

In the Matter of:

PREPROPOSAL CONFERENCE

DATE: July 30, 1982 PAGES: 1 thru 51
AT: Bethesda, Maryland

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400 Virginia Ave., S.W. Washington, D. C. 20024

Telephone: (202) 554-2345

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PREPROPOSAL BID CONFERENCE

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FRIDAY, JULY 30, 1982

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Philips Building
Room P-118
7920 Norfolk Avenue
Bethesda, Maryland

The conference was convened, pursuant to
notice, at 10:00 a.m. Ronald Coleman presiding.

PRESENT:

STEVE SCOTT
MARIE PAIGE

1 MR. COLEMAN: It is now ten o'clock and the
2 preproposal conference for the RS-ADM-82-417 has
3 commenced. I am Ron Coleman, and I have been assigned
4 as the Contract Negotiator for this project. Steve
5 Scott is the Project Officer.

6 The first item on the agenda is a discussion
7 of the requirements which will be done by Steve, who
8 will give you a brief background on the procurement, and
9 a statement of work. After that, we will entertain
10 questions. Subsequently to that, there will be closing
11 remarks by me.

12 We would like you to be as brief and succinct
13 in your questions as possible in order to afford time
14 for other questions. I did note one question, which we
15 cannot answer from a contractor which as to how much
16 money does the Government have budgeted for this
17 particular project. The Government is not at liberty to
18 release that kind of information in any way at all. So
19 with that in mind, I am going to turn it over to Steve.

20 MR. SCOTT: Since 1977, the Nuclear Regulatory
21 Commission has progressively contracted out portions of
22 its distribution and publication services program, each
23 year we would parcel out another increment of that
24 work. The current contracted out portion of that work
25 is largely performed by Computer Data Systems

1 Incorporated, DCSI, and presently we are now about to
2 parcel out that portion plus another incremental portion
3 of the NRC's publication inventory and distribution
4 services.

5 What it basically entails is that we are
6 looking for a contractor to house our publications, to
7 bulk deliver and dissemination of our publications, to
8 do labeling of our publications, to maintain the list
9 for those mailings, to respond to requests from the
10 staff and the public for publications. That, in
11 essence, is the extent of the tasks noted in the
12 statement of work in the request for proposal.

13 The publications can be of any size. They may
14 require different kinds of labeling. It not necessarily
15 the stick-on label, it may be the typed letter, it might
16 be circling of names on a list. It might be writing a
17 name down. The publications may go from being
18 micro-forms on up to being hard publications six feet
19 thick. I do not exaggerate when I say six feet, we have
20 had some that have been six-foot.

21 We have tried to give some estimate of the
22 peaks and valleys of this work. Obviously, all of you
23 are in this business and you know that you have peaks
24 and valleys, and we have tried to give you, by giving
25 you our workload charts for our operations, an idea of

1 what this will be like.

2 One question asked was whether we could
3 provide current data. We will be please to provide the
4 reports for the months of January through May of his
5 year. It may or may not help you in your bidding
6 exercise. One can never predict from month to month
7 what the load will be like because there are these
8 jumps. Everybody is on vacation in August, so you hit
9 the basement. Everybody comes back to work in
10 September, and you go through the ceiling because you
11 are trying to catch up with August work.

12 Before I go further there are two items that
13 need to be noted for correction. On page 29, there is
14 reference to a standard size loading dock and it says
15 that it should be approximately two feet from ground
16 level, that should be approximately two to four feet
17 from ground level. The reason for that being that all
18 types of vehicles will be coming to your place of
19 business, that will be anywhere from a car to a van to a
20 semi, so you cannot satisfy everyone.

21 I would point out that the major vehicle size
22 involved seems to be van size. The most frequent trips
23 to the dock are van size, but the largest trips to the
24 dock are semi. So in-between there, it is a matter of
25 efficiency, reaching an optimum efficiency.

1 The other correction luckily comes on the next
2 page, item 4(a). I will explain this just simply in
3 general terms. An amendment will be issued as we work
4 through these questions and answers, and as a result of
5 today's meeting. At the end of the first sentence, it
6 says, "Requested by NRC," that will now read "Requested
7 by NRC staff and public in accordance with GPO and NRC
8 rules and regulations."

9 You will be noticing in the scope of the
10 contract, we have also asked for a unit price breakout.
11 We will assume that the unit price breakout that you
12 provide will be based upon the fundamental price for
13 performing Section 4 item 4 services.

14 In addition, we will be wanting an indication,
15 or will be requiring, when we get down to signing a
16 contract, that it be recognized that there is right of
17 first refusal for any Federal employee displaced as a
18 result of the contract.

19 At this time, I would like to move into the
20 questions. From time to time, I am going to be asking
21 for assistance from Mr. Coleman because I never know
22 exactly when it is a contractual question or when it is
23 a technical question.

24 MR. COLEMAN: With respect to the questions,
25 there were several firms that submitted questions in

1 written form, so we are going to be entertaining those
2 first. The other questions will be answered at the
3 discretion of Steve.

4 MR. SCOTT: The first question refers to page
5 26, Article 1, item 1(b).

6 MR. COLEMAN: Can you hold it just a moment
7 please.

8 Is the Maxima Corporation represented?

9 VOICE: Yes.

10 MR. COLEMAN: Do you want to fill in your own
11 answers.

12 What about Raven Systems.

13 VOICE: Yes.

14 MR. COLEMAN: MCR Bureau, I think you had two
15 sets of questions.

16 VOICE: Right. I have a copy.

17 MR. SCOTT: The question is, in what forms are
18 changes given to the contractor, for example,
19 transaction, update form, memoranda, phone?

20 The answer to that question is, yes, all of
21 the above. Changes can come in any form, shape, size,
22 etc. To give you a case in point, this morning as I was
23 leaving the office, someone walked in and said, "Get me
24 this," a change could have walked in equally as well.
25 This is just a hand-scribbled note, and only because I

1 am very familiar with the business was I able to figure
2 out what they wanted. So it can come in any shape,
3 form, etc.

4 This was part one of the first question. The
5 second part is: What is the frequency of these updates
6 and changes, and estimated quantity per month, week, and
7 daily?

8 As stated in the RFP, we gave the monthly
9 estimate, but we have no estimates on a daily or weekly
10 basis. It is strictly on a monthly basis.

11 Question number two, page 27, Article 1,
12 1(f): Define "Special Roster"?

13 A special roster can be any combination of the
14 fields identified in 1(a).

15 What is the frequency of requests?

16 As stated in the RFP, five per month
17 estimated.

18 Question three, page 27, Article 1, 2(a): It
19 is stated the contractor is responsible for all copies
20 of an item for which he has signed a receipt. Does this
21 mean that at the time of delivery, an itemized inventory
22 of all boxes should be performed while the driver
23 waits?

24 The answer is: the contractor is responsible
25 for all copies signed for, whether that means that you

1 have to perform an itemized count, you know the business
2 as well as I do.

3 Question 4, page 28, Article 1, 2(b): It is
4 stated that there is a minimum of 30,000 cubic feet of
5 shelving space required. Is this cubic foot requirement
6 fit pallets?

7 No.

8 If so, are they two or three pallets high?
9 Because of no, the second part is irrelevant.

10 If not, is the space required for shelving
11 units, for example, bins? Yes, shelving.

12 How high? That is to be done within the
13 specifications in the contract, as stated in the RFPA
14 and in appropriate Federal regulations, FPMR and OSHA
15 regulations, whatever they may be, and your own city
16 fire codes and health codes, and occupational safety and
17 health and safety codes whatever they are. You may even
18 have lease arrangements that prohibit you from doing
19 such and such.

20 We are still on question four: It is further
21 stated that the documents may not be retained in their
22 original shipping carton; why?

23 One is that the shipping cartons are of
24 varying size and would not necessarily fit on standard
25 size shelving; two, if you are going to have

1 accountability, it would seem that you are going to have
2 to bust open those original cartons.

3 Please define the specifications for storage
4 of documents?

5 There are no specifications, other than those
6 stated in the RFP, required by ANSI standard, required
7 by National Archive and Records Service, required by
8 FPMR, whatever those requirements might be.

