

**INFORMATION AND COMMUNICATIONS SERVICES CONTRACTS
NIH - TASK ORDER**

RFTOP#: 91

TITLE: NIBIB Information and Communications Services 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 ten (10) 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 2,398 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 26, 2002 at 3:00 p.m., local time.

E. **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 information and communication outreach activities to promote the Institute's mission and research. To fully support these outreach activities, NIBIB envisions a need for information and communication services 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.

Task A. Research, Writing, and Editing

The Contractor shall independently research, gather, and interpret science-based information from which to write a variety of materials to promote NIBIB communication objectives.

Subtask A.1. - Research

Information Gathering - The Contractor shall use computerized and other information retrieval systems and methods to find and retrieve information from which to develop the contents of many NIBIB products. Information sources may include scientific journals and related databases; discussions with NIBIB program staff; or interviews with NIBIB grantees and collaborating scientists.

The Contractor shall maintain, purchase, and regularly update reference materials needed for the projects described below. The Contractor may elect to purchase subscriptions to scientific journals not currently received by OSPPA. OSPPA will share with the Contractor approximately six different journals, and conversely, the Contractor shall provide to OSPPA copies it retrieves of all articles that cite NIBIB support.

Press Clippings - The Contractor shall monitor local, national and international print media to locate media mentions of the NIBIB, its programs, and specific topics listed in a key word list to be provided by the Project Officer. These media mentions will be compiled into an electronic report in PDF format, which will be forwarded via e-mail to the Project Officer on a daily basis no later than 10:00 a.m. The Project Officer will provide a list of recommended print media sources for monitoring, and the Project Officer may amend this list at any time during the life of the project. The contractor will advise the Project Officer if additional print media should be considered for inclusion on the media list. The Project Officer may elect, at his/her option, to add such media to the media source list for daily monitoring.

Subtask A.2. - Writing

Speeches - The Contractor shall be required to write a variety of speeches each year for the NIBIB Director to deliver at scientific meetings, dedications of new NIBIB-supported activities, or other events. Each speech will range from 15 to 30 minutes in length. The Contractor shall be

prepared to research a topic and to write about it from a national perspective and to relate the topic to the NIBIB role. For example, the NIBIB Director may address the vision and goals of the Institute, discuss the latest advances in the biomedical imaging and bioengineering fields, or speak at a dedication of a new facility at a university. Speaking requirements are estimated to be frequent, on the average of one major speech per month. The actual number of speeches to be written may be greater or less than this estimate.

The Project Officer will provide the Contractor with instructions and any materials OSPPA may have relevant to the selected topic. The Contractor shall develop an outline and shall have the Project Officer's approval before writing the first draft of the speech. The Project Officer will set a deadline to allow appropriate time for OSPPA to review and revise the draft, or return the draft to the Contractor for revisions, before providing the final document to the NIBIB Director. Speech requirements will normally be known well in advance; however, occasions may arise when very short notice is provided. The Contractor must remain flexible in the amount of lead time allowed for planning, outlining and developing speeches.

Justification of Congressional Appropriations - Annually, each NIH Institute and Center receives an Appropriated budget based on materials they have developed for the Office of Management and Budget and for Congress, as well as testimony and other activities. The Contractor shall assist the OSPPA annually to develop a portion of the NIBIB budget materials, which are provided to Congress within a larger NIH document known as the "Justification of Estimates for Appropriations Committees."

In developing budget materials, the Contractor shall follow an NIH-wide format to ensure uniformity within the larger NIH submission to Congress. This format includes, budget and personnel data, policy statements, and a "Justification Narrative." While the NIBIB Budget Officer takes responsibility for developing data tables, OSPPA orchestrates the development of the "Justification Narrative," with assistance from NIBIB program staff and the Contractor. The challenge is to make this narrative, which is composed of an "Introduction," a "Story of Discovery," a summary of recent "Science Advances," and a brief explanation of "Future Directions," to read as an exciting single unified document. To guide the development of this information, OSPPA develops the work plan and deadlines, which NIBIB staff and the Contractor shall follow in order to meet NIH deadlines. This schedule will be developed by July of each year to cover the six-month budget production period. To assist OSPPA with this complex task, the Contractor shall perform the following duties:

