

**SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS
OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, & 30**

1. REQUISITION NO. NRR-05-031 BPA NO.

2. CONTRACT NO. NRC-03-05-031 3. AWARD/EFFECTIVE DATE 3/4/05 4. ORDER NO. MODIFICATION NO. 5. SOLICITATION NO. 6. SOLICITATION ISSUE DATE

7. FOR SOLICITATION INFORMATION CALL: a. NAME Mona C. Selden b. TELEPHONE NO. (No Collect Calls) 301-415-7907 8. OFFER DUE DATE/LOCAL TIME

9. ISSUED BY U.S. Nuclear Regulatory Commission Division of Contracts Mail Stop T-7-I-2 Contract Management Branch 2 Washington, DC 20555 CODE 3100 10. THIS ACQUISITION IS UNRESTRICTED SET ASIDE: SMALL BUSINESS HUBZONE SMALL BUSINESS B(A) NAICS: SIZE STANDARD: 11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED SEE SCHEDULE 12. DISCOUNT TERMS N/A 13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700) 13b. RATING N/A 14. METHOD OF SOLICITATION RFQ IFB RFP

15. DELIVER TO U.S. Nuclear Regulatory Commission Office of Nuclear Reactor Regulation Mail Stop O5-H2 Attn: Sharon Bell Washington DC 20555 CODE 16. ADMINISTERED BY U.S. Nuclear Regulatory Commission Division of Contracts Mail Stop T-7-I-2 Contract Management Branch 2 Washington, DC 20555 CODE 3100

17a. CONTRACTOR/OFFEROR CODE 152115049 FACILITY CODE BETHESDA NORTH MARRIOTT HOTEL 5701 MARINELLI RD NORTH BETHESDA MD 208522785 TELEPHONE NO. 301-822-9270 Chris Ayoub 18a. PAYMENT WILL BE MADE BY U.S. Nuclear Regulatory Commission Payment Team, Mail Stop T-9-H-4 Attn: NRC-03-05-031 Washington DC 20555 CODE 3100

17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER 18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a UNLESS BLOCK BELOW IS CHECKED SEE ADDENDUM

18. ITEM NO.	20. See CONTINUATION Page SCHEDULE OF SUPPLIES/SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
	<p>SEE SECTION B FOR SCHEDULE OF SUPPLIES/ SERVICES</p> <p>Project Title: Meeting Space, Audiovisual and Telecommunications Equipment and Services for NRC's Regulatory Information Conference</p> <p>Type of Contract: Fixed Price</p> <p>Period of Performance: March 4, 2005 through March 18, 2005 This contract also includes One (1) Two-Year Option Period</p> <p>The Contractor's 3/4/2005 contract is hereby incorporated by reference.</p>				

25. ACCOUNTING AND APPROPRIATION DATA See CONTINUATION Page B&R#:520-15-111-112 Job Code:J3222 BOC:252A 31X0200.520 FFS#:NRR05031 and NRR05031(I) OBLIGATE: \$239,273.40 26. TOTAL AWARD AMOUNT (For Govt. Use Only)

27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1, 52.212-4, FAR 52.212-3 AND 52.212-5 ARE ATTACHED. ADDENDA ARE ARE NOT ATTACHED. 27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4. FAR 52.212-5 IS ATTACHED. ADDENDA ARE ARE NOT ATTACHED.

28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN Three COPIES TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED HEREIN. 29. AWARD OF CONTRACT: REFERENCE OFFER DATED YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN IS ACCEPTED AS TO ITEMS:

30a. SIGNATURE OF OFFEROR/CONTRACTOR 30b. NAME AND TITLE OF SIGNER (TYPE OR PRINT) Jerry W. Early - Dir. of Sales 30c. DATE SIGNED 3/4/05 31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER) Sharon D. Stewart 31b. NAME OF CONTRACTING OFFICER (TYPE OR PRINT) Sharon D. Stewart 31c. DATE SIGNED 3/4/05

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TEMPLATE - ADM001

SLSP Review Complete

ADM002

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SECTION B - CONTINUATION BLOCK**B.1 PROJECT TITLE**

The title of this project is "Meeting Space, Audiovisual Equipment and Services, and Telecommunications Equipment and Services for NRC's annual Regulatory Information Conference."

