

**AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT**

1 CONTRACT ID CODE

PAGE 1 OF PAGES 1

2 AMENDMENT/MODIFICATION NO **1** 3 EFFECTIVE DATE **9-27-2002** 4 REQUISITION/PURCHASE REQ NO **ADM-02-151** 5 PROJECT NO (If applicable)

6 ISSUED BY CODE **U.S. Nuclear Regulatory Commission  
Div of Contracts and Property Mgmt  
Two White Flint North - MS T-7-I-2  
Washington, DC 20555** 7 ADMINISTERED BY (If other than Item 6) CODE **U.S. Nuclear Regulatory Commission  
Div of Contracts and Property Mgmt  
Two White Flint North - MS T-7-I-2  
Washington, DC 20555**

8 NAME AND ADDRESS OF CONTRACTOR (No., street county State and ZIP Code) **Focus AMC, Inc.  
Attn: Ms. Karla Williams, President  
333 Main Street, Suite 201  
Gaithersburg,  
MD 20878** (X) 9A AMENDMENT OF SOLICITATION NO **RS-ADM-02-151**  
9B DATED (SEE ITEM 11) **06-28-2002**  
10A MODIFICATION OF CONTRACT/ORDER NO **NRC-10-02-151**  
10B DATED (SEE ITEM 13) **06-28-2002**

**11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS**

The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers  is extended,  is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:  
(a) By completing Items 8 and 15, and returning \_\_\_\_\_ copies of the amendment; (b) By acknowledging receipt of this amendment of each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. **FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER.** If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12 ACCOUNTING AND APPROPRIATION DATA (If required) **31X0200 24015511306 D2394 252A \$39,899.12**

**13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.**

(X) A THIS CHANGE ORDER IS ISSUED PURSUANT TO (Specify authority) **THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A**  
B THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office appropriation date etc) SET FORTH IN ITEM 14 PURSUANT TO THE AUTHORITY OF FAR 43.103(b)  
C THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF  
D OTHER (Specify type of modification and authority) **Bilateral definitization of optional task**

**E. IMPORTANT:** Contractor  is not,  is required to sign this document and return **two** copies to the issuing office

14 DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings including solicitation/contract subject matter where feasible)  
The purpose of this modification is to definitize optional subtask C for audiovisual services. Accordingly, the contract is hereby modified as follows. Contract Line Items are added as shown on the OF 336 for audiovisual services (including overtime rates) per the attached SOW. The contract price is increased by \$39,899.12 from \$101,591.78 to \$141,490. *90*

Except as provided herein all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A NAME AND TITLE OF SIGNER (Type or print) <i>K. L. Williams President</i>	15B SIGNATURE OF CONTRACTOR OFFICER <i>[Signature]</i> (Signature of person authorized to sign)	15C DATE SIGNED <i>09-27-02</i>	16A NAME AND TITLE OF CONTRACTING OFFICER (Type or print) <b>Stephen M. Pool</b>	16B UNITED STATES OF AMERICA BY <i>[Signature]</i> (Signature of Contracting Officer)	16C DATE SIGNED <b>09-27-2002</b>
---	---	------------------------------------	---	---	--------------------------------------

**TEMPLATE - ADM001**

**ADM002** FORM 30 (REV 10-83)

CONTINUATION SHEET

REFERENCE NO OF DOCUMENT BEING CONTINUED

PAGE

RS-ADM-02-151

Mod#  
1

2

NAME OF OFFEROR OR CONTRACTOR  
Focus AMC, Inc.

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0015	Subtask C - AV services per SOW 10/15/02 to 11/30/02	1	LOT	28,922.00	\$28,922 00
0016	Subtask C - AV services per SOW opt per 1 12/1/02 - 11/30/03	12	mo	18,849.00	\$226,188.00
0017	Subtask C - AV services per SOW opt per 2 12/1/03 - 11/30/04	12	mo	18,849.00	\$226,188.00
0018	Subtask C - AV services per SOW opt per 3 12/1/04 - 11/30/05	12	mo	18,849 00	\$226,188 00
0019	Base period overtime photographer V - est hours	54	hr	76.80	\$4,147 20
0020	Base period overtime photographer IV - est hours	54	hr	69.79	\$3,768 66
0021	Base period overtime photographer III - est hours	54	hr	56.69	\$3,061 26
0021	Opt period 1 overtime photographer V - est hours	24	hr	76.80	\$1,843 20
0022	Opt period 1 overtime photographer IV - est hours	24	hr	69.79	\$1,674.96
0023	Opt period 1 overtime photographer III - est hours	24	hr	56.69	\$1,360 56
0024	Opt period 2 - overtime photographer V - est hours	24	hr	76 80	\$1,843 20
0025	Opt period 2 - overtime photographer IV - est hours	24	hr	69 79	\$1,674 96
0026	Opt period 2 - overtime photographer III - est hours	24	hr	56.69	\$1,360 56
0027	Opt period 3 - overtime - photographer V - est hours	24	hr	76 80	\$1,843 20
0028	Opt period 3 - overtime - photographer IV - est hours	24	hr	69.79	\$1,674 96
0029	Opt period 3 - overtime - photographer III - est hours	24	hr	56.69	\$1,360 56