Story of Discovery - The Contractor shall research a topic selected by NIBIB to write a story that relates a 15- to 20-year history of biomedical

research that has led to a notable scientific advance. The story shall not exceed two pages in length. OSPPA will provide the Contractor with oral instructions and some materials from which to begin the research phase. This research may include interviews with NIBIB program staff and grantees. The Contractor shall write this story at a level of understanding that will be appreciated by Congressional members, who typically do not have scientific backgrounds. The Contractor will submit the first draft of the story simultaneously to the Project Officer and the OSPPA Director for comment, according to the OSPPA schedule. The Contractor is responsible for revisions. OSPPA is responsible for clearing the story through proper channels.

Science Advances - The Contractor shall rewrite, revise, or edit one-paragraph summaries of published scientific articles that cite NIBIB-support. NIBIB program staff will select the articles, draft the summaries, and submit the summaries and journal articles to the Project Officer, who will provide them to the Contractor. The Contractor shall check the accuracy of each summary against the content of the research paper, and ensure that it clearly and briefly relates the scientific finding and its relevance to improving human health, and the NIBIB support provided. Over a six-month period, the Contractor may receive up to 30 summaries to rewrite, revise, or edit. Samples of past NIBIB topics include micro-fabricated micro-needles for drug delivery, a tool for creating nano-scale bioarrays, molecular beacons for retroviral diagnostics, development of an electronic tongue, near IR tunable laser tissue welding, microvascular monitoring using optical technology, and core segmentation tools for computer assisted surgery.

Future Directions - The Contractor shall edit the "Future Directions" section of the budget materials, which will be developed by OSPPA based on input provided by the Division Directors. The Contractor shall ensure that OSPPA has clearly stated these concepts and has written them at an appropriate level of understanding. This section provides initiatives that NIBIB will undertake in the next fiscal year if Congress provides more money than the amount requested by the President's budget.

Strategic Plan - The Contractor shall assist NIBIB in creating its five-year strategic plan. Creating this plan will require the Contractor to provide up to two science writers who will attend the NIBIB strategic-planning meetings/forums and will have the primary responsibility for writing the Forward and other sections of the plan and for providing editing services. OSPPA will develop the project work plan, including the production schedule. The Contractor shall comply with this schedule to provide support services and deliverables.

Miscellaneous Reports - The Contractor shall assist NIBIB to develop two to three other reports per year as described below.

NIBIB Accomplishments Document – The Contractor shall produce the NIBIB Accomplishments document every year beginning with the issue for 2003. The production process shall provide sufficient time to publish the document by February 28, 2004.

This accomplishments document will highlight NIBIB-supported programs, accomplishments, scientific advances, and the NIBIB fiscal year budgets. Before beginning this task, the Contractor will develop a project work plan.

The Contractor is responsible for writing the NIBIB Director's introduction to the document and an introductory article that explains the mission and research initiatives of NIBIB. The Contractor shall write the contents of the document at a level of understanding that will appeal to a broad audience of educated laypersons.

OSPPA will write the NIBIB "programs" sections of the document and will submit them to the Contractor according to the schedule in the Contractor's project work plan. The NIBIB Accomplishments document will be developed from materials researched and written for the annual NIBIB Congressional Budget Justification Narrative (described above).

The Contractor shall coordinate all design requirements. The Contractor shall plan and secure the cover design with input and final approval by the Project Officer. The Contractor shall secure a sufficient number of suitable photographs and/or illustrations to be included throughout the document and to be approved by the Project Officer.

The Contract also shall print approximately 500 copies of the document through a private source in advance of the larger printing by the GPO. This arrangement enables a timely initial distribution. The Contractor will provide the negative to the GPO to ensure a quality final product.

The Contractor shall submit the manuscript to the Project Officer, who will clear the document content through appropriate NIBIB and NIH channels.

