**STATEMENT OF WORK (SOW)**

**FOR NIHCATS III TORP #XXXX**

**1*.*** *Please enter the Project Title here.*

**2. TASK ORDER TYPE**

*The task order may be: 1) Fixed Price (FP); 2) Time & Materials (T&M); or 3) Hybrid*

*NOTE: If the Task Order Type is* ***Hybrid***,*please note the tasks that will be executed on a FP basis and which will be executed on a T&M basis.*

**3. PERIOD OF PERFORMANCE:**

*Please provide the base period and indicate any option periods. Provide specific dates if you have them, otherwise indicate the period of performance more generally, for example, “base year plus 2 option years.”*

**4. PURPOSE OF CONTRACT:**

*Please provide a brief description of the purpose of the task order.*

**5. BACKGROUND:**

*Provide background information that may be helpful for an Offeror to know when responding to your requirement.*

**6. Section 508 Requirements**

*Please use this boilerplate language (or similar language) if your office has specific 508 Requirements that Offerors should be aware of.*

This language is applicable to Statements of Work (SOW) or Performance Work Statements (PWS) generated by the Department of Health and Human Services (HHS) that require a contractor or consultant to (1) produce content in any format that could be placed on a Department-owned or Department-funded Web site; or (2) write, create or produce any communications materials intended for public or internal use; to include reports, documents, charts, posters, presentations (such as Microsoft PowerPoint) or video material that could be placed on a Department-owned or Department-funded Web site.

Section 508 of the Rehabilitation Act of 1973 (29 U.S.C. 794d) requires Federal agencies to purchase electronic and information technologies (EIT) that meet specific accessibility standards. This law helps to ensure that federal employees with disabilities have access to, and use of, the information and data they need to do their jobs. Furthermore, this law ensures that members of the public with disabilities have the ability to access government information and services.

There are three regulations addressing the requirements detailed in Section 508. The Section 508 technical and functional standards are codified at 36 CFR Part 1194 and may be accessed through the Access Board’s Web site at http://www.access-board.gov. The second regulation issued to implement Section 508 is the Federal Acquisition Regulation (FAR). FAR Part 39.2 requires that agency acquisitions of Electronic and Information Technology (EIT) comply with the Access Board’s standards. The entire FAR is found at Chapter 1 of the Code of Federal Register (CFR) Title 48, located at http://www.acquisition.gov. The FAR rule implementing Section 508 can be found at http://www.section508.gov. The third applicable regulation is the HHS Acquisition Regulation (HHSAR).

**7. PUBLIC AFFAIRS CLEARANCES**

*Please use the boilerplate language below (or similar language) if your office has specific text that they require you to use.*

Any printing product produced under this contract shall be submitted by the Contracting Officer’s Representative to the Assistant Secretary for Public Affairs (ASPA) office for clearance using form HHS-615 (to be completed by contractor).

**8. PRINTING**

*Please use the boilerplate language below (or similar language) if your office has specific text that they require you to use.*

No printing shall be performed, or arranged for, by the contractor. All printing must be accomplished by or through the U.S. Government Printing Office (GPO) as required by Section 501 of Title 44, U.S.C.

**9. GOVERNMENT FURNISHED INFORMATION:**

The Government will furnish information necessary to fulfill this contract as described below.

* *[GFI #1, if applicable]*
* *[GFI #2, if applicable]*

**10. GOVERNMENT FURNISHED PROPERTY:**

The Government will furnish property necessary to fulfill this contract as described below.

* *[GFI #1, if applicable]*
* *[GFI #2, if applicable]*

**11. RIGHTS IN DATA:**

*Please use the boilerplate language below (or similar language) if your office has specific text that they require you to use.*

The Government retains all rights to all data and reports compiled as a result of this task order. Information furnished to or generated by the Contractor in the performance of this task order shall NOT be released to the public by the Contractor without the prior approval of the task order project monitor.

**12. Deliverables and Delivery Schedule:**

*Please complete the table below. Remove or add rows as necessary. Examples are provided below.*

*NOTE: Please feel free to customize this table as you see fit based on the Scope in the SOW (e.g., add rows if needed).*

| **DELIVERABLES** | **DUE DATE** |
| --- | --- |
| Orientation Meeting | 10 working days after award |
| Task Project Plan | One month after award |
| Conference Packets | 2 weeks prior to conference |

**13. STAFFING:**

*Please use the boilerplate language below. Please add additional language as needed (e.g. language for Key Personnel).*

The contractor shall demonstrate that the proposed project team possesses the special capabilities and experience required to fulfill all aspects of the statement of work successfully. The contractor will have background and knowledge of the structure and operations of the Government.