9 Page 28, Article 1, 2(e): Please advise where
10 we can obtain the Federal Management Regulations? From
11 GPO.

12 What is ANSI? American National Standards
13 Institute.

14 What is NARS? National Archives and Records
15 Service.

16 It is stated that there is a requirement of
17 1600 cubic feet for the "secure micro-fiche stock."
18 Please clarify this storage requirement? Is it possible
19 to store 30 files cabinets three feet deep, 1.5 wide,
20 four feet high, and 16 cubic feet if the cabinets are
21 stored three cabinets high?

22 Since it will be NRC personnel accessing this
23 closed inventory, and access to cubic foot storage is
24 difficult, you can clearly be sure that square footage
25 would be more beneficial. The does say in the RFP that

1 it will be in cabinets, and as you looked at the
2 evaluation terms, there is one that is rather heavily
3 loaded as to validity and feasibility.

4 Obviously, if it is not very feasible to gain
5 access to how they are stored, one would get very low
6 points, I would suspect, because one could envision
7 pulling those things from rafters, and not having floor
8 problems, but it is not very feasible. So inject
9 feasibility there.

10 Question six, page 29, Article 1, 3(b):

11 Please clarify. It will be NRC who will be furnishing
12 all packaging supplies for the supply inventory report
13 furnished to NRC each month. The contractor, as it
14 states, will supply packaging supplies, except for GFE,
15 see Article 4.

16 Question seven, page 30, Article 1, 4(a): How
17 are these requests made, for example, telephone,
18 telecopier, or other?

19 The requests are made in any imaginable way --
20 by phone, somebody might walk up to the door, or
21 somebody might call. You might receive a telegram.
22 They can come in any form.

23 Question eight, page 30, Article 1, 4(b), (c)
24 and (d): Assuming that it is the NRC Form 122 that
25 initiates fulfillment activities and assuming that it is

1 from the NRC Form 122 that the requested information
2 will be keyed into the system to generate a packing list
3 why, after the NRC Form 122 have been batched and keyed,
4 all the forms are to be returned to NRC?

5 Also if a fulfillment system was developed
6 such that a particular item is out of stock, an
7 explanation would be shown on the packing list, would it
8 still require the signature of the Chief, Document
9 Management, or even a special computerized letter could
10 be developed where his signature would be pre-printed on
11 the form?

12 We have made no statement that we would
13 require a packing list. If one does not have a packing
14 list, obviously the 122 would of necessity become the
15 packing list. Should a packing list be proposed, we
16 would evaluate the validity and feasibility and cost of
17 that proposed approach.

18 Question nine, page 31, Article 1, 7: There
19 is some confusion with respect to this item. If NRC is
20 furnishing the equipment, why would the contractor
21 generate labels and send them to NRC?

22 As I said in my introduction, NRC contracts
23 out portions of its publication and distribution and
24 inventory services, not all. Therefore, we still have
25 within house publication services and distribution work

1 to be work. In addition, we use lists for other
2 purposes, other than distribution. We might just want a
3 list of heads of utility firms, and then I could simply
4 generate a list of labels, and someone submitting an
5 FOIA for such a list could obtain it.

6 Part two of question nine: What are these
7 labels used for if orders fulfilled are being packaged
8 and mailed with a packing list.

9 There are two separate fulfillments in this
10 contract, one is bulk and the other is by request. I
11 might say, primary and secondary distribution. Computer
12 generated labels are used in the primary distribution.
13 Other labels, of course, are necessary for secondary
14 distribution.

15 Page 32, special requirements: two.

16 What is the filing system composed of?

17 Separate manual files of job orders, and
18 notification of mailing list, code changes.

19 What is the estimated storage requirement and
20 what is the frequency of access?

21 We would be looking there for the contractor
22 to propose what the filing system will contain. It is
23 stated that it shall provide and maintain a filing
24 system that provides access to historical information on
25 all NRC job orders and for historical information that

1 substantiates notification of changes for each mailing
2 list. Contractor's plan must be approved by the NRC
3 Project Manager.

4 QUESTION: Do you have any more questions?

5 MR. SCOTT: I have 50 or 60 more questions.

6 QUESTION: Would you mind stating who is
7 asking those questions?

8 MR. SCOTT: These questions were submitted by
9 Market Compilation and Research Bureau, Inc.

10 You did say that it was all right for me to
11 state the company names?

12 MR. COLEMAN: Correct.

13 MR. SCOTT: Question 11, page 33, special
14 requirements, 4: Is it mandatory that direct mail
15 delivery of NRC external mail be delivered to the
16 Friendship Heights Post Office?

17 Our arrangements with the Post Office is such
18 that we could negotiate an agreement to go to another
19 like post office, providing that the time requirements
20 for turn around can still be met.

21 Please define external mail? Mail that
22 requires postage is not going to a foreign country.

23 QUESTION: Are we going to receive these
24 questions and answers?

25 MR. SCOTT: You will receive, by way of an

1 amendment, a copy of today's transcript.

2 MR. COLEMAN: Each and every offeror.

3 MR. SCOTT: Question 12, page 33, ADP
4 requirements, 5(a): With regard to the items listed as
5 being supplied by the contractor to NRC, please advise
6 frequency? Monthly.

7 Are the magnetic tapes returned to the
8 contractor? Yes, as stated.

9 Question 13, page 34, ADP requirements, 7(c):
10 Recycling is based on quality of paper and weight,
11 pounds/tons. Please advise the best method of
12 determining required recycle report?

13 We would like you to propose the best method
14 of determining the recycle report.

15 The second part of the question: How is this
16 currently being done? It is not.

17 Question 14, page 35, Article 2(b)(1): How
18 are job orders received -- by phone, messenger, or hard
19 copy, or magnetic tape?

20 Our job orders are currently, and I stress
21 currently, not under a contractual arrangement, being
22 received by job order, paper and phone. That doesn't
23 mean and there is no stipulation in the contract that
24 says that they must be received that way.

25 Question 15 is the item that Mr. Coleman at

1 the beginning of the meeting announced would not be
2 answered.

3 Question 16: At this time, is this job done
4 in house or by contractor? The answer there is both.
5 If so, who is the contractor? As announced earlier,
6 Computer Data systems Inc.

7 Question 17: During the last complete fiscal
8 year of this contract, how much money was paid out for
9 whatever services were rendered? We realize that the
10 previous contractor may have had different services from
11 this contract.

12 Ron?

13 MR. COLEMAN: Let's hold that one.

14 MR. SCOTT: Mr. Coleman has advised that I not
15 answer that one.

16 Question 18, page 27, 1(g): Could you please
17 elaborate? What is meant here is, specifically, we
18 would like to know what is the interactive on-line
19 authority file, and is this a system that NRC runs on
20 their computer, or that we run on yours?

21 This is a difficult to answer. The on-line
22 authority file is simply a control edit file that says,
23 for example, Pennsylvania must be entered as Pa. If he
24 tries to put it in as Pe., it can't be done. It will
25 get an automatic reject. So prohibits human error on

1 data entries. So you have an on-line edit, you are not
2 batch editing.

3 Why does the system have to be compatible with
4 NIH?

5 The system that is used must be capable of
6 being used by both the NRC and NIH, and by the
7 contractor. So the answer is somewhat difficult. NRC
8 does not intend to use the system, but if NRC has to use
9 the system in the case of a shutdown at the contractor's
10 site or a fire, or something happens to the company and
11 it folds, then we would necessarily have to pick up and
12 use the system ourselves. So the answer is, yes.

13 Question 19, page 28, 2(f): Similar to the
14 above question, we need an elaboration of what is meant
15 here.

16 The basic answer that I wrote down, the answer
17 is the same as the question, same as above.

18 Question 20, page 28, 1(c): Can we get a copy
19 of the NRC Manual Chapter 3208? It is available in our
20 Public Document Room at 1717 H Street in Washington,
21 D.C. It is the Matomic Building.

22 Question 21, page 28, 2(e): Discusses about
23 inventorying micro-fiche, and then in later section
24 talks about housing the inventory in 1600 cubic feet for
25 security. How much of this needs to be cabinets and how

1 much can be open-warehousing? The 1600 cubic feet is
2 all cabinet.

