Attachment 4a

Statement of Work

1. Project Title: National Institutes of Health (NIH) Site Visit

2. Task Order CO: Sample CO; 301-435-5000; sampleco@mail.nih.gov

3. Task Order COR: Sample COR; 301-435-5001; samplecor@mail.nih.gov

4. Proposed TO Type: Competitive hybrid Task Order Firm Fixed price for Labor and Time & Materials (T&M) for travel costs.

5. Period of Performance: October 2, 2017 – October 31, 2017

6. Special Approvals and Clearances: None

7. Purpose of Contract:
The purpose of this contract is to provide logistical coordination support for activities associated with convening a site visit review in Rockville, MD on October 23-25, 2017.

8. Background:
The NIH will be having a site visit. The visit will begin Monday, October 23rd, 2017 at 8 a.m. and will end by noon on Wednesday, October 25th, 2017. The meeting will be held at 6001 Executive Blvd., Rockville, MD in rooms B1/B2 and will be chaired by Dr. Will and co-chaired by Dr. Wass, members of our Board of Scientific Counselors.

The number of attendees for the site visit is determined by the number of investigators in the Program plus a chair and co-chair for the event. The total number of participants including the chair and co-chair is 25.

9. Government Furnished Information: The Government will furnish information necessary to fulfill this contract, such as source data and all necessary specifications.

10. Government Furnished Resources: Conference Rooms and audio visual; On-Site Support Staff

11. General Information:
   • No on-site support during the site visit is needed
   • No materials (hand-outs, badges, etc.) are needed
   • None of the participants require special accommodations
   • Expenses to be reimbursed after site visit with the exclusion of the airline ticket and hotel rooms which must be paid for by the contractor upfront. The Honorarium is to be paid by check on the day of the site visit.

Tasks

Task 1: Travel Support for Non-Federal Government Employees to be arranged in accordance with Federal, HHS and NIH Statues, Regulations and Policies.

Task 1.1: Airfare/Train/Mileage Reimbursement:
   • Site Visitors will travel from domestic (21) and foreign (Canada-2) locations and the breakdown is as follows:
     o 1 from the Baltimore, MD area
- One reviewer is within the local area (Baltimore).

**Assumptions:** For the purpose of this task order all travelers except the Baltimore reviewer will travel by air. Each visitor will have one checked bag.

**Task 1.2: Hotel:**
- Hotel site should be in the Rockville area in close proximity to 6001 Executive Blvd., Rockville, MD.
- The contractor must provide for three nights of accommodation for 23 reviewers (10/22/17, 10/23/17 and 10/24/17).
- The contractor is responsible for establishing the block of rooms as well as submitting a rooming list.
- In addition to the other site reviewers, rooms should be blocked for the chair, Dr. Will and the co-chair, Dr. Wass, for 3 nights; however these 2 individuals will pay for their rooms directly and we will take care of the reimbursement as with the rest of their expenses.

**Assumptions:** For the purpose of this task order all travelers will be staying in the hotel.

**Task 1.3: Per Diem:**
- Per Diem (M&IE) - The travel agency must provide the M&IE portion of the daily per diem to each traveler for each day of the meeting.

**Assumptions:** For the purpose of this task order assume reimbursement will be after cost is incurred.

**Task 1.4: Ground Transportation:**
- **Taxis:**
  - The contractor must provide a $200 flat ground transportation reimbursement.
  - This covers reviewer’s ground expenses to and from the airport/train station on both legs of their trips
- **Shuttle Bus:**
  - The contractor must coordinate all ground transportation between the hotel and meeting location for 10/23/16-10/25/17
  - Up to 25 Site Visitors for each trip
  - Site Visitors should be dropped off at the front door of 6001 Executive Blvd., Rockville, MD
  - We have not identified a shuttle service vendor
- The contractor is responsible for arranging and paying for the shuttle bus between the hotel and meeting, 5 trips in total
- **Pick-Up and Drop-Off Details:**
  - Morning pick-up at the hotel by 7:30 a.m. on 10/23/17, 10/24/17 and 10/25/17
  - Targeted arrival time at 6001 Executive Blvd., Rockville, MD is before 8:00 a.m. on 10/23-25/17
  - Afternoon pick-up on 10/23/17 and 10/24/17 at 5:00 p.m. for return to hotel
  - There will be no afternoon pick up on 10/25/17; site visitors will depart from 6001 Executive Blvd., Rockville, MD for return home

**Task 1.5: Honorarium:**
- The contractor must provide honorarium for each day of service the reviewer provides at the site visit
- Honorarium amount will be for $200 a day
**Basis for Award and Evaluation Criteria for the Sample Task Order:**

The basis for award will be best value with the two non-price factors being, when combined significantly more important than price.

The Order of Importance

1. Technical Approach
2. Corporate Experience
3. Price

First, we will evaluate the technical approach for each vendor and rate them on a scale from 1-5 with 5 being the top rating. The scale being used is as follows:

1 – Poor: No information provided or no experience cited of working with Federal Government.

2 – Fair: Evidence of some experience planning meetings and working with Federal Government.

3 – Good: Evidence of some experience planning meetings and working with Federal Government. Some cases cited of repeat customers/awards.

4 – Outstanding: Evidence of abundant experience planning meetings and working with Federal Government; some work with site visits. Some cases cited of repeat customers/awards.

5 – Exceptional: Evidence of abundant experience planning meetings, working with Federal Government, and working with site visits. Frequent cases cited of repeat customers/awards.

Second, we will evaluate the Corporate Experience for each vendor and rate them on a scale from 1-5 with 5 being the top rating. The scale being used is as follows:

1 – Poor: No information provided or no experience cited of working with Federal Government.

2 – Fair: Evidence of some experience planning meetings and working with Federal Government.

3 – Good: Evidence of some experience planning meetings and working with Federal Government. Some cases cited of repeat customers/awards.

4 – Outstanding: Evidence of abundant experience planning meetings and working with Federal Government; some work with site visits. Some cases cited of repeat customers/awards.

5 – Exceptional: Evidence of abundant experience planning meetings, working with Federal Government, and working with site visits. Frequent cases cited of repeat customers/awards.

Lastly, we will evaluate the costing information from each vendor. This evaluation will include a comparison to our Independent Government Cost Estimate to check responsiveness and reasonableness. Responsive - did vendors take into consideration all of the costs and include them in their quote. Reasonableness – are their rates to high and very low in comparison to the IGCE.
Response Instructions for Sample Task Order

The response should consist of two (2) volumes. The volumes are: Volume I – Technical Submission and Volume II – Business Submission.

Proposal must comply with the page limitations and format specified for each volume. Information submitted beyond limitations identified will not be evaluated. The follow-on paragraphs provide the specific information required for each volume.

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<thead>
<tr>
<th>Volume</th>
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<tr>
<td>Volume I – Technical Submission</td>
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<tr>
<td>Volume II – Business Submission</td>
<td>MS Excel</td>
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- Volume I – Technical Submission. Proposals shall clearly demonstrate the Offeror's ability to fulfill all the technical requirements of this TORP. Narratives shall be provided in a manner that clearly demonstrates a thorough understanding of all related services to be provided and that allows for evaluation using the evaluation factors.

- Volume II – Business Submission. The Sample Task Order business submission must be clearly marked “Volume II, Business Submission”.

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