

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

RFTOP: #146
TITLE: **Improving Media Coverage of Cancer: A Survey of Science and Health Reporters**

PART I – REQUEST FOR TASK ORDER (TO) PROPOSALS

Contracting Officer: Gary P. Topper, (301-435-3793)
Point of Contact: James N. Chestnut, Contract Specialist

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Research Contracts Branch, PCPSS
Executive Plaza South, Suite 600, Room 6001
6120 Executive Boulevard, MSC 7195
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Research Contracts Branch, PCPSS
Executive Plaza South, Suite 600, Room 6004
6120 Executive Blvd.
Rockville, MD 20852

B. PROPOSED PERIOD OF PERFORMANCE: 12 months from date of award.

C. PRICING METHOD: Cost Plus Fixed Fee

D. PROPOSAL INSTRUCTIONS: Submit an original and 6 hard copies of the Technical Proposal and one original and 6 hard copies of the Business Proposal. **The Technical Proposal should NOT exceed 15 pages.**

E. RESPONSE DUE DATE: **AUGUST 21, 2003 AT 3:00 PM LOCAL TIME.**

F. TASK DESCRIPTION:

The contractor shall provide services to the National Cancer Institute's (NCI) Behavioral Research Program in planning, conducting, and analyzing a survey of science and health reporters.

Identify approach: A mixed-mode approach.

1. Background on the Survey

The goal of this project is to improve the coverage of cancer in the news media in the interest of providing accurate, timely and in-depth news stories that can be understood and used by readers and viewers. As a part of this effort, NCI proposes to understand how cancer is covered in the news media and the constraints under which cancer reportage takes place. As a first step, we propose to survey science and health reporters in the United States to assess (a) the training needs of journalists, (b) the barriers journalists face in reporting stories on cancer, and (c) the ways in which NCI and other agencies can provide appropriate "toolkits" to help reporters cover cancer-related stories. Data gathered from the survey will be helpful in understanding both the role of reporters as gatekeepers of health information and allow NCI disseminate timely and accurate information about cancer research to media and the American public. This project will contribute toward a number of scientific priorities of NCI's Extraordinary Opportunity in Cancer Communications (EOCC).

2. Objectives

The purpose of this procurement is to obtain services to:

Plan, develop, and execute a survey of reporters covering science and health news in the U.S. media and to analyze the data.

3. Services/Tasks to be performed

General Services:

This study proposes to do a survey of reporters covering health and science news stories in the U.S. media to understand their background and training needs in an effort to develop initiatives that improve news media reportage of health in general, and cancer in particular. Four sets of factors will be examined for which the contractor will gather information.

- Socio-demographic characteristics such as education, disciplinary training, experience, ethnicity, age and gender.
- Individual characteristics such as knowledge, attitudes, perceived and structural barriers in health reporting, opinions about NCI's responsiveness, and professional ideologies.
- Occupational practices such as source selection, source reliance (e.g., use of medical journals and toolkits), "beat" reporting, criteria for selection of stories to report, and reliance on materials such as video or print news releases.
- Lastly, the organizational and environmental context such as size and complexity of the news organizations, type of news medium, resources devoted to reporting (e.g., journals and books), and urban or rural location (which influences selection and availability of sources).

The anticipated period of performance is September 30, 2003 through September 29, 2004 (12 months). The Contractor shall develop, finalize, and format the survey instrument for administration. In addition, in discussion with the NCI, the Contractor will suggest alternative strategies to maximize response rates, and to reduce response burden. The Contractor shall employ the protocol and methodologies in consultation with the NCI to achieve a nationally representative sample of reporters to ensure sufficient numbers of respondents. The Contractor will need to demonstrate prior experience in conducting this type of survey and with the specific data collection methods and techniques proposed. The contractor will also need to demonstrate that they have the subject matter expertise to help in sample selection and instrument development. The Contractor shall, in consultation with NCI staff, describe an analytical plan that will include data reduction and the development of designated scales, scores, ratings, and recodes of relevant constructs. The contractor shall create documentation materials such as a codebook and list of instructions for data users.

In writing the proposal, the Contractor should, for each key task to be undertaken, provide a description of anticipated problems and challenges, as well as proposed solutions to these anticipated problems.

