

AWARD/CONTRACT

- Contract No. NRC-03-00-001, and 29

1 CONTRACT NO. Proc inst ident: MRC-03-00-001
 2 EFFECTIVE DATE: 12-27-1999
 4 REQUISITION, PURCHASE REQUEST PROJECT NO: NRR-00-001
 5 ISSUED BY: U.S. Nuclear Regulatory Commission
 Division of Contracts and Property Mgt.
 Attn: T-7-I-2
 Contract Management Branch 2
 Washington DC 20555
 6 ADMINISTERED BY: (Other than item 5)
 CODE
 7 NAME AND ADDRESS OF CONTRACTOR (No. street, city, county, State and ZIP Code)
 IQ Solutions, Inc.
 Attn: Thomas J. Brackett
 11300 Rockville Pike
 Suite 801
 Rockville MD 20852
 8 DELIVERY: FOB ORIGIN OTHER (See below)
 9 DISCOUNT FOR PROMPT PAYMENT: N/A
 10 SUBMIT INVOICES: (4 copies unless otherwise specified) TO THE ADDRESS SHOWN IN ITEM 7

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

11 SHIP TO/MARK FOR: U.S. Nuclear Regulatory Commission
 Office of Nuclear Reactor Regulation
 MailStop: O-5E13
 Attn: Sharon Bell
 Washington DC 20555
 12 PAYMENT WILL BE MADE BY: U.S. Nuclear Regulatory Commission
 Office of the Chief Financial Officer
 Attn: GOV/COM Acctng. Section T-9H4
 Washington DC 20555
 13 AUTHORITY FOR USING OTHER THAN FULL AND OPEN COMPETITION: 41 U.S.C 253(c)(1) 5
 14 ACCOUNTING AND APPROPRIATION DATA: 02015-104-105 J2823 252A 31X0200.020

15A ITEM NO.	15B SUPPLIES/SERVICES	15C QUANTITY	15D UNIT	15E UNIT PRICE	15F AMOUNT
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See Section B for Schedule of Supplies/Services

Project Title: "Support for the NRC
 Regulatory Information Conference"
 Type of Contract: CPFF/Task Ordering
 Period of Performance: 3 Years with
 2 One-Year Option Periods

15G. TOTAL AMOUNT OF CONTRACT \$190,415.00

16. TABLE OF CONTENTS

See Attached Table of Contents

(X)	SEC.	DESCRIPTION	PAGE(S)	(X)	SEC.	DESCRIPTION	PAGE(S)
PART I - THE SCHEDULE				PART II - CONTRACT CLAUSES			
	A	SOLICITATION/CONTRACT FORM		I	CONTRACT CLAUSES		
	B	SUPPLIES OR SERVICES AND PRICES/COSTS		PART III - LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACH.			
	C	DESCRIPTION/SPECS./WORK STATEMENT		J	LIST OF ATTACHMENTS		
	D	PACKAGING AND MARKING		PART IV - REPRESENTATIONS AND INSTRUCTIONS			
	E	INSPECTION AND ACCEPTANCE		K	REPRESENTATIONS, CERTIFICATIONS AND OTHER STATEMENTS OF OFFERORS		
	F	DELIVERIES OR PERFORMANCE		L	INSTRS., CONDS., AND NOTICES TO OFFER		
	G	CONTRACT ADMINISTRATION DATA		M	EVALUATION FACTORS FOR AWARD		
	H	SPECIAL CONTRACT REQUIREMENTS					

CONTRACTING OFFICER WILL COMPLETE ITEM 17 OR 18 AS APPLICABLE

17 CONTRACTOR'S NEGOTIATED AGREEMENT (Contractor is required to sign this document and return two copies to issuing office.)
 Contractor agrees to furnish and deliver all items or perform all the services set forth or otherwise identified above and on any continuation sheets for the consideration stated herein. The rights and obligations of the parties to this contract shall be subject to and governed by the following documents: (a) this award/contract, (b) the solicitation, if any, and (c) such provisions, representations, certifications, and specifications, as are attached or incorporated by reference herein. (Attachments are listed herein.)

18 AWARD (Contractor is not required to sign this document.) Your offer on Solicitation Number _____, including the additions or changes made by you which additions or changes are set forth in full above, is hereby accepted as to the items listed above and on any continuation sheets. This award consummates the contract which consists of the following documents: (a) the Government's solicitation and your offer, and (b) this award/contract. No further contractual document is necessary.

19A. NAME AND TITLE OF SIGNER (Type or print): Thomas J. Brackett, CFO
 19B. NAME OF CONTRACTOR: IQ Solutions
 BY: [Signature]
 19C. DATE SIGNED: 12/20/99

20A. NAME OF CONTRACTING OFFICER: Sharon D. Stewart
 20B. UNITED STATES OF AMERICA BY: [Signature]
 20C. DATE SIGNED: 12/23/99

TABLE OF CONTENTS

PAGE

PART I - THE SCHEDULE. A-1

SECTION A - SOLICITATION/CONTRACT FORM A-1

 SF 26 AWARD/CONTRACT A-1

SECTION B - SUPPLIES OR SERVICES AND PRICE/COSTS B-1

 B.1 PROJECT TITLE B-1

 B.2 BRIEF DESCRIPTION OF WORK (MAR 1987). B-1

 ALTERNATE 1 (JUN 1988)

 B.3 CONSIDERATION AND OBLIGATION--TASK ORDERS (AUG 1989). B-1

SECTION C - DESCRIPTION/SPECIFICATIONS/STATEMENT OF WORK C-1

 C.1 BACKGROUND. C-1

 C.2 OBJECTIVE C-1

 C.3 TECHNICAL AND OTHER SPECIAL QUALIFICATIONS REQUIRED C-1

 C.4 CONTRACT TYPE C-1

 C.5 WORK REQUIREMENTS AND SCHEDULE. C-2

 C.6 LEVEL OF EFFORT AND "RIC" PERIOD OF PERFORMANCE C-4

 C.7 DELIVERABLES. C-4

 C.8 MEETINGS AND TRAVEL C-5

 C.9 NRC-FURNISHED MATERIALS C-5

 C.10 OTHER APPLICABLE INFORMATION. C-5

 C.11 NRC/SBA MOU PROVISIONS. C-6

SECTION D - PACKAGING AND MARKING. D-1

 D.1 PACKAGING AND MARKING (MAR 1987). D-1

SECTION E - INSPECTION AND ACCEPTANCE. E-1

 E.1 NOTICE LISTING CONTRACT CLAUSES INCORPORATED BY REFERENCE E-1

 E.2 PLACE OF INSPECTION AND ACCEPTANCE (MAR 1987) E-1

SECTION F - DELIVERIES OR PERFORMANCE. F-1

 F.1 NOTICE LISTING CONTRACT CLAUSES INCORPORATED BY REFERENCE F-1

 F.2 PLACE OF DELIVERY--REPORTS (JUN 1988) F-1

 F.3 RESOLVING NRC CONTRACTOR DIFFERING PROFESSIONAL VIEWS F-1

 (DPVs)

 F.4 DURATION OF CONTRACT PERIOD (MAR 1987). F-2

 ALTERNATE 4 (JUN 1988)

SECTION G - CONTRACT ADMINISTRATION DATA G-1

 G.1 2052.215-71 PROJECT OFFICER AUTHORITY. G-1

 G.2 2052.215-82 TRAVEL REIMBURSEMENT-ALTERNATE 1 G-3

 G.3 2052.215-83 TRAVEL APPROVALS G-3

 G.4 2052.216-73 INDIRECT COST RATES-ALTERNATE 2. G-4

 G.5 2052.216-74 TASK ORDER PROCEDURES. G-4

 G.6 2052.216-75 ACCELERATED TASK ORDER PROCEDURES. G-5

 G.7 ORDERING PROCEDURES (MAY 1991). G-6

 G.8 ELECTRONIC PAYMENT. G-6

SECTION H - SPECIAL CONTRACT REQUIREMENTS. H-1

 H.1 2052.215-70 KEY PERSONNEL. H-1

 H.2 SEAT BELTS. H-2

PART II - CONTRACT CLAUSES. I-1

TABLE OF CONTENTS

PAGE

SECTION I - CONTRACT CLAUSES	I-1
I.1 NOTICE LISTING CONTRACT CLAUSES INCORPORATED BY REFERENCE . . .	I-1
I.2 52.216-18 ORDERING (OCT 1995)	I-2
I.3 52.216-19 ORDER LIMITATIONS (OCT 1995).	I-2
I.4 52.216-21 REQUIREMENTS (OCT 1995)	I-3
I.5 52.217-9 OPTION TO EXTEND THE TERM OF THE CONTRACT	I-4
(NOV 1999)	
I.6 52.252-2 CLAUSES INCORPORATED BY REFERENCE (FEB 1998)	I-4
PART III - LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACHMENTS	J-1
SECTION J - LIST OF ATTACHMENTS.	J-1
J.1 LIST OF ATTACHMENTS	J-1

PART I - THE SCHEDULE

SECTION B - SUPPLIES OR SERVICES AND PRICE/COSTS

B.1 PROJECT TITLE

The title of this project is as follows:

"Support for the U.S. Nuclear Regulatory Commission's (NRC) Regulatory Information Conference (RIC)"

**B.2 BRIEF DESCRIPTION OF WORK (MAR 1987)
ALTERNATE 1 (JUN 1988)**

(a) Brief description of work:

The Contractor shall provide conference planning expertise on a task ordering basis to assist NRC staff in conducting the annual Regulatory Information Conference.

