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**UNITED STATES  
NUCLEAR REGULATORY COMMISSION**

WASHINGTON, D.C. 20555-0001

DEC 23 1999

IQ Solutions, Inc.  
ATTN: Thomas J. Brackett  
11300 Rockville, Pike; Suite 801  
Rockville, MD 20852

**SUBJECT: TASK ORDER NO. 001, "FISCAL YEAR 2000 REGULATORY INFORMATION CONFERENCE SUPPORT" UNDER CONTRACT NO. NRC-03-00-001**

Dear Mr. Brackett:

In accordance with Section G.5, Task Order Procedures, of the subject contract, this letter definitizes the subject task order. The effort shall be performed in accordance with the enclosed Statement of Work.

Task Order No. 001 shall be in effect from December 27, 1999, through April 30, 2000, with a cost ceiling of \$64,562.00. The amount of \$60,338.00 represents the estimated reimbursable costs, the amount of \$4,224.00 represents the fixed fee.

Funds in the amount of \$45,000.00 are being obligated at this time. The obligated amount shall, at no time, exceed the task order ceiling. When and if the amount(s) paid and payable to the Contractor hereunder shall equal the obligated amount, the Contractor shall not be obligated to continue performance of the work unless and until the Contracting Officer shall increase the amount obligated with respect to this task order. Any work undertaken by the Contractor in excess of the obligated amount specified above is done so at the Contractor's sole risk.

Accounting data for Task Order No. 001 is as follows:

B&R No.:	02015-104-105
Job Code:	J2823
BOC:	252A
APPN No.:	31X0200.020
FFS No.:	NRR0300101
Oblig. Amt.:	\$45,000.00

The following individuals are considered to be essential to the successful performance of work hereunder: Ms. Lori Nelson, Ms. Donna Haegele, and Ms. Alison Roth. 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.

The issuance of this task order does not amend any terms or conditions of the subject contract.

PDR CONTR

DF02

DEC 29 1999

Your contacts during the course of this task order are:

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

Contractual Matters: Mona Selden  
Contract Specialist  
(301) 415-7907

Acceptance of Task Order No. 001 should be made by having an official, authorized to bind your organization, execute three copies of this document in the space provided and return two copies to the Contract Specialist at the address below. You should retain the third copy for your records.

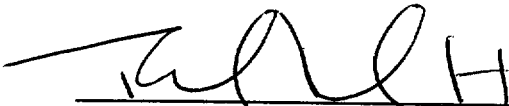
Sincerely,



Sharon D. Stewart, Contracting Officer  
Contract Management Branch 2  
Division of Contracts and Property Management  
Office of Administration

Enclosure: Statement of Work

ACCEPTED: Task Order No. 001

  
\_\_\_\_\_  
NAME THOMAS J. BRACKEL  
CFD / EXECUTIVE VP  
\_\_\_\_\_  
TITLE  
12/20/99  
\_\_\_\_\_  
DATE

## I. BACKGROUND

NRC's Office of Nuclear Reactor Regulation (NRR) sponsored annual Regulatory Information Conference (RIC), hereinafter referred to as FY2K RIC, is scheduled for the afternoon of March 27, the full day of March 28, and the morning of March 29, 2000, at the Capital Hilton Hotel, Washington, DC (hereinafter referred to as "the hotel".)

NOTE: There will be no NRC sponsored conference luncheons and there will be no pre-registered attendee or final attendee list published in hard copy and provided to attendees for the FY2K RIC. A list of registered attendees with information limited to the name, company name and telephone number will be made available on the Internet web page and available for printout off the web page. This list will be generated from the information submitted by registrants.

## II. FY2K RIC Program

The information provide in A., B., and C is subject to change based on the RIC 2000 agenda.

### A. Monday, March 27, 2000

Registration will commence on the Upper Lobby at 8:30 a.m. on Monday, March 27, 2000, and continue until 5:30 p.m. The FY2K RIC Program will begin at 1:00 p.m. and will end at 5:00 p.m. All of the Monday, March 27, 2000, program sessions will be held in the Presidential Ballroom with no breakout sessions on that day.

### B. Tuesday, March 28, 2000

Registration will commence at 7:00 a.m., Tuesday, March 28, 2000, on the Capital Terrace and continue until 5:30 p.m. The Tuesday, March 28, 2000, FY2K RIC program will begin at 8:00 a.m. and continue to 5:45 p.m.