3 Could you please answer the part about open
4 warehousing in relationship to normal skitful of
5 material?

6 I have difficulty understanding the question,
7 but let me perhaps try this as an answer. Micro-fiche
8 that is stored in inventory will be stored as if it were
9 any other type of document, in a shelving
10 configuration. But realizing the fact that Federal
11 Property Management Regulations with respect to
12 micro-fiche, and the humidity/temperature control
13 factors of open warehousing might be more sensitive for
14 micro-fiche than they would be for paper -- paper, you
15 obviously do not want water pouring down on it because
16 it tends to wrinkle it or cause it to turn to mold, and
17 you do not want vermin in the vicinity. You do not want
18 fire in the vicinity.

19 Those are the typical things, but you have a
20 little more sensitivity with micro-fiche, especially if
21 the wash hasn't been quite up to standard. If you add
22 just the proper amount of moisture to that micro-fiche
23 that is in storage, it will commence to develop itself
24 until it turns black.

25 Obviously, we would not want you to give us

1 back black documents in place of the ones that we sent
2 you that had nice clear pictures on them. So the
3 temperature requirements for that portion of your
4 storage would be somewhat higher. I don't think there
5 is an extravagant increase there.

6 I hope that this is somewhat responsive to
7 that question.

8 Question 22 is what kept me up part of the
9 night: Is Columbia, Maryland, considered an acceptable
10 location within your 30-minute driving requirement? I
11 was unable to make it.

12 MR. COLEMAN: Would you answer that question
13 again?

14 MR. SCOTT: Is Columbia, Maryland, considered
15 an acceptable location, and within your 30-minute
16 driving requirement?

17 MR. COLEMAN: Your response is?

18 MR. SCOTT: No, I didn't make it. I was
19 unable to make it there and back in 30 minutes.

20 QUESTION: But the contractor could be located
21 in Hawaii or somewhere?

22 MR. SCOTT: There is a requirement that the
23 NRC be able to go to the facility and back in 30
24 minutes, and not simply the contractor.

25 QUESTION: What is the point from which you

1 would he leaving?

2 MR. SCOTT: Right here, travelling by van, as
3 stipulated in the contract. I gave you a little break,
4 and I used my own car.

5 Question 23, page 30, 4(a): It talks about
6 3,000 documents which normally need to be pulled and
7 returned within four hours to the NRC. Does this
8 requirement fall between 8:00 a.m. and 5:00 p.m., or
9 does it go on a 24-hour clock?

10 Normally, it falls between 8:00 and 5:00. As
11 stated, there are those emergency circumstances.

12 Question 24, page 30, 4(c): The requirement
13 for NRC Form 122 is discussed. Does this form get
14 filled out at NRC and sent over as a document which
15 triggers the fulfilling procedures, or is this a
16 document which is filled out upon receipt of a phone
17 call and triggers fulfilling procedures, or is it both?

18 It is both.

19 Question 25, page 31, 7(a): Does the label
20 stock discussed in this question get supplied by NRC?

21 This particular label stock referred to here
22 is supplied by the contractor.

23 Question 26: There is a number of Government
24 machinery discussed in the RFP. Does the Government
25 also supply the maintenance on these machines?

1 No. The RFP states that the contractor is
2 required to provide maintenance certification to the
3 Government.

4 Question 27, page 38, item (c): (c)(1)
5 through (4) outlines the volume of work that is to be
6 bid, and this represents a minimal level. In the back
7 of the RFP there are a number of charts and statistical
8 tables which I believe into these work functions.
9 However, the titles on the statistical charts/tables are
10 different from the descriptions next to (c)(1) through
11 (4). Could you correlate them?

12 I apologize for that. Yes, they are different
13 and, yes, in the amendment we will give the
14 correlations.

15 That concludes the questions provided by
16 MCRB.

17 The Maxima Corporation's question number one:
18 What is the current level of effort man-years with the
19 associated labor categories.

20 I ask Mr. Coleman for guidance.

21 MR. COLEMAN: First of all, can you answer it
22 right off the bat? I would like to debate that question
23 with you, and we decide to answer that, we can do it in
24 the form of an amendment.

25 MR. SCOTT: I can answer the question.

1 MR. COLEMAN: Let's not answer it now, but we
2 will talk about it, and if we do decide on the answer,
3 it will be in the form of an amendment.

4 MR. SCOTT: Question two: What is the current
5 annualized contract value?

6 Mr. Coleman?

7 MR. COLEMAN: It is tabu.

8 MR. SCOTT: No answer.

9 Question three: How is the incumbent's
10 performance being viewed by the NRC?

11 Mr. Coleman?

12 MR. COLEMAN: No.

13 MR. SCOTT: No answer.

14 Question four: this indicates contractor will
15 produce tailored and standardized mailing lists based on
16 certain criteria? Is the software and associated
17 documentation that produce these reports available, or
18 does the contractor have to develop the software and
19 documentation?

20 Yes, it is available. But as the RFP states,
21 it may have to be modified.

22 MR. COLEMAN: Can we go back to question two
23 You are talking about the current contract value, the
24 one that is in progress?

25 VOICE: Yes.

1 MR. COLEMAN: You want the dollar value that
2 the contract was awarded at?

3 VOICE: Yes.

4 MR. COLEMAN: That is a matter of public
5 information, so you can go ahead and answer it.

6 MR. SCOTT: Approximately \$500,000 a year.

7 Question five: Task one discusses a maximum
8 of 3,000 change transactions and/or 2,500 individual
9 transactions and one global change. Please explain what
10 is a global change, and are these numbers reconcilable?

11 A global change is a change affecting 200 or
12 more records. Is that a satisfactory answer to that
13 question?

14 VOICE: Yes.

15 MR. SCOTT: Question 6: It also states in
16 task one that if the contractor produces any code that
17 lists fewer than 20 recipients, the contractor is to
18 notify NRC. Is this 20 recipient total by week, or
19 cumulative?

20 The answer there is, basically, as it occurs.
21 So if you run a code count and you hit something that is
22 less than 20. The purpose of the code count is stated
23 in the contract. But if one is requested on demand, or
24 if you run one on your own initiative as an added check,
25 it would apply.

1 Question seven: Concerning the maintenance of
2 accuracy of the NRC mail referred to in 1(c), is any
3 clean up or modification of the file anticipated by
4 NRC?

5 No clean up is anticipated. We have a clean
6 file. Modification only if it is necessitated on your
7 end in order to attain compatibility with NIH.

8 What is the anticipated timespan of such
9 activity? We have targeted a transition period, as you
10 have noticed the difference between the award date and
11 the start date.

12 Question eight, will changes to the mailing
13 roster to pass through NRC to the contractor or go
14 directly to the contractor for processing?

15 It will pass through the NRC, and I mean
16 simply pass through.

17 Question nine: Do standard distribution
18 correction codes referred to in 1(e) signify NRC
19 publication subject areas?

20 Interpreting that literally, yes, they are not
21 strictly subject areas, but any groupings of people. I
22 used the example earlier of utility executives, members
23 of certain committees, public interest groups. Some are
24 strictly subject areas, and substantive work in
25 environmental research that would become a subject

1 area. So in the strict meaning of your question, the
2 answer is yes.

3 Question 10: Section two of the statement of
4 work refers to the operation and maintenance of an
5 inventory control system. The following question refers
6 to the system. Concerning any disposal action referred
7 to in 2(d), who is responsible for actual disposal --
8 NRC or the contractor?

9 The contractor, with approval from NRC.

10 Question 11: Does the contractor use a
11 subcontractor for micro-fiching activities? If so,
12 please name?

13 Mr. Coleman, may I seek assistance from CDSI?

14 VOICE: The data base.

15 MR. SCOTT: The data base.

16 Question 12: Does NRC supply all packaging
17 materials and supplies?

18 I believe I answered that question earlier.

19 Question 13: Is the cost of postage and
20 mailing to be covered by the contractor?

21 Having had trouble with the word "mailing" in
22 the past, I hesitate to answer because I don't know what
23 mailing means. Postage, yes, the Government pays all
24 postage, if that answers the question. We assume that
25 the contractor is going to do the mailing.