Finally, note that subsequent to Task Order award, NCI may request that the Contractor make modifications or extend the overall scope of work at a later date; for example, for the purposes of follow-up work conducted as part of this Task Order.

Such modifications will be negotiated with the Contractor at the time that any additional or modified work is required by NCI.

Specific Tasks:

Task 1- Survey Design

The Contractor shall, in consultation with the Government Project Officer(s), develop a national sampling frame for reporters covering health and science in American news media. The universe for this study is all fulltime editorial personnel of daily or weekly newspapers, wire service agencies and television and radio stations. The frame shall not include writers of fiction, drama, art, reviews or other non-news content.

The Contractor shall within 90 days subsequent to contract award, submit a written Survey Design Plan to the NCI Project Officer(s). The plan will consider stratification of the population considering news organization size and influence, among other things, to maximize the sample efficiency and will result in approximately 600 completed interviews. The plan will also describe how to calculate sample weights and describe how to calculate variance estimates taking into account the survey design.

The Contractor shall design a study that comes as close as possible to meeting a 60%-80% response rate (as defined by the standards of the American Association for Public Opinion Research). In order to achieve this level, Contractors are encouraged to consider the use of a multi-mode approach, perhaps involving telephone and mail, or even Web-based collection as part of an experimental approach. If the desired response rates are found, during the course of the survey, to be unobtainable within the cost constraints of the survey for some or all of the survey questions, the Contractor shall present an analysis of the tradeoffs between cost, precision, and sample size, and the survey design will be modified in consultation with the Project Officer(s).

Task 2- Instrument Design

The Contractor shall develop, revise, format, and finalize an instrument that is designed to elicit valid responses, based on discussions with the Project Officer(s) and pre-testing of the instrument. The Contractor should develop a survey instrument that the vast majority of respondents can complete in 15 minutes or less, and that is appropriate for the selected mode(s) of administration. Further, the Contractor must develop a survey instrument that meets Office of Human Subjects Research (OHSR) criteria for exempt research under 45 CFR 46.

In order to allow an exploration of specific methodological issues related to questionnaire design effects (e.g., wording and ordering), the Contractor must also be able to produce two or more versions of the questionnaire, and to conduct methodologically-based research that focuses on the comparisons between the results of these.

As well as developing the survey questionnaire, the Contractor will work with the NCI Project Officer(s) to develop a list of the specific research objectives that the set of questionnaire items will be capable of addressing, and the statistical point estimates and relationships that these items will produce.

The Contractor shall submit the final questionnaire instrument according to the delivery schedule below.

Task 3 - Preparation of Materials for OMB Clearance

The Contractor, in consultation with the Government Project Officer(s), shall develop and then produce 20 paper copies, as well as electronic copies, of all necessary documentation to be submitted to the Office of Management and Budget (OMB) for administrative clearance of survey data collection under the Paperwork Reduction Act. All required copies shall be provided to the Project Officer(s); electronic copies shall be provided in word processing format(s) specified by the Project Officer(s).

Task 4 - Pretest of Survey Instrument

The survey instrument shall be cognitively tested prior to OMB approval, to elicit accurate responses to each item, to demonstrate that the instrument and general survey approach are designed to obtain adequate responses, and to ensure that the questions can be answered in the time budgeted for the survey. After OMB approval is obtained, the proposed final survey instrument should be field-tested with a randomly (or systematically) selected sample of 10. Based on results of cognitive and field-testing, the Contractor will discuss and make modifications to the survey instrument in consultation with the Project Officer(s). The Contractor shall submit Cognitive Interviewing and Pretest outcome reports as specified in the delivery schedule.

Task 5- Interviewer Hiring and Training

If the proposed survey design involves the use of field/telephone interviewers, the Contractor shall provide the services of a sufficient number of trained interviewers and other necessary personnel to complete the required number of interviews, and other data collection efforts, within the specified time frame. The Contractor shall develop and conduct a standardized and documented training program for all staff

and supervisors, which applies effective interviewing and administrative procedures to the administration and conduct of the survey. The Contractor shall use staff and interviewers who possess previous experience conducting survey interviews. The training program will be documented in an Interviewer Training Manual. Training materials and a formal plan for training, evaluation, and survey administration practice, shall include the following:

- 1) An explanation of the survey instrument emphasizing its purpose and importance, the need to maintain a positive image with the respondents, and the need to be respectful concerning the respondent's time and effort, in order to maximize the response rate to the critical survey items;
- 2) A detailed review of all questions including definitions of terms, response categories, question-by-question instructions, methods of probing and recording, and any other points needed to obtain the stated data.