Other Publications – As required by the Project Officer, in consultation with NIBIB leadership, the Contractor shall be prepared to produce one or two additional publications per year on selected topics of interest to NIBIB, NIH, or the DHHS. These publications, which could include fact sheets, brochures, or reports, shall be cost-effectively produced and may be disseminated primarily online via the NIBIB web site.

The Contractor shall handle the entire project, or occasionally assist OSPPA to publish a report or other materials. If the Contractor handles the entire project, then the Contractor shall submit a project work plan to

the Project Officer for approval before work begins. If the Contractor assists OSPPA to publish a report or other document, OSPPA will develop the production schedule.

The Contractor shall be responsible for overall publication designs, including the cover and layout, with final approval by the Project Officer. The schedule for completion of such publications will be approximately three to six months, depending upon the publication, and including scientific reviews and the Project Officers approval.

The Contractor shall prepare a “Justification to Publish” according to NIH and DHHS requirements, when informed by the Project Officer. The justification will generate an official NIH/DHHS publication number, which the Contractor shall include on the publication cover. The number also will be referenced in an NIH publication index available to the public and on several NIH publication order forms to expand dissemination. The Project Officer will process the justification through proper NIH/DHHS channels.

Task B. Publication Production, Graphic Design, and Printing

Subtask B.1. - Production

The Contractor shall plan each publishing project as described in Task A. The Contractor shall have sufficient resources to provide all production support and services to NIBIB, except when the Project Officer designates otherwise—such as printing handled by the GPO or small projects given to the NIH Medical Arts and Photograph Branch. The Project Officer will approve schedules, final designs, layouts, artwork, and other publication-related processes.

The Contractor shall provide assistance for publications written by OSPPA staff and other NIBIB staff. To efficiently produce publications to planned schedules when deadlines may conflict, the Contractor may find it necessary to subcontract with freelance writers for some writing tasks. The Contractor, however, shall be directly available for writing assignments other than for publications.

Image Library - The Contractor shall maintain an electronic and print library of photographs and other visuals obtained in connection with producing the NIBIB publications. These files shall include high-resolution computer images, slides or negatives of each photograph used in the publication(s), as well as other photographs collected or taken during the preparation of this or other publications. Even though most NIBIB publications will be produced in one or two ink colors, the Contractor shall obtain color images whenever possible because these images may be

needed for other OSPPA projects. All visuals shall be maintained with an appropriate caption that identifies any people, animals, or instruments depicted, relevant institutions, and a credit for the photographer. To facilitate retrieval, files (paper and electronic) containing these images shall be cross-referenced by publication and article, subject matter, and the individuals depicted.

Subtask B.2. - Graphic Design

The Contractor shall coordinate and implement every phase of publication design required to produce materials described in the SOW. The Project Officer may designate other design sources for unplanned, additional tasks. The Contractor shall consult with the Project Officer about proposed sources the Contractor may seek to use for design, layout, typesetting, and camera-ready art. The Project Officer shall approve the design, layout, illustrations and photography, and other mechanicals for each publication produced under this contract.

Subtask B.3. - Printing

Some materials associated with the contract will be printed directly by the Federal government at the expense of the NIBIB. The Contractor shall arrange this printing through the NIH Printing Procurement Section. The Project Officer and Contractor will consult on the best approach to resolve problems associated with printing through such channels.

Annually, the Contractor shall directly print or reproduce approximately three, one-page fact sheets, with charts/graphs, but no photographs (approximately 1,000 copies each); one (1) to two (2) brochures, possibly with several photographs (approximately 2,000 each), special reports of approximately 20 to 30 pages and with several charts/graphs (approximately 500 copies of two reports per year), and occasionally small amounts of meeting materials. Most publications utilize one or two colors of ink; however, full color may sometimes be used.

Task C. Media and Crisis Training

In anticipation of an increase in media requests for interviews, NIBIB needs a media and crisis training program that can help its Director, Deputy Director, and key scientific and administrative staff deal with press interviews, both routine and controversial. Many requests will be for comments on articles in scientific journals; others will be requests for updates on current research in particular areas; and others will be requests for help in understanding a complex topic. Most will likely be requests for telephone interviews. The majority of journalists will have deadlines of from 24 to 36 hours from the time they request an interview.

