

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

RFTOP# 213 TITLE: Workshop on Reproduction and the  
Fragile X Premutation

**PART I – REQUEST FOR TASK ORDER (TO) PROPOSALS**

A. Point of Contact Name: Maryann Sofranko

Phone- 301-496-0127

Fax- 301-402-0501

Proposal Address:

Rocklege One, Suite 8000

6705Rockledge Drive.

Rockville, MD 20892-7663

Billing Address:

Accounts Payable, OFM, NIH

Bldg 31, Room B1B39

Bethesda, MD 20892-2045

B. PROPOSED PERIOD OF PERFORMANCE: To start no later than  
30 days after award is made. Meeting/workshop is to be held April  
13, 14, 15, 2005.

C. PRICING METHOD: Time and material. Propose hourly prices and  
percentage for handling charge of pass through costs. Contractor is  
expected to manage the NICHD/government components of the costs.  
Additional NICHD funds will be available in FY05.

D. PROPOSAL INSTRUCTIONS: Please submit proposals electronically.

E. RESPONSE DUE DATE: Mon., September 13, 2004 at 9:00AM EST

F. TASK DESCRIPTION:

William F. Bolger Center  
9600 Newbridge Drive  
Potomac, Maryland

TASK DESCRIPTION: Contractor is expected to manage all aspects of the “Workshop on  
Reproduction and the Fragile X Premutation” in collaboration with a planning manager at the  
Bolger Center. The workshop is to be held at the William F. Bolger Center in Potomac,  
Maryland on April 13-15, 2005. The contractor will be responsible for planning, coordinating,  
and providing a complete meeting package at the Bolger Center to include overnight guest  
accommodations, 3 buffet style meals per day beginning with dinner on the night of arrival, all  
day beverage breaks with morning and afternoon snacks, general session meeting room set with  
pens and writing paper, and parking for 30 participants. The contractor will provide a coordinator

to be on site during the meeting, provide nametags, a registration package including a meeting agenda and abstracts, a speaker podium, and audiovisual equipment including laptop computer, projector, screen, pointer, and microphone. The contractor will acquire the presentations from the speakers and preload the Powerpoint presentations prior to the meeting. The contractor will arrange and provide air and ground transportation, meals, beverage breaks and lodging for 20 participants traveling from locations in the continental United States. The contractor will also arrange and provide for 10 local participants to attend as day guests. The contractor will be responsible for reimbursing speakers for ground transportation expenses at their city of origin and in the local area. Contractor is expected to serve as a point of contact for the meeting regarding correspondence, questions, concerns, etc. The total cost of the meeting is not to exceed \$40,000. NOTE: There will not be a registration fee for the meeting.

## G. EVALUATION FACTORS:

1. Corporate Experience
2. Experience of proposed project managers
3. Past performance
4. Cost

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**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

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**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

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**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