1 Question 14: Section 6 of the statement of
2 work mentions the NRC publication list to be produced
3 annually by the contractor. Also mentioned is the
4 deletion of individuals' home addresses. Is this list
5 one of NRC publication, or of recipients of
6 publications?

7 The latter, recipients of publications. It is
8 a list of list.

9 Question 15: Are the label generation
10 software programs and associated documentation written,
11 or is the contractor responsible?

12 Yes, again, but it will have to be modified.

13 Question 17: Are the pallets, shelving and
14 other necessary equipment produced by NRC?

15 No, it is not. The incumbent has a distinct
16 advantage in that a fixed price contract is anticipated,
17 and they possess the specifically required equipment. I
18 answered the question, and the latter part was a
19 statement.

20 Question 18: Does the NRC reorder
21 publications to be distributed? The answer is yes.

22 What are the time lags? About two weeks.
23 Obviously there you are dealing with back-orders.

24 Question 19: What types of restrictions,
25 safety, security, regulatory, are necessary for the

1 contractor to provide in warehouse?

2 The FPMR, OSHA, NRC Security Manual chapters
3 which are available in the Public Document Room. I
4 think that about covers the waterfront with respect to
5 that. I am sure that if you meet FPMR, OSHA, and FITS
6 pubs, you will fall right in line with either the
7 Maryland or Bethesda fire codes. The safety codes are
8 pretty severe. The other comes rather relaxed.

9 I will return to Question 13: Is the cost of
10 postage and mailing to be covered by the contractor? My
11 answer to that was that the Government pays the postage,
12 except in the cases of remailing by contractor as a
13 result of a contractor error.

14 That was the end of the Maxima questions.

15 The third set of written questions was
16 provided by The Raven Systems and Research Inc.

17 Question one: Access to contractor's
18 facility. What is the average number of times a month
19 that NRC personnel visit the facility?

20 The answer to that is approximately 20 to 30.

21 Is there a pattern established, i.e., mostly
22 Monday at 10:00 hours, or Tuesday at 16:00 hours.

23 No there is no pattern that I have been able
24 to discern over the past five years. Whenever the phone
25 rings and they say jump, I jump and run. In some cases,

1 it is literally run.

2 Question two: How frequently has NRC
3 contacted the contractor's representative after business
4 hours and on weekends?

5 I have no historical data to separate it
6 between after-hours and on weekend, but approximately
7 this occurs about five times a year. In scope of
8 everything else, it is rather minimal. When it does
9 happen, it is usually serious. It happened with a high
10 degree of frequency following the Three Mile Island
11 accident, of course, when we were on an almost 24-hour a
12 day operation at the Commission.

13 Should a similar type of event occur, we would
14 be into a similar mode of operation. Emergencies are
15 hard to predict. It is not something that we plan,
16 therefore we can't anticipate how many exactly will
17 happen.

18 Question three: Will NRC furnish up to date
19 information for the data in chart 07-20? As stated
20 earlier, we will provide the January through May total
21 charts.

22 There are several questions that follow as a
23 part of question three wanting to know why certain
24 charts are here, charts 11 and 12 which refer to dollar
25 sales. We simply gave you our entire package of charts

1 that reflect our publication distribution service
2 activities that didn't necessarily bear a direct
3 correlation with the contract.

4 Regarding chart 19: What is the reason for
5 the almost 34 percent increase in code counts dating
6 from August 1981?

7 At that time, we took on an additional unit of
8 work, which is referred to in the agency as what we call
9 "service lists," which is a rather legalistic term
10 meaning parties to proceedings. We added them to our
11 data base at that time, and that is what caused the
12 jump. The NRC had approximately 70 or 80, in that
13 ballpark, active proceedings.

14 Regarding chart 20: What is the reason for
15 the significant increase in transaction counts in
16 February 1981?

17 It was a fall-out result from mail survey
18 activity.

19 Question four: Definition of standard size
20 loading dock in paragraph 3(c) is confusing. Standard
21 size loading dock is one that is 48 inches from the
22 floor to the top of the dock, the size for over-the-road
23 trucks, and a two-foot is substandard. Please identify
24 the type of truck that will deliver the product?

25 As I stated earlier, it should have said in

1 the statement of work two to four foot. The type of
2 vehicle, as I said earlier, is from a car up to a semi.
3 Therefore, reaching that happy medium, so that you are
4 not lifting up or dropping down.

5 It also says in there that the contractor must
6 have equipment that will allow the unloading of any
7 range of vehicle. So we are not going to come measuring
8 to see if you are exactly two feet or four feet.
9 Obviously, since you must compensate for any deficiency
10 you might have in that area, you have to have the
11 equipment to accomplish the tasks.

12 The driving force is that the delivery people
13 are not required to climb out of their truck. They will
14 meet you at the edge of their truck.

15 Question five: Micro-fiche storage. The
16 statement of work requires the storage of micro-fiche to
17 the highest standard of ANSI. Will the fiche be on
18 hanging rolls or is the fiche under storage for future
19 distribution?

20 Yes, it is under storage for future
21 distribution. In some cases, it is on rolls and in
22 other cases it is cut form, and in other cases there is
23 odd mixture. For the most part it has not been
24 pre-canned. Therefore, it does not have its own
25 self-contained protective system, that must be provided

1 by the contracting facility. There is no canning. In
2 other words, loose storage.

3 How much storage space is required for the
4 closed inventory? Sixteen hundred cubic feet.

5 Question seven: Inspection and acceptance.
6 What is the time period now used by NRC to perform these
7 two activities?

8 This varies all over the ballpark in terms of
9 how it happens. So it is as required. Some jobs might
10 take two hours to check in, others might take two
11 minutes to check in.

12 Question eight: The statement of work appears
13 to require that the contractor maintain two systems --
14 his own and one that is totally fitted to the NIH
15 computer facility. While any ANSI Cobalt system
16 existing on one computer is relocatable to another, the
17 only way to maintain fully fitted system is to actually
18 maintain it on the NIH computer facility. Is this a
19 correct interpretation of the statement of work?

20 I don't know if that is a correct
21 interpretation because I have difficulties understanding
22 that particular question. I will answer no based on my
23 own assumption and my following answer.

24 Our requirement is simply that whatever system
25 you use, that we have a system that will do the same

1 that yours is doing that we run on NIH.

2 Now, why do we want to run on NIH? Obviously
3 anyone who is in the computer business, you know you
4 need a backup. If you go down, your entire facility
5 goes down. How do you continue your services on an
6 uninterrupted basis?

7 Obviously, you have to pick up your programs
8 and your edit files, and everything else, and run over
9 to a sister company or a backup service and hook up to
10 their machines. This is what we are looking for. We
11 want a set of tapes, should you shut down for whatever
12 reason, we can run out to NIH, load them up and be back
13 in business within a few hours. So you make your
14 hardware and your software compatible to NIH, that is
15 basically what we are saying.

16 Your system should be compatible to NIH's. If
17 you elect to approach it by writing two separate
18 programs, that ultimately does the job, yes, it meets
19 the requirements, but also probably gets expensive.

20 Question nine: Will current software programs
21 mentioned on page 33 be made available to the contractor
22 if different from the incumbent? Yes.

23 What limitations will be placed on the
24 contractor's usage of those programs?

25 Marie and Ron, I know of no limitations.

1 Correct me, if I am wrong.

2 Question 10: ADP requirements. Page 33 makes
3 repeated reference to TSO, JCL, and standard IBM
4 labels. Does NRC require that the ADP hardware used by
5 the contractor be IBM?

6 I think I answered that question before. No,
7 we don't require it, but we have to have a system that
8 is compatible with NIH.

9 The second part of that question: And have
10 available the time-sharing option? We do not want a
11 time-sharing option from the contractor.

12 Question 11: Will NRC furnish time on the NIH
13 computer facility so that the contractor can assure the
14 source code, JCL and TSO commands are completely
15 compatible to the NIH facilities?

