

Ash, Darren

From: Greene, Kathryn *Adm*
Sent: Thursday, October 20, 2011 12:51 PM
To: Leeds, Eric; Boger, Bruce; Grobe, Jack; Meyer, David; Moore, Scott
Cc: Stewart, Sharon; Huth, Virginia; Sanchez, Alba; Ash, Darren
Subject: Fair and Reasonable determination for facilities and refreshments for IRRS Conference, October 26 - 27

Eric,

In awarding the contract to the Doubletree Hotel for the IRRS lessons learned, DC staff had to determine the prices were fair and reasonable. DC has augmented its July 2011 determination to include an analysis of refreshment costs in light of the OMB memorandum, and it contained below.

We believe that this augmented documentation is sufficient to conclude the overall conference costs are fair and reasonable, and this augmented documentation will be added to the contract file.

No further action by NRR or OIP is necessary.

FYI, DC staff will be doing a similar augmented analysis for the 2012 RIC later in the 1st Q FY 2012.

Kathryn Greene, Director
Office of Administration
U. S. Nuclear Regulatory Commission
301-492-3500
MS: TWB-05-E19M



IRRS
MemoToFile.docx



NCR Break_IRRS
at Doubletree....

| PIID | Date Signed | Description of Requirement | Vendor Name | City | State | Location | Dollars Obligated | Type | Office | Dates | Food | Number of Attendees |
|----------------------------------|-------------|--|---|----------------|-------|----------|--|-----------------------------|--------|--------------------|--|---------------------------------------|
| NRC0310094 | 09/29/2010 | MEETING/CONFERENCE SPACE FOR THE REGULATORY INFORMATION CONFERENCE | NORTH BETHESDA HOTEL, L.L.C. | NORTH BETHESDA | MD | NRCHQ | \$300,244.00 (does not include event planner fees) | RIC conference | NRR | Mar 13-15, 2012 | Refreshments (part of package) | 1200 |
| Under same contract as one above | 09/29/2010 | MEETING/CONFERENCE SPACE FOR THE REGULATORY INFORMATION CONFERENCE | NORTH BETHESDA HOTEL, L.L.C. | NORTH BETHESDA | MD | NRCHQ | \$300,244.00 (does not include event planner fees) | RIC conference | NRR | Mar 12-14, 2013 | Refreshments (part of package) | 1200 |
| NRCHQ11P030163 | 07/28/2011 | PROVIDE CONFERENCE ROOM AND AV EQUIPMENT RENTAL FOR NRC MEETING ON OCTOBER 26-28, 2011 | TAR HEEL LESSEE LLC (DBA DOUBLETREE BETHESDA) | BETHESDA | MD | NRCHQ | \$44,453.60 | IRRS Lessons Learned | NRR | Oct 26-28, 2011 | Refreshments (part of package) | 200 |
| NRCHQ11P100144 | 06/25/2011 | PROVIDE CONFERENCE ROOM RENTAL AND AV EQUIPMENT FOR AN NRC WORKSHOP ON MARCH 19-20, 2012 | HILTON HOTEL ROCKVILLE | ROCKVILLE | MD | NRCHQ | \$10,799.40 | HTGR Thermal-Fluides, Fuels | NRR | Mar 19-20, 2012 | Complimentary Coffee service | 80 |
| NRCHQ11P410230 | 09/23/2011 | PROVIDE MEETING ROOM RENTAL, AUDIOVISUAL EQUIPMENT, FOOD/BEVERAGES, AND LODGING ACCOMODATIONS FOR NRC'S FSME SENIOR MANAGEMENT RETREAT ON NOVEMBER 28-DECEMBER 1, 2011 | MJ HARBOR HOTEL, L.L.C. (DBA PIER V HOTEL) | BALTIMORE | MD | NRCHQ | \$11,286.00 | FSME Sr Management Retreat | FSME | Nov 28-Dec 1, 2011 | Refreshments & lunch (attendees are on travel status and lunch will be subtracted from per diem) | 11/28 - 31 11/29 - 12 12/1 - 12 |

DATE: July 28, 2011

MEMORANDUM TO: FILE

FROM: Nancy Lamon-Kritikos
DC Contract Specialist

SUBJECT: Summary of Purchase Order NRC-HQ-11-P-03-0163 for the Integrated Regulatory Review Services (IRRS) Lessons Learned Workshop

Background

On July 6, 2011, the Division of Contracts received a RFPA to provide conference/meeting facilities and audiovisual equipment for the Integrated Regulatory Review Services (IRRS) Lessons Learned Workshop on October 26-28, 2011. Consistent with agency practice, the RFP did not include a requirement for food. The IGCE was \$45,951.00.

