

**TRAVEL AND CONFERENCE SUPPORT CONTRACTS
NIH - TASK ORDER**

RFTOP#: 82 **TITLE:** NIBIB Travel and Conference Support Task Order

PART I – REQUEST FOR TASK ORDER (TO) PROPOSALS

A. Point of Contact Name:

Jeffrey T. Curry, Contract Specialist, Procurement Section, COB, DEA, NHLBI

Phone: (301) 435-0352
Fax: (301) 480-3345
e-mail: curryj@nhlbi.nih.gov

Debra C. Hawkins, Contracting Officer, Procurement Section, COB, DEA, NHLBI

Phone: (301) 435-0366
Fax: (301) 480-3345

Proposal Address:

Procurement Section, COB, DEA
National Heart, Lung, and Blood Institute
National Institutes of Health
Rockledge Building 2, Suite 6042
6701 Rockledge Drive
Bethesda, Maryland 20892-7902

Billing Address:

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

- A. PROPOSED PERIOD OF PERFORMANCE:** 9/15/2002-9/14/2003, with three one-year options
- B. PRICING METHOD:** Time and Materials
- C. PROPOSAL INSTRUCTIONS:** Technical proposals should be no longer than twenty (20) pages (including attachments but excluding resumes) and must be submitted to the POC at the address specified above. Proposals shall be in hard copy with an original and four (4) copies of the technical proposal and an original and two (2) copies of the cost proposal. Offerors must also submit a signed task

order form (last page of the RFTOP) with their proposal. Firms may submit proposals electronically via e-mail to curryj@nhlbi.nih.gov referencing the RFTOP number and the name of firm in the subject line, or via facsimile. In both cases, offerors must follow such proposal submissions with hard copies as specified above. Questions regarding the RFTOP must be submitted electronically via e-mail to curryj@nhlbi.nih.gov referencing the RFTOP number and the name of firm in the subject line, not later than seven (7) calendar days from the release of the RFTOP at 3:00 p.m., local time. Responses to all questions will be consolidated into a single issuance and provided to all offerors prior to the response due date.

A detailed work plan must be submitted indicating how each aspect of the statement of work is to be accomplished. Your technical approach should be in as much detail as you consider necessary to fully explain your proposed technical approach or method. The technical plan should reflect a clear understanding of the nature of the work being undertaken. The technical plan must include information on how the project is to be organized, staffed, and managed. Information should be provided which will demonstrate your understanding and management of important events or tasks.

Plans which merely offer to conduct a program in accordance with the requirements of the Government's scope of work will not be eligible for further consideration. The offeror must submit an explanation of the proposed technical approach in conjunction with the tasks to be performed in achieving the project objectives.

Cost / Business Proposals. The business proposal must contain sufficient information to allow the Government to perform a basic analysis of the proposed cost or price of the work. This information shall include the amounts of the basic elements of the proposed cost or price. These elements will include, as applicable, direct labor, fringe benefits, travel, materials, subcontracts, purchased parts, shipping, indirect costs and rate, fee, and profit. The Government has estimated 34,079 direct labor hours per year to complete this project. The Contractor may use the direct labor hour estimates in their proposal. The Contractor's proposal must fully document and justify increases or decreases in the estimate of the direct labor hours.

D. **RESPONSE DUE DATE:** Monday August 5, 2002 at 3:00 p.m., NIH local time.

TASK DESCRIPTION:

1. Background and Procurement History

The National Institute of Biomedical Imaging and Bioengineering (NIBIB), NIH's newest Institute, was created by Statute, signed into law by the

President on December 29, 2000, and officially established on April 30, 2001. The general purpose of the NIBIB is to conduct, coordinate, and support research, training, dissemination of health information, and other programs with respect to biomedical imaging, biomedical engineering, and associated technologies and modalities with biomedical applications. Specifically, NIBIB (1) researches and develops new techniques and devices with respect to biomedical imaging and bioengineering resulting in more effective interventional procedures applicable to a broad spectrum of diseases; (2) conducts related research in physics, engineering, mathematics, computer science, and other disciplines to develop cross-cutting capabilities in biomedical imaging and bioengineering; (3) performs technology assessments and outcome studies in order to evaluate the effectiveness of biologics, materials, processes, devices, procedures, and informatics; (4) advances existing imaging and bioengineering modalities, including imaging, biomaterials, and informatics; (5) coordinates research in techniques broadly applicable for screening for diseases and disorders; (6) develops target-specific agents that will enhance images and have potential to identify and delineate a broad spectrum of diseases; (7) develops advanced engineering and imaging technologies and techniques of research from the molecular and genetic levels to the whole organ and body levels; (8) coordinates the activities of NIBIB with related activities of other NIH Institutes and Centers and with other Federal agencies; and (9) coordinates the activities of Congressionally mandated committees and advisory councils in the area of biomedical imaging and bioengineering. The Office of the Director (OD), NIBIB, guides and coordinates the grants administration policies and procedures for the NIBIB extramural programs. It also undertakes, directly and through contractors, special activities designed to develop and improve NIBIB health research and training support programs and its grants management activities.

