



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

September 30, 2002

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

SUBJECT: TASK ORDER NO. 002, "FISCAL YEAR 2004 REGULATORY INFORMATION, CONFERENCE SUPPORT AND INITIAL PLANNING FOR HOTEL MEETING SPACE FOR RIC 2005 AND 2006" UNDER CONTRACT NO. NRC-03-02-039

Dear Ms. Caldwell:

In accordance with Section G.5, Task Order Procedures, of the subject contract, this letter definitizes the subject task order. The effort shall be performed in accordance with the enclosed Statement of Work.

Task Order No. 002 shall be in effect from October 1, 2003, through July 15, 2004, with a cost ceiling of \$66,781.49. The amount of \$61,834.71 represents the estimated reimbursable costs, and the amount of \$4,946.78 represents the fixed fee.

Accounting data for Task Order No. 002 is as follows:

B&R No.:	32015101112
Job Code:	J3037
BOC:	252A
APPN No.:	31X0200.320
FFS No.:	NR02038(I)
Oblig. Amt.:	\$66,781.49

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

[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.

TEMPLATE - ADM001

ADM002

Your contacts during the course of this task order are:

Technical Matters: Sharon Bell
Project Officer
(301) 415-1217

Contractual Matters: Mona Selden
Contract Specialist
(301) 415-7907

Acceptance of Task Order No. 002 should be made by having an official, authorized to bind your organization, execute three copies of this document in the space provided and return two copies to the Contract Specialist at the address below. You should retain the third copy for your records.

Sincerely,



Sharon D. Stewart, Contracting Officer
Contract Management Center 1
Division of Contracts
Office of Administration

Enclosure: Statement of Work

ACCEPTED: Task Order No. 002

Paula W. Caldwell
NAME

CEO
TITLE

9/30/03
DATE

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

Office of Nuclear Reactor Regulation (NRR)
JCN: 3037
Task Order (TO) No. 002
Contract No: NRC-03-02-039
RIC 2004 AND Preliminary work on 2005 and 2006 (site selection)

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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, was held April 16, 17, and 18, 2003, at the Capital Hilton Hotel, 16th and K Streets, NW, Washington, D. C. This was the 15th annual RIC and the conference format was a two (2) day conference (½ day Wednesday, April 16; a full day, Thursday, April 17; and ½ day Friday, April 18, 2003). The next RIC is scheduled for March 10, 11, and, 12, 2004, at the Capital Hilton Hotel.

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.

Each year attendance at the RIC has increased to a high point last year of over 1,300 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 through the NRC RIC web site, by mail, facsimile or telephone.

The NRC RIC 2004 web site will include an electronic registration form 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 links to other pertinent information web sites. The "Past RIC Information" includes the previous year's programs, meeting statistics, slides, and speeches from past conferences, as well as, an historical perspective of RIC topics from 1992-2003. NRC staff will update the RIC web page as necessary to provide the latest up-to-date conference information.

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The NRC has a previously established purchase order with the Capital Hilton for meeting space and audio visual requirements for RIC 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 contractor shall 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 task order is to obtain assistance with attendee registration and facilitation of the meeting sessions at the annual RIC. This task order will cover registration and facilitation of RIC 2004 and initial planning for RICs 2005 and 2006 (hotel meeting space).

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. RIC 2005 and 2006 Meeting Space

1. As soon as possible after authorization of this task order the contractor shall initiate a search for hotel meeting space for the RIC 2005 and 2006 conferences. **Attachment 1** includes the minimum requirements for meeting space, logistical details, government rate room block and acceptable conference dates. After performing a preliminary search the contractor shall consult with the NRC PO before finalizing RIC 2005 and 2006 arrangements.

B. RIC 2004 Meeting

1. Prior to December 2003, NRC will mail RIC 2004 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, or web site registration. All hard copy mailed forms, facsimiles, telephonic, and electronic registrations will be directed to and received by the contractor.

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2. **RIC 2004 Registration Database Compilation.** The contractor shall compile a comprehensive registration database using the ACCESS database format provided by NRC for all RIC 2004 attendee registration information.

- a. The RIC 2004 database shall consist of the registrant's first name, middle name or initial (if given), last 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.
- 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 email to the NRC Project Officer (PO) the contractor shall provide the latest RIC 2004 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 January 9, 2004 and continue for 9 weeks, through March 10, 11 and 12, 2004.

Notes:

- i. Attendees will be responsible for obtaining their own hotel sleeping room. The contractor shall refer attendees seeking hotel accommodations directly to the hotel.
 - ii. 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.
3. **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 2004 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 two 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

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- c. **Post RIC E-Mail Statistical Report.** Within one (1) week after the RIC 2004, the contractor shall e-mail the final version of the statistical report to the NRC PO.
4. **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.)
 - 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.
5. **On-Site Conference Registration.**
 - a. The contractor shall operate four (4) RIC 2004 registration booths on-site during the registration periods staffed by two people per registration booth (total of 8) 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:

Each conference day by 7:30 am each day and continue until the close of the last session of that day, but not later than 5:00 pm on the first two days and until 10:00 on the last day.

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- d. The contractor on-site registration personnel shall provide the badge and any registrant information in a packet to each attendee and remind the attendee that the badge must be worn in plain sight at all times while attending the conference.

6. **Tent Cards.** The contractor shall prepare tent cards for RIC 2004 speakers based on the RIC 2004 program. The NRC PO will provide an electronic listing of the speakers. 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.

7. **2004 Audiovisual Requirements.** Attachment 2 to this Task Order provides a delineation of audio visual requirements for RIC 2004. The NRC PO shall provide the contractor with an updated AV listing on, or about, January 8, 2004. The contractor shall contact the hotel AV staff and review the hotel's AV against the NRC's list of AV requirements and notify the PO if there are any discrepancies. Starting with the morning of the conference and throughout the conference, the contractor shall review the equipment assigned in each room and area against the agreed upon AV list and shall immediately bring discrepancies to the NRC PO's attention.

8. **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.
 - 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 2004 program as provided by the NRC PO and determine whether any changes in staffing are required.

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- 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.

9. Meeting Session Support Staff. The contractor shall provide meeting support staff as follows:

- a. Turn view-graphs during the individual sessions, if necessary.
- 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) of sessions in RIC 2004. 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 = up to 4 session assistants of which 2 will be used for view-graph flipping if necessary
 - ii. Any breakout session held in the Presidential Ballroom = up to 4 session assistants of which 2 will be used for view-graph flipping if necessary
 - iii. Any breakout session held in other rooms = 2 session assistants (one of which may be needed to flip view graphs if necessary)

V. PERIOD OF PERFORMANCE

The period of performance is October 1, through July 15, 2004.

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
 - b. A technical e-mail report is required each Friday afternoon for two weeks prior to RIC 2004. The e-mail letter report shall include as a minimum separate lists of: a) attendees

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by affiliation category; b) attendees alphabetically by last name; c) attendees alphabetically by company; and, d) a separate list of attendees by title.

- c. **Statistical Reports.** Using the "affiliation" category from the attendees' registration, prepare each week for two weeks a statistical list of registrants. During the week of RIC 2004 meeting, the contractor shall provide the statistical report to the NRC PO each day of the conference. On the last day of the RIC 2004, 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 2004, using the draft RIC 2004 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 2004 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 2004.
 - f. **Final Registration Database.** A final version of the RIC 2004 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 2004. 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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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 2004 invitation
 - g. draft RIC 2004 program
 - h. sample tent badge for information (NRC will supply blank tent cards on site for any needed tent cards)
 - i. updated AV list

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. 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 registrations booths and use of the previous year's 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.