

Performance Work Statement

For

Visual and Medical Arts

**In Support of
National Institutes of Health**

5 August 2004

Prepared for the National Institutes of Health

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Bethesda, Maryland 20892

SECTION C
DESCRIPTION/SPECIFICATION
PERFORMANCE WORK STATEMENT
FOR SERVICES TO SUPPORT
NATIONAL INSTITUTES OF HEALTH (NIH)

General Intention: The intention of this solicitation is to obtain Visual and Medical Arts services to support the National Institutes of Health (NIH).

NOTE OF EXPLANATION:

This Performance Work Statement (PWS) represents a departure from traditional solicitation format. The intent of the Government is to solicit the most efficient and effective organization able to complete all requirements set forth in Sections C-1 through C-6 of this document. To achieve the intended goal the following have been established:

- The ability of private and public sector offerors to perform all requirements is subject to comparison. Therefore the term **“Service Provider” (SP)** is used interchangeably with the term “Contractor.”
- The result of comparison may be (1) implementation of the Government’s Most Efficient Organization (MEO); (2) award of an Inter- or Intra- Service Support Agreement (ISSA); or (3) award of a commercial contract. Therefore, the term **“Award”** is used in lieu of the term **“Contract.”**
- Significant process improvements are expected.
- **“How to”** procedures have been removed, to the greatest extent practicable.
- Requirements are defined based on output of products and services, not level of effort required to perform functions.
- One of the following procedures will be used to select the source: (a) Sealed Bid; (b) Negotiated Procurement using Best Value Source Selection Procedures; (c) Negotiated Procurement using Cost/Technical Tradeoff Source Selection Procedures with an Integrated Evaluation Process; or (d) Negotiated Procurement using Best Value Source Selection Procedures with a Phased Evaluation Process.
- Proposals yielding savings through process improvement and resource management are encouraged.

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SECTION C-1 GENERAL

1 GENERAL INFORMATION

This PWS is organized in sections that define both the work to be performed and the relationship between the NIH and the Service Provider (SP). The following describes the PWS contents:

- **SECTION C-1**

Provides general information about NIH and its specific rules and regulations to be followed and an introduction to operating conditions

- **SECTION C-2**

Provides definitions and acronyms used throughout this document and in the performance of this work

- **SECTION C-3**

Provides information as to Government-furnished property

- **SECTION C-4**

Provides information on items that may be SP furnished

- **SECTION C-5**

Presents the Performance-based Performance Work Statement

- **SECTION C-6**

Provides a list of directives, publications, instructions, and forms to be used by the SP during the award period

1.1 SCOPE OF WORK

1.1.1 SERVICE PROVIDER PERSONNEL

The Service Provider (SP) shall provide all management, supervision, administration, and labor to support the Visual and Medical Arts services identified in this Performance-based Performance Work Statement (PWS) for the National Institutes of Health. This includes all direct and indirect resources, except as specified in SECTION C-3 as Government-furnished property (GFP) and services.

SP shall provide, as Key Personnel, one (1) full time Project Manager (PM). The PM shall act as the on-site point of contact for all services at all locations. SP shall identify an alternate PM in the absence of the primary designated PM. The PM shall be the central point of contact with the Government for the performance of all services and requirements identified in this award. PM and alternate representative shall have full authority to represent the SP in all matters relating

to those requirements and services identified in this award. At Government's discretion, the SP primary and any alternate Project Manager may be required to acquire and maintain a security clearance. The SP shall assume total responsibility for all requirements stated herein on the start date of the performance period.

1.1.2 SERVICES PROVIDED

The NIH Visual and Medical Arts functions consist of a comprehensive suite of illustration, design services, photography, events management, and video services. These are performed by the Division of Medical Arts and Printing Services (DMAPS) and Division of Events Management Services (DEMS). The work included in the scope of this study is currently performed by the employees in the DMAPS, DEMS supplemented by all their Blanket Purchase Agreements, and the International Development and Resources contract for events management purposes on the Bethesda campus and other NIH leased facilities in Montgomery County. Along with the DMAPS, and DEMS, the Visual and Medical Arts functions are also performed by employees in various IC's. In direct support of NIH, Visual and Medical Arts support service processes include:

5.1	Illustration
5.1.1	Medical Illustration
5.1.2	Medical Animation
5.1.3	Non-Medical Illustration
5.2	Design Services
5.2.1	Design and Produce Scientific Posters
5.2.2	Design and Produce Posters and Publications
5.2.3	Design and Produce Promotional Items
5.2.4	Design Web Page
5.2.5	Design and Produce Complex Multi-Media Presentations
5.2.6	Design and Produce Exhibits
5.2.7	Design and Produce Awards
5.2.8	Produce Mattes and Frames
5.2.9	Produce Digital Output
5.3	Photography
5.3.1	Photo Microscopy and Electron Microscopy
5.3.2	Photo Macroscopy
5.3.3	Patient Photography
5.3.4	Public Affairs Photography
5.3.5	Photo Lab Services
5.4	Events Management
5.4.1	Assess and evaluate the Interior Design and Audio/Visual functionality of NIH conference facilities
5.4.2	Manage broad range of Event Activities
5.4.3	Operate Concierge Desk
5.5	Video Services
5.5.1	Video Production

5.5.2	Operate and Maintain Television Operating Center
5.5.3	Video Products

1.2 STATEMENT OF OBJECTIVES

This Performance Work Statement (PWS) is written to balance the needs for critical requirements, quality performance, and a fair and equitable cost comparison. This statement of objectives outlines the intent and spirit of the PWS. It provides a baseline for an executive understanding of the NIH requirements.

NIH is soliciting for a Service Provider (SP) to provide complete Visual and Medical Arts services for the various institutes at NIH in Bethesda, MD.

The SP shall assume the role of Project Manager for providing Visual and Medical Arts Services to NIH. The SP shall perform quality control and achieve all PWS requirements within the specified workload and standards. The SP shall standardize best practices across all locations to the extent practicable to provide for consistency in performance. The SP shall be the single point of contact for all NIH occupants and other parties concerning Visual and Medical Arts as well as other services needed to be able to direct customers to right person for services. The SP must provide to the government upon request sufficient information to enable the NIH to match costs of services provided. The government will perform quality assurance and inherently governmental activities. References to government interactions are primarily for legal and "contract" management requirements and exceptions to the general terms of the award. The primary role of the government will be in exercising inspection and acceptance.

The PWS includes many micro and macro standards. Performance improvement that results in unit cost reduction, but that also maintains or improves service performance is expected. Global objectives that will also be measured include:

- Requesters from NIH are satisfied with SP provided services
- Current services protect the long term physical and economic viability of the facilities and environment
- Actual costs of SP provided services reflect approved budgets
- Minimal disruption to activities during normal business hours
- Flexibility with changing requirements of customers
- Support changing security level requirements

The nature of the PWS also creates risk for the government. The SP shall minimize risks associated with:

- Interruption or destruction of critical NIH activities and research
- “Padding” work and reimbursable charges
- “Loopholes” in the RFP
- Poor performance in general
- Customer dissatisfaction
- Identification of accountable parties
- Over expenditure

NIH needs a Project Manager that demonstrates daily understanding of the technical requirements, the fiscal constraints, the specific needs of customers, and the long term impact of current operations. NIH needs the Project Manager to become a partner in supporting its medical research and patient care missions.

The NIH is engaged in a quest to reduce operating costs, while reliably providing equal or better service to our customers. This is a performance-based award that describes the required outputs and outcomes. Offerors are responsible for determining the level of effort required to accomplish the outputs/outcomes and are encouraged to propose business process improvements that will help NIH achieve the above stated objectives.

1.3 NIH MISSION

The NIH mission is to uncover new knowledge that will lead to better health for everyone. NIH works toward that mission by conducting research in its own laboratories; supporting the research of non-Federal scientists in universities, medical schools, hospitals, and research institutions throughout the country and abroad; helping in the training of research investigators; and fostering communication of medical information.

NIH is one of the agencies of the Public Health Services that, in turn, is part of the U.S. [Department of Health and Human Services](#) (DHHS). Comprised of 27 separate components, mainly Institutes and Centers, NIH has a capital asset inventory of over 150 owned and 40 leased facilities in which the NIH manages agency programs and conducts basic and clinical research that are part of this procurement action. With over 13 million gross square feet of space spread across six sites, NIH’s primary presence is in Bethesda, Maryland, Research Triangle Park, North Carolina and Hamilton, Montana. It is important to the mission of the NIH that the Visual and Medical Arts services are available to achieve its research goals today and into the future. Each campus has a vital role to play toward the mission of the NIH.

It is impossible to list all of the discoveries made by NIH-supported investigators. More than [eighty Nobel prizes](#) have been awarded for NIH-supported research.

Five of these prizes were awarded to investigators in the NIH intramural programs. The in-house discoveries have included breaking the genetic code that governs all life processes, demonstrating how chemicals act to transmit electrical signals between nerve cells, and describing the relationship between the chemical composition of proteins and how they fold into biologically active conformations. In turn, these basic research discoveries have led to greater understanding of genetically based diseases, to better antidepressants, and to drugs specially designed to target proteins involved in particular disease processes. Long-term research has dispelled preconceptions that morbidity and dementia are a normal part of the aging process. Some cancers have been cured and deaths from heart attack and stroke have been significantly lowered. Research has also revealed that preventive strategies such as a balanced diet, an exercise program, and not smoking can reduce the need for therapeutic interventions and thus save money otherwise expended for health care.

A brief summary of the NIH campuses that are part of this procurement action follows:

1.3.1 BETHESDA, MARYLAND CAMPUS

The NIH Bethesda Campus in the Maryland suburbs of Washington, DC, is the largest of the six campuses with over 70 buildings, 8 million gross square feet of building space on an over 300 acre site. The Office of the NIH Director and offices of the twenty-seven Institute and Center directors are located on the Bethesda Campus.

The Bethesda Campus is home of the JCAHO accredited Warren G. Magnuson Clinical Center, with over 3 million gross square feet of space and is the focal point for clinical research conducted by the NIH. This facility provides the opportunity to conduct “bench to bedside” research that translates into new treatment modalities and cures for diseases throughout the world. The Bethesda Campus is the preferred location for research programs that require ready access to shared specialized advanced technologies and central research resources.

Through clinical research, promising discoveries in the laboratories are translated into new therapies and treatments for patients. The 14-story [Warren Grant Magnuson Clinical Center](#) is NIH's center for clinical research. Patients come from all over the world to participate in clinical studies here. Each year, the Clinical Center admits about 7,000 inpatients. Another 72,000 participate in studies as outpatients.

Construction began in 1997 for the new Mark O. Hatfield Clinical Research Center. The Hatfield Center, a 1,050,000 gross square feet facility, is expected to open in 2004 to house the research hospital's 250 beds for inpatient and outpatient care, outpatient facilities, and research laboratories. It connects to the current building, which opened its doors in 1953.

1.4 QUALITY CONTROL PROGRAM

The SP shall develop a proactive Quality Control Program (QCP) for measuring and attaining quality of performance under this award. The SP's Quality Control Program shall explain the manner in which the SP shall ensure all requirements are being accomplished in accordance with the specifications of this award and industry standards. A sustaining focus throughout the Quality Control Program shall be the attainment of continuous quality improvement. The program shall emphasize deficiency prevention over deficiency detection. The SP's Quality Control Program and any services performed will be accepted by the Government Representative only when in full compliance with clause FAR 52.246-4, "Inspection of Services Fixed Price." The SP shall demonstrate a concerted effort in improving its QCP to prevent unsatisfactory performance from consistently recurring in any area and to ensure unsatisfactory performance is addressed and rectified in a timely manner.

1.4.1 QUALITY CONTROL PLAN

The SP shall maintain a Quality Control Plan (QCP) describing the Quality Control Program. The SP shall submit an initial QCP with Technical Proposal for evaluation. The SP shall submit the final Quality Control Plan to the Project Officer for approval within 30 calendar days prior to award start date. The SP shall submit any changes in the Quality Control Plan and Quality Control Program to the Project Officer for approval five workdays prior to implementation.

1.4.2 QUALITY ASSURANCE

The NIH Government Representative and NIH Quality Assurance Evaluator(s) will inspect for compliance with Award terms throughout the Award period. Evaluation will be based on the SP's compliance with the requirements set forth in C-5. The QAE will monitor the SP's performance under this award by performing checks as contained in the Quality Assurance Surveillance Plan (QASP) and as outlined in FAR 52.246-5. Typical procedures include random sampling, planned sampling, scheduled inspections, incidents inspections, and validated customer complaints.

1.4.3 NIH BETHESDA CAMPUS ACCESS

Due to changing traffic requirements brought on by construction, changing missions and security concerns within NIH Campus's, access to the installation is subject to change, sometimes with little or no warning. Inbound and outbound traffic restrictions exist.

The main campus of the National Institutes of Health (NIH) is located in Bethesda, Maryland

Main mailing address is:

National Institutes of Health
Building 1
1 Center Drive
Bethesda, Maryland 20892

Information about how to get to NIH is located at <http://www.nih.gov/about/#visitor>. Maps of campus and of the local area are located at <http://www.nih.gov/about/maps.html>.

1.4.4 VISITORS AND SECURITY

The National Institutes of Health, like all Federal Government facilities, has recently instituted new security measures to ensure the safety of NIH employees, patients, and visitors.

In response to an announcement of a heightened state of security throughout the Federal Government, the following security procedures are in effect at the National Institutes of Health.

1.4.4.1 PERIMETER SECURITY

U.S. Department of Homeland Security Threat Advisory Yellow:

To enter the campus, all visitors must present one (1) government-issued photo ID (i.e. Federal employee badge, driver's license, passport, green card, etc.). Visitor vehicles will be inspected at the campus perimeter.

To enter the campus, all employees (including SP) must present one (1) government-issued photo ID (i.e. Federal employee badge, driver's license, passport, green card, etc.).

U.S. Department of Homeland Security Threat Advisory Orange:

To enter the campus, all visitors/employees (including SP employees) must present one (1) government-issued photo ID (i.e. Federal employee badge, driver's license, passport, green card, etc.). Visitor/employees (including SP employees) vehicles will be inspected at the campus perimeter.

U.S. Department of Homeland Security Threat Advisory Red:

During Threat Advisory Red the access to NIH campuses is extremely limited to minimum employees to support campus infrastructure. Upon award the government will coordinate employee access with the SP for minimum authorized/essential employees during condition Red.

1.4.4.2 BUILDING SECURITY

Many on-campus buildings will have limited entrance points (typically the "main" entrance). Buildings 10, 31, 38, and 45 will retain multiple entrance points. Visitors/employees must show one (1) government-issued photo ID (i.e. Federal employee badge, driver's license, passport, green card, etc.). Visitors/employees must show two (2) ID's during Homeland Security condition orange. All employees and Visitors should be prepared to have their personal belongings inspected and go through a metal detection inspection (magnetometer, wand, etc).

All visitors must be escorted to and from their destination within all buildings by an NIH employee.

1.4.4.3 GETTING ON AND OFF CAMPUS

All visitors including patients, Service Provider, contractors, vendors and delivery persons must use the following two entrances at NIH Campus Bethesda:

Rockville Pike and South Drive — enter and exit 24 hours daily

Old Georgetown Road and Center Drive — open as follows:

WEEKDAYS

From 5 a.m. to 2 p.m. Lane 2 will be a transitional lane under police direction. The west end of Center Drive closest to Old Georgetown Road will be used as an Exit lane. The eastern segment will be used as an entrance/thoroughfare for NIH Employees displaying a valid parking permit and employee ID.
From 2 p.m. to 9 p.m. Lane 2 will be EXIT only

WEEKNIGHTS

This entrance will be closed to incoming traffic at 7 pm. Open for outbound traffic until 9 pm. Closed to all incoming and outbound traffic from 9 pm through 5 am the next weekday morning.

WEEKENDS

This entrance will be closed to all incoming traffic at 7 pm and all outbound traffic at 9 pm Friday. Entrance will then remain closed to all traffic through 5 am Monday.

HOLIDAYS

The hours of operation will vary depending on whether the holiday falls on a Monday or a weekday other than Monday.

