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**UNITED STATES
NUCLEAR REGULATORY COMMISSION**
WASHINGTON, D.C. 20555-0001

December 18, 1998

ES, Incorporated
ATTN: Dr. Vincent Perry
1100 15th Street, N.W., Suite 300
Washington, DC 20005-1707

Dear Dr. Perry:

SUBJECT: Contract No. NRC-03-94-028, Task Order No. 6 entitled
"FY 1999 NRC Annual Regulatory Information Conference"

In accordance with Section G.4, Task Order Procedures, of the subject contract, this letter definitizes Task Order No. 6. This effort shall be performed in accordance with the enclosed Statement of Work.

Task Order No. 6 shall be in effect from December 18, 1998 through March 31, 1999 with a cost ceiling of \$35,471. The amount of \$33,271 represents the total estimated reimbursable costs, and the amount of \$2,200 represents the fixed fee.

The accounting data for the subject task order is as follows:

B&R No.:	920-15-104-105
Job Code No.:	J-2057
Appropriation No.:	31X0200.920
BOC No.:	252A
NRR Unique Identifier:	NRR94028
Obligated Amount:	\$35,471

The following individual is considered to be essential to the successful performance of the work hereunder: Therese Salmon, Conference Coordinator.

The Contractor agrees that such personnel shall not be removed from the effort under the task order without compliance with Contract Clause H.1, Key Personnel.

Your contacts during the course of this task order are:

Technical Matters: Ms. Sharon Bell
Project Officer
(301) 415-1217

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NRC-03-94-028 PDR
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- 2 - Contract No. NRC-03-94-028

Task Order No. 6

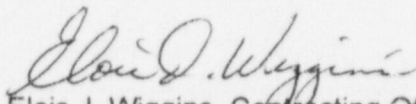
Contractual Matters: Ms. Anita Hughes
Contract Specialist
(301) 415-6526

The issuance of this task order does not amend any terms or conditions of the subject contract, including the contract ceiling amount of \$170,977.

Please indicate your acceptance of this task order by having an official, authorized to bind your organization, execute three (3) copies of this document in the space provided and return two (2) copies to the U.S. Nuclear Regulatory Commission, ATTN: Ms. Anita Hughes, Division of Contracts and Property Management, T-712, ADM/DCPM/CMB2, Washington, D.C. 20555. You should retain the third copy for your records.

If you have any questions regarding this matter, please contact Anita Hughes, Contract Specialist, on (301) 415-6526.

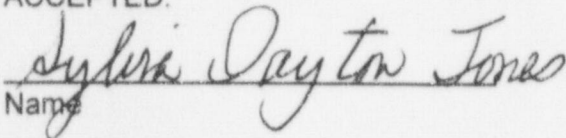
Sincerely,



Elois J. Wiggins, Contracting Officer
Contract Management Branch No. 2
Division of Contracts and Property
Management
Office of Administration

Enclosure:
As stated

ACCEPTED:


Name

VP
Title

12/22/98
Date

I. BACKGROUND

NRC's Office of Nuclear Reactor Regulation (NRR) sponsored annual Regulatory Information Conference (RIC), hereinafter referred to as FY99 RIC, is scheduled for the afternoon of March 3, the full day of March 4, and the morning of March 5, 1999 at the Capital Hilton Hotel, Washington, DC (hereinafter referred to as "the hotel".) NOTE: There will be NO conference luncheons and there will be NO Pre-Registered Attendee OR Final Attendee list published and provided to attendees for FY99 RIC.

II. FY99 RIC Program

A. Wednesday, March 3, 1999

Registration will commence at 8:30 a.m. on Wednesday, March 3, 1999, and continue until 5:30 p.m. The FY99 RIC Program will begin at 1:00 p.m. and will end at 5:00 p.m. All of the Wednesday, March 3, 1999, program sessions will be held in the Presidential Ballroom with no breakout sessions on that day.

B. Thursday, March 4, 1999

Registration will commence at 7:00 a.m., Thursday, March 4, 1999, on the Capital Terrace and continue until 5:30 p.m. The Thursday, March 4, 1999, FY99 RIC program will begin at 8:00 a.m. and continue to 5:45 p.m.

C. Friday, March 5, 1999

The Friday, March 5, 1999, FY99 RIC program will begin at 8:00 a.m. and continue to close of the conference at 12:00 p.m. One registration booth will be open from 7:00 a.m. through 9:00 a.m. on March 5, 1999.

