

Contract No. NRC-03-00-001 &
Task Order No. 1 under Contract NRC 03-00-001

November 9, 1999

IQ Solutions
Attn: Thomas Brackett
11300 Rockville Pike, Suite 801
Rockville, MD 20852

SUBJECT: REQUEST FOR PROPOSAL (RFP) NO. RS-NRR-00-001 ENTITLED,
"SUPPORT FOR THE U.S. NUCLEAR REGULATORY COMMISSION (NRC)
REGULATORY INFORMATION CONFERENCE (RIC)"

Dear Mr. Brackett:

This confirms your various telephone conversations with Mona Selden, of my staff, in which you were verbally requested to submit a proposal for the performance effort described in the enclosed Statement of Work. In addition, a proposal was also requested for the enclosed Task Order No. 1. As advised, your proposals are due on Friday, November 12, 1999, and shall consist of two parts: a technical approach and a cost estimate.

As a minimum, the technical approach shall substantiate your understanding of the requirements of the solicitation, note any anticipated problem areas or deviations from the Statement of Work, identify key personnel who will perform the work, and any potential conflict of interest issues.

You are also required to identify any current or former NRC employees who have been or will be involved, directly or indirectly, in developing the proposal, or in negotiating on behalf of your firm, or in managing, administering or performing any contracts, consultant agreements or subcontracts resulting from this proposal (list name, title, and date individual left NRC and provide a brief description of the individual's role under this proposal). If there are no current/former NRC employees involved, a negative statement is required.

The second part of your proposal shall be your cost estimate, prepared using the Standard Form 1411 or a similar format. The Government anticipates award of a cost plus fixed-fee, task ordering type contract with a level of effort as stated in the Statement of Work. The total period of performance is five years, with a base period of three years and two one-year option periods.

It is brought to your attention that the Contracting Officer is the only individual who can legally commit the Government to the expenditure of public funds in connection with this proposed procurement. Accordingly, work on this proposed effort shall not commence without prior Contracting Officer authorization.

Your proposal should be sent to the U.S. Nuclear Regulatory Commission, Attn: Mona C. Selden, Division of Contracts and Property Management, MS TWFN T-7-I-2, Washington, D.C. 20555.

If your proposal is hand-carried, including delivery by private delivery services (e.g., Federal Express and Airborne Express), it must be delivered to the loading dock security station located at 11555 Rockville Pike, Rockville, MD 20852-2738. Your proposal must be received during normal working hours, 7:30 a.m. - 3:30 p.m., Monday through Friday, excluding Federal holidays.

The proposal shall be signed by an official authorized to bind your organization, and it shall contain a statement indicating the period of time the proposal is in effect (not less than 60 days).

Finally, the enclosed Representations, Certifications, and Other Statement of Offerors shall be completed and returned with your proposals.

Any questions you may have regarding this matter should be addressed to Ms. Selden at (301) 415-7907.

Sincerely,

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

Enclosures: As Stated

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NAME	MCSelden	SDStewart					
DATE	November 9, 1999	11/9/99					

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STATEMENT OF WORK REGULATORY INFORMATION CONFERENCE (RIC) SUPPORT

Office of Nuclear Reactor Regulation (NRR)
JCN: 2823

BACKGROUND

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

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

OBJECTIVE

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

TECHNICAL AND OTHER SPECIAL QUALIFICATIONS REQUIRED

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

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

CONTRACT TYPE

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

WORK REQUIREMENTS AND SCHEDULE

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

date printed December 8, 1999 (10:08AM)

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

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

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

- a. Web page. Using information provided by the Project Officer, design a web page for the Internet which provides full information regarding the conference, including the program, directions to the conference, keynote speakers, hotel registration information and web registration for the conference. The web page should generate a list of registered attendees for each conference and be updated on a frequent basis. The web page will include notification to registrants that information submitted will be posted on the RIC web site. The registration form will provide registrants with the option to exclude their information from publication. However, all registration information will be included in the RIC mailing list. The web page will be posted on the Internet following review and approval by the Project Officer. Each year following the conference the attendee list will be provided to NRC for inclusion on the NRC RIC web page and will remain until the next conference.
- b. Registration database compilation. All conference attendee electronic registrations from the NRC RIC web page; hard copy mailed forms, facsimiles and telephonic enquiries will be directed to the contractor. The contractor will enter information from all sources into a computerized database using ACCESS 97. *Note that hotel sleeping room registrations will be forwarded by the attendees directly to the hotel.*
- c. Registration List. Using the registration database, the contractor shall prepare weekly reports to the Project Officer entitled "Participant List" which provides each registrant's first name, middle initial, last name, organization name, sub-organization name, title, mailing address, city, state and zip code, telephone and fax numbers and email address. Two reports shall be submitted each week for eight weeks prior to the RIC, one in alphabetical order by the last name of the registrant and the second report shall be in alphabetical order by the company name. A final version of both reports will be submitted to the NRC within 3 days after each conference. All registration list information will be submitted in two 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 will be submitted in two hard copies and on computer floppy disk.