16 The answer is, after award, yes.

17 Question 12: Page 34 makes reference to
18 training NRC staff with respect to on-line access. Does
19 this refer to the contractor's system, or the system to
20 be "fully fitted" to the NIH facility?

21 The on-line for our purposes is the NIH
22 facility. Since you are on-line for your interactive
23 authority file base use, we would need to be on-line
24 with respect to NIH for similar use of the utility
25 file.

1 That concludes the written questions.

2 MR. COLEMAN: Before we go to the other
3 questions, I would like to confer with Steve for a
4 minute.

5 (Short conference was held.)

6 MR. COLEMAN: The conference is now open for
7 other questions.

8 QUESTION: I would like to know how long the
9 incumbent has had this contract, and if they have had it
10 for more than one year, have they been competing
11 annually?

12 MR. SCOTT: It has not been competing
13 annually. At the conclusion of the current period of
14 the contract, the incumbent will have had it three years
15 under the contract.

16 MR. COLEMAN: That is with options.

17 QUESTION: They have had it for the last three
18 years?

19 MR. SCOTT: Yes.

20 QUESTION: They have had it since 1977?

21 MR. SCOTT: Yes. I hesitated there because
22 the company changed names in midstream. It used to be
23 known as Electronic Composition, Inc.

24 QUESTION: Will interested contractors be able
25 to see the current facility?

1 MR. SCOTT: This would have to be arranged
2 with CDSI, Marie?

3 MS. PAIGE: Do you mean a walk-through, a site
4 visit, something like that?

5 QUESTION: Yes.

6 MS. PAIGE: That would have to be between the
7 contractor and CDSI. It is CDSI's option.

8 MR. COLEMAN: CDSI agrees to it, I don't think
9 we have any objection to it.

10 QUESTION: You declined to answer a question
11 on the labor categories, the breakdown that is currently
12 being used. Will we be supplied with that?

13 Will we be supplied with the labor categories
14 per se. This is something that involves a lot of
15 equipment, a lot of space, a lot of different
16 considerations.

17 MR. SCOTT: NRC is capable of answering that
18 question. I don't know from a legal standpoint if we
19 can. If he says yes, I will be glad to answer the
20 question.

21 MR. COLEMAN: For right now, we are going to
22 refrain from any comments in that direction. Like I
23 said before, Steve and I will talk about that, and if we
24 elect to answer that, it will be done in the form of an
25 amendment. Therefore, everybody will get a copy.

1 QUESTION: Page 31 refers to a standard
2 operating procedures manual. Is that one that can be
3 viewed now; is it in the document room?

4 MR. SCOTT: We will be glad to make a copy of
5 that available.

6 In response to those questions that were
7 asked, I wouldn't want that documentation either to your
8 question or to your question to mislead you with respect
9 to the correlation to the current statement of work.
10 The SOP that we now have is not necessarily the best way
11 to do this work, nor is it the most valid, nor the most
12 feasible, nor the most cost effective. Then, again, it
13 could be exactly all of those things.

14 QUESTION: It could be revised. It will not
15 be necessary to create a new one.

16 MR. SCOTT: That degree would depend on how
17 the proposal would differ from how you want to do this
18 work.

19 QUESTION: Could you give a capsule version of
20 a reorder, or an order to distribute?

21 MR. SCOTT: I could give a version as to how
22 it goes now. It only goes that way now because the
23 incumbent contractor proposed that it go that way. It
24 doesn't mean that it has to go that way for the future.

25 The present route of an order would come in: A

1 shipment is delivered to the contractor's facility. The
2 contractor inventories that item, and provides us three
3 copies. We notify our staff that the document is
4 available. We receive distribution instructions from
5 our clients. We communicate those distribution
6 instructions via work order or job order to the
7 contractor.

8 The contractor fulfills that job order. He
9 returns to the work either to NRC or to bulk postage
10 center, in most cases it is a split of the two. He
11 enters that into the activity report, and then as a
12 result we see the end product in an activity report. We
13 QC the job once the work order is returned to us, that
14 portion of the work that we can see. We then sit back
15 and wait for latent defects. That is the present
16 cycle.

17 At our end of the business, we maintain what
18 we call a holding action system, which tracks everything
19 we expect to come in, and we do provide a copy of this
20 to the contractor, so that he or she knows what to
21 expect, what to be looking for coming in.

22 QUESTION: The question I have is with respect
23 to the computer system. Where or on which computer is
24 automated mailing roster authority are run right now?

25 MR. SCOTT: At CDSI.

1 QUESTION: What sort of a computer?

2 MR. SCOTT: It is an IBM 370, the 4300
3 series.

4 QUESTION: Will NRC monitor on site at all
5 times?

6 MR. SCOTT: No, not at all times. Let me back
7 up. The NRC monitor is not on site under the current
8 method of operation. You may propose that NRC contract
9 monitor be on site at all times in your proposal, if
10 that is your technical approach. Then, we would of
11 course evaluate the validity and technical feasibility
12 of that.

13 QUESTION: I have a question about the level
14 of effort.

15 MR. SCOTT: The response is the same as the
16 labor categories, if you want to know how many personnel
17 hours and how much the current contract is for.

18 QUESTION: Would Mr. Scott be allowed to tell
19 us the level of effort in terms of personnel for the
20 contract now?

21 MR. COLEMAN: There, again, if we decide to
22 convey that information, we are going to try to be as
23 detailed as possible.

24 MR. SCOTT: I stress again, there is a
25 distinction in answering that question, if I say how

1 much is utilized for the present contract, as if I said
2 how much would be utilized for this. Please do not draw
3 any correlation between the two.

4 QUESTION: Are you saying, therefore, that
5 this present contract at issue is of a greater
6 significance than the current contract?

7 MR. SCOTT: No, not necessarily. It could be
8 of a lesser degree.

9 QUESTION: That is why I am asking the
10 question.

11 MR. SCOTT: It could be greater or lesser,
12 depending on how your technical approach cuts it. You
13 do the work.

14 QUESTION: Is there going to be a greater or
15 lesser volume of work involved?

16 MR. SCOTT: The volume of work is presented to
17 you. How you do that work is going to dictate how many
18 hours of QC-GS-13 time you are going to need. If you
19 have inefficient workers, then you will need many, many
20 hours of QC. If you have very efficient people, you
21 need minimal.

22 QUESTION: Another question. What is the
23 present cubic footage required for the storage under the
24 incumbent's contract?

25 MR. SCOTT: I believe that it is 30,000 cubic

1 feet. Marie Paige says that it is 23,000 cubic feet.
2 She is our contract administrator, so I will defer to
3 that. I thought that it was 30,000.

4 QUESTION: Do you have a contract number or
5 the RFP number, something that we could reference if we
6 wanted to make a request?

7 MR. SCOTT: Yes, and that contract should be
8 available in our Public Document Room at 1717 H Street.

9 MR. COLEMAN: I don't have the number. You
10 can call me back, and I can give you the contract
11 number. What you have to do, if you want to, is to go
12 to the Public Document Room, and they can provide you
13 with that information in a matter of minutes.

14 QUESTION: How many titles do you delete each
15 month, or on an annual basis?

16 MR. SCOTT: We never delete a title in current
17 operations. We do not delete most titles. For straight
18 publications, within the strict definition, those titles
19 stay forever. They drop to zero quantity, but they
20 remain in the data base.

21 For those transient documents, for example, a
22 letter from a utility, once it reaches zero level, it is
23 deleted. The predominant number of entries on the
24 inventory data base are fixed publications. So that is
25 the data base that is growing, but there are some

1 in-and-out titles that will stay for a couple of years
2 and then drop out.

3 QUESTION: Does the inventory contain things
4 like posters and A/V materials?

5 MR. SCOTT: On micro-fiche, I believe we have
6 had some posters. There are no audio/visual -- Excuse
7 me, yes. I have about two skid-loads of computer tapes
8 from the TMI transcripts, and they are audio.

9 I will introduce the co-members of the panel,
10 Hugh McVey, who is the Chief of Printing and Graphics
11 here at NRC, and Robert Wade, who is Chief of the
12 Distribution Services Section.

13 QUESTION: Based on what you have just said
14 about the titles and not necessarily having an inventory
15 against them, how many line items of that 6,000 titles
16 occupy the space?

