

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

RFTOP#:

TITLE: Logistics Support for Research Planning and Dissemination (NIDA / DESPR)

IC: NIDA

PART I – REQUEST FOR TASK ORDER (TO) PROPOSALS

A. POINT OF CONTACT NAME:

Debra C. Hawkins, Contracting Officer, Procurement Section, COB, DEA, NHLBI, Phone: (301) 435-0367, Fax: (301) 480-3345, email: hawkinsd@nhlbi.nih.gov

Proposal Address:

Procurement Section, COB, DEA, National Heart, Lung, and Blood Institute, National Institutes of Health, Rockledge Building 2, Suite 6042, 6701 Rockledge Drive, Bethesda, Maryland 20892-7902

Billing Address:

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

B. PROPOSED PERIOD OF PERFORMANCE:

Three (03) Year period of performance. June 2003 through June 2006.

C. PRICING METHOD:

Cost Plus Fixed Fee pricing method is desired. The estimated level of effort for each task and year is as follows:

Labor Category	DIRECT LABOR HOURS			
	Year One (1)	Year Two (2)	Year Three (3)	Total
Task 1: Program Manager	12	12	12	36
Task 2: Program Manager	150	208	208	566
Task 2: Conference Coordinator	300	360	360	1020
Task 2: Conference Assistant	250	290	290	830
Task 3: Program Manager	75	75	75	225
Task 3: Conference Coordinator	90	90	90	270
Task 3: Conference Assistant	125	125	125	375
Task 4: Program Manager	50	50	50	150
Task 4: Conference Coordinator	65	65	65	195
Task 4: Conference Assistant	100	100	100	300
Task 5: Program Manager	1	1	1	3
Task 5: Conference Coordinator	2	2	2	6
Task 5: Conference Assistant	3	3	3	9
Task 6: Program Manager	15	15	15	45
GRAND TOTAL, Direct Labor Hours	1,238	1,396	1,396	4,030

D. PROPOSAL INSTRUCTIONS:

Technical Proposals. Technical proposals should be no longer than thirty (30) pages and must be submitted to the POC at the address specified above. Proposals shall be in hard copy with an original and three (3) copies of the technical proposal and an original and three (3) copies of the cost proposal. Offerors must also submit a signed task order form (last page of the RFTOP) with their proposal. In order to meet the proposal response date and time, firms may submit proposals electronically in 'Acrobat' or a read-only format via e-mail to ClarksoM@nhlbi.nih.gov referencing the RFTOP number and the name of firm in the subject line, or via facsimile. However, hard copies must be received not later than the close of business on the next business day.

A detailed work plan must be submitted indicating how each aspect of the statement of work is to be accomplished. Your technical approach should be in as much detail as you consider necessary to fully explain your proposed technical approach or method. The technical plan should reflect a clear understanding of the nature of the work being undertaken. The technical plan must include information on how the project is to be organized, staffed, and managed. Information should be provided which will demonstrate your understanding and management of important events or tasks.

Plans which merely offer to conduct a program in accordance with the requirements of the Government's scope of work will not be eligible for further consideration. The offeror must submit an explanation of the proposed technical approach in conjunction with the tasks to be performed in achieving the project objectives.

Cost / Business Proposals. The business proposal must contain sufficient information to allow the Government to perform a basic analysis of the proposed cost or price of the work. This information shall include the amounts of the basic elements of the proposed cost or price. These elements will include, as applicable, direct labor, fringe benefits, travel, materials, subcontracts, purchase parts, shipping, indirect costs and rate, fee, and profit.

Note the estimated level of effort in paragraph B. above.

The Contractor may use the direct labor hour estimates in their proposal. The Contractor's proposal must fully document and justify increases or decreases in the estimate of the direct labor hours.

Request for Clarifications. All requests for RFTOP clarifications will be accepted by April 9, 2004, by 4:00 p.m. Requests for clarifications are to be submitted electronically to the Contract Specialist / Contracting Officer cited in Part I, paragraph A. above. Responses will be provided electronically to all offerors by 4:00 p.m. April 19, 2004.

