

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

2. AMENDMENT/MODIFICATION NO. M0001		3. EFFECTIVE DATE 03/19/2015	4. REQUISITION/PURCHASE REQ. NO. NRO-15-0040	1. CONTRACT ID CODE	PAGE OF PAGES 1 13
6. ISSUED BY US NRC - HQ ACQUISITION MANAGEMENT DIVISION MAIL STOP 3WFN-05-C64MP WASHINGTON DC 20555-0001		CODE NRCHQ	7. ADMINISTERED BY (If other than Item 6) US NRC - HQ ACQUISITION MANAGEMENT DIVISION MAIL STOP 3WFN-05-C64MP ATTN CAROL GREENWOOD - 301-287-0882 WASHINGTON DC 20555-0001		CODE NRCHQ

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) CENTEVA LLC ATTN MARK FLYNN 10813 S RIVER FRONT PKWY STE 135 SOUTH JORDAN UT 84095-5658		(x) 9A. AMENDMENT OF SOLICITATION NO.
CODE 806602962 FACILITY CODE		9B. DATED (SEE ITEM 11)
		x 10A. MODIFICATION OF CONTRACT/ORDER NO. NRC-HQ-7M-15-E-0001/0883-15-500367 NRC-HQ-25-15-T-0001
		10B DATED (SEE ITEM 13) 12/30/2014

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 Net Increase: \$9,140.00

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).
X	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: Mutual Agreement of the Parties
X	D. OTHER (Specify type of modification and authority) Mutual Agreement of the Parties

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

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

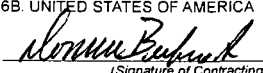
CENTEVA LLC
The contractor shall provide facilitation services to support the Turkey Point Units 6 and 7 draft environmental impact statement public meetings in the Homestead, Florida area April 22 and 23, 2015.

The ceiling for this task order is \$12,140.00.

The total travel ceiling for meeting shall not exceed \$1,600.00. The Government will pay up to the rates specified in the Government Federal Travel Regulations for travel destinations.

Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9 A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print) Jan Quan-Esplin / CEO	16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) DONNA BERKOWITZ
15B. CONTRACTOR/OFFEROR Digitally signed by Jan Quan-Esplin DN: cn=Jan Quan-Esplin, o=Centeva LLC, ou, email=jan@esplin@centeva.com, c=US Previous edition unusable Date: 2015.03.27 13:28:57 -06'00'	15C. DATE SIGNED 03/27/15
16B. UNITED STATES OF AMERICA  (Signature of Contracting Officer)	16C. DATE SIGNED 3/27/15

STANDARD FORM 30 (REV. 10-83)
Prescribed by GSA
FAR (48 CFR) 53.243

NAME OF OFFEROR OR CONTRACTOR
CENTEVA LLC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>NRC COR : Roger Rihm; email Roger.Rihm@nrc.gov, phone: 301-415-1717</p> <p>NRC Task Order COR: Alicia Williamson, email: alicia.williamson@nrc.gov; phone: 301-415-1878.</p> <p>Contractor POC: Mark Flynn; email: Mark.flynn@centeva.com; phone: 301-512-0359</p> <p>LIST OF CHANGES: Reason for Modification : Supplemental Agreement for work within scope Total Amount for this Modification: \$9,140.00 New Total Amount for this Award: \$12,140.00 Obligated Amount for this Modification: \$9,140.00</p> <p>NEW ACCOUNTING CODE ADDED: Account code: 2015-X0200-FEEBASED-25-25D099-17-4-151-1043-251B BBFY 2015 EBFY Fund X0200 Funds Source FEEBASED YBA Office 25 Division 25D099 Branch Cost Ctr (Job Code) 1043 Major prog/business 17 Product Line 4 Product 151 BOC 251B REIM Agreement Num REIM Agmt Line Num FAIMIS Template Name 17-4-151-1043 Quantity: 0 Amount: \$9,140.00 Percent: 100 Subject To Funding: N Payment Address:</p> <p>Period of Performance: 03/31/2015 to 04/30/2015</p>				