**B.2 BRIEF DESCRIPTION OF WORK (MAR 1987)
ALTERNATE 1 (JUN 1988)**

(a) Brief description of work:

The Contractor shall provide all necessary conference meeting rooms, audiovisual equipment and services and telecommunications equipment and services for the U.S. Nuclear Regulatory Commission's annual Regulatory Information Conference.

B.3 SCHEDULE OF ITEMS AND PRICES

The Total Estimated Price for the Base Period of Performance is \$239,273.40. This amount represents \$146,400.00 as the total estimated price for Conference Space and \$92,873.40 as the total estimated price for Audiovisual and Telecommunications Equipment and Services.

The Total Estimated Price for Year One of the Option Period is \$239,273.40. This amount represents \$146,400.00 as the total estimated price for Conference Space and \$92,873.40 as the total estimated price for Audiovisual and Telecommunications Equipment and Services.

The Total Estimated Price for Year Two of the Option Period is \$257,273.40. This amount represents \$164,400.00 as the total estimated price for Conference Space and \$92,873.40 as the total estimated price for Audiovisual and Telecommunications Equipment and Services.

The Total Estimated Price of this Contract, Including the Option Period is: \$735,820.20.

B.3.1 CONSIDERATION AND OBLIGATION

(a) The total estimated price of this contract for the products/services ordered, delivered, and accepted under this contract is \$239,273.40.

(b) The amount presently obligated with respect to this contract is \$239,273.40.

SECTION C - CONTRACT CLAUSES**C.1 NOTICE LISTING CONTRACT CLAUSES INCORPORATED BY REFERENCE**

The following contract clauses pertinent to this section are hereby incorporated by reference (by Citation Number, Title, and Date) in accordance with the clause at FAR "52.252-2 CLAUSES INCORPORATED BY REFERENCE" in Section I of this contract. See FAR 52.252-2 for an internet address (if specified) for electronic access to the full text of a clause.

NUMBER	TITLE	DATE
	FEDERAL ACQUISITION REGULATION (48 CFR Chapter 1)	

**C.2 ADDENDUM TO FAR 52.212-4 CONTRACT TERMS AND CONDITIONS--
COMMERCIAL ITEMS**

Clauses that are incorporated by reference (by Citation Number, Title, and Date), have the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available.

The following clauses are incorporated into 52.212-4 as an addendum to this contract:

C.3 52.252-2 CLAUSES INCORPORATED BY REFERENCE (FEB 1998)

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this/these address(es):

<http://www.arnet.gov/far>

52.217-8	OPTION TO EXTEND SERVICES	NOV 1999
52.232-18	AVAILABILITY OF FUNDS	APR 1984
52.232-19	AVAILABILITY OF FUNDS FOR THE NEXT FISCAL YEAR	APR 1984
52.245-2	GOVERNMENT PROPERTY (FIXED-PRICE CONTRACTS)	MAY 2004

**C.4 52.212-5 CONTRACT TERMS AND CONDITIONS REQUIRED TO
IMPLEMENT STATUTES OR EXECUTIVE ORDERS--COMMERCIAL
ITEMS (JAN 2005)**

(a) The Contractor shall comply with the following Federal Acquisition Regulation (FAR) clauses, which are incorporated in this contract by reference, to implement provisions of law or Executive orders applicable to acquisitions of commercial items:

(1) 52.233-3, Protest after Award (AUG 1996) (31 U.S.C. 3553).

(2) 52.233-4, Applicable Law for Breach of Contract Claim (OCT 2004) (Pub. L. 108-77, 108-78)

(b) The Contractor shall comply with the FAR clauses in this paragraph (b) that the Contracting Officer has indicated as being incorporated in this contract by reference to implement provisions of law or Executive orders applicable to acquisitions of commercial items: [Contracting Officer check as appropriate.]

