Office of Acquisition and Logistics Management

2019 Marketplace Conference

Annette Owens-Scarboro

May 29, 2019
FY 2018

- Previous FY budget: NIH as a whole - Total: $37.3B for FY2018

- Dollars and Actions for FY2018 include: Base awards for Definitive Contract Actions (DCA); Indefinite Delivery type contracts (IDC/IDV); Delivery/Task orders; Purchase Orders, BPA Setups; BPA Calls; P-Card transactions, and any contract modification made within the fiscal year.
  - Previous FY contract spend: FY2018 NIH Acquisition Community: $5.528B
  - Number of Contract Actions: FY2018 NIH Acquisition Community: 421,484 FY2018
### FY2018 Top 10 NAICS for Small Businesses

*Small Business Goaling Report*

<table>
<thead>
<tr>
<th>NAICS Codes</th>
<th>Descriptions</th>
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<tr>
<td>721110</td>
<td>Hotels (except casino hotels) and motels</td>
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<tr>
<td>334516</td>
<td>Analytical laboratory instrument manufacturing</td>
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<td>Other computer related services</td>
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<tr>
<td>811219</td>
<td>Other electronic and precision equipment repair and maintenance</td>
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<td>541110</td>
<td>Offices of lawyers</td>
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<tr>
<td>236220</td>
<td>Commercial and institutional building construction</td>
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<td>541712</td>
<td>Research and development in the physical, engineering, and life sciences (except biotechnology)</td>
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<td>541611</td>
<td>Administrative management and general management consulting services</td>
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<tr>
<td>541990</td>
<td>All other professional, scientific, and technical services</td>
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<tr>
<td>325414</td>
<td>Biological product (except diagnostic) manufacturing</td>
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</table>
National Institute of Environmental Health Sciences (NIEHS)
R&D $89M & Non-R&D $62M
Total: $151M
Charles Conrad / Melissa Gentry

NATIONAL INSTITUTES OF HEALTH
OFFICE OF ACQUISITION & LOGISTICS MANAGEMENT (OALM)
Diane J. Frasier
Head of the Contracting Activity, NIH
Total: $5.528B

COAC:
R&D Contracts: $1.892B
Non-R&D Contracts: $3.203B

DELEGATED:
Purchase Card: $253M
Delegated Community: $143M
BPA CALLS: $37M

Office of Research Facilities (ORF)
All NIH Facilities Related Acquisitions
R&D $18M & Non-R&D $430M
Total: $448M
Kala Shankar

National Institute of Allergy & Infectious Diseases (NIAID, HHS Biodefense)
R&D $514M & Non-R&D $280M
Total: $794M
Charles Grewe

Clinical Center (CC)
R&D $351M & Non-R&D $164M
Total: $165M
Susan Nsangou

Office of Logistics & Acquisition Operations
(OLAO, NINR, NEI, ORS, NIDCD, NIGMS, OD, NITAAC)
R&D $16M & Non-R&D $444M
Total: $460M
Acting - Susan Cortes-Shrank
NITAAC: $272M
Bridget Gauer

National Library of Medicine (NLM, CIT, OD)
R&D $19M & Non-R&D $568M
Total: $587M
Dan Hartinger

National Institute on Drug Abuse (NIDA, NIINDS, NIMH, NIA, NCATS)
R&D $151M & Non-R&D $403M
Total: $555M
Christopher Belt

National Cancer Institute (NCI, NCCIH)
R&D $870M & Non-R&D $277M
Total: $1.15B
Teresa Baughman

National Institute of Child Health and Human Development (NICHHD, NIAAA, FIC, NIDDK, NIMHD)
R&D $81M & Non-R&D $146M
Total: $227M
Olga Acosta

National Heart, Lung, & Blood Institute (NHLBI, NIAMS, CSR, NIDCR, NIBIB, NHGRI)
R&D $123 & Non-R&D $165M
Total: $289M
John Taylor

National Institute of Environmental Health Sciences (NIEHS)
R&D $89M & Non-R&D $62M
Total: $151M
Charles Conrad / Melissa Gentry

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### Final Draft - Breakdown of Solar Chart