Request to modify the NRC contract #NRC-10-02-151 with Focus, AMC Inc. (which provides the NRC Headquarters location with supplemental administrative support services) to exercise the option listed as "Subtask C: Support for NRC Audiovisual Services" under Task Area #1 of the subject contract's Statement Of Work.

The following is provided to define the specific requirements of this "Subtask C" prior to exercising the option for performance of these Audiovisual services under this contract:

### **SUBTASK C: SUPPORT FOR NRC AUDIOVISUAL SERVICES**

During the weekday hours of 7:15am-4:30pm (except federal Holidays), the Contractor shall provide on-site support for NRC requirements for "Audiovisual Services" (photo, video and audio) including:

- A. AV project scheduling including incoming request screening and scope of support finalization;
- B. AV activity accomplishment tracking/reporting;
- C. Coverage for the set-up, operation and take-down of NRC-provided photographic equipment;
- D. Coverage for the set-up, operation and take-down of NRC-provided Video and Audio equipment;
- E. NRC AV equipment maintenance tracking and verification.

Most services will be provided onsite at the NRC Headquarters location in Rockville, Maryland. However, occasionally (2 or 3 events per year) NRC meetings or events are held offsite within the Washington, DC Metro area, during the day or evening (such as offsite public meetings or dinners attended by dignitaries).

Due to NRC allowing many Headquarters staff to work a 9-hour-day "Compressed Work-Schedule" (CWS) (rather than the standard 8-hour-day/5-days-per-week schedule), many offices are not fully staffed on Mondays and Fridays when the staff elect to take the day off they earned for working 9-hour days. In order to optimize NRC staff availability/participation, the majority of NRC meetings and other agency events are usually held on either a Tuesday, Wednesday or Thursday. Accordingly, support requirements in the AV area will be greater on Tuesdays, Wednesdays and Thursdays.

During an average work-day, NRC AV support is required in more than one location at the same time, and certain events (such as NRC webcasts of selected public meetings held in the Commission Hearing Room) require more than one AV person to concurrently operate and monitor all of the AV equipment supporting the event.

(Historical Staffing used = 2.5 FTE)

### **GOVERNMENT FURNISHED EQUIPMENT**

NRC will provide all necessary video, audio and photographic equipment and supplies required to perform the services included in this Subtask.

The following is an outline of the AV support requirements which the Contractor shall provide under this Subtask.

**1. SUPPORT FOR SCHEDULING/TRACKING AUDIO-VISUAL SERVICE REQUESTS**  
The Contractor shall schedule and track the status of NRC audio-visual service requests in accordance with the procedures stated in Attachment-A

**2. SUPPORT FOR NRC PHOTOGRAPHIC REQUIREMENTS**  
The Contractor shall provide support for NRC Photographic requirements in accordance with the procedures stated in Attachment-A.

**3. SUPPORT FOR NRC VIDEO/AUDIO REQUIREMENTS**  
The Contractor shall provide support for NRC Video/Audio requirements in accordance with the procedures stated in Attachment-A.

**4. SUPPORT FOR OTHER AV SERVICES**  
The Contractor shall provide support for other miscellaneous NRC Audio-Visual services in accordance with the procedures stated in Attachment-A.

**5. SUPPORT FOR COORDINATION/TRACKING THE MAINTENANCE/REPAIR OF NRC AV EQUIPMENT**  
The Contractor shall provide support for coordinating/tracking the maintenance and repair of NRC Audio-Visual equipment in accordance with the procedures stated in Attachment-A.