(1) 52.203-6, Restrictions on Subcontractor Sales to the Government (JUL 1995), with Alternate I (OCT 1995) (41 U.S.C. 253g and 10 U.S.C. 2402).

(2) 52.219-3, Notice of Total HUBZone Set-Aside (JAN 1999) (15 U.S.C. 657a).

(3) 52.219-4, Notice of Price Evaluation Preference for HUBZone Small Business Concerns (JAN 1999) (if the offeror elects to waive the preference, it shall so indicate in its offer) (15 U.S.C. 657a).

(4) (i) 52.219-5, Very Small Business Set-Aside (JUNE 2003) (Pub. L. 103-403, section 304, Small Business Reauthorization and Amendments Act of 1994).

(ii) Alternate I (MAR 1999) of 52.219-5.

(iii) Alternate II (JUNE 2003) of 52.219-5.

(5)(i) 52.219-6, Notice of Total Small Business Set-Aside (JUNE 2003) (15 U.S.C. 644).

(ii) Alternate I (OCT 1995) of 52.219-6.

(iii) Alternate II (MAR 2004) of 52.219-6.

(6)(i) 52.219-7, Notice of Partial Small Business Set-Aside (JUNE 2003) (15 U.S.C. 644).

(ii) Alternate I (OCT 1995) of 52.219-7.

(iii) Alternate II (MAR 2004) of 52.219-7.

(7) 52.219-8, Utilization of Small Business Concerns (MAY 2004) (15 U.S.C. 637 (d)(2) and (3)).

(8)(i) 52.219-9, Small Business Subcontracting Plan (JAN 2002) (15 U.S.C. 637(d)(4)).

(ii) Alternate I (OCT 2001) of 52.219-9.

(iii) Alternate II (OCT 2001) of 52.219-9.

(9) 52.219-14, Limitations on Subcontracting (DEC 1996) (15 U.S.C. 637(a)(14)).

(10)(i) 52.219-23, Notice of Price Evaluation Adjustment for Small Disadvantaged Business Concerns (JUNE 2003) (Pub. L. 103-355, section 7102, and 10 U.S.C. 2323) (if the offeror elects to waive the adjustment, it shall so indicate in its offer).

(ii) Alternate I (JUNE 2003) of 52.219-23.

- (iii) Alternate II (OCT 1998) of 52.219-23.
- (11) 52.219-25, Small Disadvantaged Business Participation Program--Disadvantaged Status and Reporting (OCT 1999) (Pub. L. 103-355, section 7102, and 10 U.S.C. 2323).
- (12) 52.219-26, Small Disadvantaged Business Participation Program--Incentive Subcontracting (OCT 2000) (Pub. L. 103-355, section 7102, and 10 U.S.C. 2323).
- (13) 52.219-27, Notice of Total Service-Disabled Veteran-Owned Small Business Set-Aside (May 2004)
- (14) 52.222-3, Convict Labor (JUNE 2003) (E.O. 11755).
- (15) 52.222-19, Child Labor--Cooperation with Authorities and Remedies (JUN 2004) (E.O. 13126).
- (16) 52.222-21, Prohibition of Segregated Facilities (FEB 1999).
- (17) 52.222-26, Equal Opportunity (APR 2002) (E.O. 11246).
- (18) 52.222-35, Equal Opportunity for Special Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans (DEC 2001) (38 U.S.C. 4212).
- (19) 52.222-36, Affirmative Action for Workers with Disabilities (JUN 1998) (29 U.S.C. 793).
- (20) 52.222-37, Employment Reports on Special Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans (DEC 2001) (38 U.S.C. 4212).
- (21) 52.222-39, Notification of Employee Rights Concerning Payment of Union Dues or Fees (DEC 2004) (E.O. 13201).
- (22)(i) 52.223-9, Estimate of Percentage of Recovered Material Content for EPA-Designated Products (AUG 2000) (42 U.S.C. 6962(c)(3)(A)(ii)).
 - (ii) Alternate I (AUG 2000) of 52.223-9 (42 U.S.C. 6962(i)(2)(C)).
- (23) 52.225-1, Buy American Act--Supplies (JUNE 2003) (41 U.S.C. 10a-10d).
- (24)(i) 52.225-3, Buy American Act--Free Trade Agreements-- Israeli Trade Act (JAN 2005) (41 U.S.C. 10a-10d, 19 U.S.C. 3301 note, 19 U.S.C. 2112 note, Pub. L. 108-77, 108-78, 108-286).
 - (ii) Alternate I (JAN 2004) of 52.225-3.
 - (iii) Alternate II (JAN 2004) of 52.225-3.
- (25) 52.225-5, Trade Agreements (JAN 2005) (19 U.S.C. 2501, et seq., 19 U.S.C. 3301 note).
- (26) 52.225-13, Restrictions on Certain Foreign Purchases (Dec 2003) (E.O.s, proclamations, and statutes administered by the Office of Foreign Assets Control of the Department of the Treasury).
- (27) 52.225-15, Sanctioned European Union Country End Products (FEB 2000) (E.O. 12849).
- (28) 52.225-16, Sanctioned European Union Country Services (FEB 2000) (E.O. 12849).