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

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- 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 vugraphs and slides. This activity will may require one (1) contractor individual on-site at NRC headquarters (11555 Rockville Pike, Rockville, Maryland) for up to 5 days. This individual should be expert in using both Corel Presentations and Microsoft PowerPoint software.
- n. The contractor shall provide a letter report with lessons learned and recommendations for improving the process is due 2 weeks after the last day of the RIC

LEVEL OF EFFORT AND PERIOD OF PERFORMANCE

The maximum level of effort for three Regulatory Information Conferences is estimated at ~~2340~~ up to 2700 professional staff hours over a 36 month period. Each RIC is estimated to require ~~770~~ up to 900 professional staff hours over a 10 week period.

DELIVERABLES

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

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3. A letter report providing the contractor's lessons learned and recommendations for improving the process is due 2 weeks after the last day of the RIC.
4. The contractor will provide all plastic badges, inserts, speaker ribbons or tabs and tent cards.
5. Web page design, operation and maintenance.

MEETINGS AND TRAVEL

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

NRC-FURNISHED MATERIALS

The contractor will be provided with:

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

OTHER APPLICABLE INFORMATION

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

I. BACKGROUND

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

II. FY2K RIC Program

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

A. Monday, March 27, 2000

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

B. Tuesday, March 28, 2000

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

C. Wednesday, March 29, 2000

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

III. OBJECTIVE

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

IV. TECHNICAL AND OTHER SPECIAL QUALIFICATIONS REQUIRED

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

V. Contractor Conference Coordinator

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

The Conference Coordinator shall personally attend all conference planning meetings as prescribed by the

statement of work. The contractor's Conference Coordinator **shall ensure that all contractor personnel, including sub-contractors are aware of and updated on all procedures regarding registration, duties of Q&A and viewgraph/transparency turners, etc, and the duties and posts each contractor staff person will staff, as well as, changes to the FY2K RIC Program and Schedule.** The contractor Conference Coordinator shall supervise the on-site registration process and quickly act to alleviate delays during registration, especially prior to the start of the conference on the first day of the conference, as well as prior to the start of the morning sessions on the second day of the conference.

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

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

VI. WORK REQUIREMENTS AND SCHEDULE

The contractor shall provide support as follows:

A. Post Contract Award Meeting

Award Date

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

NRC PO will provide:

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

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

B. Web page design.

December 20, 1999

Using information provided by the Project Officer, design a web page for the Internet which provides full information regarding the conference, including the program, directions to the conference, keynote speakers, hotel registration information and web registration for the conference. The web page should generate a list of registered attendees for the

conference and be updated on a frequent basis. The web page will include notification to registrants that information submitted will be posted on the RIC web site, as well as, confirmation of information submitted. The registration format will provide registrants with the option to exclude their information from publication. However, all registration information will be included in the RIC mailing list which is provided to the PO after the conference. The web page will be posted on the Internet following review and approval by the Project Officer. Following the conference the attendee list will be provided in hard copy as described in this statement of work and electronically for posting on NRC's RIC web page and will remain until the next conference.

B. Kick-off Meeting

December 8, 1998*

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

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

C. Registration

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

1. Hotel Accommodations

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

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

2. Conference Registration

From January 4, 2000, until March 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 (*).