**ATTENTION:** The Contractor shall perform these AV support services in accordance with procedures stated in the following addition to Attachment-A of the subject contract. However, if the Contractor identifies a more efficient alternative method to process and document any of these services (while maintaining the same or higher service level, i.e., service quality, quantity and accuracy of records), the Contractor may request approval from the NRC Project Officer (NRC-PO) for the Contractor to modify Attachment-A to deviate from the current procedure for that service, in order to implement the new procedure. If the NRC-PO approves the change, the Contractor shall immediately update Attachment-A to reflect the change and proceed to perform under the new procedure. The contractor shall ensure Attachment-A is continuously updated to reflect the current procedures for all services performed under this contract and the Contractor shall ensure that all services are performed in accordance with the current procedures in Attachment-A and this contract.

## ATTACHMENT-A

Attachment-A is hereby modified to add the following guidance for the AV requirements provided under Subtask-C.

### **SUBTASK C: SUPPORT FOR NRC AUDIO-VISUAL SERVICES**

The Contractor shall provide on-site supplemental support for NRC audiovisual (photo/video/audio) services including assistance with project/expense tracking, activity-report tracking, equipment operability/maintenance tracking and coverage for the set-up, operation and take-down of NRC AV and photographic equipment.

The Contractor shall coordinate the scheduling, prioritization and performance of all AV services as well as obtain any clarification or technical direction in this task area from the NRC "Point-of-Contact" (POC) for this Subtask, Mr. Robert Miller on ext. #301-415-6851 or the alternate POC designated by NRC.

The NRC operates an onsite Photo Studio, Black & White Darkroom, Auditorium (300 seat) and a Public Hearing Room (125 seat) located in NRC One/Two White Flint North Building complex in Rockville, Maryland. The NRC's AV services are made available continuously throughout each federal workday (Monday-Friday, from 7:15am-4:30pm, except federal holidays). The Contractor shall provide continuous coverage and support for the following services during these hours:

#### **1. SUPPORT FOR SCHEDULING/TRACKING AUDIO-VISUAL SERVICE REQUESTS**

The Contractor shall provide coverage to schedule and track Photographic, Video and Audio incoming service requests in accordance with the procedures stated herein, from 7:15am-4:30pm each weekday, except federal holidays

Incoming service requests are submitted by:

- (A) customers e-mailing,
- (B) customers telephoning,
- (C) customers submitting a service-request via the ASC Service Request System (SRS) (note: the SRS is an internal NRC Local-Area-Network based, automated service request submittal/tracking system)

During the hours of operation (7:15am-4:30pm each weekday, except federal holidays), the Contractor shall continuously monitor incoming customer service requests from the three (3) communication methods listed above in accordance with the procedures in Attachment-A.

#### **1.A. SCHEDULING NEW REQUESTS**

Upon receipt of each new request, the Contractor shall screen the request to ensure all necessary information required to successfully perform the request has been provided by the requestor including:

- 1. Clear description of the type of service requested
- 2. Requested date, time, location and estimated duration for performance of the services.
- 3. Identification of the requesting office's "contact" for the subject service

request (this is the person from the requesting office who either submitted the request or was identified in the request as the person responsible for coordinating the event including obtaining the AV support).

4 Any special issues regarding the subject request.

After screening each request, the Contractor shall review the existing schedule of AV service requests in the "AV Online Calendar" and determine if there are any scheduling conflicts with the new request. Any conflicts shall be brought to the attention of the NRC POC for this Subtask for final resolution. The Contractor shall also respond to the requester to acknowledge receipt of the request and obtain any missing information or clarification of the services requested.

The Contractor shall ensure all service requests are scheduled with an appropriate amount of time allowed for set-up and take-down of any equipment used to provide the service, and the schedule of concurrent requests does not exceed existing onsite Contractor resources to support them.

#### **1.B. TRACKING REQUESTS**

The Contractor shall ensure all service requests are accurately tracked and services are provided as requested. The status of each request shall be maintained using the following descriptions to reflect the status of each request.

1. Date/request received
2. Date/receipt of request acknowledged to requestor
3. Date/any additional information/clarification of the request was requested from the requestor
4. Date/additional information/clarification received from requester
5. Date/confirmation of performance schedule sent to requester.
6. Date/services performed and by whom.
7. Annotation of any problems/issues affecting performance of the services and if/how they were resolved.

