

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

RFTOP# 273

TITLE: GPRA and PART Communicating Results for Public Information

PART I – REQUEST FOR TASK ORDER (TO) PROPOSALS

A. Point of Contact Name:

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Proposal Address:

Deborah Guadalupe Duran, Ph.D.

GPRA Director

Office of Science Policy and Planning

National Institutes of Health

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Suite 700, Rm 714

Bethesda, MD 20892

Billing Address:

Accounts Payable, OFM, NIH

Bldg 31, Room B1B39

Bethesda, MD 20892-2045

B. PROPOSED PERIOD OF PERFORMANCE: October 1, 2005 to May, 2006

C. PRICING METHOD: Time and Material with billing on the 30th of each month.

D. PROPOSAL INSTRUCTIONS: Please submit proposals electronically and mail two hard copies to the above address at applicant's expense. Please follow the format as specified by the task description section. Use the same headings and address each numeric point. A signed task order form will be required for award.

E. RESPONSE DUE DATE: BY 4:00 p.m. August 26, 2005

F. TASK DESCRIPTION:

GPRA Office within the Office of Science Policy and Planning (OSPP), the Office of the Science Policy (OSP), Office of the Director, NIH, serves as the principal resource for Government Performance Results Act (GPRA), Program Assessment Rating Tool (PART), and Performance and Accountability Report (PAR). The purpose of this task description is to request a contractor who can support the GPRA Office's mission with subject matter experts for writing and communicating performance information, IT programming support, web site maintenance, on line reporting data entry and maintenance, and meeting support.

Task A: Subject Matter Experts

The contractor must be able to locate experts in specific scientific areas who can perform either long-term or short-term public information and communication services assignments within tight timeframes and immediate response.

1. The experts may need to provide statistical, organizational, analytic, and editing/writing support in order to communicate government program performance monitoring at NIH to the public, Congress, and other governmental agencies. Skills in evaluation, quantitative and qualitative research, SPSS, operations research, and/or system assessments are required. Scientific knowledge of the biomedical field, scientific metrics, or econometrics is essential. The person must have strong written, research/evaluation, and analytic skills.
2. The expert may need to provide a broad array of support for NIH performance reporting and communicating results, including all assistance necessary to produce a variety of reports, plans, and other materials, such as the One HHS Plan Performance and Accountability Report, NIH-wide GPRA annual performance plans and performance reports, OMB Program Assessment Rating Tool (PART) reporting, and conceptual documents addressing performance monitoring issues. Important skills in providing this support include abilities to respond to detailed requirements, to analyze data, to draft succinct text, to explain scientific or technical concepts to the public, to synthesize information from diverse sources, to analyze the adequacy (e.g., accuracy, completeness, and responsiveness) of information submitted to the office, to plan and track the status of project components, to manage database systems, and to graphically present results. Proficiency in word processing software, e.g., Word, Excel, and Power Point is required. The work environment is complex; therefore, the person must be able to juggle several tasks simultaneously, to validate data, and to produce quality communication products under tight deadlines.
3. The Analyst will support a wide variety of tasks relative to GPRA, including communication with high-level OSP/OD/NIH officials; policy interpretation; definition of objectives; precedent-setting decision making; resolution of technical and procedural problems related to the GPRA and PART; planning and organizing a variety of types of meetings from major reviews by independent experts to working groups of NIH staff; provision of administrative functions; and coordination with other GPRA activities. Consequently, the person must have excellent communication skills, such as verbal and listening, as well as leadership skills.
4. The Analyst will provide support in preparing speeches, talking points, slides, and briefing materials on the NIH approach to the GPRA and performance results.
5. The Analyst will need technology skills in order to maintain and to monitor the GPRA home page and online reporting system. Skills in html and web applications are preferred and in some cases required. Web based and data entry developments may be necessary.
6. The Analyst is a liaison between the various Institutes and Offices and the GPRA Office. He/she must have negotiation and customer services skills. Communication skills, such as listening and translating what is told them into useful information for the GPRA office, is a

vital skill. They must know how to handle confidential information and handling of sensitive issues.

Task B: IT programming support, web site maintenance, and on line reporting data entry and maintenance.

1. Experts may need to provide web page development and/or maintenance by the piece or for the long-term maintenance. JAVA, HTML, and Oracle are required. They must have web design and development skills that would best support the presentation of NIH performance information.
2. Technician/Analyst must have computer and data base management skills to learn and support the Visual Performance Suite-GPRA online reporting system.

Task C: Conference and Meeting Support to Provide Public Information and to Communicate Results and Transparent Processes

To communicate the results of GPRA and PART, it is sometimes necessary to schedule meetings or conferences in order for colleagues to discuss and to utilize the results. The meetings will provide a forum to assess GPRA and PART performance by outside experts. It may also be necessary to schedule meetings to provide training for NIH employees on the GPRA online reporting system. The meetings and conferences convened that relate to GPRA and PART are often at the request of senior management and are therefore on an ad hoc basis. This can make it difficult to predict exactly how many meetings and/or conferences that will be requested; therefore, support for coordinating the meetings may be needed on short notice. In support of meetings and conferences for GPRA and PART, the contractor shall perform the following:

1. **Provide overall contract management.** The project manager will maintain visibility on this task order. This person will be responsible for regular communication with the task leader and have responsibility for the overall project budget and contractual obligations.
2. **Make airline and ground transportation reservations.** As requested, the contractor shall make arrangements for airline tickets (train tickets, etc.) for participants to attend the meeting. The contractor shall also arrange for ground transportation to and from the meetings for individuals and/or groups as requested by the Government task order leader.
3. **Secure lodging space.** The contractor shall secure lodging in the Bethesda area within the Government per diem. If the meeting/conference is held on the NIH campus, the contractor shall arrange shuttle service from the hotel to the NIH campus upon request from the Government task order leader.
4. **Prepare logistics letter.** Upon receipt of a list of participants from the Government task leader, the contractor shall prepare a logistics letter informing participants about the date, time, and location of the meeting; and providing information on travel, meals, lodging, ground

transportation, and reimbursement procedures. The contractor shall submit a draft logistics letter with enclosures within 2 days of receipt of the list of participants to the Government task order leader for review and approval. The contractor shall revise these materials accordingly, prepare them in final, and forward to meeting participants.

