

PUBLIC INFORMATION & COMMUNICATION SERVICES NIH – TASK ORDER

RFTOP# 244

TITLE: Behavioral Research Program Scientific and Technical Services Support

PART I – REQUEST FOR TASK ORDER (TO) PROPOSALS

A. ADMINISTRATIVE INFORMATION:

Point of Contact Name: Elizabeth Dean
Contract Specialist
deane@mail.nih.gov
301-435-3833

Gary P. Topper
Contracting Officer
topperg@mail.nih.gov
301-435-3793

Proposal Address: Research Contract Branch, OM
[US Mail] National Cancer Institute
6120 Executive Boulevard
Executive Plaza South
Suite 600, Room 6010
Bethesda, MD 20892-7195

Proposal Address: Research Contract Branch, OM
[Hand Delivered] National Cancer Institute, Suite 600
6120 Executive Boulevard, Room 6010
Rockville, MD 20852

Billing Address: See “Proposal Address [US Mail]” above

B. PROPOSED PERIOD OF PERFORMANCE:

The performance period of this task order shall be for 21 months (expiring April 30, 2007). Annual funding shall be on an incremental basis. It is anticipated that the task order shall begin approximately August 1, 2005. Each year shall be funded separately in turn, but funds for succeeding years can be anticipated.

Initiation

The Contractor, Government Contracting Officer and Project Officers will establish a schedule with appropriate priority assigned for the development of general Work Assignments. This should take place within two (2) months of task order award. Initial

Work Assignments to be developed include task order administration; data management, analysis, and support; and scientific writing and editorial support.

Completion of Task Order

Sixty (60) days prior to completion of this task order the Contractor will provide a transition plan for task order closure and/or transition to a new task order. The contractor shall develop this plan in collaboration with the Contracting Officer and the Project Officer. The plan shall provide for delivery of appropriate task order materials, files, documents, working papers, original copies of slides and graphics and for the continuation of on-going Work Assignments.

C. PRICING METHOD: Cost plus Fixed Fee (Term/Level of Effort)

Offerors must propose a staffing plan that meets the work requirements of this RFTOP.

The Government estimates that this statement of work will require approximately 10,510 labor hours in Year 1. Year 2, although it will only be approximately 9 months, will also be 10,510 labor hours for a total estimate of 21,020 hours for the duration of this 21 month task order. The proposed labor hours include vacation, sick leave, and holiday. For the base year, the NCI estimates use of the following number of labor hours by general labor categories.

Category	Hours per Year
Professional (PHD Level)	140
Professional (MA Level or Below)	5164
Professional Support	3124
Administrative Support	2082

Additional Proposal Information for Personnel: The Contractor shall be required to provide the following staff, with the input and approval of the Contracting Officer and Project Officer:

- One full time Masters level staff with experience in behavioral research, cancer control, or public health; support will be provided onsite.
- One full time Masters level staff with management experience and particular expertise in budget and financial management; support may be onsite or offsite.
- One full time Masters level staff for liaison and coordination of large research centers; support may be onsite or offsite.

Budget Assumptions (Base) each year:

For the purposes of establishing a budget, offerors should assume:

Materials and Supplies - \$ 25,000
 Travel - \$186,300
 Consultants - \$ 25,000
 Computer Costs - \$ 6,530

The NCI anticipates including a Level of Effort Option that, if necessary, can be exercised at the discretion of the Project Officer and Contracting Officer. The NCI estimates the use of the following number of labor hours for the Option.

Category	Hours per Year
Professional Support	525

Budget Assumptions (Option) each year:

For the purposes of establishing a budget, offerors should assume:

Travel - \$105,000
Consultants - \$ 85,000

D. PROPOSAL INSTRUCTIONS

Electronic submission of proposals is encouraged. Technical and cost proposals shall be submitted to **Elizabeth Dean** at the above mailing address on or before the specified due date.

E. PROPOSAL DUE DATE:

June 9, 2005, 3:00pm local time, at the address specified for receipt of offers above. Questions about the project can be submitted to deane@mail.nih.gov through June 3, 2005.