(29) 52.232-29, Terms for Financing of Purchases of Commercial Items (FEB 2002) (41 U.S.C. 255(f), 10 U.S.C. 2307(f)).

(30) 52.232-30, Installment Payments for Commercial Items (OCT 1995) (41 U.S.C. 255(f), 10 U.S.C. 2307(f)).

(31) 52.232-33, Payment by Electronic Funds Transfer--Central Contractor Registration (OCT 2003) (31 U.S.C. 3332).

(32) 52.232-34, Payment by Electronic Funds Transfer--Other than Central Contractor Registration (MAY 1999) (31 U.S.C. 3332).

(33) 52.232-36, Payment by Third Party (MAY 1999) (31 U.S.C. 3332).

(34) 52.239-1, Privacy or Security Safeguards (AUG 1996) (5 U.S.C. 552a).

(35)(i) 52.247-64, Preference for Privately Owned U.S.-Flag Commercial Vessels (APR 2003) (46 U.S.C. Appx 1241 and 10 U.S.C. 2631).

(ii) Alternate I (APR 2003) of 52.247-64.

(c) The Contractor shall comply with the FAR clauses in this paragraph (c), applicable to commercial services, that the Contracting Officer has indicated as being incorporated in this contract by reference to implement provisions of law or Executive orders applicable to acquisitions of commercial items: [Contracting Officer check as appropriate.]

(1) 52.222-41, Service Contract Act of 1965, as Amended (MAY 1989) (41 U.S.C. 351, et seq.).

(2) 52.222-42, Statement of Equivalent Rates for Federal Hires (MAY 1989) (29 U.S.C. 206 and 41 U.S.C. 351, et seq.).

(3) 52.222-43, Fair Labor Standards Act and Service Contract Act--Price Adjustment (Multiple Year and Option Contracts) (MAY 1989) (29 U.S.C. 206 and 41 U.S.C. 351, et seq.).

(4) 52.222-44, Fair Labor Standards Act and Service Contract Act--Price Adjustment (February 2002) (29 U.S.C. 206 and 41 U.S.C. 351, et seq.).

(5) 52.222-47, SCA Minimum Wages and Fringe Benefits Applicable to Successor Contract Pursuant to Predecessor Contractor Collective Bargaining Agreements (CBA) (May 1989) (41 U.S.C. 351, et seq.).

(d) Comptroller General Examination of Record. The Contractor shall comply with the provisions of this paragraph (d) if this contract was awarded using other than sealed bid, is in excess of the simplified acquisition threshold, and does not contain the clause at 52.215-2, Audit and Records--Negotiation.

(1) The Comptroller General of the United States, or an authorized representative of the Comptroller General, shall have access to and right to examine any of the Contractor's directly pertinent records involving transactions related to this contract.

