or 35mm slide projection and 1 may be used for questions & answers from the audience).

Federal A/B Room" 3 individuals (2 of the 3 may be used to assist with the overhead projection and/or 35mm slide projection and 1 may be used for questions & answers from the audience).

"South American A/B Room" 3 individuals (2 of the 3 may be used to assist with the overhead projection and/or 35mm slide projection and 1 may be used for questions & answers from the audience).
- c. Contractor logistical support staff assigned to the Presidential Ballroom on March 27, 2000, shall meet with the NRC staff Room Monitors in the Presidential Ballroom at 12:30 p.m. March 27, 2000 to go over procedures, schedules and assignments for the Wednesday, March 3, 2000, sessions.

Contractor logistical support staff assigned for all rooms on March 28, 2000, shall meet with the NRC staff Room Monitors in the Presidential Ballroom at 7:30 a.m. March 28, 2000, to go over procedures, schedules and assignments for the day.

Contractor logistical support staff assigned for all rooms on March 29, 2000, shall meet with the NRC staff Room Monitors in the Presidential Ballroom at 7:30 a.m. March 29, 2000, to go over procedures,

Task Order No 1, Statement of Work, JCN J2823  
"FY 2000 Regulatory Information Conference Support"

schedules and assignments for the day.

- d. The above logistical support contractor staff are in addition to the contractor registration staff. NRC will provide a room monitor for each of the meeting rooms to coordinate the activities and assist, whenever necessary with the running of the sessions.
- e. The NRC PO will advise the contractor Conference Coordinator of any changes in the above schedule. The contractor Conference Coordinator shall ensure that all contractor staff assigned to meeting rooms are kept aware of any last minute changes to the program schedule.

P. USED NAME BADGE RETURN BOXES

The contractor shall place boxes with signs to invite recycling of badges at the top of each stairway to collect used attendee name badges by 3:00 p.m. on Monday, March 27, 2000. The boxes will be emptied each night and the contents stored in the Continental Room Message Center.

Q. REGISTRATION BOOTH REMOVAL and CLEANUP

March 28 and 29, 2000

The contractor shall commence dismantling, removal, and return of three of the registration booths at 1:00 p.m on March 28, 2000. The fourth registration booth and the cashier booth shall be dismantled and removed by between 10:00 a.m. and 10:30 a.m. on March 29, 2000. The contractor shall ensure that removal of the booths is done quietly so as not to disturb meeting attendees.

R. FINAL FY 2000 RIC STATISTICS

March 29, 2000

The contractor shall provide the NRC PO with the final statistical information on attendance at the conference from information included on conference registration form in one (1) hard copy and on a computer disk.

S. Computerized Attendance Lists

April 4, 2000

Prepare amended computerized attendance lists (one by last name of individual and one by company) and provide these lists in one (1) hard copy together with a computer disk (in WP 6.1 format) to the NRC PO by cob April 4, 2000, for use in updating the RIC mailing list.

T. Post RIC Proceedings/Speeches Mailing

April 17, 2000

The contractor shall complete mailing requested copies of speeches or proceedings requested to Conference attendees by April 17, 2000. The contractor shall provide the NRC PO with the original requests for RIC documents together with an accounting of when the documents were mailed to the attendees (one (1) hard copy together with the original requests.)

5. DELIVERABLES

- a. On-site contractor edit personnel name for building pass February 28, 29, March 1, 2, and 3, 1998
- b. Web page design December 20, 1999 (or earlier, if possible)
- c. RIC Registration Statistics Each Thursday February 3, 2000 through March 23, 2000
- d. Final Registered RIC Attendee List March 23, 2000
- e. Conference Name Badges Inserts March 27- 29, 2000
- f. Presenter Tent Cards March 27, 2000
- g. Pre-Registered Attendee Statistics (see schedule)
- h. Amended Computerized Attendance Lists By Noon March 27, 28 and 29, 2000
- i. Final Attendance Statistics April 4, 2000
- j. Attendee Requests for RIC Documents April 4, 2000

**6. MEETINGS AND TRAVEL**

- a. The contractor Conference Coordinator shall attend the following meetings:

Post Contract Award Meeting	Within 1 week of award
Kickoff	December 8, 1998
Final Preparation	February 22, 2000
Tie-Down	February 24, 2000
Final Walk-Through	March 2, 2000
  
- b. **Messenger Trips to the hotel**  
Up to twelve round trips from the contractor's facility to the conference site (Capital Hilton) are anticipated.
  
- c. **Messenger Trips to NRC Headquarters, Rockville, MD.**  
Up to nine (9) round trips from the contractor's facility to the NRC.
  
- d. **Edit Proceedings/Slides** January 26, 27, 28 and 29, 2000  
Up to five days for one (1) person for editing.

**7. NRC-FURNISHED MATERIALS**

- a. List of names for use in making badges (NRC RIC staff AND Program Presenters) Award Date
  
- b. Camera-ready artwork for name badges, tent cards Award Date
  
- c. Sample presenter, NRC staff and contractor staff badge ribbons Award Date
  
- d. Sample plastic badge holders Award Date
  
- e. Directional signs\* March 27 2000
  
- f. Sample plastic name badge and tent card Award Date
  
- g. Web page information and guidance Award Date
  
- h. Copy of the 2000 RIC Invitation Mailing List Award Date
  
- i. 4 panels with NRC logo for Registration Booths\* Award Date

\* To be returned to NRC at close of Task Order for use at next RIC.

**8. LEVEL OF EFFORT**

The level of effort is estimated at 900 professional staff hours.

**9. PERIOD OF PERFORMANCE**

The period of performance for this Task Order (No. 1), shall be December 1, 1999 through April 30, 2000.

**10. LICENSE-FEE RECOVERY**

The work under this task order is not license fee recoverable.

**11. Computer Software**

Computer software used for the statistics and lists shall be in Microsoft Access 97 format.

October 8, 1999 10:31AM

**Personal Services and Inherently Governmental  
Function Determination  
(FAR 37.103 and OFPP Policy Letter 92-3)**

**Introduction:**

A personal services contract is characterized by the employee-employer relationship it creates between the Government and contractor personnel. A personal services contract means a contract or purchase order that, by its express terms or as administered, makes the contractor personnel appear, in effect, to be Government employees. Each proposed contract arrangement must be judged in the light of its own facts and circumstances, the key question always being: Will the Government exercise relatively continuous supervision and control over the contractor personnel performing the contract?

