

ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES

1 14

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

BPA NO

1 DATE OF ORDER		2 CONTRACT NO (if any) NPC-41-10-020		6 SHIP TO	
3 ORDER NO T024		4 REQUISITION/REFERENCE NO FSME-11-058		a NAME OF CONSIGNEE U.S. Nuclear Regulatory Commission	
5 ISSUING OFFICE (Address correspondence to) U.S. Nuclear Regulatory Commission Div. of Contracts Mail Stop: TWB-01-B10M Washington, DC 20555				b STREET ADDRESS Tira Patterson NRC Rockville, MD	
				c CITY Washington	d STATE DC
				e ZIP CODE 20855	
		7 TO		f SHIP VIA	
a NAME OF CONTRACTOR B. L. SEAMON CORPORATION				8. TYPE OF ORDER	
b COMPANY NAME				a PURCHASE	
				b DELIVERY	
c STREET ADDRESS 9001 EDMONSTON RD STE 200				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 GREENBELT		e STATE MD	f ZIP CODE 207704074		
9. ACCOUNTING AND APPROPRIATION DATA DUNS: 781P44608 NAICS: FAMIS: 111924 B&P: 2011-55-34-7-183 JC: F1215 BCC: 252A APPN: CY200 Obligate: \$109,174.93				10. REQUISITIONING OFFICE FSM Federal & State Materials	
11 BUSINESS CLASSIFICATION (Check appropriate box(es))				12 F.O.B. POINT	
a SMALL		b OTHER THAN SMALL		c DISADVANTAGED	
d WOMEN-OWNED		e HUBZone		f SERVICE-DISABLED VETERAN-OWNED	
13. PLACE OF		14 GOVERNMENT B/L NO		15 DELIVER TO F.O.B. POINT ON OR BEFORE (Date) August 30, 2011	
a INSPECTION Rockville, MD		b ACCEPTANCE Rockville, MD		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)
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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 audiovisual, and equipment needed to produce the United States Nuclear Regulatory Commission Medical Rulemaking Workshops in June 2011.

The workshops shall be held on or about June 14 and 15, 2011 in Denver, Colorado or Salt Lake City, Utah and June 21 and 22, 2011 in New York, New York.

All work shall be completed in accordance with the Article A.9 Statement of Work and the proposal submitted by Seamon on April 4, 2011.

The total ceiling is \$109,174.93. The contractor shall submit back-up information for all subcontractor costs. The contractor shall be reimbursed for actual costs plus G&A of \$ for all subcontractor costs. All travel shall be conducted in accordance with the Federal Travel Regulations. The contractor shall provide receipts for all travel costs.

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	17(h) TOTAL (Cont. pages) 17(i). GRAND TOTAL \$109,174.93	
22 UNITED STATES OF AMERICA BY (Signature) <i>Donna Berkowitz</i>		23. NAME (Typed) Donna Berkowitz Contracting Officer		TITLE: CONTRACTING/ORDERING OFFICER	

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OPTIONAL FORM 347 (REV. 10/2010)
PRESCRIBED BY GSA/FAR 48 CFR 53.213(f)

TEMPLATE - ADM001

SUNSI REVIEW COMPLETE

APR 8 2011

ADM002

Acceptance of Task Order No. 004 must be made by having an official who is authorized to bind your organization sign and date this document in the space provided. Return one copy to the Contracting Officer.

I hereby accept Task Order 004:

Steve Mendelsohn
NAME

CFO
Title

4/6/11
Date:

CONTINUATION PAGE

TASK ORDER TERMS AND CONDITIONS

A.1 PRICE/COST SCHEDULE

Denver Meeting				
Direct Costs				
CLIN	Labor Category	Estimated Hours	Fixed Labor Rates	Total Estimated Cost
010	Sr. Project Director	[REDACTED]	[REDACTED]	[REDACTED]
011	Sr Project Manager	[REDACTED]	[REDACTED]	[REDACTED]
012	Project Manager	[REDACTED]	[REDACTED]	[REDACTED]
013	Conference Coordinator	[REDACTED]	[REDACTED]	[REDACTED]
014	Administrative Assistant	[REDACTED]	[REDACTED]	[REDACTED]
015	Web Site Development	[REDACTED]	[REDACTED]	[REDACTED]
016	Web Site Administration	[REDACTED]	[REDACTED]	[REDACTED]
017	Graphics Support	[REDACTED]	[REDACTED]	[REDACTED]
018	Writer/Editor	[REDACTED]	[REDACTED]	[REDACTED]
Total Estimated Direct Costs				\$19,135.76
OTHER DIRECT COSTS				
CLIN	Description			Total Estimated Cost
	Travel			
	Telecommunications			
	Reproduction			
	Materials/Supplies			
	Postage & Delivery			
	Consultants Travel & Fees			
	Subcontractor Costs			
	Participants			
	On-Site Costs: Labor Services			
	On-Site Costs: On-Site Services			
	On-Site Costs: A/V & Office Equip			
019	Total Estimated ODCs			[REDACTED]
020	G&A on ODCs at [REDACTED]			[REDACTED]
Total Estimated ODCs &G&A				[REDACTED]