### C. Wednesday, March 29, 2000

The Wednesday, March 29, 2000, FY2K RIC program will begin at 8:00 a.m. and continue until 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 29, 2000.

## III. OBJECTIVE

The objective of this task order is to obtain specialized conference assistance for the FY2K 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 that include, but are not limited to, 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 the on-site edit of the FY2K RIC Proceedings, and other documents, shall have Corel Presentations, WordPerfect 8 and

Microsoft Power Point 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 FY2K RIC Program and Schedule. The Contractor's Conference Coordinator shall supervise the on-site 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's 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 is reminded that there may be last minute changes in any portion(s) of the program. These changes may require immediate rearrangement of personnel.

The Contractor's 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 Public Document Room (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. Post Contract Award Meeting

##### Award Date

Within one week of contract award, the Contractor's Conference Coordinator and staff shall meet with the NRC Project Officer (hereinafter referred to as the NRC PO) at NRC Headquarters to go over the latest information about the upcoming conference.

The NRC PO will provide:

1. camera-ready artwork for use in making presenter tent cards and attendee badges;
2. one (1) sample name badge with insert;
3. sample Presenter and RIC support staff badge ribbons;
4. the NRC PO's telecopy number and email address;
5. an alphabetical list of NRC RIC support staff who will assist at the conference for badge preparation;
6. an alphabetical list of speakers/presenters for badge preparation;
7. web page information and guidance;
8. a copy of the mailing list for the 2000 RIC; and
9. four panels with NRC logo for the bottom of the registration booths

At the post contract award meeting, the Contractor shall provide the full name of the individual who will be performing on-site editing of the FY2K RIC Proceedings and or slides. 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 editing so that the information entered in the NRC security system can be updated prior to the report date for editing.

B. Web page

January 10, 2000

All registration information will be included in the RIC mailing list which is provided to the NRC PO after the conference. The web page will be posted on the Internet following review and approval by the Project Officer. Following the conference, the attendee list will be provided in hard copy as described in this statement of work and electronically for posting on NRC's RIC web page and will remain until the next conference.

B. Kick-off Meeting

January 12, 2000\*

The Contractor's Conference Coordinator shall meet with 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.

\* Date is dependent upon availability of hotel staff and may be changed.

C. Registration

The FY2K RIC will use the hotel's registration form for accommodations/ refreshments and a registration form for conference attendance.

1. Hotel Accommodations

Every Thursday from January 27, 2000, through February 24, 2000

- a. Registration forms for hotel accommodations/refreshments will be submitted by conference attendees directly to the hotel. The Contractor shall pick up the sleeping room registration numbers from the hotel every Thursday for eight (8) weeks, from January 27, 2000, through February 25, 2000.
- 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 shall 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 10, 2000 until March 1, 2000,

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.

c. Registration Statistics/VIP Lists Report(s)

Every Thursday beginning January 27, 2000, through February 24, 2000

Using the information provided on the conference attendee registration forms and electronic submissions, 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 eight (8) weeks from January 27, 2000, through February 24, 2000. The email file of the statistics/lists shall be formatted in Microsoft Access 97 format. Effective with the second statistical report, new names added for that 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:

<b>Government (U.S. Only)</b>	<b>Nuclear Industry</b>	<b>Foreign</b>	<b>Other</b>
<b>NRC</b>	<b>Utility</b>	<b>Foreign Government</b>	<b>Law Firm</b>
<b>other Federal agency</b>	<b>Plant</b>	<b>Foreign Commercial Firm</b>	<b>Nuclear Industry Consultant</b>
<b>State/Local Government</b>	<b>NSSS Vendor</b>	<b>Foreign (Other)</b>	<b>News Media</b>
<b>Government Laboratory/ Government Corporation</b>	<b>Architect Engineer</b>		<b>Public</b>
	<b>other</b>		<b>other</b>

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; and
- 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, tile, and affiliation;
- iii. a separate alphabetical list of "VIP" registrants using the following categories:

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

- 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)

**D. Edit/Proofread Conference Documents**

February 28, 29 March 1, 2 and 3, 2000

Note: NRC may, at its option, decide to perform this task immediately following the 2000 RIC rather than before the meeting.