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"FY 2000 Regulatory Information Conference Support"

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

E. Last Minute Registration

March 22, 2000 through March 27, 2000

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

F. Conference Name Badges

February 22, 2000 through March 27, 2000

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

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

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

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

G. Final Preparation Meeting

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

The contractor Conference Coordinator shall attend a one (1) day meeting at the hotel with the NRC PO and the hotel staff

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"FY 2000 Regulatory Information Conference Support"

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

H. Special Pre-registration Form Pick-Up

March 16, 2000

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

I. Tie-Down Meeting

March 16, 2000

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

J. Statistical Information

March 23, 2000

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

K. Final Walk-Through Meeting

March 24, 2000

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

L. Directional Signs

March 27, 2000

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

M. Registration and Conference Signs

March 27 through March 29, 2000

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

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

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

N. Registration

March 27-29, 2000

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

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- a. Ensure that each attendee is registered in an efficient, effective, prompt, and courteous manner. The contractor shall ensure that its staff have knowledge of the conference program schedule and any changes in the schedule, the location of the meeting rooms etc. and be able to answer attendee questions about the conference and hotel logistics.
- b. Ensure that the name badge information is accurate, that spelling is verified.
- c. Ensure that the registration booths are continually staffed during the above registration time periods.
- d. Ensure that name badges are prepared and packages are distributed to registrants.
- e. Arrange preregistered attendee packages alphabetically to ensure efficient and prompt distribution of packets.
- f. Ensure that the contents of the registration packages are complete.
- g. Provide adequate backup support to alleviate delays, especially in the mornings on the first two days of the conference.

O. Conference Logistics Support

March 27-29, 2000

- a. The contractor shall provide logistical support during the conduct of the RIC. The contractor shall ensure that all individuals assigned to this effort, arrive at the assigned meeting rooms in advance of the meeting times, dress appropriately for a professional meeting, conduct themselves in a professional manner and that when meetings are in progress they remain alert to changes in needs and circumstances in the meeting rooms. All logistical support personnel shall be interchangeable and shall quickly and without hesitation assume the duties, as assigned by the NRC Room Monitors, necessary for the smooth running of the meetings. These duties may include any of the following:

- Operate overhead projectors
- Distribute Q&A cards during Q&A periods
- Collect Q&A cards from attendees
- Turn viewgraphs/transparencies or operate slide projectors
- During Q&A periods, provide portable microphones to attendees
- Support NRC room monitors (all day, both days of RIC)
- Assist in the Conference Message Center or other areas of RIC, as needed, when sessions are not being conducted in meeting rooms
- Answer questions from attendees
- Troubleshoot
- Assist in preparing meeting room for next meeting

- b. Assignment of the above contractor personnel shall be as follows for each session in each room:

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

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

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

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

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

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- c. Contractor logistical support staff assigned to the Presidential Ballroom on March 27, 2000, shall meet with the NRC staff Room Monitors in the Presidential Ballroom at 12:30 p.m. March 27, 2000 to go over procedures, schedules and assignments for the Wednesday, March 3, 2000, sessions.

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

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

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

P. USED NAME BADGE RETURN BOXES

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

Q. REGISTRATION BOOTH REMOVAL and CLEANUP

March 28 and 29, 2000

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

R. FINAL FY 2000 RIC STATISTICS

March 29, 2000

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

S. Computerized Attendance Lists

April 4, 2000

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

T. Post RIC Proceedings/Speeches Mailing

April 17, 2000

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

5. DELIVERABLES

- | | |
|---|---|
| a. On-site contractor edit personnel name for building pass | February 28, 29, March 1, 2, and 3, 1998 |
| b. Web page design | December 20, 1999 (or earlier, if possible) |
| c. RIC Registration Statistics | Each Thursday February 3, 2000 through March 23, 2000 |
| d. Final Registered
RIC Attendee List | March 23, 2000 |

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- | | |
|--|-----------------------------------|
| e. Conference Name Badges Inserts | March 27- 29, 2000 |
| f. Presenter Tent Cards | March 27, 2000 |
| g. Pre-Registered Attendee Statistics | (see schedule) |
| h. Amended Computerized Attendance Lists | By Noon March 27, 28 and 29, 2000 |
| i. Final Attendance Statistics | April 4, 2000 |
| j. Attendee Requests for RIC Documents | April 4, 2000 |

6. MEETINGS AND TRAVEL

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

7. NRC-FURNISHED MATERIALS

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

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

8. LEVEL OF EFFORT

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

9. PERIOD OF PERFORMANCE

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

10. LICENSE-FEE RECOVERY

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

11. Computer Software

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

December 8, 1999 10:10AM