

ORDER FOR SUPPLIES OR SERVICES

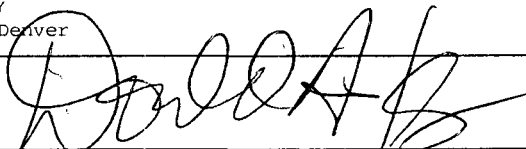
IMPORTANT: Mark all packages and papers with contract and/or order numbers.

BPA NO.

1. DATE OF ORDER 3/9/2010		2. CONTRACT NO. (If any) NRC-03-08-086		6. SHIP TO:	
3. ORDER NO. NRC-T005		MODIFICATION NO.		a. NAME OF CONSIGNEE U.S. Nuclear Regulatory Commission	
5. ISSUING OFFICE (Address correspondence to) U.S. Nuclear Regulatory Commission Div. of Contracts Attn: Robin T. Barnes Mail Stop: TWB-01-B10M Washington, DC 20555		4. REQUISITION/REFERENCE NO. NRR-03-08-086-005		b. STREET ADDRESS Attn: Betsy Oliveto, 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:		8. TYPE OF ORDER	
b. COMPANY NAME		<input type="checkbox"/> a. PURCHASE		<input checked="" type="checkbox"/> b. DELIVERY	
c. STREET ADDRESS 8757 GEORGIA AVENUE STE 450		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 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 SILVER SPRING	e. STATE MD	f. ZIP CODE 209103737		10. REQUISITIONING OFFICE NRR	
9. ACCOUNTING AND APPROPRIATION DATA B&R: 020-15-111-112 JCN: J-4151 BOC: 252A APPN: 31X0200.020 DUNS: 131331261 Obligate: \$135,786.07 FFS: NRR10126 dtd 11/30/09, NRR10229/NRR10231 dtd 03/05/10		\$135,786.07		12. F.O.B. POINT Destination	
11. BUSINESS CLASSIFICATION (Check appropriate box(es))		13. PLACE OF		14. GOVERNMENT B/L NO.	
<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 SMALIBUSINESS	
<input type="checkbox"/> g. SERVICE-DISABLED VETERAN-OWNED		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)		16. DISCOUNT TERMS	
a. INSPECTION N/A		b. ACCEPTANCE N/A		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)
	ISSUANCE OF TASK ORDER NO. 005 TITLE: "Conference Support Activities" TOTAL ESTIMATED COST: \$135,786.07 PERIOD OF PERFORMANCE: December 3, 2009- May 31, 2010 The issuance of this Task Order does not amend any other terms and conditions of the subject contract.					

SEE BILLING INSTRUCTIONS ON REVERSE	18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17(h) TOTAL (Cont. pages)
	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		17(i) GRAND TOTAL		
22. UNITED STATES OF AMERICA BY (Signature) 				23. NAME (Typed) Donald A. King Contracting Officer TITLE: CONTRACTING/ORDERING OFFICER			

This confirms the verbal authorization that was provided to Synergy Enterprise, Inc. (SEI) on December 3, 2010 to begin work immediately and the increase in authorization given on February 3, 2010 to continue work. In accordance with Section I.6 Task Order Procedures, of contract number NRC-03-08-086, this definitizes Task Order No. 005. 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 \$135,786.07.
- (b) The amount obligated by the government with respect to this Task Order is \$135,786.07. 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 THE CONTRACT PERIOD (MAR 1987)

Task Order No. 005 shall be in effect from December 3, 2009 thru May 31, 2010, with an estimated cost ceiling of \$135,786.07.

PRICE/COST SCHEDULE

The following is a summary of the tasks to be performed as provided in the Statement of Work and the fixed price associated with completing all efforts.

TASK ORDER 005		
CLIN	ITEM/DESCRIPTION	AMOUNT
001	Provide support to the NRC Regulatory Information Conference as described in the SOW.	\$130,786.07 - Fixed
002	Miscellaneous (PO Directed)* Not to Exceed (NTE) Amount	\$5,000.00
TASK ORDER 005 TOTAL		\$135,786.07

*Miscellaneous Items (As approved by the Project Officer. No payment will be made without backup documentation and official signed orders by the Project Officer).

Your contacts during the course of this action are:

Technical Matters:

Betsy Oliveto
Project Officer
(301) 415-0209
betsy.oliveto@nrc.gov

Lorna Kipfer
Meeting Support Team
301-415-4065
Lorna.Kipfer@nrc.gov

Dorothea Washington
Technical Assistance Project Manager
(301) 415-8409
dorothea.washington@nrc.gov

Contractual Matters:

Robin T. Barnes
Contract Specialist
(301) 492-3613
robin.barnes1@nrc.gov

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

Acceptance of Task Order No. 005 should be made by having an official, authorized to bind your organization, execute a copy of this document in the space provided and return to the Contract Specialist. You should retain a copy for your records.