(b) Orders will be issued for work required by the NRC in accordance with 52.216-18 - Ordering. Only Contracting Officers of the NRC or other individuals specifically authorized under this contract may authorize the initiation of work under this contract. The provisions of this contract shall govern all orders issued hereunder.

B.3 CONSIDERATION AND OBLIGATION--TASK ORDERS (AUG 1989)

(a) The total estimated amount of this contract (ceiling) for the products/services ordered, delivered, and accepted under this contract is \$ 190,415.00 . The Contracting Officer may unilaterally increase this amount as necessary for orders to be placed with the contractor during the contract period provided such orders are within any maximum ordering limitation prescribed under this contract.

(b) The total estimated cost to the Government for full performance of this contract for Option Year 1 is \$64,803.

(c) The total estimated cost to the Government for full performance of this contract for Option Year 2 is \$66,207.

(d) The Contracting Officer will obligate funds on each task order issued.

(e) A total estimated cost as well as any fee, if any, will be negotiated for each task order and will be incorporated as a ceiling in the resultant task order. The Contractor shall comply with the

provisions of 52.232-20 - Limitation of Cost for fully funded task orders and 52.232-22 - Limitation of Funds for incrementally funded task orders, issued hereunder.

SECTION C - DESCRIPTION/SPECIFICATIONS/STATEMENT OF WORK**C.1 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 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.

C.2 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.

C.3 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.

C.4 CONTRACT TYPE

This is a cost plus fixed-fee, 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.

C.5 WORK REQUIREMENTS AND SCHEDULE

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

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 every other day. 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 the review and approval of 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 inquiries will be directed to the Contractor. The Contractor shall 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 shall be submitted to the NRC within three days after each conference. All registration list information shall be

submitted in two hard copies 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 shall be submitted in two hard copies 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".

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 Project Officer 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 Project Officer for inclusion in the closing remarks of the conference. If the last day of the conference is a half-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 the names of NRC attendees will be provided to the Contractor, some of whom may use the electronic registration. This list shall be checked for duplication and name badges shall 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 four 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's Conference Coordinator shall meet a minimum of two times with the Project Officer to review and coordinate Contractor staff assignments. For planning purposes, one meeting will be held at the NRC Headquarters building in Rockville, Maryland, and the other will be held at the hotel. The Contractor's 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 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 viewgraphs and slides. This activity may require one (1) Contractor individual on-site at NRC Headquarters (11555 Rockville Pike, Rockville, Maryland) for up to five 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. This report is due two weeks after the last day of the RIC.

C.6 LEVEL OF EFFORT AND "RIC" PERIOD OF PERFORMANCE

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

C.7 DELIVERABLES

a. Monthly Business Letter Report (See Attachment 3)

b. Technical Reporting Requirements For Each RIC (Note: All reports shall include the contract number, the JCN number, the task order number and the NRC Project Officer'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 shall be submitted in two hard copies and on computer floppy disk. A final version of these hard copy reports and floppy disks shall be submitted to the NRC within three 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 Project Officer each day of the conference. On the last day of the RIC, the Contractor shall provide the latest updated statistics in two copies, on-site to the Project Officer, for inclusion in the closing remarks of the conference. A final version of the statistical report shall be submitted to the NRC within three days after each conference.

3. A letter report providing the Contractor's lessons learned and recommendations for improving the process is due two weeks after the last day of the RIC.

4. The Contractor shall provide all plastic badges, inserts, speaker ribbons or tabs and tent cards.

5. Web page design, operation and maintenance.

C.8 MEETINGS AND TRAVEL

The Contractor's Conference Coordinator shall meet up to four times with the Project Officer to review and coordinate Contractor staff assignments. For planning purposes, two meetings will be held at the NRC Headquarters building in Rockville, Maryland, and two may be held at the hotel.

C.9 NRC-FURNISHED MATERIALS

The Contractor will be provided with:

- a. artwork for the name badges and tent cards;
- b. sample plastic badge holder;
- c. sample inserts for the badges;
- d. sample of "speaker" or "presenter" ribbons or tabs;
- e. copy of the outgoing invitation with meeting specifics;
- f. web page design input; and
- g. alphabetical list of names from NRC's RIC mailing list

C.10 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.11 NRC/SBA MOU PROVISIONS

a. The NRC will provide advance notice to the SBA prior to issuance of a final notice terminating this contract in whole or in part.

b. The NRC will coordinate with the SBA any novation agreement submitted by the Contractor.

SECTION D - PACKAGING AND MARKING**D.1 PACKAGING AND MARKING (MAR 1987)**

The Contractor shall package material for shipment to the NRC in such a manner that will ensure acceptance by common carrier and safe delivery at destination. Containers and closures shall comply with the Interstate Commerce Commission Regulations, Uniform Freight Classification Rules, or regulations of other carriers as applicable to the mode of transportation. On the front of the package, the Contractor shall clearly identify the contract number under which the product is being provided.

SECTION E - INSPECTION AND ACCEPTANCE**E.1 NOTICE LISTING CONTRACT CLAUSES INCORPORATED BY REFERENCE**

The following contract clauses pertinent to this section are hereby incorporated by reference (by Citation Number, Title, and Date) in accordance with the clause at FAR "52.252-2 CLAUSES INCORPORATED BY REFERENCE" in Section I of this contract. See FAR 52.252-2 for an internet address (if specified) for electronic access to the full text of a clause.

NUMBER	TITLE	DATE
52.246-5	FEDERAL ACQUISITION REGULATION (48 CFR Chapter 1) INSPECTION OF SERVICES--COST-REIMBURSEMENT	APR 1984

E.2 PLACE OF INSPECTION AND ACCEPTANCE (MAR 1987)

Inspection and acceptance of the deliverable items to be furnished hereunder shall be made by the Project Officer at the destination.

SECTION F - DELIVERIES OR PERFORMANCE**F.1 NOTICE LISTING CONTRACT CLAUSES INCORPORATED BY REFERENCE**

The following contract clauses pertinent to this section are hereby incorporated by reference (by Citation Number, Title, and Date) in accordance with the clause at FAR "52.252-2 CLAUSES INCORPORATED BY REFERENCE" in Section I of this contract. See FAR 52.252-2 for an internet address (if specified) for electronic access to the full text of a clause.

NUMBER	TITLE	DATE
52.242-15	FEDERAL ACQUISITION REGULATION (48 CFR Chapter 1) STOP-WORK ORDER ALTERNATE I (APR 1984)	AUG 1989

F.2 PLACE OF DELIVERY--REPORTS (JUN 1988)

The items to be furnished hereunder shall be delivered, with all charges paid by the Contractor, to:

- (a) Project Officer (2 copies)
- (b) Contracting Officer (1 copy)

F.3 RESOLVING NRC CONTRACTOR DIFFERING PROFESSIONAL VIEWS (DPVs)

The Nuclear Regulation Commission's (NRC) policy is to support the contractor's expression of professional health and safety related concerns associated with the contractor's work for NRC that (1) may differ from a prevailing NRC staff view, (2) disagree with an NRC decision or policy position, or (3) take issue with proposed or established agency practices. An occasion may arise when an NRC contractor, contractor's personnel, or subcontractor personnel believes that a conscientious expression of a competent judgement is required to document such concerns on matters directly associated with its performance of the contract. The procedure that will be used provides for the expression and resolution of differing professional views (DPVs) of health and safety related concerns associated with the mission of the agency by NRC contractors, contractor personnel or subcontractor personnel on matters directly associated with its performance of the contract, may be found in Section J of the solicitation. The contractor shall provide a copy of the NRC DPV procedure to all of its employees performing under this contract and to all subcontractors who shall, in turn, provide a copy of the procedure to its employees. NOTE: The prime contractor or subcontractor shall submit all DPV's received by need not endorse them.

