

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1 CONTRACT ID CODE	PAGE OF PAGES 1 8
2 AMENDMENT/MODIFICATION NO M0001	3 EFFECTIVE DATE See Block 16C	4 REQUISITION/PURCHASE REQ NO ZEROREQ-NRR-14-0013	5 PROJECT NO (if applicable)
6 ISSUED BY US NRC - HQ DIVISION OF CONTRACTS	CODE NRCHQ	7 ADMINISTERED BY (if other than Item 6)	CODE
8 NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) VONCREATIONS INC 2886 BRANCHWOOD DR EAST POINT GA 303443819 CODE 786856203 FACILITY CODE		(*) 9A AMENDMENT OF SOLICITATION NO	9B DATED (SEE ITEM 11)
		x 10A MODIFICATION OF CONTRACT/ORDER NO NRC-HQ-13-C-03-0066/NRC-HQ-13-C-03-0066	10B DATED (SEE ITEM 13) 09/27/2013

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers  is extended  is not extended.  
 Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning \_\_\_\_\_ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted, or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (if required)  
See Schedule

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	A THIS CHANGE ORDER IS ISSUED PURSUANT TO (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO IN ITEM 10A
	B THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b)
	C THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF
	D OTHER (Specify type of modification and authority)
X	MUTUAL AGREEMENT OF BOTH PARTIES

E IMPORTANT: Contractor  is not  is required to sign this document and return 1 copies to the issuing office

14 DESCRIPTION OF A AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible)

VONCREATIONS INC  
 The purpose of this modification is 1) to revise Block 15 of the Standard Form 27, 2) to revise Section B.1 Contract Type, and 3) to revise Section B.2 Statement of Work. See page two (2) for details.

Total Obligations: \$0 (unchanged)  
 Total Contract Ceiling: \$0 (unchanged)

All other terms and conditions remain unchanged.

Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 8 A or 10A, as heretofore changed, remains unchanged and in full force and effect

15A NAME AND TITLE OF SIGNER (Type or print) Vivonne S. White PRES/OWNER	10A NAME AND TITLE OF CONTRACTING OFFICER (Type or print) NANCY LAMON-KRITIKOS
15B CONTRACTOR/OFFEROR <i>(Signature)</i>	10C DATE SIGNED 2/4/14
10D UNITED STATES OF AMERICA <i>(Signature)</i>	10E DATE SIGNED 2/5/14

NAME OF OFFEROR OR CONTRACTOR  
VONCREATIONS INC

ITEM NO (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Period of Performance: 09/26/2013 to 04/18/2014				

The purpose of this modification is 1) to revise Block 15 of the Standard Form 26, 2) to revise Section B.1 Contract Type, and 3) to revise Section B.2 Statement of Work.

Contract NRC-HQ-13-C-03-0066 is hereby modified as follows:

1. Block 15 of the Standard Form 26 (page 1 of the contract) is hereby deleted in its entirety and replaced with the following:

The contractor shall provide 1) pre-conference support (including negotiating contracts, establishing/monitoring budgets, and coordinating the development of a registration web-site for preregistration and processes for registration payments), 2) travel for contractor event planners, 3) meals and refreshments, and 4) special lodging rates required to produce the 12<sup>th</sup> WGIP Workshop in Chattanooga, Tennessee in accordance with the terms and conditions specified herein. The contractor shall manage and operate the Workshop in its name.

VonCreations, Inc. POC: Dale Evans, email: Dale@VonCreations.com phone: 404-347-1054  
NRC COTR/POC for meeting arrangements: William Cartwright, email William.Cartwright@nrc.gov, phone: 301-415-8345

This is a **NO COST** Contract.

2. Section B.1 Contract Type is hereby deleted in its entirety and replaced with the following:

### **B.1 CONTRACT TYPE**

This is a no-cost contract for event planning services. The Contractor shall provide a high quality workshop/conference, and the Government will not be liable to the Contractor for any costs. Compensation to the Contractor will come solely from non-NRC sources such as Workshop attendee registration fees and/or vendor fees. Any registration fees charged to attendees shall be fair and reasonable in price and not exceed the following fee schedule:

Date of Award through March 29, 2014:	Regular Registration - [REDACTED] per attendee
After March 29, 2014:	Late Registration - [REDACTED] per attendee

All workshop/conference operations shall be on a profit or loss basis, with no commissions or special rates to the NRC. The agency has no financial liability to the Contractor for those services and the Contractor has no expectation of payment from the Government for those services. The Contractor is liable for all costs incurred related to the performance of the event (including but not limited to) pre-conference support (including negotiating contracts, establishing/monitoring budgets, and coordinating the development of a registration web-site for preregistration and processes for registration payments), travel for contractor event planners, meals and refreshments, and obtaining special lodging rates. The Contractor is entitled to and shall retain all of the registration fees it collects in the performance of the Contract. The contractor shall collect any fees associated with its performance directly from conference attendees. All fees must be clearly defined and approved by NRC prior to the award of this Contract.

