



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

JAN 28 1998

ES, Incorporated
ATTN: Dr. Vincent Perry
1133 15th Street, N.W., Suite 1250
Washington, DC 20005-2170

Dear Mr. Perry:

SUBJECT: CONTRACT NO. NRC 03-94-028, TASK ORDER NO. 5 ENTITLED "FY 1998 NRC ANNUAL REGULATORY INFORMATION CONFERENCE"

In accordance with Section G.4, Task Order Procedures, of the subject contract, this letter definitizes Task Order No. 5 with an established cost ceiling of \$30,513. This effort shall be performed in accordance with the enclosed Statement of Work and the contractor's technical proposal dated January 23, 1998.

Task Order No. 5 shall be in effect from January 28, 1997 through April 30, 1998, with a total cost ceiling of \$30,513. The amount of \$28,613 represents the total estimated reimbursable cost, and the amount of \$1,900 represents the fixed fee.

Accounting Data for Task Order No. 5 is as follows:

B&R No.:	820-15-11-30-3C
Job Code No.:	J-2057
APPN No.:	31X0200.820
BOC No.:	252A
FFS No.:	NRR9402805
Obligated Amount:	\$30,513

The following individual is considered to be essential to the successful performance of the work hereunder: Vida Smith.

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 the task order are:

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

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

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NRC-03-94-028 PDR

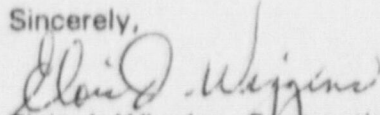


The issuance of this task order does not amend any terms or conditions of the subject contract, including the contract ceiling amount of \$206,477.

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, DC 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,

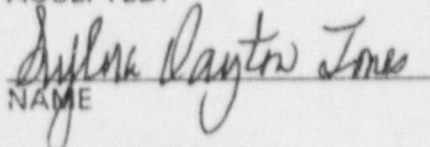


Elois J. Wiggins, Contracting Officer
Technical Acquisition Branch No. 2
Division of Contracts and
Property Management
Office of Administration

Enclosure:

As stated

ACCEPTED:



NAME

Vice President

TITLE

January 30, 1998

DATE

Number NRC-03-94-028 with ES, Inc.
Statement of Work for Task Order No. 5
Entitled
"FY 1998 Regulatory Information Conference (RIC) Support"

1. BACKGROUND

NRC's Office of Nuclear Reactor Regulation (NRR) sponsors an annual Regulatory Information Conference (RIC) to foster a better understanding of technical issues between industry and the NRC and to improve communications with the industry on NRC's safety initiatives and their bases. The FY 1998 RIC is scheduled for April 14-15, 1998 at the Capital Hilton Hotel, Washington, DC (hereinafter referred to as "the Hotel".)

2. OBJECTIVE

The objective of this task order is to obtain specialized conference planning expertise to assist NRR in planning and conducting the FY 1998 RIC.

3. TECHNICAL AND OTHER SPECIAL QUALIFICATIONS REQUIRED

The contractor personnel shall have demonstrated overall experience and capability to provide assistance in conference planning and actual experience in assisting at conferences.

4. WORK REQUIREMENTS AND SCHEDULE

The contractor shall provide support to NRR in conducting the April 14-15, 1998, RIC at the Capital Hilton Hotel in Washington, DC.

The work to be completed and due dates are as follows:

A. Kickoff Meeting

January 30, 1998

The contractor's Conference Coordinator shall meet with the NRC Project Officer (PO) and the Hotel representative at the Capital Hilton Hotel concerning participant registration, setup of the rooms, and arrangement for audio-visual requirements.

B. NRC Provided Artwork/Plastic Badge Holders/Ribbons

January 30, 1998

At the January 30, 1998 "Kickoff Meeting, NRC will provide camera-ready artwork, one (1) sample name badge (with insert), plastic badge holders (approximately 1,000) and a list of NRC RIC staff for the conference.