**F.4 DURATION OF CONTRACT PERIOD (MAR 1987)
ALTERNATE 4 (JUN 1988)**

The ordering period for this contract shall commence on December 27, 1999, and will expire on December 26, 2002. Any orders issued during this period shall be completed within the time specified in the order, unless otherwise specified herein. (See 52.216-18 - Ordering.) The term of this contract may be extended at the option of the Government for an additional two one-year options.

SECTION G - CONTRACT ADMINISTRATION DATA**G.1 2052.215-71 PROJECT OFFICER AUTHORITY**

(a) The contracting officer's authorized representative hereinafter referred to as the project officer for this contract is:

Name: Sharon Bell

Address: U.S. Nuclear Regulatory Commission
Ofc. of Nuclear Reactor Regulation
Mail Stop: OWFN-5E13
Washington, D.C. 20555

Telephone Number: (301) 415-1217

(b) Performance of the work under this contract is subject to the technical direction of the NRC project officer. The term technical direction is defined to include the following:

(1) Technical direction to the contractor which shifts work emphasis between areas of work or tasks, fills in details, or otherwise serves to accomplish the contractual statement of work.

(2) Provide advice and guidance to the contractor in the preparation of drawings, specifications, or technical portions of the work description.

(3) Review and, where required by the contract, approval of technical reports, drawings, specifications, and technical information to be delivered by the contractor to the Government under the contract.

(c) Technical direction must be within the general statement of work stated in the contract. The project officer does not have the authority to and may not issue any technical direction which:

(1) Constitutes an assignment of work outside the general scope of the contract.

(2) Constitutes a change as defined in the "Changes" clause of this contract.

(3) In any way cause an increase or decrease in the total estimated contract cost, the fixed fee, if any, or the time required for contract performance.

(4) Changes any of the expressed terms, conditions, or specifications of the contract.

(5) Terminates the contract, settles any claim or dispute arising

under the contract, or issues any unilateral directive whatever.

(d) All technical directions must be issued in writing by the project officer or must be confirmed by the project officer in writing within ten (10) working days after verbal issuance. A copy of the written direction must be furnished to the contracting officer.

(e) The contractor shall proceed promptly with the performance of technical directions duly issued by the project officer in the manner prescribed by this clause and within the project officer's authority under the provisions of this clause.

(f) If, in the opinion of the contractor, any instruction or direction issued by the project officer is within one of the categories as defined in paragraph (c) of this section, the contractor may not proceed but shall notify the contracting officer in writing within five (5) working days after the receipt of any instruction or direction and shall request the contracting officer to modify the contract accordingly. Upon receiving the notification from the contractor, the contracting officer shall issue an appropriate contract modification or advise the contractor in writing that, in the contracting officer's opinion, the technical direction is within the scope of this article and does not constitute a change under the "Changes" clause.

(g) Any unauthorized commitment or direction issued by the project officer may result in an unnecessary delay in the contractor's performance and may even result in the contractor expending funds for unallowable costs under the contract.

(h) A failure of the parties to agree upon the nature of the instruction or direction or upon the contract action to be taken with respect thereto is subject to 52.233-1-Disputes.

(i) In addition to providing technical direction as defined in paragraph (b) of the section, the project officer shall:

(1) Monitor the contractor's technical progress, including surveillance and assessment of performance, and recommend to the contracting officer changes in requirements.

(2) Assist the contractor in the resolution of technical problems encountered during performance.

(3) Review all costs requested for reimbursement by the contractor and submit to the contracting officer recommendations for approval, disapproval, or suspension of payment for supplies and services required under this contract.

G.2 2052.215-82 TRAVEL REIMBURSEMENT-ALTERNATE 1

(a) The contractor is encouraged to use Government contract airlines, AMTRAK rail services, and discount hotel/motel properties in order to reduce the cost of travel under this contract. The contracting officer shall, upon request, provide each traveler with a letter of identification which is required in order to participate in this program. The Federal Travel Directory (FTD) identifies carriers, contract fares, schedules, payment conditions, and hotel/motel properties which offer their services and rates to Government contractor personnel traveling on official business under this contract. The FTD, which is issued monthly, may be purchased from the U.S. Government Printing Office, Washington, DC 20402.

(b) The contractor will be reimbursed for reasonable travel costs incurred directly and specifically in the performance of this contract. The cost limitations for travel costs are determined in accordance with the specific travel regulations cited in FAR 31.205-46, as are in effect on the date of the trip. Travel costs for research and related activities performed at State and nonprofit institutions, in accordance with section 12 of Public Law 100-679, shall be charged in accordance with the contractor's institutional policy to the degree that the limitations of Office of Management and Budget (OMB) guidance are not exceeded. Applicable guidance documents include OMB Circular A-87, Cost Principles for State and Local Governments; OMB Circular A-122, Cost principles for Nonprofit Organizations; and OMB Circular A-21, Cost Principles for Educational Institutions.

(c) When the Government changes the Federal Travel Regulations, or other applicable regulations, it is the responsibility of the contractor to notify the contracting officer in accordance with the Limitations of Cost clause of this contract if the contractor will be unable to make all of the approved trips and remain within the cost and fee limitations of this contract due to the changes.

G.3 2052.215-83 TRAVEL APPROVALS

(a) All domestic travel requires the prior approval of the project officer.

(b) All foreign travel must be approved in advance by the NRC on NRC Form 445 and must be in compliance with FAR 52.247-63, Preference for U.S. Flag Air Carriers. Foreign travel approval must be communicated in writing through the contracting officer.

G.4 2052.216-73 INDIRECT COST RATES-ALTERNATE 2

(a) For this contract, the amount reimbursable for indirect costs for the period 12/27/99 through 12/31/04 is as follows:

	Projected	Ceiling
Fringe	34.3%	34.3%
Overhead	40.83%	45.0%
G&A	14.0%	15.0%

(b) In the event that indirect rates developed by the cognizant audit activity on the basis of actual allowable costs are less than the ceiling rates, the rates established by the cognizant audits must apply. The Government may not be obligated to pay any additional amounts for indirect costs above the ceiling rates set forth above for the applicable period.

G.5 2052.216-74 TASK ORDER PROCEDURES

(a) Task order request for proposal. When a requirement within the scope of work for this contract is identified, the contracting officer shall transmit to the contractor a Task Order Request for Proposal (TORP) which includes the following, as appropriate:

- (1) Scope of work/meetings/travel and deliverables;
- (2) Reporting requirements;
- (3) Period of performance-place of performance;
- (4) Applicable special provisions;
- (5) Technical skills required; and
- (6) Estimated level of effort.

(b) Task order proposal. By the date specified in the TORP, the contractor shall deliver to the contacting officer a written proposal that provides the following technical and cost information, as appropriate:

- (1) Technical proposal content;

(i) A discussion of the scope of work requirements to substantiate the contractor's understanding of the requirements of the task order and the contractor's proposed method of approach to meet the objective of the order.

(ii) Resumes for professional personnel proposed to be utilized in the performance of any resulting task order. Include educational background, specific pertinent work experience, and a list of any pertinent publications authored by the individual.

(iii) Identification of administrative support personnel and/or facilities that are needed to assist the professional personnel in completing work on the task order.

(iv) Identification of "Key Personnel" and the number of staff hours that will be committed to completion of work on the task order.

(2) Cost proposal. The contractor's cost proposal for each task order must be prepared using Standard Form 1411, Contract Pricing Proposal cover sheet. A copy of the form and instructions are attached to this contract. Each task order cost proposal must be fully supported by cost and pricing data adequate to establish the reasonableness of the proposed amounts. When the contractor's estimated cost for the proposed task order exceeds \$100,000 and the period of performance exceeds six months, the contractor may be required to submit a Contractor Spending Plan (CSP) as part of its cost proposal. The TORP indicates if a CSP is required.

(c) Task order award. The contractor shall perform all work described in definitized task orders issued by the contracting officer. Definitized task orders include the following:

- (1) Statement of work/meetings/travel and deliverables;
- (2) Reporting requirements;
- (3) Period of performance;
- (4) Key personnel;
- (5) Applicable special provisions; and
- (6) Total task order amount including any fixed fee.

G.6 2052.216-75 ACCELERATED TASK ORDER PROCEDURES

(a) The NRC may require the contractor to commence work before receipt of a definitized task order from the contracting officer. Accordingly, when the contracting officer verbally authorizes the work, the contractor shall proceed with performance of the task order subject to the monetary limitation established for the task order by the contracting officer.

(b) When this accelerated procedure is employed by the NRC, the contractor agrees to begin promptly negotiating with the contracting officer the terms of the definitive task order and agrees to submit a cost proposal with supporting cost or pricing data. If agreement on a definitized task order is not reached by the target date mutually agreed upon by the contractor and contracting officer, the contracting officer may determine a reasonable price and/or fee in accordance with Subpart 15.8 and Part 31 of the FAR, subject to contractor appeal as provided in 52.233-1, Disputes. In any event,

the contractor shall proceed with completion of the task order, subject only to the monetary limitation established by the contracting officer and the terms and conditions of the basic contract.