#### **2. SUPPORT FOR NRC PHOTOGRAPHIC REQUIREMENTS:**

The Contractor shall provide support for NRC photographic services in accordance with the following procedures, from 7:30am-4:30pm each weekday, except federal holidays

##### **2.A. SUPPORT BY STILL PHOTOGRAPHER:**

The Contractor shall provide on-site coverage for monitoring incoming requests for photographer services, scheduling/tracking the requests, as well as performing the actual photo-services either on-site at the NRC location or off-site at NRC event locations within the Washington Metro Area.

The Contractor shall evaluate and address any technical photographic aspects to create high-quality photographs given the limitations of the cameras and equipment used to perform the services. The Contractor shall create professional photographs of NRC employees and/or visitors which are of sufficient quality (photo clarity, artistry, color accuracy, lighting balance and image format) to be suitable for use in executive portraits, prominent displays, agency-wide award booklets, information circulars, presentations, passports and the NRC digital photo library archive. In addition, the Contractor shall create

professional photographs of various inanimate objects or locations which are of sufficient photo quality to provide NRC with a clear, accurate photographic record of the object/location which fulfills the NRC's stated purpose for the photo (i.e. clear documentation of layouts, configurations, condition, construction, damages, evidence, etc.)

When NRC requires the Contractor to provide photographic coverage of an NRC function, the Contractor shall create photos that are selected and sequenced to reflect the progression of significant events, as well as the participation of the principal individuals at the function.

The location for performance of these photographic services shall primarily be on-site at the NRC Headquarters location in Rockville, Maryland, and occasionally at other locations of NRC functions within the Washington Metro area.

#### **2.A.1. PHOTOS OF NRC AWARD RECIPIENTS**

NRC rewards approximately 400-500 staff throughout each year during various ceremonies (approximately 150/year) held to celebrate their efforts and support in accomplishing the agency's mission. Each ceremony usually includes the award recipient being photographed in front of the assembly while receiving a congratulatory handshake from the presenter. At ceremonies attended by NRC principal staff, the photography request may also include pre/post event photos of attendees.

The Contractor shall monitor the "Photo Request Scheduling Log" (PRSL) and ensure a photographer is provided to support each ceremony. The photographer shall arrive at the location of the event early enough to ensure any necessary pre-event set-up requirements are identified and completed including:

1. Notify the "event-contact" (usually the person who originally requested the service) upon the photographer's arrival, in order to understand how the ceremony is planned to take place and finalize any special instructions for the photos to be taken.
2. Based on the planned sequence of events, location and layout, identify the best place to be positioned for taking the photos (i.e. does not block the audience's view, least glare/reflection from room lighting, appropriate background such as NRC seal or flag, etc.) and move any items from the immediate area which should not be in the photo.
3. Request staff being photographed to temporarily remove their badges during their photo and during the photo to tilt the award slightly forward which reduces the glare from overhead lighting.

Within 1-week after the ceremony, the Contractor shall provide the event-contact with a photo of each awardee (8"X10" color print with a white-border which has been cropped to include only

the awardee and presenter). The requirements for any other photos required for each ceremony will be identified in the incoming photo request and/or provided by the NRC POC for this Subtask

#### **ANNUAL AGENCY-WIDE AWARDS CEREMONY**

Each year, NRC has a large award ceremony which is attended by 500-600 of the staff with approximately 50 award recipients. This event is usually held on-site under a tent erected outside on the raised plaza level referred to as "The Green" which is located between the 2 NRC Headquarters buildings. For this ceremony, in addition to the photos of each award presentation, the Contractor shall perform the following:

1. Prior to the event, individually photograph all award recipients and provide their photos to the NRC AV POC. These photos shall be suitable for use in the agency awards program booklet which is distributed to all attendees of the ceremony.
2. In the TWFN building first-floor level, concurrently set-up photographers on the day of the event in both the TWFN Cafeteria and Main-Lobby Exhibit area and take portraits of each award recipient with their family.
3. During the actual award ceremony, for each award recipient, take a photo of the awardee while they are on the stage listening to the presenter explain the basis for their receiving an award, take a photo of the awardee being presented the award by the NRC Chairman, and take photos of the awardee shaking hands with each NRC Commissioner.
4. During the ceremony the photographer shall circulate amongst the assembly and take "candid" photos of the audience.
5. During the post-ceremony reception, the photographer shall take "candid" photos (NOTE: Unless specifically requested by the NRC POC, "candid" photos should not show persons eating/drinking).

