

ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES

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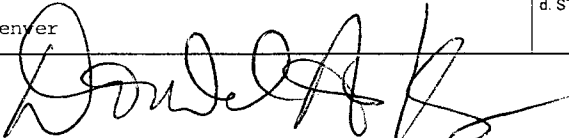
IMPORTANT: Mark all packages and papers with contract and/or order numbers.

BPA NO.

1. DATE OF ORDER 3/3/2009		2. CONTRACT NO. (If any) NRC-03-08-086		6. SHIP TO:	
3. ORDER NO. T003		4. REQUISITION/REFERENCE NO. 03-08-086 T3		a. NAME OF CONSIGNEE U.S. Nuclear Regulatory Commission	
5. ISSUING OFFICE (Address correspondence to) U.S. Nuclear Regulatory Commission Div. of Contracts Attn: Jennifer A. DeFino, 301-492-3637 Mail Stop: TWB-01-B10M Washington, DC 20555				b. STREET ADDRESS Attn: Sally Adams, 301-415-0209 Mail Stop: O13-E19 11555 Rockville Pike	
7. TO:		c. CITY Rockville		d. STATE MD	e. ZIP CODE 20852
a. NAME OF CONTRACTOR SYNERGY ENTERPRISES, INC.				f. SHIP VIA	
b. COMPANY NAME				8. TYPE OF ORDER	
c. STREET ADDRESS 8757 GEORGIA AVENUE STE 450				<input type="checkbox"/> a. PURCHASE <input checked="" type="checkbox"/> b. DELIVERY	
d. CITY SILVER SPRING		e. STATE MD	f. ZIP CODE 209103737		
9. ACCOUNTING AND APPROPRIATION DATA B&R: 920-15-111-112 JCN: J-4151 BOC: 252A Appro. No.: 31X0200.920 OBLIGATE: \$125,000.00 DUNS No.: 131331261 FFS No: NRR-09-030				10. REQUISITIONING OFFICE NRR	
11. BUSINESS CLASSIFICATION (Check appropriate box(es))					12. F.O.B. POINT Destination
<input checked="" type="checkbox"/> a. SMALL		<input type="checkbox"/> b. OTHER THAN SMALL		<input type="checkbox"/> c. DISADVANTAGED	
<input type="checkbox"/> d. WOMEN-OWNED		<input type="checkbox"/> e. HUBZone		<input type="checkbox"/> f. EMERGING SMALL BUSINESS	
<input type="checkbox"/> g. SERVICE-DISABLED VETERAN-OWNED					
13. PLACE OF		14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)	
a. INSPECTION N/A		b. ACCEPTANCE N/A		N/A	
		N/A		N/A	
16. DISCOUNT TERMS N/A					

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>ISSUANCE OF TASK ORDER NO. 003</p> <p>TITLE: Audio/Visual Support, Signage, and Special Considerations</p> <p>TOTAL ESTIMATED COST: \$160,319.02</p> <p>PERIOD OF PERFORMANCE: Date of Award - April 30, 2009</p> <p>The issuance of this Task Order does not amend any other terms and conditions of the subject contract.</p>					

18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.	
21. MAIL INVOICE TO:					
a. NAME Department of Interior / NBC NRCPayments@nbc.gov					
b. STREET ADDRESS (or P.O. Box) Attn: Fiscal Services Branch - D2770 7301 W. Mansfield Avenue					
c. CITY Denver		d. STATE CO	e. ZIP CODE 80235-2230		
22. UNITED STATES OF AMERICA BY (Signature) 					23. NAME (Typed) Donald A. King Contracting Officer TITLE: CONTRACTING/ORDERING OFFICER
SEE BILLING INSTRUCTIONS ON REVERSE					17(h) TOTAL (Cont. pages)
					17(i) GRAND TOTAL \$125,000.00

PREVIOUS EDITION NOT USABLE

SUNSI REVIEW COMPLETE

MAR 19 2009

OPTIONAL FORM NO. 48 (REV. 4/2006)
PREPARED BY GSA GEN. REG. INV. 48 CFR 53.213(f)
DMUC

In accordance with Section I.6 Task Order Procedures of Contract No. NRC-03-08-086 this definitizes Task Order No. 003. The effort shall be performed in accordance with the enclosed Statement of Work.