G.7 ORDERING PROCEDURES (MAY 1991)

(a) In addition to the contracting officer, contract administrator, and project officer, the following individuals are authorized to issue delivery orders under this contract:

Michael Case, Resource Management Branch, PPRB, NRR

(b) All delivery orders shall be prepared in accordance with FAR 16.506 and may be issued in writing, orally, or by written telecommunications.

G.8 ELECTRONIC PAYMENT

The Debt Collection Improvement Act of 1996 requires that all payments except IRS tax refunds be made by Electronic Funds Transfer. It is the policy of the Nuclear Regulatory Commission to pay vendors by the Automated Clearing House (ACH) electronic funds transfer payment system. The electronic system is known as Vendor Express. Payment shall be made in accordance with FAR 52.232-33, entitled "Mandatory Information for Electronic Funds Transfer Payment".

To receive payment, the contractor shall complete the "Company Information" portion of the Standard Form 3881, entitled "ACH Vendor/Miscellaneous Payment Enrollment Form" found as an attachment to this document. The contractor shall take the form to the ACH Coordinator at the financial institution that maintains its company's bank account. The contractor shall discuss with the ACH Coordinator how the payment identification information (addendum record) will be passed to them once the payment is received by the financial institution. Further information concerning the addendum is provided at Attachment 2. The ACN Coordinator should fill out the "Financial Institution Information" portion of the form and return it to the Office of the Controller at the following address: Nuclear Regulatory Commission, Division of Accounting and Finance, Financial Operations Section, Mail Stop T-9-H-4, Washington, DC 20555, ATTN: ACH/Vendor Express. It is the responsibility of the contractor to ensure that the financial institution returns the completed form to the above cited NRC address. If the contractor can provide the financial information, signature of the financial institutions ACH Coordinator is not required. The NRC is under no obligation to send reminders. Only after the Office of the Controller has processed the contractor's sign-up form will the contractor be eligible to receive payments.

Once electronic funds transfer is established for payments authorized by NRC, the contractor needs to submit an additional SF 3881 only to report changes to the information supplied.

Questions concerning ACH/Vendor Express should be directed to the Financial Operations staff at (301) 415-7520."

SECTION H - SPECIAL CONTRACT REQUIREMENTS**H.1 2052.215-70 KEY PERSONNEL**

(a) The following individuals are considered to be essential to the successful performance of the work hereunder:

Lori S. Nelson, Corporate Monitor
Donna M. Haegele, Project Manager
Alison Roth, Conference Coordinator

The contractor agrees that personnel may not be removed from the contract work or replaced without compliance with paragraphs (b) and (c) of this section.

(b) If one or more of the key personnel, for whatever reason, becomes, or is expected to become, unavailable for work under this contract for a continuous period exceeding 30 work days, or is expected to devote substantially less effort to the work than indicated in the proposal or initially anticipated, the contractor shall immediately notify the contracting officer and shall, subject to the concurrence of the contracting officer, promptly replace the personnel with personnel of at least substantially equal ability and qualifications.

(c) Each request for approval of substitutions must be in writing and contain a detailed explanation of the circumstances necessitating the proposed substitutions. The request must also contain a complete resume for the proposed substitute and other information requested or needed by the contracting officer to evaluate the proposed substitution. The contracting officer or his/her authorized representative shall evaluate the request and promptly notify the contractor of his or her approval or disapproval in writing.

(d) If the contracting officer determines that suitable and timely replacement of key personnel who have been reassigned, terminated, or have otherwise become unavailable for the contract work is not reasonably forthcoming, or that the resultant reduction of productive effort would be so substantial as to impair the successful completion of the contract or the service order, the contract may be terminated by the contracting officer for default or for the convenience of the Government, as appropriate. If the contracting officer finds the contractor at fault for the condition, the contract price or fixed fee may be equitably adjusted downward to compensate the Government for any resultant delay, loss, or damage.

H.2 SEAT BELTS

Contractors, subcontractors, and grantees, are encouraged to adopt and enforce on-the-job seat belt policies and programs for their employees when operating company-owned, rented, or personally owned vehicles.

PART II - CONTRACT CLAUSES**SECTION I - CONTRACT CLAUSES****I.1 NOTICE LISTING CONTRACT CLAUSES INCORPORATED BY REFERENCE**

The following contract clauses pertinent to this section are hereby incorporated by reference (by Citation Number, Title, and Date) in accordance with the clause at FAR "52.252-2 CLAUSES INCORPORATED BY REFERENCE" in Section I of this contract. See FAR 52.252-2 for an internet address (if specified) for electronic access to the full text of a clause.

NUMBER	TITLE	DATE
52.202-1	FEDERAL ACQUISITION REGULATION (48 CFR Chapter 1) DEFINITIONS	OCT 1995
52.203-3	GRATUITIES	APR 1984
52.203-5	COVENANT AGAINST CONTINGENT FEES	APR 1984
52.203-6	RESTRICTIONS ON SUBCONTRACTOR SALES TO THE GOVERNMENT	JUL 1995
52.203-7	ANTI-KICKBACK PROCEDURES	JUL 1995
52.203-8	CANCELLATION, RESCISSION, AND RECOVERY OF FUNDS FOR ILLEGAL OR IMPROPER ACTIVITY	JAN 1997
52.203-10	PRICE OR FEE ADJUSTMENT FOR ILLEGAL OR IMPROPER ACTIVITY	JAN 1997
52.203-12	LIMITATION ON PAYMENTS TO INFLUENCE CERTAIN FEDERAL TRANSACTIONS	JUN 1997
52.204-4	PRINTING/COPYING DOUBLE-SIDED ON RECYCLED PAPER	JUN 1996
52.209-6	PROTECTING THE GOVERNMENT'S INTEREST WHEN SUBCONTRACTING WITH CONTRACTORS DEBARRED, SUSPENDED, OR PROPOSED FOR DEBARMENT	JUL 1995
52.215-2	AUDIT AND RECORDS--NEGOTIATION	JUN 1999
52.215-8	ORDER OF PRECEDENCE--UNIFORM CONTRACT FORMAT	OCT 1997
52.216-7	ALLOWABLE COST AND PAYMENT	APR 1998
52.216-8	FIXED-FEE	MAR 1997
52.219-6	NOTICE OF TOTAL SMALL BUSINESS SET-ASIDE	JUL 1996
52.219-8	UTILIZATION OF SMALL BUSINESS CONCERNS	OCT 1999
52.219-14	LIMITATIONS ON SUBCONTRACTING	DEC 1996
52.222-3	CONVICT LABOR	AUG 1996
52.222-26	EQUAL OPPORTUNITY	FEB 1999
52.222-35	AFFIRMATIVE ACTION FOR DISABLED VETERANS AND VETERANS OF THE VIETNAM ERA	APR 1998
52.222-36	AFFIRMATIVE ACTION FOR WORKERS WITH DISABILITIES	JUN 1998
52.222-37	EMPLOYMENT REPORTS ON DISABLED VETERANS AND VETERANS OF THE VIETNAM ERA	JAN 1999
52.223-2	CLEAN AIR AND WATER	APR 1984

52.223-6	DRUG-FREE WORKPLACE	JAN 1997
52.225-11	RESTRICTIONS ON CERTAIN FOREIGN PURCHASES	AUG 1998
52.227-1	AUTHORIZATION AND CONSENT	JUL 1995
52.227-2	NOTICE AND ASSISTANCE REGARDING PATENT AND COPYRIGHT INFRINGEMENT	AUG 1996
52.228-7	INSURANCE--LIABILITY TO THIRD PERSONS	MAR 1996
52.232-17	INTEREST	JUN 1996
52.232-22	LIMITATION OF FUNDS	APR 1984
52.232-23	ASSIGNMENT OF CLAIMS	JAN 1986
52.232-33	PAYMENT BY ELECTRONIC FUNDS--CENTRAL CONTRACTOR REGISTRATION	MAY 1999
52.233-1	DISPUTES	DEC 1998
52.233-3	PROTEST AFTER AWARD ALTERNATE I (JUN 1985)	AUG 1996
52.242-1	NOTICE OF INTENT TO DISALLOW COSTS	APR 1984
52.242-13	BANKRUPTCY	JUL 1995
52.243-2	CHANGES--COST REIMBURSEMENT ALTERNATE I (APR 1984)	AUG 1987
52.244-2	SUBCONTRACTS ALTERNATE II (AUG 1998)	AUG 1998
52.244-5	COMPETITION IN SUBCONTRACTING	DEC 1996
52.244-6	SUBCONTRACTS FOR COMMERCIAL ITEMS AND COMMERCIAL COMPONENTS	OCT 1998
52.246-25	LIMITATION OF LIABILITY--SERVICES	FEB 1997
52.249-6	TERMINATION (COST-REIMBURSEMENT)	SEP 1996
52.249-14	EXCUSABLE DELAYS	APR 1984
52.253-1	COMPUTER GENERATED FORMS	JAN 1991

I.2 52.216-18 ORDERING (OCT 1995)

(a) Any supplies and services to be furnished under this contract shall be ordered by issuance of delivery orders or task orders by the individuals or activities designated in the Schedule. Such orders may be issued from 12/27/99 through 12/26/2002.

