

**ORDER FOR SUPPLIES OR SERVICES**

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

BPA NO.

1. DATE OF ORDER <b>MAR 01 2011</b>		2. CONTRACT NO. (if any) NRC-41-10-020		5. SHIP TO:	
3. ORDER NO. NRCT003		4. REQUISITION/REFERENCE NO. FSM-11-019		a. NAME OF CONSIGNEE U.S. Nuclear Regulatory Commission	
5. ISSUING OFFICE (Address correspondence to) U.S. Nuclear Regulatory Commission Div. of Contracts Attn: James Leedom Mail Stop: TWB-01-B10M Washington, DC 20555		7. TO:		b. STREET ADDRESS Tira Patterson Mail Stop: T-8-A-23	
a. NAME OF CONTRACTOR B. L. SEAMON CORPORATION		d. CITY Washington		d. STATE DC	e. ZIP CODE 20555
b. COMPANY NAME		f. SHIP VIA		8. TYPE OF ORDER	
c. STREET ADDRESS 9001 EDMONSTON RD STE 200		e. STATE MD		f. ZIP CODE 207704074	
d. CITY GREENBELT		9. ACCOUNTING AND APPROPRIATION DATA See CONTINUATION Page 2011-55-34-8-102 F1208 252A 31X0200 Obligate \$10,000.00 DUNS# 781844808 FFS# 110943 NAICS: 561920 PSC: V302		10. REQUISITIONING OFFICE FSM Federal State Materials & Environment	
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 checked="" type="checkbox"/> e. HUBZone		<input type="checkbox"/> f. SERVICE-DISABLED VETERAN-OWNED	
13. PLACE OF		14. GOVERNMENT B/L NO. N/A		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date) See Below	
a. INSPECTION Rockville, MD		b. ACCEPTANCE Rockville, MD		16. DISCOUNT TERMS N/A	

17. SCHEDULE (See reverse for Rejections)

ITEM NO. (e)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	<p>The purpose of this time and materials task order is to provide the NRC's Federal and State Materials and Environmental Office with meeting space, materials, labor and equipment for the "2010 National State Liaison Officers Conference."</p> <p>The meeting shall take place the week of October 31, 2011. The actual date of the meeting shall be incorporated into the task order, via modification, if it differs from the anticipated date.</p> <p>All work shall be completed in accordance with the attached Statement of Work (SOW) and BLS proposal dated 2/18/11.</p> <p>The total ceiling of the task order is \$57,575.69. BLS shall submit back-up information for all subcontractor costs. BLS shall be reimbursed for actual costs plus G&amp;A for all subcontractor costs. All travel shall be conducted in accordance with the Federal Travel Regulations. Receipts shall be provided for all travel costs.</p>				See CONTINUATION Page	

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		\$10,000.00		17(i) GRAND TOTAL

22. UNITED STATES OF AMERICA BY (Signature) 

23. NAME (Typed)  
Stephen Pool  
Contracting Officer  
TITLE: CONTRACTING/ORDERING OFFICER

**SUNSI REVIEW COMPLETE**

TEMPLATE - ADM001

ADM00

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CONTINUATION PAGE

Acceptance of Task Order No. 003 should be made by having an official, authorized to bind your organization, sign and date this document in the space provided and return one copy to the Contract Specialist. You should retain a copy for your records.

Accepted Task Order No. 003:

Don Bonkus  
NAME

Contractor  
Title

3/1/11  
Date

**A.1 PRICE/COST SCHEDULE**

ITEM NO.	DESCRIPTION OF SUPPLIES/SVCS	QTY	UNIT	UNIT PRICE	AMOUNT
0001	Sr. Project Director	2.75	hour	\$128.0700	\$352.19
0002	Project Director	8.00	hour	\$92.3500	\$738.80
0003	Project Manager	27.46	hour	\$78.5500	\$2,156.98
0004	Conference Coordinator	79.00	hour	\$56.4000	\$4,455.60
0005	Conference Assistant	68.00	hour	\$48.6400	\$3,307.52
0006	Web Site Developer	12.00	hour	\$128.0700	\$1,536.84
0007	Web Site Administrator	20.00	hour	\$56.4000	\$1,128.00
0008	Graphics Support	26.00	hour	\$56.4000	\$1,466.40
0009	Writer/Editor	12.00	hour	\$78.5500	\$942.60