(2) The Contractor shall make available at its offices at all reasonable times the records, materials, and other evidence for examination, audit, or reproduction, until 3 years after final payment under this contract or for any shorter period specified in FAR Subpart 4.7, Contractor Records Retention, of the other clauses of this contract. If this contract is completely or partially terminated, the records relating to the work terminated shall be made available for 3 years after any resulting final termination settlement. Records relating to appeals

under the disputes clause or to litigation or the settlement of claims arising under or relating to this contract shall be made available until such appeals, litigation, or claims are finally resolved.

(3) As used in this clause, records include books, documents, accounting procedures and practices, and other data, regardless of type and regardless of form. This does not require the Contractor to create or maintain any record that the Contractor does not maintain in the ordinary course of business or pursuant to a provision of law.

(e)(1) Notwithstanding the requirements of the clauses in paragraphs (a), (b), (c), and (d) of this clause, the Contractor is not required to flow down any FAR clause, other than those in paragraphs (i) through (vi) of this paragraph in a subcontract for commercial items. Unless otherwise indicated below, the extent of the flow down shall be as required by the clause--

(i) 52.219-8, Utilization of Small Business Concerns (May 2004) (15 U.S.C. 637(d)(2) and (3)), in all subcontracts that offer further subcontracting opportunities. If the subcontract (except subcontracts to small business concerns) exceeds \$500,000 (\$1,000,000 for construction of any public facility), the subcontractor must include 52.219-8 in lower tier subcontracts that offer subcontracting opportunities.

(ii) 52.222-26, Equal Opportunity (April 2002) (E.O. 11246).

(iii) 52.222-35, Equal Opportunity for Special Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans (December 2001) (38 U.S.C. 4212).

(iv) 52.222-36, Affirmative Action for Workers with Disabilities (June 1998) (29 U.S.C. 793).

(v) 52.222-39, Notification of Employee Rights Concerning Payment of Union Dues or Fees (DEC 2004) (E.O. 13201).

(vi) 52.222-41, Service Contract Act of 1965, as Amended (May 1989), flow down required for all subcontracts subject to the Service Contract Act of 1965 (41 U.S.C. 351, et seq.).

(vii) 52.247-64, Preference for Privately Owned U.S.-Flag Commercial Vessels (April 2003) (46 U.S.C. Appx 1241 and 10 U.S.C. 2631). Flow down required in accordance with paragraph (d) of FAR clause 52.247-64.

(2) While not required, the contractor May include in its subcontracts for commercial items a minimal number of additional clauses necessary to satisfy its contractual obligations.

C.5 CONFIRMATION OF RESERVATION FOR 2006 AND 2007 RICS

The U.S. Nuclear Regulatory Commission is required to confirm its reservation with the Bethesda North Marriott Hotel and Conference Center for RICS 2006 and 2007 by March 18, 2005, close of business, unless otherwise agreed to by the parties.

C.6 SEAT BELTS

Contractors, subcontractors, and grantees, are encouraged to adopt and enforce on-the-job seat belt policies and programs for their employees when operating company-owned, rented, or personally owned vehicles.

C.7 COMPLIANCE WITH U.S. IMMIGRATION LAWS AND REGULATIONS

NRC contractors are responsible to ensure that their alien personnel are not in violation of United States Immigration and Naturalization (INS) laws and regulations, including employment authorization documents and visa requirements. Each alien employee of the Contractor must be lawfully admitted for permanent residence as evidenced by Alien Registration Receipt Card Form 1-151 or must present other evidence from the Immigration and Naturalization Services that employment will not affect his/her immigration status. The INS Office of Business Liaison (OBL) provides information to contractors to help them understand the employment eligibility verification process for non-US citizens. This information can be found on the INS website, <http://www.ins.usdoj.gov/graphics/services/employerinfo/index.htm#obl>.