III. OBJECTIVE

The objective of this task order is to obtain specialized conference assistance for the FY99 RIC.

IV. TECHNICAL AND OTHER SPECIAL QUALIFICATIONS REQUIRED

The contractor personnel shall have demonstrated overall experience and capability to provide assistance in conference organization, conference registration support, and actual experience in assisting in the conduct of the meetings/conferences (i.e., acting as ushers, answering attendees questions regarding directions, performing duties turning viewgraphs/transparencies and/or by providing portable

microphones to attendees during the question and answer portions of meetings.) The contractor personnel who assist with on-site edit of the FY99 RIC Proceedings and other documents shall have WordPerfect 6.1 capabilities and experience in editing and preparing final camera ready documents for publishing.

V. Contractor Conference Coordinator

The contractor's Conference Coordinator shall have experience in planning, coordinating and running conferences with large numbers of attendees.

The Conference Coordinator shall personally attend all conference planning meetings as prescribed by the statement of work. The contractor's Conference Coordinator shall ensure that all contractor personnel, including sub-contractors are aware of and updated on all procedures regarding registration, duties of Q&A and viewgraph/transparency turners, etc, and the duties and posts each contractor staff person will staff, as well as, changes to the FY99 RIC Program and Schedule. The contractor Conference Coordinator shall supervise the registration process and quickly act to alleviate delays during registration, especially prior to the start of the conference on the first day of the conference, as well as prior to the start of the morning sessions on the second day of the conference.

The contractor Conference Coordinator shall also monitor on a random basis the activities in each of the meeting rooms to ensure that all logistical support personnel are at their correct positions; to resolve any problems that might arise and quickly make any adjustments or re-assignments as may be necessary.

The contractor Conference Coordinator shall ensure that all on-site contractor staff are notified that the telephones located in the NRC Conference Message Center and at the NRC PDR table are for official NRC business only and that only official business calls relating to the running of the conference may be made from these phones by the contractor.

VI. WORK REQUIREMENTS AND SCHEDULE

The contractor shall provide support as follows:

A. Kick-off Meeting

December 21, 1998

The contractor's Conference Coordinator shall meet with the NRC Project Officer (hereinafter referred to as the NRC PO) and the hotel representative(s) concerning procedures for participant registration, placement of signage and meeting room arrangements which will involve contractor personnel, such as, Q&A and viewgraph/transparency turning duties, and program schedule updates, etc.

At the December 8, 1998 Kick-Off meeting, the contractor shall provide the full name of the individual who will be performing on-site editing of the FY99 RIC Proceedings. This information will be used to arrange for security access to the NRC White Flint One building and a computer access code. The contractor shall immediately notify the NRC PO by phone, confirmed by telecopy, of any changes with regard to the person assigned by the contractor to perform on-site edit of the proceedings so that the information entered in the NRC security system can be updated prior to the report date for editing.

NRC Provided Artwork/Plastic Badge Holders/Ribbons

December 31, 1998

At the December 8, 1998, "Kickoff Meeting, NRC will provide camera-ready artwork for use in making presenter tent cards and attendee badges, one (1) sample name badge with insert, Presenter and RIC support staff badge ribbons, the NRC PO's telecopy number and email address, and a list of NRC RIC support staff who will assist at the conference. NRC will also provide up to 1000 pre-printed name badge inserts with the FY99 RIC artwork for preparation of outside NRC badges. NOTE: NRC will provide pre-printed badges with NRC employee names. It is therefore expected that the contractor will only have to prepare a few (no more than 50) NRC employee badges.

B. Registration

The FY99 RIC will have a registration form for hotel accommodations/ refreshments and a registration form for conference attendance.

1. Hotel Accommodations

Every Thursday from
January 28, 1999 through
February 25, 1999

- a. Registration forms for hotel accommodations/refreshments will be submitted by conference attendees directly to the hotel. The contractor shall pick up the registration forms from the hotel every Thursday for five (5) weeks, from January 28, 1999 through February 25, 1999.
- b. The contractor shall review the information contained on the hotel accommodation registration forms to ensure the following:
 - i. That all individuals who have registered for hotel accommodations have also registered for the conference. In instances where there is a hotel registration form but no conference registration form, the contractor shall contact the individual and "pre" register the individual(s) for the conference.

- ii. Maintain a count of sleeping rooms rented by conference attendees which will be included in the statistics provided each week to the NRC PO. See "Registration Statistics / VIP Lists Reports(s)" below.

