



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

FEB 06 2001

IQ Solutions, Inc.
ATTN: Mary F. Hallam
11300 Rockville, Pike; Suite 801
Rockville, MD 20852

SUBJECT: TASK ORDER NO. 002, "FISCAL YEAR 2001 REGULATORY INFORMATION CONFERENCE SUPPORT" UNDER CONTRACT NO. NRC-03-00-001

Dear Ms. Hallam:

This confirms the verbal authorization provided to you on December 8, 2000, to begin work under the subject task order, effective December 11, 2000, with a temporary ceiling of \$10,000.00, pending definitization of the task order. Incremental funding in the amount of \$47,000.00 obligated at this time, includes the \$10,000.00 temporary ceiling.

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.

Task Order No. 002 shall be in effect from December 11, 2000, through July 31, 2001, with a cost ceiling of \$60,663.00. The amount of \$56,694.00 represents the estimated reimbursable costs, the amount of \$3,969.00 represents the fixed fee.

Funds in the amount of \$47,000.00 (includes the \$10,000.00 temporary ceiling) 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. 002 is as follows:

B&R No.:	120-15-101-135
Job Code:	J2823
BOC:	252A
APPN No.:	31X0200.120
FFS No.:	NRR00001A
Oblig. Amt.:	\$47,000.00

TEMPLATE-ADM-001

ADM 02

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. 002 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. 002



NAME

DIRECTOR OF CONTRACTS

TITLE

9 FEBRUARY 2001

DATE

STATEMENT of WORK

FISCAL YEAR 2001 REGULATORY INFORMATION CONFERENCE (RIC) SUPPORT

Office of Nuclear Reactor Regulation (NRR)

JCN: 2823

Task Order No. 002

Contract No: NRC-03-00-001

BACKGROUND

The Nuclear Regulatory Commission's (NRC), Fiscal Year 2001 Regulatory Information Conference (RIC), which is hosted by the Office of Nuclear Reactor Regulation (NRR), is scheduled for March 12, 13, and 14, 2001, at the Capital Hilton Hotel, 16th and K Streets, NW, Washington, D. C. RIC 2001 will be a two (2) day conference (½ day Monday, March 12, full day, Tuesday, March 13, and ½ day Wednesday, March 14, 2001).

The annual RIC is an opportunity for NRC management to meet with nuclear industry managers 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.

Each year attendance at the RIC has increased to a high point in Fiscal Year 2000 of over 1,000 attendees. The majority of RIC attendees are upper managers (presidents, vice presidents, CEO's and CNO's (Chief of Nuclear Operations) of corporations and companies in the nuclear power industry, including manufacturers, architect/engineering firms, vendors, news media and law firms, as well as, government executives from both state, local and federal government agencies, and representatives of twelve (12) foreign countries. In addition, the RIC is open to the public. At this time, there is no conference attendee charge for the RIC, however, advance registration for the annual RIC is required and encouraged either on the NRC RIC web site, by phone, fax or mail.

OBJECTIVE

The objective of this task order is to obtain conference planning expertise to perform conference registration and to assist the NRR staff in facilitating the meeting sessions. In addition, beginning preparations for RIC 2002 is to be accomplished.

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 Statement of Work (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.

STATEMENT of WORK

FISCAL YEAR 2001 REGULATORY INFORMATION CONFERENCE (RIC) SUPPORT

Office of Nuclear Reactor Regulation (NRR)
JCN: 2823
Task Order No. 002
Contract No: NRC-03-00-001

WORK REQUIREMENTS AND SCHEDULE

As a minimum, the contractor shall provide the following:

- a. Web page. Currently, the NRC RIC web site consists of registration information (directions to the hotel site, cost of hotel sleeping rooms, etc.) plus the current year program, keynote speakers' biographies, an on-line registrant list and links to other information sites. In addition, information from previous RIC conferences is included in "Past RIC Information." The "Past RIC Information" includes the previous year's programs starting with 1999, the on-line registrant list, meeting statistics and slides and speeches from the past conference.
- b. Registration database compilation. The contractor shall compile a comprehensive database of all attendee registration information. Registrants for RIC 2001 will be able to access an on-line registration form at the NRC RIC web site which will be sent electronically to IQ Solutions and to NRC. Registrants will also be able to mail, fax, telephone and otherwise provide hard copies of a similar registration.

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 shall enter information from all sources into a computerized database using ACCESS. *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 e-mail address. Two reports shall be submitted each week for six 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 each of the six 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 work 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.

STATEMENT of WORK

FISCAL YEAR 2001 REGULATORY INFORMATION CONFERENCE (RIC) SUPPORT

Office of Nuclear Reactor Regulation (NRR)

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- e. The contractor shall review the attendee submitted registration information and, whenever necessary, 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 (e.g., 50 licensees, 20 foreign, 3 news media, etc.). The contractor shall act to minimize obvious errors in registrants' input, e.g., 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 NRC Project Officer each day of the conference. On the last day of the RIC, the contractor shall provide, on-site, to the NRC Project Officer, two copies of the latest updated statistics for inclusion in the closing remarks of the conference. Since the last day of the conference is a ½ day, this report shall be due by 8 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, proofread and arranged in alphabetical order in advance of the conference opening date on the date established by the NRC PO. 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.** Operate up to four (4) registration booths on-site during the registration periods for each conference with two people per registration booth performing on-site registration. The number of registration booths may be less than four and shall be based upon lessons learned from the previous RIC.
- 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 may be provided to the contractor by the Project Officer.

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- 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 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 view-graphs 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. **Following the current RIC in March 2001, the contractor shall assist in formatting current year information (slides, speeches, statistics and attendee information) to the "Past RIC Information" category for the RIC web site and prepare the web site for the next RIC by generating a pre-RIC topic survey form for RIC 2002.**

This activity may require one (1) contractor individual on-site at NRC headquarters (11555 Rockville Pike, Rockville, Maryland) for up to 5 days. This individual shall be an expert in using both Corel Presentations and Microsoft PowerPoint software and have experience with web site development.
- n. **The contractor shall provide a letter report with lessons learned and recommendations for improving the process two (2) months after the last day of the RIC 2001.**

PERIOD OF PERFORMANCE

The period of performance is December 11, 2000 through July 31, 2001.

STATEMENT of WORK

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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 Officer's name.
 1. A technical letter report is required each week for six weeks prior to RIC 2001, 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 six weeks a statistical list of registrants. During the week of RIC 2001 meeting, the contractor shall provide the statistical report to the PO each day of the conference. On the last day of the RIC 2001, the contractor shall provide, on-site, to the NRC PO two copies of the latest updated statistics for inclusion in the closing remarks of the conference. A final version of the statistical report shall be submitted to the NRC within three (3) days after the conference.
 3. A letter report providing the contractor's lessons learned and recommendations for improving the process is due two (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's Conference Coordinator shall meet weekly at NRC Headquarters up to four times with the NRC Project Officer for review and coordination. For planning purposes, at least three meetings will be held at the NRC Headquarters building in Rockville, MD, and two may be held at the hotel. Note that telephone conference calls may be substituted by the Project Officer when necessary.

STATEMENT of WORK

FISCAL YEAR 2001 REGULATORY INFORMATION CONFERENCE (RIC) SUPPORT

Office of Nuclear Reactor Regulation (NRR)

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NRC-FURNISHED MATERIALS

The contractor will be provided with the following:

1. artwork for the name badges and tent cards
2. 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.