NRCB042 PRICE/COST SCHEDULE

Labor Category	Rate	Hours	Price
Senior Facilitator	[REDACTED]	[REDACTED]	[REDACTED]
Program Manager	[REDACTED]	[REDACTED]	[REDACTED]
Estimated Travel	Not to Exceed		[REDACTED]
Total			\$12,140.00

NRCB050 CONSIDERATION AND OBLIGATION-TASK ORDERS

(a) The ceiling of this order is \$12,140.00

(b) The contract includes: (1) direct labor hours at specified fixed hourly rates, inclusive of wages, fringe, overhead, general and administrative expenses, and profit and (2) non-local travel costs. No other costs are allowable.

(c) The obligated amount of this task order shall, at no time, exceed the order 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 order, in accordance with FAR Part 43 - Modifications. Any work undertaken by the Contractor in excess of the obligated amount specified above is done so at the Contractor's sole risk and may not be reimbursed by the Government.

(d) The Contractor shall comply with the provisions of FAR 52.232-22 - Limitation of Funds, for incrementally funded task orders.

NRCB010A BRIEF DESCRIPTION OF WORK ALTERNATE I

The title of this project is: Facilitation services to support the Turkey Point Units 6 and 7 draft environmental impact statement public meetings in the Homestead, Florida area April 22 and 23, 2015.

NRCF032 TASK/DELIVERY ORDER PERIOD OF PERFORMANCE (SEP 2013)

This order shall commence on the effective date of award and will expire on April 30, 2015.

(End of Clause)

NRCH481 Task Order Contracting Officer's Representative Authority

(a) The contracting officer's authorized representative hereinafter referred to as the contracting officer's representative (COR) for this task order is:

Name: Alicia Williamson
 Agency: U.S. Nuclear Regulatory Commission
 Office: NRO/DNRL/EPB
 E-Mail: alicia.williamson@nrc.gov

Phone: (301) 415-1878

(b) Performance of the work under this contract is subject to the technical direction of the NRC COR. The term technical direction is defined to include the following:

(1) Technical direction to the contractor which shifts work emphasis between areas of work or tasks, authorizes travel which was unanticipated in the Schedule (i.e., travel not contemplated in the Statement of Work (SOW) or changes to specific travel identified in the SOW), fills in details, or otherwise serves to accomplish the contractual SOW.

(2) Provide advice and guidance to the contractor in the preparation of drawings, specifications, or technical portions of the work description.

(3) Review and, where required by the contract, approval of technical reports, drawings, specifications, and technical information to be delivered by the contractor to the Government under the contract.

(c) Technical direction must be within the general statement of work stated in the contract. The COR does not have the authority to and may not issue any technical direction which:

(1) Constitutes an assignment of work outside the general scope of the contract.

(2) Constitutes a change as defined in the "Changes" clause of this contract.

(3) In any way causes an increase or decrease in the total estimated contract cost, the fixed fee, if any, or the time required for contract performance.

(4) Changes any of the expressed terms, conditions, or specifications of the contract.

(5) Terminates the contract, settles any claim or dispute arising under the contract, or issues any unilateral directive whatever.

(d) All technical directions must be issued in writing by the COR or must be confirmed by the COR in writing within ten (10) working days after verbal issuance.

(e) The contractor shall proceed promptly with the performance of technical directions duly issued by the COR in the manner prescribed by this clause and within the COR's authority under the provisions of this clause.

(f) If, in the opinion of the contractor, any instruction or direction issued by the project officer is within one of the categories as defined in paragraph (c) of this section, the contractor may not proceed but shall notify the contracting officer in writing within five (5) working days after the receipt of any instruction or direction and shall request the contracting officer to modify the contract accordingly. Upon receiving the notification from the contractor, the contracting officer shall issue an appropriate contract modification or advise the contractor in writing that, in the contracting officer's opinion, the technical direction is within the scope of this article and does not constitute a change under the "Changes" clause.