Subtask C.1. - Design of Training

The contractor shall design an interactive 3 to 4 hour training program for groups of 8 to 10 staff. The program shall include: modules that give trainees opportunities for role playing and practice of skills necessary to represent NIH professionally and persuasively; focus on telephone interviews as well as broadcast interviews; and work with staff to identify common issues and topics to form the basis of the practice sessions.

Subtask C.2. - Conduct of Training

The contractor shall conduct two group training sessions at NIH facilities and shall provide an experienced media trainer to conduct the sessions; provide handout materials, audio and video playbacks; and obtain participant evaluations of each training session and refine subsequent session as appropriate.

Task D. Outreach and Promotion

In order to promote the mission, research, and program areas of the NIBIB, the Institute is requesting the design and manufacture of a portable exhibit to be shown at scientific meetings and workshops.

Subtask D.1. - Design and Manufacture of Exhibit

The contractor shall design and manufacture an exhibit, using accomplishments or NIBIB highlights provided by the Project Officer. The contractor will submit sketches of the exhibit for approval to the Project Officer before manufacture of the final product. The exhibit will be portable and should be no larger than can be contained in three canister-type cases for ease in transporting to meetings.

Subtask D.2. - Exhibit Dissemination, Support, and Storage

The Contractor shall handle all exhibit logistics, including shipping to and from the event; setting-up and tearing-down the exhibit; and ordering exhibit accessories, such as furniture, equipment, and drapes. NIBIB will bear all logistical costs related to exhibiting.

The Contractor also shall provide transportation for NIBIB materials to exhibits, meetings, and conferences. The Contractor shall box, pack, or crate the publications and materials to ensure damage-free arrival. The Contractor shall ship the publications and confirm their arrival at the meeting. The Project Officer will designate which publications will be shipped, approximately 10 to 20 boxes per meeting. At the close of the

meeting, the Contractor shall arrange for publications and the exhibit to be returned.

In addition to scientific meetings, two to three times per year, the Contractor shall deliver the exhibit and publications to local events designated by the Project Officer. The Project Officer will identify which NIBIB publications are to accompany the exhibit to these events. In the event only limited numbers of publications can be displayed, the contractor shall develop a sample book of NIBIB publications for staff use, accompanied by publication order forms.

The Contractor shall store the NIBIB exhibit and publications in an area that provides safety, convenience, and quick access.

The Contractor shall receive delivery of boxes of publications for distribution and storage from its printing sources and from GPO print runs. The Contractor shall check the identity, quantity, and quality of each shipment upon receipt; assure that the negatives and artwork have been returned; and within one (1) business day shall notify the Project Officer of the arrival, quantity, quality, and any problems, and any other useful information. The Contractor shall routinely and immediately provide to the Project Officer six (6) copies of new documents before dissemination to other sources.

The Contractor shall hold and store all mechanicals and printing negatives from each printing job for possible reprinting by GPO and other sources. The Contractor shall maintain an inventory of all publications, negatives, and artwork. The Contractor shall alert the Project Officer when the supply of any publication in the inventory is running low so that the Project Officer can arrange for reprinting.

Task E. Web Site Management, Dissemination, and Usability

The NIBIB web site plays an integral role in supporting the mission of the Institute. It is critical that the web site be maintained as a useful resource for its users and that its scientific, technical, and aesthetic components represent NIBIB appropriately.

The web site is found at the following URL: <http://www.nibib.nih.gov> .

The web site currently resides on a server in the Office of Extramural Research, Office of the Director, NIH. NIBIB staff are currently responsible for the day-to-day content management of the site; however, rapid development of the site beyond in-house capabilities is expected. With this development, the Contractor may ultimately be required to host

the server(s). In addition, the Contractor may be required by the Project Officer to consult and/or work in conjunction with other designated contractors to acquire background, website history and use patterns, or for other purposes.