Proposal Intent. Upon review of the RFTOP, your intent to submit or not to submit a proposal is requested. Your intent may be furnished electronically to the Contract Specialist / Contracting Officer cited in Part I, paragraph A. above. *YOUR EXPRESSION OF INTENT IS NOT BINDING BUT WILL GREATLY ASSIST US IN PLANNING FOR PROPOSAL EVALUATION.*

E. RESPONSE DUE DATE: Proposals are due by 4:00 p.m., local time on May 3, 2004 .

F. EVALUATION FACTORS:

Your proposal shall be evaluated on the likelihood of meeting the Government's objectives. The evaluation shall be based on the technical and administrative capabilities in relation to the needs of the project/task and the reasonableness of costs shown in relation to the work to be performed. The following criteria are those that shall be applied in the evaluation of your technical proposal. The assigned weight of each factor is shown below:

Technical Factors

- 1. Understanding the project 10 Points
Familiarity with issues relating to logistics for research planning, both involving meetings or obtaining consultant services, and how the contractor can facilitate the handling of the general problems encountered in this process. Understanding of the project objectives as demonstrated in the background discussion.
 - 2. Technical Approach 25 Points
Soundness, practicality , and feasibility of the technical approach for Providing logistics for research planning as required in the Statement of Work, as demonstrated by (a) a discussion of the steps proposed to accomplish each task; and, (b) discussion of anticipated major difficulties and problem areas, and recommended approaches for their solution.
 - 3. Personnel 25 Points
Appropriateness of personnel and adequacy of proposed staff time (a staff - loading chart must be included in the proposal). Qualifications and experience of staff in the area of logistics. as demonstrated by resumes or curricula vitae.
 - 4. Management Plan 30 Points
Adequacy of proposed management plan, lines of authority and responsibility, appropriate scheduling and quality control procedures. Degree that proposal assures that project goals and milestones will be met in a timely manner. Adequacy of corporate experience in managing projects of similar size, scope and content.
 - 5. Facilities 10 points
Availability and adequacy of required equipment and facilities, such as access to a travel agency or other resources for travel arrangements, necessary to perform this project.
- Total Possible Points 100**

Cost / Price Factors:

Cost / Price is not a weighted evaluation factor. A basic analysis of the proposed cost or price of the work will be performed to determine the relative merits of the offeror's proposal and in selecting the offeror whose proposal is considered to offer the best value to the Government.

SECTION C
DESCRIPTION / SPECIFICATIONS / WORK STATEMENT

Task Order Title: Logistics Support for Research Planning and Dissemination (NIDA / DESPR)

Article C.1. Statement of Work

1. Background

The National Institute on Drug Abuse (NIDA), Division of Epidemiology, Services and Prevention Research (DESPR), plans, stimulates, develops, and supports a broad extramural research program to (1) understand the nature, origins and drug use and abuse among general, special, community-based, and subpopulations; (2) enhance the prevention of drug use and abuse and associated conditions and early interventions and services research including the prevention of HIV and other consequences of drug use and abuse; and (3) to discover ways to enhance the availability, quality, and economy of effective substance abuse treatment and ancillary public health and social services. In order to meet its responsibilities, DESPR needs to be able to hold formal and informal meetings, obtain input from extramural scientists and constituent groups in order to plane direction of future research in support of NIDAÆs public health research mission.

2. Objectives

The Contractor shall provide NIDA's DESPR with logistical assistance for meeting and reporting support services to assist the Division in research planning by bringing together scientists and other outside experts to advise on the direction of the research program. The Contractor shall provide 1) logistics and planning for small group meetings including preparation of minutes of the meetings; 2) logistics and planning for conferences including preparation of materials and summary reports; 3) travel arrangements for consultants to represent DESPR at conferences; and 4 identification and coordination of logistics to obtain outside consultant services, as needed.

3. Services to be Performed

A. General Requirements

- 1) Independently, and not as an agent of the Government, the contractor shall furnish all necessary labor, materials, supplies, equipment, and services (except as otherwise specified herein) and perform the work set forth below.
- 2) All work under this contract will be monitored by the Government Project Officer, whose position is defined in Section G of this contract.