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C. Registration Cards

Every Thursday from February 19,
1998 through April 9, 1998

- (1) Registration cards will be submitted by conference attendees directly to the Capital Hilton Hotel to obtain hotel accommodations. The contractor shall pick up these registration cards from the Hotel every Thursday for eight (8) weeks, from February 19, 1998 through April 9, 1998.
- (2) The registration card format includes the attendee's company name. The contractor shall maintain an accurate accounting of the registration cards received and shall review each registration card for completeness. In cases where data is missing, the contractor shall contact the attendee and request the missing information.

D. Registration Statistics

Every Thursday by 4 PM beginning
February 19, 1998 through April
9, 1998

- (1) Using the information provided on the attendee registration cards, the contractor shall develop a computerized database on all registrants, including company categories identified on registration cards. There will be approximately ten (10) affiliation categories.
- (2) The conference registration statistics shall be provided in one (1) hard copy and a computer disk to the NRC PO each Thursday by 4:00 PM, for eight (8) weeks from February 19, 1998 through April 9, 1998. The reports shall consist of two alphabetical lists of all attendees and a list of participants by company name registered in each affiliation category. Examples of categories are: *nuclear utility representatives, representatives of manufacturers, vendors, law firms or contractors for the nuclear industry, other government agencies, national laboratories, foreign organizations, or research organizations.*

E. Monthly Business Letter Reports

February 27, March 31,
and April 30, 1998

The contractor shall provide a Monthly Business Letter Report (MBLR) for February, March and April, 1998 in the format specified in the basic contract. The final MBLR shall include recommendations for improving the RIC.

E. VIP List

March 12, 1998

Using the list of registrants for the FY 1998 RIC, the contractor shall identify and provide two lists of "VIPs" to the NRC PM by 4:00 PM, March 12, 1998. The reports shall consist of two alphabetical lists of attendees registered. One shall be sorted by name and the other shall be sorted by company name.

G. Edit/Proofread Conference Documents

March 24, 25, 26 and 27, 1998

The Contractor shall perform non-technical editing (proofreading) of conference proceedings, view graphs, and final program. (The quick turnaround requirement for this activity will require contractor personnel to be on-site at NRC Headquarters, One White Flint North Building, 11555 Rockville Pike, Rockville, MD for 4 days).

H. Last Minute Registration

March 30, 1998
through
April 10, 1998

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 individual dedicated to handle last-minute registration and other requests for the period March 30, 1998 through April 10, 1998.

I. Conference Name Badges

April 2 through
April 15, 1998

- (1) Using the NRC provided artwork, the contractor shall produce a name tag for each registered conference attendee, as well as each NRC RIC staff (i.e., room monitors etc.) and each of the contractor personnel on-site April 13, 14 and 15, 1998.
- (2) Using the NRC provided artwork, the contractor shall prepare name tag inserts as follows: The inserts shall be on a white background with blue NRC logo. The registrant's name and company name shall be black.

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Payment for meals shall be indicated by placing either "M1&2" or "M1" or "M2" in the lower right hand corner of each badge to indicate if meals have been purchased by the participant for both days, the first day only or the 2nd day, respectively. The contractor shall insert each name tag into an NRC provided plastic badge sleeve and affix the NRC provided ribbons, as applicable. Pre-registered participant badges shall be prepared prior to the 1st day of the conference to avoid delays during registration.

- (3) Attendee badge information shall include the attendee's name and either the company name or the Federal agency name.
- (4) The contractor shall prepare name badges for its contractor personnel, pre-registered attendees, and the NRC RIC staff prior to the conference. Name badges for walk-in registrants shall be prepared on-site at the conference during the conference registrations periods.

J. 2nd Round VIP Invitations

April 2, 1998

The contractor shall provide similar lists as done under item F. for the period March 12, 1998 through April 2, 1998. The contractor shall identify and provide a second list of "VIP's" to the NRC PM by 4:00 PM, April 2, 1998.

K. Special Pre-registration Card Pick-Up

April 6, 1998

The contractor shall provide one (1) special pickup at the Hotel of pre-registered attendee cards for incorporation into the preliminary attendance list.

L. Tie-Down Meeting

April 7, 1998

The contractor Conference Coordinator shall participate in a 1/2 day pre-conference/tie-down meeting with the principal staff of and at the Hotel with the NRC PO.