Subtask E.1. - Website Management

NIBIB requires support in all aspects of the management of its web site. The contractor will ensure that: (1) all contents and graphics on the web site are compliant with all Federal and applicable standards, including adherence to the accessibility requirements of Section 508 of the Rehabilitation Act; (2) oversee the placement and posting of documents; (3) maintain the site's currency with respect to activities within NIBIB and the biomedical community that affect and/or inform the content of the web site; (4) organize and present the content in effective and aesthetically pleasing ways; and (5) keep abreast of web technical developments to ensure that the best, most current technologies and practices are implemented.

Subtask E.2. - Web Site Dissemination

The Contractor shall format and/or code all publications produced under this contract, or identified by the Project Officer, to be posted on the NIBIB web site. Large documents shall be formatted so that web users can efficiently link from the "Table of Contents" directly to the listing and then directly to any other URL's provided for additional information. With the approval of the Project Officer, the Contractor shall upload the formatted/coded documents.

Subtask E.3. - Website Usability

The contractor shall develop and implement a plan for regular, ongoing usability testing to ensure the web site is easy and satisfying to use, analyze server logs and other information to determine patterns of use and other trends on the NIBIB web site, and make recommendations to the Project Officer for changes to the site in response to these patterns and trends.

Task F. Additional Tasks

Subtask F.1. - Messenger Services

On occasion, the Project Officer may request drop off or pickup of documents and boxes of materials. All publications stored with the Contractor shall be delivered by the Contractor, upon request within one (1) working day, to the Project Officer, to the NIBIB program offices, or to

meeting and exhibit locations within the Washington, DC, Metropolitan Area.

Subtask F.2. - Additional Support

As assigned by the Project Officer, the Contractor shall perform additional tasks that may be necessary for the successful operation of the OSPPA and NIBIB. Such additional support shall include technical writing and editing support or logistical support for one to three special meetings or projects per year.

G. **EVALUATION FACTORS**

Evaluation factors will be weighted according to the percentages below:

<u>FACTOR</u>	<u>WEIGHT</u>
Technical Approach	<u>40</u>
<p>The contractor’s proposal demonstrates an understanding of NIBIB’s trans-NIH mission, it’s status as the newest of NIH’s Institutes and Centers, and the complexities of the communication challenges as a result of this mission and status. The contractor addresses these challenges and provides approaches to solving the problems. The contractor provides sound, practical, and feasible approaches.</p> <p>The proposal demonstrates the ability of the proposed staff to conduct broad and far-reaching scientific literature searches of recent findings and advances enabled by NIBIB support of biomedical research. The proposal addresses the relationship between such searches and the ability of proposed staff to deliver high-quality, effective content in written deliverables.</p>	
Corporate Experience/Past Performance	<u>35</u>
<p>Demonstrated extensive experience in communications planning activities relevant to this project and demonstrated successful performance in executing a contract of this nature. The contractor must submit a description of comparable contracts completed during the past five years and all contracts currently in progress that are similar in nature to this SOW.</p> <p>The contractor’s proposal shows evidence that the individuals proposed for the key positions of Project Director, Science Writer, Speech Writer, and IT/Web Specialist meet the requirements stated in the SOW and are qualified to carry out the responsibilities of these positions. This evidence highlights science and speech-writing experience and skills relevant to the scientific areas of biomedical imaging and bioengineering.</p>	

Management Plan**15**

The contractor demonstrates an understanding of the labor requirements and discusses the approach to managing the work, including the work of subcontractors. The contractor is evaluated according to practicality and feasibility.

Cost**10**

While price is not the most important evaluation factor, costs will be considered in determining the firm that represents the best value to the Government. The contractor will be evaluated on the extent to which each category is reasonable and consistent with the purpose and objectives of the task order.

TO# NICS-91 TITLE: NIBIB Information and Communications Services Task Order
PART II - CONTRACTOR'S REPLY: **CONTRACT #263-01-D-0** _____

Contractor:
Points of Contact:
Address: Phone- _____ Fax- _____

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 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