For holidays falling on a Monday: This entrance will be closed to incoming traffic at 7 pm Friday evening prior to the Monday holiday. Open for outbound traffic

until 9 pm. Closed to all incoming and outbound traffic from 9 pm Friday through 5 am Tuesday.

For holidays falling on a weekday other than Monday: This entrance will be closed to incoming traffic at 7 pm on the evening prior to the holiday. Open for outbound traffic until 9 pm on the evening prior to holiday. Closed to all traffic from 9 pm the evening prior to the holiday through 5 am next regular workday.

Visitors may exit the campus using these additional exit points:

1. Rockville Pike and Center Drive — exit 6:00 a.m. until 7:00 p.m.
2. Old Georgetown Road and Lincoln Drive — exit 6:00 a.m. until 7:00 p.m.
3. Rockville Pike and Wilson Drive — exit only 3:00 p.m. until 7:00 p.m.

All visitor vehicles, including taxicabs, hotel and airport shuttles, delivery trucks and vans will be inspected before being allowed on campus. Visitors will be asked to show a photo ID and state the purpose of their visit. Be sure to allow extra time for this vehicle inspection procedure.

Please note: visitor parking is limited at NIH. Visitors are encouraged to use public transportation such as the Metrorail subway system which has a convenient stop (Medical Center) on the NIH campus.

1.4.4.4 PARKING AND TRANSPORTATION

Visitors at NIH Campus Bethesda must park in designated visitor parking lots. Patients may park 24 hours a day, 7 days a week in the Clinical Center garage, P-3 level. Vehicles will be inspected prior to parking in any underground or multi-level garage.

NIH Campus Access



In accordance with the Department's directive to increase security in all HHS facilities and to ensure the safety of the NIH staff, we have increased security for campus access.

Legend

- **Employee Entrance Only** (6am - 7pm)
- ▲ **Visitors, Deliveries and Employees**
 - South Drive Entrance (24 / 7)
 - Center Drive Entrance (Variable Hours: See [Center Drive Access](#) for details)
- **Closed Entrances** (until further notice)

This page last updated on 21 Feb 2002

Public buses are no longer allowed to circulate on campus. Visitors arriving by bus will be dropped off at the NIH/Medical Center Metro stop at Rockville Pike and South Drive. Patients and visitors on official business can then ride the Campus Shuttle to the Clinical Center and other designated shuttle stops on the campus.

1.4.4.5 ACCESS TO NIH BUILDINGS

All visitors should be prepared to show a photo ID, log in and out at building entrances, wear a visitor's pass or have an employee to escort them through the building. Visitors may be required to pass through a metal detector and have bags, backpacks or purses inspected or x-rayed as they enter buildings.

Security staff will be looking for and confiscating any suspicious or potentially dangerous materials. U.S. Code prohibits bringing any dangerous weapons onto Federal property, including anything with a blade longer than 2 ½ inches. Meeting participants may want to leave extra bags or personal materials at their hotel to minimize the time needed for inspection.

Visitors may need to call for an employee to escort them through the building.

Vendors and contractors with frequent official business at NIH can be issued special temporary IDs. You must provide an original letter on company letter head or a memo from your NIH Project Officer justifying your need for a temporary ID. The letter/memo must contain your full name and date of birth and must be presented in person with a valid photo ID at the NIH Parking Office in Building 31C, B3 level, Monday through Friday, 7:30 a.m. - 4:30 p.m.

1.4.4.6 CARDKEY SERVICES

Access to most buildings on the NIH enclave is controlled by the use of a card access control system. The Security Section, CPB, DPS is responsible for the issuance of the card keys used with this system and programming parameters to lock/unlock controlled doors automatically at predetermined times.

All employees requiring building access during security hours (normally 6 p.m. to 6 a.m.) should contact their IC Cardkey coordinator and/or administrative officer to submit the completed NIH Form 2450, "Request for Cardkey and Record of Registration," to the CPB, Building 31, room B3B16.

Cards are individually assigned and are authorized for use by the cardholder only.

For individual cards that fail to work, contact the CPB at 6-9818. Cracked and/or broken card keys should be returned to the IC Cardkey coordinator who must submit an NIH Form 2450 to the CPB, along with the damage card, for replacement.

Lost/stolen card keys should be reported to the CPB as soon as possible so they can be programmed out of the system, thus preventing use by an unauthorized person. Notify the IC Cardkey coordinator to submit an NIH 2450 to obtain a replacement card.

Cards issued to employees who have transferred or separated from NIH, or who no longer have a need for them, must be returned to the CPB, Building 31, room B3B16. Card keys are not transferable and until returned are the responsibility of the person to whom issued.

1.4.5 FEDERAL HOLIDAYS

Federal Holidays observed include:

- Christmas Day
- Columbus Day
- Independence Day

- Labor Day
- Martin Luther King Day
- Memorial Day
- New Year's Day
- President's Day
- Thanksgiving Day
- Veteran's Day
- Inauguration Day (Washington DC area only: once every 4 years)

1.4.6 OTHER CLOSURES

- U.S. Department of Homeland Security Threat Advisory RED
- For inclement weather closings at NIH Campus Bethesda the SP shall follow Office of Personnel Management guidance at the following. <http://www.opm.gov/status/index.asp>. Essential SP personnel in support the Visual and Medical Arts to NIH will be identified after award.

1.5 SECURITY

The SP shall report any security violations to the Government Representative or designee immediately. The SP shall ensure compliance with the following regulatory guidance:

1.5.1 INSTALLATION SECURITY FOR NATIONAL INSTITUTES OF HEALTH

Security Plan for:

Contractors employed by the National Institutes of Health, and/or other Governmental agencies on behalf of the National Institutes of Health

1.5.1.1 INTRODUCTION

This document provides a guide to security procedures that must be adhered to by all individuals, companies, and their employees under award with the NIH, or other entities employed by or on behalf of the National Institutes of Health.

The overall mission of the NIH is science in pursuit of fundamental knowledge about the nature and behavior of living systems, and the application of that knowledge to extend healthy life and reduce the burdens of illness and disability.

A consistent and vigilant approach to overall security will enhance the NIH mission, and address the concerns of its employees and those of its contractors.

1.5.1.2 METHODOLOGY AND GOALS

1.5.1.2.1 GENERAL

This security plan defines both physical and administrative security procedures for the duration of the award/project. The plan will provide a guide to defining the level of security required for the award/project, and outlines an approach to overall award/project security that is consistent with the goals contained in existing NIH regulations and policies.

The plan seeks to achieve the following security goals:

Screen award/project workforce consistent with NIH policies and procedures. Maintain award/project information confidentiality to the greatest extent that is practical.

The plan may be modified from time to time if more effective procedures are required to achieve NIH security objectives.

1.5.1.2.2 PERSONNEL

Each company involved in the award/project will be responsible for ensuring that all personnel working on the project undergo a personnel security screening to determine their suitability to access NIH facilities, information, and data.

Generally, the security plan seeks to require personnel clearance procedures that are consistent with guidelines used by the NIH. For this purpose, the plan distinguishes between 1) employees that are involved in sensitive duties, and 2) employees that are not involved with sensitive duties. Accordingly, the NIH will use two levels of security screening for sensitive positions, and one level for non-sensitive positions, in order to determine award/project suitability:

- 1) Completion of a background questionnaire and assorted forms ("long form" screening), as well as a credit check is required for employees with direct management responsibilities on the award/project, and/or requiring access to Law enforcement Sensitive information.
- 2) A police check (single, "short form" screening) is required for all other employees expected to work on the award/project.

A history of acts of violence, arrests for firearms or explosives violations, illegal alien status, or any felony convictions will disqualify personnel from award/project participation. Also, any conviction for tax evasion may disqualify individuals subject to the "long form" background screening described in #1 above. This is not all-inclusive criterion. Other significant concerns as may be determined by the NIH could preclude participation in this award/project. The NIH will designate a representative or representatives who will be allowed access to all security

records. All security information shall be treated as confidential information and stored in a secure, locked file cabinet.

1.5.1.2.3 COMMUNICATION

The following procedures will be exercised to maintain an acceptable level of communication security on the award/project:

Telephone use for verbal and facsimile communication will not be restricted with the exception that "sensitive, but unclassified" (SBU) data or information may not be discussed or exchanged over the phone or transmitted over facsimile.

Electronic mail (E-mail) may be utilized if commercially available encryption software is used. For consistency, single software will be designated by the NIH for use by all appropriate personnel assigned to the award/project. The software will be compatible with Microsoft Outlook.

Drawings and other electronic design files, identified by the government as "Security Sensitive", may be transmitted via e-mail, provided the designated encryption software is utilized.

Use of commercial delivery services or the US mail will not be restricted except "Security Sensitive" material must be transmitted by a service that requires a receiving signature.

The NIH shall maintain a current list of persons authorized by the government to send and receive "SBU" information, and will have primary responsibility for its contents.

Information having Privacy Act or proprietary implications, i.e., firings, performance evaluations, contractor bids, etc., should be handled with discretion and not transmitted in the clear.

1.5.1.2.4 FILES AND INFORMATION PROTECTION

Each company, or individual employed on the award/project shall exercise due diligence to protect project information identified by the government as "Security Sensitive". The following are minimum administrative procedure requirements.

- 1) Electronic Security: If computer area networks are used for performing administrative or technical work, electronic partitions must be installed to limit access by non-award/project personnel to protect electronic files. Electronic files shall be organized to allow complete purging of the project files at the conclusion of the award/project to avoid retention of latent files.
- 2) Paper Document Security: File cabinets used by award/project members shall be secured by lock during non-business hours. Access to the files shall be limited to individuals specifically assigned to the award/project, and have authorized access to the files. "Sensitive, but unclassified"

documents shall be maintained in segregated locked storage with access controlled and limited to individuals with a specific need to use the information. Duplication of "Security Sensitive" documents shall be limited with all copies numbered and recipients documented. All copies of "Security Sensitive" logs and documents shall be turned over to the NIH at the conclusion of the award/project.

- 3) Project Waste: All waste paper from the project shall be shredded by use of a crosscut shredder. Diskettes and tape cassettes should be dismantled and similarly shredded.

1.5.1.2.5 PRESS RELEASES AND INTERVIEWS

Any information released by a member of the award/project, including press releases, advertisements, solicitations, etc. must be reviewed and approved by the NIH, and/or a designated representative of the NIH. All award/project members are prohibited from the publication or other public release of project information without the written authorization of NIH.

1.5.1.2.6 GENERAL CONFIDENTIALITY

The NIH has general confidentiality concerns about allowing certain general award/project information to be easily obtained by potential adversaries of the NIH and/or the U.S. Government. Therefore, discussion of building specifications, project schedules, data, phone numbers, or security systems, should be strictly limited to those with a need to know the information in order to accomplish award/project responsibilities. This should be done in a manner that discourages availability to anyone not directly connected with the award/project. All requests for specific data (as mentioned above), and any information from sources external to the award/project shall be referred to the NIH, or the designated NIH award/ project representative.

1.5.1.2.7 NON-SENSITIVE MATERIAL

All award/project information, hard copy or electronic, not rising to the level of "Sensitive, but Unclassified" shall be safeguarded in a manner which encourages its use by only those individuals involved in the project, and discourages relatively easy acquisition by unauthorized persons.

1.5.1.2.8 SENSITIVE, BUT UNCLASSIFIED (SBU) MATERIAL

"SBU" information is that which requires a degree of protection commensurate with the possible risk or magnitude of loss or harm that could result from its inadvertent or deliberate disclosure, alteration, or destruction. The release of SBU data to the general public is prohibited. If released, SBU information could result in injury or unfair treatment of any individual or group, or could impact negatively on the Government's mission. The following information should be considered Sensitive, but Unclassified without further identification by the Government:

1. Any mission-related information defined or labeled as "Security Sensitive", to include:
 - a. All documents that contain basis of design information on structural systems for projects identified by the government as "Security Sensitive"
 - b. Active security system design documents;
 - c. Passive security system design calculations, narratives, and other support information.
2. Information on individual NIH employees
3. Information bearing proprietary or Privacy Act implications.
4. Patient confidentiality.

Information or documents not defined by items 1 through 3 above shall be designated SBU only if specifically identified by the NIH.

1.5.2 AUTOMATED INFORMATION SECURITY (AIS) PROGRAM

AIS program includes several general principles that will be mandatory requirements for all companies, or award/project personnel utilizing AIS systems. They require an AIS system design and administration that:

- Denies unauthorized AIS access.
- Restricts legitimate users to data or processes for which they are authorized.

Each company, or individual employed on the award/project shall submit an electronic security memorandum describing its approach to meeting the above stated general goals and maintaining confidentiality of award/project electronic files. The memorandum shall describe security within the project, and also will describe its intrusion prevention and detection methodology to prevent access to AIS information from outside or unauthorized sources. The memorandum will be reviewed and approved by the NIH. At the conclusion of the award/project, all participants maintaining electronic files on the project shall erase those files from their systems and destroy any printed copies of the data, along with relevant back-up media. Each company, or individual employed on the award/project shall submit an affidavit that affirms all electronic files have been purged and destroyed as required, and that no copies of back-up media relating to the project, including printed copies, currently exist.

SECTION C-2

DEFINITIONS/ACRONYMS/ABBREVIATIONS

2 GENERAL DEFINITIONS

The following list provides definitions for terms found throughout this document or commonly used in the distribution process:

Acceptable Quality Level (AQL)	Acceptable Quality Level (AQL) is maximum acceptable deviation from standard, expressed in terms of a percentage of a lot.
Accountable Property	GFP subject to FAR Part 45 and its rules of accountability.
Administrative Officer (AO)	Fiscal authority responsible for committing funds for IC funded projects, obtaining proper safety or space use clearances, deactivating local area network and telecommunicating services and concurring with the project budget, schedule and scope.
Drawing Approvals	Review drawings for Events Management Facilities set up.
Contract Discrepancy Report (CDR)	A formal, written documentation of Contractor nonconformance or lack of performance for contracted work.
Contracting Officer's Representative (COR)/Contracting Officer's Technical Representative (COTR)	An individual designated and authorized in writing by the CO to perform specific technical or administrative functions
Critical Equipment and Facilities	Those items of equipment and facilities that must operate continuously to support critical missions. Failure of the equipment or facilities in meeting the design output requirements or award terms may affect the Government mission capabilities; the health and welfare of Government personnel; or damage Government equipment, property, or research programs.

Deduction	Money deducted from the Service Provider periodic invoices for non compliance with award requirements.
Defect	Each instance of noncompliance with an award requirement. A defect may be caused by either nonperformance or poor performance. Each defect is subject to re-performance or deductions as described hereinafter.
Defective Service	A unit of service that does not conform with specified requirements.
Deficiencies and Omissions (D&O)	Noncompliance with award documents.
Depreciated Replacement Value	Original value of equipment, facilities and vehicles less depreciation incurred as the result of normal wear and tear, but not to be less than the market value of equipment, facilities and vehicles of the same age and condition.
Designee	The individual(s) designated and authorized in writing by the CO to perform specific technical or administrative functions.
Final inspection	Government's final review to determine if substantial completion has occurred.
Funding source	Organization providing funding for the work to be performed.
General contractor (GC)	Firm under contract to the government to provide construction or alteration services. The GC may hold subcontracts.

Government	Federal government, including the NIH.
Government Furnished Property (GFP)	All Government facilities, property, and supplies provided to the Service Provider to be used and/or expended by the Service provider in carrying out responsibilities set forth in this award. Ownership of GFP remains that of the Government at all times (unless and until consumed and expended in the normal course of business) and all GFP must be returned or accounted for upon completion of the award terms as set forth in this award.
Government Furnished Support Equipment	Government-owned equipment used to maintain and operate the facilities including, but not limited to, such items as design equipment, specialized tools, and specialized equipment.
Government Representative	Any representative of the government acting on behalf of the government as assigned in various capacities including but not limited to CO, COTR, AO, AHJ and persons performing other government activities who are either government employees or contracted employees not of this award.
Guide specification	Document describing the standardized format, scope, and content of project specifications for a specific product, group of products, or construction procedure. A guide specification is designed to be edited by the architect/engineer to suit the needs of a particular project. Guide specifications are never to be referenced in the project specifications.
Hazardous Substance	Any substance designated under the Clean Water Act and the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) as posing a threat to waterways and the environment when released (US ESP 40 CFR 302).
Histology	The science concerned with the minute structure of tissues and organs in relation to their function.
Industry Standards	Practices, procedures, or standards that are common within an industry or trade and which a reasonable and prudent person knowledgeable of that industry or trade would find acceptable as a measure of quality or acceptable procedure and which may or may not be defined in writing. May also be referred to as "standard commercial procedures" or "standard industry procedures."

