

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

RFTOP#174 TITLE: International Research Training Module

PART I – REQUEST FOR TASK ORDER (TO) PROPOSALS

A. POINT OF CONTACT 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: *365 days from date of award.*

C. PRICING METHOD: *T&M or Cost Plus Fixed Fee.*

D. PROPOSAL INSTRUCTIONS: Proposals should be submitted electronically. Technical proposals should be no more than 25 pages. This is a new requirement, there is no incumbent.

E. RESPONSE DUE DATE: Proposals are due 5/6/04 at 10:00AM, NIH local time.

E. TASK DESCRIPTION:

Background: The purpose of this project is to expand and enhance research skills of foreign investigators engaged in research collaborations. These modules will be targeted to non-U.S. researchers. It will meet two important needs of the growing NIDA international research program. First, it will meet a need for additional training in drug abuse research not currently afforded in the fellowship programs for short-term courses in specified research areas. Second, it will speed up the capacity building and, consequently, the increased participation of foreign researchers in global drug abuse research.

This project will provide for the development of a short-term training module in a specified area of drug abuse. The manual will be utilized both in-country by NIDA international collaborators and for a variety of NIDA international training activities, such as web-based tutorials, presentation materials for conferences and workshops, and background material for NIDA consultants working with other country scientists.

The manual will be prepared by technical experts and in consultation with international end users. The first module to be prepared under this task order will focus on Understanding

Pharmacotherapies for Opiate Addiction. Subsequent modules may be initiated as time and resources permit.

Specific Objectives:

In consultation with the Project Officer:

1. **Convene a meeting in the Washington, DC area of domestic and international experts (6-8) from NIDA, SAMHSA and grantees to discuss and plan the outline and format for this module. The contractor will prepare necessary materials, provide logistical arrangements, and prepare notes of the meeting.**
2. **Arrange for consultant experts (estimate no more than 10 consultants) to prepare text by revising and updating 1995 NIDA International Methadone Manual to become NIDA International Manual on Pharmacotherapies for Opiate Addiction.**
3. **Coordinate review and field test of revised and additional text**
4. **Provide technical expertise to prepare text for CD format and potential on-line availability, including links to existing reference documents.**
5. **Coordinate international review for readability and usability.**
6. **Oversee final review and approval within NIDA.**
7. **Finalize preparation of CDs (approximately 1000 copies) and other formats for training and conferences.**
8. **Coordinate materials for use in variety of international settings: training workshops, conferences and individual consultations.**

Deliverables

1. **Monthly Progress Report – This report should be submitted 15 days after the end of each month. The report should include a summary of activities for the month being reported on and status of all work in progress.**
2. **Final Report – This report should be submitted on or before contract expiration. The report should include a summary of all activities.**
3. **Text of Manual – By the end of month 10 after contract award, the contractor should submit to the Project Officer the completed text of the NIDA International Manual on Pharmacotherapies for Opiate Addiction.**
4. **Manual on CD – On or before contract expiration the contractor should submit all copies of the NIDA International Manual on Pharmacotherapies for Opiate Addiction on CD.**

F. EVALUATION FACTORS:

1. **Cost/Price**

- 2. Corporate Experience/Past Performance. Please describe similar projects that your firm has completed or undertaken and provide reference contact information.**
- 3. Understanding of the Requirement. The proposal will be evaluated on how well it demonstrates the offerer's familiarity with NIDA's international activities. The offeror's identification of potential problems which may be encountered and proposed solutions will be evaluated. The proposal will be also evaluated on how thoroughly it addresses the tasks to be performed including: logistics, knowledge of and ability to hire needed consultants and ability to edit, review and coordinate production of the manual.**

TO # NICS-174 TITLE: International Research Training Module

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: _____

(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: _____

Fax 301-435-610

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

Date