GRAND TOTAL DENVER MEETING

\$57,322.60

New York Meeting				
Direct Costs				
CLIN	Labor Category	Estimated Hours	Fixed Labor Rates	Estimated Total
001	Sr. Project Director	[REDACTED]	[REDACTED]	[REDACTED]
002	Sr Project Manager	[REDACTED]	[REDACTED]	[REDACTED]
003	Project Manager	[REDACTED]	[REDACTED]	[REDACTED]
004	Conference Coordinator	[REDACTED]	[REDACTED]	[REDACTED]
005	Administrative Assistant	[REDACTED]	[REDACTED]	[REDACTED]
006	Graphics Support	[REDACTED]	[REDACTED]	[REDACTED]
007	Writer/Editor	[REDACTED]	[REDACTED]	[REDACTED]
Total Estimated Direct Costs				\$10,523.32
OTHER DIRECT COSTS				
CLIN	Description			Estimated Total
	Travel			
	Telecommunications			
	Reproduction			
	Materials/Supplies			
	Postage & Delivery			
	Consultants Travel & Fees			
	Subcontractor Costs			
	Participants			
	On-Site Costs: Labor Services			
	On-Site Costs: On-Site Services			
	On-Site Costs: A/V & Office Equip			
008	Estimated Total ODCs			[REDACTED]
009	G&A on ODCs at [REDACTED]			[REDACTED]
Total Estimated ODCs				\$41,329.01

GRAND TOTAL NEW YORK MEETING [REDACTED]

TOTAL ESTIMATED COST DEVER AND NEW YORK MEETINGS

\$109,174.93

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

A.3 CONSIDERATION AND OBLIGATION –TASK ORDERS (AUG 1989)

(a) The total estimated amount of this contract (ceiling) for the products/services ordered, delivered, and accepted under this contract is \$68,486.93. The Contracting Officer may unilaterally increase this amount as necessary for orders to be place with the contractor during the contract period provided such orders are within any maximum ordering limitation prescribed under this contract.

(b) The Contracting Officer will obligate funds of each task order issued.

(c) A total estimated cost in addition to any fee will be negotiated for each task order and will be incorporated as a ceiling in the resultant task order. The Contractor shall comply with the provisions of 52.232-20 Limitation of Cost for fully funded task orders and 52.232.22 Limitation of Funds for incrementally funded task orders.

A.4 DURATION OF CONTRACT PERIOD (MAR 2987)

The contract shall commence on April 8, 2011 and shall expire on August 30, 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

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.

A.9 STATEMENT OF WORK

TASK TITLE:	United States Nuclear Regulatory Commission Medical Rulemaking Workshops
JOB CODE:	F1215
CONTRACT NUMBER:	NRC 41-10-0200
TASK ORDER NUMBER:	T004
B&R NUMBER:	2011-55-34-7-183
NRC ISSUING OFFICE:	FSME
NRC PROJECT OFFICER (PO):	Sandra Nesmith (301-415-6437)
NRC TECHNICAL PROJECT MANAGER (TPM):	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 two workshops to gather stakeholder comments and feedback concerning potential changes to the NRC's medical regulations as outlined in Title 10 of the Code of Federal Regulations, Part 35 (10 CFR Part 35).

Each workshop will be open to the public, with advanced registration required. The workshops will follow a facilitated roundtable format. The US NRC will supply the facilitator for this workshop series. There will be no registration fee for attendance. The estimated number of participants for each event is approximately 120-150 individuals. The official name of the workshop is "United States Nuclear Regulatory Commission Medical Rulemaking Workshops."