OFPP defines an inherently governmental function as work that is so intimately related to the public interest as to mandate performance by Government employees. These functions include those activities that require either the exercise of discretion in applying Government authority or the application of value judgements in making decisions for the government. A list of the functions OFPP has defined as inherently governmental and consequently can not be performed by a contractor is contained in Appendix A to this form. Appendix B contains a list of services and actions that may be performed by a contractor, but approach the criteria for being classified as an inherently governmental function. Accordingly, when contracting for these types of services, extra caution must be taken in the preparation and administration of the contract to ensure the work performed does not evolve into an inherently governmental function.

The responses to the following questions will help the Contracting Officer determine if the proposed requirement could result in a personal services contract, or in the contractor performing an inherently governmental function.

The Project Officer or designee should provide the requested information, sign, and return this form to the designated addressee indicated on the bottom of page 3.

Requisition for Supplies, Equipment, or Labor Services No. \_\_\_\_\_  
Request for Procurement Action (RFPA) No. 116- \_\_\_\_\_

Title:

Brief Description of Work:

1. Will the contractor perform on-site at any NRC facility?

Yes  No

(If yes, summarize where and how often or over what time period(s))

*At NRC option, we may require contractor to perform on-site compilation of a Proceedings.*

2. Will the contractor utilize any Government furnished tools/equipment?

Yes  No

(If yes, explain)

*Computer & printer.*

3. Could the need for the service to be provided reasonably be expected to last beyond one year?  
Yes  No

(If yes, explain)

*It is a requirement for each annual R/C*

4. Will contractor employees be integrated into the Government's organizational structure?

Yes  No

(If yes, explain)

5. Will Government employees be used interchangeably with contractor personnel to perform management and policy making functions?

Yes  No

(If yes, explain)

6. Is Government direction or supervision (as distinguished from technical direction) of contractor employees required directly or indirectly in order to protect the Government's interest? Such supervision might be required to retain control of the function, or retain full personal responsibility for the function supported by a duly authorized Federal officer or employee.

Yes  No

(If yes, explain)

7. Will the Government assign daily tasks to and prepare work schedules for individual contractor employees?

Yes  No

(If yes, explain what or why)

8. Will the Government review performance by each individual employee, rather than reviewing a final product on an overall basis after completion of the work?

Yes  No

(If yes, to what extent?)

9. Will the contractor undertake a specific task or project that is definable:

- at the time of inception?
- at some point during performance?
- or
- on a day-to-day basis?

10. Will payment be for results accomplished or solely according to time worked?

- for results accomplished
- solely according to time worked (explain)

11. Will the contractor be required to perform any of the functions listed in Appendix A to this form?

Yes \_\_\_\_\_ No   
(If yes, explain)

12. Is the contract for any of the services contained in Appendix B?

Yes \_\_\_\_\_ No   
(If yes, explain)

Date 12/14/99 Signature Sharon Bell  
 Name SHARON BELL  
 Title Technical Assistance Analyst

Return this form to: \_\_\_\_\_ Name/Title Mail Stop \_\_\_\_\_

I hereby determine this procurement is for services that are non-personal in nature.  
 Date \_\_\_\_\_ Signature Sharon D Stewart  
 Contracting Officer

-||- **APPENDIX A** -||-

The following is an illustrative list of functions considered to be inherently governmental functions:<sup>1</sup>

1. The direct conduct of criminal investigations.
2. The control of prosecutions and performance of adjudicatory functions (other than those relating to arbitration or other methods of alternative dispute resolution).
3. The command of military forces, especially the leadership of military personnel who are members of the combat, combat support or combat service support role.
4. The conduct of foreign relations and the determination of foreign policy.
5. The determination of agency policy, such as determining the content and application of regulations, among other things.
6. The determination of Federal program priorities or budget requests.
7. The direction and control of Federal employees.
8. The direction and control of intelligence and counter-intelligence operations.
9. The selection or nonselection of individuals for Federal Government employment.
10. The approval of position descriptions and performance standards for Federal employees.
11. The determination of what Government property is to be disposed of and on what terms (although an agency may give contractors authority to dispose of property at prices within specified ranges and subject to other reasonable conditions deemed appropriate by the agency).

---

<sup>1</sup> With respect to the actual drafting of Congressional testimony, of responses to Congressional correspondence, and of agency responses to audit reports from an Inspector General, the General Accounting Office, or other Federal audit entity, see special provisions in subsection 6(c) of the text of the policy letter.

12. In Federal procurement activities with respect to prime contracts,

(a) determining what supplies or services are to be acquired by the Government (although an agency may give contractors authority to acquire supplies at prices within specified ranges and subject to other reasonable conditions deemed appropriate by the agency);

(b) participating as a voting member on any source selection boards;

(c) approval of any contractual documents, to include documents defining requirements, incentive plans, and evaluation criteria;

(d) awarding contracts;

(e) administering contracts (including ordering changes in contract performance or contract quantities, taking action based on evaluations of contractor performance, and accepting or rejecting contractor products or services);

(f) terminating contracts; and

(g) determining whether contract costs are reasonable, allocable, and allowable.

13. The approval of agency responses to Freedom of Information Act requests (other than routine responses that, because of statute, regulation, or agency policy, do not require the exercise of judgment in determining whether documents are to be released or withheld), and the approval of agency responses to the administrative appeals of denials of Freedom of Information Act requests.

14. The conduct of administrative hearings to determine the eligibility of any person for a security clearance, or involving actions that affect matters of personal reputation or eligibility to participate in Government programs.

15. The approval of Federal licensing actions and inspections.

16. The determination of budget policy, guidance, and strategy.

17. The collection, control, and disbursement of fees, royalties, duties, fines, taxes and other public funds, unless authorized by statute, such as title 31 U.S.C. § 952 (relating to private collection contractors) and title 31 U.S.C. § 3718 (relating to private attorney collection services), but not including:

(a) collection of fees, fines, penalties, costs or other charges from visitors to or patrons of mess halls, post or base

exchange concessions, national parks, and similar entities or activities, or from other persons, where the amount to be collected is easily calculated or predetermined and the funds collected can be easily controlled using standard cash management techniques, and

(b) routine voucher and invoice examination.

