

# INFORMATION AND COMMUNICATION SERVICES NIH - TASK ORDER

RFTOP# 19      TITLE: Age Page Revisions

## **PART I - REQUEST FOR TASK ORDER PROPOSALS**

A. POINT OF CONTACT NAME: Anthony Revenis

Phone (301) 402-3073

Fax (301) 435-6101

Proposal Address:

Billing Address:

6011 Executive Blvd. Rm 529S

Accounts Payable, OFM, NIH

Rockville, MD 20892-7663

Bldg 31, Room B1B39

Bethesda, MD 20892-2045

B. PROPOSED PERIOD OF PERFORMANCE: Six (6) months from award.

C. PRICING METHOD: Firm Fixed Price - Firm should provide a single price for the preparation of 5 Age Pages as outlined below. Price will be a factor in the determination of the firm that is selected for award.

D. PROPOSAL INSTRUCTIONS: Proposals should be submitted by e-mail to the above POC. Please enter in the subject line the following text, "RFTOP# 19 TITLE: Age Pages Revisions." A signed task order form (last page of the RFTOP) should also be faxed to 301-496-1072.

E. RESPONSE DUE DATE: July 27, 2001 at 4:00pm.

### F. TASK DESCRIPTION:

The Office of Communications and Public Liaison, National Institute on Aging, produces a variety of topical fact sheets, written for lay audiences. These Age Pages are printed in large quantities and distributed free of charge to requesters. When possible, they are also available online through the Institute's website. There are currently approximately 40 different Age Pages. The Institute desires to have 5 of them updated. The topics to be updated, and their online addresses, are:

Constipation (<http://www.nih.gov/nia/health/agepages/const.htm>)

Arthritis (<http://www.nih.gov/nia/health/agepages/arthtis.htm>)

High Blood Pressure (<http://www.nih.gov/nia/health/agepages/hiblood.htm>)

Prostate Problems (<http://www.nih.gov/nia/health/agepages/prostate.htm>)

Taking Care of Your Teeth & Mouth (<http://www.nih.gov/nia/health/agepages/teeth.htm>)

The process for updating each Age Page is as follows:

1. Writer will consult with Project Officer to discuss background for the Age Page, how and where to identify appropriate research resources, establish deadlines, and answer questions.
2. Writer will research topic as appropriate (consulting with subject and/or scientific experts as needed), draft an update, submit draft to Project Officer for editorial review.
3. Writer will integrate changes as requested by Project Officer and submit another draft. Ideally this editorial review process will not require more than 2 drafts, but in some extraordinary cases additional drafts may be required.
4. Writer will obtain scientific clearance for the draft as agreed upon in advance with Project Officer.
5. Writer will provide clean, scientifically cleared copy to the Project Officer in hard and electronic format.
6. Project Officer will shepherd the final document through NIA clearance. If major changes are required, writer will be available to research and rewrite as needed.
7. **Final Deliverable:** Writer will provide Project Officer with final clean copy in paper and electronic formats along with all clearance forms and background source materials.

## G. EVALUATION FACTORS

1. Corporate Experience: Firms should briefly demonstrate recent experience developing and preparing health related fact sheets for lay audiences – for all corporate samples provided, the primary writer should be clearly identified
2. Staffing: Firms should identify the skills and abilities of proposed writer(s), resumes and writing samples should be provided
3. Technical/Management Approach: Firms should explain how they propose to complete the required work, outlining timetable and process
4. While price is not the most important evaluation factor, proposed prices will be considered in determining the firm that represents the best value to the government.

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**PART II - CONTRACTOR'S REPLY:**

TO # \_\_\_\_\_ 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: \_\_\_\_\_

(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 TASK ORDER AMOUNT WITHOUT THE WRITTEN APPROVAL OF THE CONTRACTING OFFICER & ICS COORDINATOR

APPROVED: \_\_\_\_\_

Signature -Anthony M. Revenis, J.D., NIH-ICS Coordinator

Date