**NRC-41-10-020 NRCT003**

0010	1.00 lot	\$231.8000	\$231.80
	Travel		
0011	1.00 lot	\$3,038.2500	\$3,038.25
	Reproduction		
0012	1.00 lot	\$1,960.0000	\$1,960.00
	Materials/Supplies		
0013	1.00 lot	\$720.0000	\$720.00
	Postage & Delivery		
0014	1.00 lot	\$3,200.0000	\$3,200.00
	Labor Services		
0015	1.00 lot	\$12,270.0000	\$12,270.00
	On-Site Services		
0016	1.00 lot	\$9,984.0000	\$9,984.00
	AV & Office Equipment		
0017	1.00 lot	\$5,975.0000	\$5,975.00
	Other Costs to Include:		
	- 508 Compliance		
	- Room Reservations		
	- Allotment for Unexpected Requirements		
	(NTE \$3,000.00)		
0017	1.00 lot	\$4,111.7000	\$4,111.70
	General and Administrative on ODCs Only		
	(11%)		

GRAND TOTAL --- \$57,575.69  
 =====

ACCOUNTING AND APPROPRIATION DATA:

ACRN APPROPRIATION	REQUISITION NUMBER	AMOUNT
1 2011-55-34-8-102-JCN-F1208-BOC-252A-APPNUMBER-31X0200	FSM-11-019 P	\$10,000.00

**TASK ORDER TERMS AND CONDITIONS**

NOT SPECIFIED IN THE CONTRACT

**A.2 NRC Acquisition Clauses - (NRCAR) 48 CFR Ch. 20**

**A.3 CONSIDERATION AND OBLIGATION**

(a) The total estimated cost to the Government for full performance under this Task Order is \$57,575.69.

(b) The amount obligated by the Government with respect to this Task Order is \$10,000.00. 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.

**A.4 DURATION OF CONTRACT PERIOD (MAR 1987)**

This contract shall commence on the date of award and will expire December 15, 2011.

**A.5 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.6 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.

**A.7 PROHIBITON OF FUNDING TO ACORN (NOV 2009)**

In accordance with section 163 of the Continuing Appropriations Resolution, 2010, Division B of Public Law No. 111-68 (CR), until further notice, no federal funds may be provided to the Association of Community Organizations for Reform Now (ACORN), or any of its affiliates, subsidiaries, or allied organizations. Additional information can be found at: [http://www.whitehouse.gov/omb/assets/memoranda\\_2010/m10-02.pdf](http://www.whitehouse.gov/omb/assets/memoranda_2010/m10-02.pdf)

**A.8 REDUCING TEXT MESSAGING WHILE DRIVING (OCT 2009)**

(a) In accordance with Section 4 of Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving,"(October 1, 2009), the Contractor or Recipient is encouraged to:

(1) Adopt and enforce policies that ban text messaging while driving company-owned or rented vehicles or Government-owned vehicles, or while driving privately-owned vehicles when on official Government business or when performing any work for or on behalf of the Government; and

(2) Consider new rules and programs to further the policies described in (a)(1), reevaluate existing programs to prohibit text messaging while driving, and conduct education, awareness, and other outreach programs for employees about the safety risks associated with text messaging while driving. These initiatives should encourage voluntary compliance with the text messaging policy while off duty.

(b) For purposes of complying with the Executive Order:

(1) "Texting" or "Text Messaging" means reading from or entering data into any handheld or other electronic device, including for the purpose of SMS texting, e-mailing, instant messaging, obtaining navigational information, or engaging in any other form of electronic data retrieval or electronic data communication.

(2) "Driving" means operating a motor vehicle on an active roadway with the motor running, including while temporarily stationary because of traffic, a traffic light or stop sign, or otherwise. It does not include operating a motor vehicle with or without the motor running when one has pulled over to the side of, or off, an active roadway and has halted in a location where one can safely remain stationary.

