

INFORMATION AND COMMUNICATION SERVICES
NIH – TASK ORDER

RFTOP # 168 TITLE: Int'l Protégé Workshop NCI

N.B. This work is being solicited as a sole-source with Palladian Partners

PART I - REQUEST FOR TASK ORDER PROPOSALS

A. Point of Contract Name: Anthony Revenis

Phone (301) 402-3073

Fax (301) 435-6101

Proposal Address:

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

Billing Address:

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

B. PROPOSED PERIOD OF PERFORMANCE: 8 months.

C. PRICING METHOD: Firm Fixed Price –

D. PROPOSAL INSTRUCTIONS: Proposals should be submitted by e-mail. Electronically attached samples are acceptable and encouraged. Please enter in the subject line the following text, "RFTOP#167 – Proposal from {insert your firm's name}." A signed task order form may be submitted electronically or will later be requested from the successful bidder.

E. RESPONSE DUE DATE: ASAP

TASK DESCRIPTION:

Statement of Work – Logistics for 7th Annual International Protégé Workshop

The NCI and NLM are working together to help support the 7th Annual International Protégé Workshop, hosted by Stanford University Medical Informatics. The meeting will be hosted at Natcher on the NIH campus July 6-9, 2004.

Protégé is an open source ontology development / knowledge engineering software tool that is used widely around the world, especially in academia, and is supported in part through grants and contracts from NCI, NLM and DOD. The workshop has previously been hosted in Europe, and the meeting participants this year will be coming from around

the world. The registration is currently planned to be limited to 150, but early interest suggests that the limit will be raised to 250.

This Statement of Work is to solicit limited logistics support for this meeting. The draft schedule is as follows:

July 6 -- 8:30 am-5:30 pm – Workshops and Tutorials (estimated 100-150)

July 7 – 8:30 am-5:30 pm -- Morning and Afternoon Sessions (estimated 150-250) including poster and demo session

July 8 – 8:30 am-5:00 pm Morning and Afternoon Sessions (estimated 150-250)

July 8 7:30 pm -- Evening Dinner (arranged)

July 9 – Morning Session (estimated 150-250) and Afternoon governing group meeting (estimated 20)

This meeting is being funded jointly by Stanford, NLM and NCI. This SOW will cover most direct labor costs for the meeting and some direct costs such as copying and local travel. The arrangements for the meeting to be held at Natcher Auditorium have already been made by NCI. Stanford will handle the inflow of funds from registration, hotel contract, banquet arrangements and refreshments under separate contract.

Task Description:

Planning and dissemination of information including but not limited to:

- Transportation and lodging information, including arranging for a block of hotel rooms and information about alternate hotels available in the area.
- Meeting material preparation and/or editing, duplication and packaging including agenda, badges, meeting roster, participant list in advance of meeting,
- Correspondence with registrants, including confirmation of registration
- Registration website
- Organizing a dinner/banquet

Onsite support at meeting, including but not limited to:

- Coordination of Facility and Catering staff for am coffee, and two breaks per day
- Registration
- Information and signage
- AV support in addition to that provided by Natcher
- Logistical arrangements for dinner

Management:

Tasks will be coordinated jointly with the NCI Center for Bioinformatics Project Officer and the Stanford University project staff. Sherri de Coronado, NCICB will be the Project Officer and local chair for the meeting. Mark Musen at Stanford Medical Informatics will be the General Chair.

Task Order # NICS-168

TITLE: Int'l Protégé Workshop NCI
PART II - CONTRACTOR'S REPLY: CONTRACT #263-01-D-0 _____

Contractor:

Points of Contact:

Phone-

Fax-

Address:

TOTAL ESTIMATED COST: Pricing Method: T&M
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