

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

Please note: This is 100% Small Business Set-Aside

RFTOP# 164 TITLE: Early Drug Development Meetings – NCI

PART I – REQUEST FOR TASK ORDER (TO) PROPOSALS

A. POINT OF CONTACT NAME: Anthony Revenis

Proposal Address:

6011 Executive Blvd, Room 529S
Rockville, MD 20892-7663

Billing Address:

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

B. PROPOSED PERIOD OF PERFORMANCE:

Base Period: Date of award - March 31, 2005

Option 1: April 1, 2005 - March 31, 2006

Option 2: April 1, 2006 - March 31, 2007

Option 3: April 1, 2007 - March 31, 2008

Option 4: April 1, 2008 - March 31, 2009

C. PRICING METHOD: Time and Material

D. PROPOSAL INSTRUCTIONS: Submit to point of contact electronically.

E. RESPONSE DUE DATE: November 26, 2003 at 10:00AM local NIH time.

F. TASK DESCRIPTION:

BACKGROUND INFORMATION

The Cancer Therapy Evaluation Program (CTEP) is responsible for the administration and coordination of most of the extramural clinical trials supported by the Division of Cancer Treatment and Diagnosis (DCTD). Novel therapeutic targets require new paradigms for early clinical trials. Physicians and clinical scientists need a venue to exchange ideas regarding new approaches to evaluate anti-cancer agents and assays for their effects.

The Investigational Drug Branch (IDB) of CTEP will sponsor meetings to meet this need. IDB is requesting the services of a Contractor to provide conference management and logistical support for meetings related to three projects, Early Clinical Trials meetings (approximately 250 attendees at 2 meetings/ year), Working Groups for Early Clinical Trials (approximately 40 attendees/meeting and approximately 6-12 meetings/year) and Teams for Interdisciplinary Research for Molecular Target Assessment (MTA, approximately 100 attendees/meeting, 2 meetings/year). The first Early Clinical Trials Meeting and Working Group meetings are planned for March 2004, then working groups approximately every 4-6 weeks thereafter. The first MTA meeting is planned for July 2004, then every 6 months thereafter.

Although this contract will not utilize individual work assignments for specific tasks, we have attached examples outlining the overall tasks that are needed for each type of meeting. The Contractor will need to immediately start working on the first Working Group meeting. The Contractor will be asked to support all future Working Group and MTA meetings in 2004, 2005 and 2006.

The primary task is to provide conference and meeting support services. This includes support prior to, during and after the meeting. Following federal regulations, the Contractor must also arrange for transportation and accommodations for conference participants. In most cases, travel expenses for Working Group meetings will be provided through Professional Service Contracts (PSCs); for MTA and Early Clinical Trials meetings, travel expenses will be covered by both grant resources of the attendees and some PSCs.

A variety of logistical support services may also be required. These would include technical and clerical assignments to support invitations, registration, CME, agenda and report design and preparation, routine typing and/or courier service. Although research scientists are not needed to provide support, the scientific nature of the meetings requires that staff who may be responsible for preparing minutes and reports be familiar with biomedical terminology. Because the information discussed at these meetings may influence national biomedical research policy, the reports and other information disseminated must be complete, accurate, and in some cases kept confidential. Minutes and reports will be presented to IDB professional staff for final revision and acceptance.

Frequent interactions between the Contractor, NCI Task Leader and other NCI Program and Contracting staff are anticipated.

DESCRIPTION OF WORK

The Contractor shall furnish services, qualified personnel, material, equipment, and facilities, not otherwise provided by the Government under the terms of this contract, in order to provide the necessary support services to the Investigational Drug Branch of the Cancer Therapy Evaluation Program. For each meeting, the Contractor shall provide a detailed invoice containing a cost breakdown.

The Contractor shall perform, but not necessarily be limited to, the following assignments:

A. Conference Management

The Contractor shall assist the Investigational Drug Branch (IDB) of the Cancer Therapy Evaluation Program (CTEP), Division of Cancer Treatment and Diagnosis (DCTD), NCI in the planning, development, staging, and reporting of the Early Clinical Trials (ECT), Working Group for Early Clinical Trials (Working Group) and Molecular Target Assessment (MTA) meetings.

