



UNITED STATES
NUCLEAR REGULATORY COMMISSION

WASHINGTON, D C. 20555-0001

DEC 23 2002

JW Associates, LLC
ATTN Paula W. Caldwell, CEO
850 Sligo Avenue, Suite 300
Silver Spring, MD 20910

SUBJECT: MODIFICATION NO ONE (1) TO TASK ORDER NO. 001, UNDER CONTRACT
NO. NRC-03-02-039

Dear Ms Caldwell.

This confirms the verbal authorization provided to Ms. Paula Caldwell on 11/15/02, authorizing JWA to being work related to JWA "hosting" the electronic registration, with a temporary ceiling of \$3,000.00. The purpose of this modification is to revise the Statement of Work (SOW) in accordance with the enclosed Statement of Work, thereby, increasing the level of effort by 120 hours. Thus, the total task order ceiling is being increased by \$8,601.83, from \$57,792.53 to \$66,394.35. This amount represents an increase in estimated reimbursable costs by \$7,964.65 and an increase in the fixed fee by \$637.17. This modification also provides incremental funds in the amount of \$5,000.00. Accordingly, the following changes are hereby made:

"Task Order No. 001 shall be in effect from October 1, 2002, through June 30, 2003, with a cost ceiling of \$66,394.35. The amount of \$61,476.25 represents the estimated reimbursable costs, and the amount of \$4,918.10 represents the fixed fee "

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

B&R No.:	320-15-101-112
Job Code:	J2941
BOC:	252A
APPN No.:	31X0200.320
FFS No.:	NRR02039
Oblig. Amt :	\$5,000.00 by this action \$2,207.47 remaining funds that were obligated on the basic contract

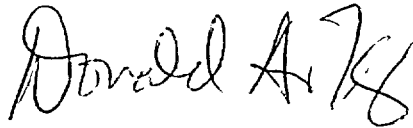
Note: Total funds available for this modification: \$7,207.47

Incremental funds in the amount of \$5,000.00 are being obligated by this modification. Thus, total funds obligated under this task order are \$65,000.00 (\$60,000 00 - basic contract and \$5,000.00 - Mod. One). 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.

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

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

Sincerely,



Donald A King, Contracting Officer
Contract Management Center 1
Division of Contracts
Office of Administration

Enclosure: Statement of Work

ACCEPTED: Modification No. One to Task Order No 001

Paula W. Caldwell
NAME

CEO
TITLE

12/26/02
DATE

REVISED SCHEDULE

Day 1: Wednesday, April 16, 2003

	Start	End	Interval	Description	Notes
	7:00 AM		All day	Registration	Registration continues all day
W1	9:00 AM	9:45 AM	0:45	Conference Opening	Welcome, Conf. business
	9:45 AM	10:00 AM	0:15	Plenary Introduction	information & Chairman intro
W2	10:00 AM	10:45 AM	0:45	Plenary Session #1	NRC Chairman Meserve
	10:45 AM	11:15 AM	0:30	Break	
W3	11:45 AM	12:45 PM	1:30	Plenary Session #2	Safeguards & Security
	12:45 PM	2:15 PM	1:30	Lunch	No formal luncheon
	2:15 PM	2:30 PM	0:15	Plenary Introduction	
W4	2:30 PM	3:15 PM	0:45	Plenary Session #3	COMMISSIONER Diaz
	3:15 PM	3:45 PM	0:30	Break	
				Breakouts Sessions: Set #1	4 CONCURRENT SESSIONS
W5	3:45 PM	4:15 PM	1:30		
W6	3:45 PM	4:15 PM	1:30		
W7	3:45 PM	4:15 PM	1:30		
W8	3:45 PM	4:15 PM	1:30		
	4:15 PM	4:45 PM	0:30	Break	
W9	4:45 PM	5:30 PM	0:45	Plenary Session #4	OPEN Commissioner
	5:30 PM			Wednesday Conference Recess	

