

# NIHCATS III



Conference, Administrative, and Travel Services

**Period of Performance: 1 Base Year + 4 Option Years**  
(Effective July 2, 2018)

**NIHCATS III** are multiple award IDIQ contracts providing conference, administrative, travel, and associated support services to all Federal agencies on a task order basis.

## Benefits of Using NIHCATS III



Flexible enough to support conferences both in the United States and abroad – because science happens everywhere



Provides a mechanism for the acquisition of services otherwise not available within the Government



We work with you on your acquisition timeline from release of the requirement to proposal deadline – so that your schedule is taken into consideration when making an award



Our history shows that we work hard to get the job done – with a 90% success rate, we reach our target goal of awarding task orders within 45 days



Less work for you – NIHCATS III relieves the customer of the burden of executing a full contract, providing a simplified task order process

### Small Business Contractors

- Afya, Inc.
- BETAH Associates, Inc.
- BLH Technologies, Inc.
- EnDyna, Inc.
- Guardians of Honor
- Kauffman and Associates, Inc.
- NOVA Research Company
- Professional and Scientific Associates (PSA)
- Strategic Results
- Synergy Enterprises, Inc.
- The Event Planning Group (dba JDC Events)
- The Hill Group, Inc.
- The Scientific Consulting Group, Inc.

## Task Areas

### Travel Support



- Airfare
- Transportation
- Lodging
- International support
- Itineraries
- Interpreters

### Meeting and Conference Support



- Hotel contracts
- Registration
- Audio and Visual
- On-site support
- Transcription

### Website Design, Development, and Maintenance Support



- Conference website
- Graphic Design
- IT Security
- Website content
- Database management

### Administrative Support



- Manage administrative conference tasks
- Editing of documents
- Distribution of materials

### Documentation Support



- Brochures
- Newsletters
- Posters
- Name badges
- Program booklets
- Progress reports

### How to Place an Order Against NIHCATS III

1. The IC customer and its COAC create a Task Order Request Package (TORP) using eGOS application accessible from the NIHCATS III website.
2. The Task Order CO routes the TORP to the NIHCATS III Program Support team via eGOS for review and release to contractors.
3. Contractors submit questions and proposals via eGOS.
4. IC customer and its COAC review proposals and select the Awardee.
5. The Task Order CO processes the award and the NIHCATS III CO emails the award to the Awardee.