17 MR. SCOTT: It is a very minimal that is
18 transient. You predominant data base is 5,500 of
19 fixed. The transient is so minimal that I even hesitate
20 to mention it.

21 QUESTION: Can you give information on the
22 average number of line items per order? Whatever number
23 of units per order?

24 MR. SCOTT: The contract does not fix that.
25 Currently, I believe that it is fixed in the SOP, which

1 means that once again it would be fixed by your
2 technical proposal.

3 QUESTION: Historically, what is it?

4 MR. SCOTT: What is our upper-limit fixed
5 storage on the 122? I believe it is 50. The
6 upper-limit is 50 on the 122. In other words, we would
7 only require 50 different line items on one order, but
8 that is simply fixed by SOP.

9 I infer from some of the questions that people
10 have some ideas about cutting out paperwork.

11 QUESTION: Let me try to clarify one area. In
12 answer to another question, you were talking about the
13 time-sharing options proposed, and you said, basically,
14 we are not accepting time-sharing options. Is that an
15 accurate statement?

16 MR. SCOTT: No. We did not ask for any TSO
17 from the contractor in this RFP.

18 QUESTION: It would be minimal to the
19 proposal?

20 MR. SCOTT: Validity and feasibility.

21 QUESTION: The point we are trying to get at
22 is that the system must be able to function under TSO
23 since that is what NIH is.

24 MR. SCOTT: The system that I use in a backup,
25 I need to be TSOed because I don't own the computer, NIH

1 does. So I have to be in a time-sharing mode. I am
2 just one of their customers. I am sure that in your
3 relationship to your backup computers, you are probably
4 also on a TSO mode, just conjecturing.

5 QUESTION: In an emergency situation where
6 somebody came to you and said they needed a particular
7 document, and you are getting back to the 30-minute time
8 frame, wouldn't it be more efficient if you just called
9 the contractor and have the contractor, from the point
10 of the phone call, go pull whatever it was that you
11 wanted and bring it to you?

12 MR. SCOTT: As I stated to you earlier, when
13 the phone rings, and it is at that level, it is ringing
14 at me. I send no one else in that circumstance but me,
15 because it is this one that is on the line. Literally,
16 sometimes I do go running to do it. It is not a
17 question of my delegating that responsibility to anyone
18 on my staff or to a contractor beyond my staff.

19 QUESTION: With respect to that, do you have a
20 particular mile radius from this point in which the
21 contractor should be located?

22 MR. SCOTT: We have not been able to fix the
23 mile radius. Because of the different highway
24 structures around the Washington area, it might take you
25 two hours to go six miles in certain sections of the

1 city at certain times of day, or again it might only
2 take you 20 minutes to go from here to Gaithersburg. So
3 the mile radius does not quite do the job. It is based
4 upon the time responsiveness factor.

5 QUESTION: And that would be from NRC coming
6 out and turn around.

7 MR. SCOTT: Yes. I believe the clause is
8 stated in the statement of work, and I believe it is
9 2(h), "The contractor shall provide for unrestricted
10 access to inventory for identified NRC personnel on a
11 24-hour basis, i.e., personnel must be able to travel by
12 van from Room 0-16, the Philips Building, 7920 Norfolk,
13 park, enter the contractor facility and return to NRC,
14 Room 0-16, the Philips Building, Bethesda, in a manner
15 that satisfies the requirement stated in the statement of
16 work, i.e., 30 minutes."

17 QUESTION: That is 24 hours a day?

18 MR. SCOTT: Yes, at any point in a 24-hour
19 day. So it would have to be done in a rush hour mode,
20 or one o'clock when you can cover a lot of distance in
21 30 minutes, especially if it is not a Friday or
22 Saturday.

23 QUESTION: So the individual who is
24 responsible or the project manager should live fairly
25 close to the facility, so that they will be there in

1 five or ten minutes when you show up.

2 MR. SCOTT: Having persons on the site during
3 off-hours is not required under the present contract.

4 QUESTION: Could you enter under your own
5 key?

6 MR. SCOTT: That would be entirely up to the
7 contractor in his proposal. Some contractors may
8 propose that they would want to be there to physically
9 meet, and others may say, "Here is the key, do what you
10 want." We don't stipulate. We just say, provide
11 access, but we don't say how.

12 QUESTION: Was the statement of the 30,000
13 cubic feet of shelving absolute shelving that has to be
14 supplied? The bottom line is 30,000 cubic feet of
15 shelves?

16 MR. SCOTT: Shelving space.

17 QUESTION: So it could be floor space?

18 MR. SCOTT: Shelving space is not floor
19 space. The bottom line is shelving, you need about
20 30,000 cubic feet of it, enough to hold about 30,000
21 boxes.

22 QUESTION: Where is the incumbent's facility
23 located?

24 MR. SCOTT: I think it is 7200 Pearl Street.

25 QUESTION: Right here in Bethesda?

1 MR. SCOTT: Yes, just off East-West Highway,
2 and you turn at the McDonald's.

3 QUESTION: You stated that you had two skids
4 of audio items stored. How many or how much of this
5 30,000 feet would be required or limited to pallets?

6 MR. SCOTT: There is no pallet storage
7 involved in that.

8 QUESTION: But yet, you have two skids over
9 there.

10 MR. SCOTT: There are two skids-worth on the
11 shelf.

12 QUESTION: They are on the shelf and not on
13 the skids.

14 MR. SCOTT: No. If you look to 3(a), there
15 was a statement that of course you need space for
16 delivery of shipments, and I forget exactly where it is
17 mentioned.

18 QUESTION: You are talking about temporary
19 holding, it is 2(a).

20 MR. SCOTT: Thank you.

21 The temporary holding, in other words, sitting
22 there before you could get it out, will not normally
23 exceed 20 pallets in a 72-hour period. So you need
24 floor space for about 20 additional pallets, and that is
25 normally. If an emergency situation comes up, you might

1 need some breathing room.

2 QUESTION: The holding area, is that included
3 in the 30,000?

4 MR. SCOTT: No, it is in addition to the
5 30,000.

6 MR. COLEMAN: Are these all the questions?

7 QUESTION: When would you expect the amendment
8 to be coming out?

9 MR. COLEMAN: By conjecture, in about a
10 week-and-a-half.

11 QUESTION: Will that delay the due date?

12 MR. COLEMAN: No, I don't anticipate that
13 happening, not at all. Realizing that the August 20
14 closing date is critical, we will be expediting the
15 putting together of the amendment to give you sufficient
16 time to respond to the amendment.

17 Are there any more questions?

18 QUESTION: As far as transition goes, I guess,
19 could you explain to me what sort of transition you
20 perceive with this particular contract from the
21 incumbent to another one, if that should happen?

22 MR. SCOTT: You will have to get the material
23 from the incumbent, move it over to the new facility,
24 that is on the assumption that it isn't the same
25 facility. The equipment would have to be moved, the

1 inventory count verified by the receiving contractor,
2 the data bases brought up, supplies acquired, people
3 acquired.

4 QUESTION: Is this an overnight transition, or
5 is this gradual?

6 MR. SCOTT: As we said, the award date is
7 different than the start date, that is to allow for the
8 transition. That is why Mr. Coleman said our August
9 20th date is critical, because we want to allow the time
10 for transition if it is necessary.

11 QUESTION: There will be no transition costs
12 set out separately from the fixed price?

13 MR. SCOTT: It is stated in here. It says, as
14 far as the physical transition of the equipment, etc.,
15 that will be performed by NRC.

16 QUESTION: The tapes?

17 MR. SCOTT: We will provide the tapes to you.
18 We will provide the stock to you, and everything else.

19 QUESTION: You will move everything from
20 CDSI?

21 MR. SCOTT: We will do the moving and deliver
22 to your doorstep, tapes, data bases, and say, here it
23 is. Then you will have X number of days, until November
24 7th, because on November 7th the button is turned on.

25 QUESTION: So you are responsible for the

1 transition, basically.

2 MR. SCOTT: It depends on what one defines as
3 the transition. We are responsible for moving the
4 material to you and providing it to you. Everything you
5 need to start up is your job.