CONSIDERATION AND OBLIGATION

(a) The total estimated cost to the Government for full performance under this Task Order is \$160,319.02.

(b) The amount obligated by the Government with respect to this Task Order is \$125,000.00. This obligated amount may be unilaterally increased from time to time by the Contracting Officer by written modification to this contract. The obligated amount shall, at no time, exceed the contract ceiling as specified in paragraph a above. 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 contract. Any work undertaken by the Contractor in excess of the obligated amount specified above is done so at the Contractor's sole risk.

DURATION OF CONTRACT PERIOD (MAR 1987)

This Task Order shall commence on date of award and will expire on April 30, 2009.

PRICE/COST SCHEDULE

The following is a summary of the labor categories, number of hours and hourly labor rates.

TASK ORDER NO. 1				
CLIN	LABOR CATEGORY	EST. HOURS	FIXED LABOR RATES	ESTIMATED TOTAL
001	Program Manager	[REDACTED]	[REDACTED]	\$8,058.68
002	Program Coordinator/ Meeting Manager	[REDACTED]	[REDACTED]	\$17,058.61
003	Writer/Editor	[REDACTED]	[REDACTED]	\$2,514.31
004	Graphic Artist	[REDACTED]	[REDACTED]	\$2,256.43
005	IT Specialist	[REDACTED]	[REDACTED]	\$906.66
006	Logistics/ Admin Assistant	[REDACTED]	[REDACTED]	\$6,527.53
TOTAL ESTIMATED LABOR				\$37,322.21
CLIN	OTHER DIRECT COST DESCRIPTION			ESTIMATED TOTAL
007	Travel The government will pay up to the rates specified in the Government Federal Travel Regulations (FTR) for travel destination. NO PAYMENT WILL BE MADE WITHOUT BACKUP DOCUMENTATION/RECEIPTS. *All travel must be approved in advance by the NRC Project Officer.*			\$300.00
008	Shipping & Postage			\$191.94
009	Signage			\$2,400.00
010	Subcontract: Capital Audio Visuals, Inc. Audio/Visual Support			\$100,500.00
011	Subcontract: TCS Associates Sign Language Interpreter Services			\$4,500.00

012	General and Administrative Rate (14%) applied to ODC's	\$15,104.87
TOTAL ESTIMATED OTHER DIRECT COSTS		\$122,966.81
Estimated Total for Task Order No. 1		\$160,319.02

Your contacts during the course of the work order are:

Technical Matters: Sally Adams, Project Officer
 301-415-0209 or Sally.Adams@nrc.gov
 Betsy Oliveto, Technical Monitor
 301-415-1099 or Betsy.Oliveto@nrc.gov

Contractual Matters: Jennifer A. DeFino, Contract Specialist
 301-492-3637 or Jennifer.DeFino@nrc.gov

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. You should retain the third copy for your records.

Accepted Task Order No. 003:

PRACHEE J. DEVADAS
 NAME

President / CEO
 Title

03/16/09
 Date

TASK ORDER TERMS AND CONDITIONS

NOT SPECIFIED IN THE CONTRACT

A.1 NRC Acquisition Clauses - (NRCAR) 48 CFR Ch. 20

A.2 Other Applicable Clauses

See Addendum for the following in full text (if checked)

52.216-18, Ordering

52.216-19, Order Limitations

52.216-22, Indefinite Quantity

52.217-6, Option for Increased Quantity

52.217-7, Option for Increased Quantity Separately Priced Line Item

52.217-8, Option to Extend Services

52.217-9, Option to Extend the Term of the Contract

A.3 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.

A.4 WHISTLEBLOWER PROTECTION FOR NRC CONTRACTOR AND SUBCONTRACTOR EMPLOYEES (JULY 2006)

(a) The U.S. Nuclear Regulatory Commission (NRC) contractor and its subcontractor are subject to the Whistleblower Employee Protection public law provisions as codified at 42 U.S.C. 5851. NRC contractor(s) and subcontractor(s) shall comply with the requirements of this Whistleblower Employee Protection law, and the implementing regulations of the NRC and the Department of Labor (DOL). See, for example, DOL Procedures on Handling Complaints at 29 C.F.R. Part 24 concerning the employer obligations, prohibited acts, DOL procedures and the requirement for prominent posting of notice of Employee Rights at Appendix A to Part 24.

