



*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/>



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/>



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/>

NIHBPSS II

Business and Professional Support Services II

The NIHBPSS II Contract is available to purchase business operation and professional support services from 14 possible vendors. <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



	LTASC	NIHCATS	PICS	NIHBPSS	TOTAL
CC	11	0	1	0	12
CIT	0	0	0	3	3
FIC	4	0	0	0	4
NCATS	0	0	3	0	3
NCCIH	5	0	0	0	5
NCI	32	6	8	3	49
NEI	19	0	0	1	20
NHGRI	10	0	0	0	10
NHLBI	12	0	0	1	13
NIA	8	0	0	0	8
NIAID	42	10	2	2	56
NIAMS	7	0	0	0	7
NICHD	7	2	0	8	17
NIDA	5	1	3	0	9
NIDCR	1	0	0	0	1
NIDDK	2	0	3	0	5
NIEHS	5	2	0	0	7
NIGMS	4	0	1	0	5
NIMH	2	0	3	1	6
NIMHD	2	0	0	0	2
NINDS	3	5	0	0	8
NINR	8	4	0	0	12
NLM	0	0	0	2	2
OD	51	14	11	12	88
ORS	5	0	0	0	5
TOTAL	245	44	35	33	6 357



LTASC II Overview

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

One-year base and
four one-year options

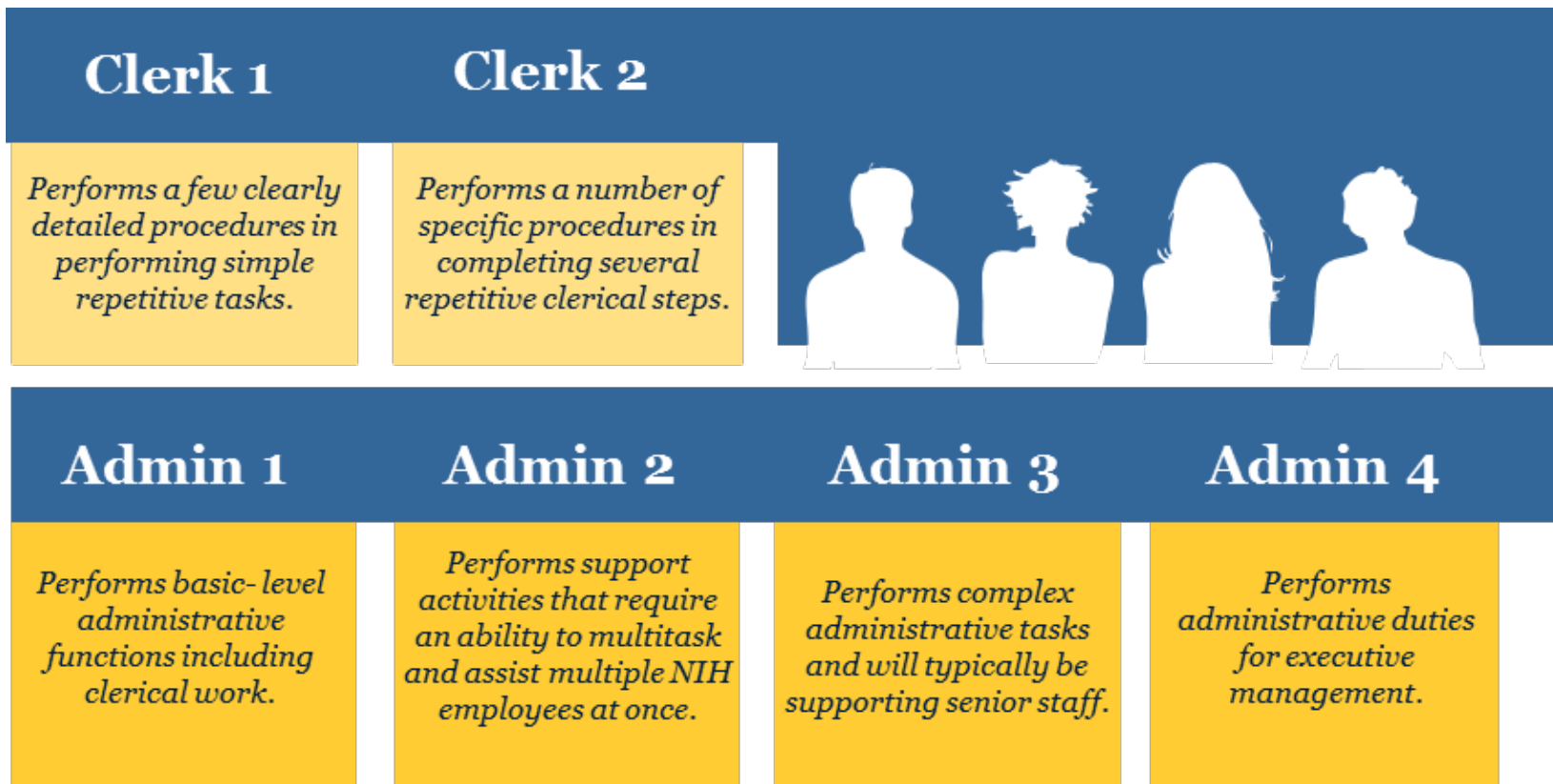
Developed for the
acquisition of long-term
administrative support
services only, with each
task order being at least
one year in duration