On July 15, 2011, the requirement was posted on the Federal Business Opportunities website and invited interested concerns to contact the contract specialist (CS) Nancy Lamon-Kritikos for the RFQ. In addition, the RFQ was sent to three hotels recommended by the project officer (PO), Chutima Taylor:

1. DoubleTree by Hilton Hotel Bethesda at 8120 Wisconsin Avenue, Bethesda, MD 20814
2. Bethesda North Marriott Hotel and Conference Center at 5701 Marinelli Road, Rockville, MD 20852
3. Hyatt Regency-Bethesda at 7400 Wisconsin Avenue, Bethesda, MD 20814

Several venues reported low availability in the month of October because it is peak season for special events. The following concerns indicated that they did not have space available on the required dates:

1. Hyatt Regency-Bethesda
2. Bethesda North Marriott Hotel and Conference Center
3. Bethesda Marriott at 5151 Pooks Hill Road, Bethesda, MD 20814

The closing date and time specified in the RFQ was 5:00 pm EST July 21, 2011. Two quotations were timely received from the following concerns:

1. DoubleTree by Hilton Hotel Bethesda for \$44,453.60
2. Hilton Washington DC North/Gaithersburg for \$6,801.50

The CS evaluated the quotes for compliance with the requirements in the RFQ. Although the quote from the Hilton Washington DC North/Gaithersburg was timely received, it does not meet the minimum technical requirements stated in the RFQ and affirmed by the PO. According to Google Maps (Attachment #1), the Hilton Washington DC North/Gaithersburg is 3.8 miles from the nearest Metro Station (Shady Grove Metro Station). Due to the large number of international attendees, the NRC required the following:

1. The venue must be within a ten (10)-minute walk of a Metro Station.
2. The Metro Station closest to the venue must be no more than a ten (10)-minute Metro ride from the NRC Headquarters facility located adjacent to the White Flint Metro Station at 11555 Rockville Pike, Rockville, MD 20852.

The DoubleTree's quote for \$44,453.60 was timely received and determined to be a technically acceptable quotation at a reasonable price. The quotation included pricing for 1) a Day Meeting Package, 2) one breakout room, and 3) additional audiovisual equipment that was not included in the package. The quotation indicated the refreshments would be provided as part of the package, and that the pricing for food was non-severable. See attached spreadsheet for types of items that could be provided at the concern's continuous break station. The DoubleTree is registered in CCR under the business name of Tar Heel Lessee, LLC, DBA Doubletree Bethesda Hotel and is not on the Excluded Parties List as of July 26, 2011.

Day Meeting Package Price Reasonableness Determination

The Doubletree Day Meeting Package for room rental, audiovisual equipment, and refreshments for the IRRS workshop on October 26-27, 2011 from 8:00 am – 6:00 pm and October 28, 2011 from 8:00 am – 1:00 pm to accommodate approximately 200 individuals was quoted at a price of approximately \$84 per person for a full day and \$42 per person for a half day, inclusive of the service charge, for a total price of \$42,000.00. This represents a 23% discount from the Doubletree's standard rate of \$109 per full day.

On July 27, 2011, the CS requested a revised price proposal from the Doubletree. The Doubletree responded that they had provided their best offer in the original quotation. They stated that their prices have increased to \$119 per person since the quote was submitted, and they had already provided a significant discount from their previous rate of \$109 per person.

In response to the CS's request to break out the package pricing and obtain costs for just the room rental and audiovisual equipment, the Doubletree stated they do not provide non-severable package pricing for their Executive Meeting Center (EMC), which is needed to accommodate the 200 attendees. The Doubletree further stated that the refreshments were non-negotiable and non-severable from the Day Meeting Package fee. They have up to twelve separate meetings occurring in conference rooms throughout the EMC, and the continuous break station (available from 7:00 am to 5:00 pm each day) is shared by the NRC and other conferences at the hotel.

The price is determined fair and reasonable by comparing the quoted price to prices previously paid by the NRC for other meeting package pricing with non-severable food services. This approach is consistent with price analysis techniques for acquisitions below the Simplified Acquisition Threshold under FAR Part 13. Specifically, the package cannot be meaningfully compared to facilities that could potentially provide severable pricing, because it is conjectural that they exist, since no such concerns responded to this solicitation

For the FY10 IRRS Mission Meeting in October 2010, under purchase order NRC-DR-10-0162, NRC paid a package price of \$109 per person per day for 23 attendees. For the Regulatory Information Conference (RIC) in March 2010, under contract NRC-03-10-094, NRC paid a price of \$74 per person per day for 1,200 attendees.

| | Doubletree Quote | FY10 IRRS | RIC |
|--|---------------------|--------------------|-----------------------|
| ITEM | PPP (200 attendees) | PPP (23 attendees) | PPP (1,200 attendees) |
| Meeting Package with non-severable food services | \$84 | \$109 | \$74 |