Installed Building Equipment	Those systems and items of equipment and furnishings that are installed and permanently affixed to the buildings which are required to make the facility usable and are affixed as a permanent part of the structure.
Institute or Center (IC)	NIH organization dedicated to a focused area of research.
Intentional and/or Flagrantly Negligent Defective Performance	Performance which is rendered by the Service Provider under circumstances where the Service Provider knows or should have known that its action or inaction, or that of its employees or subcontractors, would result in defective performance. Performance which is determined by the Government to be intentional and/or flagrantly negligent performance can be rejected by the Government, notwithstanding that it does not exceed the AQL. The Service Provider must re-perform all intentionally and/or flagrantly negligent defective work.
Limited Access Areas	Areas specifically marked by limited access signs such as vivarium, radioisotope rooms, zebra fish rooms, imaging equipment rooms etc. are maintained for controlled research. These areas require specific clearance and monitoring of personnel entering the areas. Service Provider personnel are subject to applicable NCTR standard operating procedures while in these areas.
Lot Size	The number of product or service outputs in a lot.
Lot/Population	A collection of product or service outputs from which a sample is to be drawn and inspected to determine performance in accordance with established standard(s).
Manufacturers' Recommendations and Standards	Procedures recommended by the manufacturer of an item of equipment or material, conformance with which shall provide the most effective maintenance or best use of the item, and which shall preserve warranty rights, if available.

Non-process Institute Equipment	Non-scientific equipment used throughout the Center in laboratories, support areas, and administrative areas.
Pathology	The medical science concerned with all aspects of disease with an emphasis on the essential nature, causes, and development of abnormal conditions, as well as with the structural and functional changes that result from disease processes.
Phase-In Period	Phase-in periods are commonly used for operations. The period is an overlap period where the incumbent phases out its performance and the selected service provider phases in its performance.
Physical Security	Those actions taken to preserve personnel and property from loss or damage.
Project Emergency	Any event that can cause harm to personnel and/ or government property/research.
Project file	Collection of documents that provide an audit trail of the activities (project requirements, cost, schedule, quality, subcontractor contracts, performance) relating to a design and construction project. The project file is maintained until administrative closeout. After project closeout, the file is archived for 5 years.
Project Quality Assurance	The NIH management system for overseeing Quality Control Plan.
Punch List	List developed upon government's final review to determine if substantial completion has occurred.
Quality Assurance (QA)	The functions and associated actions performed by the Government to ensure that award requirements are performed in accordance with specified standards and that an appropriate level of SP quality control activities are in place and operational.
Quality Assurance Surveillance Plan. (QASP)	The plan developed by the Government, specifically for this award, to assure compliance with the award. This plan will be provided to the Service Provider for information purposes only; it will not be made a part of the award nor should it be interpreted as such.

Quality Control (QC)	Those internal management functions that include, but are not limited to, training, documented procedures, inspections, and tests (taken at the point of performance) necessary to ensure that SP products and services conform to PWS requirements, specifications, and standards.
Quality Control. (QC Plan)	Documentation of actions taken by the Service Provider to control the quality of services so that they meet the requirements of this award.
Record drawings	Drawings showing the as-built conditions of constructed facilities.
Request for Contract Action (RFCA)	Request to the Contracting Officer to begin the construction acquisition process. The most common attachments to an RFCA are the RFCA Memorandum, statement of work, independent government estimates and sketches.
Request for Information (RFI)	Written question posed by the construction contractor to Service Provider seeking clarification of contract requirements.
Restricted Area	Those areas in Animal Husbandry and Diet Preparation where Specified Pathogen Free (SPF) conditions are maintained for controlled research. These areas require specific clearance and monitoring of personnel entering the areas. Procedures for these areas require personnel to shower, change into special sterile clothing and mask, and limit movement within animal areas (e.g., must go through cleanup procedure before entering a second animal room). Service Provider personnel are subject to applicable NCTR standard operating procedures while in these areas.
Sample	Consists of one or more service outputs drawn from a lot, the outputs being chosen at random. The number of outputs in the sample is the sample size.

Service Provider Furnished Property (SPFP)	All property and supplies other than Government Furnished Property required to perform the specified services of this award
Shall (or must)	The use of either of these words specifies that the provision is binding and requires undisputed compliance.
Standard	An acknowledged measure of comparison.
Surveillance	Inspection and documentation regarding delivery of award services as measured against the award specifications.
System	Includes all of the mechanical and electrical equipment; supporting structures and auxiliary equipment required to provide a specific function or output.
Tours	Tours involve showing facilities and explaining services to clients and visitors.
Transition Period	The time after the effective date of the award and before the date of the start of the full performance period, during which the Service Provider shall prepare itself for full award performance.
Unsatisfactory Performance	Performance not in compliance with industry standards.

2.1 ACRONYMS AND ABBREVIATIONS

2.1.1 STANDARD ACRONYMS AND ABBREVIATIONS

Acronyms and abbreviations as used throughout this PWS are listed for your information and reference:

24/7	24 Hours a day, 7 days a week, 365 days a year
ACRF	Ambulatory Care Research Facility
ADA	Americans with Disabilities Act of 1990
ADAAG	Americans with Disabilities Act Accessibility Guidelines
ADB	Administrative Database (Delpro)
ADP	Automated Data Processing
AHJ	Authority Having Jurisdiction
ANSI	American National Standards Institute
AO	Administrative Officer
APL	Acceptable Performance Level
APPA	Education Facility Officers
AQL	Acceptable Quality Level
AT/FP	Anti-Terrorism/Force Protection
ARAC	Administrative Restructuring Advisory Committee
BC	Business Center
CAN	Common Accounting Number
CAR	Corrective Action Request
CAS	Central Accounting System
CFR	Code of Federal Regulations
CIT	Center for Information Technology
CLIN	Contract Line Item Number
CO	Contracting Officer
COB	Close of Business
CONUS	Continental United States
COR	Contracting Officer Representative
COTR	Contracting Officer Technical Representative
CRC	Clinical Research Center
D&O	Deficiencies and Omissions
DPS	Division of Public Safety
DQ	Data Query
DS	Division of Safety

ESWB	Emergency Switchboard
FAR	Federal Acquisition Regulation
FDA	Food and Drug Administration
FIC	Fogarty International Center
FICA	Federal Insurance Contributions Act
FY	Fiscal Year
GFE	Government-Furnished Equipment
GFF	Government Furnished Facilities
GFM	Government-Furnished Materiel
GFP	Government-Furnished Property
GFS	Government Furnished Services
GSA	General Services Administration
HHS	Health and Human Services
IAW	In Accordance With
IC	Institute/Center
ICRA	International Register of Certified Auditors
IDIQ	Indefinite Delivery/Indefinite Quantity
IMPAC	International Merchant Purchase Authorization Card (Purchase card for the government)
IRCA	International Register of Certified Auditors
ISSA	Interagency Service Agreement
ISSO	Information System Security Officer
IT	Information Technology
LAN	Local Area Network
MIS	Management Information System
MOU	Memorandum of Understanding
MR	Management Representative
NCCAM	National Centre for Complimentary and Alternative Medicine
NCI	National Cancer Institute
NCRR	National Center for Research Resources
NEI	National Eye Institute
NHGRI	National Human Genome Research Institute
NHLBI	National Heart, Lung, and Blood Institute
NIA	National Institute on Aging

NIAAA	National Institute on Alcohol Abuse and Alcoholism
NIAID	National Institute of Allergy and Infectious Diseases
NIAMS	National Institute of Arthritis and Musculoskeletal and Skin Diseases
NIBIB	National Institute of Biomedical Imaging and Biomedical Engineering
NICHD	National Institute of Child Health and Human Development
NIDA	National Institute on Drug Abuse
NIDCD	National Institute on Deafness and Other Communication Disorders
NIDCR	National Institute of Dental and Craniofacial Research
NIDDK	National Institute of Diabetes and Digestive and Kidney Diseases
NIEHS	National Institute of Environmental Health Services
NIGMS	National Institute of General Medical Sciences
NIH	National Institutes of Health
NIHAC	National Institutes of Health Animal Center
NIHITS	National Institutes of Health Integrated Training System
NIMH	National Institute of Mental Health
NINDS	National Institute of Neurological Disorders and Stroke
NINR	National Institute of Nursing Research
NLM	National Library of Medicine
NOI	Notice Of Intent
NOT	Notice Of Termination
NTE	Not To Exceed
OD	Office of the Director
OFM	Office of Financial Management
ORF	Office of Resource Facilities Development & Operations
ORM	Office of Resource Management
PBR	Performance Based Requirements
PC	Personal Computer
PDL	Price Determined Later
PRS	Performance Requirements Summary
PWS	Performance Work Statement
QA	Quality Assurance
QASP	Quality Assurance Surveillance Plan
QC	Quality Control
QC/CSP	Quality Control/Customer Satisfaction Plan
QS	Quality System

R&W	Recreation and Welfare
RFCA	Request For Contract Action
RFI	Request For Information
RFP	Request For Proposals
SA	Security Assistance
SBU	"Sensitive but Unclassified"
SCFM	Standard Cubic Feet Per Minute
SF	Standard Form
SF	Square Foot or Feet
SOP	Standard Operating Procedures
SOW	Statement Of Work
SP	Service Provider
SSFAS	Services and Supply Fund Accounting System
TE	Technical Exhibit
UFAS	Uniform Federal Accessibility Standards
USPS	United States Postal Service

SECTION C-3

GOVERNMENT FURNISHED PROPERTY AND SERVICES

3 GENERAL INFORMATION

3.1 GOVERNMENT FURNISHED PROPERTY (GFP) AND SERVICES (GFS)

The Government will furnish certain property, i.e., facilities, equipment, materials, and services, including utilities and scheduled maintenance that the SP, in its discretion, may accept or reject. GFP consists of Government Furnished Facilities (GFF), Government Furnished Equipment (GFE), and Government Furnished Material (GFM). GFP is listed in TE -2 series. GFP shall be used to perform work in the PWS and is for official Government business only.

3.1.1 USE AND SAFEGUARDING OF GFP AND GFS

GFP and GFS may be used solely and exclusively for performance of work under this PWS, and for no other purpose whatsoever. The SP shall safeguard GFP and take reasonable precautions to prevent fraud, waste, and abuse. The SP shall designate at least one primary and one alternate custodian whose responsibility it is to receive, account for, and safeguard GFP.

3.1.2 JOINT INVENTORY

The SP and a team of Government Representative(s) shall inspect GFP and inventory within 45 calendar days of the start of the transition period, and 10 calendar days prior to the end of the performance period. The inspection and inventory shall detail the material condition and quantity of such GFP and determine the exact number, location and serviceability of GFE. The SP shall certify the GFE inspections and inventories, assume accountability for all GFP, and subsequently report any discrepancies to the Government Representative. GFP shall not be altered without prior written notification and approval of the Government Representative. The SP, within 5 days of completion of an inspection or inventory, shall notify the Government Representative, in writing, of any disagreement regarding the material condition of GFP, to which the Government Representative will respond within 15 calendar days.

3.1.3 PROPERTY CONTROL PLAN

The SP shall prepare and submit a Government Property Control Plan within 10 days after Award, which shall encompass the requirements contained in this PWS. The SP will update the plan, and submit the revision to the Government Representative, annually.

The Property Control Plan shall include a:

- List all of GFP and GFS and a process for accepting and rejecting of GFP and GFS.

3.1.4 ANNUAL INVENTORY

The SP shall also perform an annual inspection and inventory of GFP, to be conducted during the anniversary month of the initial joint inspection and inventory, and submit a report of same to the Government Representative within 10 workdays of the date they are completed. The report shall indicate shortage, loss, or destruction of and damage and excessive wear and tear to GFP.

- **Note: The SP is liable for shortage, loss, or destruction of and damage and excessive wear and tear to GFP.**

3.1.5 RETURN OF GFP

The SP may, at any time, return GFP if no longer needs for the performance of this PWS; however, returned GFP will not be replaced by the Government, and the unavailability or lack of GFP under these circumstances will not excuse nonperformance, or justify increase in cost to the Government. The SP shall notify the Government in writing of its intent to return GFP.

3.2 GOVERNMENT-FURNISHED PROPERTY (GFP)

3.2.1 GOVERNMENT-FURNISHED FACILITIES (GFF)

The Government will provide the GFF listed in TE-2.1 and TE 2.2 for the SP to utilize in the performance of requirements listed in Section C-5. The Government expects the SP in its Technical Proposal to identify which facility space the SP shall require in performance of this award. All excess facility space not utilized by the SP will be reassigned. The SP may, at its own expense, alter or improve GFF, if authorized by the Government Representative, to whom detailed proposals shall be submitted in advance. Alterations and improvements to GFF become property of the Government.

The GFF listed in TE-2.1 and TE-2.2 are facilities the SP shall provide services for as listed in Section C-5.

- **Note: The SP is liable for destruction of and damage and excessive wear and tear to GFF utilized by SP in performance of this award.**

3.2.2 GOVERNMENT-FURNISHED EQUIPMENT (GFE)

The Government will provide the GFE listed in TE-1 series (SPE) in "as is" condition to utilize in the performance of the requirements listed in Section C-5. TE-1 series (SPME) list equipment the SP must maintain IAW Section C-5. Upon termination of the Award, the SP shall return all GFE listed in TE-1 series to the Government in the same condition as received, with the exception of normal wear and tear, or provide like kind replacement equipment acceptable and at no additional cost to the Government. After Award, the SP may, with the approval of the Government Representative, provide non-Government furnished equipment, provided that labor costs are reduced and overall efficiency is promoted thereby. The SP shall perform work listed in the PWS regardless of the availability of GFE.

3.2.2.1 MISSING, STOLEN, LOST, AND RECOVERED PROPERTY

The SP shall comply with all Government rules and regulations, contained in Section C-6 and elsewhere in this PWS, pertaining to GFE lost, missing, stolen, damaged, abused (excessive wear and tear), or destroyed while in the SP's possession.

3.2.2.2 WARRANTIES

The Government will furnish warranty information on all GFE. GFE under manufacturer's warranty shall be operated, maintained, and repaired in accordance therewith, and the SP shall report to the Government Representative any difficulties encountered in exercising manufacturers' warranties. The SP shall not repair GFE under warranty without the Government Representative's approval. Repair and replacement of non-GFE is the sole responsibility and expense of the SP.

3.2.2.3 REPAIR VS. REPLACEMENT

GFE shall not be replaced if it can be repaired or rebuilt, to return it to the condition existing at the time it was accepted by the SP. If the repair estimate exceeds 50% of the replacement cost, the SP shall contact the Government Representative for approval to replace the item. The Government Representative will closely monitor repair and replacement of GFE.

3.2.2.4 DISPOSAL, SALVAGE, RECLAMATION, AND RECYCLING

SP shall utilize NIH Form 649 "Report of Property Transfer" to initiate the disposal, salvage, reclamation or recycling of GFE. See the following site for instructions and form:
<http://www.olao.od.nih.gov/property/disposal.html>

3.2.3 GOVERNMENT-FURNISHED MATERIALS (GFM)

3.2.3.1 SOURCES

The Government will supply all the GFM. The SP is authorized to utilize Government supply system to obtain supplies and materials required to perform this PWS, including GSA, UNICOR, and other approved Federal suppliers. Unique repair parts only available from the Government will be supplied from the Government supply system.

3.2.3.2 REPLENISHMENT

The SP shall replenish depleted GFM, as required, and only in the amount(s) reasonably necessary, to perform this PWS. The SP shall charge the cost of materials it replenishes against the reimbursable materials contract line item number. At the conclusion of the performance period, as extended, the SP shall return all remaining materials to the Government.