The workshops will tentatively take place on June 14 and 15, 2011 in Denver, Colorado or Salt Lake City, Utah and June 21 and 22, 2011 in New York, New York. Each workshop will last 2 days. Participant arrival is anticipated on the day

prior to each meeting and departure will be at approximately 12 noon the day after each workshop 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 workshop facility research and selection, workshop logistics, registration support, onsite support services, and teleconferencing/webinar services.

III. SCOPE OF WORK

The contractor personnel shall work in conjunction with the FSME Planning Team to ensure successful roundtable workshops and learning experiences are provided for all attendees. The preferred scheduled workshop days are on June 14 and 15, 2011 and June 21 and 22, 2011. Alternative dates, only if necessary, are June 16, 2011 and June 23, 2011.

TASK 1: WORKSHOP FACILITY RESEARCH SUPPORT AND SELECTION

The contractor shall conduct workshop facility research, 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. For the Denver, Colorado/Salt Lake City, Utah meeting, the contractor shall provide support and selection options for both cities. The FSME Planning Team will select the best venue for the meeting after reviewing the options.

- Each meeting facility shall meet the following standards:
 - a. General Standards
 - i. A suitable room block for 2 nights for out of town registered participants;
 - ii. Venues must be within 1 mile of public transportation to allow for ease of transportation by participants; additionally,
 - iii. The New York City meeting must be in the general vicinity of Sloan Kettering Medical Center (Facility may be affiliated with Sloan Kettering Medical Center, if possible) ; and
 - iv. Facility must be able to hold all meeting functions.
 - b. Hotel Meeting Space Requirements
 - i. One Plenary room to hold up to 150 attendees;
 - ii. The rooms must be available from 7:30 am-5:00 pm on each day of the meetings;
 - iii. Required audiovisual (AV) services include the following equipment:
 - 1. Flip charts and markers for the plenary room and each break-out room;
 - 2. At least 5 wireless microphones;
 - 3. At least 5 lapel microphones;
 - 4. Audio-mixers;
 - 5. Screens;
 - 6. Applicable Cords;
 - 7. LCD projector; and
 - 8. Laser pointers.
- The equipment must be available starting on the first day of the workshop with set up on the day prior to each workshop.
- iv. NRC Staff office near registration area; held on a 24-hour basis starting on the day before the first day of the workshop.

- v. Registration area; held on a 24 hour basis starting the evening prior to workshop.
- c. Sleeping Rooms
 - i. Room block is tentative and may be adjusted, once the arrival and departure pattern from past meetings can be compared. For planning purposes please estimate:
 - (New York, New York)
 - Day Prior to workshop: 10 persons
 - Day 1 of workshop: 10 persons
 - Day 2 of workshop: 10 persons (if necessary)
 - (Denver, Colorado/Salt Lake City, Utah)
 - Day Prior to workshop: 10 persons
 - Day 1 of workshop: 10 persons
 - Day 2 of workshop: 10 persons (if necessary)
 - ii. Attendees are responsible for their own rooms and incidentals and should be within the U.S. Government Per Diem.
- Deliverable: Each conference facility selected meets all of the general, hotel function space, and sleeping room requirements and standards. The public meeting notice will be published at least 4-6 weeks prior to workshops; therefore, Task 1 shall be completed at least 8 weeks before the preferred or alternate meeting dates.

Task 2: WORKSHOP LOGISTICS

The contractor shall create a project plan, which outlines all timelines, programs, meeting materials, meeting space requirements, and audiovisual requirements. The contractor will arrange for presentation handouts and for an electronic copy of the proceedings to be prepared.

- o The contractor shall generate and distribute, in cooperation with the NRC Technical Project Manager (TPM), program agenda, timelines, signage, announcement boards, poster facilities and other incidentals as needed to facilitate successful meetings.
- o The contractor shall insure that all audiovisual equipment required for the presentations is available and working properly and will assist with any last minute outages.
- o The contractor shall also produce, in a binder or other attractive format, a compilation of the program handouts and information about each facility. The contractor shall also gather the final versions of the papers presented, if any, and compile them, along with the program, presentation slides and any other applicable material into an electronic version of the proceedings. The contractor shall distribute this electronic version of the proceedings and the conference binder to the workshop panel participants. Hard copies and/or electronic media of the presentations shall be made available for each conference attendee. The contractor shall produce a second version, including any last minute changes at the conclusion of the conference. All costs are to be covered by the contractor.
- o All signage and program agendas shall be made readily available for the use of conference participants. Sufficient copies shall be made for each person attending to have a copy of the handouts. All programs, proceedings and other material must be approved by the TPM before being finalized.