(b) All delivery orders or task orders are subject to the terms and conditions of this contract. In the event of conflict between a delivery order or task order and this contract, the contract shall control.

(c) If mailed, a delivery order or task order is considered "issued" when the Government deposits the order in the mail. Orders may be issued orally, by facsimile, or by electronic commerce methods only if authorized in the Schedule.

I.3 52.216-19 ORDER LIMITATIONS (OCT 1995)

(a) Minimum order. When the Government requires supplies or services covered by this contract in an amount of less than \$1.00, the Government is not obligated to purchase, nor is the Contractor obligated to furnish, those supplies or services under the contract.

(b) Maximum order. The Contractor is not obligated to honor--

(1) Any order for a single item in excess of the contract ceiling amount;

(2) Any order for a combination of items in excess of the contract ceiling amount;

(3) A series of orders from the same ordering office within N/A days that together call for quantities exceeding the limitation in subparagraph (b)(1) or (2) above.

(c) If this is a requirements contract (i.e., includes the Requirements clause at subsection 52.216-21 of the Federal Acquisition Regulation (FAR)), the Government is not required to order a part of any one requirement from the Contractor if that requirement exceeds the maximum-order limitations in paragraph (b) above.

(d) Notwithstanding paragraphs (b) and (c) above, the Contractor shall honor any order exceeding the maximum order limitations in paragraph (b), unless that order (or orders) is returned to the ordering office within three working days days after issuance, with written notice stating the Contractor's intent not to ship the item (or items) called for and the reasons. Upon receiving this notice, the Government may acquire the supplies or services from another source.

I.4 52.216-21 REQUIREMENTS (OCT 1995)

(a) This is a requirements contract for the supplies or services specified, and effective for the period stated, in the Schedule. The quantities of supplies or services specified in the Schedule are estimates only and are not purchased by this contract. Except as this contract may otherwise provide, if the Government's requirements do not result in orders in the quantities described as "estimated" or "maximum" in the Schedule, that fact shall not constitute the basis for an equitable price adjustment.

(b) Delivery or performance shall be made only as authorized by orders issued in accordance with the Ordering clause. Subject to any limitations in the Order Limitations clause or elsewhere in this contract, the Contractor shall furnish to the Government all supplies or services specified in the Schedule and called for by orders issued in accordance with the Ordering clause. The Government may issue orders requiring delivery to multiple destinations or performance at multiple locations.

(c) Except as this contract otherwise provides, the Government shall order from the Contractor all the supplies or services specified in the Schedule that are required to be purchased by the

Government activity or activities specified in the Schedule.

(d) The Government is not required to purchase from the Contractor requirements in excess of any limit on total orders under this contract.

(e) If the Government urgently requires delivery of any quantity of an item before the earliest date that delivery may be specified under this contract, and if the Contractor will not accept an order providing for the accelerated delivery, the Government may acquire the urgently required goods or services from another source.

(f) Any order issued during the effective period of this contract and not completed within that period shall be completed by the Contractor within the time specified in the order. The contract shall govern the Contractor's and Government's rights and obligations with respect to that order to the same extent as if the order were completed during the contract's effective period; provided, that the Contractor shall not be required to make any deliveries under this contract after 120 working days.

**I.5 52.217-9 OPTION TO EXTEND THE TERM OF THE CONTRACT
(NOV 1999)**

(a) The Government may extend the term of this contract by written notice to the Contractor within 30 days; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 35 days before the contract expires. The preliminary notice does not commit the Government to an extension.

(b) If the Government exercises this option, the extended contract shall be considered to include this option provision.

(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed 5 years.

I.6 52.252-2 CLAUSES INCORPORATED BY REFERENCE (FEB 1998)

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this/these address(es):

<http://www.arnet.gov/far/>

PART III - LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACHMENTS**SECTION J - LIST OF ATTACHMENTS****J.1 LIST OF ATTACHMENTS**

- | | |
|--------------|--|
| Attachment 1 | Billing Instructions |
| Attachment 2 | Standard Form 3881,
"ACH Vendor/Miscellaneous Payment
Enrollment Form" |
| Attachment 3 | Monthly Business Letter Report |

BILLING INSTRUCTIONS FOR
COST REIMBURSEMENT TYPE CONTRACTS

General: The contractor shall prepare vouchers/invoices for reimbursement of costs in the manner and format described herein. **FAILURE TO SUBMIT VOUCHERS/INVOICES IN ACCORDANCE WITH THESE INSTRUCTIONS WILL RESULT IN REJECTION OF THE VOUCHER/INVOICE AS IMPROPER.**

Number of Copies: An original and three copies, including supporting documentation shall be submitted. A copy of all supporting documents must be attached to each copy of your voucher/invoice. Failure to submit all the required copies will result in rejection of the voucher/invoice as improper.

Designated Agency Billing Office: Vouchers/invoices shall be submitted to the following address:

U.S. Nuclear Regulatory Commission
Division of Contracts - T-7-I-2
Washington, DC 20555

HAND DELIVERY OF VOUCHERS/INVOICES IS DISCOURAGED AND WILL NOT EXPEDITE PROCESSING BY NRC. However, should you choose to deliver vouchers/invoices by hand, including delivery by any express mail services or special delivery services which use a courier or other person to deliver the voucher/invoice in person to the NRC, such vouchers/invoices must be addressed to the above Designated Agency Billing Office and will only be accepted at the following location:

U.S. Nuclear Regulatory Commission
One White Flint North
11555 Rockville Pike - Mail Room
Rockville, MD 20852

HAND-CARRIED SUBMISSIONS WILL NOT BE ACCEPTED AT OTHER THAN THE ABOVE ADDRESS.

Note that the official receipt date for hand-delivered vouchers/invoices will be the date it is received by the official agency billing office in the Division of Contracts.

Agency Payment Office: Payment will continue to be made by the office designated in the contract in Block 12 of SF 26 or Block 25 of SF 33, whichever is applicable.

BILLING INSTRUCTIONS FOR COST REIMBURSEMENT TYPE CONTRACTS -
(Page 2 of 10)

Frequency: The contractor shall submit claims for reimbursement once each month, unless otherwise authorized by the Contracting Officer.

Format: Claims should be submitted in the format depicted on the attached sample form entitled "Voucher/Invoice for Purchases and Services Other than Personal" (see **Attachment 1**). The sample format is provided for guidance only. The format is not required for submission of a voucher/invoice. Alternate formats are permissible provided all requirements of the billing instructions are addressed. The instructions for preparation and itemization of the voucher/invoice are included with the sample form.

Task Ordering Contracts: If the contractor bills for more than one task order under a voucher/invoice, detailed cost information for each individual task order shall be submitted, together with a cumulative summary of all charges billed on the voucher/invoice. This includes all applicable cost elements discussed in paragraphs (a) through (n) of the attached instructions.

Fee Recovery Billings: Pursuant to the provisions of 10 CFR Part 170 and 171 on license fees, the NRC must recover the cost of work performed. Accordingly, the contractor must provide the total amount of funds billed during the period, fiscal year to date and the cumulative total for each task or task assignment by facility or report. The fee recovery billing reports shall be on a separate page, and shall be in the format provided in **Attachment 2**. The billing period for fee recovery costs should be from the first day of each calendar month to the last day of the same month. Each separate fee billing report must be attached to the monthly invoice and cover the same period as the invoice.

Each report will contain a docket number or other unique identifier. The NRC will provide a unique identifier for all work performed. Costs should be reported as whole number to the nearest cent. For work that involves more than one facility at the same site, each facility should be listed separately and the costs should be split appropriately between the facilities. Common costs, as defined below, shall be identified as a separate line item in the fee recovery billing report each month.