Within 1-week of the event, the Contractor shall provide the NRC AV POC with an 8"X10" color photo print of each awardee's photo with the NRC Chairman and copies of all "candid" photos taken during the event including the digital image of each photo.

#### **2.A.2. PROCEDURES FOR SPECIAL NRC PROGRAMS:**

1. Arrive at the event at least 20-minutes before the scheduled start-time (these events are usually held in the auditorium)
2. Contact the coordinator or the requester
3. Photograph group shoots before the programs with the guest and Commissioners
4. Take appropriate steps to minimize any distraction from the photos being taken during the event
5. Photograph individuals at the podium and candid photos of the

- audience enjoying the presentations.
6. Take group and candid photographs at the ceremonies after the programs.
  7. Take photos of all Agency Executives in attendance with the guest visitors.
  8. Provide 4" x 6" and digital color prints that photographically represent the event.

#### **2.A.3. PROCEDURES FOR AGENCY POLICY SIGNINGS:**

1. Arrive at the event at least 20-minutes before the scheduled start-time.
2. Contact the coordinator or the requester to notify them of your arrival and confirm the planned sequence of events.
3. Review the area where the photos are to be taken and ensure:
  - a. No microphones on the table
  - b. The flags are setup so both are photographed in the photos
  - c. The documents are placed correctly
  - d. Make sure that the background is suitable (door closed, etc....)
4. Take photos that represent the significant events including:
  - A. Photograph the Chairman and Foreign visitors greeting each other.
  - B. Photograph both the Foreign Guest and Chairman signing the documents.
  - C. Photograph both the Foreign Guest and Chairman passing the documents over to each other.
  - D. Photograph the Foreign Guest and Chairman shaking each other's hand.
  - E. Take a group photo of the Commission and Foreign Visitors
  - F. Take candid photos (NOTE take no photo with an individual with a drink-glass in their hands or in the background)
5. Provide 4" x 6" color prints and digital images of all photos to the NRC AV POC.

#### **2.A.4. PROCEDURES FOR AGENCY MEETINGS (ONSITE OR OFFSITE)**

1. Arrive at the event at least 20 minutes before the scheduled start-time.
2. Contact the coordinator or the requester to confirm:
  - a. Special photos
  - b. Any changes
3. Take candid photographs of all startup activities:
  - a. Sign up and information booths
  - b. Special displays
4. Take candid photos during the meeting
5. Take Photos of the individuals at the podium and photos of any panel members as they provide information/presentations.
6. Take Photos of all Agency Executives that are present and of any other individuals in attendance which the coordinator requested
7. Contact the coordinator before leaving the assignment to make sure the service request has been fully satisfied.
8. Provide the NRC AV POC with 4" x 6" color prints that

photographically represent the event.

#### **2.A.5. PROCEDURES FOR OTHER MISCELLANEOUS REQUESTS:**

Passport Color Photo support includes:

- a. Take the employee's photo and make 2" x 2" color prints for the employee.

Employee of the Month photo support includes:

- a. Take the employee's photo and then email a 3" x 4" digital image to the employee and requester.

Badge identification photo services include:

- a. Photo enhancements
- b. Provide both digital image and 1.25" x 1.5" color prints

Special Display Image support services include:

- a. Photographing
- b. Scanning
- c. Graph work

#### **2.B. MAINTENANCE OF THE NRC DIGITAL PHOTO LIBRARY:**

For those photos designated by the NRC AV POC to be appropriate for inclusion in the NRC Digital Photo Library, the Contractor shall perform the following:

1. Ensure the necessary info is obtained from the source of the photo to accurately categorize and label each picture being added to the library;
2. Use the NRC equipment to scan non-digital photos into the digital library database;
3. Transfer digital photos into the photo-library system;
4. Log all photo files into the system;
5. Transfer all images into digital format,
6. Provide digital images or photo prints as requested,
7. Update all files as needed.

### **3. SUPPORT FOR NRC VIDEO/AUDIO REQUIREMENTS:**

The Contractor shall comply with the following procedures to provide AV support for NRC Video/Audio requests:

#### **3.A. PUBLIC BROADCASTS OF COMMISSION BRIEFINGS (WEBCASTS): (Usually broadcast from the Commissioners Hearing Room)**

In an effort to provide easy access to NRC Public meetings to all interested parties, NRC has begun broadcasting selected Commission Public meetings over the Internet (webcasting) using an off-site service-provider (currently the National Institutes of Health (NIH)) to provide the necessary webcast-infrastructure required to accomplish this effort.

