

**INFORMATION AND COMMUNICATION (ICS)
SERVICES
NIH – TASK ORDER**

RFTOP# 44 TITLE: Design, Fabrication and Installation of a
Permanent, Free Standing Exhibit for the Fogarty
International Center

PART I – REQUEST FOR TASK ORDER PROPOSALS

A. POINT OF CONTACT NAME: Anthony Revenis

Phone: 301-402-3073

Fax: 301-435-6101

Proposal Address:

6011 Executive Blvd. Rm. 529S
Rockville, MD 20892-7663

Billing Address:

Accounts Payable, OFM, NIH
Bldg. 31, Room B1B39
Bethesda, MD 20892-2045

B. PROPOSED PERIOD OF PERFORMANCE: 90 days from date of award.

C. PRICING METHOD: Firm Fixed Price. Firm should provide a single price for the entire project. Currently available funding is estimated to be between \$12,000-\$15,000. If, in the opinion of your firm, this is not a sufficient amount to complete the task order, please specify the additional amount necessary to complete the task.

D. PROPOSAL INSTRUCTIONS: Proposals should be submitted to me by e-mail. Please enter in the subject line the following text, "RFTOP# 44 – Proposal from <insert firm name>." A signed task order form (last page of the RFTOP) will be requested later.

E. RESPONSE DUE DATE: Monday 10/15/01 at 4:00 p.m. EDT.

F. TASK DESCRIPTION: The mission of the Fogarty International Center (FIC) of the NIH is to promote and support science internationally to reduce disparities in global health. To this end, FIC has established research and research training programs to build research capacity in the poorest nations of the world, where the need is greatest. FIC requires the design, manufacture and installation of a permanent, free-standing exhibit, approximately 8'x10', that represents the Center's mission and activities, especially, those in the

developing countries of Africa, Asia, Latin America and the Caribbean, and the countries of the former Soviet Union.

The exhibit aims to increase awareness of FIC among members of the NIH community and the many visitors to NIH who walk past the exhibit.

The contractor should provide samples of previous relevant work

G. EVALUATION FACTORS:

Design – A description (narrative, sketches, etc. as the contractor sees fit) of the design work to be performed , including how the design will be most effective in representing the Center.

Cost – proposed prices will be considered in determining the firm that represents the best value to the government.

Experience – contractor should demonstrate the ability to arrange all aspects of the task order, including design, manufacture and installation.

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PART II - CONTRACTOR'S REPLY:

TO # NICS-44 CONTRACT #263-01-D-0_____

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

APPROVED: _____
Signature –Anthony M. Revenis, J.D., NIH-ICS Coordinator Date