The interview training program shall be conducted by the Contractor and will include non-sample practice interviews. Training, including listening to actual interviewing, will be monitored by the Project Officer(s). The training manual will serve not only as a training tool for interviewers, but also as a comprehensive project manual that describes details that govern administration of the survey.

The Contractor shall work with the Project Officer(s) to provide a review of the background goals of the survey that will serve as the basis for the interviewing training manual and a question-by-question explanation of all survey items, including interviewer probes. The Contractor is expected to incorporate these study-specific tools into an appropriate training program that shall include specialized interviewing techniques required to conduct these surveys. The Project Officer(s) will review all manuals, instructions, and supporting documentation. These materials will be modified in response to reviewer comments before they are put into use.

A draft copy of the manual developed for the training of interviewers shall be provided to the Project Officer(s) for review 20 calendar days prior to the start of interviewer training. A copy of the final Interviewer Training Manual shall be provided to the Project Officer(s) before Interviewer Training is begun.

Task 6- Data Collection Procedures

The Contractor shall make use of procedures that are agreed upon by the Project Director and the NCI Project Officer(s) to constitute best practices in the conduct of sample surveys. NCI recognizes that response rates to surveys are declining, so the Contractor shall consider any and all mechanisms, including notification

letters, or alternative modes of data collection (e.g., mixed mode interviews involving the combination of telephone interviews with mail or Internet surveys) to obtain an acceptable response rate. The proposal should discuss the value of optimizing response time and maximizing response rate.

For purposes of documentation, the Contractor shall produce a written Data Collection Management Manual describing the administrative specifications of the study, the nature of the data to be collected, the type of contact needed before surveys are sent, the scheduling of interviews, the nature of letter to be sent to respondents to facilitate data collection, reporting procedures, quality control procedures, rules related to re-contact attempts, refusal conversion strategies, reporting procedures, selection of eligible respondents, and other critical details. The Contractor must submit to the Project Officer(s) the manual detailing the procedures established for data collection 20 calendar days prior to the start of the data collection phase.

The Contractor shall prepare and deliver specifications and documentation for a rapid and accurate system to collect and track survey interview data. Interviews shall be conducted on a sample of U.S. health and science reporters, as described previously. The Contractor, based on consultation with the Project Officer(s), will ensure that the survey questionnaires have proper skip patterns, potential response categories, interviewer instructions and prompt cues. The Contractor shall be responsible for all steps necessary to provide advance notice to the potential respondents and to collect the required data.

Task 6a. Quality Control of Data Collection

Telephone surveys:

Contingent on the use of telephone interviewing procedures, the Contractor shall develop a systematic process to monitor the performance of interviewers during the field period, including performance criteria and methods to identify substandard accomplishment on the part of staff and interviewers, with provisions to either improve their performance or replace them. Interviews shall be reviewed on a timely fashion after completion to ensure accuracy and completeness of responses. Based on consultation with the Project Officer(s), a sufficient sample of actual interviews are to be monitored to ensure quality control. Provisions to allow the Project Officer(s) to monitor actual interviews shall be described.

The contractor should consider carefully the procedures used to govern release of the sample to their telephone or other field survey unit or facility, in order to most efficiently handle trade-offs between survey unit sample requirements on the one

hand, and maximization of response rates, on the other. A completed interview shall include all critical questions answered completely. Critical questions will be identified by the Project Officer(s). During data collection, the Contractor should track the data collection process daily and produce weekly reports, including information on a) response rates and cooperation rates, b) production to date, in terms of total interviews and totals within each of several sub-domains, and c) problems encountered in obtaining survey completions (see subtask 8b). The Contractor shall consult with the Project Officer(s) to discuss the response rates and response patterns, in order to modify data collection or other methods if response rates are less than expected. Finally, the Contractor will develop procedures for respondent follow-back (call-backs in the case of telephone interviews) that result in the maximization of response rates.

Mail surveys:

If a mail survey is to be used, either in whole or in part, the Contractor shall develop a systematic process to monitor the flow of questionnaires as they are sent and received, including means for quick and efficient tracking of receipt, linkage to systems used to control further reminders and mailouts, etc.