Day 2: Thursday, April 17, 2003

	Start	End	Interval	Description	Notes
	7:00 AM		All day	Registration	Registration continues all day
				Breakouts Set #2	4 CONCURRENT SESSIONS
T1	8:00 AM	9:30 AM	1:30		
T2	8:00 AM	9:30 AM	1:30		
T3	8:00 AM	9:30 AM	1:30		
T4	8:00 AM	9:30 AM	1:30		
	9:30 AM	10:00 AM	0:30	Break	
	10:00 AM	10:15 AM	0:15	Conf. Biz + Plenary Intro	
T5	10:15 AM	11:00 AM	0:45	Plenary Session #5	COMMISSIONER Dicus
	11:00 AM	11:30 AM	0:30	Break	
T6	11:30 AM	12:30 PM	1:00	NEI Luncheon	Congressional/Senate Rooms
	12:30 PM	1:00 PM	0:30	NEI Luncheon Speaker	
	1:00 PM	1:30 PM	0:30	Break	
	1:30 PM	3:00 PM	0:15	Plenary Introduction	
T7	3:00 PM	3:45 PM	0:45	Plenary Session #6	COMMISSIONER McGarrigan
	3:30 PM	3:45 PM	0:15	Break	
				Breakout Session Set #3	4 CONCURRENT SESSIONS
T8	3:45 PM	5:15 PM	1:30		
T9	3:45 PM	5:15 PM	1:30		
T10	3:45 PM	5:15 PM	1:30		
T11	3:45 PM	5:15 PM	1:30		
	5:15 PM			Thursday Conference Recess	

Day 3: Friday, April 18, 2003

	Start	End	Interval	Description	Notes
	7:00 AM	8:00 AM	1:00	Registration	
	8:00 AM	8:15 AM	0:15	Conf. Biz	
F1	8:15 AM	9:00 AM	0:45	Plenary Session #7	Regulatory Trends (45 min. session)
	9:00 AM	9:30 AM	0:30	Break	
				Breakouts Set #4	4 CONCURRENT SESSIONS
F2	9:30 AM	11:30 AM	2:00		
F3	9:30 AM	11:30 AM	2:00		
F4	9:30 AM	11:30 AM	2:00		
F5	9:30 AM	11:30 AM	2:00		
	11:30 AM	11:45 AM	0:15	Break	
F6	11:45 AM	12:45 PM	1:00	Plenary Session #7	Inter-Regional
	12:45 PM	1:15 PM	0:30	Closing	

Latest schedule as of 10/23/02

D:\0RegInfoConf\RIC\2003\preplanning\schedule\03D1atopics5b.wpd

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

Office of Nuclear Reactor Regulation (NRR)
JCN
Task Order (TO) No.
Contract No.
RIC 2003

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NRC-03-02-029

Changes:

- A. The Wednesday, April 16, conference start time is changed from starting 1:00 pm to an earlier start time of 9:00 am. See attached revised schedule and requirement for additional meeting room personnel during the added time.
- B. The Wednesday, April 16, 2003, **registration start time** is changed from 8:30 am to 7:00 am.
- C. The contractor will "host" an on-line registration form on its web site. Registrants will access this on-line form via the NRC web site. The information will be collected in an Access database and displayed (securely) in an on-line Access Client Grid via the contractor's web site for use by the NRC. The NRC PO will be provided with a procedure explaining how to access the on-line grid for review and editing purposes and how to download a pdf of registrants who wish their names to be included in the on-line registrant list. NRC will provide the contractor with a hard copy of its current on-line registration (form), an explanation of the current database structure, the RIC logo for use on the on-line registration form on the contractor's web site, the RIC registration form in html format, and the RIC registration form setup details.
- D. The contractor will provide a url (web address) to NRC to view the draft on-line registration form by November 15, 2002.
- E. NRC will also provide the NRC logo (graphics file) for the contractor to have footer signs made for the registration booths. (Discussed at kick-off meeting).
- F. The requirement for a 2 hour training session for 2 contractor employees is deleted and replaced with a meeting on-site and NRC to discuss possible improvements in the on-line registration process.
- G. The requirement for emails of the entire database is changed from weekly for 10 weeks to weekly for 3 weeks prior to the conference.

See below for Redline and Strikeout showing specific changes to the current statement of work.

I. BACKGROUND

Each year, the Nuclear Regulatory Commission (NRC), Office of Nuclear Reactor Regulation (NRR), hosts a conference with the nuclear industry to discuss safety and regulatory issues of mutual interest. The NRC Regulatory Information Conference (RIC) 2003, is scheduled for April 16, 17, and 18, 2003, at the Capital Hilton Hotel, 16th and K Streets, NW, Washington, D. C. This will be the 15th annual RIC and will be a two (~~2~~) and ½ day (2 ½) day conference (~~½ day~~ full day Wednesday, April 16; a full day, Thursday, April 17; and ½ day Friday, April 18, 2003).

