

**NIH Public Information and Communication Services (PICS)**

NIH - TASK ORDER

RFTOP# 119

TITLE: **HBSC Interest Group Meeting - NICHD**

**(Please Note: This is 100% Small Business Set-Aside)**

**PART I – REQUEST FOR TASK ORDER PROPOSALS**

**A. Point of Contact Name:** Lynn Salo, Contracting Officer  
Phone-301-435-6962  
Fax-301-402-3676

Proposal Address:

NICHD, CMB  
Executive Building/Rm. 7A07  
6100 Executive Blvd., MSC 7510  
Bethesda, Maryland 20892-7510\*

Billing Address:

Accounts Payable, OFM, NIH  
Bldg 31, Room B1B39  
Bethesda, MD 20892-2045

\*Overnight/Handcarry  
**Rockville, Maryland 20852**

**B. PROPOSED PERIOD OF PERFORMANCE**

May 15, 2003 through November 30, 2003

**C. PRICING METHOD**

The National Institute of Child Health and Human Development (NICHD) anticipates awarding a fiscal year (FY) 2003 Task Order entitled "HBSC Interest Group Meeting" under the National Institutes of Health (NIH) Conference, Administrative, and Travel Services Indefinite Delivery Indefinite Quantity Contract (IDIQ). NICHD anticipates that the resultant award of this Request for Task Order Proposals (RFTOP) will be a performance based cost plus award fee (PBCPAF), completion Task Order utilizing a Performance Based Statement of Work.

**D. PROPOSAL INSTRUCTIONS**

The proposal shall be prepared and submitted in two volumes: Volume I – Technical Proposal and Volume II – Business Proposal. Each of these volumes shall be separate and complete so that evaluation of one may be accomplished independently of the evaluation of the other. The Government will evaluate proposals in accordance with the evaluation criteria set forth in Part H. below. It /is essential that Offerors address all evaluation criteria. **A limit of 10 pages**

**(excluding resumes and timeline) has been placed upon the Technical Proposal.**

The RFTOP does not commit the Government to pay any costs for preparation and submission of a proposal. In addition, the Contracting Officer is the only individual who can legally commit the government to the expenditure of public funds in connection with this proposed acquisition.

The proposal shall be signed by an official authorized to bind the Offeror's organization to perform, if a task order is awarded in response to this RFTOP. The same authorized official shall also sign Part II of the Task Order document (sample attached). An original and six (6) copies of the complete proposal shall be packaged and delivered/shipped for arrival at the following address prior to the closing date as specified in Part E. below. Shipping address:

Lynn Salo, Contracting Officer  
NICHD, CMB  
Executive Building/Rm. 7A07  
6100 Executive Blvd., MSC  
Bethesda, Maryland 20892-7510\*

\*Overnight/Hand Carry  
**Rockville, Maryland 20852**

Please submit an electronic version of your proposal to Ms. Lynn Salo ([ls59u@nih.gov](mailto:ls59u@nih.gov)) by 1:30 P.M., April 10, 2003.

1. Technical Proposal, Volume I

Information contained in the Technical Proposal shall address the following:

Management and Staffing Plan

Describe the overall plan for organizing, staffing, and managing the Task Order. Please include how roles and responsibilities will be divided, decisions made, work monitored and quality and timeliness assured. Along with the narrative, include a timeline showing staff levels for the anticipated workshops, who is responsible for which task, amount of time needed to perform, etc. In addition, please describe how the Project Director will work with the Government's Project Officer.

Personnel

Describe and specify types of personnel proposed to complete this project. This should include proposed duties, amount of effort, resumes, and other information pertinent to this project.

Organizational Experience

Demonstrate your organization's ability to provide:

Logistical support in the planning and carrying out of conferences/workshops including:

Site selection and reservation, notification of participants, travel arrangement for participants, and on-site support.

#### Past Performance

The Government will consider the Offeror's prior experience/past performance in managing projects similar to the requirements contained in this RFTOP. Please provide Past Performance information on three projects, similar to the work required in this project that have been completed within the past two years. Include name of organization, reference number, contract type, total value, Contracting Officer's name, address, phone and fax numbers, e-mail address (when possible) and comments regarding problems encountered and corrective actions taken.