Services to be provided shall include both pre-and post-conference activities necessary to successfully manage meetings of all sizes and shall include such work assignments as contacting participants, making travel and accommodation arrangements for non-NCI personnel participating in the conference, planning scientific meetings including logistics and on site support, A-V support, taking minutes, preparation of conference materials (reports, slides, charts, etc.), and final documents, including reproduction and distribution of reports containing clinical and scientific data.

Specifically, the Contractor shall:

1. Provide assistance in selecting and reserving suitable conference sites and overnight accommodations. Sites easily reached from Washington National Airport and subway are preferred, especially for the Working Group meetings. (Working Group meetings are envisioned as one-day conferences with a limited number of attendees requiring overnight accommodations.)
2. Provide a reservation service for overnight accommodations for the conference attendees. Make arrangements for ground transportation, as required, to and from the incoming transport terminals, hotel and conference site.
3. Select food and beverage service that could include one or more of the following: continental breakfast, morning and afternoon coffee, pastry and/or other beverage service, lunch, and dinner. The Task Leader will specify the type of food and beverage service required for each conference and how the Contractor will be reimbursed for this service (either through contract funds or money collected from the meeting participants).

For all meetings, the Contractor shall submit a detailed cost breakdown to the Task Leader and Contracting Officer prior to initiating any work on the respective meeting.

4. Design, prepare and distribute necessary invitation/logistic information, background materials and reports required for the conduct of the conferences. The contractor shall also prepare conference materials such as slides, charts, etc., including reproduction and distribution or reports containing clinical and scientific data.

5. As required, produce a proceedings report from materials presented at the conferences.
6. Provide sufficient staff for on-site conference services, such as secretarial support, message handling, registration, information desk, and audio-visual projection.
7. Provide projectors, screens, laptops, flip charts, and recording equipment as required, including back-up equipment.

B. Logistical Support

1. The Contractor will be experienced with producing and projecting PowerPoint slide presentations. Logistical support shall include, as needed, arrangement for slide presentations from both IBM PCs and Apple/Mac PCs without extended intervals for set-up (i.e, plugging projection equipment into serial PCs without having to reboot each computer and/or the projection equipment.)
2. Logistics support shall also include provision of summaries of scientific sessions, production of meeting minutes for IDB staff review, typing and editing of reports into final form, reproducing the reports, or in some cases, providing them to IDB for reproduction as determined for each meeting by the project officer/task leader.
3. In some instances, under the direction of the Task Leader, the Contractor shall be responsible for the initial layout and drafting of a report from written input. This may involve: outlining and laying out the report; suggesting ways to display information; coordinating sections written by various contributors; preparation of art work; editing, typing and distribution of drafts; collating comments on drafts; providing revised drafts though several cycles; designing covers; and typing, proof reading and providing copies to the Task Leader in the quantity requested. A large proportion of this task will require close liaison between IDB staff members and the Contractor.

For proposal purposes assume the following:

- Reserve meeting facilities at a non-government site.
- Early Clinical Trials meetings will be from 8:00 a.m. to 5:00 p.m. for two days with two meetings per year. Plan for 250 attendees and a minimum of three breakout rooms. These meetings occur in Bethesda or other nearby location.
- Molecular Target Assessment meetings will be from 8:00 a.m. to 5:00 p.m. for two days with two meetings per year. Plan for 80-120 attendees and a minimum of three breakout rooms. These meetings may occur in Bethesda as well as other locations around the U.S.
- Working Group meetings will be from 10 a.m. to 4 p.m. for one day with twelve (12) meetings per year. Plan for 30-40 attendees. These meetings will most often occur in Bethesda but may be scheduled in other sites easily accessible to the majority of attendees.

The attached Contract Work Assignments outline overall tasks that are needed for each type of meeting. The contractor will need to immediately start working on the first Working Group meeting.

