

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

RFTOP# TITLE: 2 Spanish Publications - NINR

PART I – REQUEST FOR TASK ORDER (TO) PROPOSALS

A. POINT OF CONTACT NAME: Genevieve deAlmeida

Phone: 301-496-0207 Fax: (301) 480-8845

Proposal Address: NINR, 31 Center Drive, Rm. 5B 10, Bethesda, MD 20892-2178

Billing Address: Accounts Payable, OFM, NIH Bldg. 31, Rm. B1B39 Bethesda,
MD 20892-2045

E-mail address: dealmeig@mail.nih.gov

B. PROPOSED PERIOD OF PERFORMANCE:

- August 16 – September 24 (30 working days) - to complete the press release
- August 16 – November 5, 2004 (60 working days) – to complete the tri-fold

C. PRICING METHOD: *Firm Fixed Price or Time and Material*

D. PROPOSAL INSTRUCTIONS: Submit electronically to the POC. *Contractor will submit sample Spanish translations of patient-education brochures. Translations should be understandable to a general, non-medical audience, ie, patients and families. If firms have no specific samples, they may submit similar samples.*

E. RESPONSE DUE DATE: Monday, August 2, 2004

F. TASK DESCRIPTION:

The NINR requests that the following publications be translated from English into Spanish:

1. “Study of Hygiene in Inner-City Households Identifies What Helps and What May Not”
press release (648 English words)
2. National Institute of Nursing Research NINR “Making a Difference” tri-fold (876 English words)

The NINR will provide the contractor with electronic Word documents and hard copies of these two (2) publications in English. Translations will be submitted to the NINR (as electronic Word documents) on the following schedule:

1. “Study of Hygiene in Inner-City Households Identifies What Helps and What May Not” press release due to NINR 30 working days after issuance of contract .
2. National Institute of Nursing Research NINR “Making a Difference” tri-fold: due to NINR 60 working days after issuance of contract

G. EVALUATION FACTORS.

1. *Prior experience producing Spanish-language translations on medical and health-related topics.*
2. *Cost.*

TO # NICS-TITLE: 2 Spanish Publications - NINR

PART II - CONTRACTOR'S REPLY:

CONTRACT # _____

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:

Signature – Larry Manning., NIH-PICS Coordinator Date