F. TASK DESCRIPTION:

I. BACKGROUND

The goal of the Behavioral Research Program (BRP) of the Division of Cancer Control and Population Sciences (DCCPS) at the National Cancer Institute (NCI) is to increase the breadth, depth, and quality of cancer prevention and control behavioral science. The BRP (1) initiates, supports, coordinates, and evaluates a comprehensive program of behavioral research spanning from basic bio-behavioral research to research on the development and dissemination of disease prevention and health promotion interventions in areas such as tobacco use, screening, dietary behavior, and communications, which includes research at levels ranging from the individual to the community and from practitioners to health systems; (2) conducts continuing strategic assessments to determine needs and future directions of behavioral research in cancer control; (3) provides programmatic and consultative support to other divisions and institutes, as well as other government agencies and private sector organizations to facilitate the development and application of proven cancer prevention and control

interventions; (4) develops and participates in trans-NIH and trans-DHHS initiatives in areas relating to program responsibilities; and (5) meets with investigators and the relevant scientific community to exchange information and keep abreast of and evaluate research trends.

II. SPECIFIC CONTRACTOR REQUIREMENTS

The contractor, as an independent agent and not as an agent of the Government, shall furnish all necessary personnel, labor, facilities, equipment, materials, and supplies, except as may otherwise be provided by the Government, and shall provide necessary scientific, technical, and logistical support to the BRP, including the Office of the Associate Director and its five branches (Applied Cancer Screening Research Branch, Basic and Bio-behavioral Research Branch, Health Communications and Informatics Research Branch, Health Promotion Research Branch, and Tobacco Control Research Branch). This support shall include efforts in the areas of:

1. Communications Research
2. Communication coordination, liaison, and technical services
3. Database Development and Management
4. Communications meeting/conference support
5. Liaison and coordination of large research centers

Specifically, the contractor shall perform, but not necessarily be limited to the following tasks:

1. Communications Research

- a. Provide support for the development and updating of BRP long-range scientific plans, including tracking of current BRP initiatives and accomplishments.
- b. Assist in the collection, analysis, synthesis, and reporting of various data and other information for external or internal use as based on current scientific evidence and other information on the current status and future directions of research and applications of research activity of specific importance to BRP.
- c. Assist in the design and conduct of program reviews and portfolio analyses as conceived by BRP staff to monitor progress toward accomplishment of program goals and objectives.
- d. Assist in the evaluation of research areas and program initiatives for possible adoption and dissemination.
- e. Provide support in the access to and use of national and international data sources related to cancer prevention and control.
- f. Provide assistance identifying, tracking, and distributing professional development opportunities.
- g. On an as needed basis, develop organizational strategies and provide expert analysis of relevant scientific areas, including but not limited to:

- 1) behavioral science research involving cancer and chronic disease prevention, screening, treatment, survivorship, and quality of life
- 2) diffusion and dissemination of cancer prevention and control information and interventions
- 3) public policy related to cancer prevention and control efforts
- 4) basic research in cancer biology
- 5) basic and bio-behavioral research involving genes and the environment
- 6) surveillance of risk factors/health behaviors related to cancer prevention and control
- 7) prevalence of cancer and other chronic disease incidence and mortality data
- 8) health disparities vis-à-vis chronic diseases and cancer prevention and control
- 9) basic research in social, cognitive, and psychological processes
- 10) consumer marketing and related data
- 11) health promotion research, including diet, nutrition, physical activity, and skin cancer prevention
- 12) applied cancer screening research, including screening behaviors
- 13) health communication and informatics research, including interventions
- 14) smoking and tobacco use
- 15) cancer- related and lifestyle factors related to cancer and other chronic diseases
- 16) risk information needs
- 17) health behavior theories and their development
- 18) trans-disciplinary research

2. Communication coordination, liaison, and technical services

- a. Produce scientific, consumer, and technical documents, manuscripts, and publications. The scientific areas to be addressed by these documents shall include but not be limited to those listed above in section 1.g.1-18.
- b. Develop and produce administrative, scientific, consumer, and technical documents as necessary as determined by BRP staff, and those that stem from workshops, conferences, and meetings.
- c. Provide writing, editorial, and graphic/art work services; materials required will include but not be limited to: research results, reports, articles, web sites, PowerPoint presentations, and visual aids including tables, graphs, and posters.
- d. Provide assistance preparing concept/issue papers on topics selected by BRP staff based on strategic planning and fiscal year issues.
- e. Analyze information and prepare background material and concept papers on topics of interest to BRP staff.
- f. Assist in the development and maintenance of internal and external communication strategies and tools.