B. Specific Requirements, Specifically, the Contractor shall:

1) Year One

Task 1. Work Plan and Orientation Meeting

Contractor shall develop a detailed Work Plan specifying milestones, action steps, staffing and other administrative issues, and submit 7 copies within 2 weeks after the notification of meeting request. Also within two weeks, the contractor shall meet with the Project Officer and the Contracting Officer at a joint Orientation Meeting to discuss general contract requirements and generally review the proposed Work Plan. The NIDA Project Officer will review and approve the Work Plan within five (5) working days after receipt.

Task 2. Small Group Meetings

- a. These Small Group Meetings are conducted to provide strategic planning for the development of new research program areas in epidemiology, prevention, community research and health services research; and/or to develop new directions for current programs. There will be up to 6 one-day meetings with up to 12-15, 3-1 day consultants for each for a total of up to 135 consultant days for this task. At the beginning of the contract, the Project Officer will provide proposed topics for the meetings for the whole year, if possible. Agenda issues and identification of participants to attend for each meeting will be provided by the Project Officer. Most of these meetings are expected to be held in the Washington, D.C. area.

- b. The Project Officer and the contact program official will meet with the contractor to discuss arrangements at least six weeks before the proposed date for the small group meetings--although, on occasion, these meetings may be called on shorter notice if necessary. In this case an appropriate timeframe for the work plan will be established by the Project Officer. These arrangements will include: the topic for the meeting; any background materials that describe the purpose and/or agenda; tentative invitees; logistics needs for the meeting itself- -i.e., schedule, room size, audiovisual needs, need for a working lunch, or other refreshments, etc.
- c. After meeting with the Project Officer, the contractor shall prepare a meeting plan specifying all of the details for the meeting that were discussed above, and shall submit 5 copies to the Project Officer for approval within 2 weeks. The Project Officer will respond with comments and/or approval within 5 working days.
- d. The Contractor shall be responsible for inviting and making travel arrangements for non-Federal paid experts. Federal employees cannot be traveled through this mechanism. Contractor shall notify the consultants within five (5) working days after receipt of reimbursement procedures. Travel arrangements may include airplane reservations when requested, ground transportation, and hotel reservations. When possible the Contractor shall arrange for pre-paid e-tickets. The reservations shall be made at least ten (10) working days prior to departure date. It is expected that approximately thirty (30) consultants will be reimbursed for travel each year of the contract.

The Contractor shall reimburse all invited, non-Federal / non-Federally paid participants for their allowable travel expenses. Reimbursement shall be based on the following guidelines:

Air travel and train tickets--equivalent to or less than a coach class round trip airfare. The Contractor shall be expected to use the lowest fares available whenever possible. Individual attendees' eligibility shall be identified by the Project Officer as eligible for full or partial payment of expenses. When possible this item is pre-paid by Contractor and e-tickets issued.

Travel by privately owned vehicle--current Government rate per mile for privately owned vehicle and parking fees. Travel by private vehicle must be justified as less expensive than coach air fare.

Rental Car--Participants are discouraged from using rental cars. The use of rental cars by participants must be approved in writing by the NIDA Contracting Officer prior to travel. Such approval will only be made when it is financially advantageous to the Government or in unusual circumstances such as a physical handicap.

Per diem--shall be reimbursed in accordance with Federally mandated per diem for the city in which the conference is held. Per diem covers meals and lodgings rates. The individual participants' eligibility will be identified by the NIDA Project Officer as eligible for full or partial payment of expenses.

Ground transportation--Limousine/cab fares between home/office and airport; airport and hotel and return; taxi fares; and parking fees are allowable. Receipts are required for anything over \$75.00.

Consultants shall be paid an honorarium at the rate specified by NIDA Project Officer of up to \$350.00 per day for each day of actual work at a meeting. No honorarium shall be given for preparation time for a meeting. Reimbursement for travel and honorarium shall be made within thirty (30) working days from submission of expense report by consultants (if there are no problems with invoice).

- e. The Contractor shall provide logistical assistance to support each meeting, including, but not limited to, note taking, preparation of handouts and followup materials, and minutes of the meeting and its accomplishments. These minutes of these meetings will constitute a formal record for the Division and exact procedures to be followed will be provided by the NIDA Project Officer. The contractor shall submit a draft of the minutes within 2 weeks of the meeting. The Project Officer will review within 5 days and ask for a revised final copy on Word disk within 5 days. NOTE: At the request of the Project Officer, up to 2 meetings per year may be audiotape, but not transcribed.

