

INFORMATION AND COMMUNICATION SERVICES (ICS)
NIH - TASK ORDER

RFTOP#45

TITLE: DMID Information & Communications Services

PART I – REQUEST FOR TASK ORDER (TO) PROPOSALS

A. Point of Contact Name: Phil Hastings

Phone- 301 496-0194

Fax- 301 402-0972

Proposal Address:

Via e-mail to:

PHASTINGS@NIAID.NIH.GOV

With a copy to:

REVENISA@OD.NIH.GOV

Billing Address:

Accounts Payable, OFM, NIH

Bldg 31, Room B1B39

Bethesda, MD 20892-2045

B. PROPOSED PERIOD OF PERFORMANCE: Two years from the date of award/commencement of work

C. PRICING METHOD: Cost Plus Fixed Fee. NIH estimates the level of effort as follows:

1. DMID Website Development task is based on NIH's experience of the work that will be required for web site development over a 2 year period: approx. 4,160 man hours over 2 years

2. Jordan Report task is based on NIH's experience with the previous edition with consideration that this edition will be an anniversary edition: approx. 410 man hours will be needed.

D. PROPOSAL INSTRUCTIONS: Proposals should be submitted electronically to phastings@niaid.nih.gov and should include a qualitative description of workplan. Proposals should include a summary table of each task, subtask, and detailed assignment linked to expenditures for that specific activity. In addition, a running total for the contract year shall be provided in a similar format.

E. RESPONSE DUE DATE: Wednesday 11/6/01 at 4:00 PM EDT.

F. TASK DESCRIPTION:

Jordan Report – Assist NIAID in developing and distributing the 20th Anniversary Jordan Report.

The purpose of this task is to design, edit and print the 20th Annual Jordan Report. This document has provided an almost annual update on the state of vaccine development research. The Jordan Report is intended primarily for a scientific audience including researchers, Government agencies, foundations, academia, and congressional representatives. A secondary audience is reporters from both specialty and main stream news organizations. Therefore, an additional objective is to make this report understandable and meaningful to a less science-oriented audience. Because this will be the 20th Anniversary Report, and because we want its appeal to the secondary audience, approximately 10 additional “overviews” will be included to provide a retrospective of field. This year’s report will include chapters with references, additional special articles, tables, and graphics. In addition to the 1,000 copies to be printed, we will create an on-line searchable version. It is anticipated that in the future, the on-line version will be updated periodically, with the printed version updated approximately every 5 years.

- Edit, produce, and print a special 20th Anniversary Edition of The Jordan Report for distribution in Spring 2002. This document should be a two-color design with graphics and tables. Images and text will be provided by NIAID.
- Transfer Jordan Report to web and create an archive file of past Jordan Reports.
- Design and draft backgrounder kits of print materials relating to vaccine research including brochures, fact sheets, and a vaccine glossary.

Provide computer, technical support for a variety of DMID programmatic requirements, including development tools for accessing database systems specific to DMID research programs, software application support, and the maintenance and enhancement of the DMID Website. Website support could include the following:

- Develop and implement a detailed, written website content management system due within twelve months following contract award date.
- Convert text and images to be loaded onto the DMID Website, as directed.
- Provide skilled web page design and redesign, as needed.
- Incorporate new elements into the DMID Website including interactive forms, online databases, galleries of downloadable images, and audio and video presentations.
- Make recommendations to DMID for updating and improving the DMID Website based on technological advances.
- Ensure the DMID Website is accessible to individuals with visual impairment to the greatest extent possible and ensure that the site is ADA compliant.
- Work with NIAID’s Office of Technology Information Systems (OTIS) to ensure compliance with NIAID software and hardware requirements.
- Provide quality control for the website.

The contractor shall coordinate DMID requirements with NIAID's Information and Technology Officer to ensure compatibility with existing NIAID platforms and technology.

G. EVALUATION FACTORS

Familiarity with the DMID research agenda and the division's mission
Experience in developing print materials.
Experience in managing web sites for the NIH
Access to NIAID server
Ability to host a site that uses accepted industry standards and tools.
Ability to conduct usability testing to re-design site as necessary.

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PART II - CONTRACTOR'S REPLY: CONTRACT #263-01-D-0_____
TO # NICS-45

Contractor:

Points of Contact:

Phone-

Fax-

Address:

TOTAL ESTIMATED COST:

Pricing Method: CPEF

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 & ICS COORDINATOR