Any single material item costing in excess of \$2,500.00 shall require Government authorization in writing. The SP shall provide a detailed cost comparison from a minimum of three vendors. This cost comparison shall address the impact of not procuring the item and any alternatives.

Any item replaced or repaired becomes the property of the Government. Any replacement item shall meet the same performance criteria and quality standards as the original item or better.

3.3 GOVERNMENT-FURNISHED SERVICES (GFS)

3.3.1 UTILITIES

The Government will furnish utilities to GFF, as required, for direct support of work performed under this PWS. Utilities shall be steam, chilled water, electricity, compressed air, potable water, sanitary sewer, storm sewer, natural gas, liquid propane, telephone, cable television and fuel oil as currently installed in facilities. Steam and chilled water services are reliable 99.5% of the time barring weather related problems. All other services are reliable approximately 100% of the time.

3.3.1.1 ENERGY AND UTILITIES CONSERVATION

The SP shall conserve energy and utilities in accordance with all Government policies and programs and make reports required thereon to the Government Representative. The SP shall train its personnel, implement standard operating procedures, and monitor its operations to eliminate waste, increase efficiency, and reduce consumption. SP suggestions to promote efficient use of energy and utilities are encouraged.

3.3.2 TELEPHONE SERVICE

3.3.2.1 TELEPHONE INSTRUMENTS AND LINES

Government communications systems, including telephone instruments and lines located in GFF may, if approved by the Government Representative, be used by the SP, for work related purposes only, at no cost. Use of Government communication systems constitutes consent to monitoring at all times. Telephone services are reliable 99% of the time barring weather-related problems

- **Note: The SP shall train and warn all employees not to discuss classified information over unsecured communications systems.**

3.3.2.2 TELEPHONE CHANGES AND REPAIRS

The SP shall not move, remove, add, alter, or reconfigure Government communication systems, networks, or lines without the Government Representative's approval, which may be obtained by written request. The SP shall notify the Government Representative when maintenance or repair of telephones or telephone lines is required. Alphanumeric pagers will be furnished. Cell phones will not be provided.

- **Note: The SP is liable for destruction of and damage and excessive wear and tear to Government communications systems, networks, lines, and telephone equipment.**

3.3.3 MAIL

Official mail generated by the SP in performance of this PWS will be delivered, collected and distributed by the Government, within and among NIH facilities only, at Government expense. All other mail and delivery expenses incurred in performance of this PWS, including without limitation U.S. Mail, shall be borne by the SP. The SP shall forward all misdirected mail to the correct address.

3.3.4 INFORMATION MANAGEMENT SYSTEMS

3.3.4.1 GENERAL

The Government will provide Desktop Computing Services, Network Support, and Applications Programming Services to the SP. Government-furnished Information Management systems shall be utilized for "Official Business" only, in direct support of this award. Information Technology support can be obtained at <http://support.cit.nih.gov>.

3.3.4.2 DESKTOP-COMPUTING STATIONS

Desktop-computing stations and network lines located in facilities to be occupied by the SP will be provided for SP use at no cost to the SP. These computing stations will be provided on a case-by-case basis, as approved by the Government Representative. Government furnished desktop-computing stations shall be used for transaction of official business of NIH in direct support of this award. Government will upgrade hardware to support Agency-wide software programs, but not for SP owned software. The Government will not be held liable if hardware or operating system upgrade impacts SP owned software. Government-furnished desktop-computing stations are subject to security monitoring at all times. Use of these desktop-computing stations constitutes consent to security monitoring.

As technology changes, the Government's IT standards change; therefore the SP is responsible for updating SP-provided systems to conform to the new standards within 120 days of notification.

Standard desktop software installed includes the following:

- Office 2000 SR2 (Includes Word, Excel, Power Point, Access, and Shared Tools)
- Corel Office 2000
- ADB Del-Pro (Mainframe access)
- ITAS (in-house application)
- Acrobat Reader 5.02
- Antivirus Software
- Adobe
 - Acrobat
 - Illustrator
 - InDesign
 - Photoshop

- Type Manager
- Macromedia
 - Dreamweaver
 - Fireworks
 - Flash
- Discreet
 - 3DS Max
 - Cleaner
- Others
 - Accordant
 - Avid
 - Clay Studio Pro
 - Conversions Plus
 - Cumulus
 - DICOMaccess
 - Elastic Reality
 - Gif Animator
 - Illustrate!
 - Nero
 - PCMac Lan
 - Polytrans
 - QuarkXPress
 - Sound Forge lite
 - Xfrog
 - ScheduleAll
- Windows 2000 Professional SP3
- Windows XP Professional

3.3.4.3 DESKTOP COMPUTING SERVICES

Desktop Computing Services will be provided by the Government. SP shall request approval for technical support of government provided services. Services provided for moves, adds, changes, operational monitoring, system problem determination and resolution, and technical support.

3.3.4.4 NETWORK SUPPORT

Network Support is defined as providing limited access to the NIH LAN. The Government will provide Internet and e-mail access on a case-by-case basis as approved by the Government Representative. SP shall comply with NIH internet policy, guidelines and regulations as listed at <http://www.cit.nih.gov/security-policies.html>

3.3.4.5 APPLICATIONS PROGRAMMING SERVICES

Applications Programming Services consists of developing, maintaining and supporting computer programs provided by the Government that are resident on the NIH LAN.

3.3.5 POLICE AND FIRE PROTECTION

The Government will provide police and fire protection at all NIH facilities at which work is to be performed.

3.3.5.1 FIRE, ENVIRONMENTAL AND EMERGENCY DRILLS

The SP, with or without advance notice, shall participate in all Government conducted fire, environmental and other emergency drills, unless otherwise excused by Government Representative. The SP shall follow the direction of Government fire, security, and emergency management officials, and take corrective action to remedy deficiencies in its performance of emergency response procedures.

3.3.6 GOVERNMENT PROVIDED TRAINING

All SP employees must receive timely and complete, Government-provided training and refresher training required for the performance of work under this PWS. The SP shall ensure this training is accomplished with the following Government provided media; multi-media, video, audio, slide projectors, or written. The SP shall ensure and document attendance of employees, who require training, at these training sessions:

Training	Estimated time required
IT Security (Online Course at www.cit.nih.gov/security.html)	Once per service period

3.3.7 EQUIPMENT MANUALS

The Government will provide access to all available equipment manuals for the equipment listed in TE-1 and will be located in appropriate facilities where equipment is used. The SP shall maintain and update equipment manuals (when received from manufacturer).

3.3.8 FORMS

The Government will provide an initial supply of Government forms to the SP at no cost to the SP. These are standard forms currently utilized in performance of work under this Award. The SP shall determine replenishment requirements and requisition through the Government to maintain sufficient forms to meet normal operating requirements. Government forms are listed in Section C-6.

SECTION C-4

SP-FURNISHED ITEMS AND SUPPLIES

4 GENERAL INFORMATION

The SP shall furnish, maintain, and replace, at its own expense, all supplies, parts, materials, tools, support equipment, labor, and any other equipment, material, and services not furnished by the Government under Section C-3, necessary to perform all work required under this PWS. The failure of the SP, for any reason whatsoever (excluding an Act of God or an Act of War), to furnish any of the foregoing shall neither justify nor excuse achievement of the performance standards prescribed in this PWS.

4.1 SP-FURNISHED PROPERTY

Except as provided for in FAR 52.245-11(c), title to SP-furnished equipment shall remain with the SP. SP-furnished equipment shall meet the same safety requirements as those established for GFE. As appropriate, the SP shall provide Personal Protection Equipment (PPE).

Title to the facilities shall remain in the Government. Title to parts replaced by the SP in carrying out its normal maintenance obligations shall pass to and vest in the Government upon completion of their installation in the facilities.

Their incorporation into or attachment to any property not owned by the Government shall not affect title to the facilities, nor shall any item of the facilities become a fixture or lose its identity as personal property by being attached to any real property. The SP shall keep the facilities free and clear of all liens and encumbrances and, except as otherwise authorized by this award or by the CO, shall not remove or otherwise part with possession of, or permit the use by others of, any of the facilities.

The SP may, with the written approval of the CO, install, arrange, or rearrange, on Government-furnished premises, readily movable machinery, equipment, and other items belonging to the SP. Title to any such item shall remain in the SP even though it may be attached to real property owned by the Government, unless the CO determines that it is so permanently attached that removal would cause substantial injury to Government property.

The SP shall not construct or install, at its own expense, any fixed improvement or structural alterations in Government buildings or other real property without advance written approval of the CO. Fixed improvement or structural alterations means any alteration or improvement in the nature of the building or other real property that, after completion, cannot be removed without substantial loss of value or damage to the premises. The term does not include foundations for production equipment.

The SP shall be responsible for SP incurred damage to government-furnished facilities and equipment. The SP shall submit a work order to the CO or designee for facility request. The SP shall be responsible for all costs associated with approved "new work" facility requests.

The SP shall ensure access control by locking or unlocking the areas or facilities for which the SP is responsible. The SP shall ensure all internal overheads, cages, vaults, other areas of internal security access (e.g., classified materiel), and warehouse doors are locked prior to the conclusion of any workday. In the event the Host security/police discovers a SP area unsecured or responds to an alarm during non-duty hours, the Government will contact the CO or designee who will in turn contact the SP's POC to secure the area and/or inform the CO or designee of the results of the alarm response. The SP shall report any security violations to the CO or designee immediately.

The SP shall ensure GFF provided to perform work in are maintained clean and in a safe condition in accordance with OSHA requirements.

4.1.1 GOVERNMENT FURNISHED EQUIPMENT/MATERIAL/PROPERTY ACCOUNTABILITY

The SP shall maintain inventory records for all GFE listed in TE-6 series. The SP shall be responsible for the custody and care of the equipment/property and shall maintain all the GFE set forth in the TE-6 series. The SP shall maintain accountability of all GFP using a SP provided equipment/property management information system (MIS). The SP shall update MIS with all changes in location of GFP in accordance with Section C-5 requirements.

4.1.2 EQUIPMENT MAINTENANCE

The SP shall protect, preserve, maintain (including normal parts replacement), and repair IAW the original equipment manufacturers recommendations/specifications and in compliance with equipment warranties, and sound industry practice. The SP shall not cannibalize government-furnished equipment in order to repair or maintain other equipment unless authorized in writing by the CO or designee.

Prior to making modifications to any GFE, the SP shall submit in writing the proposed changes and receive written approval for the modification from the CO or designee. When the SP terminates its authority to use GFE, the SP shall notify the CO or designee in writing. Termination shall not relieve the SP of any of its obligations or liabilities under any related contract or subcontract affected by the termination.

SP personnel shall ensure the safe operation of GFE and SP-furnished equipment.

4.2 SP-FURNISHED MATERIAL

The SP shall return to the Government any residual material at the termination of this award. Material may include original GFM or similar SP-acquired materials. The SP shall be responsible for furnishing all material necessary to perform the requirements of this award.

4.3 SP FURNISHED TRAINING

The SP shall ensure that the appropriate SP personnel are trained and certified during the life of this award.

The SP shall be responsible for all training costs associated with meeting the training requirements in this section whether on-site or off-site.

The SP shall coordinate with the Government to complete all of the training listed in this section within 90 days of the start of the first performance period unless otherwise specified. The SP shall provide training in the event that the SP no longer employs the SP personnel, trained during the transition period. After Transition, government-furnished training will be coordinated between the SP and Government Representative. The SP shall notify the CO or designee when Government-furnished training is required due to refresher requirements or new personnel

4.3.1 EMERGENCY FIRE PROCEDURES

Emergency Fire Procedures training shall include the following:

- Use of fire extinguishers – when appropriate and how to use them
- Alarms – where they are and how to use them
- Evacuation procedures – routes and assembly areas

The SP shall apprise employees of the fire hazards of the materials and processes to which they are exposed. Upon initial assignment, the SP shall review with each employee those parts of the fire prevention plan that the employee must know to protect the employee in the event of an emergency. The written plan shall be kept in the workplace and made available for employee review. According to established procedures, the SP shall regularly and properly maintain equipment and systems installed on heat producing equipment to prevent accidental ignition of combustible materials. The maintenance procedures shall be included in the written fire prevention plan.

4.4 SP RESPONSIBILITIES FOR GOVERNMENT FURNISHED SERVICES

The SP shall comply with the following requirements as they relate to the government-furnished services listed in C-3.

4.4.1 MEDICAL

The SP shall reimburse the Government for emergency medical services made available to any SP employee requiring assistance for illness or injury that occurred on the job. The SP shall maintain a log of all-occupational injuries and illnesses. Within six working days after receiving information of an occupational injury or illness, appropriate information concerning such injury or illness shall be entered on the log. The SP shall submit to the CO or designee a copy of the report on each job-connected injury.

4.5 KEY CONTROL

The SP shall submit a list of employees with key access requirements for key control boxes to the CO or designee one week prior to the date when access is needed. All keys within the Key and Lock Control Program must be kept under continuous accountability at all times. The number of individuals authorized to draw keys shall be kept to a minimum commensurate with

security and operational requirements. Flextime shall not be the sole justification for key issuance. When keys are not in use, they shall be secured in containers of at least 20-gauge steel or material of equivalent strength. Keys shall not be duplicated or used by unauthorized SP personnel. Keys issued to the SP for office space may be assigned to individuals for personal use.

The SP shall report any occurrence of duplicated or lost keys to the CO or designee within two hours after discovery of occurrence and submit a detailed written report to the CO or designee by close of business (COB) the same workday. If lost keys are discovered at the end of the day, and it is not possible to submit a written report to the CO or designee by COB the same workday, the report shall be due within two hours from the beginning of business on the next workday. The SP shall reimburse the Government for all costs associated with replacing locks or re-keying required as a result of keys being duplicated or lost by the SP.

4.5.1 KEYCARD SECURITY ACCESS SYSTEM

The SP shall provide the CO or designee a list of areas that the employee requires access. SP employees, including those of sub-contractors, shall obtain a keycard from the CO, or designee. The SP shall be responsible for keycards provided to them.

- It is a security violation to share keycards.
- If the keycard is lost or damaged, it is to be reported to the CO or designee within 2 hours of damage or discovery during operating hours or within 2 hours of beginning of the following working day if damage occurs or loss is discovered after operating hours.
- When employee's service is terminated, the keycard shall be returned to CO or designee.

4.6 SAFETY

The SP shall comply with all OSHA Safety requirements. The SP shall maintain safety and health standards consistent with all applicable federal, state, local, and OSHA regulations. The SP shall comply with Occupational and Environmental Safety, Fire Prevention, and Health programs.

SECTION C-5 REQUIREMENTS

5 VISUAL AND MEDICAL ARTS

SECTION OVERVIEW

The major functional requirements contained herein describe the services the Government will purchase and, thus, are the foundation of this award. This section lists specific tasks that must be performed and is organized as follows:

- 5.1 ILLUSTRATION
- 5.2 DESIGN SERVICES
- 5.3 PHOTOGRAPHY
- 5.4 EVENTS MANAGEMENT
- 5.5 VIDEO SERVICES

The functional area approach used in this section, to express minimum performance requirements, represents currently projected products and services performed by a cadre of Government and contractor personnel. It is neither reflective nor indicative of any existing or required organizational arrangement. The Service Provider (SP) shall be responsible for applying appropriate mandatory and advisory technical standards, resources, and priorities to fulfill product and service requirements, aid customers in defining and quantifying expectations of satisfactory quality, and performing any rework necessary to yield a final product or service that will ensure high customer satisfaction.