During each meeting selected for webcasting, the NRC transmits a feed of the meeting's content (combined signal of the video, audio and closed-caption text of the audio) to NIH using an on-site Video-teleconferencing unit (VTC) and an ISDN telephone line connection.

The day before each webcast, the Contractor shall assist in testing the system used to provide the webcast feed to NIH, in order to ensure that if

any adjustments or maintenance is required, they can be completed before the following-day's webcast

**A. PRE-WEBCAST TESTING:**

The day before each "live" webcast, NRC tests the webcast system to ensure readiness for the upcoming webcast. This includes establishing the NRC's feed to the webcast support provider (current feed of the webcast is to NIH via ISDN telephone line) and making any adjustments to the NRC system generating the feed that are required to optimize the quality of the feed being transmitted to NIH.

1. Call Artel (CIO Contractor for VTC) to setup the telephone-bridge and the VTC System Network
2. Turn the following equipment on in the Commissioners Hearing Room:
  - A. All Video-Monitors (10) in the Commissioners Hearing Room
  - B. All Audio/Video Equipment in the Control Room which is located adjacent to the Commissioners Hearing Room.
  - C. Room-Lighting including adjusting to the optimum level for a meeting
  - D. Video Conferencing Equipment
  - E. All Presentation Equipment (Computer, Elmo Projectors & monitoring-TV)
  - F. On-line Computer (go to the web site)
  - G. Decoder (PDR-885)
  - H. Broadband (channel 46)
  - I. MB-2 Field Newsbridge
3. Test the following:
  - A. Cameras/controllers Pan/Tilt functions
  - B. Microphones (at table and podium)
  - C. Video Recorders
  - D. Audio Recorders
  - E. Broadband Signal
  - F. Decoder
  - G. Video Conferencing Signal
  - H. MB-2 Field Newsbridge Signal
  - I. Both Audio/Video Switchers
  - J. Computer and Slide Show Software
4. Label the following.
  - A. VHS Tapes (3) with title of the meeting
  - B. Audio cassette tapes (2 or 3)  
*(These labeled tapes will be used for the briefing)*
5. Design a "title-slide" in Power-Point Presentation software, (its available on the computer system in the control room This is the system that is used for all computer graphics presentations)
6. Run the Power-Point Presentation Program (Title Slide)
7. Turn on assigned music to create an audio feed

- 8 After the internal NRC system checks have been completed and all equipment is found to be "fully operational", the Contractor shall:
  - A. Call the NIH webcast support contact(s) to notify them NRC is ready to perform the actual webcast connection testing;
  - B. Request the NRC OCIO Contractor onsite video-teleconference support personnel (currently Artel) to dial-up NIH and setup the Telephone-Bridge for the ISDN connection.
- 9 Conduct an audio/video test by using:
  - A. The Computer-Graphic-Slide as video;
  - B. The Soft music as the audio;
  - C. The Test button on the PDR-885 to generate the open captioning signal.
- 10 Using the NRC computer in the Control-Room, use the website link (e-mailed by NIH) to connect to the test-webcast content via the NIH website.
11. Monitor the Web-site until you observe the test briefing signal
12. Once the NRC test-webcast signal has been observed via the temporary website connection, contact NIH and confirm that NRC has viewed an acceptable test-webcast via the Internet on NRC's page (audio & video). If all systems are functioning properly, then all equipment should be shut-down and the system be declared "ready" for the next webcast of an NRC Commission Meeting. If any system performance issues are discovered during this test, the Contractor shall notify the NRC AV POC and the NIH technical personnel and continue to diagnose the problem.

**B. "LIVE" WEBCAST SUPPORT:**

The broadcast of an NRC meeting simultaneously as it is taking place is referred to as a "live" webcast. On the day of an NRC "live" webcast, the Contractor shall perform the following:

**B.1. PRE-WEBCAST SETUP AND FINAL TESTING:**

The following activities shall be completed during the one (1) hour period immediately preceding the webcast:

- A. Support for the Meeting Presenter:  
Review the slides to be used during the meeting with the NRC staff and down-load their presentation to the PC (if they request it).
- B. Support for the Meeting Court Reporter:  
Provide a sound test and a few lines of text (open caption).
- C. Collect the meeting's "Seating Chart" diagram from the NRC Office of the Secretary representative overseeing the pre-meeting final setup, and provide a copy of the diagram to the Court Reporter.