- g. Provide support for regularly updating BRP web sites, fact sheets, and slide libraries.
- h. Distribute communication materials as requested to internal and external audiences.
- i. Provide technical support guiding documents through necessary clearance processes and completing required clearance forms.
- j. Provide quick response capability in preparing responses (i.e., from request to final product delivery) to information requests from the National Cancer Institute, National Institutes of Health, National Cancer Advisory Board (NCAB), Department of Health and Human Services, Congress, General Accounting Office, HHS Nutrition Policy Board Committee on Dietary Guidance, the public, and others.
- k. Assist in establishing and maintaining relationships with organizations and individuals involved and interested in cancer prevention, detection, control, and care, including other governmental agencies, not-for-profit organizations, professional societies, medical schools, schools of public health, industry, voluntary groups, and educational groups. Develop and maintain appropriate resource lists (e.g., mailing lists, inventories of programs and resources).
- l. Assist with collaborative activities related to the diffusion, dissemination and delivery of BRP research to scientists and researchers, to public health and cancer control practitioners, and to the public and consumers.
- m. Provide liaison, coordination, and communication assistance for current and future BRP and NCI global/ international research initiatives and activities.
- n. *Note: All publications prepared under this task order will be the property of the Federal government. The contractor shall not publish or disseminate information, or analyses or reports using information, obtained under this task order without written approval of the Project Officer. Results of analyses, evaluations, reports, and articles are published under authorship by the BRP staff and/or other authors as appropriate. Articles are published in appropriate medical, public and health, and other professional journals.*

3. Database Development and Management

- a. Provide support for the development of informational database comparing and contrasting various funding mechanisms by type of mechanism, levels of approval, levels of funding limits, and time lines.
- b. Provide tracking and coordination of BRP programs, projects, and activities, including those funded from within branch funds and extramural projects. Maintain databases with administrative, programmatic, and fiscal information, including funding mechanisms and budget status.
- c. Provide assistance in creating and maintaining central paper and electronic filing systems for BRP.

- d. Enter articles into Reference Manager and file as necessary.

4. Communications meeting/conference support

- a. Provide support organizing program and leadership meetings and retreats; develop related agenda, materials, and minutes.
- b. Provide support for the development and updating of BRP long-range and operational plans. Convene strategic planning meetings.
- c. Develop and maintain orientation for new staff.
- d. Provide support for other human capital efforts, including staff recognition and appreciation efforts.
- e. Organize and coordinate scientific meetings, conferences, and workshops, and research forums; provide scientific, administrative, technical, and logistical conference support, including travel and lodging arrangements, to scientific meetings, conferences, and workshops, and research forums. Approximately 25 meetings annually are anticipated; it is estimated that half of the meetings will be held in the Washington D.C. area and half outside of the area; it is anticipated that both Federal and non-Federal participants will attend.
- f. Organizations shall include, but not be limited to institutes of the National Institutes of Health, the Centers for Disease Control and Prevention, the Department of Agriculture, the Food and Drug Administration, the Veteran's Administration, the American Cancer Society, and the Robert Wood Johnson Foundation, as well as other private and public entities involved in behavioral and social sciences research and the application of research findings into practice to prevent cancer, promote early screening and detection, and enhance cancer care and support.
- g. Contractor, in consultation with appropriate BRP staff and with approval of the Project Officer, shall provide support that includes coordinating and planning meetings with program staff and providing a detailed matrix of deliverables, responsibilities, and timetable.
- h. Provide assistance in establishing the scientific strategy and technical plans for scientific conferences and meetings. This shall include defining 1) meeting agenda and desired products; 2) meeting format; 3) candidate participants; 4) meeting dates; and 5) requirements for and sources of scientific/technical orientation/background materials for participants.
- i. In consultation with the Project Officer, Contractor shall assist in identifying a range of suitable conference locations, facilities, meals, refreshments and secure as appropriate, and will assist in completing required paperwork. Final site selection will be the responsibility of the Project Officer, and will be handled in accordance with the provisions set forth in NIH Manual Issuance 2600-103-20.102.4, Acquisition of Temporary Conference Space on the NIH Reservation and NIH Manual Issuance 26101-17-1, Acquisition of Temporary Non-NIH Conference Space.