**14. TASKS**

*Please provide the contractor with an outline of required tasks. The text below serves as a guide how to outline the tasks outlined in your program office’s SOW.*

Task 1: National Conference

Task 1.1 Meetings with the contractor

The contractor shall meet in person with the Task Order Contract Officer (CO), Task Order Contracting Officer’s Representative (COR) and the Project Monitor (PM) within ten (10) working days after issuance of the Task Order. In addition to monthly updates (via conference call), a mid-project review (via conference call) will also be held with the contractor. For the month before the National Conference is held, meetings may be held on a weekly basis.

Task 1.2 Conference Webpage

The contractor shall develop and launch a conference webpage for posting of conference information. The contractor shall provide graphic designs for the webpage and signage upon the recommendation of Task Order COR.

Task 1.3 Facilities and Space Logistics

For the National Conference, the contractor shall locate hotel space in **[INSERT CONFERENCE LOCATION]** area for the period of **[INSERT CONFERENCE DATES]**. The number of participants is estimated to be 175 to 250 people. The facilities and space requirements for this two and one-half-day conference will be:

* Meeting room with seating for between 175 to 250 people seated in rounds;
* Approximately eight breakout rooms with classroom-style seating;
* 80 sleeping rooms, or as many as the contractor deems necessary based on attrition rates and experience;
* Space reserved in a large meeting room or hall for exhibitors, with eight exhibit tables at six feet each, with chair and a wastebasket for each table.
* The contractor will ensure that the facility accepts tribal checks from conference participants.

Task 1.4 Making Arrangements for Presenters/Speakers

Task Order COR shall submit a list of those participants who will require travel and hotel accommodations to the contractor.

20 speakers are expected. Points of origin for the speakers requiring travel arrangements to the NIH Campus:

* Birmingham, AL
* Charlotte, NC
* San Francisco, CA
* New York City, NY
* London, UK
* Paris, France
* Shanghai, China

Task 1.5 Conference Materials

The contractor shall assemble between 175 and 250 meeting packets. Each packet will include approximately twenty pages, front and back, including:

* Agenda for the conference
* Welcome Letter
* Background materials

The contractor shall submit to Task Order COR materials to be printed, accompanied by forms 952 and 615 (GPO printing forms). Task Order COR will make arrangements to deliver GPO-printed materials to the contractor before the conference.

Task 1.6 Conference Report

A final list of conference attendees in Microsoft Word format will serve as the final report along with an expenditure report.

**Note:** **Option year National Conferences**

1. If Task Order COR or your organization chooses to exercise the option years for this contract, the contractor will plan for the following conferences:

| **Year** | **Location** | **Estimated Participation** |
| --- | --- | --- |
| 2019 | Washington, DC | 150-175 |
| 2020 | TBD | 175-200 |
| 2021 | Washington, DC | 150-175 |
| 2022 | TBD | 175-200 |

1. Heroes and Exemplary Program ceremonies

| **Year** | **Location** | **Event** | **Additional tasks** |
| --- | --- | --- | --- |
| 2019 | Washington, DC | Heroes: 10 sponsored honorees are expected | 1. The contractor shall identify and use a mechanism to make timely arrangements for payment of probable travel and per diem of honorees. 2. The contractor shall make travel arrangements for honorees. 3. The contractor shall work with (Your) staff to develop 175-200 Heroes bulletin/programs. |
| 2020 | TBD | None | None |
| 2021 | Washington, DC | Exemplary Programs: 8 sponsored honorees are expected | 1. The contractor shall identify and use a mechanism to make timely arrangements for payment of probable travel and per diem of honorees. 2. The contractor shall make travel arrangements for honorees. 3. The contractor shall work with (Your) staff to develop 175-200 Exemplary Program bulletin/programs. |
| 2022 | TBD | None | None |

**15. PROPOSAL INSTRUCTIONS:**

*Please provide any specific proposal instructions applicable for your task order.*

**16. EVALUATION CRITERIA:**

*Please provide any specific evaluation criteria applicable for your task order.*