18. The control of the treasury accounts.

19. The administration of public trusts.

## APPENDIX B

The following list is of services and actions that are not considered to be inherently governmental functions. However, they may approach being in that category because of the way in which the contractor performs the contract or the manner in which the Government administers contractor performance. When contracting for such services and actions, agencies should be fully aware of the terms of the contract, contractor performance, and contract administration to ensure that appropriate agency control is preserved.

This is an illustrative listing, and is not intended to promote or discourage the use of the following types of contractor services:

1. Services that involve or relate to budget preparation, including workload modeling, fact finding, efficiency studies, and should-cost analyses, etc.
2. Services that involve or relate to reorganization and planning activities.
3. Services that involve or relate to analyses, feasibility studies, and strategy options to be used by agency personnel in developing policy.
4. Services that involve or relate to the development of regulations.
5. Services that involve or relate to the evaluation of another contractor's performance.
6. Services in support of acquisition planning.
7. Contractors' providing assistance in contract management (such as where the contractor might influence official evaluations of other contractors).
8. Contractors' providing technical evaluation of contract proposals.
9. Contractors' providing assistance in the development of statements of work.
10. Contractors' providing support in preparing responses to Freedom of Information Act requests.
11. Contractors' working in any situation that permits or might permit them to gain access to confidential business information and/or any other sensitive information (other than situations covered by the Defense Industrial Security Program described in

FAR 4.402(b)).

12. Contractors' providing information regarding agency policies or regulations, such as attending conferences on behalf of an agency, conducting community relations campaigns, or conducting agency training courses.

13. Contractors' participating in any situation where it might be assumed that they are agency employees or representatives.

14. Contractors' participating as technical advisors to a source selection board or participating as voting or nonvoting members of a source evaluation board.

15. Contractors' serving as arbitrators or providing alternative methods of dispute resolution.

16. Contractors' constructing buildings or structures intended to be secure from electronic eavesdropping or other penetration by foreign governments.

17. Contractors' providing inspection services.

18. Contractors' providing legal advice and interpretations of regulations and statutes to Government officials.

19. Contractors' providing special non-law enforcement, security activities that do not directly involve criminal investigations, such as prisoner detention or transport and non-military national security details.

November 2, 1999

U.S. Small Business Administration  
Washington District Office  
ATTN: Gladys Kearse  
1111 18<sup>th</sup> Street, N.W., 6<sup>th</sup> Floor  
Washington, D.C. 20036

SUBJECT: PROPOSED 8(a) PROCUREMENT (RFPA NO. NRR-00-001) FOR  
"SUPPORT FOR THE NRC REGULATORY INFORMATION CONFERENCE (RIC)"

Dear Ms. Kearse:

The U.S. Nuclear Regulatory Commission (NRC) proposes to award a sole source, cost-plus fixed fee contract pursuant to Section 8(a) of the Small Business Act, as amended, and in accordance with the Memorandum of Understanding (MOU) for Streamlined 8(a) Contracting between the U.S. Small Business Administration (SBA) and the U.S. Nuclear Regulatory Commission. The government's total estimate for this requirement is \$221,206.20 for a three year base period and two one-year option periods. The NRC estimates the costs for the three year base period of performance will be \$141,000.00. The Standard Industrial Classification Code (SIC) is 8742. The proposed start date of the contract is December 6, 1999. A draft Statement of Work describing the services to be performed is enclosed.

These services were previously provided to NRC by ES, Incorporated, 1100 15th Street, N.W., Suite 300, Washington, D.C. 20005, an 8(a) firm, under Contract No. NRC-03-94-028 which expired on February 1, 1999. However, NRC was advised that ES, Incorporated, is no longer eligible to perform these services under SIC 8742.

No public solicitation has been issued to the small business community as a small business set-aside. Under normal competitive procedures, it cannot be reasonably expected that an eligible 8(a) concern would win the procurement.

The NRC has identified IQ Solutions, Inc., 11300 Rockville Pike, Suite 801, Rockville, MD 20852, as an eligible 8(a) concern and is satisfied with their ability to perform the services. Pursuant to our MOU, we are requesting that you certify the eligibility of IQ Solutions, Inc., to receive this 8(a) contract.

If you have any questions, please contact Mona Selden of my staff at (301) 415-7907.

Sincerely,

Sharon D. Stewart, Contracting Officer  
Division of Contracts and Property Management

Enclosure: Draft Statement of Work

U.S. Small Business Administration  
Washington District Office  
ATTN: Gladys Kearse  
1111 18<sup>th</sup> Street, N.W., 6<sup>th</sup> Floor  
Washington, D.C. 20036

SUBJECT: PROPOSED 8(a) PROCUREMENT (RFPA NO. NRR-00-001) FOR  
"SUPPORT FOR THE NRC REGULATORY INFORMATION CONFERENCE (RIC)"

DISTRIBUTION:

MC Selden  
CMB2 r/f

DOCUMENT NAME: P:\NRR00001\SBADPA

OFFICE	ADM/DCPM/CMB2	ADM/DCPM/CMB2				
NAME	MC Selden <i>MCS</i>	SDS <i>SDS</i>				
DATE	11/02/99	11/9/99				

OFFICIAL RECORD COPY

## STATEMENT OF WORK REGULATORY INFORMATION CONFERENCE (RIC) SUPPORT

Office of Nuclear Reactor Regulation (NRR)  
JCN: 2823

### BACKGROUND

Each year, the Nuclear Regulatory Commission (NRC), Office of Nuclear Reactor Regulation (NRR), hosts a two (2) day conference with the nuclear industry to discuss safety and regulatory issues of mutual interest. The overall objective of the conference is to provide a communication forum between the regulatory and those regulated regarding safety initiatives and regulatory issues.

Attendance at the 1999 Regulatory Information Conference (RIC) was approximately 930. Approximately 50 percent of the attendees were with the nuclear power industry, including manufacturers, architect/engineering firms, vendors, news media and law firms. In addition to NRC senior management officials, there were over 150 company presidents, vice-presidents, chief executive officers (CEOs) and other government executives, as well as, representatives of fourteen (14) foreign countries in attendance at the 1999 RIC. In addition, the "RIC" conference is open to the public. Advance registration for the annual RIC is required.

### OBJECTIVE

The objective of this contract is to obtain conference planning expertise on a task order basis to assist the NRR staff in conducting its annual conference.

### TECHNICAL AND OTHER SPECIAL QUALIFICATIONS REQUIRED

Contractor personnel must have demonstrated overall experience and capability to provide the services specified in the stated work requirements.