## 2. Business Proposal, Volume 2

The Business Proposal shall provide a detailed explanation of the labor categories proposed, effort hours, and Other Direct Costs and justification for each item. Please include your most current negotiated Rate Agreement. The Government will perform a cost analysis utilizing appropriate techniques and procedures.

The Government will award this Task to the responsive Offeror whose proposal, in response to the RFTOP, will be most advantageous to the government. In weighting the factors, which will go into our final source selection, the overall technical evaluation including Past Performance will account for 80% and the evaluated cost will account for 20%.

## **E. RESPONSE DUE DATE**

An original and six (6) copies of the complete proposal shall be packaged and delivered/shipped for arrival on or before **April 10, 2003, by 1:30 P.M (local time)**. Please provide an electronic version of your proposal to Ms. Lynn Salo ([ls59u@nih.gov](mailto:ls59u@nih.gov)).

## **F. TASK DESCRIPTION**

### **I. BACKGROUND**

The Health Behaviour in School-aged Children (HBSC) study is a cross-national research study conducted in collaboration with the WHO Regional Office for Europe. The HBSC aims to gain new insight into, and increase our understanding of young people's health and well-being, health behaviors and their social context and to contribute to the theoretical, conceptual, and methodological development in this area of research. As well as aiming to

increase understanding of young people's health, the findings from the HBSC surveys are used to inform and influence health promotion and health education policy and practice at national and international levels. The HBSC was initiated in 1982 by researchers from three countries and shortly afterwards the project was adopted by the World Health Organization as a WHO collaborative study. There are now over 35 participating countries and regions. The first cross-national survey was conducted in 1983/84, the second in 1985/86 and since then data collection has been carried out every four years using a common research protocol. The most recent survey, the sixth in the series, was conducted in 2001/02. The United States has been associated with the HBSC since 1993/94 and a fully participating member since 1997/98. HBSC coordinating and planning meetings are held biannually in a participating country. The United States is scheduled to host the meeting in the Fall of 2003. The Fall HBSC meetings are designed to be centered on various interest groups, in other words, small multinational groups coordinating around a central topic, such as violence and injury, physical activity, and risk behaviors. Participants in the meetings will be the Principal Investigators from most, if not all, of the participating countries/regions and their teams.

## **STATEMENT OF WORK**

### ***HBSC Focus Group Meeting***

In accordance with the Government Performance and Results Act (GPRA) of 1993 (PL 103-62), the requirement for logistical support services is presented as a Performance Based Statement of Work (SOW) for the National Institute of Child Health and Human Development (NICHD). Performance measures for the requirement are found within the chart below and a Sample Performance rating can be found following the Statement of Work. The NICHD's use of performance-based contracting will enhance the ability of the Contractor to best meet the needs of the Institute.

## **II. PURPOSE**

### **A. Overall Objectives**

The overall objective of this project is to provide support for a plenary and interest group meeting for investigators involved in the Health Behaviour in School-aged Children (HBSC) Study, a cross-national research study conducted in collaboration with the World Health Organization. The Government anticipates the need to conduct this meeting in the Washington, DC, general area in the fall of 2003. The Government anticipates that approximately 70-80 participants will attend, including international representatives from about 35 countries. The length of the meeting is to be three (3) full days, convening, in part, on a Thursday morning, in full on Thursday afternoon and terminating at close of business on Saturday (October 30 – November 1, 2003).

### **B. Specific Objectives**

Contractor support shall include, but not be limited to, the following provisions of logistical support, which are detailed in the chart below:

1. develop a Customer Satisfaction Survey and provide to all participants for completion as a means of evaluation of the conduct of the meeting and its logistics,
2. arrange for suitable meeting space, refreshment breaks and working lunches, and an off-site working dinner,
3. announce the meeting to HBSC investigators and invite their participation,
4. act as point of contact for meeting registration and logistical queries by participants,
5. arrange lodging for out-of-town and international participants,
6. prepare agenda materials, meeting folders, and participant identification materials (table tents, name badges),
7. staff registration and information desk for the duration of the meeting, and
8. provide a chart of milestones to address each of the specific objectives.

