

## **STATEMENT OF WORK**

### **Acquisition Support Services**

*\*Note that this sample has been revised from the source document on the Government Point of Entry as necessary to align formatting and applicable FAR procedures.\**

#### **BACKGROUND**

The [National Library of Medicine](#) (NLM), a part of the [National Institutes of Health](#) (NIH), has a mission to “assist with the advancement of medical and related sciences and to aid in the dissemination and exchange of scientific and other information important to the progress of medicine and to the public health.” NLM collects, organizes, preserves, and disseminates the world's biomedical information for the good of the public. Since its founding in 1836 as the library of the U.S. Army Surgeon General, NLM has played a pivotal role in translating biomedical research into practice. It is the world's largest biomedical library and the developer of electronic information services that deliver trillions of bytes of data to millions of users every day. Scientists, health professionals, and the public in the United States and around the globe search the Library's online information resources more than 1 billion times each year. The Library is open to all and has many services and resources—for scientists, health professionals, historians, and the public. NLM has nearly 22 million books, journals, manuscripts, audiovisuals, and other forms of medical information, making it the largest health-science library in the world. The Office of Acquisitions is located within the Office of Administration, Office of the Director, National Library of Medicine (NLM). The Office of Acquisitions (OA) is responsible for the conduct of the National Library of Medicine's acquisitions programs (both contracts and small purchases). Acquisitions are processed under both negotiated and Simplified Acquisition Procedures. The OA utilizes a wide variety of complex fixed priced and cost-reimbursement type contract instruments.

#### **OBJECTIVE**

The government requires the services of a contractor to provide a total of one-to-two (1-2) acquisition professionals to perform a wide range of professional acquisition and contract support related services for the Office of Acquisitions, National Library of Medicine (NLM), National Institutes of Health (NIH), Department of Health and Human Services (DHHS), as stated in the Statement of Work.

#### **SCOPE OF WORK**

Independently, and not as an agent of the Government, the contractor shall furnish the necessary personnel to perform the tasks outline below:

**In collaboration with procurement and program staff, provide support contract functions to include:**

□ **Market Research and Market Surveys.** Assist in conducting market research to identify potential sources and contract vehicles. Potential sources should include socio-economic program participants (i.e., small businesses, small and disadvantaged businesses, HUB Zone businesses). Conduct market surveys and prepare written documentation of market research. Support program offices in documenting small business capability analysis. Prepare pre-award notices on sam.BETA.gov, GSA-eBuy, NIH NITAAC and other electronic posting mechanisms. Prepare market research documentation.

□ **Acquisition Strategy Support.** Provide advice, guidance and recommendations for all elements in acquisition plan (including approaches, options, strategies, risks, contracting

methods, competition, sources, cost, milestone schedule, etc.). Shall provide assist to program offices in preparing acquisition plans, IGCEs, justifications, clearances and other necessary contract file documentation).

□ **Statements of Work (SOW).** Provide consultation and recommendations to program managers in the preparation of Statements of Work (SOW), Statement of Objectives (SOO) and other requirements documents.

□ **Solicitations.** Prepare Request for Quotes (RFQs), Request for Proposals (RFPs), and Combined Synopsis/Solicitations using the NIH Business System (NBS), Purchase Request Information System (PRISM). Assure the solicitation includes all appropriate solicitation terms and conditions. Recommend and prepare unique terms and conditions as required. Prior to release of solicitation, verify that funds are available and obtain legal concurrence. Release solicitation by electronic posting.

□ **Expert assistance in supporting proposal and quote evaluations, including price/cost analysis or technical proposal and quote analysis.** Work with evaluators and Contracting Officer (CO) to identify pre-negotiation objectives and assist the CO with discussions with Offerors. Prepare final contract award and contract file documents for purchase orders, task and delivery orders and stand-alone contracts in PRISM. Distribute contract to appropriate parties. Report contract actions into the Federal Procurement Data System (FPDS) via PRISM. Upload documentation into NLM Contract Management System.

□ **Contract administration support services, including assistance with reviewing contractor performance, developing contract modifications, and investigating reports of contract discrepancies.** Prepare appropriate documentation for contract modifications, including the exercise of options, using PRISM. Monitor contractor performance, including schedules and milestones. Monitor contractor compliance with terms of the contract. Assist in the resolution of performance problems. Process contractor invoices, including contract funding status management.

NOTE: Individual(s) will **not** have the authority to negotiate contracts or obligate funds on the government's behalf.

#### **PERIOD OF PERFORMANCE**

It is anticipated that the period of performance will begin upon the date of award and shall continue for one year.