In addition, this effort may, at the option of the NRC PO, be performed at the Contractor's office site. The Contractor shall provide one individual to: (1) perform non-technical editing (proofreading) of conference proceedings' speeches, view graphs/ transparencies/slides and presentations, and bring typographical errors or inconsistencies to the immediate attention of the NRC PO; (2) assemble for publishing on the NRC web page, the proceedings in sections which correspond to the separate sessions listed in the FY2K RIC Program, with a "cover" insert identifying the session before each session in the Proceedings (The cover insert slides 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 contained in the correct sessions. Note: The quick turnaround requirement for this activity will require one Contractor person to be on-site at NRC Headquarters, One White Flint North, Rockville, MD for up to five 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.

E. Last Minute Registration

March 22, 2000, through March 27, 2000

The Contractor shall directly receive telephone inquiries from last-minute conference registrants and shall either respond to the inquiries or, if in regard to the sleeping rooms, 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 handling last-minute registration and other requests for the period March 22, 2000, through March 27, 2000.

F. Conference Name Badges

February 22, 2000, through March 27, 2000

1. Using the NRC provided artwork, the Contractor shall produce a name badge for: (a) each registered conference attendee, with the name of the individual and the organization/company; (b) each NRC FY2K 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, 2000, with the name of the individual and "Conference Support"; and (d) all FY2K 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. The Contractor shall design badge name tag inserts using the NRC provided RIC logo. The design shall be subject to the approval of the NRC PO. NRC FY2K RIC staff (room monitors, message center, etc.) and the Contractor personnel badges shall have a color coded ribbon affixed to each. The NRC PO shall determine the color coding in consultation with the Contractor. All presenters listed in the FY2K RIC Program shall have a ribbon or tag with the word "PRESENTER" affixed to the badge. Note: NRC will provide a sample name badge with the artwork, and a plastic name badge holder and ribbon. The Contractor shall insert each name tag into the 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."
3. Attendee badge information shall include the attendee's name, 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 is 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.

The Contractor shall purchase 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.



G. Final Preparation Meeting

March 14, 2000 (Also the Conference Pre-Registration Deadline)

The Contractor's Conference Coordinator shall attend a one 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 sample name badge (see below) at this meeting.

H. Special Pre-registration Form Pick-Up

March 16, 2000

The Contractor shall make a special pickup at the hotel of pre-registered attendee forms. The information on the forms shall be included in a report (names, titles and company/organization names) and delivered by email and telecopy to the NRC PO by close-of-business March 16, 2000. A hard copy of the report shall be mailed to the NRC PO.

I. Tie-Down Meeting

March 16, 2000

The Contractor's 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's 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.

J. Statistical Information

March 23, 2000

At the "Tie Down" meeting on March 23, 2000, the Contractor shall provide the NRC PO with the pre-registered attendee statistical information, for use in housekeeping statistics provided in the conference opening remarks.

K. Final Walk-Through Meeting

March 24, 2000

The Contractor's Conference Coordinator shall participate in a final logistics walk-through with the NRC PO, on-site, at the Capital Hilton Hotel from 2:00 p.m. to 3:00 p.m. March 27, 2000.

L. Directional Signs

March 27, 2000

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 27, 2000.

M. Registration and Conference Signs

March 27 through March 29, 2000

1. The Contractor shall provide and set up FOUR (4) booths in the registration area at the hotel. The booths shall be clearly marked, each with a section of the alphabet: A-F, G-L, M-S and T-Z. The Contractor shall ensure that the registration booths will accommodate the NRC provided graphic logo panels for the bottom of the booths. The four registration booths shall be staffed by two individuals each. One Contractor staff person at each booth shall hand out badges to pre-registered attendees and the other person at each booth shall process on-site badges. Following conference registration, each attendee having pre-purchased refreshments or who wishes to do so shall 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 27, 2000 for registration from 8:30 a.m. to 5:30 p.m.;  
by 7:00 a.m. March 28, 2000 for registration from 7:00 a.m. to 5:00 p.m.; and  
by 7:00 a.m. March 29, 2000 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 4 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 Contractor of the exact location of the booths at the Kick-Off Meeting.)

#### N. Registration

March 27-29, 2000

1. The Contractor shall provide six individuals to perform registration during the above listed registration periods. Note: The Contractor's 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 has 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.

#### O. Conference Logistics Support

March 27-29, 2000

- 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; and
- 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 27, 2000, shall meet with the NRC staff Room Monitors in the Presidential Ballroom at 12:30 p.m. to go over procedures, schedules and assignments for the March 2, 2000, sessions.