- j. Prepare, compile, and distribute to attendees and presenters, prior to conference date, invitation letters, agendas, registration information, logistical information, and all necessary background materials, such as visual aids, scientific articles, program reviews, abstracts, travel and accommodation information, and other program materials specified by the Project Officer or BRP conference/meeting leader. Provide meeting registration process, collect abstracts, collect registration fees, if necessary, via email, phone, fax or by developing websites.
- k. Provide per diem, honoraria, travel, lodging, and other fees for non-government participants for these meetings, as instructed by the Project Officer.
- l. Communicate with presenters concerning abstracts, audiovisual needs, presentations, and any other needs as specified by the Project Officer or BRP conference/meeting leader.
- m. Provide sufficient professional staff for performing on-site conference services, which may include message handling, registration, audiovisual, tape recording, transcription, and other necessary conference support. Develop graphics items such as signboards, meeting posters, and name badges.
- n. As required by Project Officer, prepare transcriptions or summaries of the proceedings, and/or synthesize scientific/technical documents for dissemination of conference findings. Materials developed from meetings will be provided in various paper and electronic formats, such as CDs, PDF, Word, or graphic files for use on web sites.
- o. Prepare, reproduce, and distribute post-conference materials.
- p. Assist in organizing and supervising exhibits at selected meetings. This may include arrangements for shipment, on-site assembly, exhibition, disassembly and return of materials.
- q. Provide assistance convening, taking notes, and other necessary support for internal planning meetings.

5. Liaison and coordination of large research centers

- a. In collaboration with Program Directors and Center participants, plan scientific conferences, including technical assistance with conference materials, e.g., agenda content and format, identification and coordination of speakers and consultants, participation in liaison activities between meeting planners and onsite organizers, conference attendance to assist Program Directors and record proceedings, drafting executive summaries, analyzing collected data from evaluation forms.
- b. Assist with the creation and maintenance of health research communities portals to facilitate information sharing and the development of scientific knowledge between centers and across initiatives.
- c. Facilitate consistent interaction between and among large research centers including the Centers for Excellence in Cancer Communications Research (CECCRs), the Centers for Population Health and Health

- Disparities (CPHHDs), and the Transdisciplinary Tobacco Use Research Centers (TTURCs) and associated researchers through working and research groups activities, including participation in monthly conference calls, procurement of content support expertise for these groups, liaison activities between working groups and steering committees, and help with the postings of agenda, minutes and shared data in relevant repositories.
- d. Analyze research questions, methodologies, study designs, theoretical and conceptual frameworks, measures and instruments; assist with scientific synthesis of large data sets, compile inventory of scientific resources, identify existing scientific collaborations.
 - e. Assist with project content analysis to identify commonalities, redundancies, duplicative data collection, and training activities among and between large research centers.
 - f. Facilitate awareness and access to available resources provided by various federal agencies to large research centers and researchers; serve as clearinghouse for all stakeholders including researchers, organizations that fund NIH, and others.
 - g. Assist with dissemination efforts and knowledge sharing activities.
 - h. Assist with evaluation of large research centers' activities, outcomes, and collaborations.
 - i. Help develop linkages among, between, and outside initiatives.
 - j. Organize all activities related to archiving and record keeping of all deliverables, products, publications and policies, pertaining to these initiatives. Maintain such archives and records.
 - k. Assist in developing and maintaining various communications channels, such as web sites, list-serves, and other media.

III. PROJECT MANAGEMENT

The contractor shall provide a Task order Project Manager and key personnel to consult and interact with the NCI Project Officer, and NCI Work Assignment (WA) Leaders. The contractor shall develop technical approaches and specifications to meet the requirements as stated by the Project Officer (PO). The Contractor shall interact on a weekly basis, either through phone, e-mail or personal contact, with the PO. The Contractor shall meet bimonthly with the PO to review the status of each WA.

The Contractor shall submit a monthly report to the NCI Contracting Officer and Project Officer containing detailed cost and labor distribution data by Work Assignment for the preceding month and year-to-date. The Contractor shall also submit monthly progress reports. The Contractor shall submit an annual report of no more than five pages that briefly summarizes results and problems encountered (and solutions) during covered task order period.

IV. SERVICES

The Contractor shall provide messenger service between their office and NIH/NCI/DCCPS/BRP in Executive Plaza, Rockville, Maryland to pick up and deliver materials to NCI staff as often as needed.