(c) The Contractor or Recipient shall encourage its subcontractor(s) or sub-recipient(s) to adopt and enforce the policies and initiatives described in this clause.

<b>A.9 ATTACHMENT</b>			
<b>NUMBER</b>	<b>TITLE</b>	<b>DATE</b>	<b>NO. PAGES</b>
001	Statement of Work		9

## STATEMENT OF WORK

TASK TITLE: 2011 NATIONAL STATE LIAISON OFFICERS  
CONFERENCE  
JOB CODE: F1208  
CONTRACT NUMBER: NRC 41-10-020-004  
TASK ORDER NUMBER: Three (3)  
B&R NUMBER: 2011-55-34-8-102  
NRC ISSUING OFFICE: FSME  
NRC PROJECT OFFICER (PO): Tira Patterson (301) 415-7808  
NRC PROJECT MANAGER (PM): Stuart Easson (301) 415-5134

### I. BACKGROUND:

The Nuclear Regulatory Commission (NRC), Office of Federal and State Materials and Environmental Management Programs (FSME), will host a conference to provide an opportunity for both the NRC and the States to gain valuable perspectives into each other's programs, policies and concerns.

The conference is not open to the public. Advanced registration is required, but there will be no registration fee. The meeting will feature presentations by State, NRC, and likely other Federal Agency officials with panel discussions to encourage the open exchange of views and ideas. The estimated number of State participants is approximately 100 individuals; NRC and other Federal Agency participation would result in approximately 75 individuals "at the table." The official name of the conference is "2011 National State Liaison Officers Conference."

The NRC-facilitated conference will tentatively take place during the week of October 31, 2011 and will be held at an off-site location so NRC staff and managers can attend and remain unencumbered by their daily activities. The conference should be held at a venue within 0.5 miles to NRC Headquarters (HQ), located at 11555 Rockville Pike, Rockville, MD 20852. Due to partial participation by Commissioners and some senior level management, close proximity of the conference to NRC is crucial. Senior level management need to be able to return to the NRC should an emergency arise. The need for a venue in close proximity to HQ is further necessitated by the fact that the State Liaison Officers (SLO) will be touring NRC's Operations Center.

The conference will last 2 days. Participant arrival is anticipated on the day prior to the first day of the conference and departure will be at approximately 12 noon the day after the conference has ended. Attendees will be responsible for guaranteeing their own hotel reservations.

### II. OBJECTIVES

The objective of this contract is to obtain expert assistance in the areas of facility selection and procurement; web support services; conference materials; and on-site support services.

### III. SCOPE OF WORK

Personnel from the selected contractor shall work in conjunction with the FSME Planning Team to ensure successful presentations, successful panel discussions and that learning experiences

are provided for all attendees. The preferred scheduled conference days are a sequential combination of either Tuesday through Wednesday or Wednesday through Thursday allowing for weekday travel.

## TASK 1: CONFERENCE FACILITY SELECTION AND PROCUREMENT

The contractor shall be responsible for the following duties related to facility selection and procurement for the conference.

- Facility Selection.
  - The contractor shall conduct conference facility selection and procurement. The locations and arrangements of the proposed meeting facilities shall be reviewed and approved by the FSME Planning Team prior to final selection.
  - The meeting facility shall meet the following standards:
    - a. General Standards
      - i. The facility must be able to provide a suitable room block for 3 nights for out of town registered participants.
      - ii. The facility should be located not greater than 0.5 mile distance from NRC Headquarters, within 0.5 miles of the metro
      - iii. The facility must have available parking.
      - iv. The facility should have parking at reduced rates for conference attendees staying at the hotel.
      - v. The facility must be able to hold all meeting functions.
    - b. Hotel Meeting Space
      - i. The meeting space must have one plenary room capable of accommodating up to 100 attendees.
      - ii. The room must be available from 7:30am-5:00pm on each day of the meeting.
      - iii. Required audio-visual (AV) includes the following equipment: flip charts and markers with easels, at least 2 wireless microphones, one table microphone for each two attendees seated at the table (approximately 35 microphones), audio-mixers, screens, cords, LCD projector, laptop computer, and a laser pointer. The equipment must be available starting on the first day of the conference with set up on the day prior to the conference.
      - iv. On the first day of the conference, tables and chairs must be made available and placed outside of the main meeting room for registration purposes.
    - c. Sleeping Rooms
      - i. The room block is tentative and estimated to be 50 persons for the day prior to the conference and days 1 and 2 of the conference.
      - ii. Attendees are responsible for their own rooms and incidentals and should be within the U.S. Government Per Diem.