Minimum requirements are set forth in brief performance requirement statements, supplemented by corresponding standards of performance. Standards of performance are measures of quality and timeliness. Quality standards measure performance level. Acceptable Quality Level (AQL) is maximum acceptable deviation from standard, expressed in terms of a percentage of a lot. "Lot size" identifies units of output, i.e., the number of times a service is performed during a specified period of time. Max reflects the maximum amount of deviation, expressed in time, permitted to deviate from the standard. This is the "Not to exceed value". The SP shall measure its performance by means of a Quality Control Plan (QCP) designed to monitor minor standards necessary to maintain an acceptable level of performance. The Government will measure SP performance by means of a Quality Assurance Surveillance Plan (QASP). Specification of an AQL does not allow the SP to knowingly provide defective service; instead, it is recognition of the fact that defective performance may sometimes occur unintentionally. As long as the percentage of defective performance does not exceed the specified AQL, the Government will not deduct for poor performance. However, the SP shall be required to re-perform or correct the defective service or product at no additional cost to the Government.

The SP shall be responsible for billing and reporting of products and services that are identified in the PWS. The SP shall use the existing methods and systems of billing the products and services to clients in a timely manner to reconcile expenditures and services. Events Management and Video Services use a system commercially available called ScheduAll. Illustration, Design Services and Photography use NIH developed Service and Supply Fund Activity System (SSYSFAS) to reconcile billing.

Sample workloads for each of the requirements below can be found on Technical Exhibit TE-3.

Note: TE-3 is a sample of workload and does not represent the actual workload as stated in section C-5 of the PWS.

RFP#: 5.1 Requirement: Illustration

The SP shall consult and collaborate with NIH scientists and program officials and determine the underlying concepts and overall conclusions to be expressed, the objectives to be attained, and other factors determining the medical art requirements, such as the client's budget and time constraints, the media in which the medical illustration(s) will be used, and the cultural and educational characteristics of the audiences.

The SP shall serve as expert advisor and consultant to these scientists and program officials regarding the most appropriate techniques for achieving the desired purposes of the medical illustration(s). The SP is responsible for the conceptualization, development, design, planning and production of medical illustrations and complex diagrams in both still and animated forms.

The SP shall work directly with the clients to develop medical illustrations, medical animation and non-medical illustrations, to achieve the communication objectives of the presentation. Communicates orally and in writing with clients who may represent any level of the NIH organization, in order to gather and/or provide information related to job requests or services. SP shall provide proofs, marking corrections, changes or revisions required by the client.

The SP shall provide services by creating

- Medical Illustrations
- Medical Animation
- Non Medical Illustrations

RFP#: 5.1.1 Requirement: Medical Illustration

SP shall create produce Medical Illustration by creating:

- Two-dimensional Medical Illustration – Level 1: Basic (Simple flat color or black and white rendering of basic anatomic or physiological topics)
- Two-dimensional Medical illustration – Level 2: Intermediate (Fully rendered color or tone of common anatomy or simple physiological topics; one or two images or objects in illustrated plate)
- Two-dimensional Medical illustration – Level 3: Complex (Fully rendered color or tone of obscure or large areas of anatomy; complex surgical procedures, multi-stepped or newly discovered physiological topics)
- Three-dimensional Medical illustrations – Level 1: Basic (Rendered file from previously created 3D model. Minimal or no post-production)
- Three-dimensional Medical illustration – Level 2: Intermediate (Creation of simple 3D model; import or translation of molecular data; moderate texture creation; few models in scene; moderate post-production)
- Three-dimensional medical illustration – Level 3: Complex (Creation of complex and/or high-resolution 3D models; extensive texture creation and placement; placement of many models within scene, extensive post-production)

SP shall apply advanced knowledge (developed by successful completion of a masters college degree approved by the Association of Medical Illustrators in medical illustration from an accredited institution) of medical research, anatomy and science.

SP shall consult, meet and collaborate with researchers, NIH community and outside consultants. SP shall convert and translate scientific data and render various forms of models into illustration and animation.

SP shall work alongside the NIH clientele must have the ability to communicate with the scientific community in order to fully capture the concepts required to educate other scientific researchers, educators and practitioners. Consulting the client and providing samples of work enhance the material to be represented as well as educating the client on the latest formats of visual artistry.

SP shall provide products are created and customized to a client's requirements. The NIH scientific community is cutting edge with world renowned research facilities and scientists which dictates illustration, design and products for visual representation also be creative, cutting edge and flawless in presentation.

Examples of these types of output can be found in Technical Exhibits TE-3.

RFP#: 5.1.1.1 Requirement: Create 2-D Medical Illustration

Conditions of Performance

SP shall collaborate with researchers to develop and refine concept and illustration.

SP shall consult and collaborate with clients in a professional manner providing client's with timely products.

Quality and Timeliness Standards

Quality Standard	AQL	Lot	Timeliness Standard	AQL	MAX
Illustrations are error free and Client specifications are met.	1%	# of Level 1: basic, level 2: intermediate, level:3 complex 2-D medical illustrations produced per month.	Completed within client's established due date.	2%	2 days from client's established due date.

Workload Indicators

Workload Indicator	Year 1	Year 2	Year 3	Year 4	Year 5
# of level 1: basic 2-D medical illustrations produced	32	32	32	32	32
# of level 2: intermediate 2-D medical illustrations produced	102	102	102	102	102
# of level 3: complex 2-D medical illustrations produced	38	38	38	38	38

RFP#: 5.1.1.2 Requirement: Create 3-D Medical Illustration

Conditions of Performance

SP shall collaborate with researchers to develop and refine concept and illustration.

SP shall create scientifically accurate 3D digital models.

SP shall consult and collaborate with clients in a professional manner providing client's with timely products.

Quality and Timeliness Standards

Quality Standard	AQL	Lot	Timeliness Standard	AQL	MAX
Illustrations are error free and Client specifications are met.	1%	# of Level 1: basic, level 2: intermediate, level:3 complex 3-D medical illustrations produced per month.	Completed within client's established due date.	2%	2 days from client's established due date.

Workload Indicators

Workload Indicator	Year 1	Year 2	Year 3	Year 4	Year 5
# of level 1: basic 3-D medical illustrations produced	5	5	5	5	5
# of level 2: intermediate 3-D medical illustrations produced	31	31	31	31	31
# of level 3: complex 3-D medical illustrations produced	9	9	9	9	9

RFP#: 5.1.1.3 Requirement: Write and Edit Scientific Texts and Labels for Medical Illustrations

Scientific labels act as subordinate and supplemental information to identify anatomical and chemical structures and help tell a visual story.

Conditions of Performance

SP shall maintain integrity of concept throughout the developmental process.

SP shall translate medical and scientific terminology for language that relays findings to an audience.

SP shall collaborate with research and scientific community providing audience definition and characteristic of materials.

Quality and Timeliness Standards

Quality Standard	AQL	Lot	Timeliness Standard	AQL	MAX
Texts and labels are error free, and represent client's message.	1%	# of scientific texts and labels written per month.	Completed within client's established due date.	2%	2 days from client's established due date.

Workload Indicators

Workload Indicator	Year 1	Year 2	Year 3	Year 4	Year 5
# of scientific texts and labels written	145	145	145	145	145

RFP#: 5.1.2 Requirement: Medical Animation

SP shall produce Medical Animation by creating:

- Two-dimensional Medical animation – Level 1: Basic (Simple flat color with basic movements and no interaction between elements; simple movement with previously created artwork)
- Two-dimensional animation – Level 2: Intermediate (Modeled color; moderate interaction between elements; moderate number of elements; simple morphing of objects)
- Two-dimensional Medical animation – Level 3: Complex (Fully rendered color; integration of other media such as sound or video; complex morphing; obscure anatomy or complex/multi-stepped surgical procedures; post production)
- Three-dimensional Medical animation – Level 1: Basic (Simple movement from previously created 3D model. No post-production)
- Three-dimensional Medical animation – Level 2: Intermediate (Moderate movement or simple interaction; creation of simple 3D model; import or translation of molecular data; moderate texture creation; few models in scene; simple post-production)
- Three-dimensional Medical animation – Level 3: Complex (Complex movements or interactions between elements; creation of complex and/or high-resolution 3D models; extensive texture creation and placement; placement of many models within scene, moderate to extensive post-production)

SP shall work alongside the NIH clientele must have the ability to communicate with the scientific community in order to fully capture the concepts required to educate other scientific researchers, educators and practioners. Consulting the client and providing samples of work enhance the material to be represented as well as educating the client on the latest formats of visual artistry.

SP shall consult, meet and collaborate with researchers, NIH community and outside consultants to develop and refine concept and illustration.

SP shall prepare production documentation.

SP shall have knowledge of various CODEC technologies.

SP shall represent material and concepts of the client to accurately and properly provide designs, animations and products for critical visual representation that are creative, cutting edge and flawless in presentation.

Examples of these types of output can be found in Technical Exhibits TE-3.

RFP#: 5.1.2.1 Requirement: Create2-D Medical Animation

Conditions of Performance

SP shall create animation per client request.

SP shall write scientific and medical text and labels.

SP shall prepare production documentation.

SP shall establish client/provider working environment furthering scientific research and communication.

Quality and Timeliness Standards

Quality Standard	AQL	Lot	Timeliness Standard	AQL	MAX
Medical animations are error free and Client specifications are met.	1%	# of Level 1: basic, level 2: intermediate, level:3 complex 2-D medical animations produced per month.	Completed within client's established due date.	1%	2 days from the client's established due date.

Workload Indicators

Workload Indicator	Year 1	Year 2	Year 3	Year 4	Year 5
# of level 1: basic 3-D medical animations produced	3	3	3	3	3
# of level 2: intermediate 3-D medical animations produced	6	6	6	6	6
# of level 3: complex 3-D medical animations produced	2	2	2	2	2

RFP#: 5.1.2.2 Requirement: Create 3-D Medical Animation

Conditions of Performance

SP shall create animation per client request.

SP shall write scientific and medical text and labels.

SP shall prepare production documentation.

SP shall establish client/provider working environment furthering scientific research and communication.

Quality and Timeliness Standards

Quality Standard	AQL	Lot	Timeliness Standard	AQL	MAX
Medical animations are error free and Client specifications are met.	1%	# of Level 1: basic, level 2: intermediate, level:3 complex 3-D medical animations produced per month.	Completed within client's established due date.	1%	2 days from the client's established due date.

Workload Indicators

Workload Indicator	Year 1	Year 2	Year 3	Year 4	Year 5
# of level 1: basic 3-D medical animations produced	1	1	1	1	1
# of level 2: intermediate 3-D medical animations produced	3	3	3	3	3
# of level 3: complex 3-D medical animations produced	3	3	3	3	3

RFP#: 5.1.3 Requirement: Non-Medical Illustration

Illustration is artwork that is used to attract attention or communicate a message. Non-medical illustration can be diagrammatic and graphical to extremely realistic.

SP shall create Non-Medical Illustration by creating:

- Non-medical illustration – Level 1: Basic (*Simple flat one color illustration . Spot illustrations*)
- Non-medical illustration – Level 2: Intermediate (*Simple portraits; stylized medical content; simple graphic illustration*)
- Non-medical illustration – Level 3: Complex (*Creative, fully rendered color; realistic portrait; editorial illustration*)

SP shall work in collaboration with client to define and refine idea for depiction.

SP shall define audience and context upon client requests.

SP shall revise drawings as requested and required.

SP shall produce illustrations based on production parameters.

SP shall provide service to client and facilitate the customer's needs are well represented.

Examples of these types of output can be found in Technical Exhibits TE-3.

RFP#: 5.1.3.1 Requirement: Create Level 1: Basic Non-Medical Illustration

Conditions of Performance

SP shall consult and collaborate with requester.

SP shall provide visual definitions for the material presented by the research community.

SP shall define audience and context for the material to be presented in a comprehensive and stimulating representation.

SP shall define production parameters in association with the client.

Quality and Timeliness Standards

Quality Standard	AQL	Lot	Timeliness Standard	AQL	MAX
Illustrations are error free and product conveys client's concepts.	1%	#of Level 1: basic non-medical illustrations produced per month.	Completed within client's established due date.	2%	2 days from the client's established due date.

Workload Indicators

Workload Indicator	Year 1	Year 2	Year 3	Year 4	Year 5
# of Level 1: basic non-medical illustrations produced	113	113	113	113	113

RFP#: 5.1.3.2 Requirement: Create Level 2: Intermediate Non-Medical Illustration

Conditions of Performance

SP shall consult and collaborate with requester.

SP shall provide visual definitions for the material presented by the research community.

SP shall define audience and context for the material to be presented in a comprehensive and stimulating representation.

SP shall define production parameters in association with the client.

Quality and Timeliness Standards

Quality Standard	AQL	Lot	Timeliness Standard	AQL	MAX
Illustrations are error free and product conveys client's concepts.	1%	# of Level 2: intermediate non-medical illustrations produced per month.	Completed within client's established due date.	2%	2 days from the client's established due date.

Workload Indicators

Workload Indicator	Year 1	Year 2	Year 3	Year 4	Year 5
# of Level 2: intermediate non-medical illustrations produced	25	25	25	25	25

RFP#: 5.1.3.3 Requirement: Create Level 3: Complex Non-Medical Illustration

Conditions of Performance

SP shall consult and collaborate with requester.

SP shall provide visual definitions for the material presented by the research community.

SP shall define audience and context for the material to be presented in a comprehensive and stimulating representation.

SP shall define production parameters in association with the client.

Quality and Timeliness Standards

Quality Standard	AQL	Lot	Timeliness Standard	AQL	MAX
Illustrations are error free. product conveys client's concepts.	1%	#of Level 3: complex non- medical illustrations produced per month.	Completed within Client's established due date.	2%	2 days from client's established due date.

Workload Indicators

Workload Indicator	Year 1	Year 2	Year 3	Year 4	Year 5
# of Level 3: complex non-medical illustrations produced	25	25	25	25	25

RFP#: 5.2 Requirement: Design Services

The SP shall provide design, consultation, technical advice, and production services for a wide variety of visual presentations. Publications, posters, flyers, tent cards, leaflets, slideshows, and other visual materials are prepared to record the NIH research effort and to communicate that information to both the scientific community and general public.

The SP shall receive work requests: meet with clients and consult with them about the nature of the project being undertaken. "Interview" these individuals or groups to determine the following and build upon the customer base: visual materials needed, purpose of project, audience that will be reached, budget, and timeline for production to client's deadline.

SP shall provide professionally developed products, often on hurried schedules, last minute requests, customer demands and last minute problem solving measures. These requirements must have positions that not only provide flexibility and performance, but real time production (client availability and subject matter availability becoming a significant deciding factor) and delivery for client's requirements and satisfactions. Often times a service provider and client can be found collaborating towards a final product that the client can use before leaving the premises. It is not uncommon for the end product to be production worthy after the collaboration has occurred. This process is integral to providing the client with quality products and timely products.

SP shall represent material and concepts of the client to accurately and properly provide designs, animations and products for critical visual representation that are creative, cutting edge and flawless in presentation.

The SP shall plan the project from beginning to end: Incorporate developing the concept(s)_determine how the project will be managed or executed, plan production, set priorities, decide what style will be used, and decide who will execute the various phases of the project. Strategies are often developed with input from managers and directors. The SP shall consult and collaborate with ICs to establish the appropriate styles and ability to write depictions representing the NIH scientific community. All actions taking place during the collaboration period establish quality ensuring client satisfaction and repeat use of service provider facilities, expertise and customer relations.

The SP shall:

- Design and Produce Scientific Posters
- Design and Produce Posters, and Publications
- Design and Produce Promotional Items
- Design Web Pages

- Design and Produce Complex Multi-media Presentation
- Design and Produce Exhibits
- Design and Produce Awards
- Produce Mattes and Frames
- Produce Digital Output

Examples of these types of output can be found in Technical Exhibits TE-3.

RFP#: 5.2.1 Requirement: Design and Produce Scientific Posters

Conditions of Performance

SP shall design and produce scientific posters used in presentations or for static display depicting chemical, biological, or other scientific processes or results. Scientific posters may contain charts, graphs or other data forms.

SP shall consult and collaborate with NIH scientific community.

SP shall provide conceptualization to complex research and scientific data that is visually stimulating.

SP shall coordinate with scientific community and adapt to ever changing schedules, requirements and opinions of the clientele.

SP shall provide customer services to interested clientele and assist in clarifying sizes.

Production includes printing.