NIBIB staff will personally supervise and conduct a wide range of seminars, symposia, meetings, conferences, workshops, study sections, and other administrative and instructional activities that build NIBIB capacity to deal with extramural research and training issues. To fully support its mission, NIBIB envisions a need for extensive technical and logistical support on a permanent and consistent basis. The tasks outlined below are not duplicative of any other efforts and will directly support the mission of the NIBIB and its component offices.

2. General Requirements

Independently, and not as an agent of the Government, the contractor shall furnish, as directed through the issuance of task orders (TO), all necessary personnel, facilities, materials, equipment and supplies, not otherwise provided by the Government, to perform the work required by this order as set forth herein.

This contract will be monitored by a Project Officer. It is expected that the contractor shall meet with the Project Officer or designee at least monthly while TOs are being planned and executed. Services to be provided will fall within the following general categories.

A. Conference Management Services

The general tasks involved for local, national, or international seminars, symposia, conferences, workshops, study sections and meeting logistics (hereinafter referred to as “conference management”) are as follows:

1. Arrange and schedule dates depending upon the wishes of each individual conference chairperson. This may involve identifying and checking the calendars of conference attendees, and coordinating the dates and times with the chairperson.
2. Site Selection - The contractor shall arrange for and reserve meeting and parking space on the NIH Campus in Bethesda, MD, if available and suitable to meet the requirements for each meeting. The contractor is expected to become familiar with the NIH conference sites and their servicing office. When NIH space is not available or suitable, the contractor shall recommend to the Project Officer other site/facility combinations in the Washington Metropolitan Area (WMA), preferably within a twenty-mile radius of NIH. In recommending site/facilities, the contractor shall seek out those that will provide meeting rooms free-of-charge, and that will set aside a block of rooms at preferred rates. The contractor shall also consider (a) the accessibility and convenience of any suggested site to public transportation, parking, and food service establishments to handle the expected number of participants; (b) the adequacy in terms of number, size, lighting, ventilation, and location of meeting, breakout, and sleeping rooms available on desired dates; and (c) that Federal requirements for accessibility to disabled participants are met.
3. Site Reservation - Following approval of a non-NIH meeting site by the Project Officer, the contractor shall negotiate a contract with the selected facility. Multiple conferences may be scheduled for approximately the same or overlapping days. The contractor must be able to complete all work assignments in a timely manner.

4. Provide all necessary equipment and supplies that may be required for each conference, including voice amplification systems, blackboards and chalk, pointers, projectors, screens, easel and boards for posters, all necessary multimedia equipment (i.e., PCs, VCRs, TVs, Tel/Cell Phones, Pagers, etc.), as well as backup equipment, and conference supplies, such as name tags or other identifiers, note pads and pencils, water pitchers and cups, etc.
5. Provide all necessary multimedia computer equipment for live and library retrieval broadcasting of seminars, symposia, meetings, and conferences over the NIH Intranet.
6. Prepare attendee lists, mail invitational letters to attendees after verifying proper titles, affiliations, and addresses, and track replies. Arrange for participation and pay honoraria and expenses of any guest speakers and resource people, including but not limited to sign language interpreters. No substitutions of participants shall be made without the prior approval of the conference chairperson.
7. Prepare, reproduce, and distribute to all attendees prior to or at the conference all necessary materials, including agendas, itineraries, appropriate travel guide information, visual aids, and all other background materials, as approved by the Project Officer.
8. In consultation with the Project Officer, the contractor shall plan and manage coffee breaks and luncheons to be held in connection with any of the conferences and provide for the charge and collection of participant registration fees, if appropriate, to cover the costs of conference luncheons, dinners, or other appropriate costs. The amount and procedures for collection of conference registration fees are subject to approval by the Project Officer and shall be established in the specific meeting work plan.
9. Provide staff for the information desk throughout the entire conference to register attendees, distribute registration and background materials, name tags and programs, answer travel questions, take messages, provide clerical support, handle problems, and assist with all administrative details before, during, and after the meeting.

10. Type, edit, and distribute drafts and final copy for conference summaries, reports, and necessary correspondence, including possible graphics, to be written by conference members and NIBIB staff. The contractor shall provide clerical assistance for all reports arising from conferences. Some of this may be required on an overnight basis. Reports should be provided, in some telecommunicated format compatible with IBM PC word processing software (such as MS Word or WordPerfect), for approval by the Project Officer.

