

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

RFTOP#161 TITLE: OMB Clearance System Tracking System

PART I – REQUEST FOR TASK ORDER (TO) PROPOSALS

A. Point of Contact Name: Anthony Revenis

Phone-(301)402-3073

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Proposal Address:

Billing Address:

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

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

B. PROPOSED PERIOD OF PERFORMANCE: 2 years from date of award.

C. PRICING METHOD: Firm Fixed Price - Firm should outline and describe revisions and other changes to adapt existing NSF OMB Clearance System to NIH needs. Specifics include : context sensitive links to NIH guide/help documents; revisions of justification document screen text and functionality to match NIH process; changes to handling of roles and additional levels of review and NIH organizational structure; changes to research and reporting capabilities; authoring and historical tracking of FR Notices and document development; e-mail reminders of necessary program response activities. Also accessibility review for Section 508 Compliance; functionality testing; editorial review and proof reading; usability reviews; user technical support.

D. PROPOSAL INSTRUCTIONS: Proposal shall be submitted to me by e-mail. Please enter in the subject line the following Text:
“Proposal for RFTOP#161”

E. RESPONSE DUE DATE: September 18, 2003 at 4:00 p.m.

F. TASK DESCRIPTION: The Project Clearance Branch, OD/OER/OPERA/NIH manages all NIH transactions to comply with the Paperwork Reduction Act and Implementing OMB regulations originating

from the NIH IC's on behalf of the DDER. These transactions require timely and accurate tracking of multiple simultaneous ongoing processes to insure NIH compliance with OMB and DHHS requirements. The transactions affect major NIH mission related activities: applications and awards for all assistance grants for all NIH IC's; related requirements for reporting and recordkeeping under NIH and DHHS grant regulations; scientific and evaluation activities of the IC program and scientific staff. Maintenance and operation of the system is mission critical. A distinct but integral aspect of the system is the preparation of the NIH Annual Information Collection Budget to OMB. This budget establishes the authorized NIH level of NIH award and scientific and evaluative activities for the new Fiscal Year. It is essential to the NIH continued operations.

Objective

Management and operation of the system is a complex set of activities involving establishing schedules and coordination among the IC's, their administrative staff, their program staff and research staff to meet recurring deadlines or required submissions and responses to the OMB controlling unit (Office of Information and Regulatory Affairs- OIRA). Tracking and monitoring of these critical deadlines is essential. Failure to meet them in a timely fashion entails suspension of one or more mission critical NIH activities and would prove disruptive to the NIH and to the extramural research community.

The Project Clearance Branch requires a system of control for the portfolio of active, proposed and expiring projects in order to maintain compliance with established statutory and regulatory requirements.

The development of a prototype initial system at the National Science Foundation represents a unique opportunity to adapt the similar system to the NIH operations without excessive upfront investment of limited resources. Slight modifications are required to reconfigure the system and to incorporate several existing NIH resources already developed that will facilitate the compliance with the requirements and improve efficiency of current operations which are dependent on manual and labor intensive steps.

Facilities and Equipment

Contractor will supply the hardware and software capabilities

Tasks

- * Create new template for NIH's justification document guidelines
- * Add context sensitive links from the justification document screen to NIH guidelines
- * Change handling of roles, permissions and organizational hierarchies to support:
Additional level of review (DHHS)
NIH organizational structure
- * Add authoring and historical tracking of Federal Register Notices
- * Add email reminders (capability of sending bulk or single e-mails based on specified dates or conditions)
- * Enhance search and reporting capabilities

As before, this includes:

- * Accessibility review for Section 508 compliance
- * Functionality Testing
- * Editorial review and proofing
- * Usability review and some usability testing
- * User technical support

G. EVALUATION FACTORS

The Contractor shall be ORC Macro, which has developed, tested and implemented the system at NSF. No other source is capable of providing the supplies or services required at the level of quality required because the supplies or services ordered are unique or highly specialized. They have developed a proprietary product.

TO # NICS-161 TITLE: OMB Clearance System Tracking System
PART II - CONTRACTOR'S REPLY: CONTRACT #263-01-D-0_____

Contractor:

Points of Contact:

Phone-

Fax-

Address:

TOTAL ESTIMATED COST:

Pricing Method - FFP

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: _____

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