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 RIC is to provide a managerial level communication forum between the regulator and those regulated regarding safety initiatives and regulatory issues.

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Each year attendance at the RIC has increased to a high point last year of over 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.

The NRC RIC 2003 web site will include registration information (with a link to an electronic registration form that will be hosted on the contractor's web site), ~~and~~ other conference information (directions to the hotel site, cost of hotel sleeping rooms, etc.), the current year conference program, keynote speakers' biographies, ~~as well as~~ and links to other pertinent information web sites. The "Past RIC Information" includes the previous year's programs, meeting statistics and slides and speeches from past conferences, as well as, an historical perspective of RIC topics from 1992-2002. NRC staff will update the RIC web page as necessary to provide the latest up-to-date conference information.

The NRC has a previously established purchase order with the Capital Hilton for meeting space and audio visual requirements for RIC 2003 and 2004. Also, provided for in the hotel purchase order are sleeping room and government rate room blocks, as well as, registration space and on-site office center use. The NRC PO will coordinate all aspects of the hotel requirements directly with the hotel representative. For information and coordination, the support contractor Project Manager (PM) shall attend meeting(s) between the hotel and the NRC PO.

II. OBJECTIVE

The objective of this contract is to obtain conference planning expertise on a task order basis to assist the NRR staff in conducting attendee registration and facilitating the meeting sessions at the annual RIC. The first task order under the contract will cover RIC 2003.

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 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 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~~ In December 2002, NRC will mail RIC 2003 invitations. The invitation will contain a mail-back registration form which registrants will mail or fax back to the RIC support contractor. The invitation will include instructions on how to register via mail, telephone, e-mail, facsimile,

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or web site registration. All hard copy mailed forms, facsimiles, telephonic, registrations will be directed to and received by the contractor. Once this task order is effective, the contractor will begin to receive electronic registrations from the NRC RIC web site. ~~If on-line web registration is initiated before this task order is issued, the NRC will provide an electronic database containing any electronic registrations received before the effective date of the Task Order to the support contractor.~~

- B. As a minimum, the contractor shall provide the following:
1. **RIC 2003 Registration Database Compilation.** The contractor shall compile a comprehensive registration database using the ACCESS database format provided by NRC for all RIC 2003 attendee registration information.
 - a. The RIC 2003 database shall consist of the registrant's first name, middle name or initial (if given), last name, field for their preferred badge name, a field for their preferred organization name, and other information if applicable such as, organization name, ~~sub-organization name~~, title, mailing address, city, state and zip code, telephone and fax numbers, e-mail address, and comments. ~~NRC has developed an electronic program which will update the electronic registrations automatically.~~ NRC will provide to the contractor an MS Access database .mdb file which will contain the database structure. ~~Up to two (2) contractor database personnel shall attend an up to two (2) hour training session at NRC.~~ Up to two (2) contractor personnel will attend a meeting at NRC to discuss possible improvements in the on-line registration. The contractor will input the hard copy mail, fax and telephonic registrations into the database ~~via the NRC registration electronic form.~~
 - b. The contractor shall screen all registration submissions and resolve registration duplications, for instance when a registrant submits a web-site registration form and also a hardcopy form or a second web registration correcting a previous submission.
 - c. ~~Via weekly~~ Via an email to the NRC Project Officer (PO) the contractor shall provide the latest RIC 2003 registration database containing all registrations received by the contractor from all sources as of the date of the report. The weekly email report will be due each Monday starting on ~~February 10, 2003~~ March 17, March 24 and March 31, ~~and continue for 10 weeks, through April 14, 2003.~~

Notes:

- i. Each RIC registration database will be a stand alone database and will not refer to or update the previous year RIC registration database.
- 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. NRC's web page registration is formatted to simultaneously forward web registrations to both the NRC PO and the contractor.