6 MR. COLEMAN: Back to those two dates, there
7 will be an award date, arbitrarily speaking, on the 26th
8 of August, that is the award date, the date that the
9 contracting officer signs the contract, as we have
10 consumated an agreement. The effective date will be the
11 date that the contractor is provided to start work. In
12 other words, work must commence on a certain date, which
13 will be subsequent to the award date.

14 Usually people interchange the award date with
15 the effective date. In some cases you can do that, but
16 in this case, that will not be the case.

17 QUESTION: There is a requirement that NARS
18 inspect the facility for micro-fiche. Is NRC going to
19 arrange for that, and is NRC willing to pick up the
20 costs of those facilities?

21 MR. SCOTT: I don't understand the question.
22 I think that is a question that goes to Mr. Coleman, and
23 not me.

24 MR. COLEMAN: Are you saying, will the NRC be
25 responsible, say, if you move to a certain location?

1 QUESTION: If I prepare that facility to meet
2 the higher standards, the standards that are required
3 for that kind of storage, and I have to do that before
4 the contract award. So I am incurring this expense, and
5 the NRC is asking for that to be done.

6 MR. COLEMAN: I would encourage you to incur
7 no expense.

8 MR. SCOTT: I think there is a clause in here
9 that says that if the facilities are not existing, that
10 the proposal submit a detailed plan for that and what
11 those facilities would look like. So you would not be
12 submitting a fixed facility, you would be submitting a
13 plan for approval.

14 MR. COLEMAN: Be able to demonstrate to us
15 that you can adhere to that particular requirement. But
16 if you go out and incur costs before the award, you are
17 on your own.

18 MR. SCOTT: With respect to validity and
19 feasibility, if you say that you are going to build a
20 new building by November 7, we will be evaluating for
21 validity and feasibility.

22 QUESTION: When will we know if there is a
23 possibility for a walk-through?

24 MR. COLEMAN: Consisting of what?

25 QUESTION: The site of the incumbent, CDSI?

1 MR. COLEMAN: You mean, if it is determined
2 that you are in a position to get the award?

3 QUESTION: No. We can have a walk-through to
4 see what is going on.

5 MR. COLEMAN: You mean now?

6 QUESTION: Yes.

7 MR. COLEMAN: I will leave that up between you
8 and the CDSI.

9 QUESTION: We should call them individually?

10 MR. COLEMAN: CDSI will give Steve Scott the
11 answer, and it will come out as part of the amendment.

12 MR. SCOTT: Who should do what to whom in this
13 regard.

14 MR. COLEMAN: We will get together.

15 MR. SCOTT: The Government will confer.

16 MR. COLEMAN: Are these all the questions?

17 MR. SCOTT: We appreciate you all coming.

18 MR. COLEMAN: In conclusion, has everybody
19 signed the roster? Please do so before you go.

20 Also, before you go, even though you have met
21 Mr. Scott, Mr. McVey and Mr. Wade, there is to be no
22 contact with them.

23 All questions, irrespective of whether they
24 are technical or administrative should come to me, and I
25 will send them down to Steve and the panel. If you do

1 make contact with them, that sets the stage for
2 disqualification. So no contact.

3 Thank you all very much.

4 (Whereupon, at 11:45 a.m., the conference
5 adjourned.)

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NUCLEAR REGULATORY COMMISSION

This is to certify that the attached proceedings before the
NUCLEAR REGULATORY COMMISSION

in the matter of:

Date of Proceeding: July 30, 1982

Docket Number: _____

Place of Proceeding: Bethesda, Maryland

were held as herein appears, and that this is the original transcript thereof for the file of the Commission.

Patricia A. Minson

Official Reporter (Typed)

Patricia A. Minson

Official Reporter (Signature)

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Coordination	Justify	

REMARKS

The attached solicitation and/or amendment ADM-83-67 is an advance copy forwarded to you for posting on the public bulletin board in the Public Document Room and shall remain on display for the public until the date specified for receipt of offers.

Thank you,

*An additional copy has been forwarded to Document Control Desk.

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg.
Merle Dorsey, Procurement Clerk	AR-2223
Administrative Contracts Branch	Phone No.
Division of Contracts	X24800

5041-102

U.S. GPO: 1980-241-529/20

OPTIONAL FORM 41 (Rev. 7-76)
Prescribed by GSA
FPMR (41 CFR) 101-11.206

PDR

1. AMENDMENT/MODIFICATION NO. One (1)	2. EFFECTIVE DATE AUG 12 1982	3. REQUISITION/PURCHASE REQUEST NO. RFPA No. ADM-82-417	4. PROJECT NO. (If applicable)
5. ISSUED BY U.S. Nuclear Regulatory Commission Division of Contracts Washington, DC 20555		6. ADMINISTERED BY (If other than block 5)	

7. CONTRACTOR NAME AND ADDRESS <i>(Street, city, county, state, and ZIP Code)</i> TO ALL OFFERORS	8. <input checked="" type="checkbox"/> AMENDMENT OF SOLICITATION NO. RFP RS-ADM-82-417 DATED 7/22/82 (See block 9) <input type="checkbox"/> MODIFICATION OF CONTRACT/ORDER NO. _____ DATED _____ (See block 11)
--	--

9. THIS BLOCK APPLIES ONLY TO AMENDMENTS OF SOLICITATIONS

The above numbered solicitation is amended as set forth in block 12. The hour and date specified for receipt of Offers is extended, is not extended.

Offerors 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 signing and returning 2 copies of this 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 ISSUING OFFICE 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 such telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

10. ACCOUNTING AND APPROPRIATION DATA (If required)

N/A

11. THIS BLOCK APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS

(a) This Change Order is issued pursuant to _____
The Changes set forth in block 12 are made to the above numbered contract/order.

(b) The above numbered contract/order is modified to reflect the administrative changes (such as changes in paying office, appropriation data, etc.) set forth in block 12.

(c) This Supplemental Agreement is entered into pursuant to authority of _____
It modifies the above numbered contract as set forth in block 12.

12. DESCRIPTION OF AMENDMENT/MODIFICATION


The purpose of this amendment is to provide for changes to the solicitation and incorporate the preproposal conference transcript.

Therefore, the solicitation is amended as follows:

1. Under Part III - The Contract Schedule, Page 25 is deleted in its entirety and the attached page 25 (Revised) is substituted in lieu thereof.
2. Add the following charts and preproposal conference transcript, dated July 30, 1982, to Part IV, List of Attachments.
 - a. Charts as related between the Statement of Work as listed in Article X C.1-4 requirements and Document Management Branch work charts:

- Charts 7 and 8 relate to C.2	Attachment <u>10</u>
- Charts 9, 10, 12 and 13 relate to C.3	Attachment <u>11</u>
- Chart 20 relates to C.1	Attachment <u>12</u>

Except as provided herein, all terms and conditions of the document referenced in block 8, as heretofore changed, remain unchanged and in full force and effect.

13. <input type="checkbox"/> CONTRACTOR/OFFEROR IS NOT REQUIRED TO SIGN THIS DOCUMENT <input checked="" type="checkbox"/> CONTRACTOR/OFFEROR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN <u>2</u> COPIES TO ISSUING OFFICE			
14. NAME OF CONTRACTOR/OFFEROR BY _____ <small>(Signature of person authorized to sign)</small>	17. UNITED STATES OF AMERICA  BY _____ <small>(Signature of Contracting Officer)</small>		
15. NAME AND TITLE OF SIGNER (Type or print)	16. DATE SIGNED	18. NAME OF CONTRACTING OFFICER (Type or print) Mary Jo Mattia	19. DATE SIGNED AUG 12 1982

TO ALL OFFERORS

- 2 -

Amendment No. One (1)
RFP No. RS-ADM-82-417

b. Preproposal Conference Transcript Dated July 30, 1982 Attachment 13

NOTE: No revision to Article I, Section 4 - Fulfillment Requests for Copies of NRC Publications, will be made at this time.

the contracting officer or his representative will open and record the in-house cost estimate. However, no information relating to any contractor proposed prices will be provided. All interested parties will be provided a copy of the in-house cost estimate for review upon request.