Task 7- Data Management

Subtask 7a- Data Coding and Storage

The Contractor shall develop and implement a system to be used to code, edit, clean, and verify and store data, as they are collected. If open-ended questions are used in the survey instrument, the Contractor shall be responsible for coding such questions (including collapsing responses into discrete categories) based on consultation with the Project Officer. If mixed-mode data collection is used, the Contractor will develop appropriate data cleaning, editing, and coding procedures for each mode, and combine the resulting files in such a way that these are consistent, and that mode is retained as a variable on the dataset. Further, if embedded experiments are to be conducted, as described in Task 1, the Contractor shall also produce data files in such a way that the experimental condition is also contained as a variable.

Subtask 7b- Interim Tabulation and Progress Reports

Monthly progress reports shall include updates and evaluations of the survey operation, development of the analytical plan, and complete tabular summaries of the interview data as appropriate. Both cumulative and previous month data should be presented. Electronic files with this information shall be provided using the word processing format(s) specified by the Project Officer(s). The interim

data should also be presented in graphic format to permit visual interpretation where appropriate.

Information in these reports shall include quantitative reports summarizing, both cumulatively and for the most recent time period, and for each survey administration mode used (as appropriate or known): (a) the total number of contact attempts, (b) the number of contacts, (c) the frequency of other outcomes related to contact, according to disposition code, (d) the number of sampled individuals contacted, (e) frequencies of each defined outcome of that contact, according to disposition code, and (f) AAPOR-defined cooperation and response rates, for all levels.

Subtask 7c- Data File Production

At the end of data collection, the Contractor shall provide the NCI a clean file (e.g., one with out-of-range data values removed) containing the data from the survey. The Projects Officer(s) shall specify the machine-readable format or formats of the data file(s) to be used. The Contractor is responsible for ensuring that any subcontractor(s) collects and transmits data to the Contractor in a manner that shall enable him or her to merge multiple data files into the master format specified by the government in a rapid, cost efficient and practical manner.

With the final data file, the Contractor shall also supply documentation which includes: a list of variables, codes, coding rules, edit specifications, edit flags, notes describing any problems with data, and a data dictionary. Electronic files with this information shall be provided using the word processing format(s) specified by the Project Officer(s).

Task 8- Data Analysis

Task 8a. Analysis Plan

The Contractor shall review the preliminary data reduction and analytical plan and shall propose alternative or additional methods by which the data can be reduced to reach conclusions about survey topics. In addition, other scales or scores, and indexes, as deemed necessary by the NCI, shall also be developed. A Final Analysis Plan, in consultation with the Project Officer(s), shall be produced by the Contractor specifying the data reduction strategies and analytical methods to be employed. The Contractor shall construct the scores and produce the scales using the data collected and perform the appropriate statistical testing and verification of internal consistency. In the proposal, the Contractor should prepare a preliminary analytical plan, which would include methods for a descriptive summation of the data collected.

Task 8b. Analysis Report

In accordance with the Final Analysis Plan, the Contractor shall perform statistical analyses of the data collected, produce a hard copy of such analyses, present and summarize selected results in tables, and produce an Analysis Report to be submitted to the Project Officer(s). The Contractor must use an analytic software package(s) specified by the Project Officer(s), and the software package must have the ability to account for the sample design selected.

Specifically, the Contractor shall conduct the following analyses:

- 1) Distributions of all questionnaire response variables.
- 2) Cross-tabulations of respondent demographic variables and questionnaire response variables.
- 3) Additional bivariate relationships among constructs using standard inferential methods appropriate to the scalar characteristics of the variables (i.e., different methods for nominal, ordinal, and interval measures) should be explored using the appropriate parametric and non-parametric analyses.
- 4) Production of variance estimates for point estimates of interest, using software that takes into account the use of the sample design.

Task 9- Final Report

The Contractor shall submit a written Final Report, in both draft and final forms. The report shall include a summation of the work performed and salient results obtained for the entire contract period of performance. The Final Report shall be in sufficient detail to describe comprehensively the results achieved. The Final Report shall include: 1) an inventory of all documentation maintained or modified by the Contractor during the period of the contract (including training manuals, coding manuals, survey instruments, etc.), a copy of all tapes, diskettes, and data sets with automated documentation, initials, keywords, passwords used by the Contractor if applicable, plus an inventory of all tapes, diskettes, and data sets assigned to accounts, and a brief description of each.