The following activities shall be completed prior to the start of the actual webcast:

1. Call Artel (CIO Contractor for VTC) to setup the telephone-bridge and the VTC System Network
2. Turn the following equipment on in the Commissioners Hearing Room:
  - A. All Video-Monitors (10) in the Commissioners Hearing Room
  - B. All Audio/Video Equipment in the Control Room which is located adjacent to the Commissioners Hearing Room
  - C. Room-Lighting including adjusting to the optimum level for a meeting.
  - D. Video Conferencing Equipment.
  - E. All Presentation Equipment (Computer, Elmo Projectors & monitoring-TV)
  - F. On-line Computer (go to the web site)
  - G. Decoder (PDR-885)
  - H. Broadband (channel 46)
  - I. MB-2 Field Newsbridge
3. Design a "title-slide" in Power-Point Presentation software, (its available on the computer system in the control room This is the system that is used for all computer graphics presentations)
4. Run the Power-Point Presentation Program (Title Slide).
5. Turn on assigned music to create an audio feed.
6. After the internal NRC system checks have been completed and all equipment is found to be "fully operational", the Contractor shall
  - A. Call the NIH webcast support contact(s) to notify them NRC is ready to perform the actual webcast connection testing,
  - B. Request the NRC OCIO Contractor onsite video-teleconference support personnel (currently Artel) to dial-up NIH and setup the Telephone-Bridge for the ISDN connection
7. Conduct an audio/video test by using.
  - A. The Computer-Graphic-Slide as video;
  - B. The Soft music as the audio;
  - C. The Test button on the PDR-885 to generate the open captioning signal.
8. Using the NRC computer in the Control-Room, use the website link (e-mailed by NIH) to connect to the test-webcast content via the NIH website and verify the webcast is of acceptable quality. If any deficiencies are found, notify the NRC AV POC and the NIH technical personnel, and continue to diagnose the problem including making any adjustments in the NRC webcast feed that are necessary to correct the problem.
9. Reduce the volume of the microphones (but not off) located

on the executive conference-table in the Commission Hearing Room.

- 10 Continue transmitting the video feed from the computer graphic and audio music feed to the webcast support provider (currently NIH) until 5-minutes before the start of the meeting to be webcast.
- 11 2-minutes before the meeting is scheduled to begin, start the audio recorder and video recorders
- 12 Once the NRC Chairman and Commissioners are seated at the Commission Hearing Room conference-table, turn the "Master-knob" on the Microphone Mixer in the control-room to increase the volume of all the microphones up to the appropriate level for accurately recording the discussions that take place during the meeting.
- 13 Just before the actual meeting begins, fade the video from the computer-graphic title slide to the coverage of the meeting.

NOTE: The procedures outlined above for support for "live" webcasts apply to those meetings being webcast which are not preceded by an NRC "Affirmation". For those meetings being webcast that are preceded by an NRC "Affirmation" (which is held just before the start of the meeting) the Contractor shall use the supplemental procedures below

**B.2. PRE-WEBCAST SETUP AND FINAL TESTING WHICH ALSO INCLUDE SUPPORT FOR AN AFFIRMATION PRIOR TO THE WEBCAST:**

An NRC "Affirmation" is a brief meeting (usually no more than 5-minutes in duration) in which the NRC Commissioners formally vote on a regulatory issue. These affirmations are usually scheduled to be held at the beginning of Commission meetings. Unlike the meeting to be webcast, the Affirmation is only recorded using the single audio-recorder and is not webcast or video-taped

To support NRC meetings that are preceded by an Affirmation, the Contractor shall perform the following:

1. Perform the actions listed above in Subsection B.1, items #1-10
2. 2-minutes before the scheduled start of the Affirmation, start the audio-recorder and video-recorders, and then put the system into the "pause" mode.
3. Put the single audio-recorder system into the "recorder" mode so that it will record the voice-vote by the Commissioners during the Affirmation. NOTE: Affirmations are always recorded separately from other meetings
4. Turn the "Master-knob" on the Microphone-Mixer in the control-room to increase the volume of all the microphones up to the appropriate level for accurately recording the voice-vote that takes place during the Affirmation.