3. If the most favorable offer results in a net cost to the NRC lower than the NRC's in-house cost estimate, the work identified above will be awarded, if otherwise appropriate. Should the in-house cost estimate be lower, the alternate proposal option will not be exercised.
 4. In accordance with provisions of the clause "Late Proposals, Modifications of Proposals, or Withdrawals of Proposals," a late modification which displaces the otherwise low in-house cost estimate shall not be considered. An otherwise low in-house cost estimate is considered a successful offer and cannot be displaced by a late modification within subparagraph (d).
2. Under Part III - The Contract Schedule, Page 25 is deleted in its entirety and the attached Page 25 (Revised) is substituted in lieu thereof.
 3. Under Article I - Statement of Work, Page 30, Paragraph 4 beginning "4. Fulfillment Requests. . ." is restated to read:

"4A Fulfillment Requests for Copies of NRC Publications (Items 1 through 3)"
 4. Under Article I - Statement of Work, Page 30, the following new paragraph is added:

"4B ALTERNATE PROPOSAL OPTION for Fulfillment Request for Copies of NRC Publications (Items 5 through 7)"

 - a. Contractor is required to pull from inventory or their holding area and return to NRC within 4 hours of notification any document(s) requested by NRC staff or public in accordance with NRC and GPO rules and regulations. Occasionally (not to exceed 10 times per month) immediate service (within 30 minutes) is necessitated by emergency demands. There are approximately 3,000 requests per month totalling a requirement for 25,000 documents. NRC will install direct NRC phones at the contractor site. These phones must be answered by the predetermined contractor staff during the hours specified.
 - b. Contractor is required to pull from inventory or their holding area and prepare for mailing to any public requestor or staff any specified documents within 24 hours (one work day) of receipt of request by the contractor.
 - c. Contractor shall assure that all individual requests (by requestor) are recorded on NRC Form 122, NRC Form 346, or GP Form 3430, as appropriate. Any number of documents may be requested per Form 122, Form 346 or Form 3430. These forms shall be returned to NRC with each fulfillment.
 - d. Contractor shall prepare within 24 hours of notification by NRC on NRC letterhead for the signature of the Chief, Document Management Branch, letters of explanation to the requestor as to why any particular distribution or request was not completed on time or correctly.

5. Add the following article to Page 42:

ARTICLE XVIII - RIGHT OF FIRST REFUSAL

The Contractor shall, consistent with NRC post-employment conflict of interest standards (see 10 CFR 0.735-26), give NRC employees, displaced as a result of

conversion from in-house to contract performance of the work in Paragraph 4 of Article I of this contract, the right of first refusal for employment openings on the contract in positions for which they are qualified.

6. Add the following charts as related between the Statement of Work as listed in Article XC.1-4 requirements and Document Management Branch work charts:

- a. Charts 7 and 8 relate to C.2
- b. Charts 9, 10, 12, and 13 relate to C.3
- c. Chart 20 relates to C.1

7. Add the following to Part IV, List of Attachments:

- a. NPC Form 346 - Cash Receipt Attachment 10
- b. GPO Form 3430 - Order Form
(R 4-81) Attachment 11
- c. Preproposal Conference Transcript
Dated July 30, 1982 Attachment 12

CONTINUATION SHEET

NAME OF OFFEROR OR CONTRACTOR

ITEM NO.	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
	Part III - The Contract Schedule				
	The Contractor shall provide the necessary personnel, facilities, equipment and material to furnish NRC publication distribution and inventory services.				
1.	Contract fixed price for basic year.				\$ _____
					TOTAL AMOUNT OF CONTRACT \$ _____
2.	Contract fixed price for option year one.				\$ _____
3.	Contract fixed price for option year two.				\$ _____
4.	Transition Costs (Reference Article I - Special Requirement, Section 1)				\$ _____

CONTINUATION SHEET

NAME OF OFFICE OR CONTRACTOR

ITEM NO.	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
	<u>ALTERNATE PROPOSAL OPTION (Work Statement)</u>				
5 A	Contract fixed price for basic year.				\$
5B	Fulfillment Request for Copies of NRC Publications				\$
	Total Base Year Items 5A and 5B.....				\$
6A	Contract fixed price for OPTION Year One.				\$
6 B	Fulfillment Request for Copies of NRC Publications				\$
	Total Option Year One, Items 6A and 6B.....				\$
7A	Contract fixed price for OPTION Year TWO				\$
7B	Fulfillment Request for Copies of NRC Publications.				\$
	Total Option Year Two, Items 7A and 7B.....				\$

DOCUMENT MANAGEMENT BRANCH
DISTRIBUTION SERVICES UNIT
DOCUMENT DISTRIBUTION
NUMBER OF DIFFERENT DOCUMENTS
01 JAN THRU 31 DEC 1982

CHART 07

MONTH	VALUE
JAN	370
FEB	462
MAR	527
APR	495
MAY	420
JUN	471
JUL	0
AUG	0
SEP	0
OCT	0
NOV	0
DEC	0

DOCUMENT MANAGEMENT BRANCH
DISTRIBUTION SERVICES UNIT
DOCUMENT DISTRIBUTION
NUMBER OF COPIES
01 JAN THRU 31 DEC 1982

CHART 08

MONTH	VALUE
JAN	119,170
FEB	148,112
MAR	190,293
APR	170,706
MAY	160,549
JUN	140,656
JUL	0
AUG	0
SEP	0
OCT	0
NOV	0
DEC	0

DOCUMENT MANAGEMENT BRANCH
PUBLICATIONS SERVICES UNIT
DOCUMENT REQUESTS
NUMBER OF REQUESTS
01 JAN THRU 31 DEC 1982

CHART 03

MONTH	VALUE
JAN	1,251
FEB	1,675
MAR	1,995
APR	1,832
MAY	1,317
JUN	1,576
JUL	0
AUG	0
SEP	0
OCT	0
NOV	0
DEC	0

DOCUMENT MANAGEMENT BRANCH
PUBLICATIONS SERVICES UNIT
DOCUMENT REQUESTS
NUMBER OF COPIES
01 JAN THRU 31 DEC 1982

CHART 10

MONTH	VALUE
JAN	10,647
FEB	12,224
MAR	13,170
APR	12,133
MAY	10,171
JUN	10,419
JUL	0
AUG	0
SEP	0
OCT	0
NOV	0
DEC	0

DOCUMENT MANAGEMENT BRANCH
PUBLICATIONS SERVICES UNIT
NUMBER OF SALES TRANSACTIONS
01 JAN THRU 31 DEC 1982

CHART 12

MONTH	VALUE
JAN	508
FEB	508
MAR	792
APR	615
MAY	596
JUN	613
JUL	0
AUG	0
SEP	0
OCT	0
NOV	0
DEC	0

DOCUMENT MANAGEMENT BRANCH
PUBLICATIONS SERVICES UNIT
NUMBER OF DOCUMENTS
(GIVE-AWAYS NOT INCLUDED)
01 JAN THRU 31 DEC 1982

CHART 13

MONTH	VALUE
JAN	2,229
FEB	2,058
MAR	3,034
APR	2,792
MAY	2,279
JUN	2,938
JUL	0
AUG	0
SEP	0
OCT	0
NOV	0
DEC	0

DOCUMENT MAINTENANCE BRANCH
PUBLICATIONS SERVICES UNIT
DISTRIBUTION LIST MAINTENANCE
TRANSACTION COUNT
01 JAN THRU 31 DEC 1982

CHART 20

MONTH	VALUE
JAN	1,959
FEB	2,301
MAR	3,158
APR	2,354
MAY	2,122
JUN	5,266 (includes mail survey work)
JUL	0
AUG	0
SEP	0
OCT	0
NOV	0
DEC	0

7028

CASH RECEIPT

RECEIVED FROM -- NAME

DATE

AREA CODE

PHONE NUMBER

ADDRESS

(Check Appropriate Box)

CHECK CASH MONEY ORDER

QUANTITY	DESCRIPTION OF ITEM	UNIT RATE	COST

RECEIVED BY

TOTAL
AMOUNT
RECEIVED

