

**PART I -- REQUEST FOR TASK ORDER (TO) PROPOSALS**

**RFTOP# 113      TITLE: Evaluation Support**

**A. POINT OF CONTACT NAME:** Anthony Revenis

Phone: 301- 402-3073

Fax: 301-435-6101

Proposal Address:

6011 Executive Blvd. Rm 529S  
Rockville, MD 20892-7663  
Bethesda, MD 20892-2045

Billing Address:

Accounts Payable, OFM, NIH  
Bldg 31, Room B1B39

**B. PROPOSED PERIOD OF PERFORMANCE:** February 1, 2003 to January 31, 2004.

**C. PRICING METHOD:** CPFF

**D. PROPOSAL INSTRUCTIONS:** Submit proposals by e-mail to the above POC. A signed task order form should be faxed to the POC.

**E. RESPONSE DUE DATE:** ASAP.

**F. TASK DESCRIPTION:**

**ADMINISTRATIVE SUPPORT FOR THE OFFICE OF EVALUATION (OE), OFFICE OF THE DIRECTOR, NATIONAL INSTITUTES OF HEALTH**

---

**Background**

The Office of Evaluation (OE) coordinates evaluation activities at NIH by serving as a liaison with the evaluation staff in the Department of Health and Human Services (DHHS) and in each of NIH's Institutes and Centers (ICs). OE's primary responsibilities include:

- Managing and administering the NIH One Percent Evaluation Set-Aside Program.
- Maintaining contracting resources and information for evaluation projects and studies.
- Fulfilling reporting requirements on NIH evaluations and evaluation-related activities for DHHS, the Office of Management and Budget (OMB), and the Congress.

OE also:

- Facilitates the development of evaluation initiatives.
- Provides technical support to NIH staff involved in evaluation studies.
- Convenes working groups on topics of interest across ICs.

- Supports evaluation training and evaluation related activities.
- Represents NIH at evaluation conferences and meetings with representatives from other Federal agencies and the private sector.

## **Statement of Work**

The purpose of this task order is to provide administrative support activities to fulfill OE's goals and objectives.

The following is a description of the tasks the contractor will perform in support of the OE.

Prepare materials. The contractor will prepare and reproduce materials as required, such as letters, lists, briefing materials, and documents. The contractor staff will coordinate the OE officials to distribute materials as needed.

Provide telephone support. The contractor will provide telephone support for OE.

Develop and maintain database files. The contractor will, with information provided by OE, develop and maintain databases as requested, such as mailing lists, contact information, evaluation lists, and others as requested.

Respond to questions. With information provided by OE, the contractor will respond to general questions regarding OE activities.

Respond to inquiries for publications. The contractor will respond to inquiries for publications and reports regarding the NIH and OE activities, process paperwork, and coordinate the duplications of publications as requested.

Maintain meeting supplies. The contractor will ensure adequate supplies are available for upcoming meetings/conferences.

Coordinate transfer of materials. The contractor will coordinate the transfer of meeting materials to and from meeting sites.

Maintain correspondence log and OE staff schedule. The contractor will maintain a log of all incoming and outgoing correspondence, and keep a schedule of OE staff to coordinate office activities.

Distribute and file materials. The contractor will distribute and file a variety of materials as requested.

## G. EVALUATION FACTORS

1. RELATED EXPERIENCE: Contractor must show directly related experience with the Office of Evaluation activities.
2. STAFFING: Qualifications of personnel and their ability to perform the work will be evaluated.
3. COST: While price is not the most important evaluation factor, proposed prices will be considered when selecting the firm that represents the best value to the Government.

TO # NICS-113 TITLE: Evaluation Support  
PART II - CONTRACTOR'S REPLY: CONTRACT #263-01-D-0 \_\_\_\_\_

Contractor:

Points of Contact:

Phone-

Fax-

Address:

TOTAL ESTIMATED COST:

Pricing Method:

TOTAL ESTIMATED NUMBER OF HOURS:

PROPOSED COMPLETION DATE:

FOR THE CONTRACTOR: \_\_\_\_\_

Signature

Date

**SOURCE SELECTION:**

WE HAVE REVIEWED ALL SUBMITTED PROPOSALS HAVE DETERMINED THIS FIRM SUBMITTED THE BEST OVERALL PROPOSAL AND THE PRICE/COST IS REASONABLE.

Billing Reference # \_\_\_\_\_

Appropriations Data: \_\_\_\_\_

(ATTACH OBLIGATING DOCUMENT IF AN ROC WILL NOT BE USED.)

RECOMMENDED: \_\_\_\_\_

FAX #

Signature - Project Officer

Date

APPROVED: \_\_\_\_\_

FAX #

Signature - Contracting Officer

Date

**NIH APPROVAL -**

CONTRACTOR SHALL NOT EXCEED THE ESTIMATED LABOR HOURS OR ESTIMATED TASK ORDER AMOUNT WITHOUT THE WRITTEN APPROVAL OF THE CONTRACTING OFFICER & PICS COORDINATOR

APPROVED: \_\_\_\_\_

Fax# 5-6101

Signature -Anthony M. Revenis, J.D., NIH-PICS Coordinator

Date