2. Conference Registration

From January 4, 1999,
until March 1, 1999

Forms for conference registration shall be submitted directly to the contractor. The conference registration form format includes an attendee affiliation category/position. The contractor shall maintain an accurate accounting of the conference registration forms received and shall review each registration form for completeness. In cases where data is missing, the contractor shall contact the attendee and obtain the missing information. The contractor shall prepare attendee name badges from the information submitted on the conference registration forms.

3. Registration Statistics/VIP Lists Report(s)

Every Thursday beginning
January 28, 1999 through
February 25, 1999

Using the information provided on the conference attendee registration forms, the contractor shall develop a computerized database on all registrants, including affiliation categories identified by registrants. The contractor shall systematically review and update the database to ensure removal of "duplicate" names and accuracy of information entered, including spelling and correct company/corporation/organization etc.

The conference registration statistics/VIP and lists shall be provided by telecopy and email to the NRC PO by 3:00 P.M., each Thursday, for five (5) weeks from January 28, 1999 through February 25, 1999. The email file of the statistics/lists shall be formatted in WordPerfect 6.1. Effective with the second statistical report, new names added each week to the list(s) shall be highlighted with an asterisk (*).

The registration form will include the following four affiliation groups with their sub-categories:

Government (U.S.)	Nuclear Industry	Foreign	Other
NRC	Utility	Foreign Government	Law Firm
other Federal agency	Plant	Foreign Commercial Firm	Nuclear Industry Consultant
State/Local Government	NSSS Vendor	Foreign (Other)	News Media

Contract Number NRC -03-94-028 with ES, Inc.
 Task Order No.6, Statement of Work
 "FY 1999 Regulatory Information Conference Support"

Government Laboratory/ Government Corporation	Architect Engineer		Public
	other		other

a. Statistics

The statistical portion of the report shall include the following:

- i. hotel room registrations total number (obtained from hotel registration forms)
- ii. starting with the second week report, the number of new hotel room registrations
- iii. total number of registered conference attendees
- iv. starting with the second week report, the number of new registered conference attendees
- v. number of people in each sub-category under the 4 main affiliation groups
- vi. starting with the second week report, the number of new additions under each of the sub-categories

b. Lists

The lists portion of the report shall include the following:

- i. alphabetical list of the names of all registrants with their full name, title, company/organization name and affiliation
- ii. list of all registrants in alphabetical order by company name, with the company/organization, individual's full name, title, and affiliation
- iii. a separate alphabetical list of "VIP" registrants using the following categories:

US/State Local Governments	Utility	Miscellaneous
Senator/Congressperson	CEO	News Media
Congressional/Senate aide(s)	President	Foreign National
CFO or CIO	Vice President	
Secretary, Under Secretary or Office Director and above	Plant Manager	

- iv. note the name(s) of individual(s) who had a hotel room reservation but no conference reservation and whether the contractor was successful in contacting the individual(s)

c. Edit/Proofread Conference Documents

January 25, 26,
27, 28 and 29,
1999

The Contractor shall provide one (1) individual to: 1) perform non-technical editing (proofreading) of conference proceedings speeches and viewgraphs/transparencies and bring typographical errors or inconsistencies to the immediate attention of the NRC PO; 2) assemble for publishing the hard copy input for the proceedings in sections which correspond to the separate sessions listed in the

FY99 RIC Program, with a "cover" insert identifying the session before each session in the Proceedings (The cover inserts will be provided by the NRC PO at the time the editing is performed); 3) proof the draft Proceedings for typographical errors and ensure that the correct slides/speeches are in contained in the correct sessions, 4) after final review of the draft proceedings, insert page numbers. Note: The quick turnaround requirement for this activity will require one (1) Contractor person to be on-site at NRC Headquarters, One White Flint North, Rockville, MD for up to five (5) days, 7:00 a.m. to 3:00 p.m. Note: The person assigned for this effort must present a picture identification (driver's license or other identification) at the One White Flint North lobby guard station each day in order to gain entrance to the building.

D. Last Minute Registration

February 17, 1999
through March 2,
1999

The contractor shall directly receive telephone inquiries from last-minute conference registrants and shall either respond to the inquiries or forward them to the hotel, as appropriate. The contractor shall consult with the NRC PO on any questions for which either the hotel or the contractor are unable to provide a response. The contractor shall provide one full time individual dedicated to handle last-minute registration and other requests for the period February 17, 1999 through March 2, 1999.