*(Please Note: No participant will be receiving a per diem or will be reimbursed for travel expenses by the contractor, and the Government will not reimburse any participant for travel, lodging or per diem.)*

### **III. Specific Requirements**

The following performance measures and standards apply to the work to be performed under this contract:

Objective	Measure	Standard
Arrange: 1. Meeting Space 2. Refreshment Breaks 3. Off-site Working Dinner 4. Transportation for off-site event	Engage rooms in a timely manner; ensure sufficient numbers and size for meeting needs Ensure food is served when needed in sufficient quantity Ensure local transportation logistics for participants	Contractor meets goals of each Task area 98% of the time
Publicize the Meeting to all Participants. Provide Logistical Support to all Participants before and during the meeting Arrange all Lodging Staff Registration/Information Desk for Meeting	All participants receive materials either prior to arrival or at start of meeting  Ensure registration is complete and accurate for all participants  All logistical inquiries are handled promptly and completely	Contractor meets performance and compliance within the projected time line 98% of the time
Prepare: 1. Agenda Materials 2. Meeting Folders 3. Participant Identification Materials	All materials accurate, complete, easily accessible	Contractor provides all materials as required within each Task area 98% of the time and in accordance with projected milestones
Provide summary report of meeting with Participant Roster	Report is complete, accurate, and delivered to Project Officer within 15 days of completion of the meeting  Completed Customer Satisfaction Surveys are assembled and included with the Summary Report	Deliverables are complete and received with 98% compliance with schedule

**NOTE: Additional Information regarding the review and approval of the Award Fee will be included in the resulting RFTOP.**

The following Tasks further specify the needs of the project and shall be performed as required:

### **Task 1 - Planning**

- A. Planning Meeting.** The Contractor shall meet with the Project Officer (PO) and Contracting Officer at the office of the PO to discuss and clarify issues related to the work to be carried out, review the work schedules, milestones, personnel assignments, contractor coordination with PO and Contracting Officer, early project activities and establish project priorities.
- B. Planning Agenda.** The meeting is to be attended by the Contractor's Project Director and other individuals as necessary. The Contractor shall prepare an agenda for the planning meeting and submit it to the PO by email one week in advance of the meeting.

### **Task 2 – Logistical Planning**

- A. Meeting Space.** With the approval of the PO, the Contractor shall arrange and negotiate for suitable space, for the meeting to be held on **October 30-November 1, 2003** (alternate dates October 16-18, 2003). Priority will be given to economical (no-cost) facilities (for example, NIH campus) before seeking space in paid hotel facilities. (Inquiries have been made concerning the use of the Natcher Building which is unavailable for these dates.) Meeting space should include a theater-style general assembly room for the plenary sessions accommodating at least 100 participants and as many as seven (7) continuously available breakout rooms for smaller interest group sessions. The Contractor will arrange for audiovisual and telecommunications equipment (that is, a personal computer with graphics capabilities, such as for PowerPoint® presentations) for use in the general assembly room and flip-chart materials (easels, paper, pens) for the breakout rooms. Mid-afternoon refreshment breaks shall be provided on three (3) days, a light continental breakfast on two (2) days, mid-morning coffee breaks on two (2) days, working lunches (buffet or box) on two (2) days, and an early evening light food reception on one day.
- B. Identify Lodging.** The Contractor will identify suitable lodging for out-of-town and international participants in hotel(s) offering Government rates and near the meeting facility. Lodging options should include one or two nearby low-cost alternatives for those participants traveling on limited funds (about 15 participants), because no per diem or travel will be reimbursed by the Government. Both the meeting space and identified lodging should be accessible by public transportation, and the lodging should be readily accessible to local airports.
- C. Off-site Working Dinner.** It is the wish of NICHD to have this dinner at a private residence approximately 25 miles from the NIH campus. Included in the logistics of planning should be providing bus transportation for participants to and from the site, and arranging for supplies (tent, tables, linens, serving place settings) and catering in consultation with the PO.

**NOTE:** In preparing your proposal, include two budgets: one that will reflect the above scenario and another budget for dinner at a local restaurant.

