

**PUBLIC INFORMATION & COMMUNICATION SERVICES (PICS)  
NIH - TASK ORDER**

**RFTOP# [To Be Determined]**

**TITLE: Writing/Editing Support for NIDDK**

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

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

Phone: 301-402-3073

Fax: 301-435-6101

Proposal Address:

6011 Executive Blvd., Room 529S

Rockville, MD 20892-7663

Billing Address:

Accounts Payable, OFM, NIH

Bldg. 31; Rm. B1B39

Bethesda, MD 20892-2045

**B. PROPOSED PERIOD OF PERFORMANCE:** June 1, 2003 to July 1, 2004, with one option year beginning July 1, 2004

**C. PRICING METHOD:** Firm fixed hourly price (Labor Hour Contract)

**D. PROPOSAL INSTRUCTIONS:** Proposal will be submitted electronically. Firms should submit a resume for the proposed person, and a fixed price for each hour the person is working. It is estimated that approximately 300 hours will be required for the term of the contract, but NIDDK guarantees no minimum number of hours. The heaviest concentration of time required is projected to be July and October 2003, and February and June 2004; approximately 60 hours will be required during each of these months. Reasonable administrative and scheduling procedures will be established.

**E. RESPONSE DUE DATE:** May 30, 2003

**F. TASK DESCRIPTIONS:** The Office of Scientific Program and Policy Analysis of the National Institute of Diabetes and Digestive and Kidney Diseases (NIDDK) is located in the Office of the Director, NIDDK. Among other responsibilities, the Office develops a range of written scientific and analytic documents for lay and government audiences, and is responsible for producing written summaries of selected NIDDK-sponsored meetings, which have a scientific and/or science-policy focus.

This is to request a mid- to high-level contract person to assist the Office Director in developing, writing, and editing documents such as:

- Summaries of meetings of the National Diabetes and Digestive and Kidney Disease Advisory Council, and of other meetings as required. Specifically, the contractor support should include attendance at the meetings, production of first-draft summaries of each meeting within 3 weeks of when the meeting is held and/or review and editing of a first draft that is produced by an NIDDK staff member, and production of subsequent iterations of the summaries until they are acceptable to the Office Director. An audio transcript and a written transcript of each meeting will be available for cross-checking; however, the written transcript will be prepared phonetically by the transcriber and factual details (names, dates, etc.) will need to be checked by the contractor against primary sources, such as Internet websites.
- Summaries of NIDDK scientific advances, and other similar scientific/technical documents and reports as required. Specific tasks would include writing original summaries of scientific articles in lay language and in a format and style; substantively editing first drafts prepared by NIDDK staff, and copy editing. Primary journal articles in PDF or other format will be available to the contractor for cross-checking against draft summaries.

#### **G. DELIVERABLES**

Meeting Summaries: First-draft meeting summaries, subsequent refined drafts, and final summaries.

Other Documents: Original first draft written summaries of scientific articles, subsequent refined drafts, and final summaries; and copy-edited documents as required.

#### **F. EVALUATION FACTORS:**

1. Qualifications and capabilities of proposed individual(s). The contractor should provide writing samples that demonstrate the ability of the individual(s) to produce the kind of work required. It would be highly desirable for the individual to have doctoral level training in the biomedical sciences or experience that would be comparable to such training.
2. Corporate knowledge of the NIDDK or NIH missions and/or experience in producing documents such as those described above for other components of the NIH.
3. Price.

TO RFTOP #[TBA]

TITLE: Writing/Editing Support for NIDDK

PART II - CONTRACTOR'S REPLY: CONTRACT # \_\_\_\_\_

Contractor:

Points of Contact:

Phone-

Fax-

Address:

TOTAL ESTIMATED COST: Pricing Method: Labor Hour

TOTAL ESTIMATED NUMBER OF HOURS: 300

PROPOSED COMPLETION DATE: July 1, 2004 (end of contract)

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: \_\_\_\_\_

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 301-435-6101 Signature -Anthony M. Revenis, J.D., NIH-PICS Coordinator Date