Office of Logistics and Acquisitions
Operations

NIH-Wide Contract Vehicles
Introduction & Background

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/)

Updated 5/6/19
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

Updated 5/6/19
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**LTASC II Overview**

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<th>Period of Performance</th>
<th>One-year base and four one-year options</th>
<th>Developed for the acquisition of long-term administrative support services only, with each task order being at least one year in duration</th>
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<tr>
<td>17 Small Business Contractors</td>
<td>Available to all NIH</td>
<td>IDIQ using FP and LH task orders</td>
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Updated 5/6/19
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**

<table>
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<th>Period of Performance</th>
<th>One-year base and four one-year options</th>
<th>5 Task Areas</th>
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<td>IDIQ using FP, T&amp;M, and hybrid FP &amp; T&amp;M task orders</td>
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<td>13 Small Business Contractors</td>
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Updated 5/6/19
**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.

*Updated 5/6/19*
**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**

Updated 5/6/19
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)

Updated 5/6/19
NIHBPSS 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**

Updated 5/6/19
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.

Updated 5/6/19
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<th>No. of Vendors/ Avg. No. of Responses</th>
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Updated 5/6/19
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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

Updated 5/6/19
• 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)