Task 3. Large group Meeting/Conferences

- a. These Large Group Meetings are conducted to provide an opportunity for the dissemination of cutting edge research funded by DESPR and other sister agencies in epidemiology, prevention, community research and health services research. There will be approximately 2-3 three-day meetings with up to 400 participants for each, though the contractor will only be responsible for the travel, lodging and per diem of 20-25 consultants for each meeting. At the beginning of the contract, the Project Officer will provide proposed topics for the meetings for the whole year, if possible. Agenda issues and identification of participants to attend for each meeting will be provided by the Project Officer and the identified program official who is the lead for that meeting. The meetings are expected to be held in the Washington, D.C. area.
- b. The Project Officer will meet with the contractor to discuss arrangements at least six weeks before the proposed date for the small group meetings--although, on occasion, these meetings may be called on shorter notice if necessary. In this case an appropriate timeframe for the work plan will be established by the Project Officer. These arrangements will include: the topic for the meeting; any background materials that describe the purpose and/or agenda; tentative invitees; logistics needs for the meeting itself- -i.e., schedule, room size, audiovisual needs, need for a working lunch, or other refreshments, etc.
- c. After meeting with the Project Officer, the contractor shall prepare a meeting plan specifying all of the details for the meeting that were discussed above, and shall submit 5 copies to the Project Officer for approval within 2 weeks. The Project Officer will respond with comments and/or approval within 5 working days.
- d. The Contractor shall be responsible for inviting and making travel arrangements for non-Federal paid experts. Federal employees cannot be traveled through this mechanism. Contractor shall notify the consultants within five (5) working days after receipt of reimbursement procedures. Travel arrangements may include airplane reservations when requested, ground transportation, and hotel reservations. When possible the Contractor shall arrange for pre-paid e-tickets. The reservations shall be made at least ten (10) working days prior to departure date. It is expected that approximately thirty (30) consultants will be reimbursed for travel each year of the contract.

The Contractor shall reimburse all invited, non-Federal / non-Federally paid participants for their allowable travel expenses. Reimbursement shall be based on the following guidelines:

Air travel and train tickets--equivalent to or less than a coach class round trip airfare. The Contractor shall be expected to use the lowest fares available whenever possible. Individual attendees' eligibility shall be identified by the Project Officer as eligible for full or partial payment of expenses. When possible this item is pre-paid by Contractor and e-tickets issued.

Travel by privately owned vehicle--current Government rate per mile for privately owned vehicle and parking fees. Travel by private vehicle must be justified as less expensive than coach air fare.

Rental Car--Participants are discouraged from using rental cars. The use of rental cars by participants must be approved in writing by the NIDA Contracting Officer prior to travel. Such approval will only be made when it is financially advantageous to the Government or in unusual circumstances such as a physical handicap.

Per diem--shall be reimbursed in accordance with Federally mandated per diem for the city in which the conference is held. Per diem covers meals and lodgings rates. The individual participants' eligibility will be identified by the NIDA Project Officer as eligible for full or partial payment of expenses.

Ground transportation--Limousine/cab fares between home/office and airport; airport and hotel and return; taxi fares; and parking fees are allowable. Receipts are required for anything over \$75.00.

Consultants shall be paid an honorarium at the rate specified by NIDA Project Officer of up to \$350.00 per day for each day of actual work at a meeting. No honorarium shall be given for preparation time for a meeting. Reimbursement for travel and honorarium shall be made within thirty (30) working days from submission of expense report by consultants (if there are no problems with invoice).

- e. The Contractor shall provide logistical assistance to support each meeting, including, but not limited, to note taking, preparation of handouts and followup materials, and minutes of the meeting and its accomplishments. These minutes of these meetings will constitute a formal record for the Division and exact procedures to be followed will be provided by the NIDA Project Officer. The contractor shall submit a draft of the minutes within 2 weeks of the meeting. The Project Officer will review within 5 days and ask for a revised final copy on Word disk within 5 days. NOTE: At the request of the Project Officer, up to 2 meetings per year may be audiotape, but not transcribed.