- Deliverable: The conference facility selected meets the general standards, hotel meeting space, and sleeping room requirements.

## TASK 2: CONFERENCE WEB SUPPORT SERVICES

The contractor shall be responsible for the following duties related to initiating and completing conference web support services.

- Conference Website

- The contractor shall develop and maintain/update a conference website and its webpage(s) content as provided by the NRC Project Manager (PM). The website will provide information regarding the conference, schedule, facility information, and other information as requested by the PM. The conference website content to be maintained/updated is to include:
  - Information about the agenda for the conference;
  - Biographies and information about the presenters;
  - Conference registration information;
  - Information about the conference schedule;
  - Information about the facility;
  - Information about hotel availability and sleeping room accommodations;
  - Conference contact information to include NRC staff for travel and logistics questions and NRC PM for content questions; and
  - Other information as requested in writing by the PM.
- Content shall be posted to conference website within 2 business days from receipt from NRC.
- Deliverable: Required conference website will be developed, maintained and updated.

- Conference Attendee Registration

- The contractor shall host and maintain a registration section of the website. On-line registration shall be available as defined by the PM prior to conference. The registration system shall be web-based, but also allow for individuals to call-in, mail, or fax their registration information to the contractor. The registration system shall capture at a minimum the following information:
  - the registrants first name, last name, middle initial, suffixes
  - badge name
  - organization
  - business telephone number
  - business email
  - business address, city, state/province, zip+4
  - registrant's permission to provide contact information to the conference participants

- affiliation type: State, NRC employee, etc.
  - registrant's participation level (i.e. presenter, attendee, etc.)
- The contractor shall host a database application to serve as a registration system specifically for conference attendees. The application shall be available 24/7 and must be hosted on a secure server that meets the NRC system and security requirements.
  - The contractor shall compile a registrant list from the hardcopy and online registrations forms received. The contractor may also be asked to respond to email inquiries as to a participant's registration status and other questions that are conference-related. The registration record for each participant shall also have an indicator, such as a ribbon field, to indicate whether someone is a presenter, attendee or session-Chair. The contractor shall be able to sort on this field, so they may be able to pull these registrations aside for special handling and delivery by the NRC PM.
  - The contractor shall review all hardcopy registration forms and online registrations for completeness and ensure the removal of duplicates in the NRC conference database. For instance, when a registrant submits an online registration form and also a hard copy form or a second web registration correcting a previous submission, duplicates shall be removed.

The contractor shall provide custom reports from the registration database as requested by the NRC PM, such as statistics and participant lists about conference registrants such as weekly registration reports, alphabetically by name, office, organization, title, affiliation, and by speaker, staff or Chair lists.

- Deliverable: Conference lists including registration reports prior to the meetings; lists are expected to be accurate and free of duplications and other errors. An accurate participation list shall be produced and provided in materials.
- Registration Confirmation, and Reminders
    - The contractor shall provide confirmations, via letter or email, to conference database registrants within one business day following receipt of NRC approval of the registration.

The on-line registration system shall be set up for an e-mail notification to be sent to the PM, or other designated staff member daily during the registration period.

    - The contractor shall provide a reminder to registrants, via letter or email, two weeks prior to the conference to include notifications of any revisions or additional information about the meeting, such as a "Just Announced" special speaker.
    - Deliverable: Written confirmation letter/email, daily e-mail notifications to designated NRC staff member, and reminder letter/email sent to participants within time frame defined above.