(b) Under this Whistleblower Employee Protection law, as implemented by regulations, NRC contractor and subcontractor employees are protected from discharge, reprisal, threats, intimidation, coercion, blacklisting or other employment discrimination practices with respect to compensation, terms, conditions or privileges of their employment because the contractor or subcontractor employee(s) has provided notice to the employer, refused to engage in unlawful practices, assisted in proceedings or testified on activities concerning alleged violations of the Atomic Energy Act of 1954 (as amended) and the Energy Reorganization Act of 1974 (as amended).

(c) The contractor shall insert this or the substance of this clause in any subcontracts involving work performed under this contract.

**STATEMENT OF WORK
TASK ORDER 3 UNDER NRC-03-08-086, JCN – J4151
AUDIO/VISUAL SUPPORT, SIGNAGE, AND SPECIAL CONSIDERATIONS**

1. BACKGROUND

Each year, the U.S. Nuclear Regulatory Commission (NRC), Office of Nuclear Reactor Regulation (NRR) and the Office of Nuclear Regulatory Research (RES) host an annual Regulatory Information Conference (RIC) with the nuclear industry to discuss safety and regulatory issues of mutual interest. 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.

This free conference is open to the public with advance registration required. RIC 2009 will be held at the Bethesda North Marriott Hotel and Conference Center on March 10-12, 2009. Attendance at the RIC continues to grow each year. Over 2400 participants were in attendance at RIC 2008. With increasing interest in energy concerns, new reactor licensing and advance reactor designs, it is expected that attendance at the RIC shall continue to grow.

Typically, the majority of RIC attendees are from the nuclear power industry, including manufacturers, architect/engineering firms, vendors, news media, and law firms. In addition to NRC senior management officials, there were corporation presidents, vice-presidents, chief executive officers (CEOs), and other government executives, as well as representatives of foreign countries in attendance.

2. TASK ORDER OBJECTIVE

The objective of this Task Order is to obtain expert support from the contractor in areas of Audio/Visual Support, Signage, and Special Considerations.

3. SCOPE OF WORK**TASK1. AUDIO/VISUAL**

Requirement: The contractor shall be required to provide all staging, lighting, audiovisual equipment, sound equipment (depending on room size), and technical support for one (1) Opening General Session, five (5) Plenary Sessions, and eight (8) breakout sessions for the RIC. The contractor shall be required to provide audio recording, Internet access, and coordination of web casting services. The contractor shall be responsible for providing AV technicians during the RIC. The contractor shall provide one AV technician to be present in each conference room where Plenary and breakout sessions will be conducted each day of the conference. The dedicated AV techs will be available at least 10 minutes before the start of each RIC session and shall be available throughout the entire time of each session. The contractor shall be required to provide oversight of installation, operation and teardown of AV equipment, as well as security of the equipment at the conference facility. Please See attachment 2 entitled, "RIC 2009 Conference Facility Layout" for a sample of the RIC conference facility.

Standard: Initial itemized list of AV needs - 45 business days before start of RIC.
Final list of AV needs- 2 weeks before start of RIC.

Deliverable: Initial itemized list of AV needs.
Final list of AV needs.
AV techs for each RIC session.

TASK 2. SPECIAL CONSIDERATIONS

Requirement: The contractor shall make arrangements for the conference facility to provide special needs accommodations for RIC attendees or speakers that have made known a special need either through the RIC registration process or as they arise during the course of the conference itself. This shall include special bus/shuttle needs. The NRC will ensure that the contracted conference facility has physically challenged accessible accommodations available for facility entrances, parking areas, guest rooms, conference/meeting rooms, message room, registration rooms, and dining facilities at the time of contract setup with the conference facility.

Standard: For needs known before start of RIC, the contractor shall arrange for the conference facility to provide special considerations within the meeting specifications that are sent 60 days prior to the start of the RIC opening. For needs identified onsite during the RIC, the contractor will notify the conference facility staff within 5 minutes of when need was made known to accommodate the registrants needs.

Deliverable: In the final meeting report to the NRR Conference Planner, the contractor shall provide a listing of all the special needs accommodated for the duration of the conference.

