



UNITED STATES  
NUCLEAR REGULATORY COMMISSION

WASHINGTON, D.C. 20555-0001

December 17, 2001

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

SUBJECT: TASK ORDER NO. 003, "FISCAL YEAR 2002 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.

Task Order No. 003 shall be in effect from the date of this letter, through June 30, 2002, with a cost ceiling of \$81,040.00. The amount of \$75,738.00 represents the estimated reimbursable costs, the amount of \$5,302.00 represents the fixed fee.

Accounting data for Task Order No. 003 is as follows:

B&R No.:	220-15-101-112
Job Code:	J2823
BOC:	252A
APPN No.:	31X0200.220
FFS No.:	NRR00001A and NRR00001
Oblig. Amt.:	\$81,040.00

The following individuals are considered to be essential to the successful performance of work hereunder: [REDACTED] 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. 003 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,



*SD* 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. 003

*Jamie L. Feldman*  
NAME *JAMIE L. FELDMAN*

*Sr. Contracts Administrator*  
TITLE

*12/24/01*  
DATE

**STATEMENT of WORK (SOW)**  
**FISCAL YEAR 2002 REGULATORY INFORMATION CONFERENCE (RIC) SUPPORT**

Office of Nuclear Reactor Regulation (NRR)  
JCN: 2823  
Task Order (TO) No. 003  
Contract No: NRC-03-00-001  
revised 12/5/01

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**I. BACKGROUND**

The Nuclear Regulatory Commission's (NRC), Regulatory Information Conference (RIC) 2002, hosted by the Office of Nuclear Reactor Regulation (NRR), is scheduled for March 5, 6, and 7, 2002, at the Capital Hilton Hotel, 16<sup>th</sup> and K Streets, NW, Washington, D. C. This will be the 14<sup>th</sup> annual RIC and will be a two (2) day conference (½ day Tuesday, March 5, a full day, Wednesday, March 6, and ½ day Thursday, March 7, 2002).

The RIC is an opportunity for senior NRC management to meet with counterpart senior nuclear industry managers to discuss safety and regulatory issues of mutual interest. The overall objective of the conference is to provide a managerial level communications forum between the regulators and those regulated regarding safety initiatives and regulatory issues.

Each year attendance at the RIC has increased to a high point last year of almost 1,200 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 state, local and federal government agencies, and representatives of foreign countries. In addition, the RIC is open to NRC's other stakeholders including the public. At this time, there is no conference attendee charge for the RIC, however, advance registration for the annual RIC is required either through the NRC RIC web site, or by mail, facsimile or telephone. NRC staff will update the RIC web page as necessary to provide the latest up-to-date conference information.

The NRC has a purchase order with the Capital Hilton for meeting space and audio visual requirements for RIC 2002. Also provided by the hotel purchase order are sleeping room and government rate room blocks and on-site office center use. The NRC Project Officer (PO) will coordinate all aspects of the hotel requirements directly with the hotel representative. For information and coordination purposes, the support contractor's Project Manager (PM) shall attend meeting(s) between the hotel and the NRC PO.

**II. TASK ORDER OBJECTIVE**

The objective of this Task Order (TO) is to obtain conference registration assistance for RIC 2002 and on-site assistance to NRR staff in facilitating the meeting sessions.

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**III. TECHNICAL AND OTHER SPECIAL QUALIFICATIONS REQUIRED**

Contractor personnel shall have demonstrated overall experience and capability to provide the services specified in the TO 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 the 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 TO, including assurance that all information contained in the contractor's technical and cost proposals, including resumes, is accurate and truthful.

**IV. WORK REQUIREMENTS AND SCHEDULE**

- A. Prior to January 2002, NRC will mail RIC 2002 invitations. The invitation will contain a mail-back registration form which registrants can mail or fax. The invitation will include instructions on how to register via mail, telephone, e-mail, or facsimile. There will be no on-line registration for outside participants. However, NRC personnel will register on-line and NRC will be responsible for preparing badges for NRC personnel. The PO will deliver the NRC badges to the contractor by February 22, 2002. All hard copy mailed forms, facsimiles, and telephonic registrations will be directed to and received by the contractor.
- B. As a minimum, the contractor shall provide the following:
  - 1. **RIC 2002 Registration Database Compilation.** The contractor shall compile a comprehensive registration database using the ACCESS database format provided by NRC for all RIC 2002 attendee registration information. NRC has developed the Graphical User Interface (GUI) and database structure. NRC will provide a CD with the GUI and will assist in training and loading of the GUI on the contractor's system. NOTE: the RIC 2002 database shall be "stand alone", i.e., shall not use past RIC databases.
    - a. The RIC 2002 database shall consist of the registrant's first name, middle name or initial, last name, and other information if applicable, such as, organization name, sub-organization name, title, mailing address, city, state and zip code, telephone and, e-mail address, and comments. NRC has developed a simplified electronic program (GUI) which will update the database automatically. NRC will provide to the contractor an MS Access database .mdb file which will contain the database structure and the electronic registration form. The electronic registration form can be loaded on a PC and used to input the data from the hard copy registrations automatically into the database. Up to two (2) contractor database personnel shall attend an up to two (2) hour training session at NRC on this simplified method. The contractor will input the hard copy mail, fax and telephonic registrations into the database via the NRC registration form.