5. Fade from the title slide to the meeting in the Hearing Room only. Limit the content of the Video Tele-Conference feed being transmitted to the NIH to the video of the title-slide only (without any audio), during the Affirmation.
6. Upon conclusion of the Affirmation, take all the recorders off pause and fade-up the feed (audio & video) of the meeting's content for transmission via the Video Tele-Conferencing System to the NIH.
7. Check the quality of the Video-Teleconference signal.
8. Using the computer Internet connection in the Control-Room, verify the webcast is being broadcast properly by NIH.

A this time the Contractor shall ensure all of the following systems are on-line:

- Broadband
- Hearing Room Video/Audio systems
- Video Tele-conferencing Bridge
- Telephone Bridge
- NIH webcast system
- NRC webcast web-site

**ATTENTION:** During all Commission meetings, the Contractor shall provide two individuals in the Hearing Room Control Room to provide presentation support, and monitor audio and video system performance during the meeting. At the end of the meeting, the Contractor shall provide the audio and video tapes of the meeting to the person representing the NRC Office of the Secretary.

**3.B. MEETINGS HELD IN THE NRC AUDITORIUM:**

The Contractor shall provide support to:

- \* Provide setup and pretesting support
- \* Operate AV system to support the meeting
- \* Provide assistance with any presentations
- \* Broadcast onsite and to the Regional Offices
- \* Establish audio feed to the onsite Court Reporter
- \* Provide recordings on audio cassettes and video tapes of all meeting as requested (always ensure the person requesting the taping of the event has obtained the proper "release" in the Form of a "Permission Slip" to tape the event)

**3.C. SPECIAL EMPLOYEE ACTIVITY BROADCASTS:**

The Contractor shall provide support for the following events

**3.C.1. All Employee Meeting and Annual Awards Ceremony (On the Green)**

The Contractor shall provide support to:

- \* Setup audio/video equipment indoors and outside
- \* Operate AV system to support the meeting
- \* Provide pretesting support indoors and outside
- \* Broadcast onsite and to the Regional Offices
- \* Audio cassette and Video tape the Program

### **3.C.2. NRC DIVERSITY DAY:**

The Contractor shall provide support to:

- \* Provide a Promotion video tape
- \* Interview employees for video taping
- \* Setup for rehearsals
- \* Video tape raw footage
- \* Edit footage
- \* Provide finished product
- \* Broadcast over the in-house broadband system
- \* Setup audio/video equipment indoors and outside
- \* Provide pretesting support indoors and outside
- \* Broadcast onsite and Regional Offices
- \* Video tape the Program

### **3.C.3 OFFICE OF PERSONNEL MANAGEMENT SPECIAL BROADCASTS:**

The Contractor shall provide support to:

- \* Perform setup and pretesting of system
- \* Video recording and broadcasting on-site and Regional offices

### **3.C.4. VIDEOTAPING OF NRC TRAINING PROGRAMS:**

The Contractor shall provide support to:

- \* Perform setup and pretesting support
- \* Assist with presentations
- \* Audio and Video tape Training Program
- \* Provide a finish product after Training Program (clear audio & video and labeled)
- \* This area may include travel to off-site locations

### **3.C.5. SUPPORT FOR NRC PRESENTATIONS:**

The Contractor shall provide support to:

- \* Perform setup and testing of presentation equipment
- \* Provide support information to the end-user
- \* Provide NRC-owned support equipment

## **4. SUPPORT FOR OTHER AV SERVICES:**

- \* Provide AV Video and Audio duplication services
- \* Provide CD format services
- \* Provide digital images

## **5. SUPPORT FOR COORDINATION/TRACKING THE MAINTENANCE/REPAIR OF NRC AV EQUIPMENT:**

In Attachment-B, NRC has provided a current list of the NRC's Audio, Video and Photographic equipment. The Contractor shall monitor this equipment and notify the NRC POC if any equipment fails to perform it's intended function. The Contractor shall track the status of any equipment that is being serviced and coordinate with the NRC POC and the NRC Property Management office if any equipment is to be removed from the NRC premises.

The NRC's primary AV POC is:

Robert L. Miller

Normal Workhours = 6:45am to 4:30pm

Title = Audio/Visual Production Specialist

NRC Office Location = T-6 E 23

Office Telephone # = (301) 415-6851

NRC Cell Telephone # = (240) 375-7222

Alternate:

Dennis Turner

Normal Workhours = 6:45am to 4:30pm

NRC Office Location = O-2 G 14

Office Telephone # = (301) 415-2283

NRC Cell Telephone # = (240) 375-6178