It is the responsibility of the contractor to assign technical staff, employees, subcontractors, or specialists who have the required educational background, experience, or combination thereof to meet both technical objectives of the work specified in the SOW. The government will rely on representations made by the contractor concerning the qualifications of the personnel assigned to this contract and subsequent task orders, including assurance that all information contained in the contractor's technical and cost proposals, including resumes, is accurate and truthful.

### CONTRACT TYPE

**This is a task ordering contract**, against which an individual task order will be issued for each RIC, starting with the year 2000 RIC through and including year 2004 RIC. Details such as the exact registration times and the actual meeting schedules for each RIC conference will be contained in the annual task order statement of work.

### WORK REQUIREMENTS AND SCHEDULE

The RIC is typically held each year between the beginning of March and the end of May each year. However, due to availability of hotel meeting space or other needs the dates of future RICs may occur at other times during the year.

TELE-COPY TRANSMITTAL

DATE: 11/3/99

TO: Gladys Kearse, SBA

TELEPHONE NO.:(202) 606-4000, Ext. 228      FAX NO.: (202) 481-2109

\*\*\*\*\*  
U.S. NUCLEAR REGULATORY COMMISSION, CONTRACT MANAGEMENT BRANCH 2,  
DIVISION OF CONTRACTS & PROPERTY MANAGEMENT, MAIL STOP: TWFN- 7-I-2,  
WASHINGTON, DC 20555  
\*\*\*\*\*

FROM:            MONA C. SELDEN, CONTRACT SPECIALIST

TELEPHONE NO.: (301) 415-7907

FAX NO:        (301) 415- 8157

MAIL STOP:    T-7-I-2

# OF PAGES INCLUDING THIS COVER PAGE = 7 PAGE(S)

SUBJECT:      LETTER REQUESTING AUTHORITY TO NEGOTIATE WITH IQ  
                 SOLUTIONS, INC.

Gladys,

Per our telecon.

Give me a call if you have any questions.

MODE = TRANSMISSION

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END=NOV-03 09:50

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**U. S. SMALL BUSINESS ADMINISTRATION**

WASHINGTON DISTRICT OFFICE  
1110 VERMONT AVE NW, 9<sup>th</sup> Floor  
WASHINGTON, DC 20043-4500

202-606-4000 • 202-606-4225 (FAX) • 202-606-4240 (TDD)

Ms. Sharon D. Stewart  
Contracting Officer  
Division of Contracts and Property Management  
U.S. Nuclear Regulatory Commission  
Washington, DC 20555-0001

**REFERENCE:** WDO Requirement No. **0353-00-000393**

Dear Ms. Stewart:

Pursuant to Section 8(a) of the Small Business Act [15 U.S.C. 637(a)], and the Memorandum of Understanding for Streamlined 8(a) Contracting; the U.S. Small Business Administration (SBA), Washington District Office, accepts your offering for "**Support for the NRC Regulatory Information Conference (RIC)**" with SIC Code **8742** on behalf of:

**IQ Solutions, Inc.**  
**11300 Rockville Pike, Suite 801**  
**Rockville, MD 20852**

The estimated value of this procurement will be **\$221,206.20**, inclusive of all options.

Our preliminary analysis indicates that this requirement is suitable for 8(a) contracting, and that **IQ Solutions, Inc.**, an 8(a) Participant, has the requisite capabilities to satisfactorily perform the work.

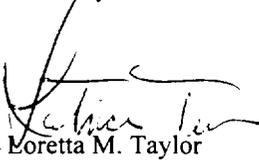
A determination has been made that acceptance of this procurement will cause no adverse impact on another small business concern.

You are authorized to negotiate and contract directly with the 8(a) Participant; however, SBA reserves the right to be present at an Agency's negotiations with the 8(a) Participant. **You are required to execute and distribute one copy of the contact award package to our office within 10 days of final signature.** Please reference SBA Acceptance No. **0353-00-000393**.

The servicing SBA District Office, shall upon request, be available to assist the program participant in contract administration. This office will also perform on-site contract surveillance reviews, if necessary, to ensure compliance, identify problems and recommend corrective actions.

Questions relative to contract information may be directed to the undersigned at (202)606-4000, extension 316 or via E-mail to [WDOMED@SBA.GOV](mailto:WDOMED@SBA.GOV).

Sincerely,



Moretta M. Taylor

Team Leader  
8(a) Business Development

**U. S. SMALL BUSINESS ADMINISTRATION**

WASHINGTON DISTRICT OFFICE  
1110 VERMONT AVE NW, 9<sup>th</sup> Floor  
WASHINGTON, DC 20043-4500

202-606-4000 • 202-606-4225 (FAX) • 202-606-4240 (TDD)

Ms. Sharon D. Stewart  
Contracting Officer  
Division of Contracts and Property Management  
U.S. Nuclear Regulatory Commission  
Washington, DC 20555-0001

**REFERENCE:** WDO Requirement No. 0353-00-000393

Dear Ms. Stewart:

Pursuant to Section 8(a) of the Small Business Act [15 U.S.C. 637(a)], and the Memorandum of Understanding for Streamlined 8(a) Contracting; the U.S. Small Business Administration (SBA), Washington District Office, accepts your offering for "Support for the NRC Regulatory Information Conference (RIC)" with SIC Code 8742 on behalf of:

**IQ Solutions, Inc.**  
11300 Rockville Pike, Suite 801  
Rockville, MD 20852

The estimated value of this procurement will be \$221,206.20, inclusive of all options.

Our preliminary analysis indicates that this requirement is suitable for 8(a) contracting, and that **IQ Solutions, Inc.**, an 8(a) Participant, has the requisite capabilities to satisfactorily perform the work.

A determination has been made that acceptance of this procurement will cause no adverse impact on another small business concern.

You are authorized to negotiate and contract directly with the 8(a) Participant; however, SBA reserves the right to be present at an Agency's negotiations with the 8(a) Participant. **You are required to execute and distribute one copy of the contact award package to our office within 10 days of final signature.** Please reference SBA Acceptance No. 0353-00-000393.

The servicing SBA District Office, shall upon request, be available to assist the program participant in contract administration. This office will also perform on-site contract surveillance reviews, if necessary, to ensure compliance, identify problems and recommend corrective actions.

Questions relative to contract information may be directed to the undersigned at (202)606-4000, extension 316 or via E-mail to WDOMED@SBA.GOV.