G. EVALUATION CRITERIA

General

The technical proposal will receive paramount consideration in the selection of the contractor for this procurement; however, in the event of technical equivalency, experience, past performance, and relative cost will become factors. The evaluation will be based on the demonstrated capabilities of the offerors in relation to the needs of the project as set forth in the RFP. The merits of each proposal will be evaluated carefully, based on responsiveness to the RFP and the thoroughness and feasibility of the technical approach taken. Offerors must submit information sufficient to evaluate their proposals based on the detailed criteria listed below. Failure to provide the information required to evaluate the proposal may result in rejection of that proposal without further consideration. In any case, the Government reserves the right to make an award to that offeror whose proposal provides the best overall value to the Government.

Mandatory Qualification Criteria

The Contractor must demonstrate the ability to be available within 24 hours notice for meetings and for receipt and delivery of reports and materials to the National Institutes of Health off-campus buildings for NCI/DCCPS/BRP – currently Room 4057, Executive Plaza North (6130 Executive Boulevard), Rockville, Maryland.

Justification: All tasks and related work required under this task order requires frequent interaction between the Contractor and NCI personnel.

Evaluation Factors

Proposals submitted in response to this RFP will be technically evaluated in accordance with the following evaluation factors. Mere repetition of this RFP will be considered a technically unacceptable response.

1. Technical Approach (40 points)

The offeror must demonstrate a clear understanding of the requirements and tasks in the SOW and provide a clear statement of how they will be performed.

2. Personnel Experience and Expertise (30 points)

The offeror must demonstrate with use of a staffing plan their ability to perform the required tasks within the timeline provided. What are the specific roles for staff and any proposed contractors in completing the requirements of the SOW? What are the qualifications and expertise of these personnel? The key personnel assigned to this product shall include a Project Director and Work Assignment leader, in addition to three dedicated staff (support for tobacco control efforts, management/budget support, and large research centers coordination).

3. Organizational Experience and Expertise (20 points)

The offeror must demonstrate with use of a management plan and information about past performance their ability to perform the required tasks within the timeline provided. Does the offeror delineate lines of authority and describe the overall organizational structure that will organize, direct, and control this project? Does the offeror demonstrate the organizational capabilities that are available to complete the requirements in the SOW?

4. Corporate Facilities (10 points)

Does the offeror specify in detail appropriate facilities and equipment to be used in response to this statement of work?

DELIVERABLES/REPORTING REQUIREMENTS

Deliverables

Scientific papers and reports, edited materials, consumer documents, databases, analyses, responses to information requests, concept/issue papers, strategic plans, technical and administrative documents, program reviews, portfolio analyses, evaluation reports, meeting agendas, meetings, meeting websites, slides, graphics, invitation letters, meeting signs/posters, name badges, table tents, summaries and action items from internal and external meetings, post-conference materials, mailing lists, detailed monthly cost and labor reports by task or project, monthly progress reports, annual reports.

Timelines and due dates for the above deliverables shall be determined by the Project Officer in collaboration with appropriate BRP program staff after development of individual Work Assignments, unless otherwise specified.

Reporting Requirements

1. Monthly Progress Reports shall include a description of activities during the reporting period, and activities planned for the ensuing reporting period, to be prepared by individual work assignment. The report shall include a list of all active work assignments, activities, subtasks, status, next steps, deadlines, anticipated problems and related information. The first reporting period consists of the first full month of

performance plus any fractional part of the initial month. Thereafter, the reporting period shall consist of each calendar month.

2. Monthly budget and labor hour summary reports shall be submitted with the Monthly Progress Report and follow the same delivery schedule.

SPECIAL REQUIREMENTS

INFORMATION TECHNOLOGY SYSTEMS SECURITY SPECIFICATIONS

The contractor shall comply with all Federal computer and Information Technology (IT) systems security and/or privacy rules, regulations and specifications. Some of the relevant regulations and policies include but are not limited to:

Computer Security Act of 1987: http://csrc.nist.gov/ispab/csa_87.txt

OMB A_130, Appendix III, "Security of Federal Automated Information Systems:"
http://csrc.nist.gov/policies/appendix_iii.pdf

DHHS Information Security Program Policy:

<http://www.hhs.gov/read/irmpolicy/FINALHHSInformationSecurityProgramP.doc>

OMB Circular A_130 memorandum M_03_22, "OMB Guidance for Implementing the Privacy Provisions of the E_Government Act of 2002:"

http://www.whitehouse.gov/omb/memoranda/m03_22.html

OMB Memorandum M_05_04 (12/04):

http://www.whitehouse.gov/omb/memoranda/fy2005/m05_04.pdf

The contractor shall include this provision in any subcontract awarded pursuant to this prime task order. Failure to comply with these requirements shall constitute cause for termination.