(g) Any unauthorized commitment or direction issued by the COR may result in an unnecessary delay in the contractor's performance and may even result in the contractor expending funds for unallowable costs under the contract.

(h) A failure of the parties to agree upon the nature of the instruction or direction or upon the contract action to be taken with respect thereto is subject to 52.233 1 Disputes.

(i) In addition to providing technical direction as defined in paragraph (b) of the section, the project officer shall:

(1) Monitor the contractor's technical progress, including surveillance and assessment of performance, and recommend to the contracting officer changes in requirements.

(2) Assist the contractor in the resolution of technical problems encountered during performance.

(3) Review all costs requested for reimbursement by the contractor and submit to the contracting officer recommendations for approval, disapproval, or suspension of payment for supplies and services required under this contract.

(4) Assist the contractor in obtaining the badges for the contractor personnel.

(5) Immediately notify the Security Branch, Division of Facilities and Security (SB/DFS) (via e-mail) when a contractor employee no longer requires access authorization and return of any NRC issued badge to SB/DFS within three days after their termination.

(6) Ensure that all contractor employees that require access to classified Restricted Data or National Security Information or matter, access to sensitive unclassified information (Safeguards, Official Use Only, and Proprietary information) access to sensitive IT systems or data, unescorted access to NRC controlled buildings/space, or unescorted access to protected and vital areas of nuclear power plants receive approval of SB/DFS prior to access in accordance with Management Directive and Handbook 12.3.

(7) For contracts for the design, development, maintenance or operation of Privacy Act Systems of Records, obtain from the contractor as part of closeout procedures, written certification that the contractor has returned to NRC, transferred to the successor contractor, or destroyed at the end of the contract in accordance with instructions provided by the NRC Systems Manager for Privacy Act Systems of Records, all records (electronic or paper) which were created, compiled, obtained or maintained under the contract.

2052.215-70 KEY PERSONNEL (JAN 1993)

(a) The following individuals are considered to be essential to the successful performance of the work hereunder:

Chip Cameron, Senior Facilitator

The contractor agrees that personnel may not be removed from the contract work or replaced without compliance with paragraphs (b) and (c) of this section.

(b) If one or more of the key personnel, for whatever reason, becomes, or is expected to become, unavailable for work under this contract for a continuous period exceeding 30 work days, or is expected to devote substantially less effort to the work than indicated in the proposal or initially anticipated, the contractor shall immediately notify the contracting officer and shall, subject to the concurrence of the contracting officer, promptly replace the personnel with personnel of at least substantially equal ability and qualifications.

(c) Each request for approval of substitutions must be in writing and contain a detailed explanation of the circumstances necessitating the proposed substitutions. The request must also contain a complete resume for the proposed substitute and other information requested or needed by the contracting officer to evaluate the proposed substitution. The contracting officer and the project officer shall evaluate the contractor's request and the contracting officer shall promptly notify the contractor of his or her decision in writing.

(d) If the contracting officer determines that suitable and timely replacement of key personnel who have been reassigned, terminated, or have otherwise become unavailable for the contract work is not reasonably forthcoming, or that the resultant reduction of productive effort would be so substantial as to impair the successful completion of the contract or the service order, the contract may be terminated by the contracting officer for default or for the convenience of the Government, as appropriate. If the contracting officer finds the contractor at fault for the condition, the contract price or fixed fee may be equitably adjusted downward to compensate the Government for any resultant delay, loss, or damage.

2052.215-78 TRAVEL APPROVALS AND REIMBURSEMENT (OCT 1999) - ALTERNATE I (OCT 1999)

(a) Total expenditure for travel may not exceed \$1,600 without the prior approval of the contracting officer.

(b) All foreign travel must be approved in advance by the NRC on NRC Form 445, Request for Approval of Official Foreign Travel, and must be in compliance with FAR 52.247-63 Preference for U.S. Flag Air Carriers. The contractor shall submit NRC Form 445 to the NRC no later than 30 days prior to the commencement of travel.