TASK 3. SIGNAGE

Requirement: The contractor shall design, produce, deliver and place 20 signs to be used during the RIC at the conference facility. All signs shall be in conformance with the NRC branding initiative. Signs to be prepared include: signs for registration booths, registration locations, directional signs, and specialty signs, etc. The number of completed directional signs shall be sufficient so that signs are placed at each hotel entrance of both the lower and main levels of the hosting conference facility. Review, approval and final decision on the design, number and placement of the signs will be made with the NRR Conference Planner.

Standard: All RIC signs should be prepared no less than 10 days in advance of the start of the RIC and delivered the day before the first official day of the conference.

Deliverable: 20 signs. Signs to be prepared include: signs for registration booths (Example: On-Site Registration, Pre-Registration A-L, M-P, Q-S, T-Z; shuttle signs), registration locations, directional signs, and specialty signs, etc. The number of completed directional signs shall be sufficient so that signs are placed at each hotel entrance of both the lower and main levels of the hosting conference facility. Review, approval and final decision on the design, number and placement of the signs will be made with the NRR Conference Planner.

4. QUALITY ASSURANCE

The contractor shall perform a Q&A check on all products to ensure information provided is current and accurate. The NRC Technical Monitor shall also perform a Q&A check on all deliverables to ensure information is complete and accurate.

5. PERIOD OF PERFORMANCE

The period of performance for this task order shall be date of task order award through April 30, 2009.

6. MEETINGS AND TRAVEL

Meetings with the NRC

Five (5) 1- 4 hour meetings at NRC Headquarters for 1-2 contractor staff to attend audio-visual planning meetings.

Travel

Travel to NRC Headquarters, approximate number of trips = 5

7. NRC-FURNISHED MATERIAL

Task 1: Audio/Visual

- Sample of audio/visual requirements
- Sample signage

8. ESTIMATED LEVEL OF EFFORT

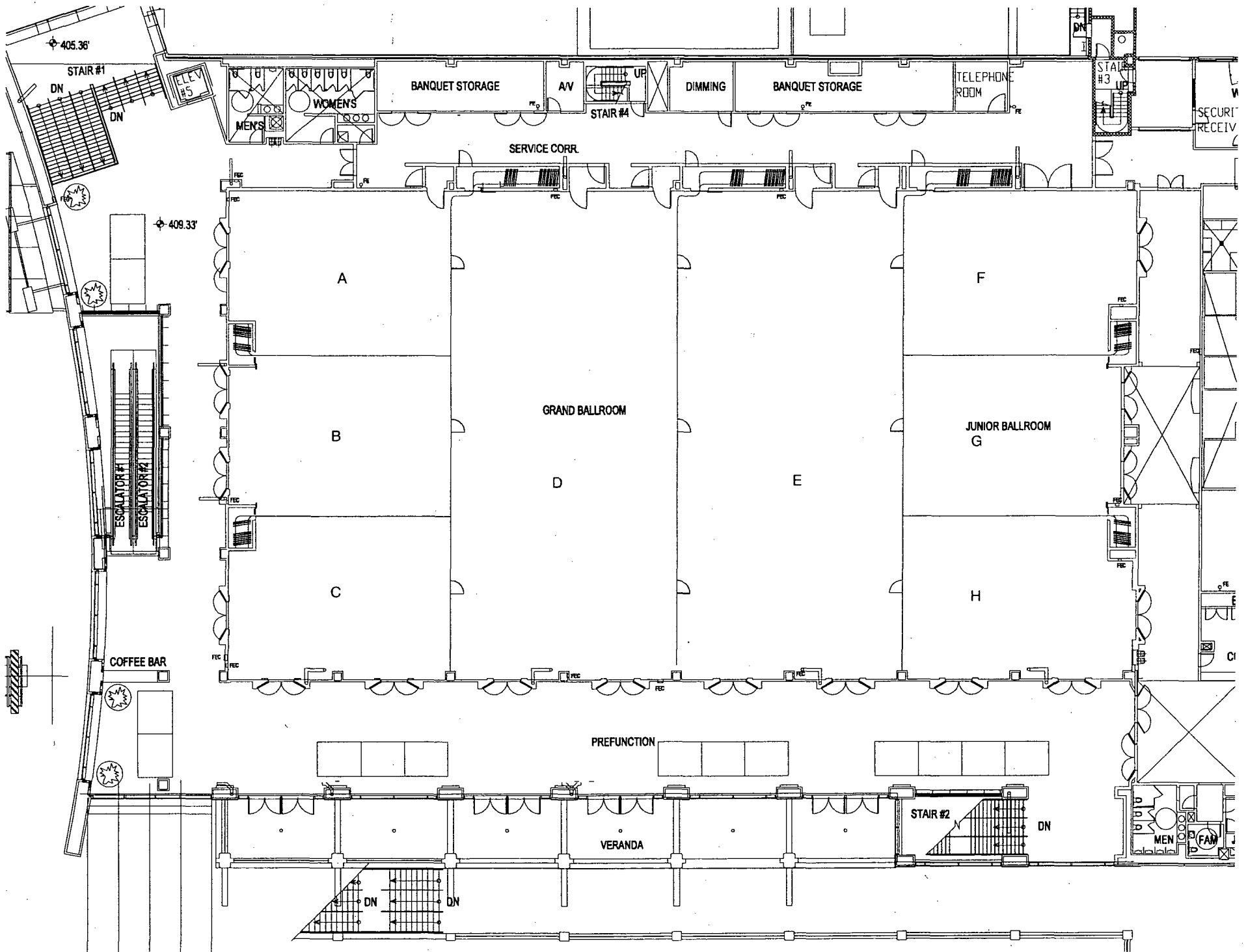
The overall level of effort for this task order is estimated at 725 staff-hours. This estimate is advisory only and should not be use as the sole basis for development of a staffing plan.