ACCEPTED: Task Order No. 005

NHI NGUYEN (CONTRACTS ADMINISTRATOR)

Printed Name & Title



Signature

03/09/10

Date

**STATEMENT OF WORK
FOR TASK ORDER NO. 005 UNDER
NRC-03-08-086, JCN – J4151**

CONFERENCE SUPPORT ACTIVITIES

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 2010 is scheduled to be held at the Bethesda North Marriott Hotel and Conference Center on March 9-11, 2010. Attendance at the RIC continues to grow each year. Over 2,700 participants were in attendance at RIC 2009. With increasing interest in energy concerns, new reactor licensing and advance reactor designs, it is expected that attendance at the RIC shall continue to draw high participation.

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 to plan the agenda, develop mailing lists, distribute invitations, postcards, and email notices to participants, develop 12-15 posters, conference and session evaluation forms and document post-conference evaluation results and perform general writing activities.

3. SCOPE OF WORK

Task 1. Agenda Planning

Subtask A

Requirement: The contractor shall attend the NRC RIC agenda-planning meetings (a minimum of 12 meetings). Through these meetings, session topics and coordinators shall be identified and confirmed. The contractor shall record and disseminate minutes and any actions from the planning meetings to the planning team.

Deliverable: Minutes and action items recorded and emailed to planning team.

Standard: Attendance at all agenda planning meetings, recording and dissemination of minutes and actions from the planning meetings to the planning team shall be provided to the NRR Technical Monitor (TM) within 2 business days of meeting.

Subtask B

Requirement: The contractor shall assist the NRR TM in ensuring the agenda is accurate and updated daily, presentations and speaker bios are collected and posted to the RIC website daily.

Deliverable: Revised agenda(s), slide presentations and bios; hardcopy slides and electronic formats for web posting and distribution.

Standard: Agenda(s), slide presentation and bios are accurate and updated daily.

Subtask C

Requirement: After the initial session topic and coordinator selections, the contractor shall assist in making any revisions to the topics, session chairs, or the scheduling of the sessions for the RIC. All changes shall be reflected by the contractor in revised agendas such that the agenda is kept up-to-date until it is finalized, printed, and posted on the RIC website.

Deliverable: Revised agenda(s) in hardcopy and electronic formats for web posting and distribution.

Standard: Agenda(s) are accurate and updated daily.

Task 2. Mailing Lists

Requirement: At the end of each working day, the contractor shall prepare a mailing list of the registrants. The mailing list shall be a Microsoft Excel Spreadsheet and shall be listed according to the registrant's zip code. The contractor shall gather requests from potential attendees to be included on the NRC's RIC mailing list and submit them to the NRR TM, and in turn, additional contacts will be given to the Office of Administration (ADM) to update the official mailing lists for the RIC.

Deliverable: Revised mailing list of RIC attendees and registrants.

Standard: Mailing list updated and provided to ADM with a copy to the NRR TM within 15 business days of completion of RIC (by April 1, 2010).

Task 3. Invitations/Postcards/Email Notices

Subtask A

Requirement: The contractor shall develop and distribute RIC invitations/postcards/email notices to individuals in the mailing lists.

Deliverable: RIC Invitation/postcards/email notices with instructions on how to register.

Standard: The invitations/postcards/email notices shall include mailing, calling, or faxing instructions and internet links to register via mail, telephone, e-mail, or on the RIC website.

Subtask B

Requirement: The contractor shall electronically mail blast RIC invitations. Contractor shall perform quality assurance of the mailing list for accuracy of address and email addresses prior to emailing. Return addresses and emails shall be removed from the listing. NOTE: Postcard invitations with instructions on how to register will be sent to potential conference attendees by NRC staff.

Deliverable: A clean address mailing list and email list shall be provided to the NRR TM on completion of email activity.

Standard: Electronic mail blast of RIC invitations shall be completed no later than January 13, 2010. Quality assurance of mailing list for accuracy of address and emails addresses to ensure 90% accuracy.

Subtask C

Requirement: The contractor shall work with all session coordinators to confirm the participation of each potential panel member. For those parties outside NRC, the contractor shall assist in the mailing of letters, send emails and make phone calls to obtain confirmation of panel member's participation. The contractor shall develop a tracking sheet of confirmed panel members. Based on this tracking sheet, the contractor shall also prepare a summary progress report to detail the status of confirmed panel members.