(c) The contractor will be reimbursed only for travel costs incurred that are directly related to this contract and are allowable subject to the limitations prescribed in FAR 31.205-46. The Government will pay up to the rates specified in the Government Federal Travel Regulations (FTR) for travel destinations.

(d) It is the responsibility of the contractor to notify the contracting officer in accordance with the FAR Limitations of Cost clause of this contract when, at any time, the contractor learns that travel expenses will cause the contractor to exceed the travel ceiling amount identified in paragraph (a) of this clause.

(e) Reasonable travel costs for research and related activities performed at State and nonprofit institutions, in accordance with Section 12 of Pub. L. 100-679, must be charged in accordance with the contractor's institutional policy to the degree that the limitations of Office of

Management and Budget (OMB) guidance are not exceeded. Applicable guidance documents include OMB Circular A-87, Cost Principles for State and Local Governments; OMB Circular A-122, Cost Principles for Nonprofit Organizations; and OMB Circular A-21, Cost Principles for Educational Institutions.

(End of Clause)

NRCG031 Billing Instructions for Labor Hour/Time and Materials Type Contracts (JUNE 2008)

General: During performance and through final payment of this contract, the contractor is responsible for the accuracy and completeness of data within the Central Contractor Registration (CCR) database and for any liability resulting from the Government's reliance on inaccurate or incomplete CCR data.

The contractor shall prepare vouchers/invoices as prescribed herein. FAILURE TO SUBMIT VOUCHERS/INVOICES IN ACCORDANCE WITH THESE INSTRUCTIONS WILL RESULT IN REJECTION OF THE VOUCHER/INVOICE AS IMPROPER.

Form: Claims shall be submitted on the payee's letterhead, voucher/invoice, or on the Government's Standard Form 1034, "Public Voucher for Purchases and Services Other than Personal," and Standard Form 1035, "Public Voucher for Purchases Other than Personal-- Continuation Sheet."

Number of Copies: A signed original shall be submitted. If the voucher/invoice includes the purchase of any property with an initial acquisition cost of \$50,000 or more, a copy of the signed original is also required.

Electronic Invoice/Voucher Submissions: The preferred method of submitting invoices/vouchers is electronically to the U.S. Nuclear Regulatory Commission, via email to: NRCPayments@nrc.gov.

If the voucher/invoice includes the purchase of any property with an initial acquisition cost of \$50,000 or more, a copy of the signed original shall be electronically sent to: Property@nrc.gov.

Hard-Copy Invoice/Voucher Submissions: If you submit a hard-copy of the invoice/voucher, a signed original and supporting documentation shall be submitted to the following address:

NRC Payments
U.S. Nuclear Regulatory Commission
One White Flint North
11555 Rockville Pike
Mailstop O3-E17A
Rockville, MD 20852-2738

If you submit a hard-copy of the voucher/invoice and it includes the purchase of any property with an initial acquisition cost of \$50,000 or more, a copy of the signed original shall be mailed to the following address:

U.S. Nuclear Regulatory Commission
NRC Property Management Officer
Mail Stop: O-4D15
Washington, DC 20555-0001

HAND-CARRIED SUBMISSIONS WILL NOT BE ACCEPTED

Agency Payment Office: Payment will continue to be made by the office designated in the contract in Block 12 of Standard Form 26, Block 25 of Standard Form 33, or Block 18a. of Standard Form 1449, whichever is applicable.

Frequency: The contractor shall submit claims for reimbursement once each month, unless otherwise authorized by the Contracting Officer.

Format: Claims shall be submitted in the format depicted on the sample form entitled "Voucher/Invoice for Purchases and Services Other than Personal," which is provided below. The sample format is provided for guidance only. The format is not required for submission of a voucher/invoice. Alternate formats are permissible provided all requirements of the billing instructions are addressed.

Billing of Cost after Expiration of Contract: If costs are incurred during the contract period and claimed after the contract has expired, you must cite the period during which these costs were incurred. To be considered a proper expiration voucher/invoice, the contractor shall clearly mark it "EXPIRATION VOUCHER" or "EXPIRATION INVOICE".