Common costs are those costs that are not licensee unique and associated with the performance of an overall program that benefit all similar licensees covered under that program or that are required to satisfactorily carry out the program. Common costs include costs associated with the following: preparatory or start-up efforts to interpret and reach agreement on methodology, approach, acceptance criteria, regulatory position,

BILLING INSTRUCTIONS FOR COST REIMBURSEMENT TYPE CONTRACTS -
(Page 3 of 10)

or technical reporting requirements; efforts associated with the "lead plant" concept that might be involved during the first one or two plant reviews; meetings and discussions involving the above efforts to provide orientation, background knowledge or guidance during the course of a program; any technical effort applied to a docket or other unique identifier; and project management. Common costs must be reporting monthly for each docket or unique identifier. Common costs must be computed based on the proportion of direct costs incurred against each docket or unique identifier for the billing period.

Billing of Cost After Expiration of Contract: If costs are incurred during the contract period and claimed after the contract has expired, the period during which these costs were incurred must be cited. To be considered a proper expiration voucher/invoice, the contractor shall clearly mark it "EXPIRATION VOUCHER" or "EXPIRATION INVOICE".

Final vouchers/invoices shall be marked "FINAL VOUCHER" or "FINAL INVOICE".

Currency: Billings may be expressed in the currency normally used by the contractor in maintaining his accounting records; payments will be made in that currency. However, the U.S. dollar equivalent for all vouchers/invoices paid under the contract may not exceed the total U.S. dollars authorized in the contract.

Supersession: These instructions supersede any previous billing instructions.

INVOICE/VOUCHER FOR PURCHASES AND SERVICES OTHER THAN PERSONAL

(SAMPLE FORMAT)

Official Agency Billing Office
 U.S. Nuclear Regulatory Commission
 Division of Contracts MS: T-7-I-2
 Washington, DC 20555-0001
Payee's Name and Address

- (a) Contract Number _____
- Task Order No. (If Applicable) _____
- (b) Voucher/Invoice # _____
- (c) Date of Voucher/Invoice _____
- (d) Fixed Fee _____

Individual to Contact
 Regarding this Voucher
 Name: _____

Tel. No.: _____

(e) This voucher represents reimbursable costs for the billing period for the billing period from _____ through _____.

	<u>Amount Billed</u>	
	<u>Current Period</u>	<u>Cumulative</u>
(f) <u>Direct Costs</u>		
(1) Direct labor*.....	_____	_____
(2) Fringe benefits (%, if computed as percentage).....	_____	_____
(3) Capitalized nonexpendable equipment (\$50,000 or more - see instructions)*.....	_____	_____
(4) Non-capitalized equipment, materials, and supplies.....	_____	_____
(5) Premium pay (NRC approved overtime).....	_____	_____
(6) Consultants*.....	_____	_____
(7) Travel*.....	_____	_____
(8) Subcontracts*.....	_____	_____
(9) Other costs*.....	_____	_____

Total Direct Costs _____

(g) Indirect Costs
 (A) Overhead _____ % of
 _____ (Indicate Base)..... _____

(B) General & Administrative Expense
 _____ % of Cost Elements
 Nos. _____

Total Direct & Indirect Costs _____

(h) Fixed-Fee (Cite Formula): _____

(i) Total Amount Billed..... _____

(j) Adjustments..... _____

(k) Grand Totals..... _____

* (Requires Supporting Information -- See Attached)

SAMPLE SUPPORTING INFORMATION

1) Direct Labor - \$2400

<u>Labor Category</u>	<u>Hours Billed</u>	<u>Rate</u>	<u>Total</u>	<u>Cumulative Hrs. Billed</u>
Senior Engineer I	100	\$14.00	\$1400	975
Engineer	50	\$10.00	\$500	465
Computer Analyst	100	\$5.00	<u>\$500</u>	320
			\$2400	

3) Capitalized Non-Expendable Equipment

Prototype Spectrometer - item number 1000-01 \$60,000

4) Non-capitalized Equipment, Materials, and Supplies

10 Radon tubes @ \$110.00 = \$1100.00
 6 Pairs Electrostatic gloves @ \$150.00 = \$900.00
 \$2000.00

5) Premium Pay

Walter Murphy - 10 hours @ \$10.00 Per Hour = \$100
 (This was approved by NRC in letter dated 3/6/95).

6) Consultants' Fee

Dr. Carney - 1 hour @ \$100 = \$100

7) Travel

<u>Start Date</u>	<u>Destination</u>	<u>Costs</u>
3/1/89	Wash., DC	\$200

BILLING INSTRUCTIONS FOR COST REIMBURSEMENT TYPE CONTRACTS (Page 6 of 10) -
ATTACHMENT 1 (Cont.)

INSTRUCTIONS FOR PREPARING
COST INFORMATION FOR NRC CONTRACT VOUCHERS/INVOICES

Preparation and Itemization of the Voucher/Invoice: In order to constitute a proper invoice, the contractor shall furnish all the information set forth below. These notes are keyed to the entries on the sample voucher/invoice.

Official Agency Billing Office: Address the original and 3 copies of the voucher/invoice, together with supporting documentation attached to each copy to: U.S. Nuclear Regulatory Commission, Division of Contracts, MS: T-7-I-2, Washington, DC 20555-0001.

Vouchers/invoices delivered by hand, including delivery by express mail or special delivery services which use a courier or other person to deliver the voucher/invoice in person to the NRC, should be addressed in accordance with the foregoing and delivered to: U. S. Nuclear Regulatory Commission, One White Flint North, 11555 Rockville Pike - Mail Room, Rockville, Maryland 20852. Hand-delivered vouchers/invoices will not be accepted at other than the above address. Note, however, that the official receipt date for hand-delivered vouchers/invoices will be the date it is received by the official agency billing office in the Division of Contracts.

Payee's Name and Address. Show the name of the contractor as it appears in the contract and its correct address. When an approved assignment has been made by the contractor, or a different payee or addressee has been designated, insert the name and address of the payee. Indicate the name and telephone number of the individual responsible for answering any questions that the NRC may have regarding the invoice. The following guidance corresponds to the entries required on the sample form.

(a) Contract Number. Insert the NRC contract number.

Task Order Number, if applicable. Insert the task order number.

(b) Voucher/invoice number. The appropriate sequential number of the voucher/invoice, beginning with 001 should be designated. Contractors may also include an individual internal accounting number, if desired, in addition to the 3-digit sequential number.

BILLING INSTRUCTIONS FOR COST REIMBURSEMENT TYPE CONTRACTS (Page 7 of 10) - ATTACHMENT 1 (Cont.)

- (c) Date of Voucher/Invoice. Insert the date the voucher/invoice is prepared.
- (d) Fixed-Fee. Insert total fixed-fee. Include this information as it applies to individual task orders as well.
- (e) Billing Period. Insert the beginning and ending dates (day, month, year) of the period during which costs were incurred and for which reimbursement is claimed.
- (f) Direct Costs - Insert the amount billed for the following cost elements, adjustments, suspensions, and total amounts, for both the current billing period and for the cumulative period (from contract inception to end date of this billing period).

- (1) Direct Labor. This consists of salaries and wages paid (or accrued) for direct performance of the contract itemized as follows:

<u>Labor</u>	<u>Hrs.</u>			<u>Cumulative</u>
<u>Category</u>	<u>Billed</u>	<u>Rate</u>	<u>Total</u>	<u>Hrs.Billed</u>

- (2) Fringe Benefits. This represents fringe benefits applicable to direct labor and billed as a direct cost. Where a rate is used indicate the rate. Fringe benefits included in direct labor or in other indirect cost pools should not be identified here.
- (3) Capitalized Non Expendable Equipment. List each item costing \$50,000 or more and having a life expectancy of more than one year. List only those items of equipment for which reimbursement is requested. For each such item, list the following (as applicable): (a) the item number for the specific piece of equipment listed in the property schedule of the contract; or (b) the Contracting Officer's approval letter if the equipment is not covered by the property schedule.

BILLING INSTRUCTIONS FOR COST REIMBURSEMENT TYPE CONTRACTS (Page 8 of 10) -
ATTACHMENT 1 (Cont.)

- (4) Non-capitalized Equipment, Materials, and Supplies. These are equipment other than that described in (3) above, plus consumable materials, supplies. List by category. List items valued at \$500 or more separately. Provide the item number for each piece of equipment valued at \$500 or more.
- (5) Premium Pay. This enumeration in excess of the basic hourly rate. (Requires written approval of the Contracting Officer.)
- (6) Consultants. The supporting information must include the name, hourly or daily rate of the consultant, and reference the NRC approval (if not specifically approved in the original contract).
- (7) Travel. Total costs associated with each trip must be shown in the following format:

<u>Start Date</u>		<u>Destination</u>		<u>Costs</u>	
From	To	From	To		\$

- (8) Subcontracts. Include separate detailed breakdown of all costs paid to approved subcontractors during the billing period.
- (9) Other Costs. List all other direct costs by cost element and dollar amount separately.
- (g) Indirect Costs (Overhead and General and Administrative Expense). Cite the formula (rate and base) in effect in accordance with the terms of the contract, during the time the costs were incurred and for which reimbursement is claimed.
- (h) Fixed Fee. If the contract provides for a fixed fee, it must be claimed as provided for by the contract. Cite the formula or method of computation. The contractor may bill for fixed fee only up to 85% of total fee.
- (i) Total Amount Billed. Insert the total amounts claimed for the current and cumulative periods.