B. Logistical support for approximately 21 conferences, workshops, study sections and meetings (collectively referred to as “meetings”)

1. The contractor shall assist the chairperson in identifying potential participants. Either the Project Officer or his/her designee will provide names or the contractor shall recommend participants with expertise related to the conference subject. Final selection of the participants shall be made by the Project Officer or his/her designee. The contractor shall contact all potential participants and determine their availability for participation. The contractor shall provide the Project Officer or his/her designee with a list of attendees: names, titles, organizations, addresses, and telephone numbers.
2. The contractor shall arrange lodging/accommodations and schedule travel for all participants designated by the Project Officer or his/her designee. Meeting participants will receive reimbursement for travel and per diem expenses (allowed by the Government travel regulations), including economy airfare, train fare, or the Government’s mileage rate for travel by automobile. Participants identified by the Project Officer or his/her designee will also receive an honorarium not to exceed \$200 per day.

Exceptions to the above rates will be on a case-by-case basis and approved by the Project Officer.

3. The contractor shall prepare all necessary paperwork associated with participant reimbursement procedures, and/or develop reimbursement procedures for use by participants identified by the Project Officer or his/her designee as eligible for honoraria, travel, and per diem expenses. The following services may also be provided

when NIBIB reimburses employees for travel and per diem expenses:

- (a) Hotel accommodations and payments thereof;
- (b) A per diem rate that shall not exceed on a daily basis the maximum per diem rates in effect at the time of travel as set forth in the Federal Travel Regulations, prescribed by the General Services Administration;
- (c) A not to exceed amount of \$75.00 per day per individual for the official period of travel to cover the costs of ground transportation;
- (d) Round-trip economy air fare tickets from the traveler's residence or home institution to the conference locale; if traveling by automobile, mileage reimbursement based on official U.S. Government highway mileage guides.

Exceptions to the above rates will be on a case-by-case basis and approved by the Project Officer.

- 4. Meeting Room Arrangements - The contractor shall (1) arrange for the set-up of meeting room(s), including breakout rooms if required, (2) account for details including the number and arrangement of chairs and tables, meeting breaks, etc. and (3) meet with appropriate hotel staff prior to the meeting to review the requirements for meeting room arrangements and to ensure that they are met.
- 5. The contractor shall provide, as requested by the Project Officer or his/her designee, a meeting room coordinator who shall attend specified meetings and provide meeting support services to include: set-up of tables, name cards, arrangements of visual aids; provision of pencils, pens, writing pads; ensure availability of grease pens, markers, chalk, flip charts, blackboards, pointers, etc.; scheduled coffee breaks; and operation of PCs, TVs, VCRs, and other audiovisual equipment. Such equipment may be provided by the conference facility or local vendors but backup equipment must be available should primary equipment malfunction.
- 6. Communication with Attendees - The contractor shall prepare, reproduce and distribute to the attendees, prior to meetings, necessary advance materials to include: letters of

invitation, agenda, itineraries; travel guide information, including directions and maps from local airports and points of interest, subway information, parking, taxi fares and limousine service; hotel reservation information, including addresses, telephone numbers and rates for suggested hotels, information on availability of and procedures to obtain preferred rates; briefing materials, pamphlets, and other background materials provided by NIBIB staff. The contractor shall draft the letter of invitation and agenda and provide all other related materials. All draft materials shall require approval by the program person responsible prior to distribution. The contractor shall confirm receipt by attendees of materials prior to meeting.

7. For meetings requiring presentations by participants, the contractor shall prepare and distribute to presenters (selected by the NIBIB) a schedule and instructions for preparing and submitting presentations, manuscripts, and reports. The contractor shall coordinate and confirm receipt of these materials, review and edit meeting presentations, manuscripts and reports and submit to the chairperson for review according to the timetable established for the specific meeting.
8. The contractor shall prepare and distribute to participants all post-conference publications, materials, and thank you letters to speakers/participants, as required by the chairperson.

C. Technical, resource, management and administrative support services

1. The contractor shall establish a multi-disciplinary staff and available consultants with demonstrated skills in: writing, editing, graphics, web design and maintenance, and miscellaneous publishing support services; conference management and consulting services; report outlining and reports; preparing responses to written inquiries; preparing minutes and/or summaries of proceedings of site visit meetings, seminars, symposia, conferences, and workshops; planning, coordinating and conducting same; and preparing technical manuals and reports resulting from conferences and site visits. The contractor shall assign subject matter experts, as required.