Quality and Timeliness Standards

Quality Standard	AQL	Lot	Timeliness Standard	AQL	MAX
Final posters are error free.	0%	# of final scientific posters designed and produced per month.	3 days from the time of request	0%	0

Workload Indicators

Workload Indicator	Year 1	Year 2	Year 3	Year 4	Year 5
# of scientific posters designed	1550	1550	1550	1550	1550
# of scientific posters produced	1599	1599	1599	1599	1599

RFP#: 5.2.2 Requirement: Design and Produce Non-Event Posters and Publications

Conditions of Performance

SP shall consult and collaborate with requester.

SP shall define audience characteristics ensuring that scientific data is informative as well as visually stimulating.

SP shall define characteristics of story to better assist clientele in visual depictions.

SP shall write/edit texts and labels to further the understanding of client findings, depictions and subject material.

SP shall prepare production documentation.

SP shall interact at a technical and medical level to interpolate raw scientific data and communicate through illustrations.

SP shall also design and produce non-scientific posters, or modify posters provided by customers.

Production includes printing.

Quality and Timeliness Standards

Quality Standard	AQL	Lot	Timeliness Standard	AQL	MAX
Publications, poster designs and print materials are error free and the product conveys client's concepts	1%	# of non-event posters, and publications designed and produced per month.	Completed within client's established due date.	1%	2 days from client's established due date.

Workload Indicators

Workload Indicator	Year 1	Year 2	Year 3	Year 4	Year 5
# of non-event posters designed	50	50	50	50	50
# of square feet of non-event posters produced	6000	6000	6000	6000	6000
# of publications Designed	10	10	10	10	10
# of publications produced	4102	4102	4102	4102	4102

RFP#: 5.2.2.1 Requirement: Design and Produce Signage

Conditions of Performance

- SP shall consult and collaborate with requester.
- SP shall define audience characteristics ensuring scientific data is educational as well as visually stimulating.
- SP shall define characteristics of signage for client material representation.
- SP shall conform to established legal parameters.
- SP shall create various forms of signage.
- SP shall conform to architectural styles unique to the buildings on the NIH campus.

Quality and Timeliness Standards

Quality Standard	AQL	Lot	Timeliness Standard	AQL	MAX
Signage is error free and the product conveys client's concepts. Signage shall not impede or disrupt scientific community.	1%	# of interior routed high-pressure, laminate name plates, directories; static, electronic, update sign systems; new, matching existing and exterior signage system and components sign systems; new, match existing, construction signs 4x8 and smaller designed and produced bi-annually.	Completed within client's established due date.	5%	1 day from client's established due date.

Workload Indicators

Workload Indicator	Year 1	Year 2	Year 3	Year 4	Year 5
# of interior routed high-pressure laminate name plates produced	50	50	50	50	50
# of interior signage system and components					
Directories – Static Designed	9	9	9	9	9
Produced	9	9	9	9	9
Directories – Electronic Designed	1	1	1	1	1
Directories – Update Produced	40	40	40	40	40

RFP: 5.2.2.1 Continued

Workload Indicator	Year 1	Year 2	Year 3	Year 4	Year 5
Sign Systems – New					
Difficult Designed	51	51	51	51	51
Produced	1528	1528	1528	1528	1528
Simple Designed	14	14	14	14	14
Produced	1000	1000	1000	1000	1000
Signs – Matching Existing					
Produced	61	61	61	61	61
# of exterior signage system and components					
Sign Systems – New Designed	2	2	2	2	2
Produced	31	31	31	31	31
Signs- Match Existing Produced	50	50	50	50	50
Construction Signs 4x8 Designed	2	2	2	2	2
Produced	2	2	2	2	2
Construction Signs – Smaller Designed	4	4	4	4	4
Produced	16	16	16	16	16

RFP#: 5.2.2.2 Requirement: Design and Produce Event Items

Conditions of Performance

SP shall design and create event items.

SP shall consult and collaborate with requester to develop concepts.

SP shall define audience characteristics to further representation of scientific materials and promote understanding of the material.

SP shall represent material and concepts of the client to accurately and properly provide designs, animations and products for critical visual representation that are creative, cutting edge and flawless in presentation.

Production includes Printing.

Quality and Timeliness Standards

Quality Standard	AQL	Lot	Timeliness Standard	AQL	MAX
Designs are error free and client ideas and visions are incorporated into designs.	1%	# of event posters, flyers, programs, invitations, and table tent cards designed and produced per month.	Completed within client's established due date.	1%	2 days from client's established due date.

Workload Indicators

Workload Indicator	Year 1	Year 2	Year 3	Year 4	Year 5
# of event posters designed	150	150	150	150	150
# of square feet of event posters produced	18,500	18,500	18,500	18,500	18,500
# of event flyers designed	140	140	140	140	140
# of event flyers produced	24,583	24,593	24,593	24,593	24,593
# of event programs designed	70	70	70	70	70
# of event programs produced	4092	4092	4092	4092	4092
# of event invitations designed	10	10	10	10	10
# of event invitations produced	5000	5000	5000	5000	5000
# of table tent cards designed	30	30	30	30	30
# of table tent cards produced	21810	21810	21810	21810	21810

RFP#: 5.2.2.3 Requirement: Design and Produce Presentation Posters for NIH Officials.

Conditions of Performance

- SP shall provide designs for posters used by the NIH community to present before Congress, agency officials, and senior management.
- SP shall consult and collaborate with senior NIH officials to develop and refine concepts.
- SP shall accurately incorporate scientific and research data for appropriate audiences.
- SP shall respond to client needs and requirements of the client in an efficient and timely manner.
- SP shall be prepared for last minute and urgent requests by clients, providing advice and solutions to requestors.
- SP shall prepare presentations that assist the client in portraying information that enables communication.
- Production includes printing.

Quality and Timeliness Standards

Quality Standard	AQL	Lot	Timeliness Standard	AQL	MAX
Designs are error free and product represents client message for presentation.	1%	#of presentation posters designed and produced per month.	Completed within client's established due date.	1%	1 day from client's established due date

Workload Indicators

Workload Indicator	Year 1	Year 2	Year 3	Year 4	Year 5
# of presentation posters designed	53	53	53	53	53
# of presentation posters produced	53	53	53	53	53

RFP#: 5.2.3 Requirement: Design and Produce Promotional Items

Promotional items are considered as tangible products, motivational items. Used for the purpose of advertising created through design and production of custom applications or routinely requested objects.

Conditions of Performance

SP shall consult and collaborate with requester defining audience characteristics in order to maintain and establish institute recognition and graphic uniqueness.

SP shall design and produce advertising specialties for distribution packages as requested by the client.

SP shall combine words and visual components requested by the client to represent defined audiences.

This request is made customarily and considered repurposing, converting for use in another format or product.

Production includes printing.

Quality and Timeliness Standards

Quality Standard	AQL	Lot	Timeliness Standard	AQL	MAX
Graphics on promotional items are error free. Products depict clients requirements, client icons and uniqueness captured in creative and recognizable graphics	1%	# of promotional Items; decals, lanyards, mugs, campus maps, identity logotype, bookmarks, certificates, calligraphy, plaques, pocket folders, <16, >16 page booklets, bound publications, note cards binder graphics, post-it notes and mini-booklets designed and produced per week.	Completed within client's established due date.	1%	2 days from client's established due date.

Workload Indicators

Workload Indicator	Year 1	Year 2	Year 3	Year 4	Year 5
# of decals Designed	1	1	1	1	1
Produced	60,000	60,000	60,000	60,000	60,000
# of lanyards Designed	3	3	3	3	3
Produced	18,500	18,500	18,500	18,500	18,500
# of mugs Designed	1	1	1	1	1
Produced	500	500	500	500	500
# of campus maps Designed	1	1	1	1	1
# of identity logotype Designed	16	16	16	16	16
# of bookmarks designed	130	130	130	130	130
# of bookmarks produced	2863	2863	2863	2863	2863

RFP: 5.2.3 Continued

Workload Indicator	Year 1	Year 2	Year 3	Year 4	Year 5
# of calligraphy items designed	1120	1120	1120	1120	1120
# of calligraphy items produced	5053	5053	5053	5053	5053
# of pocket folders designed	45	45	45	45	45
# of pocket folders produced	714	714	714	714	714
# of folded brochure Designed	3	3	3	3	3
Produced	4,500	4,500	4,500	4,500	4,500
# of <16 page booklets Designed	34	34	34	34	34
Produced	12,500	12,500	12,500	12,500	12,500
# of >16 page booklets Designed	10	10	10	10	10
Produced	5,000	5,000	5,000	5,000	5,000
# of bound publications designed	10	10	10	10	10
# of bound publications produced	40,164	40,164	40,164	40,164	40,164
# of note cards Designed	9	9	9	9	9
# of binder graphics Designed	3	3	3	3	3
Produced	20	20	20	20	20
# of post-it notes Designed	1	1	1	1	1
Produced	2500	2500	2500	2500	2500
# of mini booklets Designed	1	1	1	1	1
Produced	500	500	500	500	500
# of Polybags Plastic Designed	1	1	1	1	1
Produced	4000	4000	4000	4000	4000
# of pill boxes Designed	1	1	1	1	1
Produced	2500	2500	2500	2500	2500
# of equipment cases Designed	3	3	3	3	3
Produced	7	7	7	7	7

RFP#: 5.2.4 Requirement: Design Web Page

Conditions of Performance

SP shall consult and collaborate with requester to establish content accuracy and validity of findings.

SP shall write texts and labels to accurately depict content.

SP shall interact at a technical and medical level to interpolate raw scientific data and communicate to various audiences.

SP shall be compliant with the Americans with Disability Act, Section 508.

Quality and Timeliness Standards

Quality Standard	AQL	Lot	Timeliness Standard	AQL	MAX
Designs are error free, Client requirements are met and product represents client's message.	1%	#of web page designs per week.	Completed within client's established due date.	1%	2 days from client's established due date.

Workload Indicators

Workload Indicator	Year 1	Year 2	Year 3	Year 4	Year 5
# of web pages designed	433	433	433	433	433

RFP#: 5.2.5 Requirement: Design and Produce Complex Multi-Media Presentations

Conditions of Performance

SP shall consult and collaborate with requester.

SP shall accurately incorporate scientific and research data for appropriate audiences.

SP shall integrate multiple technologies and techniques to establish audience.

SP shall provide cutting edge technology combining scientific material with advanced graphics

Quality and Timeliness Standards

Quality Standard	AQL	Lot	Timeliness Standard	AQL	MAX
Presentations are error free and Product conveys client's concepts.	1%	#of complex multi-media presentations designed and produced per week	Completed within client's established due date.	1%	1 day from client's established due date.

Workload Indicators

Workload Indicator	Year 1	Year 2	Year 3	Year 4	Year 5
# of complex multi-media presentations designed	251	251	251	251	251
# of complex multi-media presentations produced	251	251	251	251	251

RFP#: 5.2.6 Requirement: Design and Produce Exhibits

Conditions of Performance

SP shall consult and collaborate with the NIH research community and clientele.

SP shall provide logistical management to client for proper delivery.

SP shall provide exhibit designs for a range of formats such as, and not limited to, rental boards, bus signs, kiosks (interactive and static), custom traveling displays and banners.

SP shall represent material and concepts of the client to accurately and properly provide designs, animations and products for critical visual representation that are creative, cutting edge and flawless in presentation.

SP shall accurately incorporate scientific and research data for appropriate audiences.

SP shall create visual components and convert scientific/research data for material explanation.

Quality and Timeliness Standards

Quality Standard	AQL	Lot	Timeliness Standard	AQL	MAX
Exhibits are error free and client message is conveyed	1%	# of installations, exhibits designed, interpretive displays, and convention exhibits produced per year.	Completed within client's established due date.	1%	1 day from client's established due date.

Workload Indicators

Workload Indicator	Year 1	Year 2	Year 3	Year 4	Year 5
# of installations completed	7	7	7	7	7
# of exhibits designed	70	70	70	70	70
# of interpretative displays produced	8	8	8	8	8
# of convention exhibits produced	7	7	7	7	7

RFP#: 5.2.7 Requirement: Design and Produce Awards

Conditions of Performance

- SP shall consult and collaborate with requester.
- SP shall determine appropriate advertising specify items for projects.
- SP shall select suppliers.
- SP shall provide layout design on various individualized and personalized items.
- SP shall provide production management of various individualized and personalized items.
- Production includes printing.

Quality and Timeliness Standards

Quality Standard	AQL	Lot	Timeliness Standard	AQL	MAX
Products are error free, client requirements are satisfied.	1%	# of certificates, layouts designed per month	Completed within client's established due date.	1%	1 day from clients established due date.
Products are error free, client requirements are satisfied.	1%	# of plaques engraved bi-annually	Completed within client's established due date.	1%	1 day from client's established due date.

Workload Indicators

Workload Indicator	Year 1	Year 2	Year 3	Year 4	Year 5
# of certificates designed	1758	1758	1758	1758	1758
# of certificates produced	31382	31382	31382	31382	31382
# of plaques designed	220	220	220	220	220
# of plaques engraved	861	861	861	861	861
# of layouts designed	5555	5555	5555	5555	5555

RFP#: 5.2.8 Requirement: Produce Mattes and Frames

Conditions of Performance

SP shall consult with requestor to inform and educate clientele as to production capabilities.

SP shall provide and assortment of mattes and frames.

SP shall incorporate client depictions, language and preferences to designs.

Quality and Timeliness Standards

Quality Standard	AQL	Lot	Timeliness Standard	AQL	MAX
Mattes and frames are error free and client requirements are met.	1%	# of mattes and frames produced per month.	Completed within client's established due date.	1%	1 day from client's established due date.

Workload Indicators

Workload Indicator	Year 1	Year 2	Year 3	Year 4	Year 5
# of mattes produced	1800	1800	1800	1800	1800
# of frames produced	2100	2100	2100	2100	2100

RFP#: 5.2.9 Requirement: Produce Digital Output

Digital output is defined as production consisting of large format digital prints, scanning of 35mm slides and objects. Image manipulation consists of services such as scanned transparencies, photo composites and pre-press proofs for the clientele and scientific research community of the NIH.

Conditions of Performance

SP shall create and maintain archive of images and designs.

SP shall produce photo compositing and image manipulation.

SP shall collaborate with research community and clientele.

SP shall provide the cutting edge and technology required to accurately represent, document and communicate NIH scientific research.

RFP#: 5.2.9.1 Requirement: Digital Slide Imaging

Conditions of Performance

SP shall consult, collaborate and reply to the needs of the NIH community requests.

SP shall consult with requestor to inform clientele of production capabilities.

SP shall accurately capture characteristics of research material, data and scientific findings.

Quality and Timeliness Standards

Quality Standard	AQL	Lot	Timeliness Standard	AQL	MAX
Film recorded error free and images capture client's concepts.	1%	# of 35 mm digital slide, images designed, reflective work, converted files, photo composites, image manipulation and designed and produced per month.	1 day from the time of request.	1%	3 days from the time of request
Film recorded error free and Images capture client's concepts.	1%	# of images scanned per month.	1 day from the time of request.	1%	3 days from the time of request

Workload Indicators

Workload Indicator	Year 1	Year 2	Year 3	Year 4	Year 5
# of 35mm digital slides produced	80116	80116	80116	80116	80116
# of images scanned	17468	17468	17468	17468	17468
# of scanned transparencies	7987	7987	7987	7987	7987
# of converted files produced	5291	5291	5291	5291	5291
# of photo composites produced	2760	2760	2760	2760	2760
# of image manipulation produced	4914	4914	4914	4914	4914

RFP#: 5.3 Requirement: Photography**Conditions of Performance**

The SP shall schedule and consult with NIH research community and clientele.

The SP shall use technological capability of media, equipment and techniques utilized in the industry.

The SP shall fulfill unique requirements for photography, as they apply to assignments ranging from an operating room to a presidential news conference.

The SP shall have the ability to provide photography services to clients regionally, domestically and internationally.

The SP shall, working in either an on campus or off campus facility, recommend exactly the right equipment and techniques – utilizing both cutting edge and traditional technologies – to clearly communicate photographically the specific message the client defines. Patient (human subjects) and patient protocol photography, scientific and technical photography, and portrait photography will be done either at the clinical or laboratory sites or in an NIH-provided studio.