#### **PLACE OF PERFORMANCE**

Work shall be performed Monday through Friday, with the exception of Federal Holidays, at NIH Offices within the Bethesda, MD area. NLM is currently operating under a mandatory telework status.

#### **TELEWORK**

As directed by the Government, a Contractor employee with a Government-furnished (i.e., Government-issued) or approved computer/laptop may be allowed and/or required to telework from home or some other alternate work location (including the Contractor's facility) that is not a "Federally-controlled facility".

#### **FEDERAL GOVERNMENT LEGAL HOLIDAYS**

The following legal holidays are observed by the Federal government and the contractor shall not report for work on these holidays.

- ☐ New Year's Day - January 1st
- ☐ Martin Luther King's Birthday - Third Monday in January
- ☐ Inauguration Day - January 20th
- ☐ Presidents Day - Third Monday in February
- ☐ Memorial Day Last - Monday in May
- ☐ Independence Day - July 4<sup>th</sup>
- ☐ Labor Day First - Monday in September
- ☐ Columbus Day - Second Monday in October
- ☐ Veterans Day - November 11th
- ☐ Thanksgiving Day - 4th Thursday in November
- ☐ Christmas Day - December 25<sup>th</sup>
- ☐ Any other designated by Federal Statue, Executive Order or a Presidential proclamation.

## **DELIVERABLES**

<b>Period of Performance</b>	<b>Description</b>	<b>Deliverable/Format</b>	<b>Frequency</b>
TBD	Bi-Weekly Status Report	Electronic	As required
TBD	Monthly Invoices with supporting documentation	Electronic	As required

### **Reporting Requirements:**

#### **(1) Bi-Weekly Status Report**

Due every other Monday by 9:00 AM to the Contracting Officer (CO). The contractor will provide a detailed status on all items that have been completed in the two-week time frame or items that are still being worked. The contractor will provide the name of the item, status, any difficulties encountered and an estimate of the time frame for completion of those items still being worked.

#### **2) Monthly Invoices and Supporting Documentation**

Due to the COR & Contracting Officer on or before the 15<sup>th</sup> of the month following each monthly reporting period. The first reporting period consists of the first full calendar month of performance plus any fractional part of the initial month. Each Monthly invoice shall consist of certified timesheets, description of all contract activities the preceding month to include all products, procedures and outcomes achieved and a description of problems encountered and their resolution.

## **MEETINGS**

### **KICK-OFF MEETING**

The project manager shall participate in a kick-off meeting, within 7 days of task order award; content, format and location to be determined by the NLM and the Contractor. The Contractor shall keep meeting minutes and forward a finalized copy to the Contracting Officer and COR for approval within three (3) business days after the meeting is held, or as otherwise directed.

**ROUTINE UPDATE TELECONFERENCES**

The project manager shall participate in regular teleconferences/and or in-person meetings with NLM to discuss performance. The frequency will be agreed upon by the contractor and NLM. Typically, these meetings are held bi-weekly or monthly.

**TRAINING**

NIH shall provide appropriate training in NIH specific systems and procedures necessary to perform job requirements.

**GOVERNMENT FURNISHED PROPERTY/EQUIPMENT**

Upon commencement of the task, the Government will provide basic facilities such as workspace and its associated operating requirements (i.e., phone, desk, utilities, information technology (laptop) and general-purpose office supplies) necessary to complete tasks, while working at the Government facilities. As determined by mutual agreement, the Government will provide additional information that may be required in the performance of the tasks. At the request of the Government, the contractor shall immediately return any Government provided equipment, information or materials that were provided by the Government for the contractor to use to complete the assigned tasks. The contractor warrants and represents that it will take all necessary steps to protect the GFP from loss, damage, or mis delivery, in accordance with FAR Clause 52.245-1.

This requirement involves the contractor to develop, have the ability to access, or host and/or maintain Federal information and/or Federal information system(s) for information management, and information technology (IT) services and innovation. See attached Information and Physical Access Security Statement for further information and requirements.

**INSPECTIONS AND ACCEPTANCE REQUIREMENTS**

The work product delivered by the contractor will be reviewed and approved for acceptance by the Contracting Officer/COR upon delivery by the contractor. The work performed shall be in conformance with all Government regulations and policies including the Federal Acquisition Regulation (FAR), the Department of Health and Human Services Acquisition Regulations (HHSAR) and the National Institutes of Health (NIH) supplemental regulations and policies as appropriate.

**TRAVEL**

Local travel may be required in order to meet the scope of services specified in the contract. Examples of local travel, which will not be subject to reimbursement, include travel to and from NIH Bethesda area facilities for in person meetings.