

# ORDER FOR SUPPLIES OR SERVICES

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**IMPORTANT: Mark all packages and papers with contract and/or order numbers.**

BPA NO.

1. DATE OF ORDER <b>SEP 15 2008</b>		2. CONTRACT NO. (If any)		6. SHIP TO:				
3. ORDER NO. DR-02-06-020		MODIFICATION NO.		4. REQUISITION/REFERENCE NO. NMS-06-020 7/31/06		a. NAME OF CONSIGNEE U.S. Nuclear Regulatory Commission Penelope Kinney, NMSS/PMDA/RAST		
5. ISSUING OFFICE (Address correspondence to) U.S. Nuclear Regulatory Commission Div. of Contracts, CMB3 Attn: Manon Butt, Cont Spc, 301-415-7035 Mail Stop T-7-I-2 Washington, DC 20555				b. STREET ADDRESS Mail Stop T-8-A-23 11545 Rockville Pike		c. CITY Rockville	d. STATE MD	e. ZIP CODE 20852
7. TO:				f. SHIP VIA				
a. NAME OF CONTRACTOR INSTITUTE OF NUCLEAR MATERIAL				8. TYPE OF ORDER				
b. COMPANY NAME				<input checked="" type="checkbox"/> a. PURCHASE		<input type="checkbox"/> b. DELIVERY		
c. STREET ADDRESS 60 REVERE DR STE 500				Reference your Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.		Except for billing instructions on the reverse, this delivery/task order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.		
d. CITY NORTHBROOK		e. STATE IL	f. ZIP CODE 600621591					
9. ACCOUNTING AND APPROPRIATION DATA B&R: 65015366270 JCN: J5587 BOC: 252A APPNO: 31X0200 INMM DUNS # 112380902 FFS # 5006R117 OBLIGATE \$20,000.00				10. REQUISITIONING OFFICE NMS Nuclear Material Safety and Safeguards				
11. BUSINESS CLASSIFICATION (Check appropriate box(es))						12. F.O.B. POINT Destination		
<input type="checkbox"/> a. SMALL	<input checked="" type="checkbox"/> b. OTHER THAN SMALL		<input type="checkbox"/> c. DISADVANTAGED		<input type="checkbox"/> g. SERVICE-DISABLED VETERAN-OWNED			
<input type="checkbox"/> d. WOMEN-OWNED	<input type="checkbox"/> e. HUBZone		<input type="checkbox"/> f. EMERGING SMALL BUSINESS					
13. PLACE OF		14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)		16. DISCOUNT TERMS		
a. INSPECTION	b. ACCEPTANCE			Award - 01/30/2008		Net 30		

17. SCHEDULE (See reverse for Rejections)

ITEM NO. (A)	SUPPLIES OR SERVICES (B)	QUANTITY ORDERED (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)	QUANTITY ACCEPTED (G)
	<p>INMM DUNS # 112380902</p> <p>The Institute of Nuclear Materials Management (INMM) shall provide the U.S. Nuclear Regulatory Commission (NRC) with assistance with the planning and conduct of the 2007 International Symposium on the Packaging and Transportation of Radioactive Materials (PATRAM) Conference (to be held in October 2007), in accordance with the attached Statement of Work, which is made a part of this order.</p> <p>The period of performance is from the date of award through January 30, 2008.</p> <p>The total ceiling amount of this order for the services ordered, delivered, and accepted is \$50,000.00. The amount presently obligated with respect to this order is \$20,000.00. The obligated amount may be unilaterally increased from time to time by the Contracting Officer by written modification to this order. The obligated amount shall at no time exceed the order ceiling amount. When and if the amount paid and payable to the contractor</p>					

18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.			
21. MAIL INVOICE TO:							
a. NAME U.S. Nuclear Regulatory Commission Payment Team, Mail Stop T-9-H-4						17(h) TOTAL (Cont. pages)	
b. STREET ADDRESS (or P.O. Box) Attn: DR-02-06-020							
c. CITY Washington		d. STATE DC	e. ZIP CODE 20555		\$20,000.00		
22. UNITED STATES OF AMERICA BY (Signature)				23. NAME (Typed) Robert B. Webber Contracting Officer TITLE: CONTRACTING/ORDERING OFFICER			17(i). GRAND TOTAL

AUTHORIZED FOR LOCAL REPRODUCTION  
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OPTIONAL FORM NO. 347 (REV. 3/2005)  
PRESCRIBED BY GSA FPMR (41 CFR) 53.213(e)

**TEMPLATE - ADMIN**

SUNSI REVIEW COMPLETE

ADMIN

**ORDER FOR SUPPLIES OR SERVICES  
SCHEDULE - CONTINUATION**

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DATE OF ORDER

CONTRACT NO.

ORDER NO.