The NRC reserves the right to deny or withdraw Contractor use or access to NRC facilities or its equipment/services, and/or take any number of contract administrative actions (e.g., disallow costs, terminate for cause) should the Contractor violate the Contractor's responsibility under this clause.

(End of Clause)

SECTION D - CONTRACT DOCUMENTS, EXHIBITS, OR ATTACHMENTS

D.1 ATTACHMENTS

Attachment 1 Billing Instructions for Fixed Price Contracts

Attachment 2 Statement of Work

**STATEMENT OF WORK
NRC-03-05-031**

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.

B. OBJECTIVE

The objective of this contract is to obtain conference meeting space and all logistical support, e.g., audiovisual (AV) and telecommunication services for RICs 2005, 2006, and 2007.

C. SCOPE OF WORK

The Contractor shall provide conference meeting space and all necessary logistical support for RICs 2005, 2006, and 2007. The Contractor shall provide services as follows:

- (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.
- (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.

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- (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/above or to the sides of the head table.

- (9) The conference facility shall provide at least 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 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 lines. 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.

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- (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 no cost parking for attendees.
- (20) The conference facility shall set aside a "block" of 200 sleeping rooms for three nights, with 25 rooms being offered at the Government per diem rate. This block of rooms shall be held available until two (2) weeks prior to the RIC meeting start date.

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.

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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 NRC Project Officer (PO) will review the AV list and 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 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) and up to six (6) AV technicians: One (1) AV technician shall provide dedicated support to the main conference room during the plenary sessions and also whenever the plenary room is used for breakouts. An additional 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 in one of the breakout rooms 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.

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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).

Standard Audio Visual Requirements

The following items are per day for 3 days. Actual equipment and services will be finalized between the NRC PO and the Marriott prior to the start of each RIC.

Main (Plenary) Meeting Rooms D/E

One (1) podium microphone
Eight (8) table microphones
Four (4) hand held (wireless) microphones
One (1) wireless lapel microphone (at podium)
One (1) electronic pointer (at podium)
Three (3) floor stand microphones (positioned in aisles)
Two large projection screens (adequate size for room)
1 remote slide controller to run slide presentations (available at podium)
1 audio mixer (disregard if system is built-in)
Two (2) LCD Projectors; adequate size/intensity for room size for electronic presentations
Two (2) tele-prompters for day one and two only
Laptop capable of showing both PowerPoint, Corel Presentations, Word and Corel WordPerfect

For 3 days for each of the 6 Breakout Rooms (A/B/C/F/G/H)

Laptop capable of showing both PowerPoint, Corel Presentations, Word and Corel WordPerfect
One (1) podium microphone
Eight (8) table microphones
Two (2) hand held (wireless) microphones
Two (2) floor stand microphones
One large projection screen (adequate size for room)
1 remote to run slide presentation
One (1) LCD Projector; adequate size/intensity for room size for electronic presentations

Demonstration Areas (2 demo tables and one display wall)

1. PDR Area

One computer, keyboard, mouse and monitor. Monitor is 21" color.
Computer has high speed internet access line

2. OCIO Area

One computer, keyboard, mouse and monitor. Monitor is 21" color.
Computer has high speed internet access line.

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3. Registration Area

One house telephone line
Electrical lines for up to 3 computers and two printers
Electrical lines for booths or tables (no skirts on tables for security reasons)

4. Conference Message Center

One house telephone line
One local/long distance telephone line
One local/long distance line for fax modem
Two six foot cork bulletin boards on tri-pod stands for notices and messages
Eight tri-pod stands for signage

VIP Rooms (Seneca Boardroom/Oakley/Timberline)

One local/long distance telephone line

Miscellaneous

Two NRC RIC Banners to be hung in main meeting rooms (D/E)

H. NRC PROVIDED EQUIPMENT/MATERIAL

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

I. PERIOD OF PERFORMANCE/OPTION FOR ONE TWO-YEAR PERIOD

The period of performance is March 4, 2005, through March 18, 2005. This contract also contains one (1) two-year option period. If the NRC elects to exercise this option, a modification will be issued.