

**PUBLIC INFORMATION AND COMMUNICATION (PICS)  
SERVICES  
NIH – TASK ORDER**

RFTOP# 53      TITLE: Writing/Editing for FIC (All aspects of designing, writing and producing a newsletter for the Fogarty International Center and ad hoc writer-editor services, as required)

**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

PROPOSED PERIOD OF PERFORMANCE: April 1, 2002 – March 30, 2003, with two option years.

- B. PRICING METHOD: 1) Newsletter: Firm Fixed Price. Contractor should provide a price to cover all costs related to: initial design, writing, editing, and layout of an eight-page, 2-color newsletter three times each year. (A separate price may be proposed for the 1<sup>st</sup> issue and then per issue prices) 2) Additional writing assignments: Contractor should provide a per-word or per-page cost for a writer or writers whose services will be used on an ad hoc basis. Prices should also be proposed for each option year.
- C. PROPOSAL INSTRUCTIONS: Proposals should be submitted to me by e-mail. Please enter in the subject line the following text, "RFTOP# - Proposal." A signed task order form (last page of the RFTOP) will be requested later.
- D. RESPONSE DUE DATE: 3/11/02 at 2:00 p.m. Eastern Time.
- E. 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 programs to build research capacity in the poorest nations of the world, where the need is

greatest. To provide information on its interests and activities, FIC plans to develop a newsletter that will be distributed to an extensive mailing list of individuals interested in global health issues. The Center requires the services of a contractor who will be responsible for all aspects of newsletter production. This includes one-time graphic design of the format, writing, editorial and layout services, and provision of images, when necessary. FIC will be responsible for printing and distribution and will require the finished newsletter delivered in a web-ready format and on a print-ready diskette for hard copy. FIC anticipates that 3 newsletters will be issued each year.

In addition, FIC requires the ad hoc services of a writer or writers who can provide approximately six articles per year, each approximately 750-1500 words in length, about the Center and its activities. These articles will be on subjects requested by FIC and will appear in various association newsletters, journals and other appropriate publications.

F. EVALUATION FACTORS:

**Experience** – contractor should provide appropriate writing samples such as newsletters or similar publications, and any articles that demonstrate the ability to produce the kind work required.

**Cost** – Cost will be taken into consideration in making a decision.

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**PART II - CONTRACTOR'S REPLY: CONTRACT #263-01-D-0\_\_\_\_\_**  
**TO # NICS-53**

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 - Anthony M. Revenis, J.D., NIH-PICS Coordinator Date