5. **Conduct conference registration.** If requested by the GPO, arrange for all aspects of online conference registration via a web site, including design of the site, confirmations to individuals seeking to register, weekly updates of numbers of registrants, and all post-meeting web site support.
6. **Prepare pre-meeting and post-meeting materials.** From originals provided by the Government task order leader, the contractor shall reproduce meeting materials, prepare notebooks and packets (as determined by the Government task leader), and arrange for express delivery of the information to participants. As requested, contractor makes arrangements for storage of materials. As requested by the Government task order leader, the contractor shall reproduce and mail meeting summaries or other materials to meeting attendees following the meeting.
7. **Reimburse participants and pay honoraria.** The contractor shall provide reimbursements for travel, lodging, meals, and ground transportation costs to the non-Federal meeting participants. Reimbursements shall be paid within 30 days after receipt of an invoice for those expenses. The contractor shall also provide honoraria for non-Federal participants.
8. **Prepare name badges, table tents, signage.** The contractor shall prepare name badges for all participants, as well as tent cards for those who will be seated at the meeting table. As requested, the contractor also shall prepare directional signs to the meeting room.
9. **Arrange for meal services and breaks.** The contractor shall arrange for catered meals as requested by the Government task order leader.
10. **Arrange room setup and audiovisual equipment.** The contractor shall make arrangements with the facility for room setups and audiovisual equipment such as flipcharts, white boards, and slide and overhead projectors. The contractor also shall provide an audiovisual technician onsite if requested by the Government task leader. If the purpose of the meeting is to provide training for the GPRA online reporting system, the contractor shall chose a location that provides a computer terminal for each participant.
11. **Arrange for recorded transcripts and science writers.** As requested by the Government task order leader, the contractor shall provide verbatim transcriptions of the meeting and shall arrange for science writers to attend the meeting/conference and develop a report/summary of the meeting. A roster of attendees must be prepared with accurate names, titles, contact information and locations. All science writers shall be approved by the Government task order leader.
12. **Provide onsite support.** The contractor shall provide at least one individual to be on site (number of onsite staff to be decided with the Government task order leader) at each meeting. This person should attempt to inform participants of all logistics and attempt to resolve any

issues brought to his/her attention. When the issue can not be resolved, the lead of the meeting should be notified immediately.

13. **Prepare methods and implement strategies for attendance and meeting evaluations.** The contractor shall create forms for attendance monitoring and conducting evaluations to assess facilities, content and processes.

Task D: Writing and Communication Support

As mentioned above, a critical responsibility of the GPRA office is fulfillment of performance reporting requirements from the Department of Health and Human Services and Office of Management and Budget. The GPRA office must report on performance measures and present the information to diverse audiences. Performance requests frequently require quick turnaround deadlines. The information must be validated and checked for accuracy and communicated in a manner suitable to the intended audience.

To assist the GPRA office in this role, the contractor will provide a consultant/science writer/data manager on an as-needed basis. If necessary, the consultant/science writer/data manager must be available within 1 day of request of services. The consultant/science writer/data manager must have writing experience within the field of medical research and assessment. He/she must be able to develop and edit documents that require translating scientific information into easily understood terms for a general, educated audience. In addition to having experience in the field of medical research, some projects will require expertise in research methodologies, evaluation, and/or technology development and management. All work will be reviewed by the Director, GPRA and OSPP, and any revisions will be incorporated by the consultant/science writer/data manager.

The scope of the projects as well as priorities and deadlines will be given to the consultant/science writer/data manager by the GPRA task order leader. Work assignments and priorities will be communicated primarily through e-mail and phone. The consultant/science writer/data manager will provide monthly status reports on the project and will deliver writing assignments primarily via e-mail; any revisions to the assignments will be communicated via e-mail and/or phone. Meetings to discuss assignments will occur on an as-needed basis. The consultant/science writer will deliver hard copies and electronic versions in a format specified by the task order leader of final documents as requested.

In addition, to support the writing and editing for GPRA, the contractor shall provide a science writer to support GPRA, as public information document, in four general areas: (1) written analyses and summaries of special scientific issues; (2) written analyses containing quantitative and qualitative assessments of NIH research and research-related activities; (3) assisting in developing, editing, and formatting GPRA and other related performance reporting submissions to meet all requirements; and (4) maintenance and edits of the GPRA homepage.

G. EVALUATION FACTORS

1. Contractor is able to locate and support experts to complete the necessary assignments within the agreed upon time frame.
2. Experts will complete performance plans for assigned duties.
3. Tracking time, quality and effectiveness of the response to a request. It must meet the specified performance measures as negotiated and defined at the time of the request.
4. Tracking actual cost against proposed costs. The difference should be within +/-10%. If actual cost varies from proposed cost by more than +10%, contractor will notify Government task order leader immediately.

RFTOP# TITLE:

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

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: _____
Signature – NIH-PICS Coordinator Date