The contractor shall protect all information used, gathered, or developed as a result of the Statement of Work (SOW). The contractor shall establish and implement appropriate administrative, technical, and physical safeguards to ensure the security and confidentiality of sensitive Government information, data, and/or equipment.

In addition, during all activities and operations on Government premises, or activities and operations involving government data, computers or networks, the contractor shall comply with all DHHS and National Institutes of Health (NIH), policies and rules of conduct.

Procedural guidance for compliance with the following requirements can be found at the following website: <http://ais.nci.nih.gov>.

a. Required IT Systems Security Training

The contractor shall assure that each employee has completed the NIH Computer Security Awareness Training (<http://irtsectraining.nih.gov/>) prior to performing any work under this task order.

The contractor shall maintain a listing by name and title of each individual working under this task order who has completed the NIH required training. Any additional security training completed by contractor staff shall be included on this listing. The listing of completed training shall be included in the first technical progress report. Any revisions to this listing as a result of staffing changes shall be submitted with next required technical progress report.

b. Position Sensitivity Designations

- (1) The Government has determined that the following position sensitivity designations and associated clearance and investigation requirements apply under this task order:

Level 1C: Non Sensitive (Requires Suitability Determination with an NACI).

Contractor employees assigned to a Level 1C position are subject to a National Agency Check and Inquiry Investigation (NACI).

- (2) The contractor shall submit a roster, by name, position and responsibility, of all IT staff working under the task order. The roster shall be submitted to the Project Officer, with a copy to the Contracting Officer, within 14 days of the effective date of the task order. The Contracting Officer shall notify the contractor of the appropriate level of suitability investigations to be performed. An electronic template, entitled "Roster of Employees Requiring Suitability Investigations," is available for use at:

<http://virtual.nci.nih.gov/security/policy/aissp/contractor/forms/Suitability-roster.xls>

Upon receipt of the Government's notification of applicable Suitability Investigation required, the contractor shall complete and submit the required forms within 30 days of the notification. Additional submission instructions can be found at: <http://ais.nci.nih.gov/>.

Contractor employees who have had a background investigation conducted by the U.S. Office of Personnel Management (OPM) within the last five years may only require an updated or upgraded investigation.

- (3) Contractor employees in AIS-related positions shall comply with the DHHS criteria for the assigned position sensitivity designations prior to performing any work under this task order. The following exceptions apply:

Levels 5C and 1C: Contractor employees may begin work under the task order after the contractor has submitted the name, position and

responsibility of the employee to the Project Officer, as described in paragraph b(2) above.

c. Personnel Security Responsibilities

The contractor shall perform and document the following when a contractor employee terminates work under this task order. All documentation shall be made available to the Project Officer and/or Contracting Officer upon request:

(1) Employment terminated

- Confirm that the contractor employee either completed all assigned tasks or briefed the replacement employee on the requirements and status of ongoing tasks.
- Determine the contractor employee's access termination date, and notify the Project Officer, appropriate NIH security officials, and the assigned IT Systems Manager within 24 hours of the time of termination.
- Request the assigned IT Systems Manager to terminate the contractor employee's access authorizations.
- Review with the contractor employee his/her obligations to protect agency information accessed while working under this task order.
- Immediately revoke the employee's access to all Government systems and data and notify the Project Officer in writing upon completion of these actions.

(2) Contractor Employee is removed from task order for cause:

- (1) Physically remove the contractor employee from working under this task order.
- (2) Immediately notify the Project Officer, appropriate NIH security officials, and the assigned IT Systems Manager of the time of removal.
- (3) Request an immediate revocation of the contractor employee's access authorizations.
- (4) Retrieve all keys and badges.
- (5) Request the Project Officer to have the combinations changed on all locks to which the contractor employee had access.
- (6) Review the contractor employee's duties and responsibilities under this task order with the Project Officer and assess the level of risk to the Government.
- (7) Immediately revoke the employee's access to all Government systems and data and notify the Project Officer in writing upon completion of these actions.