The SP shall provide highly skilled photographers to take still photographs in support of research and contributes to the advancement of NIH research and public information by visually communicating scientific data, research accomplishments, animal and laboratory research and aerial photography to provide information on NIH program activities to the world wide scientific community and educating the general public.

The SP shall provide professional photography to support the NIH scientific mission and public information requirements by: Providing photographers and photographic visualization for specific events and research activities in support of visual communication projects such as but not limited to aerial photography, animal, research subject, micro and macro subjects. Professional photographic services and products for the most exacting scientific work offering a wide range of the most effective tools and techniques for documentation, communication, presentation and publication tailored to specific requirements. Photographers and digital imaging specialists shall have knowledge and comprehension of scientific data to enable scientific research community with publicizing their work.

Responsibilities of the photographers and the functions they perform educate the NIH scientific and research communities on what is and is not quality, publication worthy, presentations, images and means to which those standards are available. The clientele of the service provider seeks a service that only highly trained, professional, scientific photographers can deliver. Professional photographers shall maintain required guidelines, such as JACHO, in order that certifications and licensing critical to the operation of the clinical center pathology lab of NIH are achieved on a yearly basis. In the clinical research setting autopsy photography usually consists of Gross Specimen and Histological (Slices/cross-sections of a gross specimen) photography and photography of pathological specimen.

The SP shall provide these services performing:

- Photo Microscopy and Electron Microscopy
- Photo Macroscopy
- Patient Photography
- Public Affairs Photography
- Photo Lab Services

Examples of these types of output can be found in Technical Exhibits TE-3.

RFP#: 5.3.1 Requirement: Photo Microscopy and Electron Microscopy

Conditions of Performance

- SP shall schedule and consultation with NIH research community.
- SP shall capture the subjective specifications and satisfaction of the requestor.
- SP shall collaborate with client on a “real time” basis, as required and feasible to coordinated schedules.
- SP shall provide client with assistance to accurately define subject.
- SP shall establish parameters and guidance on technical capabilities to properly represent subjects.
- SP shall provide publication quality material to client.
- SP shall archive images for research authenticity and accuracy for the NIH scientific community and clientele.
- SP shall provide the selection of gross specimen for electron microscopy.
- SP shall provide analysis of research items and materials for clients requiring publication worthy images.
- SP shall establish parameters and guidance on technical capabilities to properly represent subjects.

Quality and Timeliness Standards

Quality Standard	AQL	Lot	Timeliness Standard	AQL	MAX
Requestor satisfaction and requirements are met.	1%	#of photomicroscopy and Electron Microscopy requests per month.	Completed within client established due date.	1%	4 hours from client established due date.

Workload Indicators

Workload Indicator	Year 1	Year 2	Year 3	Year 4	Year 5
# of photomicroscopy request	1218	1218	1218	1218	1218
# of Electron Microscopy requests	1000	1000	1000	1000	1000

RFP#: 5.3.2 Requirement: Photo Macroscopy

Conditions of Performance

- SP shall schedule and consultation with NIH research and scientific community.
- SP shall capture the subjective specifications and satisfaction of the requestor.
- SP shall collaborate with client on a “real time” basis, as required and feasible to coordinated schedules.
- SP shall provide client with assistance to accurately define subject.
- SP shall establish parameters and guidance on technical capabilities to properly represent subjects.
- SP shall provide publication quality material to client.
- SP shall archive images.

Quality and Timeliness Standards

Quality Standard	AQL	Lot	Timeliness Standard	AQL	MAX
Requestor satisfaction and requirements are met.	1%	# of lab research, animal photomacroscopy and autopsy requests per month.	Completed within client established due date.	1%	4 hours from the client established due date.

Workload Indicators

Workload Indicator	Year 1	Year 2	Year 3	Year 4	Year 5
# of laboratory research photomacroscopy requests	1963	1963	1963	1963	1963
# of animal photomacroscopy requests	26	26	26	26	26
# of photography requests (NCI)	9000	9000	9000	9000	9000

RFP#: 5.3.3 Requirement: Patient Photography

Conditions of Performance

SP shall provide consultation to NIH research community and clientele.

SP shall capture the subjective specifications and satisfaction of the requestor.

SP shall implement technological capability of media, equipment and techniques.

SP shall provide male and female photographer as specified by requesting physician and/or patient care requirements.

Quality and Timeliness Standards

Quality Standard	AQL	Lot	Timeliness Standard	AQL	MAX
Patient well being and privacy is constantly maintained.	1%	# of patient photos shot and consultations per month.	Completed within client's established due date.	1%	4 hours from client's established due date.

Requestor and clientele requirements are satisfied.

Workload Indicators

Workload Indicator	Year 1	Year 2	Year 3	Year 4	Year 5
# of patient photos shot	51316	51316	51316	51316	51316
# of consultations	2202	2202	2202	2202	2202

RFP#: 5.3.4 Requirement: Public Affairs Photography

Conditions of Performance

SP shall schedule and consult with NIH research community.

SP shall capture the subjective specifications and satisfaction of the requestor.

SP shall have expertise knowledge of elements that lend to representing a requestor's concepts, diversity and directives.

SP shall provide all materials to requestors.

SP shall collaborate with client on a "real time" basis, as required and feasible to coordinated schedules.

SP shall provide client with assistance to accurately define subject.

SP shall establish parameters and guidance on technical capabilities to properly represent subjects.

SP shall provide publication quality material to client.

Quality and Timeliness Standards

Quality Standard	AQL	Lot	Timeliness Standard	AQL	MAX
Requestor satisfaction and requirements are met.	1%	# of public affair photography requests per month.	Completed within client's established due date.	1%	4 hours from client's established due date.

Workload Indicators

Workload Indicator	Year 1	Year 2	Year 3	Year 4	Year 5
# of public affair photography requests	660	660	660	660	660

RFP#: 5.3.5 Requirement: Provide Photo Lab Services

Conditions of Performance

SP shall properly receive and return all submitted materials in the same condition, or as specified by the requestor.

SP shall proof all Photo Lab Services including film processing, photo prints and passport/visa photographs.

SP shall provide accurately represented scientific subject matter, personnel requirements and NIH community activities.

SP shall provide appropriate passport / visa in accordance with the Bureau of Public Affairs, U.S. Department of State website.

Quality and Timeliness Standards

Quality Standard	AQL	Lot	Timeliness Standard	AQL	MAX
Requestor satisfaction and requirements are met.	1%	# of photo prints, electron microscope photo prints developed, film processing and passport/ visa photos, and aerial photos taken per month.	Completed within client's established due date.	1%	3 days from client's established due date.

Workload Indicators

Workload Indicator	Year 1	Year 2	Year 3	Year 4	Year 5
# of films processed	1403	1403	1403	1403	1403
# of photo prints developed	56350	56350	56350	56350	56350
# of electron microscope photo prints developed	2000	2000	2000	2000	2000
# of passport / visa photos taken	1918	1918	1918	1918	1918
# of aerial photos taken	1	1	1	1	1

RFP#: 5.4 Requirement: Events Management

Conditions of Performance

The SP shall provide comprehensive, best-cost, integrated event management solutions, including proactive event planning, audio visual capabilities, convenient meeting solutions, and customized logistics services, both in NIH centrally managed conference facilities located on campus and off campus. The SP shall assist clients in quantifying their event planning and funding requirements, and educate them on potential options as well as their respective costs.

The SP shall schedule and confirm events in a timely and accurate fashion, translate customer needs into viable meeting solutions, such as providing facilities, audiovisual capabilities, videoconferencing, and meeting interactivity. SP shall reliably set-up and execute a broad range of events. SP shall interface with program officials, meeting planners and presenters to insure their needs are met regarding room setup and audiovisual support. SP shall accommodate last minute customer requests for services.

The SP shall operate all centrally managed NIH conference facilities in the current inventory, facilities in planning phase (operation dates TBD), and existing IC facilities that will convert to NIH conference facilities due to the decision made by the Administrative Restructuring Advisory Committee (ARAC). All conference facilities are identified and described in TE 2.1.

The SP shall provide all services in accordance with the NIH Events Management Services Manual Issuance (MI) #1363, see TE 4. Upon award, the SP shall receive an orientation regarding policies and guidelines contained therein by the Project Officer (PO). In the event of procedural disputes by NIH meeting planners, the contractor shall immediately inform the PO who shall be the arbiter of such disputes.

The SP shall be available for registrations, meetings, conferences, and room scheduling from 7:30 a.m., - 5:00 p.m. except the Natcher conference center that will be open until 6:00 p.m., Monday through Friday. The SP shall insure that appropriate staff is available 30 minutes before and after a meeting or longer if the size and complexity of the meeting warrant it.

The SP shall respond to complaints from patrons and the PO or representative immediately, if the problem is an omission of one or more confirmed requests regarding a scheduled event. In a case of equipment malfunctioning, the SP shall make every effort to immediately correct the problem, make alternate arrangements for the meeting planner and patrons, and if the problem is systemic submit a plan of correction to the PO.

SP shall provide these services by performing:

- Assess and Evaluate the Interior Design and Audi/Visual (AV) Functionality of NIH Conference Facilities
 - Engineering Schematic Reviews
- Manage NIH Conference Facilities
 - Execute a Broad Range of Event Activities
 - Translate Customer Needs into Viable Event Solutions
 - Coordinate and Support Audio Visual and Media Presentations
 - Provide Housekeeping and Setup Support for Conference Facilities
- Operate Concierge Desk

Examples of these types of output can be found in Technical Exhibits TE-3.

RFP#: 5.4.1 Requirement: Assess and Evaluate the Interior Design and Audiovisual Functionality of NIH Conference Facilities

Conditions of Performance

SP shall review engineering schematics.

SP shall identify infrastructure and functionality of future and existing facilities.

SP shall make recommendations NIH program officials.

SP shall perform annual inventory of AV equipment and identify condition of AV equipment.

Quality and Timeliness Standards

Quality Standard	AQL	Lot	Timeliness Standard	AQL	MAX
Technical requirements met.	1%	# of evaluations of projects <15K and >15K reviewed per month.	Completed upon client's established due date.	1%	1 day from client's established due date.
Product success in operational meets functionality requirement					

Workload Indicators

Workload Indicator	Year 1	Year 2	Year 3	Year 4	Year 5
# of projects <15K reviewed	14	14	14	14	14
# of projects >15K reviewed	22	22	22	22	22
# of implementations performed	15	15	15	15	15

RFP#: 5.4.1.1 Requirement: Engineering Schematic Reviews

Conditions of Performance

SP shall coordinate with NIH clients providing the latest information and resources that offered in the facilities and support functions.

SP shall schedule and collaborate with NIH community and clientele.

Quality and Timeliness Standards

Quality Standard	AQL	Lot	Timeliness Standard	AQL	MAX
Client satisfaction is met.	1%	# of engineering schematics and proposals reviewed, and implementations performed per month.	Completed within client's established due date.	1%	2 days from client's established due date.

Workload Indicators

Workload Indicator	Year 1	Year 2	Year 3	Year 4	Year 5
# of proposals reviewed	40	40	40	40	40
# of engineering schematics reviewed	60	60	60	60	60

RFP#: 5.4.2 Requirement: Manage NIH Conference Facilities

Conditions of Performance

- SP shall provide NIH clients the latest information and resources available in the facilities and support functions.
- SP shall coordinate with outside vendors establishing event and programming requirements.
- SP shall perform general facility monitoring and report facility malfunctions to the Facilities Customer Service.
- SP shall coordinate with NIH organizations alterations and repairs.
- SP shall inspect GFE, identify needed repair or replacement and make recommendation on the integration of new technology.
- SP shall procure and distribute office supplies, parts and materials for GFE, uniforms, tablecloths, skirting, etc. needed to operate the facilities.
- SP shall maintain electronic equipment inventory file, identify condition and enter new GFE.
- SP shall update client and resource information in scheduler (GFE).
- SP shall provide expertise resulting in increase of resource utilization within parameter of Manual Issuance, TE 4

Quality and Timeliness Standards

Quality Standard	AQL	Lot	Timeliness Standard	AQL	MAX
Client satisfaction is achieved.	5%	# of work orders scheduled, completed and billed, and vendor coordination, GFE inspections, procurements and electronic equipment inventories performed per month.	5 hours from the time of request	2%	1 day from the time of request

Workload Indicators

Workload Indicator	Year 1	Year 2	Year 3	Year 4	Year 5
# of work orders scheduled	14908	14908	14908	14908	14908
# of work orders completed and billed	7900	7900	7900	7900	7900
# of vendor coordination performed	50	50	50	50	50
# of GFE inspections performed	12	12	12	12	12
# of procurements performed	85	85	85	85	85
# of electronic equipment inventories performed	4	4	4	4	4

RFP#: 5.4.2.1 Requirement: Execute a Broad Range of Event Activities

Conditions of Performance

SP shall conduct business in a professional manner and interact with clientele.

SP shall ensure staff availability.

SP shall extend hospitality to vendors, clientele and NIH community.

SP shall verify quantities and fees used in all related work orders of event and mark work order complete.

SP shall coordinate the approval process for events requiring approval based on the NIH Conditions for Access and Use of NIH Facilities for Group Functions , Activities, and Special Events (document will be provided upon award).

SP shall coordinate with NIH Police, Fire Marshal, and other support organization event logistics as applicable based on the number of event attendees (NIH and non-NIH attendees) and/or time of event if outside regular business hours

Quality and Timeliness Standards

Quality Standard	AQL	Lot	Timeliness Standard	AQL	MAX
Client satisfaction to venue and staff	0%	#of event activities, catering coordination, work orders cancellation/no shows, work orders created with minimal coordination activities per week and events requiring approval and coordination with NIH police, fire marshals per month.	Completed upon client's request	0%	0

Workload Indicators

Workload Indicator	Year 1	Year 2	Year 3	Year 4	Year 5
# of catering coordination's	240	240	240	240	240
# of event activities	7425	7425	7425	7425	7425
# of work orders cancelled and no-show events	500	500	500	500	500
# of work orders created but w/ minimal coordination	6983	6983	6983	6983	6983
# of events requiring approval	144	144	144	144	144
# of event requiring coordination with NIH Police, Fire Marshal, etc	180	180	180	180	180

RFP#: 5.4.2.2 Requirement: Translate Customer Needs into Viable Event Solutions

Conditions of Performance

- SP shall schedule most appropriate venue and resources for NIH event requests.
- SP shall ensure compliance with NIH access and Security Guidelines.
- SP shall provide client estimate of fees for services and resources
- SP shall coordinate event related vendor services.
- SP shall provide status reports for reservations and subsequent changes of resources and fees in writing to client and contact.
- SP shall adhere to requests from the client.
- SP shall provide timely assistance to client needs and concerns.
- Sp shall provide tours of NIH conference facilities upon request by client.

Quality and Timeliness Standards

Quality Standard	AQL	Lot	Timeliness Standard	AQL	MAX
Client satisfaction is achieved	5%	# of status reports generated per month.	5 hours from client's requests.	2%	1 day from client's request
Client requests are satisfied in an efficient manner.	1%	# of requests and inquires addressed per month.	3 hours from client's requests.	1%	1 day from client's request
Potential inquires and facility questions addressed.	0%	# of tours conducted bi-annually.	3 hours from client's requests.	1%	1 day from client's request

Workload Indicators

Workload Indicator	Year 1	Year 2	Year 3	Year 4	Year 5
# of requests and inquires addressed	19750	19750	19750	19750	19750
# of electronic status reports for reservations and changes generated*	7500	7500	7500	7500	7500
# of tours conducted	55	55	55	55	55

*Multiple work orders in 80% of status reports.

RFP#: 5.4.2.3 Requirement: Coordinate and Support Audio Visual and Media Presentation

Conditions of Performance

SP shall provide customer service to requestors.

SP shall provide technical assistance.

SP shall identify repair requirements.

SP shall ensure equipment is functioning correctly before events occur.

SP shall provide services but not limited to sound reinforcement, setup and configuration of computer presentations to ensure connectivity, technical lighting, etc.