M. Statistical Information

April 7, 1998 and
Noon April 15, 1998

At the "Tie Down" meeting on April 7, 1998, the contractor shall provide to the NRC PO pre-registered attendee statistical information for use in the conference opening remarks and again by noon, April 15, 1998 for use

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in the conference closing remarks.

N. Pre-paid Meals List

April 7, 1998

The contractor shall provide an alphabetically sorted list of attendee's who have pre-paid for meals at the "Tie Down" meeting.

O. Final List of Presenter Names

April 7, 1998

NRC will provide a final list of presenter names for badges and tent covers to the contractor at the "Tie Down" Meeting.

P. Camera-ready Pre-Registered Conference Attendees List

April 7, 1998

By 4:00 PM, April 7, 1998, the contractor shall provide a final camera-ready listing of all pre-registered conference attendees (one sorted by first name of the individual and one sorted by company name) to the NRC PO in one (1) hard copy together with a computer disk.

Q. Printed Pre-Registered Attendees List

April 13, 1998

NRC will deliver 1,000 printed copies of the pre-registered attendees list to the contractor staff on-site at the Capital Hilton on April 13, 1998.

R. Final Walk-Through Meeting and
Head Table Invitations

April 13, 1998

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 PM to 5:00 PM on April 13, 1998. NRC will provide the 2nd round head table invitations for inclusion in the appropriate registration packages.

S. Directional Signs

April 13, 1998

The contractor shall place all conference directional signs and position the message board outside the designated conference "message center" between 3:00 and 4:00 PM on April 13, 1998.

T. Registration Booths, Conference Signs, Used Badge Boxes

April 13 through
April 15, 1998

(1) The contractor shall provide and set up six (6) registration booths

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in the registration area at the Hotel. Two booths shall be marked "PRE- Registered", two booths are to be marked "Walk-Ins", one booth shall be marked "Government Attendees", and one booth shall be marked "Meal Ticket Purchases". One of each of the registered and walk-in booths shall be clearly marked A-K and one each shall be marked L-Z.

- (2) The contractor shall arrange for these booths to be assembled and setup at the Capital Hilton as follows:

- by 4:00 p.m. April 13, 1998 for registration from 5:00 p.m. to 9:00 p.m.
- by 7:00 a.m. April 14, 1998 for registration from 7:00 a.m. to 6:00 p.m.
- by 7:00 a.m. April 15, 1998 for registration from 7:00 a.m. to 12:00 Noon

- (3) The contractor shall create and place six (6) boxes for collection of name tags. Two boxes shall be placed at the top of the main stairs leaving the Capital Terrace and two (2) adjacent to the elevators and rear stairway. These boxes shall be labeled "NOT RETURNING? DROP NAME TAGS HERE". These boxes shall be placed beginning by Noon on April 14, 1998.

U. Registration

April 13-15, 1998

- (1) For each of the following time periods, the contractor shall provide eight (8) individuals to perform registration at the Hotel:

- April 13, 1998 from 4:00 p.m. to 9:00 p.m.
- April 14, 1998 from 7:00 a.m. to 6:00 p.m.
- April 15, 1998 from 7:00 a.m. to 12:00 Noon

- (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 time schedules, rooms etc. in order to answer attendee questions.
- b. Ensure that the name badge information is accurate and that spelling is verified.
- c. Ensure that the registration booths are continually staffed during the above registration time periods.

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- 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.

V. Conference Logistics Support

April 14-15, 1998

- (1) The contractor shall provide the following logistical support during the conduct of the RIC:

- Operate overhead projectors
- Distribute Q&A cards during Q&A periods
- Flip view graphs or operate slide projectors
- During Q&A periods, provide portable microphones to attendees
- Support NPC 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 (e.g. Contact hotel or NRC staff to assist with problem resolution, such as, unruly or disorderly individuals.)
- Distribute attendance list to attendees

- (2) Assignment of the above 12* personnel shall be as follows:

- i. "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).
- ii. "Congressional/Senate Room" Meeting Sessions & Post-Luncheon Activities 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).
- iii. "Federal A/B Room" 2 individuals (1 may be used to do the overhead projection and/or 35mm slide projection and 1 may be used for questions & answers from the audience).
- iv. "South American A/B Room" 2 individuals (1 may be used to do the overhead projection and/or 35mm slide projection and 1 may be

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used for questions & answers from the audience).