- Information Requests
  - The contractor shall respond to inquiries about the conference including questions about how to register, logistics questions and special accommodation requests. Questions related to the content and structure of the discussions is to be referred to the NRC PM as directed.
  - Inquires shall be responded to or referred within two business days of inquiry receipt.
  - Deliverable: Response to inquiries will be made in a timely fashion.
- Conference Website
  - The contractor shall develop and maintain/update a post-conference website and its webpage(s) content as provided by the PM. The website will provide information regarding the conference presentations; take-away messages from the conference; responses to SLO questions and inquiries; and other information items as requested by the PM.
  - Content shall be posted to conference website within 2 business days from receipt from NRC.
  - Deliverable: Required conference and post-conference website will be developed, maintained and updated for 90 days post-conference.

### TASK 3: CONFERENCE MATERIALS

The contractor shall be responsible for the following duties related to materials for the conference.

- Conference Handouts and Meeting Material
  - The contractor shall develop, in coordination with the PM, a project plan that outlines all timelines, programs, and meeting materials.
  - The contractor shall prepare, in a conference binder or other attractive format, 100 copies of a compilation of the program handouts; presentation slides including agenda, speaker biographies, list of attendees; final versions of the papers presented, if any; information about the facility; and a local restaurant listing. The contractor shall provide 5 draft copies of the conference binder to the PM two weeks in advance of the conference. Final versions of the conference binders shall be available and distributed to the participants at the beginning of the conference. Responsibility for the binder inserts will be shared between the contractor and the NRC staff. Responsibility for each of the sections (e.g., contractor responsible for the local restaurant listing, NRC staff responsible for the presentation slides) will be identified during the project planning.

- After the conference, the contractor shall also gather the program and presentation slides and compile them along with final versions of the papers presented, if any, and other applicable material, into an electronic version of the proceedings. All costs are to be covered by the contractor. All programs, proceedings and other material must be approved by the PM before being finalized.
- All signage, announcement boards, and posters for use at the facility shall be made readily available to the PM prior to the conference.
- Deliverable: All required conference handouts and conference proceedings will be generated and distributed. All required meeting materials will be readily available.

#### TASK 4: ONSITE SUPPORT SERVICES

The contractor shall be responsible for the following duties related to onsite support services for the conference.

- Name Badges
  - The contractor shall use NRC provided badge artwork to prepare name badges with the registrants' name and organization (e.g., State or Federal Agency affiliation) clearly displayed.
  - The contractor shall provide all necessary materials and produce all badges for participants and have available for pickup on-site at the conference.
  - Badges for all pre-registered attendees shall be prepared, proofed, and arranged in alphabetical order in advance of the conference opening date.
  - The contractor shall prepare cardboard table tents for State and NRC attendees and speakers.
  - Deliverable: Production of name badges and cardboard table tents as defined above.
- Registration Support
  - The contractor shall provide onsite registration support services to include attendee badge pick up and any necessary on-site equipment to achieve an efficient and expeditious on-site registration process.
  - The contractor shall provide sufficient registration personnel to staff and execute the registration process physically on-site at the meeting location for both days of the conference and during all hours that registration is open. Registration will generally occur between 7:00 am – 5:00 pm on the first day of the conference and until 3:00pm on the final day of the conference.

- Contractor staff shall remain available for meeting participants during the entire duration of the conference each day including registration periods and 30 minutes following conclusion.
- Deliverable: Onsite registration support services as defined above.
- Audio-Visual (AV) Equipment
  - The contractor shall ensure that all AV equipment required for the presentations is available and working properly and will assist with any last minute outages.
  - Deliverable: All required AV equipment will be readily available.
- Photography Services
  - The contractor shall provide a photographer to take pictures of the presenters, participants, and NRC meeting organizers for the hours that the conference is being held on both days of the conference.
  - Within thirty days after the completion of conference, the contractor shall provide electronic copies of photographs taken by a professional photographer during the conference sessions. These photographs shall be collected for archive purposes to the NRC.
  - Deliverable: The contractor shall provide electronic copies of the photographs for archive purposes to the NRC.
- Feedback Forms
  - To increase the effectiveness of future conferences the contractor shall develop a conference feedback form to address items such as whether the lead time was adequate; whether information provided met expectations; and whether logistics items, such as location of meeting, was satisfactory. A draft form shall be provided to the PM 30 days prior to the conference. PM will include any desired changes and provide approval of final feedback form. The contractor shall distribute feedback forms to each conference participant.
  - Thirty days after the completion of conference, the contractor shall provide hard and electronic copies of the data collected from the forms, including the forms themselves, for archive purposes to the PM. Data shall include a brief analysis of the conference including significant free text comments included on forms.
  - Deliverable: The contractor shall provide a hardcopy and electronic copy of the data collected from the feedback forms for archive purposes to the PM.

