



UNITED STATES
NUCLEAR REGULATORY COMMISSION

WASHINGTON, D.C. 20555-0001

APR 15 2004

Innovative Technology Group, Inc.
ATTN: Paula W. Caldwell, President/CEO
850 Sligo Avenue, Suite 300
Silver Spring, MD 20910

SUBJECT: TASK ORDER NO. 003, "ACQUISITION OF CONFERENCE MEETING SPACE
FOR RIC 2005" 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. 003 shall be in effect from April 15, 2004, through May 30, 2005, with a cost ceiling of \$236,632.94. The amount of \$219,104.57 represents the estimated reimbursable costs, and the amount of \$17,528.37 represents the fixed fee.

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

B&R No.:	42015101112
Job Code:	J3037
BOC:	252A
APPN No.:	31X0200.420
FFS No.:	NRR0203903
Oblig. Amt.:	\$27,000.00

Increment funds in the amount of \$27,000.00 are being obligated under this task order. 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 following individual is considered to be essential to the successful performance of work hereunder: [REDACTED] The Contractor agrees that such personnel shall not be removed from the effort under the task order without compliance with Contract Clause H.1, Key Personnel.

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

Your contacts during the course of this task order are:

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

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

Acceptance of Task Order No. 003 should be made by having an official, authorized to bind your organization, execute three copies of this document in the space provided and return two copies to the Contract Specialist at the address below. You should retain the third copy for your records.

Sincerely,


Barbara D. Meehan, Contracting Officer
Contract Management Center 1
Division of Contracts
Office of Administration

Enclosure: Statement of Work

ACCEPTED: NRC-03-02-039, Task Order No. 003

Paula W. Caldwell
NAME

President/CEO
TITLE

4/15/04
DATE

**STATEMENT OF WORK
NRC-03-03-039
TASK ORDER NO. 003**

Independently and not as an agent of the Government, the Contractor shall furnish the conference facility, and all necessary services, qualified personnel, material, and equipment, not otherwise provided by the Government, as needed to perform the Statement of Work.

A. BACKGROUND

The U.S. Nuclear Regulatory Commission's (NRC), Office of Nuclear Reactor Regulation (NRR), hosts the annual Regulatory Information Conference (RIC). The objective of the RIC is to provide a communication forum for senior NRC and industry management regarding current and future safety initiatives and regulatory issues. The conference is open to the public with advance registration required.

Under Task Order No. 002 of contract number NRC-03-03-039, the Contractor performed a market survey of the Washington metropolitan area meeting sites for NRR's 2005, 2006, and 2007 RIC. The Contractor's survey confirmed and updated a previous NRR survey on suitable meeting space in the area. Given the acceptable meeting site space and logistical requirements, and upon conducting site visits, NRC has concluded that the Marriott Bethesda North Hotel and Conference Center (Marriott) meets the minimum RIC requirements, has available space for the dates required for the RIC, and is reasonably priced.

B. OBJECTIVE

The objective of this task order is to obtain conference meeting space and all logistical support, e.g., audiovisual (AV) and telecommunication services for RIC 2005.

C. SCOPE OF WORK

The Contractor shall secure conference meeting space and all necessary logistical support for RIC 2005. The cost of the meeting space shall be on a package basis and the Contractor shall consider and/or include the following in the contract with the conference facility:

- (1) The RIC program is generally a three (3) day format in the middle of the week. Depending on the program structure, the first day of the conference begins in the morning at 8 a.m. or 9 a.m., or after lunch at 1:00 p.m. (half day) followed by a full second day with sessions starting at 7:30 a.m. or 8:00 a.m. and generally ending each day between 4:30 p.m. and 6 p.m. The final day starting at 7:30 a.m. or 8:00 a.m. may run until noon or mid afternoon on the third day.

**STATEMENT OF WORK
NRC-03-03-039
TASK ORDER NO. 003**

- (2) The daily meeting schedule is based on input from NRC's stakeholders and, therefore, the mix of plenary and breakout sessions, as well as the session topics change each year. Generally the conference begins and ends with an opening or welcome plenary session followed by a mixture of breakout and plenary sessions.
- (3) The conference facility shall be in full compliance with all Federal and local safety requirements and codes, including the Americans with Disabilities Act of 1990 and the Hotel and Motel Fire Safety Act of 1990.
- (4) The conference facility shall have physically challenged accessible accommodations for facility entrances, parking areas, guest rooms, conference/meeting rooms, message room, registration rooms, and dining facilities.
- (5) The conference facility shall have all meeting space located on the main level exclusively, and on a 24 hour period basis.
- (6) The conference facility meeting space shall have individual temperature and ventilation controls, adequate lighting and minimal auditory and visual distractions, with a table(s) for iced water service adequate for the number of people utilizing the room.
- (7) The conference facility shall "set" each conference meeting room (attendee chairs, head tables, etc.) at least one-half hour prior to the start of each meeting session and shall be "refreshed" and reset, as required during each break in the meeting schedule.
- (8) The main conference room used for the Plenary sessions shall comfortably seat at least 1,200 people, theater style. Because the plenary sessions are not held simultaneously with the breakout sessions, this room may also serve as one of the four breakout rooms described below.

The seating arrangement for the main conference room is generally set theater style with a centered head table for up to ten people on a riser facing the audience and a centered table speaker's podium. An NRC provided RIC banner(s) is displayed behind and above the head table.