<table>
<thead>
<tr>
<th>COACs</th>
<th>IC Customers</th>
<th>R&amp;D Total Obligations</th>
<th>Non-R&amp;D Total Obligations</th>
<th>TOTAL R&amp;D and Non-R&amp;D</th>
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<tbody>
<tr>
<td>CC</td>
<td>CC</td>
<td>$.315M</td>
<td>$164M</td>
<td>$165M</td>
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<td>NCI</td>
<td>NCI, NCCIH</td>
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<td>$277M</td>
<td>$1.15B</td>
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<td>NHLBI</td>
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<td>$124M</td>
<td>$165M</td>
<td>$289M</td>
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<tr>
<td>NIAID</td>
<td>NIAID, HHS BIODEFENSE</td>
<td>$514M</td>
<td>$280M</td>
<td>$794M</td>
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<td>NICHD</td>
<td>NICHD, NIAAA, FIC, NIDDK, NIMHD</td>
<td>$81M</td>
<td>$146M</td>
<td>$227M</td>
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<td>NIDA</td>
<td>NIDA, NINDS, NHMH, NIA, NCATS</td>
<td>$151M</td>
<td>$403M</td>
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<td>*OLAO</td>
<td>OLAO, NEI, NIDCD, NIGMS, ORS, NIH-OD, NINR, NITAAC</td>
<td>$16M</td>
<td>$444M</td>
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<td>**ORF</td>
<td>ORF, ALL NIH FACILITIES RELATED ACQUISITIONS</td>
<td>$18M</td>
<td>$430M</td>
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- **Head of the Contracting Activity (HCA)** – Total $5,528B: COAC – R&D $1.89B; Non-R&D $3.20B. Delegated: P-CARDS = $253M (includes credits). **DELEGATED** $180M (DO/TOs & POs $143M + BPA Calls $37M).
- **OLAO** – (NITAAC $272M): R&D $8.6M + Non-R&D $264M This figure is not included in the total OLAO obligations of $460M

FINAL DRAFT Numbers for FY2018

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Chart 11.1
Institutes and Centers (ICs) Listing

Office of the Director (OD)
- Center for Information Technology (CIT)
- Center for Scientific Review (CSR)
- Eunice Kennedy Shriver National Institute of Child Health and Human Development (NICHD)
- Fogarty International Center (FIC)
- National Cancer Institute (NCI)
- National Center for Advancing Translations Sciences (NCATS)
- National Center for Complementary and Integrative Health (NCCIH)
- National Eye Institute (NEI)
- National Heart, Lung, and Blood Institute (NHLBI)
- National Human Genome Research Institute (NHGRI)
- National Institute of Allergy and Infectious Disease (NIAID)
- National Institute of Biomedical Imaging and Bioengineering (NIBIB)
- National Institute of Dental and Craniofacial Research (NIDCR)
- National Institute of Diabetes and Digestive and Kidney Diseases (NIDDK)
- National Institute of Environmental Health Sciences (NIEHS)
- National Institute of General Medical Sciences (NIGMS)
- National Institute of Mental Health (NIMH)
- National Institute of Neurological Disorders and Stroke (NINDS)
- National Institute of Nursing Research (NINR)
- National Institute on Aging (NIA)
- National Institute on Alcohol Abuse and Alcoholism (NIAAA)
- National Institute on Arthritis and Musculoskeletal and Skin Diseases (NIAMS)
- National Institute on Deafness and Other Communication Disorders (NIDCD)
- National Institute on Drug Abuse (NIDA)
- National Institute on Minority Health and Health Disparities (NIMHD)
- National Library of Medicine (NLM)
- NIH Clinical Center (CC)
Strategic Sourcing at the NIH