**Notes:**

**Since NRC will be responsible for the badges of NRC personnel the total number of badges the contractor will prepare will be approximately 1,200.**

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For each registration, the contractor shall enter all information submitted on the form with particular attention to the name of the individual and the organization name.

- b. Via weekly encrypted email to the NRC PO the contractor shall provide the an updated RIC 2002 registration database containing all registrations received by the contractor. This email should be sent to the NRC PO at [sabl@nrc.gov](mailto:sabl@nrc.gov) and to [mgc@nrc.gov](mailto:mgc@nrc.gov).

Notes:

- i. The RIC 2002 registration database will be a stand alone database and will not refer to or update previous year RIC registration databases.
  - ii. Attendees will be responsible for obtaining their own hotel sleeping room. The contractor shall refer attendees seeking hotel accommodations directly to the hotel.
  - iii. The hardcopy registration form includes a block for the attendee to provide permission to have their name added to an on-line registrant list. The automatic electronic form also includes this block. The contractor shall ensure that only those individuals who request that their name be added are entered into the database as such.
  - iv. The contractor shall provide all original hardcopy registrations to the NRCPO by Monday Morning at 8am each week.
2. **Statistical Reports.** The registration database will contain an "affiliation" category. NRC will create the hard copy invitation form which will include the affiliation category. The contractor shall develop a statistical report of RIC 2002 registrants, as in the attached sample statistical report and using the "affiliation" category on the registrations as follows:
- a. **On-site Hard Copy Statistical Reports.** During the week of the RIC, the contractor shall provide, on-site at the hotel, to the NRC PO, the statistical report, in two hard copies, updated to include on-site registrations. The report is due as follows:  

1st conference day by 12:00 noon  
2nd conference day by 7:30 am  
3rd conference day by 7:30 am
  - b. **Post RIC E-Mail Statistical Report.** Within one (1) week after the RIC 2002, the contractor shall e-mail the final version of the statistical report the NRC PO.
3. **Badges.** Using the attendee submitted registration information and NRC provided badge artwork, the contractor shall prepare name badges with each registrant's name on the first line and company or organization on the second line.

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- a. Badges for all pre-registered attendees shall be prepared, proofed and arranged in alphabetical order in advance of the conference opening date. This shall be accomplished close enough to the actual conference start date to preclude unnecessary reprocessing of badges previously received.
- b. Name badges for all individuals who have not pre-registered (walk-ins) shall be prepared on-site and all registration information shall be entered into the database for inclusion into the final registration report and the on-site and post RIC statistical reports.
- c. The contractor shall rely on the submitted registrant information to prepare the name badges (i.e., use the name provided in the block on the registration form titled: Name to be used on name badge or if this block is not filled in, the first, middle initial and last name of person.)
- d. The contractor shall maintain an accurate list of the number of badges recreated because attendees lost the original badge and ensure that the recreated badges are not included in the statistical report.

Note that the Contractor will send confirmation notices to registrants based on the database information.

**4. On-Site Conference Registration.**

- a. The contractor shall operate four (4) RIC 2002 registration booths on-site during the registration periods staffed by two people per registration booth performing on-site registration.
- b. The number of operating registration booths shall be reduced on the 2nd conference day to three booths by shutting off the booth lights and moving materials to the remaining registration booths and reducing the number of personnel to 4 conference staff 1 typist for the remaining three booths appropriately. On the 3rd day of the conference the contractor shall reduce the number of booths to one (1) operating registration booth with no more than three (3) and 1 typist. The contractor shall return all rental registration booths to the rental company immediately after the close of the conference. Note: Closing down registration booths each day is understood by the NRC to be less costly than returning one or two each day. If this is not the case, the booths should be returned in the most economical and cost effective manner.
- c. Registration booths shall be open for registration as follows:  
  