Contractor logistical support staff assigned for all rooms on March 28, 2000, shall meet with the NRC staff Room Monitors in the Presidential Ballroom at 7:30 a.m. March 28, 2000, to go over procedures, schedules and assignments for the day.

Contractor logistical support staff assigned for all rooms on March 29, 2000, shall meet with the NRC staff Room Monitors in the Presidential Ballroom at 7:30 a.m. March 29, 2000, 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's Conference Coordinator of any changes in the above schedule. The Contractor's Conference Coordinator shall ensure that all Contractor staff assigned to meeting rooms are kept aware of any last minute changes to the program schedule.

**P. USED NAME BADGE RETURN BOXES**

The Contractor shall place boxes with signs to invite recycling of badges at the top of each stairway in order to collect used attendee name badges, by 3:00 p.m. on Monday, March 27, 2000. The boxes shall be emptied each night and the contents stored in the Continental Room Message Center.

**Q. REGISTRATION BOOTH REMOVAL and CLEANUP**

March 28 and 29, 2000

The Contractor shall commence dismantling, removal, and return of three of the registration booths at 1:00 p.m on March 28, 2000. 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 29, 2000. The Contractor shall ensure that removal of the booths is done quietly so as not to disturb meeting attendees.

**R. FINAL FY 2000 RIC STATISTICS**

March 29, 2000

The Contractor shall provide the NRC PO with the final statistical information on attendance at the conference from information included on the conference registration form in one (1) hard copy and on a computer disk.

**S. Computerized Attendance Lists**

April 4, 2000

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 April 4, 2000, for use in updating the RIC mailing list.

**T. Post RIC Proceedings/Speeches Mailing**

April 17, 2000

The Contractor shall complete mailing of requested copies of speeches or proceedings requested by Conference attendees, by April 17, 2000. 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 hard copy together with the original requests).

**5. DELIVERABLES**

- a. Names of On-site Contractor edit personnel for building pass      February 28, and 29, 2000, and  
March 1, 2, and 3, 2000
- b. Web page      January 10, 2000 (or earlier, if possible)
- c. RIC Registration Statistics      Each Thursday February 3, 2000, through  
March 23, 2000
- d. Final Registered  
RIC Attendee List      March 23, 2000
- e. Conference Name Badges Inserts      March 27- 29, 2000
- f. Presenter Tent Cards      March 27, 2000
- g. Pre-Registered Attendee Statistics      (See Schedule)
- h. Amended Computerized Attendance Lists      By Noon March 27, 28 and 29, 2000
- i. Final Attendance Statistics      April 4, 2000
- j. Attendee Requests for RIC Documents      April 4, 2000

**6. MEETINGS AND TRAVEL**

- a. The Contractor's Conference Coordinator shall attend the following meetings:

Post Contract Award Meeting	Within 1 week of award
Kickoff	January 12, 2000
Final Preparation	February 22, 2000
Tie-Down	February 24, 2000
Final Walk-Through	March 2, 2000

- b. Messenger Trips to the hotel

Up to 12 round trips from the Contractor's facility to the conference site (Capital Hilton) are anticipated.

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

Up to nine round trips from the Contractor's facility to the NRC.

- d. Edit Proceedings/Slides      January 26, 27, 28 and 29, 2000  
Up to five days for one (1) person for editing.

**7. NRC-FURNISHED MATERIALS**

- |    |  |                |
|----|--|----------------|
| a. | List of names for use in making badges<br>(NRC RIC staff AND Program Presenters) | Award Date     |
| b. | Camera-ready artwork<br>for name badges, tent cards                              | Award Date     |
| c. | Sample presenter, NRC staff and<br>Contractor staff badge ribbons                | Award Date     |
| d. | Sample plastic badge holders   | Award Date     |
| e. | Directional signs*   | March 27, 2000 |
| f. | Sample plastic name badge and tent card  | Award Date     |
| g. | Web page information and guidance  | Award Date     |
| h. | Copy of the 2000 RIC Invitation Mailing List                                     | Award Date     |
| i. | 4 panels with NRC logo for Registration Booths*                                  | Award Date     |

\* To be returned to NRC at close of Task Order for use at next RIC.

**9. PERIOD OF PERFORMANCE**

The period of performance for Task Order No. 1, is December 27, 1999, through April 30, 2000.

**10. LICENSE-FEE RECOVERY**

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

**11. Computer Software**

Computer software used for the statistics and lists shall be in Microsoft Access 97 format.