TECHNOLOGY AWARENESS PROGRAM AWARD
REQUEST FOR QUOTATION

The National Library of Medicine (NLM) has requested the Regional Medical Libraries (RML) to develop regional showcases or technology forums focused on the use of information technology to improve biomedical information. To fulfill this request, the National Network of Libraries of Medicine, New England Region (NN/LM, NER) is issuing a Request for Quotation (RFQ) for network members to co-sponsor a technology awareness program or conference. The purpose of the award is to improve awareness of and access to biomedical information for health professionals and consumers.

Program options include organizing and hosting a conference, developing a series of small workshop(s) or videoconference(s), or organizing and hosting an information fair of exhibitors. Format may vary from site to site, but will in general consist of exhibits by the NER and invited vendors, demonstrations, updates, speakers and workshops. The program should be at least 6 hours long and may be offered in conjunction with another conference or event. All programs should be based on technologies relevant to health professionals and consumers. There is no limit on what technologies can be demonstrated or exhibited, although emphasis is on NLM products and services.

The following list includes some sample topics but is not meant to be restrictive or inclusive:
- Providing consumer health information on the Internet
- Telemedicine in home health care
- Technology applications in public health

Applicants are encouraged to seek co-sponsors for additional sources of funds. Funding amount: 2 awards per year of up to $10,000 each. Members considering applying for a Technology Award should contact the NER Office.

Technical Proposal Instructions: Please include the following information:
- Cover sheet with title of the program;
- date of submission;
- name of library and institution;
- name, address, phone number, e-mail, and fax number of primary contact

Statement of Work
- State the goals and objectives of the project. Indicate rationale for your plan. Include detailed outline with suggested speakers, topics and products to be demonstrated.
- Describe the intended audience and geographic area covered.
- Estimate the number and types of health professionals and/or consumers that could be reached
- Suggest date and place for the event
- Describe promotional plan
- Outline methods for evaluation
- Supply list of personnel. Include CV's.
- Describe facility/resources where program will take place

Cost Proposal Instructions
All respondents must submit a detailed budget providing a breakdown of and justification for all the costs included in each category. A narrative justification for each budget line item is required and must accompany the budget information.

Funding will be processed as reimbursement vouchers not as grants or subcontracts. Indirect costs are not allowed.

Expenses for meals or refreshments are not supported by NLM and cannot be funded through this award. Applicants are encouraged to seek co-sponsors for this type of activity.

Recipient and NER co-sponsorship responsibilities are as follows:

- **Recipient:** planning, implementation and evaluation
- **NER:** Financial and publicity support.

Materials on NLM and NN/LM products and services will be provided free of charge. NER audio-visual equipment can be loaned if needed.

Allowable reimbursement expenses include:
- Honoraria and travel (including per diem) for speakers
- Publicity
- Equipment Rental
- Videotaping of the program
- Communications
- Phone Lines for Demos
- Facility Rental
- Electricity

Reporting Requirements: Award winners will be required to submit a final report including a narrative summary of the event including the following:
- Attendance breakdown
- Final list of participants
- Summary of the program
- Summary of the evaluations
- Videotape
- Copy of the final program, course materials, etc.
- Budget expenses

This final report is due in both electronic and print format in the NER office within 15 days of completion of the program.

Period of Performance: Program must take place before April 30, 2006.

Evaluation Factors: The NER staff and members of the RAC Technology Awareness Committee review proposals. Evaluations will be based on the demonstrated intent to respond to the RFQ. Proposals will be evaluated based on the following:
- Plan for the content and emphasis of the program
- Goals, objectives, projected accomplishments
- Number of estimated health professionals and/or consumers to be reached
- Publicity plan
- Commitment of the institution

Submission Requirements: The respondent should submit one original and two copies. Electronic copies are encouraged. Please send documents to:

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