<table>
<thead>
<tr>
<th>Category Management</th>
<th>Strategic Sourcing</th>
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<tbody>
<tr>
<td>• OMB initiative that divides Federal marketplace into ten super categories of commonly purchased items</td>
<td>• Smarter acquisition processes that leverage buying and pooling spending, and thus reducing unnecessary contracting actions and eliminating administrative burdens.</td>
</tr>
<tr>
<td>• Strategic approach to enable the Federal Government to buy more like a single enterprise</td>
<td>• Example: NITAAC Government-wide Strategic Solutions vehicle for acquiring desktops &amp; laptops (NITAAC-GSS)</td>
</tr>
<tr>
<td>• Example: Desktops/Laptops standard configurations, bulk buys</td>
<td></td>
</tr>
</tbody>
</table>
NIH Information Technology Acquisition & Assessment Center (NITAAC)

- Designated by OMB to administer three “Best in Class” Government-Wide Acquisition Contracts (GWACs)
- CIO-SP3 – Services
- CIO-SP3 Small Business – Services and Small Business Goals
- CIO-CS – Commercial Commodities and Solutions

- Any Federal Agency may use them without further delegation
- Expanded capabilities to include our new full-service Assisted Acquisition program
- Believes in quality customer service and support
- Continually improving to assist federal agencies in obtaining better IT solutions
- Fulfilled $5B of federal IT requirements last year
CIO-SP3 & CIO-SP3 Small Business Scope

CIO-SP3

- 53 Contract Holders
- Large & Small Businesses
- Eligible in All 10 Task Areas
- NCAF 0.65% ($150K Annual Cap)
- Orders Range From $50K-$700M

CIO-SP3 Small Business

- 153 Contract Holders
- Small & Large Businesses
- Not Eligible in All 10 Task Areas
- NCAF 0.55% ($150K Annual Cap)
- Orders Range from $15K-$400M
- 5 Socioeconomic Categories*

*Note: Recently added new SDVOSB and HUBZone contract holders

Everything IT!

Services and Solutions Across 10 Task Areas
1. IT Services for Biomedical Research Health Science & Healthcare
2. Chief Information Officer (CIO) Support
3. Imaging
4. Outsourcing
5. IT Operations and Maintenance
6. Integration Services
7. Critical Infrastructure Protection and Information Assurance
8. Digital Government
10. Software Development
Supplementary Slides
Office of Logistics and Acquisitions
Operations

NIH-Wide Contract Vehicles
LTASC II is available to obtain commercially provided administrative services on a long-term (minimum of 12 months) basis from 17 small business vendors. [http://ltasc.od.nih.gov/](http://ltasc.od.nih.gov/)

NIHCATS III is available to provide a wide range of meeting, conference, and travel support services related to conferences from 13 possible small business vendors. The NIHCATS III contracts are available to the NIH and other Federal agencies for services performed both in the United States and abroad. [http://nihcats.olao.od.nih.gov/](http://nihcats.olao.od.nih.gov/)

PICS II is available to provide services from 10 small businesses in the areas of media, communication, and information dissemination and technology by purchasing superior communication goods and services, especially where this expertise does not exist in-house. [http://pics.olao.od.nih.gov/](http://pics.olao.od.nih.gov/)

The NIHBPSS II Contract is available to purchase business operation and professional support services from 14 possible vendors. [http://nihbpss.olao.od.nih.gov/](http://nihbpss.olao.od.nih.gov/)
Benefits of OLAO NIH-Wide Contracts

- Provide NIH with a streamlined mechanism for the acquisition of services otherwise not available within the Government
  - Relieves the customer from the HHS Small Business Review System requirement
  - Reduces the risk of protest (task orders less than $10M are not subject to protest)
  - Lessens the burden on the customer by making debriefings optional at the discretion of the Task Order CO for task orders less than $5.5M

- Provide cost-effective services through competition among a vetted group of qualified vendors

- Support NIH-wide strategic sourcing efficiencies

- Promote the small business goals set forth by NIH (FY19 SB goals is 28%)

- Available for use by all of NIH
NIH-Wide Contracts Support Team

Supports customers in the following activities

• Plan, compete, award, and manage the master IDIQ contracts
• Help resolve any contractor issues that may arise during task order periods of performance
• Host contractor meetings to share updates and feedback
• Provide customer training to NIH and other federal agencies
• Develop marketing materials, tools, templates, and how-to-videos to help customers understand the contracts and process
• Develop and maintain electronic Government Ordering System (eGOS) including manuals and help desk support
• Review requirement packages for scope and offer recommendations based on lessons learned from previous task orders
• Quickly respond to customer questions
• Maintain contract websites with helpful resources
<table>
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<tr>
<th>IC</th>
<th>LTASC</th>
<th>NIH CATS</th>
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<td>35</td>
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**LTASC II Overview**