E. Conference Name Badges

February 22, 1999 through
March 5, 1999

1. Using the NRC provided artwork, the contractor shall produce a name tag for: a) each registered conference attendee with the name of the individual and the organization/company; b) each NRC FY99 RIC staff (i.e., room monitors and message center, etc.) with the name of the individual and USNRC; c) each of the contractor personnel who will be on-site March 3, 4 and 5, 1999 with the name of the individual and "Conference Support" and d) all FY99 presenters listed in the final conference Program with the name of the individual and the organization/company. The final conference Program will be provided to the contractor as soon as it is published. All name tags shall be reviewed for accuracy for the spelling of the name, as well as, accuracy of the organization listed.
2. Badge name tag inserts shall be a blue NRC logo, black name/title etc. on a white background. NRC FY99 RIC staff (room monitors, message center, etc.) and the contractor personnel badges shall have a white "INFORMATION" ribbon affixed to each. All presenters listed in the FY99 RIC Program shall have a multi-colored ribbon with the word "PRESENTER" affixed to the badge. Note: NRC will provide a sample name badge with the

artwork and plastic name badge holders for all conference badges and ribbons. The contractor shall insert each name tag into an NRC provided plastic badge sleeve and affix the ribbons, as applicable, ensuring that badges with ribbons are handled such that the ribbons remain straight and do not become "dog-eared." If badges with ribbons are inserted into envelopes, the envelopes should be large enough so that the ribbon does not become bent or dislodged.

3. Attendee badge information shall include the attendee's name and company name and affiliation. The contractor shall control the processing of badges to ensure that the information on the badges is accurate and that the individual's company name are correct.
4. The contractor shall prepare name badges for its contractor personnel and the NRC RIC staff at the hotel prior to the conference. Pre-registered attendee badges shall be prepared as each is received. Name badges for on-site registrants shall be prepared at the conference during the conference registrations periods.
5. The NRC PO will provide approximately 540 plastic badge holders by December 18, 1998. The contractor shall purchase an additional 500 badge holders and additional inserts, as necessary. Any badge holders and blank inserts left over at the end of the conference should be returned to the NRC, along with any badges returned by conference attendees, for use at the next RIC conference.

F. Final Preparation Meeting

February 22, 1999 (Also
the Conference Pre-
Registration Deadline)

The contractor Conference Coordinator shall attend a one (1) day meeting at the hotel with the NRC PO and the hotel staff to review final needs and communicate any last-minute directions from both sides. The contractor shall provide the NRC PO with one (1) sample name badge (see below) at this meeting.

G. Special Pre-registration Form Pick-Up

February 24, 1999

The contractor shall make a special pickup at the hotel of pre-registered attendee forms. The information on the forms will be included in a report (names, titles and company/organization names) and delivered by email and telecopy to the NRC PO by cob February 24, 1999. A hard copy of the report shall be mailed to the NRC PO.

H. Tie-Down Meeting

February 24, 1999

The contractor Conference Coordinator shall participate in an approximately ½ day pre-conference/tie-down meeting with the principal staff of and at the hotel with the NRC PO. The contractor Conference Coordinator shall ensure that all members of the contractor's on-site team are updated on any changes in registration procedures, room assignments, etc. which result from this meeting.

I. Statistical Information

February 26, 1999

At the "Tie Down" meeting on February 26, 1999, the contractor shall provide to the NRC PO, the pre-registered attendee statistical information for use in housekeeping statistics provided in the conference opening remarks.

J. Final Walk-Through Meeting

March 2, 1999

The contractor Conference Coordinator shall participate in a final logistics walk-through with the NRC PO on-site at the Capital Hilton Hotel from 3:00 p.m. to 5:00 p.m. March 2, 1999.

K. Directional Signs

March 3, 1999

The contractor shall place all conference directional signs and position the message board outside the designated conference "message center" between 7:00 and 8:00 a.m. March 3, 1999.

