

INFORMATION AND COMMUNICATION SERVICES
NIH - TASK ORDER

RFTOP # 58

TITLE: Photo Display Redesign - NLM

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:

The Library seeks to have the gallery designed, approved, and installed by September 3, 2002.

C. PRICING METHOD:

Fixed Price.

D. PROPOSAL INSTRUCTIONS:

Proposals should be submitted electronically to the above POC. Please enter in the subject line the following text, "RFTOP#58 - Proposal." A signed task order form will later be requested from the selected firm.

E. RESPONSE DUE DATE: Wednesday, May 15, 2002 at 3:00 PM local time.

F. TASK DESCRIPTION:

The National Library of Medicine (NLM) has an appointed Board of Regents of prominent members of the medical community who meet three times a year at the NLM and advise the Library. They have their own conference room outside of which, in a little foyer or hall, is a gallery of photographs of current and past members.

Currently there are about 180 photographs on display; an average of 3-4 new ones are added each year. We will run out of space for new photographs in a few years.

Attached to this email are several photographs showing the present configuration of 13 rows of slotted wood strips (7 on one side of the hallway, 6 on the other) onto which the photos are slid. The hall is 69

inches wide. The ceiling is 9.5 feet. One wall has 86 inches of usable width, the other 70 inches.

The photographs are black and white, mounted on cardboard, roughly 4 x 7 inches. The cards contain not only the photograph of the Regent, but, underneath, the name and years served.

Work to be done: NLM seeks a firm to design and install a new display that will accommodate growth for 10 years (roughly 35 additions). Existing photographs must be used—although they may be sized or otherwise modified as needed.

We would like a header or plaque that has on it “National Library of Medicine Board of Regents.”

Final approval for the proposed design rests with the NLM director.

A tour of the existing gallery will be held on Friday May 3rd at 1:00 PM. Attendees should notify me by return e-mail and meet in the main NLM lobby. It is bldg 38 on the attached map:

<http://nihlibrary.nih.gov/about/campusmap.htm>

G. EVALUATION FACTORS

1. Redesign Approach

Firms are invited to discuss, in general terms, their approach to this project. They should describe their direction and goals. You may propose alternate prices for different treatments.

2. Experience with Similar Projects

If you have done similar work, you are invited to submit JPEG photos of that work.

3. Price

PART II - CONTRACTOR'S REPLY:

RFTOP # 58

TITLE: Photo Display Redesign

Task Order # NICS-58

CONTRACT #263-01-D-0_____

Contractor:

Point of Contact:

Phone-

Fax-

Address:

TOTAL ESTIMATED COST:

Pricing Method: FFP

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

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





David, Jr., M.D.
1967
1968-1969
1976

Harold Taylor, M.S.
1984-1988

Baron Woodhill, M.S.
1984-1988, Chairman, 1987-8

Walter Woodhill, M.S.
1984-1988

William S. Stewart, Sr. Dr., S.F.P.A.S.
1989-1991

Vice Adm. Robert E. Stone, U.S.N.
1989-1991

Edward S. Hall, Jr., M.S.
1989-1992, Chairman, 1987-1988

Robert E. Cook, M.S.
1989-1992

Victoria R. Smith, S.S.
1989-1992

Thomas E. Brown, M.S.
1989-1992

Robert E. Cook, M.S.
1989-1992

William A. Killion, M.S.
Chairman, 1971-1972

George Trevisker, D.D.S.
1988-1972

Max Michael, Jr., M.S.
1988-1972

Jack W. Layton, M.S.
1989-1972, Chairman, 1972-3

Vice Adm. George M. Smith, Jr., S.S.A.
1989-1972

William S. Baker, Ph.D.
1989-1972

U. S. Navy Lt. E. Joseph, Jr., S.S.A.
1989-1972

U. S. Navy Lt. James, S.S.A.
1989-1972

Harry J. Baker, M.S.
1979-1974

Jack J. Roberts, M.S.
1979-1974, Chairman, 1974-5

Janet E. Cook, M.S.
1979-1974

U. S. Navy Lt. James, S.S.A.
1979-1974

U. S. Navy Lt. James, S.S.A.
1979-1974

Donald L. Curtis, M.S.
1979-1978, Chairman, 1988-1984

John S. Clark, M.S.
1974-1978

Shirley Robinson, M.S.
1974-1978

Joseph J. Baker, S.S.A., Ph.D.
1974-1977, Chairman, 1978-1977

U. S. Navy Lt. James, S.S.A.
1974-1978

Jack J. Roberts, M.S.
1974-1977

U. S. Navy Lt. James, S.S.A.
1974-1978