### **Task 3 – Announcements and Registration**

- A. Announcements and Pre-Registration Materials.** The Contractor shall prepare meeting announcements and invitations and distribute them to a designated list of potential participants. Because of the international nature of the meeting, announcements, invitations, and pre-registration materials should all be prepared in both electronic and paper formats. Along with general registration information, this information shall include instructions for participants on how to reserve rooms through the Contractor, directions and transportation options to the hotels from local airports and by automobile, a list of local restaurants near the hotels, and local points of interest.
- B. Registration.** The Contractor will serve as the point of contact for meeting registration and handle all queries relating to registration and lodging. The Contractor shall develop an electronic database of the final list of all participants, with contact information, including institutional affiliation and address, email address, phone, and fax, and local lodging information.

### **Task 4 - Manage Meeting**

- A. Meeting Materials.** The Contractor shall prepare agenda materials as provided by the PO, roster information, meeting folders, and participant identification materials (table tents, name badges).
- B. Registration and Information.** The Contractor shall staff the registration and information and help desk for the duration of the meeting. The Contractor should have the capacity to provide printing and duplication services on-site during the meeting and to assist travelers.
- C. Post-meeting Support.** The Contractor will provide the final roster of participants, and electronic copies of other prepared agenda materials to the PO.
- D. Final Summary Report.** The Contractor will provide a final summary report of all of the activities during Task Order performance and the compiled results of the Customer Satisfaction Survey with the actual survey forms within 25 days of the completion of the meeting.

## **G. AWARD FEE**

Evaluation Guidelines and Procedures for a Performance-Based Cost Plus Award Fee (PBCPAF), Work Assignment/Delivery Order Contract.

### **a. Purpose and Results Desired**

The purpose of this document is to establish a procedure for evaluating a Contractor's performance in providing logistical support to staff of DESPR, NICHD for the HBSC Interest Group Meeting. The evaluation will be conducted at the conclusion of the meeting and the Contractor's Award Fee will be based on the quality of services provided, inclusive of deliverables, using a numerical scale from 0 to 100.

The Agency's decision to pay, or not to pay, Award Fee in no way alters the Contractor's responsibilities to perform any functions or produce any deliverables required by the contract awarded as a result of this solicitation. The Agency's decision to pay or not to pay award fee in no way alters the Department's obligation to pay the Contractor for satisfactory deliverables in accordance with the contract awarded as a result of this solicitation

The Contracting Officer and the Project Officer shall determine whether the product/service is delivered on time and within budget and of the quality as specified in the Performance Standards explained above. The following chart provides detail of the rating criteria:

ADJECTIVE OF RATING	DEFINITION OF RATING	NUMERIC RATING	AWARD FEE AMOUNT
Superior	Contractor's performance exceeds standards by a substantial margin, and the monitor can cite few, if any, areas for improvement – all of which are minor.	96.0 – 100	Award amount based on points earned. Superior Performance earns 100% of Available Award Fee
Excellent	The Contractor's performance exceeds standard, and although there may be several areas for improvement, these are more than offset by better performance in other areas.	91.0 – 95.9	Award amount based on points earned. Excellent Performance earns 85% of Available Award Fee
Good	The Contractor's performance is standard and areas for improvement are approximately offset by better performance in other areas.	85.0 – 90.9	Award amount based on points earned. Good Performance earns 50% of Available Award Fee
Unsatisfactory	The Contractor's performance is less than standard by a substantial margin, and the monitor can cite many areas for improvement, which are not offset by better performance in other areas.	84.9 – .0	Unacceptable Performance earns no (\$0) Award Fee.

\*An Average of 84.9 or less, (Unsatisfactory) will result in no Award Fee. An averaged score between 85.0 to 90.9 (Good) will result in 50% of Available Award Fee. An average of 91.0 to 95.9 (Excellent) will result in an award of 85% of the Available Award Fee, and an average of 96.0 to 100 (Superior) will result in award of 100% of the Available Award Fee. The Contractor and the Government agree that the award determinations are not subject to the Disputes Clause.

The overall purpose of the PBCPAF contracts is to provide a strong incentive and maximum flexibility for the Contractor to achieve superior performance, allowing the

Contractor flexibility in performing the work, and encouraging cooperation with the Government. All evaluations will be performed with this purpose in mind. Criticism should be constructive in all points and should be directed toward improvement of technical, management, and administrative conformance with Government objectives and requirements.

