

NIHCATS IV

Conference, Administrative, and Travel Services

PERIOD OF PERFORMANCE:

5-Year Base

CONTRACT START DATE:

December 1, 2024

NIHCATS IV are multiple award IDIQ contracts providing conference, administrative, travel, and associated support services to the NIH and other HHS OPDIVS on a task order basis.

TASK AREAS

- **TRAVEL SUPPORT:** Airfare, Transportation, Lodging, International support, Itineraries, Interpreters
- **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
- **MEETING AND CONFERENCE SUPPORT:** Hotel contracts, Registration, Audio and Visual, On-site support, Transcription

BENEFITS OF USING NIHCATS IV



Our history shows that we work hard to get the job done with an average of 30 days from submission to award



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



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



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

HOW TO PLACE AN ORDER

1. The customer and its acquisition office create a Task Order Request Package (TORP).
2. The Task Order CO routes the TORP to the NIHCATS IV support team for review and release to contractors.
3. Contractors submit questions and proposals.
4. The customer and its acquisition office review proposals and select the awardee.
5. The Task Order Contracting Officer processes the award and the NIHCATS IV Contracting Officer emails the award to the awardee.

SMALL BUSINESS CONTRACTORS:

- BETAH ASSOCIATES, INC.
- BOWERY SOLUTIONS
- CAPITAL CONSULTING CORPORATION
- EDJ ASSOCIATES
- ENDYNA, INC.
- GLOBAL HEALTHTEC SOLUTIONS, LLC
- GUARDIANS OF HONOR
- KAUFFMAN AND ASSOCIATES, INC.
- LUMINA CORPS INC.
- MDB, INC.
- PROFESSIONAL AND SCIENTIFIC ASSOCIATES, INC.
- SYNERGY ENTERPRISES, INC.
- THE BRIDGE GROUP, LLC
- THE SCIENTIFIC CONSULTING GROUP, INC.
- WITS SOLUTIONS INC.