L. Registration Booths and Conference Signs

March 3 through
March 5, 1999

1. The contractor shall provide and set up five (5) booths in the registration area at the hotel. Four of the booths shall be clearly marked, each with a section of the alphabet: A-F, G-L, M-S and T-Z. The fifth booth shall be marked "Cashier". The four registration booths shall be staffed by two individuals each. One contractor staff person at each booth will hand out badges to pre-registered attendees and the other person at each booth will process on-site badges. Following conference registration, each attendee having pre-purchased refreshments or who wishes to do so will be directed to the "cashier" booth which will be staffed by the hotel.
2. The contractor shall arrange for these booths to be assembled and setup at the Capital Hilton as follows:

by 8:30 a.m. March 3, 1999 for registration from 8:30 a.m. to 5:30 p.m.
by 7:00 a.m. March 4, 1999 for registration from 7:00 a.m. to 5:00 p.m.
by 7:00 a.m. March 5, 1999 for registration from 7:00 a.m. to 9:00 a.m. (one booth only)

Note: Based on availability of space at the hotel, the 5 booths may need to be set up on the first day of the conference in one of the meeting rooms instead of on the Capital Terrace. If this is the case, the contractor shall relocate the booths to the Capital Terrace before 7:00 a.m. on the second day of the conference. (The NRC PO will notify the support contractor of the exact location of the booths at the December 21, 1998, Kick-Off Meeting.)

M. Registration

March 3 -5, 1999

1. The contractor shall provide six individuals to perform registration during the above listed registration periods. Note: The contractor Conference Coordinator shall not be one of these six, but shall be available to resolve problems and to direct the registration operations.
2. The contractor personnel shall perform the following registration actions:
 - a. Ensure that each attendee is registered in an efficient, effective, prompt, and courteous manner. The contractor shall ensure that its staff have knowledge of the conference program schedule and any changes in the schedule, the location of the meeting rooms etc. and be able to answer attendee questions about the conference and hotel logistics.
 - b. Ensure that the name badge information is accurate, that spelling is verified.
 - c. Ensure that the registration booths are continually staffed during the above registration time periods.
 - d. Ensure that name badges are prepared and packages are distributed to registrants.
 - e. Arrange preregistered attendee packages alphabetically to ensure efficient and prompt distribution of packets.
 - f. Ensure that the contents of the registration packages are complete.
 - g. Provide adequate backup support to alleviate delays, especially in the mornings on the first two days of the conference.

N. Conference Logistics Support

March 3-5, 1999

- a. The contractor shall provide logistical support during the conduct of

the RIC. The contractor shall ensure that all individuals assigned to this effort, arrive at the assigned meeting rooms in advance of the meeting times, dress appropriately for a professional meeting, conduct themselves in a professional manner and that when meetings are in progress they remain alert to changes in needs and circumstances in the meeting rooms. All logistical support personnel shall be interchangeable and shall quickly and without hesitation assume the duties, as assigned by the NRC Room Monitors, necessary for the smooth running of the meetings. These duties may include any of the following:

- Operate overhead projectors
- Distribute Q&A cards during Q&A periods
- Collect Q&A cards from attendees
- Turn viewgraphs/transparencies or operate slide projectors
- During Q&A periods, provide portable microphones to attendees
- Support NRC room monitors (all day, both days of RIC)
- Assist in the Conference Message Center or other areas of RIC, as needed, when sessions are not being conducted in meeting rooms
- Answer questions from attendees
- Troubleshoot
- Assist in preparing meeting room for next meeting

b. Assignment of the above contractor personnel shall be as follows for each session in each room:

"Presidential Ballroom" 4 individuals total (2 of the 4 may be used to do the overhead projection and/or 35mm slide projection and 2 may be used for questions & answers from the audience).

"Congressional" Meeting Sessions 3 individuals total (1 of the 3 may be used to assist with the overhead projection and/or 35mm slide projection and 2 may be used for questions & answers from the audience).

"Senate" Room 2 individuals total (1 of the 2 may be used to assist with the overhead projection and/or 35mm slide projection and 1 may be used for questions & answers from the audience).

Federal A/B Room 3 individuals (2 of the 3 may be used to assist with the overhead projection and/or 35mm slide projection and 1 may be used for questions & answers from the audience).

"South American A/B Room" 3 individuals (2 of the 3 may be used to assist with the overhead projection and/or 35mm slide projection and 1

may be used for questions & answers from the audience).

- c. Contractor logistical support staff assigned to the Presidential Ballroom on March 3, 1999, shall meet with the NRC staff Room Monitors in the Presidential Ballroom at 12:30 p.m. March 3, 1999 to go over procedures, schedules and assignments for the Wednesday, March 3, 1999, sessions.

Contractor logistical support staff assigned for all rooms on March 4, 1999, shall meet with the NRC staff Room Monitors in the Presidential Ballroom at 7:30 a.m. March 4, 1999, to go over procedures, schedules and assignments for the day.