**b. Award Mechanism**

The award fee will be made at the conclusion of the Task Order when the deliverables are received. The Contracting Officer will inform the Contractor of the amount of the award along with the narrative explanation of the basis for the award. The payment of the award fee will be made by either a unilateral or bilateral modification, (depending on the terms of the contract), prepared and signed by the Contracting Officer and an invoice is received from the Contractor for such award fee.

**H. DELIVERABLES and TECHNICAL REPORTING REQUIREMENTS**

1. The Contractor will provide a chart of milestones to address each of the specific Statement of Work objectives. The document shall be delivered to the Project Officer within 15 days after the award of the Task Order
2. The Contractor will develop a Customer Satisfaction Survey and provide it to the Project Officer in final form within 45 days after the award of the Task Order.
3. Final Summary Report. The Contractor will provide a final summary report of all of the activities during Task Order performance and the compiled results of the Customer Satisfaction Survey with the actual survey forms. The final report is to be delivered in hard copy (one copy to the Project Officer and one copy to the Contracting Officer) and in MS Word electronically by e-mail within 25 days of the meeting date.

The above deliverables shall be sent to the following individuals:

**PROJECT OFFICER**

(TO BE DESIGNATED)  
DESPR/NICHD/NIH/DHHS  
Executive Bldg.,  
6100 Executive Blvd., MSC 7510  
Bethesda, Maryland 20892-7510

Phone:  
FAX: 301-402-2084  
e-mail:

**CONTRACTING OFFICER**

Lynn Salo  
CMB/NICHD/NIH/DHHS  
Executive Bldg., Room 7A07  
6100 Executive Blvd., MSC 7510  
Bethesda, Maryland 20892-7510

301-435-6962  
FAX: 301-402-3676  
e-mail: ls59u@nih.gov

**HAND CARRY/OVERNIGHT MAIL ADDRESS:**

(To above individuals, title, Division/Branch, room number)  
6100 Executive Blvd.  
Rockville, Maryland 20852

## I. EVALUATION FACTORS

Selection of an Offeror for Task Order award will be based on an evaluation of proposals against three factors: technical, cost, and past performance. Although technical factors are of paramount consideration in the award of the Task Order, past performance and cost/price are also important to the overall task order award decision. All evaluation factors other than cost/price, when combined are significantly more important than cost/price. In any case, the Government reserves the right to make an award to the Offeror whose proposal provides the best value to the Government.

	<u>Weight</u>
<b>1. Personnel</b>	35
Discuss the experience of personnel in performing the tasks outlined in the Task Order description. This discussion should include issues related to the strengths and weaknesses of the personnel proposed. Resumes should be included for all personnel including any consultants/science writers.	
<b>2. Organizational Experience</b>	35
Demonstrate, with the organizational capabilities are available to carry out this Task Order. These duties include, but are not limited to logistical support, science writing support, site reservations, note takers, and development of agendas.	
<b>3. Management and Staffing</b>	15
Demonstrate with the use of a staffing and management plan the Offeror's ability to perform the required Tasks within the timeline provided. Discuss the roles and responsibilities of all personnel related to the project.	
<b>4. Past Performance</b>	15
Provide Past Performance information on three projects, similar to the work required in this project, that have been completed within the past two years. Include name of organization, reference number, contract type, total value, Contracting officer's name, address, phone and fax numbers, e-mail address (when possible) and comments regarding problems encountered and corrective actions taken.	

**The Government will award this task to the responsive Offeror whose proposal, in response to the RFTOP, will be most advantageous to the Government. In weighing the factors which will go into our final source selection, the overall technical evaluation including Past Performance will account for 80% and the evaluated cost will account for 20%.**

# PART II - CONTRACTOR'S REPLY

CONTRACT #263-01-D-0 \_\_\_\_\_  
TO # NICS-119

**TITLE: HBSC Interest Group Meeting**

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 & ICS COORDINATOR

APPROVED: \_\_\_\_\_  
Signature -Anthony M. Revenis, J.D., NIH-ICS Coordinator  
Date