17 Small Business
Contractors

Available to all NIH

IDIQ using FP and LH
task orders

LTASC II Labor Categories





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)



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

NIHBPSS II Services

Financial Analysis, Business Solutions, and Acquisition Lifecycle Support



Business Process Improvement and Organizational Assessment



Communication and Training



Program Planning and Management Services



Policy Development Implementation, and Administration



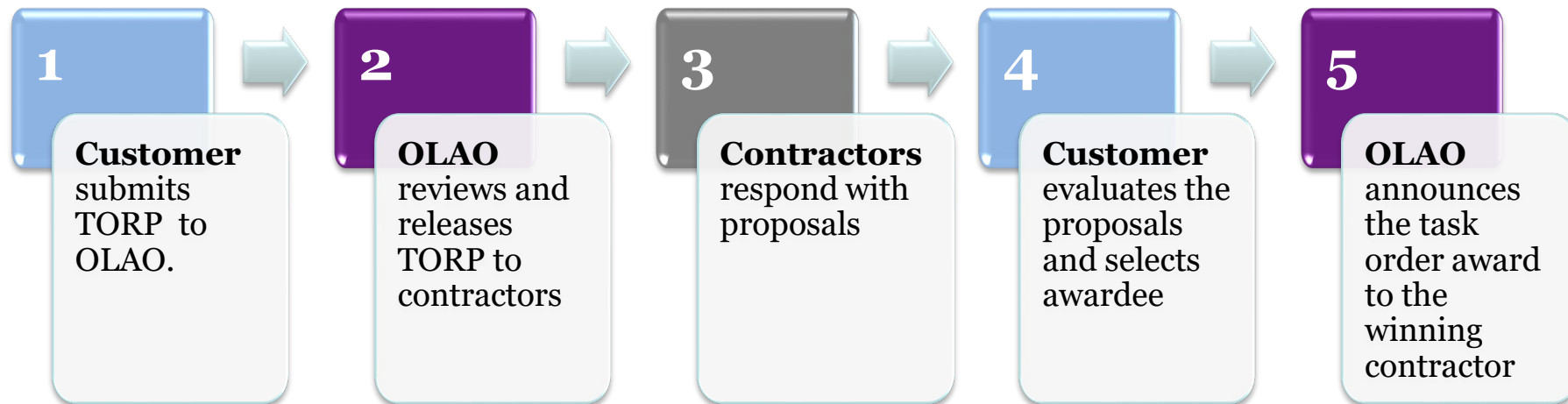
System Integration



Centers of Excellence






Task Order Process



- 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

	 <i>Long Term Administrative Support Contract</i>	 <i>Conference, Administrative, and Travel Services</i>	 <i>Public Information and Communication Services</i>	NIHBPSS II Business and Professional Support Services II
No. of Vendors/ Avg. No. of Responses	17 vendors/ about 12 responses per task order	13 vendors/ about 6 responses per task order	10 vendors/ about 4 responses per task order	14 vendors
Task Order Type	Labor Hour, Fixed Firm Price	Time & Materials, Fixed Firm Price, Hybrid	Time & Materials, Fixed Firm Price, Hybrid	Time & Materials, Fixed Firm Price
Types of Services	Administrative Services	Conference and Travel Services	Communications Services	Professional Support Services
Period of Performance	1 BY + 4 OY	1 BY + 4 OY	1 BY + 4 OY	1 BY + 2 OY
	Effective January 11, 2016	Effective June 29, 2018	Effective December 17, 2018	Effective January 14, 2019



Tools and Templates

	 LTASC II Long Term Administrative Support Contract		 NIHCATS III Conference, Administrative, and Travel Services		 PICS II Public Information and Communication Services		 NIHBPSS II Business and Professional Support Services II	
Task Order Process	LTASC II eGOS		NIHCATS III eGOS		E-mail		E-mail	
Required TORP Documents	TORP Form		TORP Form		TORP Form		TORP Form	
	SOW		SOW		SOW		SOW	
	D&F (if Labor Hour)		D&F (if Labor Hour/T&M)		D&F (if Labor Hour/T&M)		D&F (if Labor Hour/T&M)	
	IGCE		IGCE	\$	IGCE	\$	IGCE	\$
	Funding Memo		Funding Memo		Funding Memo		Funding Memo	
			Conference Approval Form*		Conference Approval Form*			

*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



Resources



<http://ltasc.od.nih.gov>
ltascii@mail.nih.gov
Help Desk 301-435-5468

<http://nihcats.olao.od.nih.gov>
nihcatsiii@mail.nih.gov

<http://pics.olao.od.nih.gov>
picsii@mail.nih.gov

<http://nihbpss.olao.od.nih.gov>
nihbpssii@od.nih.gov

- 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



STOPS Contract

- 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)