d. Commitment to Protect Sensitive Information

(1) Contractor Agreement

The Contractor shall not release, publish, or disclose sensitive information to unauthorized personnel, and shall protect such information in accordance with provisions of the following laws and any other pertinent laws and regulations governing the confidentiality of sensitive information:

- 18 U.S.C. 641 (Criminal Code: Public Money, Property or Records)
- 18 U.S.C. 1905 (Criminal Code: Disclosure of Confidential Information)
- Public Law 96-511 (Paperwork Reduction Act)

(2) Contractor-Employee Non-Disclosure Agreements

Each contractor employee who may have access to sensitive information under this task order shall complete the attachment entitled, "Commitment to Protect Non-Public Information - Contractor Agreement," which is referenced in Attachment 2 of this task order proposal and available at:

<http://irm.cit.nih.gov/security/Nondisclosure.pdf>

A copy of each signed and witnessed Non-Disclosure agreement shall be submitted to the Project Officer prior to performing any work under the task order.

WORK ASSIGNMENT PROCEDURES

In providing support under this task order, the Contractor shall initiate work only when so directed by a Work Assignment (Sample Format in Attachment 1). Approval of a Work Assignment shall **not** constitute approval to exceed any item listed in the task order or general clauses of the task order. Work Assignment amounts shall not exceed the total amounts listed in the task order (time, dollars, effort, consultants, travel, etc.). The Project Officer with Contracting Officer approval, is authorized to initiate Work Assignments and to sign Work Assignments indicating satisfactory performance/delivery of the services/product required in each Work Assignment. The Contractor shall assure, prior to commencing work on any Work Assignment, that written approval of the Project Officer and the Contracting Officer has been obtained. A Work Assignment which does not contain both Contracting Officer and Project Officer approval signatures shall be considered invalid and costs incurred for such work shall be considered unallowable. The Contractor shall not exceed the estimated labor hours, estimated Work Assignment amount, or change the Work Assignment leader without prior written approval of the Project Officer and the Contracting Officer by modification of the Work Assignment. The day-to-day operational and administrative details of the Work Assignment system will be established by the Project Officer with input from the Contractor. The work assignment system will operate within the following general guidelines:

a. **Work Assignment (W.A.) Information**

- (1) All work to be assigned under this task order shall relate directly to one or more of the work areas listed in the Statement of Work.
- (2) Each W.A. shall be written for the conduct of a specific, finite task.
- (3) Each new W.A. shall be numbered serially beginning with 01.
- (4) Each W.A. shall be completed on the form entitled "Work Assignment" (Sample included in Attachment 1 of this task order proposal).
- (5) Upon award of the task order, an Administrative Work Assignment shall be issued on a yearly basis. This Work Assignment will cover the time and expenditures necessary for the administration of the task order.

b. **Initiation of a W.A.**

- (1) The Project Officer will initiate Part I of the W.A.
- (2) The Contractor shall complete Part II and obtain the appropriate signature. The Contractor shall forward the proposed W.A. to the Project Officer.
- (3) Upon receipt of the proposed W.A. and after determining that the proposed W.A. is acceptable, the Project Officer will sign Part II to indicate recommendation for approval and forward to the Contracting Officer.
- (4) Upon receipt, the Contracting Officer will review the proposed W.A.
 - (a) If approved, the Contracting Officer will sign Part II to indicate approval and will forward the W.A. to the Contractor with a copy to the Project Officer.
 - (b) If not approved, the Contracting Officer will notify the Project Officer, stating the reasons for disapproval.
- (5) After receipt of the approved W.A., the Contractor shall begin work. The period of performance shall never precede the Contracting Officer approval date.

c. **Modification to a W.A.**

- (1) Each amendment to an existing Work Assignment shall contain the original W.A. number and shall designate a modification number. Modification numbers for each W.A. shall be serially numbered beginning with 01 (for example, Work Assignment 01, Modification No. 01).

- (2) Each W.A. modification shall set forth in specific detail which portion(s) of the W.A. is to be modified. All Cost/Labor modifications shall be in the following format:

This Modification Revised Estimate Authorized to Date

Labor Hours
Cost Elements
(List Each Element)

d. Conclusion of a W.A.