Sincerely,

Loretta M. Taylor  
Team Leader  
8(a) Business Development

**"Small Business Means Jobs"**

**From:** Sharon Bell  
**To:** Mona Selden  
**Date:** Tue, Nov 2, 1999 8:30 AM  
**Subject:** Re: NRR-00-001 NRC REGULATORY INFORMATION CONFERENCE

Mona,  
12/3 will be ok. The only leave that I plan to take between now and Dec 3 is Nov 10 and 12 and the 11th is a holiday. However, on both of those days I will be available at home by phone.  
thanks.

>>> Mona Selden 11/02 8:08 AM >>>  
Sharon,

I completed what I could on Parameter on Friday so I intend to develop the milestone schedule and RFP for the subject requirement. Please provide me with your leave schedule through Dec. 3 since I will develop the milestones with a 12/3 award date. Let me know if you believe this is enough time for the Contractor to have the Web Page Design completed by 12/20, the date on the proposed Task Order No. 1.

Thanks.

**CC:** Michael Case

**From:** Mona Selden  
**To:** Sharon Bell  
**Date:** Wed, Nov 3, 1999 2:33 PM  
**Subject:** MILESTONE SCHEDULE FOR RIC SUPPORT

Sharon,

Attached is the milestone schedule that I have developed for the conference support requirement. Please let me know if you agree with the schedule.

Thanks.

U.S. NUCLEAR REGULATORY COMMISSION  
SMALL BUSINESS/LABOR SURPLUS SET/ASIDE REVIEW

1. SOLICITATION NUMBER: RS-NRR-00-001
2. ITEM TITLE/DESCRIPTION: REGULATORY INFORMATION CONFERENCE SUPPORT
3. PROGRAM OFFICE: OFFICE OF NUCLEAR REACTOR REGULATION
4. SB/LS PARTICIPATION WAS CONSIDERED IN THE PREPARATION OF THIS PROCUREMENT ITEM AND FOLLOWING IS RECOMMENDED:

Small Business Set-Aside:  
 Labor Surplus Set-Aside: %, \$  
 SBA Section 8(a) Procurement  
 Set-Aside Action Not Recommended

5. NAME AND LOCATION OF PROPOSED SOURCE: (If Sole Source)

Not Applicable  
 Small Business  
 Labor Surplus Firm  
 Minority

IQ SOLUTIONS, INC.  
11300 Rockville Pike, Suite 801  
Rockville, MD 20852-3046

6. SET-ASIDE NOT FEASIBLE BECAUSE:

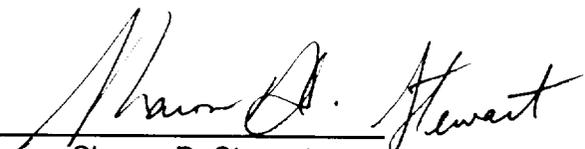
No reasonable expectation of receiving sufficient offers from SB/LS firms to assure award. (See explanation in Item 7 below)  
 Procurement is for completion or within-scope expansion of current contract. (See explanation in Item 7 below)  
 Funding of unsolicited proposal  
 8(a) award

7. EXPLANATION/ADDITIONAL COMMENT:

8. CONTRACTING OFFICER/BRANCH CHIEF'S ACTION

Set-Aside Not Initiated  
 Set-Aside Feasible  
 Other Actions (properly noted) Have Been Taken

11/2/99  
Date

  
Sharon D. Stewart  
Contracting Officer



UNITED STATES  
NUCLEAR REGULATORY COMMISSION  
WASHINGTON, D.C. 20555-0001

MEMORANDUM TO: Sharon D. Stewart, Contracting Officer

FROM: Sharon Bell, Project Officer

SUBJECT: PROJECT OFFICER'S CERTIFICATION STATEMENT:  
RFP NO. NRR-00-001

In anticipation of my participation in the subject procurement, I certify that:

- A. I will not disclose any information concerning this procurement to any one who is not also participating in the same proceedings and then only to the extent that such information is required in connection with such proceedings. Furthermore, I will report to the Contracting Officer any communication concerning the procurement or the Panel's composition and activities directed to me from any source outside the Panel.
- B. I (do) (do not) now have any stock ownership or other financial interest in any organization which routinely deals in the services or supplies that are the subject of this procurement or which otherwise may reasonably be anticipated to participate in this procurement.
- C. I (have) (have not) ever been employed by any organization which routinely deals in the services or supplies that are the subject of this procurement or which otherwise may reasonably be anticipated to participate in this procurement.
- D. Should any conflict of interest develop, I shall immediately notify the Contracting Officer.

11/23/99  
(Date)

Sharon A. Bell  
(Signature)

8(a) SET-ASIDE PROCUREMENT  
MILESTONE SCHEDULE for RFPA No. NRR-00-001

Date of Original: 11/3/99

TITLE: REGULATORY INFORMATION CONFERENCE (RIC) SUPPORT

Revision No. \_\_\_\_\_, dated \_\_\_\_\_

MILESTONES	Innovation and Estimated Savings (For those applicable, enter projected savings in calendar days. Update to reflect actual savings as milestones are completed.) (See directions)	Original Projected Date	Revised Date	Actual Date	Comments
1. Initial DC contact with Program Office	<input checked="" type="checkbox"/> 1. Electronic transmittal of SOW (4 days)				
2. Receipt of RFPA in DC	<input type="checkbox"/> 2. Use of commercial product design/contract (1 day)			10/14/99	
3. Milestone Chart Completion				11/2/99	
4. SOW Agreed Upon *				10/19/99	
5. CBD Synopsis Mailed	<input type="checkbox"/> 3. Delegation of authority to Director, DC (>\$750,000 ≤ \$3,000,000 (5 days))	N/A			
6. Special Approvals DPA from SBA	<input type="checkbox"/> 4. JOFOC authority to Branch Chief (3 days)	11/10/99		11/05/99	
	<input type="checkbox"/> 5. Waive CBD Notice (5 days)				
7. RFP Issued +*		11/8/99		11/09/99	
8. Receipt of Proposal	<input type="checkbox"/> 6. Set deadline for proposer's questions (14 days)	11/12/99		11/15/99	
	<input checked="" type="checkbox"/> 7. Reduce proposal preparation time (10 days)				
9. Initial Evaluation Report Received	<input type="checkbox"/> 9. Simplified evaluation criteria/past performance (.5 day)	11/18/99		11/23/99	
	<input type="checkbox"/> 10. Limit number of pages in proposal (4 days)				
	<input type="checkbox"/> 11. Prohibit foldouts, sales brochures, videos, etc. (1 day)				
	<input type="checkbox"/> 12. Use Commercial product description/contract (1 day)				
	<input type="checkbox"/> 14. Oral Presentations (5 days)				
10. Audit Report Requested	<input type="checkbox"/> 15. Waive audit requirements (15 days)	N/A			
11. Audit Information Received		N/A			
12. Negotiations Completed		11/19/99		12/13/99	