**Period of Performance**
1/11/16 – 1/10/21

**One-year base and four one-year options**

**17 Small Business Contractors**

**Available to all NIH**

**Developed for the acquisition of long-term administrative support services only, with each task order being at least one year in duration**

**IDIQ using FP and LH task orders**
LTASC II Labor Categories

**Clerk 1**
Performs a few clearly detailed procedures in performing simple repetitive tasks.

**Clerk 2**
Performs a number of specific procedures in completing several repetitive clerical steps.

**Admin 1**
Performs basic-level administrative functions including clerical work.

**Admin 2**
Performs support activities that require an ability to multitask and assist multiple NIH employees at once.

**Admin 3**
Performs complex administrative tasks and will typically be supporting senior staff.

**Admin 4**
Performs administrative duties for executive management.
NIHCATS III Overview

Period of Performance
1/29/18 – 1/28/23

One-year base and four one-year options

5 Task Areas

13 Small Business Contractors

Available to all NIH as well as HHS and other Federal Agencies

IDIQ using FP, T&M, and hybrid FP & T&M task orders
NIHCATS III Services

**Travel Support**
(Task Area 1)
- Arrange and provide for travel (domestic and international) for program participants, escort services;
- Translation and preparation of program documents;
- Lodging accommodations;
- Varied assistance at workshops and conferences;
- Subsistence allowances for participants.

**Meeting and Conference Support**
(Task Area 2)
- Provide logistical support for conferences, meetings, seminars, and workshops held in the United States and in foreign countries.
- Provide support for the writing and production of reports/documents, and the distribution of conference materials.

**Documentation Support**
(Task Area 3)
- Provide documentation services in support of meetings, conferences, seminars, and workshops held in the United States and in foreign countries.

**Administrative Support**
(Task Area 4)
- Support conferences or scientific meetings, scientific program staff, and other Federal agencies in accomplishing a variety of research and administrative responsibilities.

**Website Design, Development, and Maintenance/Internet Support**
(Task Area 5)
- Provide Internet and Intranet support, to include initial website design, development, and management;
- Conduct usability testing to evaluate effectiveness and ease of use.
PICS II Overview

- Period of Performance: 1/17/18 – 1/16/23
- One-year base and four one-year options
- 11 Task Areas and 30 Labor Categories
- 10 Small Business Contractors
- Available to all NIH as well as HHS
- IDIQ using FP and T&M task orders
PICS II Services

Communications and Outreach
- Communications Research (Task Area 1)
- News Media Operations Support (Task Area 2a)
- Media and Crisis Communication Training (Task Area 2b)
- Audience Outreach and Promotion (Task Area 3a)
- Outreach to Target Populations/Health Disparities Programs (Task Area 3b)
- Foreign Language, Translation, and Interpretation (Task Area 6)
- Information Referrals ("Clearinghouses") (Task Area 7)

Materials Development and Distribution
- Materials Development (Task Area 4)
- Inventories / Warehouse / Distribution Services (Task Area 11)

Graphic Design, Web, and Database
- Graphic Design (Task Area 5)
- IT Requirements (Task Area 10a)
- Web Design, Development, and Management (Task Area 10b)
- Preservation, Cataloging, and Storage of Web-based and Other Digital Content (Task Area 10c)
- Website Usability Testing (Task Area 10d)
- Database Design, Development, and Management (Task Area 10e)
- Information Tracking and Referral (Task Area 10f)
- Security (Task Area 10g)

Exhibit and Conference
- Exhibit Development, Design, Production, Storage, and Transport (Task Area 8)
- Meeting, Conference, and Event Support (Task Area 9)
NIHBPS II Overview