1<sup>st</sup> conference day by 8:30 am and continue until the close of the last session of that day, but not later than 5:00 pm  
2<sup>nd</sup> conference day by 7:30 am and continue until the close of the last session of that day, but not later than 5:00 pm  
3<sup>rd</sup> conference day by 7:30 am and continue until 10:00 am

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- d. The contractor on-site registration personnel shall provide the badge to each attendee and remind the attendee that the badge must be worn in plain sight at all times while attending the conference.
  - e. The NRC PO will provide a list of names to affix ribbons to badges, i.e, speakers, and VIPs.
5. **Tent Cards.** The NRC will prepare tent cards for RIC 2002 speakers based on the RIC 2002 program. In the event that speaker changes are necessary due to substitutions, the contractor shall have the on-site capability to prepare tent cards for conference speakers and presenters. In these instances, NRC will provide the contractor with pre-printed RIC logo tent cards for imprinting with the substituted presenter name and organization.
6. **Contractor Project Manager.** The contractor shall provide a conference coordinator or PM who shall act as the daily point of contact with the NRC PO. The PM shall as a minimum:
- a. Notify (e-mail and/or telephone) the NRC PO of potential problems and/or schedule slippages.
  - b. Keep the NRC PO informed on a weekly basis as to planned vs. actual TO expenditures.
  - c. Ensure the most economical methods are used for processes such as, alphabetizing the majority of name badges once just before the conference start date rather than several times between the opening and closing of registration.
  - d. Ensure that the on-site registration staff and meeting session support staff adhere to formal business attire while in the hotel.
  - e. Ensure that use of registration staff and meeting session support staff is optimized to minimize costs and to facilitate attendees' experience with registration and the meeting.
  - f. Ensure that appropriate level of staff are utilized for registration and meeting session support.
  - g. Assure that problems with on-site 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 meeting assistance will be based upon the RIC's program, i.e., the number of meeting rooms and the schedule of sessions. The PM shall review any changes or update to the RIC 2002 program as provided by the NRC PO and determine whether any changes in staffing are required.
  - h. The PM shall meet a minimum of three times with the NRC PO. For planning purposes, two meetings will be held at the NRC Headquarters building in Rockville, Maryland and the other will be held at the hotel to go over the final meeting room assignments. These meetings are in addition to the kick-off meeting.

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- f. Ensure that statistical reports contain the latest updated and accurate registration statistics.
7. **Meeting Session Support Staff.** The contractor shall provide meeting support staff as follows:
- a. Turn view-graphs during the individual sessions. Note: It is expected that these individuals will be similar in expertise and pay rate as those used for this purpose under task order no 1.
  - b. Session assistants 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. Note: It is expected that these individuals will be similar in expertise and pay rate as those used for this purpose under task order no 1.
  - c. The contractor shall ensure that the meeting support staff are available in the meeting rooms at least 15 minutes before the start of each session to receive instructions from the NRC Room Monitor(s) and Panel Chairs and Presenters.
  - d. The number of meeting support staff shall be based on the number and mix of the (plenary and breakout) sessions in RIC 2002. The attached RIC 2001 program is provided as a guideline during the proposal process. The contractor PM shall devise a schedule for the meeting support staff that minimizes excess costs due to down time. The number of meeting support staff for each session are as follows:
    - i. Any Plenary Session = 2 view-graph individuals and 2 session assistants
    - ii. Any breakout session held in the Presidential Ballroom = 2 view-graph individuals and 1 session assistants
    - iii. Any breakout session held in other rooms = 1 view-graph individual and 1 session assistants

**V. PERIOD OF PERFORMANCE**

The period of performance is from date of award through June 30, 2002.

**VI. DELIVERABLES**

- 1. The contractor shall provide all plastic badges, inserts, speaker ribbons or tabs and tent cards. A list of individuals with corresponding designations for "ribbons will be provided by the NRC PO one week before the conference.
- 2. Reports. Task Order Reporting Requirements (Note: All reports will include the contract number, the JCN number, the TO number and the NRC's name. The following reports shall be required under this TO:
  - a. Monthly Business Letter Report (See attachment)