13. Revised Offer Received		11/23/99		12/15/99	
----------------------------	--	----------	--	----------	--

MILESTONES	Innovation and Estimated Savings (For those applicable, enter projected savings in calendar days. Update to reflect actual savings as milestones are completed.) (See directions)	Original Projected Date	Revised Date	Actual Date	Comments
14. Preaward Approvals Delegation of Authority to Branch Chief	<input checked="" type="checkbox"/> 20. Abolition of D&F for cost type (.125) <input type="checkbox"/> 21. Delegation of authority to Branch Chief (>\$500 \$750) (5 days) <input type="checkbox"/> 22. Simplified D&F for other than sealed bid (.125 day)	N/A			
15. Final Evaluation Report Received		11/26		12/17	
16. Final Evaluation Report Accepted by the CO		11/30		12/23	
17. Contract Mailed to Contractor *		12/2/99		12/23/00	MOU BETWEEN NRC&SBA
18. Contract Execution Distribution		12/3/99			
19. Post Award Orientation					

\* If milestones slip 2 weeks past projected date, revise milestones and provide comment explaining reason for slippage (submit after SEP and DO sign.)

\*\* The NRC's Public Responsiveness Initiative (DC Instruction 95-02) requires that the RFP/IFB be issued within 1 working day of the issue date stated in the CBD notice, if possible. Accordingly, enter here the issue date reflected in the CBD Notice: \_\_\_\_/\_\_\_\_/\_\_\_\_.

Previous Contract History (To be supplied by the Contract Specialist):

State number of previous contract for same/similar work and briefly state any differences (enter "N/A" if appropriate): N/A  
Previous Contract Number

PALT for Previous Contract Number: \_\_\_\_\_ Days

Explain any differences between the previous contract and current procurement statement of work, volume, etc.:

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Circle Type of Contract Code in List Below for Type of Contract (ICAR #24) for anticipated contract:

<u>Code</u>	<u>Description</u>
U	COST PLUS FIXED FEE

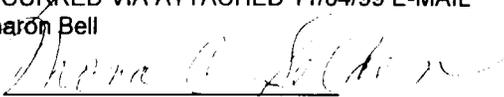
Comments on Additional Innovations:

Comments on Major Milestone changes:

Project Officer: CONCURRED VIA ATTACHED 11/04/99 E-MAIL

Signature Sharon Bell

Contract Negotiator:

Signature   
Mona C. Selden

Office Director's concurrence for slippage of key milestone by one month or more:

---

\_\_\_\_\_  
Date

CHECKLIST OF PROCUREMENT ACTIONS

FILE ON LEFT SIDE OF PRE-AWARD FILE (SIDE NO. 1)

(documents listed in *ITALIC* are standard TXTHAGEY documents which accompany each action)

*NOTE: Stated dollar thresholds for the actions generally apply to the whole contract value including any options.*

	CONTRACTOR: _____	NOT		ACTION
SIDE	CONTRACT NO. _____	REQ'D	REQ'D	COMPLETED
	SOLICITATION NO. <u>ARR-00-001</u>			& IN FILE

PRE-AWARD

- 2 Sources Sought Announcement in CBD  
(FAR 5.204)..... (✓) ( ) ( )
- 2 Market Survey (Commercial Items/Services  
FAR 12.202)..... ( ) ( ) ( )
- 2 Request for Procurement Action (RFPA)  
(NRC Form 400)..... ( ) (✓) (✓)

*The Procurement Assistant generates the "ASSIGN" memo. The following documents should be attached to the RFPA by the Program Office: Government Cost Estimate; \*Statement of Work; \*Designation of SEP members; Evaluation Criteria; \*Funding. If "\*" documents are not attached the RFPA may have to be returned. see the NORRY memo dtd 3/25/93 and THOMPSON memo dtd 11/17/92. Use RFPA.RET to return a RFPA.*

- 2 Use of Consultant Form 400A..... (✓) ( ) ( )  
*This should accompany RFPA*

- 2 Security Form 187..... (✓) ( ) ( )  
*This should accompany RFPA*

- 3 Small Business/LSA Recommendation..... (✓) ( ) ( )  
*(OSDBU form which accompanies the RFPA)*

- 2 ~~EDD~~/Commission (Chairman) Approval..... (✓) ( ) ( )

~~APPROVALS FOR EDO: PROCUREMENT EXCEEDS \$750K (BASE AND OPTIONS)~~  
*APPROVALS FOR COMMISSION (CHAIRMAN): PROCUREMENT EXCEEDS \$3 MILLION (BASE AND OPTIONS). Sample "shell" documents are in TXTHAGEY, sample signed documents are on file with the Procurement Assistants.*

- 3 Approval of Contract Exceeding Five Years. (DC Instruction 91-05)..... (✓) ( ) ( )
  - 3 Justification for other than Full & Open Competitive (FAR 6.300)..... (✓) ( ) ( )
- JOFOC. A draft must be approved by the CO before the requirement can be synopsised. ..*

SIDE	CONTRACTOR: _____ CONTRACT NO. _____ SOLICITATION NO. _____	NOT REQ'D	REQ'D	ACTION COMPLETED & IN FILE
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3	CO Setaside Determination.....	( )	(✓)	(✓)
---	--------------------------------	-----	-----	-----

*SETASIDE*

3	Statement of Non-Personal Services (FAR 37.103).....	( )	(✓)	(✓)
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*(Form. Ref. DCPM instruction 92-11)*

Determinations and Findings (Contract Type) (FAR 16.103)..... ( ) ( ) ( )

*D&F1 for time and material; D&F3 for labor hour (these D&Fs may be incorporated into Neg. Summary)*