Period of Performance
1/14/19 – 1/13/22

One-year base and two one-year options

7 Task Areas and 17 Labor Categories

8 Large business and 6 Small business contractors

Available to all NIH as well as HHS and other Federal Agencies

IDIQ using FP and T&M task orders
NIHBPSS II Services

1. Financial Analysis, Business Solutions, and Acquisition Lifecycle Support
2. Business Process Improvement and Organizational Assessment
3. Communication and Training
4. Program Planning and Management Services
5. Policy Development Implementation, and Administration
6. System Integration
7. Centers of Excellence
Task Order Process

1. Customer submits TORP to OLAO.
2. OLAO reviews and releases TORP to contractors.
3. Contractors respond with proposals.
4. Customer evaluates the proposals and selects awardee.
5. OLAO announces the task order award to the winning contractor.

- Standard Operating Procedures and Task Order Process Handouts outlining each contract’s specific task order process are available on the contract Websites.
- LTASC II and NIHCATS III use a version of the electronic Government Ordering System (eGOS) to handle new requirements.
  - PICS II and NIHBPSS II ordering is currently managed via email.
### Comparison of Contract Vehicles

<table>
<thead>
<tr>
<th>No. of Vendors/ Avg. No. of Responses</th>
<th>LTASC II</th>
<th>NIHCATS III</th>
<th>PICS II</th>
<th>NIHBPSS II</th>
</tr>
</thead>
<tbody>
<tr>
<td>17 vendors/ about 12 responses per task order</td>
<td>13 vendors/ about 6 responses per task order</td>
<td>10 vendors/ about 4 responses per task order</td>
<td>14 vendors</td>
<td></td>
</tr>
<tr>
<td><strong>Task Order Type</strong></td>
<td><strong>Labor Hour, Fixed Firm Price</strong></td>
<td><strong>Time &amp; Materials, Fixed Firm Price, Hybrid</strong></td>
<td><strong>Time &amp; Materials, Fixed Firm Price, Hybrid</strong></td>
<td><strong>Time &amp; Materials, Fixed Firm Price</strong></td>
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<tr>
<td><strong>Types of Services</strong></td>
<td><strong>Administrative Services</strong></td>
<td><strong>Conference and Travel Services</strong></td>
<td><strong>Communications Services</strong></td>
<td><strong>Professional Support Services</strong></td>
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<td><strong>Period of Performance</strong></td>
<td>1 BY + 4 OY</td>
<td>1 BY + 4 OY</td>
<td>1 BY + 4 OY</td>
<td>1 BY + 2 OY</td>
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<td>Effective June 29, 2018</td>
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### Tools and Templates

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<th>Task Order Process</th>
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*Only if required by the NIH Efficient Spending Policy

- Template available for customer use
- Average labor category rates can be shared to help develop your IGCE
• Websites are available for each contract providing resources including:
  – Base Contract SOW
  – Standard Operating Procedures (SOP)
  – Frequently Asked Questions (FAQ)
  – Fact Sheet
  – Sample Task Order Documents
• Contract support email accounts have been set up to receive questions
• Detailed trainings are available for each contract upon request
• YouTube channel with “How To” videos
The Scientific, Technical and other Professional Support Services (STOPS) contract was awarded to Kelly Services, Inc. last fiscal year (2018).

STOPS provides scientific, technical, and other professional support services to assist the NIH in meeting its operational objectives.

Period of performance is July 14, 2018 through July 13, 2021.

The NIH is currently in advance acquisition planning for these contracted services beyond July 13, 2021. The next steps in the procurement process for the re-competition are anticipated for late summer/early fall of 2019.

14 sub-contractors (all small businesses)
NIH Small Business Program Office Staff

Annette Owens-Scarboro, Program Manager
scarboroa@od.nih.gov

Rachel Kenlaw Ramirez
Program Analyst
Rachel.Kenlaw@nih.gov

Asia Quick
Student Intern
Asia.Quick2@nih.gov

Courtney Carter
*Procurement Analyst
Courtney.Carter@nih.gov

NIH Small Business Program Office
(301) 451-3861

NIHSmallBusiness@mail.nih.gov
www.facebook.com/NIHSmallBusiness

*Supports the NIH BPA Office and the Small Business Program Office