- (1) For each W.A. performed, the Contractor shall prepare PART III of the Work Assignment for submission to the Contracting Officer.
- (2) This PART III submission shall include all actual information (cost, effort, and deliverables) relative to the W.A.
- (3) PART III of the W.A. shall be submitted as soon as possible and not to exceed three months after the closing date of the W.A. For those work assignments which expire within three months prior to the task order expiration date, PART III of the Work Assignment shall be submitted on the final task order day.
- (4) After verification that all work is complete and deliverables have been received and accepted, the Project Officer will sign Part III of the W.A. to indicate recommendation for approval and forward the W.A. to the Contracting Officer.
- (5) After verification that the W.A. has been satisfactorily completed, the Contracting Officer will approve completion of the W.A. by signing Part III of the W.A. and forward to the Contractor.

WORK ASSIGNMENT (W.A.)

Contractor: _____ W.A. Title: _____

Task Order No: _____

W.A. No: _____ Modification No.: _____ W.A. Originator: _____

Contracted Task Area: _____ Date Prepared: _____



Part I. INITIATOR'S REQUEST

- A. Period of Performance: From _____ to _____
- B. Task Description

C. Task Leader

D. Deliverables

E. W.A. Response Due Date:

WORK ASSIGNMENT (W.A.)

Contractor: _____ Contract No: _____

W.A. No: _____ Modification No: _____ Date Prepared: _____

PART II. CONTRACTOR'S RESPONSE TO W.A. REQUEST

(The Contractor may attach additional sheets to this form to present requested data.)

A. Estimated Cost and Effort

1. Labor hours - list W.A. leader, specific individuals to be assigned, labor category, and estimated hours for each.
2. Labor costs - list by labor category and total.
3. Employee benefits.
4. Direct materials
5. Travel
6. Subcontracts
7. Other direct costs
8. Indirect costs
9. Total estimated costs for this Order

B. Detailed description of the approach to be used and of the deliverable(s). (Be specific.)

APPROVAL TO PROCEED: The Contractor shall not exceed the estimated labor hours, estimated W.A. amount, or change the W.A. leader without the prior written approval of the Project Officer and the Contracting Officer.

1. For the Contractor: _____ Date: _____
(Signature)

Typed name:

2. For the Government: _____ Date: _____
(Project Officer)

_____ Date: _____
(Contracting Officer)

WORK ASSIGNMENT (W.A.)

Contractor: _____

Contract No: _____

W.A. No: _____ Modification No: _____

Date Prepared: _____

PART III. CONTRACTOR'S REPORT OF W.A. PERFORMANCE

(The Contractor may attach additional sheets to this form to present the requested data.)

A. Actual Cost and Effort

1. Labor hours - list specific assigned individuals, labor category, and actual hours worked.
2. Labor costs - list labor category, individual, and total amount.
3. Employee benefits
4. Direct Materials
5. Travel
6. Subcontracts
7. Other direct costs
8. Indirect costs
9. Total costs for this W.A.

B. Report of Deliverables

REVIEW AND APPROVAL OF SATISFACTORY PERFORMANCE

The signatures below indicate that the services/products required under Work Assignment No. have been delivered, received and satisfactorily meet the requirements of this Work Assignment.

1. For the Contractor: _____ Date: _____
(Signature)

Typed name:

2. For the Government: _____ Date: _____
(Project Officer)

_____ Date: _____
(Contracting Officer)

**Commitment To Protect Non-Public Information
Contractor Agreement**

Access to sensitive information from the files of the National Institutes of Health (NIH) is required in the performance of my official duties, under contract number _____ between (NIH I/C Name or Component) _____ and my employer (Employer's Name) _____. I agree that I shall not release publish, or disclose such information to unauthorized personnel, and I shall protect such information in accordance with relevant laws and regulations available for research and review at any Law Library. Among these laws may be various provisions of:

- a) 18 U.S.C. 641 (Criminal Code: Public Money, Property or Records; 2 pgs.long)
- b) 18 U.S.C. 1905 (Criminal Code: Disclosure of Confidential Information; 2 pgs. long)
- c) Public Law 96-511 (Paperwork Reduction Act; Encyclopedic in length)

I affirm that I have received a written and/or verbal briefing by my company concerning my responsibilities under this agreement. I understand that violation of this agreement may subject me to criminal and civil penalties.

Signed: _____

Date: _____

Witnessed by: _____

Date: _____

Copies are to be retained by:
NIH Project Officer
Vendor's Contract Management
Individual Signatory