3. Section B.2 Statement of Work is hereby deleted in its entirety and replaced with the following:
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## **B.2 STATEMENT OF WORK**

### **I. BACKGROUND**

The U.S. Nuclear Regulatory Commission (NRC) requires the services of a qualified event planning Contractor to plan and operate the 12<sup>th</sup> Working Group on Inspection Practices (WGIP) in Chattanooga, Tennessee from April 6-10, 2014 at no cost to the U.S. Government.

The Organization for Economic Co-operation and Development (OECD) Nuclear Energy Agency (NEA) Committee on Nuclear Regulatory Activities (CNRA) Working Group on Inspection Practices (WGIP) will sponsor the 12th International Workshop on Nuclear Regulatory Inspection Activities on Inspection of Licensee's Outage Activities, Event Response Inspections, and Post-Fukushima Inspections. This workshop will be hosted by the NRC.

The main purpose of the workshop is to provide a forum for the exchange of information on regulatory inspection activities. Participants will have the opportunity to meet with their counterparts from other countries and organizations to discuss current and future issues on the selected topics. They will develop conclusions and commendable practices regarding these issues and identify methods to help improve their own inspection programs.

Previous workshops held in other countries have consistently had between 40-60 attendees.

### **II. OBJECTIVES**

The objective of this no-cost contract is to plan and operate the 12<sup>th</sup> WGIP Workshop in Chattanooga, Tennessee. Contractor shall provide online pre-conference support (limited to negotiating contracts, establishing/monitoring budgets, and coordinating the development of a registration web-site for preregistration and processes for registration payments), travel for contractor event planners, meals and refreshments, and special lodging rates required to produce the 12<sup>th</sup> WGIP Workshop in accordance with the terms and conditions specified herein. The Contractor shall manage and operate the Workshop in its name.

### **III. PARTICIPANTS**

Workshop participants will consist of NEA/CNRA/WGIP members and NRC staff. It is estimated that approximately 40-60 people will attend the workshop.

The participation rate is only an estimate based on past attendance at previous WGIP Workshop. The NRC does not warrant the accuracy of these estimates nor will the NRC obligate funds or make up the difference if this estimate is not achieved.

### **IV. DESCRIPTION OF SERVICES**

#### ***The Contractor shall provide:***

- Pre-conference support
- Travel for contractor event planners
- Meals and refreshments
- Special lodging rates

#### ***The NRC will provide:***

- Keynote Speaker
  - CNRA website information to contractor
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- Liaison between CNRA and Contractor
- Project manager to facilitate this contract
- Laptops for presentations

***The CNRA/NEA will provide:***

- Agenda
- Speakers
- Presentation materials
- Directional and Workshop Signage for display at Workshop
- Printed conference materials, including hand-outs and registration packages for attendees
- Advertisement of the Workshop on their website
- Announcement of Workshop with a link to Contractor's registration website
- Thumb-drives for attendees with presentation materials

**V. PRE-CONFERENCE SUPPORT**

Contractor shall provide pre-conference support (limited to negotiating contracts, establishing/monitoring budgets, and coordinating the development of a registration web-site for preregistration and processes for registration payments) to deliver a four and a half (4 ½) consecutive day conference session for all participants.

The contractor shall:

- Negotiate contracts and establish/monitor budgets for the venue and conference contractors.
- Create and maintain a 508-compliant pre-registration website that allows participants to register up to three calendar days prior to the meeting. This website should specify all fees for attendees and include special instructions for how to pay by credit card or to transfer funds, including the identifying information to include with the transfer so that the contractor can reconcile the attendees and wire transfers. Contractor should be aware that international wire transfers can sometimes take several weeks or even months to process
- Provide attendees a confirmation of registration via email or mail
- Provide information and a link to the hotel that is offering special lodging rates on the pre-registration website
- Collect all registration fees via at least two methods including credit card and bank wire
- Maintain financial records for the workshop and provide the NRC with financial records for inspection upon request
- Plan workshop logistics with venue
- Communicate with venue for the workshop

**VI. CONFERENCE VENUE**

For the conference venue, the contractor shall provide the Chattanooga Hotel, which has the following characteristics and amenities:

- Suitable conference room with good visibility
  - Business center capabilities
  - Internet access
  - Catering capabilities
  - Within a ten (10) minute walking distance to restaurants capable of accommodating meeting participants during their hour and a half lunch break; and
  - Compliant with The Americans with Disabilities Act (ADA), Section 508 of the Rehabilitation Act (29 U.S.C. 794d), as amended by the Workforce Investment Act of 1998 (P.L. 105-220), Hotel Safety Act of 1990;
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and is listed on the U.S. fire Administration Hotel and Motel National Master List found at <http://www.usfa.fema.gov/hotellsearch.cfm>.

Walking routes shall be ADA-compliant and shall include sidewalks or crosswalks for the entire walking route to ensure the safety of attendees.