Quality and Timeliness Standards

Quality Standard	AQL	Lot	Timeliness Standard	AQL	MAX
Event technical matters addressed.	1%	# of AV events per week.	Completed upon client's request.	1%	15 minutes from client's request
Technical assistance satisfies client needs.	1%	# of video teleconference produced, conference calls established, computer projection, audio recordings performed, slide presentations, overhead projectors, and Elmo's provided per month.	Completed upon client's request	1%	5 minutes from client's request

Workload Indicators

Workload Indicator	Year 1	Year 2	Year 3	Year 4	Year 5
# of total activities needing A/V support	4218	4218	4218	4218	4218
# of video teleconferences produced	360	360	360	360	360
# of conference calls established	1300	1300	1300	1300	1300
# of computer projections performed	3600	3600	3600	3600	3600
# of audio recordings performed	120	120	120	120	120
# of slide presentations provided	430	430	430	430	430
# of overhead projectors provided	350	350	350	350	350
# of Elmo (vertical camera stand) provided	750	750	750	750	750

RFP#: 5.4.2.4 Requirement: Provide Housekeeping and Setup Support for Conference Facilities

Conditions of Performance

SP shall maintain NIH owned events facilities.

SP shall provide all necessary cleaning supplies and equipment as well as restroom supplies including hand soap, hand towels, seat covers and toilet tissue.

SP shall provide set-up and breakdown for all events facilities covered under contract.

(Includes off-site leased facilities in Rockledge 2, EPN, Neuroscience and Fishers Lane)

SP shall meet client satisfaction in housekeeping.

SP shall coordinate balcony turn upon client request.

Quality and Timeliness Standards

Quality Standard	AQL	Lot	Timeliness Standard	AQL	MAX
Meet cleanliness standards.	5%	# of events supported per week.	Based upon events schedule.	5%	3 hours before scheduled event.
Meet cleanliness standards.	5%	# of balcony turns per year.	Based upon events schedule.	5%	3 hours before scheduled event.

Workload Indicators

Workload Indicator	Year 1	Year 2	Year 3	Year 4	Year 5
# of events supported	7425	7425	7425	7425	7425
# of balcony turns	3	3	3	3	3

RFP#: 5.4.3 Requirement: Operate Concierge Desk

Conditions of Performance

SP shall provide information resources to client and outside vendor requests.

SP shall maintain presence for length of business day 8 to 4.

SP shall provide event attendees with information as requested.

Quality and Timeliness Standards

Quality Standard	AQL	Lot	Timeliness Standard	AQL	MAX
Information delivered in a professional and efficient manner.	1%	# of concierge inquires addressed per week.	Completed within client's request.	1%	5 minutes from client's request.

Workload Indicators

Workload Indicator	Year 1	Year 2	Year 3	Year 4	Year 5
# of concierge inquires addressed	6250	6250	6250	6250	6250

RFP#: 5.5 Requirement: Video Services

SP shall consult with the client on video projects from concept development to completion of broadcast quality video products in a range of formats including: BetaSP, DigiBeta, DVCam, DVCPRO and HD, from production to post production. These video products are for use by the research, administrative and information staff of the NIH.

SP shall deliver, on request, final projects by video and audio distribution via web casting (through the NIH Center for Information Technology), teleconferencing, cable, CCTV, and satellite to and from anywhere in the world. SP shall have the use of the Television Operating Center in order to perform the functions of this PWS.

SP shall perform required production services, both in studio and on location (where ever the client needs are), of informational documentaries, research and surgical procedures, location videotaping of conferences, lectures, round table discussions, live events, Video News Releases (VNRs), public service announcements, and training tapes. Studio and location sites will be utilized. Services to include pre-production planning, research, and scripting. Production aspects include producing and directing, storyboarding, graphics, animation, casting of actors and narrators, recording voice over narrations, musical scoring, videotaping with technically and creatively competent personnel utilizing current video formats: BetaSP, DigiBeta, DVCam, DVCPRO and HD, etc. Post-production elements include digitization of video material, creative editing of same utilizing non-linear and linear equipment, SP responsibilities also include captioning programming when required, duplication in a range of formats and distribution of same as required by the client.

SP shall provide Video Services by performing:

- Video Production
- Operate and Maintain Television Operating Center
- Video Products

Examples of these types of output can be found in Technical Exhibits TE-3.

RFP#: 5.5.1 Requirement: Video Production

Conditions of Performance

SP shall consult and coordinate with NIH client on direction and production of requested occurrences.
 SP shall provide service to the NIH community and clientele.
 SP shall establish contact with client and crew ensuring appropriate technical outcome.
 SP shall provide master tapes to client.
 The definition of full days is greater than four hours and half days less than four hours.
 Captioning must be compliant with Section 508 of the Americans with Disabilities Act.

Quality and Timeliness Standards

Quality Standard	AQL	Lot	Timeliness Standard	AQL	MAX
Client's requirements are satisfied and production conditions met.	1%	# of projects edited, one camera (half day), one camera (full day) two camera full day, three day productions per month	Completed within client's established due date.	0%	0
Product is error free.	1%	# of camera, live captioning, directing and producing jobs per week.	Completed within client's established due date.	0%	0
Services are error free.	1%	# of video productions per month.	Completed within client's established due date	0.5%	4 hours from client's established due date.

Workload Indicators

Workload Indicator	Year 1	Year 2	Year 3	Year 4	Year 5
# of editing and digitizing projects	418	418	418	418	418
# of one camera (half day) productions	700	700	700	700	700
# of one camera (full day) productions	178	178	178	178	178
# of two camera full day productions	17	17	17	17	17
# of three camera full day productions	26	26	26	26	26
# of live captioning events	510	510	510	510	510
# of directing and producing jobs	1045	1045	1045	1045	1045

RFP#: 5.5.2. Requirement: Operate and Maintain Television Operating Center

Conditions of Performance

- SP shall operate and maintain service based upon client requests.
- SP shall ensure distribution paths are clean and properly setup meeting broadcast standards at all times.
- SP shall design and implement video/broadcast systems.
- SP shall provide production and engineering support at NIH facilities and non-NIH locations.
- SP shall coordinate production of master tapes.
- SP shall identify repair and upgrade requirements.
- SP shall be at the television operating center from 7 AM to 7 PM Monday thru Friday with evening and weekend support as required.
- SP shall provide electronic distribution of voice, video and data products; both analog and digital.

Quality and Timeliness Standards

Quality Standard	AQL	Lot	Timeliness Standard	AQL	MAX
Electronic feeds are successfully executed.	1%	# of installations, upgrades performed per year.	Upon client's request and event needs.	0%	0
Electronic feeds are successfully executed.	1%	# of duplications performed per week.	Upon client's request and event needs.	0%	0
Electronic feeds are successfully executed.	1%	# of VTC transmissions and web-casts performed per month.	Upon client's request and event needs.	0%	0
Electronic feeds are successfully executed.	0%	# of satellite uplinks/downlinks performed per year.	Upon client's request and event needs.	0%	0
Electronic feeds are successfully executed.	1%	# of fiber connections performed bi-annually.	Upon client's request and event needs.	0%	0

Workload Indicators

Workload Indicator	Year 1	Year 2	Year 3	Year 4	Year 5
# of events distributed to CIT/NIH for webcasting.	510	510	510	510	510
# of fiber connections performed	52	52	52	52	52
# of satellite uplinks/downlinks performed	4	4	4	4	4
# of system installation and upgrades performed	50	50	50	50	50
# of transmissions of VTC performed	300	300	300	300	300
# of duplications jobs performed	428	428	428	428	428

RFP#: 5.5.3 Requirement: Video Products

Conditions of Performance

SP shall maintain sufficient inventory of products such as DVD, video tapes, CDs, etc.
 SP shall duplicate products, per client's request, for distribution.

Quality and Timeliness Standards

Quality Standard	AQL	Lot	Timeliness Standard	AQL	MAX
Products are error free.	1%	# of various video products produced per week.	Completed within client's established due date.	5%	5 days from client's established due date.

Workload Indicators

Workload Indicator	Year 1	Year 2	Year 3	Year 4	Year 5
# of various video products produced	7792	7792	7792	7792	7792

SECTION C-6 GOVERNING DIRECTIVES

6 PUBLICATIONS AND FORMS

Publications and forms that apply to this PWS are listed below. The publications have been coded as either mandatory or advisory. The SP is obligated to follow those publications coded as mandatory. The SP shall be guided by the publications coded advisory to the extent necessary to accomplish requirements in this PWS. The forms listed in this section are not all-inclusive and merely represent a range of forms that may be used by the SP. All publications and forms listed will be made available at the start of the award. Some publications and forms are available at:

<http://forms.cit.nih.gov/ListPDF.html>

6.1 SUPPLEMENTS AND AMENDMENTS

The Government shall provide follow-on requirements to the SP when changes occur. Supplements or amendments to listed publications from any organization level may be issued during the life of the award. Any adjustments will be done IAW the Changes Clause FAR 52.243.1.

6.2 GOVERNMENT'S RIGHTS TO SP'S OPERATING LOGS AND FORMS

The Government shall have unlimited rights to use, duplicate, or disclose SP's operating logs and forms, in whole or in part, in any manner, for purposes associated with execution of this award. The purpose of this statement is to minimize disruptions in service and preserve historical data in the event the SP is changed. This does not apply to publications determined to be proprietary to the SP. Records maintained by the SP remain the property of the United States Government and will be retained IAW disposition instructions.

6.3 DIRECTIVES

The following documents are identified to assist in understanding how NIH currently performs the distribution mission. Commercial practices will be considered where the performance requirements are determined to equal or exceed requirements, as NIH interested in obtaining the same or higher level of service.

6.4 DIRECTIVES AND PUBLICATIONS

The SP shall perform IAW all requirements of the following NIH documents. In addition to the documents listed below, the SP shall comply with all other applicable federal, state, and local laws, ordinances and regulations. (OSHA, DOT, ESP, etc.)

DIRECTIVES/ PUBLICATION NUMBERS	TITLE	Mandatory / Advisory	Internet Available
21 CFR 165.110	Bottled water	M	http://www.access.gpo.gov/nara/cfr/
29 CFR	OSHA Regulations All sections	M	http://www.access.gpo.gov/nara/cfr/
29 CFR 1910.1001	Asbestos	M	http://www.access.gpo.gov/nara/cfr/
29 CFR 1910.1001	Asbestos	M	http://www.access.gpo.gov/nara/cfr/
29 CFR 1910.1025	General Industry Lead Standards	M	http://www.access.gpo.gov/nara/cfr/
29 CFR 1910.1025	General Industry Lead Standards	M	http://www.access.gpo.gov/nara/cfr/
29 CFR 1910.1200	Hazard Communications	M	http://www.access.gpo.gov/nara/cfr/
29 CFR 1910.1200	Hazard Communications	M	http://www.access.gpo.gov/nara/cfr/
29 CFR 1910.134	Respiratory Protection	M	http://www.access.gpo.gov/nara/cfr/
29 CFR 1910.145	Specification for Accident Prevention Signs and Tags	M	http://www.access.gpo.gov/nara/cfr/
29 CFR 1910.145	Specification for Accident Prevention Signs and Tags	M	http://www.access.gpo.gov/nara/cfr/
29 CFR 1910.2	Definitions	M	http://www.access.gpo.gov/nara/cfr/
29 CFR 1926.103	Respiratory Protection	M	http://www.access.gpo.gov/nara/cfr/
29 CFR 1926.103	Respiratory Protection	M	http://www.access.gpo.gov/nara/cfr/
29 CFR 1926.103	Respiratory Protection	M	http://www.access.gpo.gov/nara/cfr/
29 CFR 1926.1101	Asbestos	M	http://www.access.gpo.gov/nara/cfr/
29 CFR 1926.1101	Asbestos	M	http://www.access.gpo.gov/nara/cfr/
29 CFR 1926.200	Accident Prevention Signs and Tags	M	http://www.access.gpo.gov/nara/cfr/
29 CFR 1926.51	Sanitation	M	http://www.access.gpo.gov/nara/cfr/
29 CFR 1926.59	Hazard Communications	M	http://www.access.gpo.gov/nara/cfr/

DIRECTIVES/ PUBLICATION NUMBERS	TITLE	Mandatory / Advisory	Internet Available
40 CFR	Protection of Environment All sections	M	http://www.access.gpo.gov/nara/cfr/
48 CFR	Federal Acquisition Regulation System (All sections)	M	http://www.access.gpo.gov/nara/cfr/
49 CFR	Department of Transportation All sections	M	http://www.access.gpo.gov/nara/cfr/
49 CFR 170-178	Hazardous Materials Transportation Regulations	M	http://www.access.gpo.gov/nara/cfr/
5 CFR 732.201	National Security Positions	M	http://www.access.gpo.gov/nara/cfr/
91-190	National Environmental Policy Act (NEPA).	M	http://ceq.eh.doe.gov/nepa/regs/nepa/nepaeqia.htm
91-596	Occupational Safety and Health Act	M	http://www.osha.gov/
92-516	Federal Insecticide, Fungicide and Rodenticide Act (FIFRA) as amended.	M	http://www.epa.gov/region5/defs/html/fifra.htm
93-205	Endangered Species Act.	M	http://endangered.fws.gov/esa.html
94-580	Resource Conservation and Recovery Act (RCRA).	M	http://www.epa.gov/epaoswer/osw/laws-reg.htm#RCRA
99-519	Asbestos Hazard Emergency Response Act (AHERA)	M	http://www4.law.cornell.edu/uscode/20/4011.html
ADAAG and UFAS	Americans with Disabilities Act Accessibility Guidelines, Uniform Federal Accessibility Standards	M	http://www.access-board.gov
ADA-Title 3 regulation, 28 CFR part 36	Standards for Accessible Design	M	http://www.sha.state.md.us/businesswithsha/bizStandSpecs/desManualStdPub/publicationsonline/ohd/specifications.asp
ANSI	American National Standards Institute	M	http://www.ansi.org/
ASTM	American Society for Testing and Materials	M	http://www.astm.org/cgi-bin/SoftCart.exe/index.shtml?E+mystore
EPA Pub. #20T-2003	Managing Asbestos in Place	M	http://www.epa.gov/
EPA Pub. #560/5-85-024	Guidance for Controlling Asbestos-Containing Materials in Buildings	M	http://www.epa.gov/

DIRECTIVES/ PUBLICATION NUMBERS	TITLE	Mandatory / Advisory	Internet Available
EPA SW-846	Test Methods for Evaluating Solid Waste	M	http://www.epa.gov/
EPA-Federal Insecticide, Fungicide and Rodenticide Act (FIFRA)	7 U.S.C. s/s 135 et seq	M	http://www4.law.cornell.edu/uscode/7/ch6.html
Executive Order 12088	Prevention, Control, and Abatement of Environmental Pollution at Federal Installations.	M	http://www.epa.gov/fedsite/eo12088.htm
FAR	Federal Acquisition Regulations	M	http://www.arnet.gov/far/
NIH Policy and Design Guidelines	NIH Policy and Design Guidelines	M	http://des.od.nih.gov/eWeb/planning/html/nihpol.htm
USDOT	Manual of Uniform Traffic Control Devices	M	http://mutcd.fhwa.dot.gov/
WSSC	Washington Suburban Sanitary Commission	M	http://www.wssc.dst.md.us/

6.5 FORMS

FORM NUMBER	FORM TITLE
Can Number 8339090	NIH Event Management MM Operation Multimedia Resources BY Date
NIH Manual 26013-01	Purchase Request
Building 31/3b30	System Outage Form
E-mail is sent to (CSC), (IT-POC), (IT_PRO)	Data Recovery Form on ORS Server(s)
E-mail is sent to (CSC), (IT-POC), (IT_PRO)	Applying Permission to share(s), folder(s), file(s)
IRTA, VF, ST, VOL., SPEC VOL., GR, IPA, and Other	Data Dictionary Form For
GPO Form 952	U.S Government Printing Office Desktop Publishing- Disk Information
VIDEODESK@LIST.NIH.GOV	DHHS Video Bridge Request Form
NIMH 001 Neuroscience Building room 8192	Request for Artwork & Audio Visual Services
NIH 1861	Requisition Worksheet
JCP Form No. 2	Commercial Printing Report