BILLING INSTRUCTIONS FOR COST REIMBURSEMENT TYPE CONTRACTS (Page 9 of 10) -
ATTACHMENT 1 (Cont.)

(j) Adjustments. For cumulative amount, include outstanding suspensions.

(k) Grand Totals.

Further itemization of vouchers/invoices shall only be required for items having specific limitations set forth in the contract.

FEE RECOVERY BILLING REPORT

FIN: _____

Facility Name or Report Title:

TAC or Inspection Report Number: _____

(or other unique identifier) _____

Docket Number (if applicable): _____

Cost Categories	Period Amt.	Period Cost Incurred	Fiscal Year To Date Costs	Total Cumulative Costs
Labor				
Materials				
Subcontractor/ Consultant				
Travel				
Other (specify)				
Common Costs				
Total				

Remarks: _____

MONTHLY BUSINESS LETTER REPORT REQUIREMENTS

Preliminary monthly cost data based on "best estimate" expenditures for labor, travel, sub-contractors and other direct costs including any associated indirect costs are to be provided verbally or by facsimile by the fifth working day after the end of the month.

A monthly business letter report (MBLR) will be submitted by the 15th of each month to the Technical Assistance Project Manager, Technical Assistance Management Section, NRR and the technical monitor.

Each report will contain four sections as described below.

1. WORK PROGRESS STATUS

1.a Identification Information

- The FIN
- The principal investigator(s) and telephone number(s)
- The NRC technical monitor(s) and telephone number(s)

1.b Financial Summary

- The authorized ceiling amount for the contract
- The total amount of funds obligated to date
- The total cost for the period and cumulative to date
- Percent of funds expended against obligated funds
- The balance of funds required to complete work based on the agreed-upon amount of the contract

2. Schedule/Milestone Information in the following format:

<u>Tasks</u>	<u>Planned Completion Date</u>	<u>Revised Completion Date</u>	<u>Actual Date</u>
Provide a <u>brief</u> summary of the work; include any reports or travel.	The day, month and year scheduled for completion, or time-frame if a date is not known or projected.	The revised day, month and year based on a change. The reason for the change must be given in the "Problem/Resolution" section below.	The day, month and year all of the work is actually completed.

3. Work Performed During the Period

This section should contain a clear, succinct discussion of the work performed on each task order during the period. As a minimum, these discussions should support the costs reported for the period. Wording such as "worked on all tasks," or "continued to work on Task 1.a." is not particularly useful and reduces the effectiveness of the monthly report as a management tool and for historical documentation.

Any travel taken during the reporting period should also be summarized in this section of the report. Each travel summary should identify the persons traveling, the duration of the travel, the purpose of the travel, and any work/accomplishments not reflected elsewhere.

4. Problem/Resolution

- All problems encountered during the period should be clearly and succinctly identified and stated. Then, the resolution or the proposed solution should be briefly described. It should be clearly evident, from a reading of the description, who is responsible for solving the problem, should it still exist at the time the report is written.
- Notwithstanding the status of the problem at the time the MBLR is written, all problems should be recorded in the "Problem/Resolution" section of the MBLR for documentation/historical purposes. If the problem still exists in a subsequent month, in whole or in part, it should be described as it currently exists; otherwise, it should be deleted from the report.
- Problem or circumstances that require a change in the level of effort/costs, scope, or travel requirements are to be described in the MBLRs for documentation purposes but are to be dealt with separately in a letter addressed and sent to the NRR project manager.

5. Plans for Next Period

Provide a brief description of the work to be performed/accomplished during the next reporting period. If a milestone is expected to be completed during the next report period, so state.

II. FINANCIAL STATUS

Provide the total direct staff use and the amount of funds expended (costed) during the period and total cumulative year to date in the following categories:

	<u>Current</u> <u>Month</u>	<u>To</u> <u>Date</u>
a. <u>Direct Labor (hours)</u>		
(1) Management	XX	XX
(2) Technical	XX	XX
(3) Support	XX	XX
Total	XX	XX
Subcontractor hours	XX	XX
b. <u>Labor Costs</u>		
(1) Direct Labor Costs	XX	XX
(2) Indirect Labor Costs	XX	XX
(3) Project Management Cost		
Subtotal	XX	XX
c. <u>Other Direct Costs</u>		
(1) Subcontractor/ Consultant Cost	XX	XX
(2) Material and Services Costs	XX	XX
(3) Computer Usage Costs	XX	XX
(4) Travel		
(a) Domestic	XX	XX
(b) Foreign	XX	XX
Total Travel	XX	XX
Subtotal Other Direct Costs	XX	XX
d. <u>G&A Costs</u>	XX	XX
Total Reimbursable Costs	XX	XX
e. <u>Fee</u>	XX	XX
Total Costs	XX	XX

III. LICENSE FEE RECOVERY COST STATUS

Pursuant to the provisions of 10 CFR Parts 170 and 171 on fees, provide the total amount of funds costed during the period and fiscal year to date for each task or task assignment by facility or topical report. The license fee recovery status report shall be on a separate page as part of the MBLR for the FIN, and shall be in the format provided on Attachment 1.

There should be only one license fee recovery cost status table per FIN; unit numbers, e.g., Beaver Valley 2, should be identified for each facility included in each table; the facilities should be sorted by docket number; and costs should be reported as whole numbers rounded to the nearest dollar. For work that involves more than one unit at the same site, each unit should be listed separately and the costs should be split appropriately between the units. Common costs, as defined below, shall be identified as a separate line item in the license fee recovery cost status table each month. The total of the period costs reported in the license fee recovery cost status table should equal the total of the period costs reported in the "Financial Status" section. In the event the totals of the costs reported in these two tables are not equal, an explanation for the variance should be given as a footnote to the license fee recovery cost status table.

Common costs are those costs associated with the performance of an overall program that benefit all similar licensees covered under that program or that are required to satisfactorily carry out the program. Common costs include costs associated with the following: preparatory or startup efforts to interpret and reach agreement on methodology, approach, acceptance criteria, regulatory position, or technical reporting requirements; efforts associated with the "lead plant" concept that might be involved during the first one or two plant reviews; meetings and discussions involving the above efforts to provide orientation, background knowledge, or guidance during the course of a program; any technical effort applied to a category of plants; and project management. At task completion or at the end of a fiscal year, whichever occurs first, the cumulative common costs for the current fiscal year shall be apportioned by the contractor to the affected plants using either of the following methods: (1) equally to all plants worked on under the program during the fiscal year, or (2) in proportion to the costs incurred during the fiscal year for each of the plants worked on. The specific method to be applied will be determined by the NRC project manager.

IV. MONTHLY EXPENSE FORECAST

A monthly expense forecast will be prepared and included in the first MBLR and updated as applicable, e.g., on a fiscal year basis or when there is a change in funding authorization. The information is to be provided in a chart similar to that shown on Attachment 2 and will include: the period, the planned monthly spending rate, the actual monthly costs, the planned cumulative spending rate, and the actual cumulative spending rate. The cumulative planned monthly expenses rate and the cumulative actual monthly expenses will be graphically plotted.

An expense variance greater than 15 percent must be explained in the "Problem/Resolution" section.

DEC 28 1988

12/2/88

IQ Solutions, Inc.
ATTN: Thomas J. Brackett
11300 Rockville Pike
Suite 801
Rockville, MD 20852

SUBJECT: CONTRACT NO. NRC-03-00-001 ENTITLED, "SUPPORT FOR THE
U.S. NUCLEAR REGULATORY COMMISSION (NRC)
REGULATORY INFORMATION CONFERENCE (RIC)"

Dear Mr. Brackett:

Enclosed for your review and signature are three signed copies of the subject contract. If you agree with the provisions contained therein, please sign all three copies and return two copies to the address below. You may retain the third copy for your records.

U.S. Nuclear Regulatory Commission
ATTN: Mona C. Selden, Contract Specialist
Division of Contracts and Property Management
Mail Stop T-7-I-2
Washington, DC 20555

Sharon Bell has been designated to serve as the Project Officer under this contract for the U.S. Nuclear Regulatory Commission and can be reached at (301) 415-1217. The Project Officer's responsibilities and extent of authority are contained in Section G of the contract.

Mona Selden is the Contract Specialist for the contract. If you have any questions regarding the subject contract, please contact her on (301) 415-7907.