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- iv. The RIC web site will include an on-line registrant list based on the registration authorizations received. A special e-mail account address will be displayed on the RIC web site and in the formal hardcopy invitation. Requests received by the contractor from registrants requesting that their name be included on the NRC RIC on-line registrant list shall be referred to this e-mail address (RIChelpdesk@nrc.gov) rather than to the NRC PO's e-mail address.
2. **Statistical Reports.** The registration database will contain an "affiliation" category. NRC will create the hardcopy invitation form and the web registration form. Both the hard copy mailed invitation registration form and the web registration will include the affiliation category. The contractor shall develop a statistical report of RIC 2003 registrants, as in the attached sample statistical report and using the "affiliation" category on the registrations as follows:
 - a. **Weekly E-Mail Statistical Reports.** A weekly email with an attached updated statistical report shall be provided to the NRC PO each Monday by 8:00 am for six weeks before the conference.
 - b. **On-site Hardcopy Statistical Reports.** During the week of the RIC, the contractor shall provide the statistical report in two hard copies updated to include on-site registrations to the NRC PO on-site at the hotel as follows:
 - 1st conference day by 12:00 noon
 - 2nd conference day by 7:30 am
 - 3rd conference day by 7:30 am
 - c. **Post RIC E-Mail Statistical Report.** Within one (1) week after the RIC 2003, the contractor shall e-mail the final version of the statistical report to 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.
 - 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 namebadge or if this block is not filled in, the first, middle initial and last name of person.)

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- 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.
4. **On-Site Conference Registration.**
- a. The contractor shall operate four (4) RIC 2003 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 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 four (4) registration personnel. 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:
 - 1st conference day by ~~8:30 am~~ 7:00 am and continue until the close of the last session of that day, but not later than 5:00 pm
 - 2nd 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
 - 3rd conference day by 7:30 am and continue until 10:00 am
 - 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.
5. **Tent Cards.** The NRC will prepare tent cards for RIC 2003 speakers based on the RIC 2003 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 PM.** 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.

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- 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 registration staff and meeting session support staff use 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 2003 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.
 - i. 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
 - 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.
 - 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 (plenary and breakout) sessions in RIC 2003. The attached RIC 2002 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 4 session assistants

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- ii. Any breakout session held in the Presidential Ballroom = 2 view-graph individuals and 2 session assistants
- iii. Any breakout session held in other rooms = 1 view-graph individual and 2 session assistant

V. LEVEL OF EFFORT AND PERIOD OF PERFORMANCE

RIC 2003 is estimated to require up to 900 professional staff hours. The period of performance is October 1, 2002 through June 30, 2003.

VI. DELIVERABLES

1. The contractor shall provide all plastic badges, inserts, speaker ribbons or tabs and tent cards.
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)
 - b. A technical e-mail report is required each Friday afternoon for six weeks prior to RIC 2003. 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 2003.
 - c. Statistical Reports. Using the "affiliation" category from the attendees' registration, prepare each week for six weeks a statistical list of registrants. During the week of RIC 2003 meeting, the contractor shall provide the statistical report to the NRC PO each day of the conference. On the last day of the RIC 2003, 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 within three (3) days after the conference.
 - d. On-site registration staff and meeting session staff report. One month prior to RIC 2003, using the draft RIC 2003 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 2003 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 2003.

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- f. Final Registration Database. A final version of the RIC 2003 registration database report shall be submitted to the NRC within 3 days after the conference.
3. Original hardcopy registration forms received via mail or fax or on-site by the contractor shall be provided to the NRC PO within one week of RIC 2003. 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.
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 2003 invitation
 - g. draft RIC 2003 program
 - h. sample tent badge for information (NRC will supply blank tent cards on site for any needed tent cards)
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. Note that the format will be identical for non-electronic and electronic registrations.
5. ~~An MS Access database file which includes any electronic registrations received before the effective date of this TO.~~

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6. Pre-printed RIC logo tent cards (on-site, if additional tent cards are required for last minute presenter substitutions)
7. NRC logo for the footer booth signs.
8. RIC logo for use on the on-line registration form on the contractor's web site.
9. RIC registration form in html format
10. RIC registration form setup details

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

Number of Registrants by Affiliation	Affiliation
	<u>United States</u>
	NRC Employee
	Other US Federal Agency (DOE, EPA, etc.) Employee
	US State/Local Government Employee
	Consultant/Contractor to a US Federal/State/Local Government Agency
	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>Foreign</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.