9. ATTACHMENTS

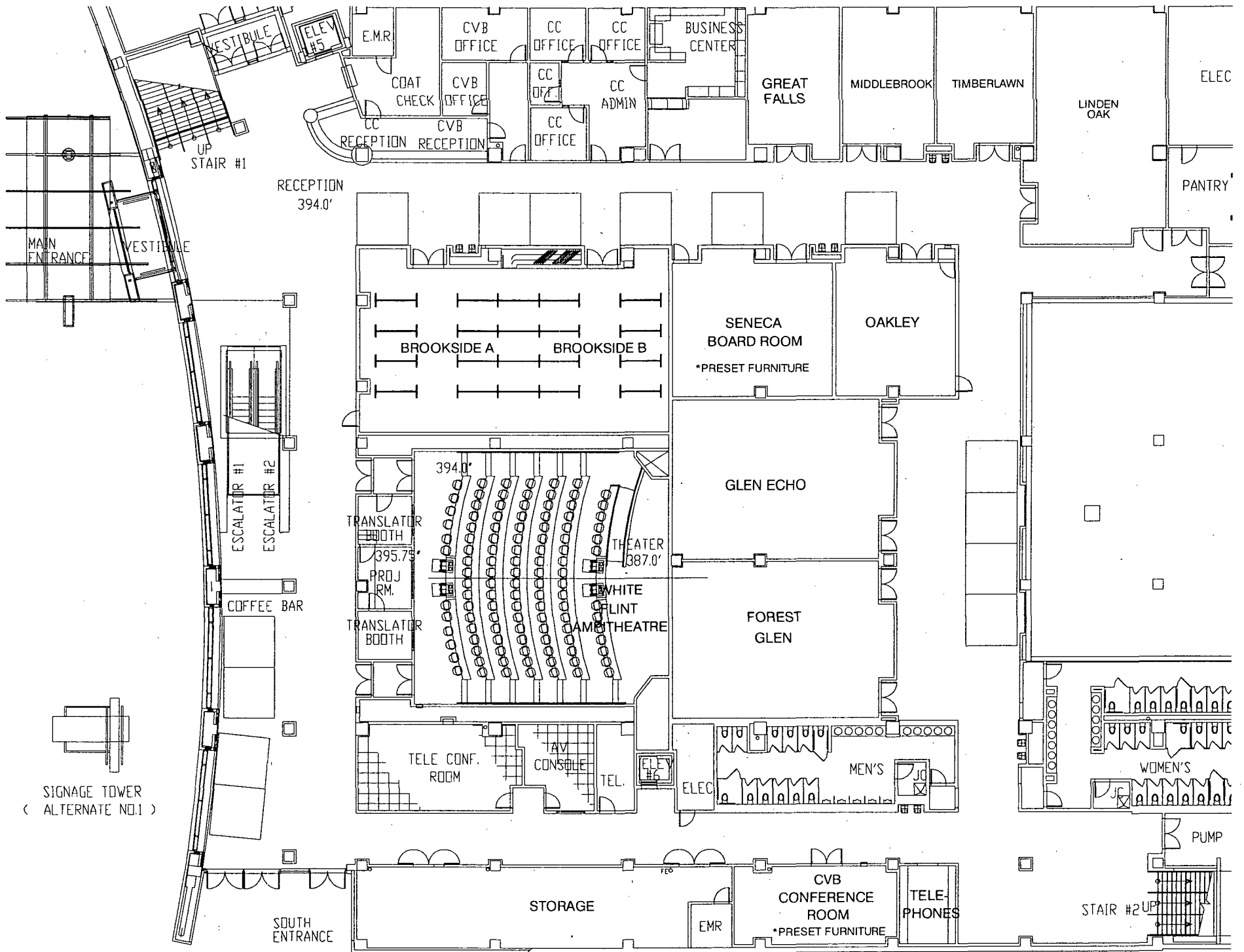
- Attachment 1 – Performance Assessment Summary
- Attachment 2&3- RIC 2009 Conference Facility Layout
- Attachment 4 – Milestone Schedule