Sample for an Early Clinical Trials or Molecular Target Assessment Team Meeting

A. Title: Early Clinical Trials Meeting or Molecular Target Assessment Team Meeting

B. Description

The following tasks are needed to plan and support the Early Clinical Trials (ECT) Meeting or Molecular Target Assessment (MTA) Team meetings. The Contractor shall contact the IDB Task Leader prior to starting the preparation for each meeting in order to confirm the support required and submit a budget.

1. The Contractor will secure meeting space at a handicapped-accessible government site (or hotel/conference center if space at a government site is not available.) There will be approximately 250 attendees for ECT meetings and 100-150 attendees for MTA meetings. The main conference room must accommodate all attendees in lecture hall/class room format. Three breakout rooms accommodating 30-40 people may also be needed. The meeting site should be near National Airport and the subway (e.g. Crystal City) and must be approved by IDB prior to finalization of arrangements.
2. The Task Leader will provide the Contractor with a list of invitees that will include available contact information. The Contractor will ascertain any missing information for invitees, e.g., titles, affiliations, addresses, phone and fax numbers, and email addresses, and produce a participant list. The Contractor will update the list if changes are received, and provide a final copy (in Excel format) to the Task Leader. Contractor may be asked to maintain and reuse participant lists.
3. The Contractor will develop an email-based registration system for the meeting and oversee the email registration process to ensure that the maximum attendance is not exceeded.
4. The Contractor will reserve a block of sleeping rooms (~60 for MTA meetings; ~100 for ECT meetings) at the Government Rate at a hotel near or within the meeting site, and announce the room block in pre-meeting informational e-mailing. The Contractor will prepare a rooming list for the hotel, covering non-local presenters and participants. MTA investigators will have funds in their grants for overnight accommodations for all team meetings.
5. The Contractor will draft, proofread, and distribute an invitation packet for each meeting that will include:
 - a. A one page email letter of invitation.
 - b. A tentative agenda
 - c. A two page fact sheet
 - d. Hotel information, directions and a map

- e. A one-page faxable reply letter of confirmation or regret
Electronic invitation materials should be assembled as needed using a Contractor-maintained mailing list and e-mailed to the invitees.
6. The Contractor will draft and produce two versions of the invitation letter for (1) Presenters, (2) Invited Facilitators. These letters will be personalized (name, topic, date and time of presentation, etc.), coded for use with the mailing lists, and prepared for electronic signature by the IDB Task Leader. The letters will serve as the cover to the invitation package.
 7. In conjunction with the IDB Task Leader, the Contractor will draft a tentative agenda, proofread the draft agenda and submit it for review by IDB staff. The Contractor will provide a corrected draft for a second review cycle, make final corrections to the text, and reproduce the tentative agenda to be included in the invitation packet.
 8. The Contractor will obtain a PDF map of the meeting area that identifies the meeting site, subway, main roads and parking facilities, and include the map in the invitation packet.
 9. The Contractor will make final changes to the meeting agenda, and reproduce an appropriate number of copies for distribution at each meeting based on the projected number of attendees.
 10. The Contractor will set up, staff & manage a registration/confirmation desk and coordinate with the host facility to provide phone access at the registration desk for messages and brief calls. The Contractor will develop a sign in sheet and verify the attendance of invitees.
 11. The Contractor will develop a ground transportation sign up sheet and arrange transportation as needed.
 12. The Contractor will provide onsite support for the meeting including pre-meeting set-up, registration, oversight of food and beverage service, operation of audiovisual equipment, assistance with ground and air transportation, assistance with distributing and obtaining signature on Professional Services Contracts (PSC), collecting expense claim forms if required and post meeting close out. Summaries of material presented at the meeting and slide hardcopies will be collected from the presenters. Two copies of these will be made for CTEP use.
 13. The Contractor will draft, produce and e-mail a one-page thank you letter for attendees (approximately 100 or 250 depending on meeting type.) These letters will be formatted for signature by the IDB Senior Clinical Investigator.

C. Task Leader: LeeAnn Jensen, PhD

Sample for a Working Group Meeting

A. Title: Working Group for Early Clinical Trials Meetings

B. Description

The following tasks are needed to plan and support Working Group for Early Clinical Trials meetings. The Contractor shall contact the IDB Task Leader prior to starting the preparation for each meeting in order to confirm the support required and submit a budget.