In addition, the Inspector General has requested that we provide each Contractor with a hotline poster. The hotline program was developed to provide a mechanism for reporting fraud, waste, and abuse within NRC's programs and its contracts operations. Please display the enclosed poster in a conspicuous area within your place of business. If you have multiple offices, please contact the OIG at (301) 415-5914 for additional posters.

Sincerely,

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

Enclosures:

- (1) Contract No. NRC-03-00-001
- (2) Hotline Poster

cc:

U.S. Small Business Administration
Washington District Office
Attn: Loretta M. Taylor
1110 Vermont Avenue, N.W.
9th Floor
Washington, D. C. 20043-4500
SBA Acceptance No. 0353-00-000393

DISTRIBUTION:

CMB2 r/f
MCSelden r/f
S. Bell, PO

DOCUMENT NAME: P:\NRR00001\TRANS

OFFICE	ADM/DCPM/CMB2	ADM/DCPM/CMB2					
NAME	MCSelden	SDStewart					
DATE	12/23/99	12/23/99					

OFFICIAL RECORD COPY



UNITED STATES
NUCLEAR REGULATORY COMMISSION

WASHINGTON, D.C. 20555-0001

DEC 23 1999

IQ Solutions, Inc.
ATTN: Thomas J. Brackett
11300 Rockville, Pike, Suite 801
Rockville, MD 20852

SUBJECT: TASK ORDER NO. 001, "FISCAL YEAR 2000 REGULATORY INFORMATION
CONFERENCE SUPPORT" UNDER CONTRACT NO. NRC-03-00-001

Dear Mr. Brackett:

In accordance with Section G.5, Task Order Procedures, of the subject contract, this letter definitizes the subject task order. The effort shall be performed in accordance with the enclosed Statement of Work.

3,100,373

Task Order No. 001 shall be in effect from December 27, 1999, through April 30, 2000, with a cost ceiling of \$64,562.00. The amount of \$60,338.00 represents the estimated reimbursable costs, the amount of \$4,224.00 represents the fixed fee.

Funds in the amount of \$45,000.00 are being obligated at this time. The obligated amount shall, at no time, exceed the task order ceiling. When and if the amount(s) paid and payable to the Contractor hereunder shall equal the obligated amount, the Contractor shall not be obligated to continue performance of the work unless and until the Contracting Officer shall increase the amount obligated with respect to this task order. Any work undertaken by the Contractor in excess of the obligated amount specified above is done so at the Contractor's sole risk.

Accounting data for Task Order No. 001 is as follows:

B&R No.:	02015-104-105
Job Code:	J2823
BOC:	252A
APPN No.:	31X0200.020
FFS No.:	NRR0300101
Oblig. Amt.:	\$45,000.00

The following individuals are considered to be essential to the successful performance of work hereunder: Ms. Lori Nelson, Ms. Donna Haegele, and Ms. Alison Roth. The Contractor agrees that such personnel shall not be removed from the effort under the task order without compliance with Contract Clause H.1, Key Personnel.

The issuance of this task order does not amend any terms or conditions of the subject contract.

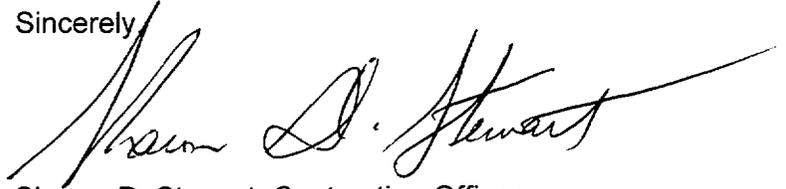
Your contacts during the course of this task order are:

Technical Matters: Sharon Bell
Project Officer
(301) 415-1217

Contractual Matters: Mona Selden
Contract Specialist
(301) 415-7907

Acceptance of Task Order No. 001 should be made by having an official, authorized to bind your organization, execute three copies of this document in the space provided and return two copies to the Contract Specialist at the address below. You should retain the third copy for your records.

Sincerely,



Sharon D. Stewart, Contracting Officer
Contract Management Branch 2
Division of Contracts and Property Management
Office of Administration

Enclosure: Statement of Work

ACCEPTED: Task Order No. 001



NAME Thomas J. Bencel
CFO / Executive VP

TITLE
12/20/99

DATE

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 hard copy and provided to attendees for the FY2K RIC. A 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 printout 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 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 28, 2000, on the Capital Terrace and continue until 5:30 p.m. The Tuesday, March 28, 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 until 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 that include, but are not limited to, 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 the 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's 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's 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's 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 Public Document Room (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 shall 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.

The NRC PO will provide:

1. camera-ready artwork for use in making presenter tent cards and attendee badges;
2. one (1) sample name badge with insert;
3. sample Presenter and RIC support staff badge ribbons;
4. the NRC PO's telecopy number and email address;
5. an alphabetical list of NRC RIC support staff who will assist at the conference for badge preparation;
6. an alphabetical list of speakers/presenters for badge preparation;
7. web page information and guidance;
8. a copy of the mailing list for the 2000 RIC; and
9. 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 editing so that the information entered in the NRC security system can be updated prior to the report date for editing.

B. Web page

January 10, 2000

All registration information will be included in the RIC mailing list which is provided to the NRC 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

January 12, 2000*

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 shall 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 10, 2000 until March 1, 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 (*).

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

Government (U.S. Only)	Nuclear Industry	Foreign	Other
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; and
- 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:

US/State & Local Governments	Utility	Miscellaneous
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 individual to: (1) perform non-technical editing (proofreading) of conference proceedings' speeches, 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 contained in the correct sessions. Note: The quick turnaround requirement for this activity will require one Contractor person to be on-site at NRC Headquarters, One White Flint North, Rockville, MD for up to five 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 handling 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 shall 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, 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 is 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's Conference Coordinator shall attend a one 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 sample name badge (see below) at this meeting.

H. Special Pre-registration Form Pick-Up

March 16, 2000

The Contractor shall make a special pickup at the hotel of pre-registered attendee forms. The information on the forms shall be included in a report (names, titles and company/organization names) and delivered by email and telecopy to the NRC PO by close-of-business 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's 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's 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 the NRC PO with 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's 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 shall hand out badges to pre-registered attendees and the other person at each booth shall process on-site badges. Following conference registration, each attendee having pre-purchased refreshments or who wishes to do so shall 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.; and
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 Contractor of the exact location of the booths at the 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's 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 has 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.
 - 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; and
- 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. to go over procedures, schedules and assignments for the March 2, 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, 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's Conference Coordinator of any changes in the above schedule. The Contractor's 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 in order to collect used attendee name badges, by 3:00 p.m. on Monday, March 27, 2000. The boxes shall 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 the 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 of requested copies of speeches or proceedings requested by 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 hard copy together with the original requests).

5. DELIVERABLES

- a. Names of On-site Contractor edit personnel for building pass February 28, and 29, 2000, and March 1, 2, and 3, 2000
- b. Web page January 10, 2000 (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's Conference Coordinator shall attend the following meetings:

Post Contract Award Meeting	Within 1 week of award
Kickoff	January 12, 2000
Final Preparation	February 22, 2000
Tie-Down	February 24, 2000
Final Walk-Through	March 2, 2000

- b. Messenger Trips to the hotel

Up to 12 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 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.

9. PERIOD OF PERFORMANCE

The period of performance for Task Order No. 1, is December 27, 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.



UNITED STATES
NUCLEAR REGULATORY COMMISSION

WASHINGTON, D.C. 20555-0001

FEB 17 2000

IQ Solutions, Inc.
ATTN: Thomas J. Brackett
11300 Rockville, Pike; Suite 801
Rockville, MD 20852

SUBJECT: MODIFICATION NO. 1 TO TASK ORDER NO. 001 UNDER CONTRACT NO.
NRC-03-00-001

Dear Mr. Brackett:

The purpose of this modification is to provide additional funding in the amount of \$19,562.00, thereby, fully funding this task order. Therefore, total funds in the amount of \$64,562.00 are obligated under this task order.

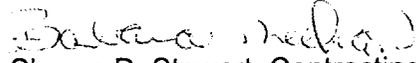
Accounting data for Modification No. 1 to Task Order No. 001 is as follows:

B&R No.:	02015-104-105
Job Code:	J2823
BOC:	252A
APPN No.:	31X0200.020
FFS No.:	NRR0300101
Oblig. Amt.:	\$19,562.00

The issuance of this modification does not amend any other terms or conditions of the subject task order, including the ceiling amount of \$64,562.00.

Should you have any questions relating to this matter, please contact Mona C. Selden, Contract Specialist on (301) 415-7907.

Sincerely,


Sharon D. Stewart, Contracting Officer
Contract Management Branch 2
Division of Contracts and Property Management
Office of Administration