Final vouchers/invoices shall be marked "FINAL VOUCHER" or "FINAL INVOICE".

Currency: Billings may be expressed in the currency normally used by the contractor in maintaining his accounting records and payments will be made in that currency. However, the U.S. dollar equivalent for all vouchers/invoices paid under the contract may not exceed the total U.S. dollars authorized in the contract.

**INVOICE/VOUCHER FOR PURCHASES AND SERVICES OTHER THAN PERSONAL
(SAMPLE FORMAT - COVER SHEET)**

1. Official Agency Billing Office

Department of the Interior
National Business Center
Attn: Fiscal Services Branch - D2770
7301 West Mansfield Avenue
Denver, CO 80235-2230

2. Voucher Information

a. Payee's DUNS Number or DUNS+4. The Payee shall include the Payee's Data Universal Number (DUNS) or DUNS+4 number that identifies the Payee's name and address. The DUNS+4 number is the DUNS number plus a 4-character suffix that may be assigned at the discretion of the Payee to identify alternative Electronic Funds Transfer (EFT) accounts for the same parent concern.

b. Payee's Name and Address. Show the name of the Payee as it appears in the contract and its correct address. If the Payee assigns the proceeds of this contract as provided for in the assignment of claims terms of this contract, the Payee shall require as a condition of any such assignment, that the assignee shall register separately in the Central Contractor Registration (CCR) database at <http://www.ccr.gov> and shall be paid by EFT in accordance with the terms of this contract. See Federal Acquisition Regulation 52.232-33(g) Payment by Electronic Funds Transfer - Central Contractor Registration (October 2003).

c. Contract Number. Insert the NRC contract number.

d. Voucher/Invoice. The appropriate sequential number of the voucher/invoice, beginning with 001 should be designated. Contractors may also include an individual internal accounting number, if desired, in addition to the 3-digit sequential number.

e. Date of Voucher/Invoice. Insert the date the voucher/invoice is prepared.

f. Billing period. Insert the beginning and ending dates (day, month, and year) of the period during which costs were incurred and for which reimbursement is claimed.

g. Required Attachments (Supporting Documentation). Direct Costs. The contractor shall submit as an attachment to its invoice/voucher cover sheet a listing of labor categories, hours billed, fixed hourly rates, total dollars, and cumulative hours billed to date under each labor category authorized under the contract/purchase order for each of the activities to be performed under the contract/purchase order. The contractor shall include incurred costs for: (1) travel, (2) materials, including non-capitalized equipment and supplies, (3) capitalized nonexpendable equipment, (4) materials handling fee, (5) consultants (supporting information must include the name, hourly or daily rate of the consultant, and reference the NRC approval), and (6) subcontracts (include separate detailed breakdown of all costs paid to approved subcontractors during the billing period) with the required supporting documentation, as well as the cumulative total of each cost, billed to date by activity.

3. Definitions

- a. Non-capitalized Equipment, Materials, and Supplies. These are equipment other than that described in number (4) below, plus consumable materials, supplies. List by category. List items valued at \$1,000 or more separately. Provide the item number for each piece of equipment valued at \$1,000 or more.
- b. Capitalized Non Expendable Equipment. List each item costing \$50,000 or more and having a life expectancy of more than one year. List only those items of equipment for which reimbursement is requested. For each such item, list the following (as applicable): (a) the item number for the specific piece of equipment listed in the property schedule of the contract; or (b) the Contracting Officer's approval letter if the equipment is not covered by the property schedule.
- c. *Material handling costs.* When included as part of material costs, material handling costs shall include only costs clearly excluded from the labor-hour rate. Material handling costs may include all appropriate indirect costs allocated to direct materials in accordance with the contractor's usual accounting procedures.

Sample Voucher Information (Supporting Documentation must be attached)

This voucher/invoice represents reimbursable costs for the billing period from _____ through _____.