The Contractor shall provide the Contracting Officer and the Project Officer(s) with an electronic copy of the Final Report in draft form 15 calendar days prior to its scheduled delivery date. The Project Officer(s) shall review the draft report and provide the Contractor with comments within 5 calendar days after receipt. The Final Report shall be revised if necessary and the final version delivered, in

both electronic form and paper form (bound, five copies) within 10 calendar days after receipt of comments from the Project Officer(s).

4. Reporting Requirements

Survey Design Plan (see Task 1)

Copy of final questionnaire before fielding the instrument (see Task 2)

Materials for OMB survey clearance (see Task 3)

Survey pretest report, including results of cognitive testing (see Task 4)

Interviewer Training Manuals (see Task 5)

Data Collection Management Manual (see Task 6)

Interim and Final Interviewing Progress Reports (see Task 7b)

Data file (see Task 7c)

Analysis Plan (see Task 8a)

Analysis report (see Task 8b)

Final Report (see Task 9)

Monthly Progress and Budget Reports:

By the 10th calendar day of each month, the Contractor shall submit a written Monthly Progress and Budget Report to both the Project and Contracting Officer(s) that documents and summarizes work performed during the previous month. Any difficulties experienced during the conduct of the study shall be highlighted and suggested resolutions shall be made. The level of specificity required is that of person-hours by personnel category. Cumulative dollar figures shall also be provided and compared to planned costs of the tasks. The reports will also provide updates on the number of completed interviews, the average length of time per interview, and any problems experienced.

5. Deliverables

Satisfactory performance of the final contract shall be deemed to occur upon delivery and acceptance by the Contracting Officer of the following items, during each year of the contract, in accordance with the stated delivery schedule (all items to be delivered electronically, except as otherwise specified under Tasks 1 - 10).

| <u>Description</u> | <u>Delivery Schedule</u> |
|---|---|
| <u>1. Survey & Instrument Design Plan Pretests & Cognitive interviews</u> | <u>60 calendar days after contract award</u> |
| <u>2. Materials for OMB survey clearance</u> | <u>Six months prior to the scheduled start of data collection</u> |
| <u>3(a). Draft Interviewer Training Manual</u> | <u>20 calendar days prior to the start of interviewer training</u> |
| <u>4(b). Final Interviewer Training Manual</u> | <u>Prior to Interviewer Training</u> |
| <u>5. Data Collection Management Manual</u> | <u>10 calendar days prior to the start of data collection phase</u> |
| <u>6. Copy of final questionnaire</u> | <u>Prior to field data collection</u> |
| <u>7. Interviewing Progress Reports</u> | <u>By the 10th calendar day of each month, or at the request of the Project Officer(s) during the course of survey data collection</u> |
| <u>8. Data file</u> | <u>60 calendar days subsequent to data collection</u> |
| <u>9. Analysis plan</u> | <u>Prior to data analysis</u> |
| <u>10. Analysis & Final report</u> | <u>30 calendar days prior to the end date of the contract</u> |

G. EVALUATION FACTORS

RFTOP # 146

TITLE: **Improving Media Coverage of Cancer: A Survey of Science and Health Reporters**

EVALUATION FACTORS

1. GENERAL

The technical proposal will receive paramount consideration in the selection of the Contractor for this Task Order award. All evaluation factors, other than cost or price, when combined are significantly more important than cost or price. In the event that the technical evaluation reveals that two or more Offerors are approximately equal in technical ability, the estimated cost of performance will become paramount. In any event, the Government reserves the right to make an award to the best advantage of the Government, cost and other factors considered.

Evaluation shall be on the basis of the proposal presented, not on the basis of what may be implied or intended.

2. TECHNICAL EVALUATION CRITERIA

The evaluation criteria are used by the technical evaluation committee when reviewing the technical proposals. The criteria below are listed in the order of relative importance with weights assigned for evaluation purposes.