* The above twelve (12) staff are in addition to the registration staff. All 12 of the individuals shall be inter-changeable and may, as needed, be reassigned to any of the above positions. NRC will provide a room monitor for each of the four meeting rooms to coordinate the activities in that room and assist, whenever necessary with "Q & A" sessions.

W. REGISTRATION BOOTH REMOVAL and CLEANUP April 15, 1998

1. The contractor shall commence dismantling, removal, and return of the six (6) registration booths at 1:00 PM on April 15, 1998.
2. The contractor shall commence packing leftover conference materials in NRC provided boxes by 5:00 PM on April 15, 1998. Note: NRC will transport these materials back to NRC between 6:00 PM to 8:00 PM on April 15, 1998.

X. Final RIC Attendance Statistics April 16, 1998

The contractor shall provide the NRC PO with final statistical information on attendance at the conference by 4:00 PM on April 16, 1998.

Y. Final FY 1998 RIC Attendance Lists April 23, 1998

The contractor shall provide the NRC PO with the final 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 to the NRC PO by 4:00 PM on April 23, 1998, for printing by the NRC.

5. DELIVERABLES:

A. Monthly Letter Business Report

February 27, 1998
March 31, 1998
April 30, 1998

B. RIC Registration Statistics

Each Thursday February
19, 1998 through April 9,
1998

C. "VIPS" Lists

March 12, 1998

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D. Sample Name Badge	April 2, 1998
E. 2nd Round of "VIPS" lists	April 2, 1998
F. Pre-Registered Attendee Statistics	4 PM, April 7, 1998
G. Final Camera-Ready Pre-Registered RIC Attendee List	April 7, 1998
H. Pre-paid Meals List	April 7, 1998
I. Pre-registered Attendee Name Badges	April 13, 1998
J. Draft Attendance Statistics	By noon April 15, 1998
K. Final Attendance Statistics	By 4 PM, April 16, 1998
L. Final participants attendance list with disk (camera-ready)	April 23, 1998

6. MEETINGS AND TRAVEL

A. Meetings

The contractor's Conference Coordinator shall attend the following meetings at the conference site (Capital Hilton) on the following:

Kickoff	January 30, 1998
Tie-Down	April 7, 1998
Final Walk-Through	April 13, 1998

B. Messenger Trips:

o To the Capital Hilton Hotel

Five (5) round trips from the contractor's facility to the conference site (Capital Hilton) are anticipated.

o To NRC Headquarters in Rockville, MD

Four (4) round trips from the contractor's facility to the NRC.

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C. On-Site NRC HQ effort

Four days for one (1) person on-site (NRC HQs) for editing.

7. NRC-FURNISHED MATERIALS

NRC will furnish the following materials. All other materials and supplies will be provided by the contractor.

- | | |
|---|------------------|
| A. Plastic badge holders
(1,000 plastic sleeves with clip) | January 30, 1998 |
| B. Camera-ready artwork
and sample name badge | January 30, 1998 |
| C. Presenter, NRC staff and
contractor staff badge ribbons | January 30, 1998 |
| D. List of NRC attendee names for
use in making badges | April 7, 1998 |
| E. Presenter names for tent cards and badges | April 7, 1998 |
| F. Printed pre-registered
List of Attendees (1,000 copies)
Directional signs
Head table invitation letters
Speaker boards
Proceedings and programs | April 13, 1998 |
| G. Boxes for packing leftover conference materials | April 15, 1998 |

8. COMPUTER DISKS

Computer software used for the lists shall be compatible with software programs already available at NRC.

9. PERIOD OF PERFORMANCE

The period of performance for Task Order No. 5 shall commence on January 27, 1998 and expire on April 30, 1998.

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10. LICENSE-FEE RECOVERY

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