	<u>Current Period</u>	<u>Cumulative Amt Billed</u>
(f) <u>Direct Costs:</u>		
(1) Direct Labor	\$ _____	\$ _____
(2) Travel	\$ _____	\$ _____
(3) Materials	\$ _____	\$ _____
(4) Equipment	\$ _____	\$ _____
(5) Materials Handling Fee	\$ _____	\$ _____
(6) Consultants	\$ _____	\$ _____
(7) Subcontracts	\$ _____	\$ _____
 Total Direct Costs:	 \$ _____	 \$ _____

NRCJ032 - List of Documents, Exhibits and Other Attachments

Attachment 1 Statement of Work

Statement of Work

Meeting Facilitator Support for upcoming Turkey Point Units 6 and 7 Combined License Application Public Meetings

Background/Overview: The NRC staff is reviewing an application submitted by Florida Power and Light Company for combined licenses for the construction and operation of two new nuclear power plants, Turkey Point Units 6 and 7, at its site near Homestead, Florida. The NRC and cooperating agency on the environmental review, U.S. Army Corps of Engineers (USACE), Jacksonville District will be holding public meetings for the purpose of complying with its responsibilities under the National Environmental Policy Act, of 1969, as amended.

This request is to acquire a facilitator from Centeva, LLC to support the upcoming environmental review public meetings for the Turkey Point Units 6 and 7 combined license application. The public meetings for this licensing action will likely be challenging, disruptive, and have a large turnout. In past public meetings for this particular licensing action, facilitators have helped to ensure high quality and meaningful interactions with the general public. The Office of New Reactors, Division of New Reactor Licensing anticipates this trend will continue.

Meeting Details: The Office of New Reactors, Division of New Reactor Licensing plans to hold up to three public meetings in the City of Miami as well as the Homestead, Florida areas sometime in the week of April 20, 2015. Meeting details are outline in table below. The public meetings will be in support of the environmental review for the Turkey Point Units 6 and 7 combined license application. The meetings will include the following: (1) a one hour informal discussion period for members of the public to engage NRC and USACE staff about the project, (2) NRC and USACE presentation on the contents of the draft environmental impact statement, (3) a short question and answer period with the public on the draft environmental impact statement presentation as well as environmental review, and (4) receipt of comments from Federal, Tribal, State, and local governmental organizations and members of the general public on the draft environmental impact statement.

Date	Location	Time
Tuesday, April 21	Travel to Miami International Airport (MIA)	Afternoon/evening
Wednesday, April 22	Florida International University	4pm: Meet for security briefing and pre-meeting set up and prep 6pm: Open house for public meeting 7-10pm: Public meeting 10-11pm: Close out
Thursday, April 23	Hampton Inn, Homestead	11am: Meet for security briefing and pre-meeting set up and pre 12pm: Open house for public meeting 1-3pm: Public meeting

		3-5:30pm: Lunch Break 5:30-6pm: Meeting prep 6-7pm: Open house for public meeting 7-10pm: Public meeting 10-11pm: Close out
Friday, April 24	Travel home	

Expectations: The Division of New Reactor Licensing expects the following support from a facilitator including but not limited to:

- identify and conduct external outreach and communications to key individuals and organizations interested with strong interests in the new reactor licensing process especially the environmental review regarding the upcoming public meetings about the NRC's combined license application environmental review process as well as the public meeting process
- assist NRC staff with public meeting planning, this may include: identifying meeting format, developing agenda, logistical details
- participate in two one-hour pre-meeting support and preparation telecons to be scheduled by the Environmental Project Manager before the public meetings
- Interface with Environmental Project Manager about expected role and talking points of the facilitator prior to the public meeting
- facilitate the public meetings to help ensure they are effective, inclusive, and fair
- establish and enforce the ground rules and participation guidelines
- keep the meeting on task and follow the agenda
- facilitate dialogue between staff and participants, including framing questions paraphrasing, and translating terms and concepts into more understandable language during the public meetings
- identify potential challenges, such as disruptive attendees, and strategies for managing and responding to those situations
- provide participants appropriate opportunities to participate
- effectively manage attendees who may be disruptive to the meeting
- participate in de-brief sessions to identify lessons learned and other insights from the meeting.