Deliverable: An alphabetical listing of confirmed panelists shall be provided to the NRR TM throughout the confirmation process with status indicated.

Standard: Confirmation letters shall be sent out to all panelists within 2 working days of being identified by the NRR TM. Confirm panelist participation, registration and contact information within 3 weeks of their identification.

Task 4. Technical Poster Sessions

Subtask A

Requirement: The contractor, along with the NRR TM, shall meet with the in-house NRC graphics contractor to track and coordinate all poster submissions. The contractor shall become familiar with all logos, designs, size specifications and usage guidelines associated with the final production of technical poster presentations. The in-house NRC contractor shall produce the RIC technical poster presentations. The contractor shall track and receive the posters at the hotel from the NRC in-house graphics contractor. The contractor shall inspect the posters for accuracy and shall coordinate placement accordingly for proper display in the main ballroom foyer. The contractor shall order the proper number of display boards for the poster presentation. Historically, NRC has used 12-15 poster board displays.

Deliverable: Tracking, receipt and delivery of poster boards, and shall coordinate placement accordingly for proper display in the main ballroom foyer.

Standard: The contractor shall track and receive the posters at the hotel from the NRC in-house graphics contractor. The contractor shall inspect the posters for accuracy and shall coordinate placement accordingly for proper display in the main ballroom foyer. The contractor shall order the proper number of display boards for the poster presentation (by March 5, 2010).

Task 5. General Writing Activities

Subtask A

Requirement: The contractor shall be responsible for drafting of general articles related to RIC. These drafts shall be coordinated with and approved by the NRR TM prior to distribution. These writing assignments may include: general letters and content for RIC correspondence and informational purposes, content for the RIC website, thank you letters to the hotel after completion of RIC and press releases about RIC for the NRC Office of Public Affairs.

Deliverable: Draft and final letter(s)
Content for webpages
Press Release(s)

Standard: Writing assignment provided to the NRR TM within 24 hours of assignment shall be free of typographical and grammatical errors.

Subtask B. Conference and Session Evaluations

Requirement: The contractor shall write and develop an evaluation form not to exceed one double-sided 8 1/2" X 11" page to assess the overall conference content and format and for each session measuring participant satisfaction with the goals and objectives of each session and with the speakers. A sample evaluation form will be provided from past conferences. These evaluation forms will be reproduced by the NRC and will be provided to participants by being placed on chairs in each session by RIC volunteers. RIC volunteers will also collect the completed forms and return them to the RIC on-site office. The contractor shall provide the evaluation forms to the NRR TM no later than February 24, 2010.

Deliverable: The contractor shall write and develop an evaluation form not to exceed one double-sided 8 1/2" X 11" page to assess the overall conference content and format and for each session measuring participant satisfaction with the goals and objectives of each session and with the speakers.

Standard: The contractor shall provide the evaluation forms to the NRR TM by February 24, 2010.

Task 6. 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 would also include special transportation 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.

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

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 30 business days prior to the start of the RIC opening (by January 26, 2010). For needs identified onsite during the RIC, the contractor shall notify the conference facility staff within 5 minutes of when need was made known to accommodate the registrants needs.

Task 7. Signage

Requirement: The contractor shall design, produce, deliver and place at the conference facility the signs to be used during the RIC. All signs shall be in conformance with the NRC branding initiative.

Deliverable: The contractor shall develop 15 to 20 signs per conference. 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 TM.

Standard: All RIC signs should be prepared no less than 10 business days (by February 23, 2010) in advance of the start of the RIC and delivered the day before the first official day of the conference.

4. QUALITY ASSURANCE

The contractor shall perform a Q&A check on all products to ensure information provided is current and accurate and active. The NRR TM shall also perform a Q&A check on all updated pages to ensure information posted is current and accurate and links are active.

5. PERIOD OF PERFORMANCE

The period of performance for this task order shall be date of task order award through December 3, 2009 through May 31, 2010.

6. MEETINGS AND TRAVEL

None Expected

7. NRC-FURNISHED MATERIAL

Task 1: General Writing Activities

The NRR TM will provide the following NRC-furnished materials:

- Sample content for general writing activities
- Sample of RIC invitation

8. ESTIMATED LEVEL OF EFFORT

The overall level of effort for this task order is estimated at 1350 staff-hours. This estimate is advisory only and should not be use as the sole basis for development of a staffing plan.

TASK ORDER TERMS AND CONDITIONS

NOT SPECIFIED IN THE CONTRACT

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

A.2 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.3 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.