Evaluation Criteria

| | | |
|------------------------------------|-------------|------------|
| Technical Approach | | 35 points |
| Personnel | | 30 points |
| Senior Scientist/ Project Director | (20 points) | |
| Other staff | (10 points) | |
| Corporate Experience/Resources | | 35 points |
| TOTAL | | 100 points |

3. PAST PERFORMANCE FACTOR

The Offeror's past performance will be evaluated after determination of the competitive range. Only those offerors included in the competitive range will be evaluated.

The evaluation will be based on information obtained from references provided by the Offeror, other relevant past performance information obtained from other sources known to the Government, and any information supplied by the Offeror concerning problems encountered on the identified contracts and corrective action taken.

Evaluation of past performance will be a subjective assessment based on a consideration of all relevant facts and circumstances. It will not be based on absolute standards of acceptable performance. The Government is seeking to determine whether the Offeror has consistently demonstrated a commitment to customer satisfaction and timely delivery of services at fair and reasonable prices.

INSTRUCTIONS TO OFFERORS

1. Personnel requirements

The contractor shall provide the necessary support staff to carry out all aspects of the work scope. This shall include a project manager, survey operations manager(s), statistician(s), programmer/analyst(s), technical support personnel, and administrative support. The Offeror shall document the relevant experience of any persons proposed and shall justify the need for persons with various capabilities. Key personnel are the Senior Scientist/Program Director, Statistician, and Programmer/Analyst.

a. Senior Scientist/Project Director (Master's Level or above)

The Project Director should have at least 5 years of experience managing personnel and directing studies that involve:

- 1) Conducting representative national surveys
- 2) Developing telephone-administered questionnaires directed toward the adult general population, including those designed to obtain data on health knowledge and health information
- 3) Maintaining participation rates conforming to government standards
- 4) Assessing reliability and validity of collected data
- 5) Editing and analyzing questionnaire data on health knowledge and health information
- 6) Use of data reduction techniques for the development of scales and summary scores
- 7) Preparing a package for the Office of Management and Budget review

b. Statistician (Ph.D.)

The statistician should have at least 5 years of experience in:

The design and choice of sampling frame for nationally-based surveys
Analyses of survey data
Data reduction techniques, development of scales, and creation of summary scores, ratings, profiles, and typology of effort

c. Programmer/ Analyst

The Programmer/Analyst should be experienced in supervising personnel, writing and implementing data management systems, and in manipulating and analyzing large data sets.

The proposal should also include other personnel, including consultant(s) with expertise in surveys on cancer knowledge and health information (if not available in-house), coders, interviewer supervisor, interviewers, data entry personnel, web designer, writer(s), and visual artist(s).

2. Corporate Experience and Resources

Offerors should document their corporation experience and resources relevant to work identified in the Statement of Work of the RFP. This should include:

Corporate experience in the area of survey research, cancer control research, specifically with studies that involved:

- 1) Developing questionnaires, especially those targeting health knowledge and health information among the general adult population
- 2) Selecting representative national samples and subsamples for studies, including over-sampling of minority and under-served populations
- 3) Conducting representative national surveys by telephone and by other modalities
- 4) Effective scheduling and managing multiple contacts with participants
- 5) Quality control
- 6) Editing and analyzing questionnaire data

Offerors should describe available resources and facilities necessary to complete the project. This should include a centralized office in which documents and files associated with this study can be stored and secured to ensure privacy. The office should be located so that stored materials can be reviewed and reports and materials received and delivered as specified in the Statement of work.

UNIFORM ASSUMPTIONS – The following information is furnished for the Offeror’s information only and is not to be considered restrictive for proposal purposes.

Project: 12 months

Project Director: Approx 15% time for 12 months

Project Manager: Approx. 40% time for 12 months
Interview Manager(s): Equivalent to 30% time for 6 months
Coding Supervisor(s): Equivalent to 20% time for 3 months
Statistician(s): Equivalent to 20% time for 3 months
Programmer/Analyst(s): Equivalent to 20% time for 6 months
Interviewers: 1.5 hour per each of 600 completed interviews
Data processors/Coders: 0.5 hour per completed interview
Travel: One trip by Project Director for consultation and/or presentations at professional conference

Questions concerning this RFTOP must be submitted electronically to James N. Chestnut, Contract Specialist of Prevention, Control and Population Sciences Contracts Section (PCPSS), Research Contracts Branch, National Cancer Institute (NCI) at jc572n@nih.gov.

PART II - CONTRACTOR'S REPLY: CONTRACT

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:

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

Date