Performance Assessment Summary					
Task	Indicator	Standard	Surveillance	Acceptable Quality Level	Deductions if not met
Audio Visual	Initial itemized list of AV needs and timeline. Final list of AV needs. AV techs for each RIC session, if directed	The contractor may be required to provide all staging, lighting, audiovisual equipment, sound equipment (depending on room size), and technical support for one Opening, General Session, five Plenary Sessions, and six to eight breakout sessions per RIC. The contractor may be required to provide audio recording, Internet access, and web casting services. The contractor may be responsible for providing AV technicians during the RIC. If needed, the contractor shall plan on providing one AV technician to be present in each conference room where Plenary and breakout sessions will be conducted each day of the conference. The dedicated AV techs will be available at least 10 minutes before the start of each RIC session and shall be available throughout the entire time of each session. The contractor may be required to provide oversight of installation, operation and teardown of AV equipment, as well as security of the equipment at the conference facility.	Initial itemized list of AV needs and timeline - 45 business days before start of RIC. Final list of AV needs- 2 weeks before start of RIC.	Initial itemized list of AV needs. Final list of AV needs. AV techs for each RIC session, if directed The dedicated AV techs will be available at least 10 minutes before the start of each RIC session and shall be available throughout the entire time of each session. Successful transmission of the audio and visual of the Opening, Special, and Plenary Sessions.	5% of EAD* for not meeting standard.
Signage	Reviewing the signage list for design and completeness, accuracy and purpose/planned locations.	Signage list updated and provided to NRR Conference Planner 10 days prior to start of conference.	NRC staff shall check on 100% of the signage list to assure accuracy of completeness of signs and suitable design.	100% of the signs are used at the live conference.	5% of the EAD* for not meeting the standard.
Special Considerations	The contractor shall plan and/or react quickly to accommodate attendees special needs to fully participate at the conference.	For needs known before start of RIC the contractor shall arrange for the conference facility to provide special considerations within the meeting specifications that are identified prior to the start of the RIC opening. For needs identified onsite during	NRC staff will engage with hotel, contractor and attendees with special needs to assess if their special needs have been accommodated	99% of attendees with special needs are able to fully participate in the conference. In the final meeting report to the NRR Conference Planner, the contractor shall provide a listing of all the special needs accommodated for the duration of the	Additional 5% of the EAD* for each additional 10% over the acceptable quality level.

		the RIC, the contractor will notify the conference facility staff within 5 minutes of when need was made known to accommodate the registrants needs.		conference.	
*Estimate of Damage; being the damages negotiated at the time of the award representing the cost of hiring a third party to re-perform the task.					