Contractor logistical support staff assigned for all rooms on March 5, 1999, shall meet with the NRC staff Room Monitors in the Presidential Ballroom at 7:30 a.m. March 5, 1999, to go over procedures, schedules and assignments for the day.

- d. The above logistical support contractor staff are in addition to the contractor registration staff. NRC will provide a room monitor for each of the meeting rooms to coordinate the activities and assist, whenever necessary with the running of the sessions.
- e. The NRC PO will advise the contractor Conference Coordinator of any changes in the above schedule. The contractor Conference Coordinator shall ensure that all contractor staff assigned to meeting rooms are kept aware of any last minute changes to the program schedule.

Q. USED NAME BADGE RETURN BOXES

The contractor shall place boxes at the top of each stairway to collect used attendee name badges by 3:00 p.m. on Wednesday, March 3, 1999.

P. REGISTRATION BOOTH REMOVAL and CLEANUP

March 4 and 5,
1999

The contractor shall commence dismantling, removal, and return of three of the registration booths at 1:00 p.m. on March 4, 1999. The fourth registration booth and the cashier booth shall be dismantled and removed by between 10:00 a.m. and 10:30 a.m. on March 5, 1999. The contractor shall ensure that removal of the booths is done quietly so as not to disturb meeting attendees.

Q. FINAL FY 1999 RIC STATISTICS

March 5, 1999

The contractor shall provide the NRC PO with the final statistical information on

attendance at the conference from information included on conference registration form in one (1) hard copy and on a computer disk.

R. Computerized Attendance Lists

March 9, 1999

Prepare amended computerized attendance lists (one by last name of individual and one by company) and provide these lists in one (1) hard copy together with a computer disk (in WP 6.1 format) to the NRC PO by cob March 9, 1999, for use in updating the RIC mailing list.

S. Post RIC Proceedings/Speeches Mailing

March 22, 1999

The contractor shall complete mailing requested copies of speeches or proceedings requested to Conference attendees by March 22, 1999. The contractor shall provide the NRC PO with the original requests for RIC documents together with an accounting of when the documents were mailed to the attendees (one (1) hard copy together with the original requests.)

5. DELIVERABLES

- | | |
|---|---|
| A. Sample Name Badge | December 31, 1998 |
| B. On-site contractor edit personnel name for building pass | December 31, 1998 |
| C. RIC Registration Statistics | Each Thursday January 7, 1999 through February 25, 1999 |
| G. Final Registered RIC Attendee List | February 26, 1999 |
| D. Conference Name Badges Inserts | March 3 through 5, 1999 |
| E. Presenter Tent Cards | March 3, 1999 |
| F. Pre-Registered Attendee Statistics | (see schedule) |
| H. Amended Computerized Attendance Lists | By Noon March 3, 4 and 5, 1999 |
| I. Final Attendance Statistics | March 12, 1999 |
| J. Attendee Requests for RIC Documents | March 22, 1999 |

6. MEETINGS AND TRAVEL

- E. The contractor Conference Coordinator shall attend the following meetings:

Kickoff	December 21, 1998
Final Preparation	February 22, 1999
Tie-Down	February 24, 1999
Final Walk-Through	March 2, 1999

- F. Messenger Trips to the hotel

Twelve round trips from the contractor's facility to the conference site (Capital Hilton) are anticipated.

- G. Messenger Trips to NRC Headquarters, Rockville, MD.

Nine (9) round trips from the contractor's facility to the NRC.

- H. On-Site NRC HQ effort January 26, 27, 28 and 29, 1999

Five days for one (1) person on site at NRC HQ for editing.

7. NRC-FURNISHED MATERIALS

- I. List of names for use in making badges (NRC RIC staff AND Program Presenters) December 31, 1998

- J. Camera-ready artwork and sample name badge December 31, 1998

- K. Presenter, NRC staff and contractor staff badge ribbons December 31, 1998

- L. Plastic badge holders (540 plastic sleeves with clip) December 31, 1998

- M. Directional signs March 2, 1999

8. LEVEL OF EFFORT

The level of effort is estimated at 424 professional staff hours.

9. PERIOD OF PERFORMANCE

The period of performance for Task Order No. 6 shall be from December 18, 1998 through March 31, 1999.

10. LICENSE-FEE RECOVERY

The work under this task order is not license fee recoverable.

11. Computer Disks

Computer software used for the statistics and lists shall be in WordPerfect 6.1 format.