Task 4. Travel Consultants

- a. The contractor shall be responsible for making travel arrangements for up to 15 expert consultants, most likely NIDA grantees, to represent the Division at national and international conferences or meetings or to make presentations to NIDA or NIH staff on their areas of expertise.
- b. The Contractor shall send letters to confirm travel arrangements for each participant. The Contractor shall provide honorarium (up to

\$350/day with project officer approval) and travel and per diem expenses for each.

Task 5. Expert Consultants

- a. Up to fifteen (15) Expert Consultants, most likely NIDA grantees or other outside experts, can provide one to two days of consultant services, for a total of 30 consultant days, for (1) peer review critique of Division publications; (2) development of research summaries in their area of expertise; and (3) informal analyses of research questions as directed by the Project Officer.
- b. After the Project Officer has made initial contact with the consultant, the contractor shall be responsible for writing up an agreement with the consultants for the specific activities he/she is to perform. These activities will be conducted at their place of business. The contractor shall send any background material and a consultant agreement with deadlines and specified honoraria (up to \$250) for their services.

Task 6. Monthly and Annual Reports

- a. The contractor shall submit brief monthly reports in the form of a letter and/or spreadsheet summarizing all tasks completed for projects currently under way or completed during the previous month; tasks planned during the upcoming month noting any issues that may have cost or feasibility implications and recommended solutions.
- b. The contractor shall submit an annual report, which shall not exceed 5 single-spaced pages, and which shall summarize the primary activities, cumulative costs to date, and recommendations for changes in procedures for the next contract year.

2)

Year Two

Task 1. Work Plan

The Contractor shall develop an updated Work Plan based on experience from previous year of the contract. This update shall be submitted five (5) working days after start of Year Two; NIDA Project Officer review and approval will be submitted within five (5) working days after receipt.

Tasks 2-5.

The work to be performed in Year Two will be the same as described in Year One.

3)

Year Three

Task 1. Work Plan

The Contractor shall develop an updated Work Plan based on experience from the previous year of the contract. This update shall be submitted five (5) working days after start of Year Three; NIDA Project Officer review and approval will be submitted within five (5) working days after receipt.

Tasks 2-5. The work to be performed in Year Three will be the same as described in Year Two.

**SECTION D
PACKAGING, MARKING AND SHIPPING**

[There are no articles applicable to this section]

**SECTION E
INSPECTION AND ACCEPTANCE**

[There are no articles applicable to this section]

**SECTION F
DELIVERIES AND PERFORMANCE**

Article F.1. Period of Performance

Performance of this contract shall begin on or about September 2004, and shall not extend beyond the estimated completion date of September 2006, unless the period is extended by modification to the contract.

Article F.2. Delivery Schedule

The contractor shall deliver the following items in accordance with the stated delivery schedule:

ITEM No.	ITEM DESCRIPTION	QUANTITY	DELIVERY DATE	PLACE OF DELIVERY
YEAR ONE (1)				
1.	Work Plan: Describes mile-stones, actions, staffing, for each task under the contract	Two (2)	Fourteen (14) calendar days after the Task Order start date.	Room 5156 NSC
2.	Orientation Meeting: Contracts and technical issues discussed.	One (1)	Fourteen (14) calendar days after the Task Order start date.	To Be Determined
3.	Meeting Plan: Describes action steps for the meeting being planned, including key contacts, etc.	Five (5)	Seven (7) calendar days after the Task Order assignment.	Room 5156 NSC
4.	Quarterly Report: A brief 1-2 page summary of all tasks under way.	Three (3)	Seven (7) calendar days after the end of each quarter.	Room 5156 NSC
5.	Minutes of Meeting: Draft Minutes of Meeting Final Minutes of Meeting, in Word Format on 3-1/4"	Ten (10) Copies Ten (10) Copies	Fourteen (14) calendar days after the end of each meeting.	Room 5156 NSC
6.	Annual Report: Summary of Contract Activities	Two (2) copies	Seven (7) calendar days after the end of Years 1, 2, & 3.	Room 5156 NSC
YEARS TWO (2) & THREE (3)				
7.	Work Plan: Describes mile-stones, actions, staffing, for each task under the contract	Two (2) copies	Seven (7) calendar days after the beginning of Year 2 & Year 3.	

