

SUBJECT: NINDS LOGISTICAL AND CONFERENCE SUPPORT SERVICES

The NINDS has a new requirement for logistical and management support services. This requirement represents the fourth technical and resource support contract for the Institute and is designed to serve all areas of the Institute on a Work Assignment basis. The support requirements include the following: provide assistance in contacting participants, recommend meeting site selection and make reservations, make travel arrangements for meeting participants, arrange for meeting room set-up, prepare letters of invitation and other related correspondence, maintain a master database of meeting participants, develop and maintain Internet based on-line registration services, prepare post meeting services, provide graphic and design services, write, edit and analyze reports, as requested, and provide for pick-up and delivery services. These requirements will be met through a cost reimbursement, performance-based-cost-plus-award-fee (PBCPAF) contract. To assure rapid response to changing program needs and to assure adequate day-to-day management of complex activities that must be conducted in close concert with activities of NINDS staff on short notice, the Contractor needs to have the ability to get to Bethesda/Rockville area within as little as a 2 hour notice. Such meetings on any given day may involve one or more members of the contractor's team. The successful offeror must be fully able to meet this requirement.

This RFP is being offered for competition limited to eligible 8(a) concerns. The applicable NAICS Code is 541611. This solicitation is not restricted to firms in either the developmental stage or the developmental and transitional stages. It is anticipated that one cost-reimbursement, performance-based-cost-plus-award-fee contract will be made on or about February 2006. This notice is not a Request for Proposals (RFP). THE SOLICITATION WILL BE AVAILABLE ELECTRONICALLY ONLY. Request for Proposal (RFP) No. NIH-NINDS-06-01 will be available electronically and may be accessed through the FedBizOpps (URL: <http://www.fedbizopps.gov>) or through the NINDS website at the following URL address: http://www.ninds.nih.gov/funding/funding_announcements/RFP_all.htm 15 or more calendar days after the issuance of this synopsis. ALL INTERESTED ELIGIBLE 8(a) FIRMS ARE RESPONSIBLE FOR ROUTINELY CHECKING THIS WEBSITE FOR ANY POSSIBLE SOLICITATION AMENDMENTS THAT MAY BE ISSUED. NO INDIVIDUAL NOTIFICATION OF ANY AMENDMENTS WILL BE PROVIDED. All responsible sources may submit a proposal, which shall be considered by the agency. Refer to number note 26. *****