2	Synopsis in CBD (Initial) (over \$25,000) (FAR 5.101).....	(✓) <i>s/a</i>	( )	( )
---	--	----------------	-----	-----

*CBD. The following documents should accompany the CBD when it goes forward for the CO review and approval: SETASIDE, NON-PERSONAL SERVICES STATEMENT (form)*

3	Minutes of Panel Meeting.....	(✓)	( )	( )
---	-------------------------------	-----	-----	-----

*SEPMTG*

3	SEP /Project Officer Certification....	( )	(✓)	(✓)
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*SEPCERT1; SEPCERT2*

3	Milestone Schedules.....	( )	(✓)	(✓)
---	--------------------------	-----	-----	-----

*MS1, MS2, MS3, SCHILTR, MILE, MILESTON\*, NORRY\*, NORRY1\*, DONOTICE\**

*\*These can be used when a milestone schedule slips. "CRITERIA" document may also be used as an attachment to the docs market with a "\*".*

1	Solicitation (with copy of Mailing List) (FAR 14.205 & 15.403).....	( )	(✓)	(✓)
---	---	-----	-----	-----

**APPLICABLE CLAUSE CHECKLIST FOR PROPOSED AWARD:**

.Spending Plan (Over \$100,000 and 6 months) ( ) ( ) ( )  
 (DCPM Instructions 90-01 (Rev. 1))

.Clause No. 52.203-11, Lobbying Cert., and No.  
 52.203-12, Lobbying Clause (over \$100,000)\*( ) ( ) ( )

5 Legal Counsel Comments..... ( ) ( ) ( )  
*OGC (This step reflects OGC review and approval of Solicitation)*

SIDE	CONTRACTOR: _____	NOT		ACTION
	CONTRACT NO. _____	REQ'D	REQ'D	COMPLETED
	<u>SOLICITATION NO.</u> _____			& IN FILE

5 Contract Specialist's Response to Legal  
 Counsel..... (✓) ( ) ( )

1 CO Review, SEP Review of RFP  
*RFPREVIEW, COREVIEW*

6 Transmittal to PDR of Documents  
 referenced in Solicitation..... (✓) ( ) ( )  
*PDRREF*

2 Pre-Award Correspondence Including Pre-  
 Proposal Conference Minutes..... (✓) ( ) ( )

3 Records of Bids/Proposals. (Abstract)  
 (FAR 14.403).(form)..... (✓) ( ) ( )

6 Transmittal of Bid Abstract to PDR..... ( ) ( ) ( )  
*PDR*

6 Letters for Late Proposals..... (✓) ( ) ( )  
*LATE1, LATE2, LATE3*

6	Letter acknowledging receipt of Proposals.....	( ✓ )	( )	( )
	<i>RECEIVED (this is not used often)</i>			
4	Selected Contractors Bid/Proposal.....	( )	( ✓ )	( ✓ )
4	Representations and Certifications....	( )	( ✓ )	( ✓ )
4	Certificate of Current Cost and Price Data (over \$500,000) (FAR 15.804-2)..	( ✓ )	( )	( )
	<i>COSTDATA (form)</i>			
6	Misc. Instructions to the SEP.....	( ✓ )	( )	( )
	<i>DEBRIEF; REMINDER; RETURN</i>			
5	Technical Evaluation of Sole Source Proposal.....	( )	( ✓ )	( ✓ )
	<i>EVALNON (proposal eval. memo and worksheet for non-competitive solicitation)</i>			
	<i>EVALCOST, EVALORAL.NON (non-competitive oral presentation eval. form)</i>			

SIDE	CONTRACTOR: _____ CONTRACT NO. _____ SOLICITATION NO. _____	NOT REQ'D	REQ'D	ACTION COMPLETED & IN FILE
------	---	--------------	-------	----------------------------------

- |   |  |  |  |  |
|---|--|--|--|--|
| 5 | Technical Evaluation of Competitive<br>Proposal..... (✓) ( ) ( )<br><i>EVALCOM (proposal eval. memo for competitive solicitation)</i><br><i>WORKSHEE (worksheet for competitive solicitation)</i><br><i>EVALCOST</i> |  |  |  |
| 3 | Cost Analysis/Audit- ( ) DCAA (over<br>\$500,000) ( ) Waiver (FAR 15.805-5).. (✓) ( ) ( )<br><i>AUDIT, SURVEY</i>  |  |  |  |
| 5 | Competitive Range Report (FAR 15.609) (✓) ( ) ( )<br><i>ELOIS1 for CO acceptance of the Report</i>   |  |  |  |
| 3 | Letters to Prospective Contractors in/<br>out of Competitive Range (FAR 15.609) (✓) ( ) ( )<br><i>INCOMP1, INCOMP2</i>   |  |  |  |
| 5 | Prenegotiation Plan Objectives<br>(FAR 15.807)..... (✓) ( ) ( )<br><i>PRENEGO</i>  |  |  |  |
| 5 | Minutes of Negotiation Meetings..... (✓) ( ) ( )   |  |  |  |
| 3 | Request for Revised Proposals (including<br>Best and Final) (FAR 15.611)..... ( ) ( ) ( )<br><i>BAFOCOMP (for competitive proposals); BAFONON (for non-competitive proposals)</i>                                    |  |  |  |
| 5 | Final Evaluation Report (FAR 15.611(d) ( ) (✓) ( )<br><i>ELOIS2 (for CO approval of the Final Eval. Rept.)</i>   |  |  |  |
| 4 | Subcontracting Plan Approval (large bus.<br>over \$500,000)..... (✓) ( ) ( )<br><i>OSDBU; SUBKPLAN</i>   |  |  |  |
| 6 | EEO Compliance Approval (awards exceed-<br>ing \$1,000,000)..... (✓) ( ) ( )<br><i>EEO</i>   |  |  |  |

