

**National Network of Libraries of Medicine-New England Region**  
***Technology Awareness Program Award***  
***Request For Quotation***

**Technology Awareness Program Award Maximum Amount: \$5,000**

The National Network of Libraries of Medicine-New England Region announces this request for quotations (RFQ) for network members to sponsor a technology awareness program, symposium, or conference. The purpose of the award is to improve awareness of issues and trends in technology and information policy as it relates to access to biomedical information for health professionals and consumers.

Program options include organizing and hosting a conference, developing a series of small workshop or videoconference, or organizing and hosting an information fair of exhibitors. Formats may vary, but will in general consist of demonstrations, updates, speakers and workshops, and exhibits by the NER and invited vendors. 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 technology and information policy issues relevant to health professionals and consumers. Technologies as applied to health and information can be broadly defined, some emphasis should be placed on NLM products and services.

The following list includes some sample topics but is not exhaustive:

- Providing consumer health information services
- Telemedicine in home health care
- Technology applications in health care
- Health information policy

Applicants are encouraged to seek co-sponsors for additional sources of funds. Members considering applying for a Technology Award should contact the NER Office. A required brief proposal should include:

**Technical Proposal Instructions:** Please include the following information:

- Name, address, phone number, e-mail, and fax number of primary contact
- 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 involved in organizing the event, if possible include résumés.
- Describe facility/resources where program will take place



## National Network of Libraries of Medicine—New England Region

### 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. Indirect costs are not allowed.

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

Consult the Funding section of NER website <http://nnlm.gov/ner/funding/> for *Important Information* regarding required bids processes, accessibility, publishing, and other requirements.

**Reporting Requirements:** Award winners will be required to submit a final report including a narrative summary of the event. This final report is expected within one month after completion of the program event.

NER staff review proposals along with recommendations from members of the NER Technology Working Group.

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

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