The Chattanooga Hotel is located at 1201 Broad Street, Chattanooga, TN 37402.

## **VII. MEALS AND LIGHT REFRESHMENTS**

The contractor shall provide the following meals and refreshments for attendees:

- Continental breakfast for attendees for four days (April 7 - April 10, 2014)
  - To include items such as coffee, tea, assorted juices, bottled water and soft drinks, breakfast breads and pastries, and yogurt and fruits
- Lunch for attendees on Thursday (April 10, 2014)
  - Carry out or boxed lunch to include a beverage
- AM coffee break with beverages and light refreshments for attendees for three days (April 7 - April 9, 2014)
  - To include items such as coffee, tea, assorted juices, bottled water and soft drinks and breakfast breads and pastries
- PM coffee break with beverages and light refreshments for attendees for three days (April 7 - April 9, 2014)
  - To include items such as coffee, tea, bottled water and soft drinks and cookies and brownies
- Meet and Greet with beverages and appetizers for attendees on the evening of April 6, 2014
  - To include beverages and appetizers
- Dinner for attendees on the evening of April 9, 2014
  - Buffet style to include beverages

## **VIII. SPECIAL LODGING RATES**

Contractor shall obtain special lodging rates for a block of rooms as defined below. The block of rooms shall be reserved at The Chattanooga Hotel located at 1201 Broad Street, Chattanooga, TN 37402. The block of rooms shall be reserved at the venue or at a hotel within a ten (10) minute walking distance to the venue. The block of rooms shall be reserved at a hotel with a minimum of a Three Diamond Star rating provided by AAA or Four Star rating provided by Travelocity.

Conference attendees will be required to contact the hotel and obtain their own lodging. The hotel shall be allowed to release any rooms that are not reserved by conference attendees within three weeks of the start of the conference.

The contractor shall provide the following block of guest rooms available to US Federal Government Employees for an amount equal to or less than the applicable government per diem rate:

- April 7-10, 2014, single occupancy, approximately five (5) rooms (check-in Sunday April 6)
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In addition, the contractor shall provide the following block of guest rooms available to conference attendees who are not employed by the US Federal Government at a special conference rate:

- April 7-10, 2014, single occupancy, approximately forty five (45) rooms (check-in Sunday April 6)

Offered rooms for non-Government attendees shall be at a rate established by the contractor. However, contractor shall provide Federal Government employees with the best rate for offered rooms.

Attendees will be required to make their reservations on an individual basis and are individually responsible for paying for their rooms. Confirmed reservations may be secured, and all charges paid, by the attendee. The Government will not pay for any sleeping rooms under this contract.

There are no guarantees relative to the room block and actual reservations made. Reservations below the estimated number of room blocks shall bear no penalty or cost to the Government.

Special Rates are as follows:

<b>Lodging Rate (Government):</b>	<b>\$95+</b>
<b>Lodging Rate (Non-Government):</b>	<b>\$119+</b>

#### **IX. CONTINGENCIES**

Based on historical experience, Contractor should plan for unforeseen circumstances or other contingencies.

#### **X. SPECIAL RATES**

Since NEA members are not allowed to pay any registration or other fees associated with attending the conference, the contractor shall waive any and all fees for one NEA member.

No commissions or special rates will be given to the NRC.

#### **XI. COSTS**

There will be no cost to the Government for this contract (no cost will be borne directly by or billed to the Government). The contractor shall recoup its cost, to include overhead and profit, by charging attendees a registration fee, which will include the associated costs of the event (including but not limited to) pre-conference support, travel for contractor event planners, meals and refreshments, and special lodging rates. In addition to any fees from the contractor's financial institution, the contractor shall be responsible for any fees billed to the contractor or taken out of the wire transfer from the conference attendee's financial institution. In the NRC's experience, these fees have ranged from \$0 to \$80 per international transaction.

The contractor shall be responsible for assessing and collecting all fees for the event.

The contractor shall ensure that all fees are necessary and competitive.

#### **XII. PERIOD OF PERFORMANCE**

The period of performance is from the date of award through April 18, 2014.

#### **XIII. SCHEDULE**

Within five (5) business days of the award of the contract, NRC will provide the CNRA website information to the contractor. Within thirty (30) business days of receipt of the CNRA website information, the contractor shall complete and set up the pre-registration website for review and approval by the NRC. This pre-registration website shall be password-protected. Within three (3) business days of the NRC's approval of the pre-registration website, the contractor shall remove the password protection and make the website available to the general public for registration. The contractor shall allow attendees to register from the date the website is available until three days prior to the workshop. The conference shall be held April 6-10, 2014.

**XIV. COMMUNICATIONS**

Contractor personnel shall maintain an open and professional communication with members of the NEA/CNRA/WGIP participants at the workshop.

**XV. GOVERNMENT POINT OF CONTACT**

The Contracting Officer or Contracting Officer Representative shall be the Government's Point of Contact for this procurement.

**All other terms and conditions shall remain unchanged.**

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