

PUBLIC INFORMATION AND COMMUNICATION SERVICES
(PICS)

NIH - TASK ORDER

RFTOP# TITLE:

PART I – REQUEST FOR TASK ORDER (TO) 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

Bethesda, MD 20892-2045

Billing Address:

Accounts Payable, OFM, NIH

Bldg 31, Room B1B39

B. PROPOSED PERIOD OF PERFORMANCE: [7 months from award of the task order](#)

C. PRICING METHOD: T&M

D. PROPOSAL INSTRUCTIONS: Submit proposals by e-mail to the above POC. A signed task order form should be faxed to the POC.

E. RESPONSE DUE DATE: 7 days from receipt of RFTOP.

F. TASK DESCRIPTION:

1. Create and update a PDF version of the *NIH Design Policy and Guidelines* documents using bookmarks as a navigational structure to allow users of the document on the Web to move quickly and easily from an overall Table of Contents to specific text, table and graphic image material. The documents will be received as a final draft edited manuscript, in Microsoft Word.

2. Perform Section 508 compliance and edit and incorporate elements needed for that compliance. Section 508 compliance must incorporate the following elements:

A. Provide direct support for screen readers via the Microsoft "Active Accessibility (MSAA) Application Programming Interface (API) for the Windows" platform. The final document must integrate with assistive technology products including the newest versions of screen readers from vendors such as Freedom Scientific and GW Micro.

B. Provide enhanced keyboard navigation for users with a broad range of disabilities.

C. The document shall support high-contrast viewing and the ability to zoom in and reflow text on the screen for users with low vision.

D. Create tagged Adobe PDF files incorporating logical structure information and making it easier for users of screen reader software to navigate a document in the proper reading order.

E. Apply Optical Character Recognition (OCR) to scanned pages. The resulting files must contain computer-generated text, which is a requirement for use with assistive technology.

F. The document should be analyzed, 508 accessibility problems identified and corrected. Samples include:

1. A text equivalent for every non-text element shall be provided (e.g., via "alt", "longdesc", or in element content).
 2. Web pages shall be designed so that all information conveyed with color is also available without color, for example from context or markup.
 3. Documents shall be organized so they are readable without requiring an associated style sheet.
 4. Redundant text links shall be provided for each active region of a server-side image map.
 5. Client-side image maps shall be provided instead of server-side image maps except where the regions cannot be defined with an available geometric shape.
 6. Row and column headers shall be identified for all data tables.
 7. Markup shall be used to associate data cells and header cells for data tables that have two or more logical levels of row or column headers.
 8. Frames shall be titled with text that facilitates frame identification and navigation.
 9. Pages shall be designed to avoid causing the screen to flicker with a frequency greater than 2 Hz and lower than 55 Hz.
 10. A text-only page, with equivalent information or functionality, shall be provided to make a Web site comply with the provisions of this part, when compliance cannot be accomplished in any other way. The content of the text-only page shall be updated whenever the primary page changes.
 11. When pages utilize scripting languages to display content, or to create interface elements, the information provided by the script shall be identified with functional text that can be read by assistive technology.
 12. A method shall be provided that permits users to skip repetitive navigation links.
3. Perform final editorial QC for consistency of style and format of text, tables, and graphics.
 4. Add footers to files that do not contain one, using the standard format.

5. Ensure that table and graphic image locations are maintained within the document. Add headings where needed; redo tables for clarity if needed. Give each table and graphic image a unique identifier for bookmarking purposes.
6. Schedule work sessions as necessary to meet with NIH technical staff throughout the editing process. NIH will be responsible for all final interpretation of technical language in written material and will be available throughout the editing process to provide assistance.

G. EVALUATION FACTORS:

1. TECHNICAL ABILITY: Qualifications of personnel and management strategy of the firm to produce the work as well as the adequacy of the proposal will be evaluated.
2. COST: While price is not the most important evaluation factor, proposed prices will be considered when selecting the firm that represents the best value to the Government.

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

Date