- Deliverable: Conference facilities with all requirements, conference handouts and conference proceedings.

TASK 3: REGISTRATION SUPPORT SERVICES

- **Workshop Website**

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

- **Information Requests**

- The contractor shall respond to inquiries about the workshop 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 or other as directed.
- Inquires shall be responded to or referred within two business days of inquiry receipt.

- **Workshop Attendee Registration Database**

The contractor shall host a database application to serve as a registration system specifically for workshop attendees. The application shall be available 24/7 and must be hosted on a secure server that meets the NRC system and security requirements. On-line pre-registration shall be available as defined by the TPM prior to workshop and close for pre registration no more than 5 calendar days prior to workshop. 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, country

- registrant's permission to be listed on the workshop website as attending the workshop
- affiliation type: public, NRC employee, industry vendor, law firm, etc.
- registrants participation level (i.e. panelist, attendee, etc.)

- The contractor shall compile a registrant list from the hardcopy and online registration 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 workshop related. The registration record for each participant shall also have an indicator, such as a ribbon field, to indicate whether an individual is a speaker, workshop staff or session Chair. The contractor shall be able to sort on this field, so certain registrations can be pulled aside for special handling and delivery by the NRC Technical Project Manager.
- The contractor shall review all hardcopy registration forms and online registrations for completeness and ensure the removal of duplicates in the NRC workshop 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 Workshop Project Manager, such as: statistics and participant lists about workshop registrants such as weekly registration reports, ordered alphabetically by name, by Office, by organization, by title, by affiliation/type, and by country, speaker, staff or session Chair lists; and session attendance lists.
- For walk-in registrants the contractor shall enter their registration information into the workshop database for inclusion into the final registration report and the onsite and post workshop statistical reports.
- Deliverable: Workshop 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. A final registrant list shall be produced and delivered to the NRC PM with the final report which includes all on-site registrants.

- **Registration Confirmation, and Reminders**

- The contractor shall provide confirmations, via letter or email, to workshop database registrants within 1 business day following receipt of their registration. On-site registrants are not required to receive confirmation.
- The contractor shall provide a reminder notification to registrants, via letter or email, two weeks prior to the workshop providing them any additional information about the meeting, such as a "Just Announced" special speaker.
- Deliverable: Written confirmation letter/email and reminder letter/email sent to participants as defined above.

TASK 4: ONSITE SUPPORT SERVICES FOR EACH WORKSHOP

The contractor shall be responsible for the following duties related to onsite support services for each of the two workshops.

- **Provide Badges and Distribute Meeting Materials**

The contractor shall be required to use registration information and NRC provided badge artwork to prepare name badges with the registrants' name and organization clearly displayed. The contractor

shall provide all necessary materials and produce all badges for participants and have available for pickup on-site at the workshop. Badges for all pre-registered attendees shall be prepared, proofed, and arranged in alphabetical order in advance of the workshop opening date. The contractor shall pull and deliver panelist, NRC staff and special badges, as assigned, and distribute registration badges. The contractor shall also prepare name badges onsite for all individuals who have not pre-registered (walk-ins).

- Onsite Meeting Support
 - The contractor shall provide onsite registration support services. Registration shall encompass both pre-registered attendee badge pick up and onsite registration services. The contractor shall provide all necessary on-site equipment, to achieve an efficient and expeditious on-site registration process for pre-registered and walk-in registration.
 - Contractor shall be physically on-site during the days of the workshop and during all hours that registration is open. Registration will generally occur between 2:00 pm – 7:00 pm the day prior to the workshop, between 7:00 am – 5:00 pm on day one, and until 3:00 pm on the final day of the workshop.
 - The contractor shall provide sufficient registration personnel to staff and execute the registration process physically on-site at the meeting location for all days of the workshop and during all hours that registration is open.
 - Staff shall remain available for meeting participants during the entire duration of the workshop each day including registration periods and 30 minutes following conclusion.
- Transcripts of workshop proceedings
 - Within thirty days after the completion of workshop, the contractor shall provide a hard and electronic copy of verbatim transcripts of the meeting for archive purposes to the NRC. The transcripts shall be available to the NRC PM within 3 weeks following the completion of the meeting.
 - Deliverable: A hardcopy and electronic copy of the transcripts for archive purposes to the NRC.
- Photography Services
 - Within thirty days after the completion of workshop, the contractor shall provide electronic copies of photographs taken by a professional photographer during the conference sessions. The photographer shall take pictures of the participants, the facilitator, and NRC Meeting organizers. 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 workshops the contractor shall develop a workshop feedback form, to address items such as: was the lead time adequate, did information provided meet expectations and logistics items such as location of meeting. A draft form shall be provided to the NRC TPM 30 days prior to the first workshop. The NRC TPM will include any desired changes and provide approval of final workshop. The contractor shall distribute feedback forms to each workshop participant and attendee. Thirty days after the completion of workshop, the contractor shall provide a hard and electronic copy of the data collected from the forms, including the forms themselves, for archive purposes to the NRC.

