



National Institutes of Health
National Heart, Lung, and
Blood Institute
Bethesda, Maryland 20892

DATE: October 24, 2003

FROM: Contracting Officer, Procurement Section, COB, DEA, NHLBI

TO: Prospective Users of the Subject Contract

SUBJECT: Procedure Guidelines for NIH ICs Interested in Using the NIH Library Contract for Serial Subscription Services, Contract Number

A. BACKGROUND

An Indefinite Delivery Requirements Type Contract was awarded on August 8, 2002, to provide serial subscription services for the placement of new and renewal subscriptions to domestic and foreign serials and periodicals in printed and/or electronic format .. The contract is sponsored by the NIH Library and is administered by its contract service provider, the NHLBI Procurement Services Center. The contract was initially awarded to divine, FAXON Library Services and was subsequently novated by EBSCO Industries, Inc. for a period of one (1) year, with six (6) additional twelve (12) month option periods. The contract begin on September 1, 2002 and expires August 31st of every year unless a decision is made not to renew the contract. The period of performance for the first option period expires August 31, 2004.

B. SUBMISSION OF SUBSCRIPTION REQUIREMENTS

- 1) Prospective users of the contract should submit all subscription requirements for the next calendar year not later than September 1st to:

Christina (Chris) Gertig, Contractor Representative
EBSCO Subscription Services
Tel: 1-888-217-7746
[E-mail:cgertig@denver.EBSCO.com](mailto:cgertig@denver.EBSCO.com)

- 2) Use the format in Attachment 1 to list your new subscription requirements. The list should be in a word processing format (i.e., MS Word) and included as an e-mail file attachment.

Christina (Chris) Gertig has a renewal listing of subscriptions requirements for repeat customers from the previous contract. However, she should be contacted to acquire the renewal listing.

- 3) The Contractor will provide price quotes for the subscriptions to the prospective users of the contract.
- 4) If you are a prospective user and wish to order subscriptions, once you obtain a price quote for your subscription requirements, you must notify EBSCO Subscription

Services and confirm the exact subscriptions that you require and will order.

- 5) A one (1) line invoice for the total amount of your subscription requirements will be provided to you by EBSCO Subscription Services. Prospective users should verify that the invoice amount matches the price quote for their subscription requirements.
- 6) Users of the contract must prepare a Record of Call (ROC) to obligate funds covering their subscription requirements as reflected on the invoice. The ROC may be entered into the ADB as one item and one charge for the total subscription requirements. The documentation supporting the total charges should be attached to the printed ROC and maintained in the file.
- 7) Users of the contract must call or e-mail EBSCO Subscription Services with the ROC number for their subscription requirements. The official placing the order should give EBSCO Subscription Services their name and telephone number, the ROC number, the contract number, and the invoice number of the invoice associated with the specific order.
- 8) Users of the contract shall fax to EBSCO Subscription Services a copy of the printed ROC document. The fax number is (303) 237-1752.
- 9) Users of the contract shall fax to the NHLBI Procurement Service Center a copy of the printed ROC document. The fax number is (301) 480-3345.

C. RECEIVING AND PAYMENT OF INVOICES

- 1) Once the invoice is received and a ROC is processed, the ordering office should enter receiving into the ADB for the invoiced amount of the ROC.
- 2) The ordering office should sign and forward the invoice to NIH's Accounts Payable office for payment within fifteen (15) days after the invoice is received.

D. CONTRACT OFFICIALS

Kathleen Marsden, Contract Specialist, Building RKL2, Room 6142, MSC 7902, E-Mail: marsdenk@mail.nih.gov, Tel:301-435-0364 , FAX: 301-480-3345

E. PROJECT OFFICER

Rosalie H. Stroman, Building 10, Room 1L21A, MSC 1150, E-Mail: rs86o@nih.gov , Tel: 301-594-6280, FAX: 301-496-3702

For the purpose of this contract, the following information is provided:

Contract Number:	N02-OR-2-4173
ADB Contract Source Agreement Number:	DJ214173
Object Class Code:	266M
Contractor Name:	EBSCO
EBSCO's Telephone:	1-888-217-7746
EIN:	1-636014186-A3

(Attachment 1)

ATTACHMENT 1 - FORMAT FOR SUBMITTING JOURNAL LISTING

Journals for the (Indicate your library, branch, lab, etc..)
Complete address (include street address, building, room and mail stop code)
Contact Person
Phone Number
Fax Number
E-mail Address

- 1) JAMA
ISSN 0098-7484
weekly

- 2) New England Journal of Medicine
ISSN 0028-4793
weekly

- 3) The Lancet
ISSN 0099-5355
weekly

- 4) Cell
ISSN 0092-8674
semi-monthly

- 5) Virology
ISSN 0042-6822
semi-monthly