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- b. A technical e-mail report is required each Friday afternoon for six weeks prior to RIC 2002. The e-mail letter report shall include as a minimum 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. A final version of these hard copy reports and floppy disks will be submitted to the NRC within 3 days after RIC 2002.
  - c. Statistical Reports. . During the week of RIC 2002 meeting, the contractor shall provide a statistical report to the NRC PO each day of the conference. On the last day of the RIC 2002, 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 via e-mail to the NRC PO within three (3) days after the conference.
  - d. On-site registration staff and meeting session staff report. One month prior to RIC 2002, using the draft RIC 2002 program, the contractor PM shall provide via e-mail to the NRC PO an on-site schedule and estimated number of registration and meeting session support staff required. As a minimum, this report shall include names, titles, association to the contractor (i.e, contractor or subcontractor) and pay rate of each individual. Upon receipt of the final formal RIC 2002 program, the contractor PM shall reevaluate the staffing initial schedule, assignments and number of staff and advise via e-mail the NRC PO of any revisions.
  - e. Lessons Learned Report. The contractor shall provide a letter report with lessons learned and recommendations for improving the process, one (1) week after the last day of the RIC 2002.
  - f. Final Registration Database. A final version of the RIC 2002 registration database report shall be submitted to the NRC within 3 days after the conference.
3. Original hard copy registration forms received via mail or fax by the contractor shall be provided to the NRC PO each week by 8am Monday and all registrations received on-site within one week of RIC 2002. Note that this also includes registrations taken by contractor personnel via telephone.

**VII. MEETINGS AND TRAVEL**

- 1. Kick-off Meeting. The contractor's PM and the Corporate Representative shall attend a TO kick-off meeting at NRC with the NRC's PO and the Contract Specialist. For planning purposes this meeting may be up to four (4) hours.
- 2. Coordination Meetings. The contractor's PM shall meet at NRC Headquarters up to four times with the NRC for review and coordination. For planning purposes, the NRC PO will conduct at least three meetings. Two will be held at the NRC Headquarters building in Rockville, MD, and one may be held at the hotel. Note that telephone conference calls may be substituted by the NRC PO whenever necessary.

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3. Up to two (2) contractor database personnel shall attend an up to two (2) hour training session on-site at the NRC PO's location on this simplified method. This meeting will be held in the same week as the kick-off meeting.

**VIII. NRC-FURNISHED MATERIALS**

1. NRC will provide the following to the contractor at the TO kick-off meeting:
  - a. artwork for the name badges and tent cards
  - b. sample plastic attendee badge holder
  - c. sample plastic speaker badge holder (pocket at top of badge for ribbon)
  - d. sample inserts for the badges
  - e. sample of "speaker" or "presenter" ribbons or tabs
  - f. outgoing RIC 2002 invitation
  - g. draft RIC 2002 program
  - h. sample tent badge for information (NRC will supply blank tent cards on site for any needed tent cards)
  - i. list of names for ribbons on badges
2. All directional signage for the meeting will be prepared and transported to the hotel by NRC.
3. NRC will provide a copy of the Formal Program to the contractor PM as soon as it is finalized.
4. NRC will provide an MS Access database file (.mdb) which contains the electronic registration database file structure.
5. Pre-printed RIC logo tent cards (on-site, if additional tent cards are required for last minute presenter substitutions)

**IX. OTHER APPLICABLE INFORMATION**

1. The work specified in this SOW is not license fee recoverable.
2. The contractor shall provide appropriate computer equipment to generate the applicable lists and to prepare pre-registered and on-site name badges and tent cards.
3. The contractor shall provide all registration booths with appropriate signage.
4. Unless specifically provided by this TO SOW (i.e, meeting with the contractor PM at NRC or the hotel), all domestic travel (including subcontractor domestic travel) requires the prior approval of the NRC PO.
5. No foreign travel is provided for under the TO SOW.

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JCN2823

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Contract No. NRC-03-00-001

Sample Statistical Report (date). Note: The categories shall be reported in the order displayed below.

Number of Registrants by Affiliation	Affiliation
	<u><b>United States</b></u>
	NRC
	Other US Federal Agency (DOE, EPA, etc.)
	US State/Local Government
	US Government Consultant/Contractor
	US Architect/Engineer Firm
	US Nuclear Industry Association
	US Nuclear Industry Vendor
	US Nuclear Industry Consultant/Contractor
	US News Media
	US Public Interest Group
	US Insurer
	US Law Firm
	US Educational Institution
	Member of US Public
	US Other (specify entries *)
	Total US Registrants
	<u><b>Foreign</b></u>
	Foreign Government
	Foreign Commercial Firm
	Foreign Other (specify entries *)
	Total Foreign Registrants
	Total number of Registrants as of (date)

\*Individuals may include entries that may already be covered in the above categories. The contractor shall review these entries and correct any that are in error. For instance, someone may include "legal" under Other. This would be re-categorized as US Law Firm; or someone may actually repeat a category such as "Vendor". These items should be moved into the correct affiliation and the database corrected as well.