**SECTION G
CONTRACT ADMINISTRATION DATA**

Article G.1. Project Officer

The following Project Officer(s) will represent the Government for the purpose of this contract:

PROJECT OFFICER: William Bukoski, Ph.D., Senior Scientist
Division of Epidemiology, Services and Prevention Research (DESPR)
National Institute of Drug Abuse (NIDA)
Neuroscience Center, Room 5153
6001 Executive Boulevard
Bethesda, MD 20852-8005
Telephone : (301) 443-6504

ALTERNATE PROJECT OFFICER: Roxie Brown, Special Assistance to the Director
Division of Epidemiology, Services and Prevention Research (DESPR)
National Institute of Drug Abuse (NIDA)
Neuroscience Center, Room 5140
6001 Executive Boulevard
Bethesda, MD 20852-9551
Telephone: (301) 443-6504

The Project Officer is responsible for: (1) monitoring the Contractor's technical progress, including the surveillance and assessment of performance and recommending to the Contracting Officer changes in requirements; (2) interpreting the Statement of Work and any other technical performance requirements; (3) performing technical evaluation as required; (4) performing technical inspections and acceptances required by this contract; and (5) assisting in the resolution of technical problems encountered during performance.

The Alternate Project Officer is responsible for: (1) monitoring the Contractor's deliverables; (2) tracking and approving invoices submitted for payments; (3) other administration tasks as required.

The Contracting Officer is the only person with authority to act as agent of the Government under this contract. Only the Contracting Officer has authority to: (1) direct or negotiate any changes in the Statement of Work; (2) modify or extend the period of performance; (3) change the delivery schedule; (4) authorize reimbursement to the Contractor any costs incurred during the performance of this contract; or (5) otherwise change any terms and conditions of this contract.

The Government may unilaterally change its Project Officer designation.

ARTICLE G.2. Key Personnel

Pursuant to the Key Personnel clause incorporated in this contract, the following individual(s) is/are considered to be essential to the work being performed hereunder:

Name	Title
[TO BE DETERMINED UPON TASK ORDER AWARD]	

ARTICLE G.3. Invoice Submission

1. The Contractor must submit an original, separate, itemized invoice for each order for supplies or services.
2. Invoices shall not be submitted until goods have been received or services performed.
3. An invoice must be submitted for each partial payment requested.
4. The invoice shall be prepared in ink or typewritten as follows:
 - a. Paying office and address

- b. Invoice Number
 - c. Date of Invoice
 - d. Contract Number
 - e. Period of Performance
 - f. Payee's name and address. Show the Contractor's name (as it appears in the contract), correct address, and the title and phone number of the responsible official to whom payment is to be sent. When an approved assignment has been made by the Contractor, or a different payee has been designated, then insert the name and address of the payee instead of the Contractor.
 - g. Description of goods or services, quantity, unit price, (where appropriate), and total amount.
 - h. Charges for freight or express shipments other than F.O.B. destination. (If shipped by freight or express and charges are more than \$25, attach prepaid bill.
5. The Contractor shall submit an original and one (1) copy of the invoice to the following address: National Institutes of Health, Commercial Accounts, Room B1B32, 31 Center Drive, MSC 2045, Bethesda, Maryland 20892-2045
6. In order to assure prompt payment and receiving authorization a photocopy of the invoice must be mailed or faxed directly to the **Alternate Project Officer**.
7. The Project Officer will review, approve / deny, and forward the invoice to the Contracts Office.
8. Inquiries relating to payment may be made directly to: Commercial Accounts, Telephone: (301) 496-6088
9. All NIH contracts are expressed in United States dollars. Where expenditures are made in a currency other than United States dollars, billings on the contract shall be expressed, and reimbursement by the United States Government shall be made, in that other currency at amounts coincident with actual costs incurred. Currency fluctuations may not be a basis of gain or loss to the Contractor. Notwithstanding the above, the total of all invoices paid under this contract may not exceed the United States dollars authorized.

RFTOP#

TITLE: Logistics Support for Research Planning and Dissemination (NIDA / DESPR)

PART II - CONTRACTOR'S REPLY:
CONTRACT #263-01-D-0 _____ **TO # NICS-** _____

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