1. The Contractor will secure meeting space at a handicapped-accessible government site (or hotel/conference center if space at a government site is not available.) There will be approximately 40 attendees for Working Group meetings. Suitable meeting facilities will have a conference room with adjustable, flexible back armchairs (i.e., workstation-type chairs, not stacking chairs) and a U or square shaped table with no more than 15 seats per side and room for additional attendees in rows against wall. The meeting site should be near National Airport and the subway (e.g. Crystal City.)
2. The Task Leader will provide the Contractor with a list of invitees that will include available contact information. The Contractor will ascertain any missing information for invitees, e.g., titles, affiliations, addresses, phone and fax numbers, and email addresses, and produce a participant list. The Contractor will update the list if changes are received, and provide a final copy to the Task Leader.
3. The Contractor will develop an email-based registration system for the meeting and oversee the email registration process to ensure that the maximum attendance is not exceeded.
4. The Contractor will reserve a block of 20 sleeping rooms at the Government Rate at a hotel near or within the meeting site, and announce the room block in pre-meeting informational e-mailing. The Contractor will prepare a rooming list for the hotel, covering non-local presenters and participants.
5. The Contractor will use Professional Service Contracts (PSCs) to reimburse travel expenses for attendees. Expenses eligible for reimbursement include transportation, overnight accommodations, and meals (not provided by the meeting.) Receipts are required.
6. The Contractor will draft, proofread, and distribute an invitation packet for each meeting that will include:
 - a. A one page letter of invitation.
 - b. A tentative agenda
 - c. A two page fact sheet

- d. Hotel information, directions and a map
- e. A one-page faxable reply letter of confirmation (or regret)

Electronic invitation materials should be assembled as needed using a Contractor-maintained mailing list and emailed to the invitees.

7. The Contractor will draft and produce two versions of the invitation letter for (1) Presenters, (2) Invited Facilitators. These letters will be personalized (name, topic, date and time of presentation, etc.), coded for use with the mailing lists, and prepared for signature by the IDB Task Leader. The letters will serve as the cover to the invitation package.
8. In conjunction with the IDB Task Leader, the Contractor will draft a tentative agenda, proofread the draft agenda and submit it for review by IDB staff. The Contractor will provide a corrected draft for a second review cycle, make final corrections to the text, and reproduce the tentative agenda to be included in the invitation packet.
9. The Contractor will obtain a PDF map that identifies the meeting site, subway, main roads and parking facilities, and include the map in the invitation packet.
10. The Contractor will make final changes to the meeting agenda, and reproduce an appropriate number of copies for distribution at each meeting based on the projected number of approximately 40 attendees.
11. The Contractor will prepare tent cards and name badges for all participants using the largest font possible. Tent cards should be double sided.
12. The Contractor will set up, staff & manage a registration/confirmation desk and coordinate with the host facility to provide phone access at the registration desk for messages and brief calls. The Contractor will develop a sign in sheet and verify the attendance of invitees.
13. The Contractor will develop a ground transportation sign up sheet and arrange transportation as needed.
14. The Contractor will provide onsite support for the meeting including pre-meeting set-up, registration, oversight of food and beverage service, operation of audiovisual equipment, assistance with ground and air transportation, assistance with distributing and obtaining signature on Professional Services Contracts (PSC), collecting expense claim forms if required and post meeting close out. Summaries of material presented at the meeting and slide hardcopies will be collected from the presenters. Two copies of these will be made for CTEP use.

15. The Contractor will draft, produce and e-mail a one-page thank you letter for approximately 40 attendees. These letters will be formatted for signature by the IDB Senior Clinical Investigator.

C. Task Leader: LeeAnn Jensen, PhD

G. EVALUATION FACTORS

- **Corporate Experience/ Past Performance** (up to 55 points)
Demonstrated successful performance in executing contracts of this nature.
- **Experience of Personnel** (up to 30 points)
Documented experience, ability to work independently, and availability of the proposed project manager and the proposed staff as related to their designated responsibility to the project.
- **Cost** (up to 15 points)

Task Order# NICS-164 TITLE: Early Drug Development Meetings – NCI

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: _____

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