DR-02-06-020

ITEM NO. (A)	SUPPLIES OR SERVICES (B)	QUANTITY ORDERED (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)	QUANTITY ACCEPTED (G)
	<p>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. Any work undertaken by the contractor in excess of the obligated amount is done so at the contractor's sole risk.</p>  <p>NRC POCs: Penelope Kinney, phone 301-415-7805; email pmk1@nrc.gov Earl Easton, phone 301-415-8520; email exe@nrc.gov</p>					

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

## U.S. Nuclear Regulatory Commission

### Statement of Work

Project Title: Planning of the 2007 Packaging and Transportation of  
Radioactive Materials (PATRAM) Conference  
Job Code: J5587  
B&R Number: 65015366270  
NRC Technical  
Project Manager: Earl Easton 301-415-8520  
NRC Technical Assistance  
Project Manager: Penelope Kinney 301-415-7805  
Fee Recoverable: No

### Background

The International Symposium on the Packaging and Transportation of Radioactive Materials (PATRAM) conference is an international technical conference that is convened every three years. The venue for the conference alternates between the U.S. and a selected country outside the U.S. The last conference, PATRAM 2004, was held in Berlin, Germany, in September of 2004.

Whenever the conference is held in the U.S., it is sponsored by a cognizant U.S. Federal agency and is hosted by the Institute of Nuclear Materials Management (INMM), a non-profit technical organization. The last PATRAM conference held in the U.S. was in 2001 in Chicago. For that conference, the Department of Energy (DOE) served as the Federal agency sponsor and INMM was the host and conference planner. PATRAM 2007 will be held in Miami, Florida in October 2007 and will be co-sponsored by the U.S. Nuclear Regulatory Commission (NRC), DOE, and the Department of Transportation (DOT). As co-sponsors of the conference, these agencies manage and provide oversight to the general planning and conduct of the conference.

INMM is the organization that is actually responsible for the detailed planning and conduct of the conference. In order to successfully run this conference, INMM has contracted with the Sherwood Group, a conference planner, to handle all of the operational details required in the planning and conduct of the conference.

### Objective

The objective of this order is to obtain assistance with the planning of the PATRAM 2007 conference.

### Work Scope

INMM shall plan for and host the PATRAM 2007 conference. The planning activities required are identified below.

- Site selection
  - Identify candidate sites for the conference
  - Negotiate preliminary rate packages for each selected site
  - Provide reference site selection packages for the PATRAM conference Planning Committee members to evaluate
  - Provide support to the PATRAM conference Planning Committee in its deliberations
  - Once the site is selected, negotiate with specific hotel/conference center to get the best possible contract
  - Signing the contract for the hotel/conference center
- Web site development
  - Create and launch PATRAM 2007 conference web-site
  - Maintain web site as planning evolves and announcement for due dates become established
  - Create electronic submittal process for abstracts
  - Work with Technical Program Chair and Paper Selection Committee Chair to facilitate abstract submittal and disposition
- Exhibitor Marketing
  - Solicit vendor registration for exhibition booths
  - Work with Exhibitor Committee Chair in development of vendor-sponsored activities
- Paper Selection Committee Meeting
  - Work with Paper Selection Committee Chair in planning for, and conducting of the Paper Selection Committee meeting, to be held in Mar/Apr of 2007
  - Provide operational support at the Paper Selection Committee meeting
- Preliminary Program
  - Develop the Preliminary Program
  - Distribute the Preliminary Program

#### Anticipated Deliverables/Schedule

Deliverables with an anticipated schedule are provided below.

Description	Schedule
Launch PATRAM conference website	No later than 09/30/06

#### Reporting

INMM shall provide quarterly progress reports to the NRC TPM and the NRC TAPM. It is expected that the report include a discussion of the work performed and the costs expended during the reporting period, any anticipated and encountered problem areas, and plans for the next reporting period.

## Meeting and Travel

No travel to the NRC headquarters is anticipated. Any meetings will be conducted via the telephone.

## Period of Performance

The period of performance for the work specified in this Statement of Work shall commence as of the effective date of this order and shall continue until January 30, 2008.

## Technical/Project Direction

Penny Kinney is the Office of Nuclear Material Safety and Safeguards (NMSS) Technical Assistance Project Manager (TAPM) and is the focal point of all contract-related activities. All work assignments and program funding are initiated by the NMSS TAPM who submits all requests to the Division of Contracts (DC) for processing. All proposed work scope or schedule changes must be submitted through the NMSS TAPM for DC.

Earl Easton is designated the NMSS Technical Project Manager (TPM) and is responsible for providing technical guidance to the contractor. All technical direction given to the contractor must be consistent with the work scope and schedule. The NMSS TPM is not authorized to unilaterally make changes to the approved work scope or schedule, or give the contractor any direction that would increase costs over approved levels. The Contracting Officer is the only individual authorized to make changes to this task.