Breakout Room Price Reasonableness Determination

The Doubletree breakout room was quoted at a price of \$125 per day, for a total of \$312.50. The price is determined fair and reasonable by comparing the quoted price to prices paid by the NRC for similar services in the past. For the EDO Senior Management Retreat in September 2011, under competitively-awarded purchase order NRC-HQ-11-P-23-0147, NRC paid a price of \$125 per day, plus a 22% service charge, for a total of \$152.50 per day.

| | Doubletree Quote | EDO Retreat |
|---------------|------------------|-------------|
| ITEM | UNIT PRICE | UNIT PRICE |
| Breakout Room | \$125 | \$152.50 |

Additional Audiovisual Equipment Price Reasonableness Determination

Additional channel mixer and microphones were quoted at a combined price of \$2,141.10. No Doubletree commercial list price is available for the audiovisual equipment. The price is determined fair and reasonable by comparing the quoted price to the Marriott's commercial list price (Attachment #2), as shown below:

| | Doubletree Quote | Marriott Technology Menu |
|---------------------------|------------------|--------------------------|
| ITEM | UNIT PRICE | UNIT PRICE |
| Channel mixer | \$175 | \$75-250 |
| Push-to-talk microphone | \$50 | \$65 |
| Wireless lapel microphone | \$155 | \$150 |
| Standing microphone | \$105 | \$75 |
| Service charge | 22% | 23% |

RECOMMENDED BY:

Nancy Lamon-Kritikos, Contract Specialist
Materials, Security and Administration Branch

Date

APPROVED BY:

Valerie Whipple, Contracting Officer
Materials, Security and Administration Branch

Date



DOUBLETREE®
HOTEL & EXECUTIVE MEETING CENTER
BETHESDA

9 Day EMC Break Rotation

| | | | | | Day 5 | Day 6 | | | |
|-----------|---|--|--|--|--|--|--|--|--|
| 7am- 5pm | Beverage - Regular & Decaf Coffee, Assorted Hot Tea, Hot Chocolate, Assorted Juice, 2% , Skim and Chocolate Milk, Assorted Soda, Iced Tea, Bottled Water | | | | | | | | |
| | Condiments - Thermos (½ & ½, 2%), Flavored syrups (3), Shaker (Cinnamon, Vanilla, Cocoa, Nutmeg) Lemon Wedge, Honey, Granulated sugar, Raw sugar, Equal and Splenda | | | | | | | | |
| | Assorted Whole Fresh Fruit (Apples, Oranges & Banana's) | | | | | | | | |
| 7am-12pm | Cereals - Healthy, Fun Sugary and Oatmeal in 'Ready to Use' cups, Berries in Season | | | | | | | | |
| | Breakfast Breads - Assorted Pastries/Danish, Muffins, Breakfast Bread - sliced, Butter, Margarine, Zero Trans fat Spread, Preserves, Peanut Butter | | | | | | | | |
| | Cubed Seasonal Melon, (3) Assorted Fat Free Yogurts, Natures Path Individual Granola Packet | | | | | | | | |
| 7am-10am | Bagels - Assortment of Plain, Cinnamon Raisin and Wheat, PC Cream Cheese (plain & fat free) and bulk flavored (on 3 day rotation), 4 slice toaster | | | | | | | | |
| | Lo Carb Diet - Peeled Hard Boiled Eggs (refrigerate), Cured Deli Meat (include low fat turkey) & Cheese Plate, Low Carb dipping sauce (on 3 day rotation) | | | | | | | | |
| 10am-12pm | Snacks - ' Nutritional Bars (2), Assorted Fruit Breakfast Bars (2) Individual boxed Raisins, PC nuts, Power Trail Mix | | | | | | | | |
| | | | | | 100 Calorie Snack Pack | Snack wells devils food cake Cookies | | | |
| 1pm-5pm | Lo Carb Diet - Individual Packaged nuts or Sunflower Seeds, Bulk Mixed Nuts (small paper cone cups), Trail Mix, Slim Jims | | | | | | | | |
| | Candy - Assorted Mini Candies to include M&Ms, Snickers, 3 Musketeers, Twix, Milky Way, Kit Kat | | | | | | | | |
| | | | | | Lays , Cool Ranch Doritos, Cheddar Popcorn | Pretzels, Cheetos, Sour Cr/Onion Chips | | | |
| | Ice Cream - Assorted Novelty, Ice Cream such as Sandwich, Italian Ice and Frozen Fruit Bars | | | | | | | | |
| 2pm-5pm | Vegetable Crudités - Raw or Blanched or Grilled w/ (2) bulk dips and PC bleu cheese & ranch dips | | | | | | | | |
| | | | | | hard salami ,Asiago chunks | bresoaala , stilton | | | |
| | | | | | mini empanadas with salsa | sliders | | | |
| | | | | | Sugar cookies | Lemon Square | | | |