2. The contractor shall assume rapid response to changing program needs and assume adequate day-to-day management of tasks that must be conducted in close concert with activities of NIBIB staff.
3. The contractor must be available to meet with the Project Officer or his/her designee and other NIBIB staff at the NIH, in Bethesda and surrounding area, with as little as one (1) day advance notice. It may be assumed that meeting notice will be given by telephone. Whenever possible, the Project Officer or his/her designee will schedule meetings in advance.
4. The contractor shall be responsible for picking up and delivering meeting/conference materials to be mailed from the NIH mail room or delivered to the conference site. The contractor shall also deliver or pick-up meeting/conference materials from other NIH offices or other locations. Transportation and equipment (e.g. hand truck) shall be supplied by the contractor.
5. The contractor shall provide graphic, design, and miscellaneous publishing support and production for tasks requiring less than normal turnaround time (3 working days). These activities shall include graphic and design needs for document publishing support and slide, poster, and chart preparations for NIBIB scientific meetings, conferences, and workshops.
6. The contractor shall design and provide a suitable website maintained on its server, when appropriate and requested by the Project Officer or his designee, to facilitate the notice of meetings, electronic registration, and distribution of meeting materials.
7. The contractor shall ensure that ADA access requirements are met for all meetings, including the provision of sign language interpretation services when requested.
6. The contractor shall provide a high quality tape-recording system as well as secretarial support at meetings or site visits either to type, proofread, or copy materials from one session for discussion at following sessions and/or to ensure the preparation of high-quality transcriptions.

D. Anticipated NIBIB meetings, conferences, workshops and site visits for the period of this task order

- 1. Summer 2002 – Training Workshop**
 - 1 day in Bethesda area
 - 30-40 participants

- 2. Summer - Fall 2002 – NIH/FDA Biomedical Implant Retrieval Workshop**
 - 1-2 day in Bethesda area
 - 20-30 participants

- 3. Summer - Fall 2002 – Image-Guided Therapy/Surgery**
 - 1-1.5 day in Bethesda area
 - 20-30 participants

- 4. Summer - Fall 2002 – Cone Beam Tomography & 3D Image Processing**
 - 1-1.5 day in Bethesda area
 - 20-30 participants

- 5. Summer – Fall 2002 – NIH/DOE Workshop – Sensor Technology**
 - 1-1.5 day in Bethesda area
 - 20-30 participants

- 6. June 24-25, 2003 – BECON 2003**
 - 1.5 days at Natcher Conference Center (already reserved)
 - About 600-800 attendees

- 7. Spring-Fall 2003 – Biomaterials Advisory Meeting**
 - 1.5 days in DC area
 - 10 participants

- 8. Spring-Fall 2003 – Biomedical Imaging Informatics Advisory Meeting**
 - 1-1.5 days in DC area
 - 10-20 participants

- 9. Spring-Fall 2003 – Telemedicine Advisory Meeting**
 - 1.5 days in DC area
 - 10 participants

- 10. Advisory Council Meetings**

- Not expected until October 2003
- 1 day, 3 times per year
- 18 members

11. Study Sections

- Not expected until CY2003
- 1 day, ~9 meetings per year
- 10-12 reviewers per meeting

12. Summer 2003 Training Workshop

- 1 day in Bethesda area
- 30-40 participants

G. **EVALUATION FACTORS:** Evaluation factors will be weighted according to the percentages below:

<u>FACTOR</u>	<u>WEIGHT</u>
1. Corporate Experience	<u>35</u>
Ability to support the contract including resources with experience in conducting conference management services. Demonstrated experience in managing conference support services.	
2. Technical Approach	<u>35</u>
Understanding of, and approach to, meeting the requirements of the Statement of Work including an appropriate mix of staff, proposed standard operating procedures, procedures for responding to changes and unanticipated needs, and a discussion of any anticipated problems and recommended approaches for their resolution.	
3. Management Plan	<u>30</u>
Proposed management plan including supervision of the personnel assigned to the contract and achievement of timely and acceptable performance of the work.	
4. Price	
Price is not a weighted evaluation factor. A basic analysis of the proposed cost or price of the work will be performed to determine the relative merits of the offeror's proposal and in selecting the offeror whose proposal is considered to offer the best value to the proposed cost or price. These elements will include, as applicable, direct labor, fringe benefits, travel, materials, subcontracts, purchased parts, shipping, indirect costs and rate, fee, and profit.	

TO# NICS-82 TITLE: NIBIB Travel and Conference Support Task Order

PART II – CONTRACTOR’S REPLY: CONTRACT # 263-01-D-0_____

Contractor:

Points of Contact:

Phone-

Fax-

Address:

TOTAL ESTIMATED COST:

Pricing Method: T&M

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-PICS Coordinator Date