Data shall include a brief analysis of each meeting including significant free text comments included on forms.

- Deliverable: The contractor shall provide a hardcopy and electronic copy of the form data for archive purposes to the NRC within 30 days of completion of the workshop.

Task 5: Teleconferencing and/or Webinar Services

The contractor shall provide FSME with maintenance and support service for voice teleconferencing and/or webinar services. The teleconference/webinar shall support a minimum of 50 participants for each workshop and 25 participants for each break-out session. The contractor shall be responsible for providing a toll-free number, writing the invitation notification, handling registration, full customer care and technical support, and a live professional operator to moderate and assist during the event.

The voice teleconferencing/webinar shall follow an operator-attended service in the "Meet Me" (participant-initiated) format. The contractor shall provide FSME and the teleconference participants with a toll-free number and numeric pass-code. The participants shall be able to dial from wherever they are within the United States, Canada, and United States Territories (Puerto Rico, Virgin Islands, etc.) to join the meeting. The contractor shall provide the standard service as outlined below or as agreed upon by the TPM.

Attended Service
Operator Assistance *0
ASAP Calling
Pre-notification
Secured Call
Standing Reservation
Master List
Tone In
Customer Reference Codes
Conference Monitoring
Participant Screening
Enter and Announce
Roll Call
Listen Only
Sub-conferencing
Tape Playback
Participant List/Call Summary

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 Project Officer and NRC Technical Project Manager will review all products with these criteria in mind.

Task 1: Workshop Facility Research Support and Selection

The contractor shall ensure that the facilities reserved meet all of the requirements of Task 1 on the dates of the conference, that all of the audiovisual equipment is available and in working order throughout the conference.

Task 2: Workshop Logistics:

The contractor shall thoroughly review all conference signage, handouts and electronic media for errors and omissions both before and after mass production.

Task 3: Registration and Web Support Services

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

Task 4: On-Site Meeting Support

The contractor shall ensure all confirmation and announcement letters/emails are accurate, timely and correctly addressed.

Task 5: Teleconferencing and/or Webinar Services

The contractor shall ensure that teleconferencing and/or Webinar Services are provided for the workshops.

V. LEVEL OF EFFORT

Task 1: Workshop Facility Research Support and Selection

The total estimated level of effort for this task is 40 staff-hours.

Task 2: Workshop Logistics

The total estimated level of effort for this task is 65 staff-hours.

Task 3: Registration Services

The total estimated level of effort for this task is 70 staff-hours.

Task 4: On site Support and Reporting

The total estimated level of effort for this task is 250 staff-hours.

Task 5: Teleconferencing and/or Webinar Services

The total estimated level of effort for this task is 65 staff-hours.

The above estimates are advisory only and not to be considered as the sole basis for development of a cost proposal.

VI. PERIOD OF PERFORMANCE

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

VII. DELIVERABLES/SCHEDULES AND/OR MILESTONES

- Monthly letter status report: 20th of each month
- Conference facilities reserved: Not less than 8 weeks prior for each of the three venues
- Registration database statistical report and participants list as requested
- Participant List with final package of meeting materials 3 business days prior to each meeting
- Final registration list: 3 days post conference
- 30 days after the completion of each conference: hard and electronic copy of all data collected and all website files provided for archival purposes
- Participant list from teleconference/webinar

VIII. MEETINGS AND TRAVEL

Two 1-4 hour meetings at NRC Headquarters for 2 contractor staff to finalize the project plan.

Travel to selected venue in New York, New York and Denver, Colorado/Salt Lake City, Utah: approximate number of trips = 2-4.

IX. 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.

X. TECHNICAL DIRECTION

Stuart Easson is the designated NRC TPM for this procurement. Tira Patterson is the designated NRC PO. Technical instructions may be provided to TPM 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 by the NRC Contracting Officer.