Attachment # 1



SIGNAGE TOWER
(ALTERNATE NO.1)

Attachment #2

	Tasks	Days	Start	End	Completed
	2009 RIC	283	6/9		
	Pre-Planning	90	6/9	9/7	
Prog	Begin collecting office & regional directors program suggestions	7	6/9		On-going
Admin	Review support contracts	7	6/9		x
Admin	Secure/Renew badges for Contractors	7	6/9		N/A
Log	Incorporate lessons learned into planning	30	6/9		x
Hotel	Begin Process to book add'l sleeping rooms @ Hilton & Ramada	30	6/9		N/A
Cmte	Schedule Bi-Weekly Mtgs	1	6/14		
Prog	Schedule NRR/NRO/RES LT Topic Mtgs (Lanmark attends)	1	6/18		Complete for NRR
Prog	Meet w/ Graphics on program concepts & poster design (20th anniversary theme?)	1	6/18		On-going
Log	Set up meeting w/Hotel and OIS on a/v plans (VTC, Webcasting, etc)	1	6/18		x
Hotel	Send room block to hotel (incl OIP)	7	6/29		
Admin	Post TAC's on RIC webpage	1	7/9		x
Web	Begin Updating RIC website w/new information (on-going)	290	7/9		On-going
Tour	Meet w/NSIR @ Tour Planning	1	7/11		Debrief completed
Prog	Create draft program grid	7	7/14		x
Admin	Submit request for Security	1	7/16		x
Admin	Send Letter confirming Honor Guard for Opening Session	1	7/16		Call placed, letter to be sent out 12/08
Admin	Secure Court Reporter	7	7/16		x
Admin	Submit mailing list additions to Repro	7	7/16		
Admin	Submit space holds on Auditorium & Hearing room	2	7/16		x
Admin	Update letter of invitation & general information for speakers	7	7/16		x
Prog	Meet w/Paul Dickman @ Chrman's Schedule & theme ideas	1	7/30		
Admin	Inventory conf supplies & reorder	7	8/1		x
Cmte	Bi-Weekly Planning Mtgs Begin	1	8/1		
Admin	Submit APP	7	8/1		x
	Active Agenda	60	9/19	11/18	
Prog	Schedule Cmr's slots	7	9/4		
Log	Contact sponsors	4	9/5		
Prog	Draft Opening Session Scenario for Office Directors & Chrmin's Ofc	30	10/1		
Prog	Begin confirming Session Chairs	60	10/1		
Prog	Schedule Regional Bkout conf calls & secure NRR liasions	1	10/7		
Vol	Announce RIC Volunteer Program	14	10/15		
Admin	Begin Leed's and Mary's Briefing Book	290	10/15		
Web	Public Affairs writes press release on Online Registration Open & releases	7	12/1		
Cmte	Bi-Weekly Mtgs Become weekly	60	1/1		
Reg	Open online registration	60	1/1		
Reg	Email Blast to past registrants @ conf	1	1/2		
Prog	Send PreProgram to Tech Ed	5	1/3		
Reg	Pre-register all VIP's and Cmr's, Cmr Staff, OIP special guests, Ofc Directors, Deputy Directors, EDO & DEDO's	7	1/4		
Prog	Preliminary Program to Press - In-house	7	1/11		
Admin	Secure buses w/Admin for tours & staff to hotel	7	1/14		
Hotel	Send Specs to hotel	7	1/14		
Reg	Get copies of CA's Letters of invite to VIPs for badging	7	1/14		

Rpt	Begin Weekly Reg lists to Reggie & Mabel & Kirk incl int'l's	290	1/14		
Poster	Poster Content/Layout to Graphics	7	1/15		
Poster	Poster Proofs back for Review	7	1/22		
Log	Write NRC Announcements to Staff @ Shuttle buses/RIC Volunteer program/registration online	3	1/30		
Admin	Process RFPA to DOC	30	1/30		
Log	Get Cmr's mtg schedule for reserved rooms		2/1		
Prog	Final Program to Tech Ed	5	2/26		
Poster	Posters delivered to hotel	3	2/28		
Admin	Update Evaluation form/on-site reg form/podium announcements	7	3/5		
Prog	Final Program to Graphics for production in-house	7	3/5		
Log	Arrange shipment to & from Hotel	1	3/9		
Vol	RIC Volunteer Orientation on-site	1	3/10		
	Tasks	Days	Start	End	
	Post-Con	30	3/13	4/12	
Admin	Collect/tabulate/analyze eval data for lessons learned	30	3/13		
Admin	Post IOU's to web	30	3/13		
Admin	Review and pay bills	30	3/13		
Admin	Write Thank you letters	30	3/13		
	Post Org Charts & posters for RIC on web				
	Poster Coordination				