- (9) The conference facility shall provide four (4) "breakout rooms. Each "breakout" room shall comfortably seat at least 250 people theater style. Each breakout room shall include a centered head table for up to eight people and a centered table speaker's podium and chairs set theater style.
- (10) The conference facility shall provide an area(s) or room(s) for registration, preferably on the same level as the conference rooms. The conference facility shall provide access to

STATEMENT OF WORK
NRC-03-03-039
TASK ORDER NO. 003

the registration area to the NRC's registration Contractor on the afternoon before the RIC for registration set up. Registration begins by 7:00 a.m. every day of the conference. The registration area or room shall be furnished with two in-house telephone lines and accommodations for several computers (one with Internet access) and printers.

- (11) The conference facility shall provide a Conference Message Center room for NRC's on-site conference staff to house and organize meeting session supplies (handouts and slides). This room will require one(1) in-house telephone line and two (2) outside (long distance access) telephone line. The Conference Message Center shall be large enough to accommodate at least 12 people and contain tables for conference handouts, chairs, and/or a sofa. The Conference Message Center shall have the capability to lock and provide space for temporary storage of briefcases, coats on a coat rack(s), and other conference materials.
- (12) The conference facility shall provide one (1) VIP Room that shall comfortably accommodate up to 20 people at a conference table and be equipped with one local/long distance telephone and one small table with a water station. This room shall be available for NRC use from 8:00 a.m. on the first day of the conference, through the closing session on the last day of the conference.
- (13) The conference facility shall provide up to three exhibit or demonstration areas which shall have tables and computers for attendee viewing.
- (14) The conference facility shall provide space for Senior Management to hold ad-hoc small group meetings.
- (15) The conference facility shall provide suitable office space for NRR meeting management.
- (16) The conference facility shall provide a boardroom for executive meetings.
- (17) The conference facility shall provide all necessary AV equipment, including computers, printers, etc.
- (18) The conference facility shall provide all necessary telecommunications equipment.
- (19) The conference facility shall provide discounted parking for attendees at \$6 per day.
- (20) The conference facility shall set aside or "block" 200 sleeping rooms for three nights at a rate of \$200. This block of rooms shall be held available until two (2) weeks prior to the RIC meeting start date.

**STATEMENT OF WORK
NRC-03-03-039
TASK ORDER NO. 003**

The conference facility shall be solely responsible for sleeping room reservations and shall collect all lodging charges directly from attendees. Resolution of payment disputes and credit problems shall be in accordance with the conference facility's standard policy.

Note that all attendees are responsible for their own sleeping room arrangements and cost. The NRC is not responsible for any matters relating to the sleeping rooms of the attendees.

- (21) The conference facility shall provide a list of all registered RIC hotel guests, on a weekly basis. The list shall include the name, title, and organization (if provided).

D. SCHEDULE FOR RICs 2005, 2006, and 2007

The following dates have been selected for the RIC meetings.

	Monday	Tuesday	Wednesday	Thursday	Friday
2005	Mar 7	Mar 8	Mar 9	Mar 10	Mar 11
2006	Mar 6	Mar 7	Mar 8	Mar 9	Mar 10
2007	Mar 12	Mar 13	Mar 14	Mar 15	Mar 16

E. ADDITIONAL AUDIO-VISUAL (AV) INFORMATION

The conference facility shall agree to charge the NRC for AV equipment at, or below, the rates offered to its most favored customer.

Each year, at least 90 calendar days prior to the first day of the RIC, the Contractor shall provide an itemized list of available AV equipment services, hardware, and prices. The Contractor shall review the AV list and, in consultation with the NRC Project Officer (PO), determine whether changes to the list contained in the Contractor's contract with the conference facility are needed. If changes are required, the Contractor shall provide the NRC with documentation in support of the prices. The NRC will issue a modification to the task order which provides for the description and sets forth the final adjusted AV requirements.

The conference facility shall provide all set and strike labor necessary for the meeting rooms. The conference facility shall provide four (4) AV technicians. One (1) AV technician shall provide dedicated support to the main conference room during the plenary sessions and also

**STATEMENT OF WORK
NRC-03-03-039
TASK ORDER NO. 003**

during breakouts whenever the plenary room is used for breakouts. Three (3) AV technicians shall provide support among the other breakout rooms when breakouts are in session. One (1) AV person shall also be available for several hours on the day before the conference begins for presenter "dry" runs.

F. CONFERENCE LOGISTICS

Each year, approximately four (4) months prior to the first day of the RIC, the Contractor shall meet with the NRC to discuss general conference logistics. At this meeting the Contractor shall provide up-to-date information concerning the conference facility logistics (floor plan), availability of hotel amenities, security requirements and issues, hotel facility parking, alternative parking availability and rates, area overflow hotels and on-site and local area restaurant(s). The NRC will include this information in the invitation package. In addition, the Contractor shall provide conference facility instructions for delivery of meeting materials to the conference facility and any other pertinent information.

G. CONTRACTOR DELIVERABLES

The Contractor shall provide the NRC PO with a list of all registered RIC hotel guests, on a weekly basis. This list shall include the name, title, and organization (if provided).

H. NRC PROVIDED EQUIPMENT/MATERIAL

Directional signs
NRC seal(s)
NRC flag(s) (one for each meeting room)

I. TASK ORDER PERIOD OF PERFORMANCE

April 15, 2004 through May 31, 2005.