6 Prior notice of SB awardee for SB  
setaside..... (✓) ( ) ( )  
*PRIOR*

SIDE	CONTRACTOR: _____ CONTRACT NO. _____ SOLICITATION NO. _____	NOT REQ'D	REQ'D	ACTION COMPLETED & IN FILE
5	Summary of Negotiation (include determination & reasonableness of costs) (FAR 15.808).....	( )	(✓)	( )
<i>SUMNEG</i>				
	Determinations and Findings (Privacy Act) (FAR 24.102)..... (Included in Summary of Negotiations)	( )	( )	( )
	Use of Other Than Sealed Bidding Procedures (FAR 6.401)..... (Included in Summary of Negotiations)	( )	(✓)	( )
5	Weighted Guidelines.....	( )	(✓)	(✓)
	Recheck dollar thresholds to determine if any requirements have changed and if so, take appropriate actions.		(XX)	( )
2	CO Certification for Procurement Integrity.....	(✓)	( )	( )
<i>COCERT</i>				
2	Delegation of Contract Authority..... <i>DELEGA (from ELH to EJW); SBADPA</i>	(✓)	( )	( )
6	Contract Execution Correspondence..... <i>TRANS1-7</i>	( )	( )	( )
6	Award Synopsis (CBD) (over \$25,000) (FAR 5.301).....	(✓)	( )	( )
<i>CBDWARD</i>				
6	GPA Memo on Awards Over \$3,000,000 except for contracts with 8(a) firms or foreign firms where delivery or performance is outside of the US or its possessions.....	( )	( )	( )
<i>PUBLIC</i>				

6 Congressional Affairs Memorandum  
 (prior to execution of awards  
 exceeding \$100.000 and awards to  
 educational institutions)..... ( ) ( ) ( )

RATHBUN

5 Results of Negotiations to DCAA  
 (FAR 15.808(b))..... ( ) ( ) ( )

DCAA1-2

SIDE	CONTRACTOR: _____ CONTRACT NO. _____ SOLICITATION NO. _____	NOT REQ'D	REQ'D	ACTION COMPLETED & IN FILE
------	---	--------------	-------	----------------------------------

6 Notice to Unsuccessful Offerors  
 (FAR 15.609)..... (✓) ( ) ( )

UNSUCC1-3

6 Debriefing Letters (FAR 15.1003)..... (✓) ( ) ( )

6 Project Officer's Memorandum..... ( ) ( ) ( )

PO

6 Customer Survey Form (X) ( )

OTHER (Specify):

Red ICAR..... ( ) ( ) ( )

PAM Item - always required..... ( )

Write and store information in g:\PAM

: Revised 9/03/97 (SBH)  
 r:\txthagey\checklis

U.S. NUCLEAR REGULATORY COMMISSION  
REQUEST FOR PROCUREMENT ACTION

DATE: DATE SIGNED BY  
PP DIVISION DIRECTOR PAGE 1 of 1

TO: DIRECTOR  
DIVISION OF CONTRACTS  
ATTN: ANITA HUGHES  
MAIL STOP: T 7 I 2

FROM: DIRECTOR  
DIVISION OF INSPECTION AND  
SUPPORT PROGRAMS (DISP)  
OFFICE OF NUCLEAR REACTOR  
REGULATION

CONTRACT NO. NRC-03-00-001  
CONTRACTOR: IQ Solutions, Inc

TASK ORDER NUMBER FILL IN -	Task Order #001	TASK ORDER TITLE FILL IN -	12 <sup>th</sup> ANNUAL REGULATORY INFORMATION CONFERENCE (RIC) 2000	TASK ORDER PERIOD OF PERFORMANCE FILL IN -	December 27, 1999 through April 30, 2000
--------------------------------	-----------------	-------------------------------	--	---	--

ACTION REQUESTED: This Request for Procurement Action provides incremental funding to fully fund the existing task order.

Any questions concerning this RFPA should be addressed to Sharon Bell 415-1217.

DISTRIBUTION

DCPM MS T 7 I 2 (Original + 1 copy)	DC CS: MSelden	NRR/PM SBell	NRR/TM: n/a	TChampion/NRR	MCase/NRR
--	----------------	--------------	-------------	---------------	-----------

FUNDING

BUDGET OBJECT CLASS (BOC) FILL IN ->	252A	FEDERAL FINANCIAL SYSTEM (FFS) FILL IN ->	NRR0300101	31X0200.020 OAPPN NUMBER FILL IN ->
---	------	--	------------	---

B & R

JOB CODE NUMBER

COMMENT:

#: 02015-104-105	AMT: \$19,562.00	#: J2823	AMT: \$19,562.00	<del>\$19,562.00</del>
------------------	------------------	----------	------------------	------------------------

FUNDING AMOUNT: This certifies that funds in the amount cited above are available in the FY 2000 allotment for the work described above. DATE:

\$ 19,562.00 CERTIFYING OFFICIAL TYPED NAME: Tanya Champion Signature: *Tanya Champion* 2/8/00

Project Officer typed name	Project Officer signature	Date
Sharon Bell/PPRB/PMAS/NRR	<i>Sharon Bell</i>	2/7/00

Director or Designee typed name	Director or Designee signature	Date
Jackie Silber, Director, PMAS	<i>Jackie Silber</i>	2/10/00

Indicate in the box: "C" = Copy without attachments/enclosures; "E" = Copy with attachment/enclosure; "N" = No copy

OFFICE	PPRB/PMAS/NRR	PPRB/PMAS/NRR	PPRB/PMAS/NRR
NAME	TChampion	Sharon A. Bell	MCase
DATE	2/8/00	2/7/00	2/7/00

Division of Contracts CIS/FPDS System Inputer's Name: \_\_\_\_\_ Date \_\_\_\_\_

February 7, 2000

**From:** Tanya Champion  
**To:** Mona Selden  
**Date:** Tue, Feb 15, 2000 9:37 AM  
**Subject:** Re: NRC-03-00-001

Mona,

Sorry these errors were overlooked. Please mark-up the RFPA to reflect the necessary changes in the funds certification section.

1. Add \$19,562.00 in the funding amount block - delete total from comment d
2. Change FY from FY 98 to FY 00

Thanks,  
Tanya

>>> Mona Selden 02/15 8:11 AM >>>

Sharon,

This RFPA will need to be returned so that this information can be corrected and initialed by Tanya? I will send it back to either you or Tanya. Or better yet, Tanya could send an e-mail that I can attach to the RFPA. Please let me know what you want me to do.

>>> Sharon Bell 02/15 5:35 AM >>>

Mona,

Sorry about that. Obviously it should be in the funding amount block. and yes the FY should be 00.  
sharon

>>> Mona Selden 02/14 5:08 PM >>>

Sharon and Tanya,

I just received the RFPA providing remaining funds for the Regulatory Information Conference. The block that has "Funding Amount" has an "" and the \$19,562.00 is under the block entitled "Comment." There is not a legend or another "" to say what the "" means. Also, the statement "This certifies that funds in the amount cited above are available in the FY "98" allotment..." Should this be FY 00 allotment?

**CC:** Sharon Bell