#### IV. QUALITY ASSURANCE

The contractor shall ensure all issues with quality are adequately addressed throughout the course of the work that is performed. The NRC PM will review all products with these criteria in mind.

Task 1: Conference Facility Selection and Procurement

The contractor shall ensure that the facilities reserved meet all of the requirements of Task 1 on the dates of the conference.

Task 2: Conference Web Support Services

The contractor shall ensure all information posted is current and accurate.

Task 3: Conference Materials

The contractor shall thoroughly review all conference materials (e.g., signage, announcement boards, posters, programs, handouts and electronic media) for errors and omissions both before and after mass production.

Task 4: Onsite Support Services

The contractor shall ensure all name badges are accurate. The contractor shall ensure that all of the AV equipment is available and in working order throughout the conference. The contractor shall ensure that all feedback forms are free from errors.

V. PERIOD OF PERFORMANCE

The period of performance for this task order shall be from award of the order through December 15, 2011.

VI. DELIVERABLES/SCHEDULES AND/OR MILESTONES

- Monthly letter status report: 20<sup>th</sup> of each month
- Procurement of the conference facility: Not less than 180 days prior to the conference
- Web site postings: as requested through to 90 days post-conference
- Draft conference binders: 2 weeks prior to the conference
- Final conference binders: the Friday prior to the conference
- Meeting proceedings, electronic copies of the photographs, feedback forms, hard and electronic copy of all data collected and all website files provided for archival purposes: 30 days after the completion of the conference

VII. MEETINGS AND TRAVEL

- Two, 1- 4 hour meetings at NRC Headquarters for 2 contractor staff to finalize the Project Plan
- One trip to the Washington, DC metropolitan area to select venue

VIII. APPROPRIATE USE OF GOVERNMENT FURNISHED INFORMATION TECHNOLOGY(IT) EQUIPMENT AND/ OR IT SERVICES/ ACCESS (APRIL 2003)

As part of contract performance the NRC may provide the contractor with information technology (IT) equipment and IT services or IT access as identified in the statement of work or subsequently as identified in the project. Government furnished IT equipment, or IT services, or IT access may include but is not limited to computers, copiers, facsimile machines, printers, pagers, software, phones, Internet access and use, and email access and use. The contractor (including the contractor's employees, consultants and subcontractors) shall use the NRC furnished IT equipment, and/or IT provided services, and/or IT access solely to perform the

necessary efforts required under the contract. The contractor (including the contractor's employees, consultants, and subcontractors) are prohibited from engaging or using the NRC IT equipment and government provided IT services or IT access for any personal use, misuse, abuses or any other unauthorized usage.

The contractor is responsible for monitoring its employees, consultants and subcontractors to ensure that NRC furnished IT equipment and/or IT services, and/or IT access are not being used for personal use, misused or abused. The NRC reserves the right to withdraw or suspend the use of its government furnished IT equipment, IT services and/ or IT access arising from contractor personal usage, or misuse or abuse; and/or to disallow any payments associated with contractor (including the contractor's employees, consultants and subcontractors) personal usage, misuses or abuses of IT equipment, IT services and/or IT access; and/or to terminate the project arising from violation of this provision.

#### **IX. TECHNICAL DIRECTION**

Stuart Easson is the designated NRC PM for this procurement; Cindy Flannery is the point-of-contact for project planning and development. Tira Patterson is the designated NRC Project Officer. Technical instructions may be provided to the PM during the duration of this requested task. Technical instructions shall not constitute new assignments of work or changes of such a nature as to justify an adjustment in cost or period of performance. Directions, if any, for changes in scope of work, cost, or period of performance will be issued the NRC Contracting Officer.