

DRAFT STATEMENT OF WORK

Behavioral Research Program Scientific & Technical Services Support Contract

A. General

The contractor, as an independent agent and not as an agent of the Government, shall furnish all necessary personnel, labor, facilities, and equipment, materials and supplies, except as may otherwise be provided by the Government, and shall provide necessary scientific writing, technical and logistical support to the Behavioral Research Program (BRP), the Office of the Associate Director, its five branches-- Tobacco Control Research Branch, Health Promotion Research Branch, Applied Cancer Screening Research Branch, Health Communication and Informatics Research Branch, and Basic Biobehavioral Research Branch. This support shall include the conduct of:

1. Writing, editorial and graphic services, particularly development of scientific, technical and consumer documents development, and dissemination plans;
2. Planning, data management and analysis;
3. Coordination of scientific conferences and meetings; and
4. Liaison and communication assistance. Specifically, the contractor shall perform, but not necessarily be limited to the following tasks:
 1. Writing, Editorial and Graphic Services, Preparation of Scientific and Consumer Documents and Publications
 - a. Develop and produce scientific, technical and consumer documents/ manuscripts/ chapters. The scientific areas to be addressed by these documents shall include but not be limited to:
 - A. Behavioral science research involving cancer and chronic disease prevention, screening, treatment, survivorship, and quality of life
 - B. Diffusion and dissemination of cancer prevention and control information and interventions
 - C. Public policy related to cancer prevention and control efforts
 - D. Basic research in cancer biology
 - E. Basic and biobehavioral research involving genes and the environment
 - F. Surveillance of risk factors/health behaviors related to cancer prevention and control
 - G. Cancer epidemiology
 - H. Health disparities vis-a-vis chronic diseases and cancer prevention and control
 - I. Basic research in social, cognitive, and psychological processes
 - J. Analysis of consumer marketing and related data
 - K. Tobacco Control Research
 - L. Health Promotion Research, including diet, nutrition, and physical activity
 - M. Applied Cancer Screening Research

N. Health Communication and Informatics Research

- b. Provide quick response capability in preparing responses (i.e., from request to final product delivery) to information requests from the National Cancer Institute, National Institutes of Health, National Cancer Advisory Board (NCAB), Department of Health and Human Services, and Congress, General Accounting Office, HHS Nutrition Policy Board Committee on Dietary Guidance, the public and others..
- c. Develop and produce administrative, consumer, technical, and scientific documents for publication or web site posting, including those that stem from workshops, conferences, and meetings. The materials required will range from visual aids with a few pages of technical background narrative to preparation and publication of research results, reports, articles, and fact sheets.
- d. Assist in preparing, rewriting, and reproducing scientific reports and/or technical and consumer program materials, including necessary graphics and art work, such as slides, tables, graphs, PowerPoint presentations, posters, etc., on a rapid response basis; and distributing the materials as instructed.

Note: All publications prepared under this contract will be the property of the Federal government. The contractor shall not publish or disseminate information, or analyses or reports using information, obtained under this contract without written approval of the Project Officer. Results of analyses, evaluations, reports, and articles are published under authorship by the BRP staff and/or other authors as appropriate. Articles are published in appropriate medical, public and health, and other professional journals.

2. Planning, Study Design, Data Management, and Analysis Support

- a. Provide support for the development and updating of BRP long-range and operational plans, including preparation of concept/issue papers on topics selected by BRP staff, and convenion of planning meetings.
- b. Provide support in the identification of cancer- related and lifestyle factors related to cancer and other chronic diseases, risk information needs and national and international data sources. Assist in the collection, consolidation, synthesis and reporting of scientific and technical information for external or internal use, as specified, on the current status and future directions of research, control, and applications of research activity of specific importance to BRP.
- c. Assist in the design and conduct of program reviews, portfolio analyses, and evaluations as conceived by BRP staff to monitor progress toward accomplishment of program goals and objectives. This shall include analyses of smoking and tobacco use, fruit and vegetable consumption in the context of dietary habits, prevalence of cancer and other chronic disease incidence and mortality data-- nationally and for selected populations-- and evaluations of

interventions for possible adoption and dissemination.

- d. Provide assistance in maintaining administrative, fiscal and programmatic information databases on BRP programs/projects and related activities.
 - e. Provide assistance in creating and maintaining a central filing system for the BRP and its 5 branches.
 - f. Enter articles into Reference Manager and file as necessary.
3. Scientific, Administrative, and Technical Support to Grantee Workshops, Scientific Meetings and Conferences, and Research Forums

Provide conference and technical support to the Behavioral Research Program and its constituent Branches. Approximately 25 meetings annually are anticipated. Approximately half of the meetings will be held in the Washington, D.C. area, and it is expected that both Federal and non-Federal participants will attend. It is anticipated that the other half of the meetings will be held outside the Washington, DC area. The Contractor shall organize and coordinate aforementioned meetings, provide related logistical and technical support and shall assist the Project Officer and/or Work Assignment Leader in performing the individual tasks as listed below.

Organizations shall include, but not be limited to Institutes of the National Institutes of Health, the Centers for Disease Control and Prevention, the Food and Drug Administration, the American Legacy Foundation, the Robert Wood Johnson Foundation, the American Cancer Society, Produce for Better Health Foundation, U.S. Department of Agriculture, American Heart Association, National and International 5 A Day Partners, National Alliance for Nutrition and Physical Activity, African American social, civic, and religious organizations, NCI grantees and grantee institutions, and other private and public entities involved in behavioral and social sciences research and the application of research findings into practice to prevent cancer, promote early screening and detection, and enhance cancer care and support. The contractor, in consultation with appropriate BRP staff and with approval of the Project Officer, shall perform the following services:

In collaboration with the Project officer and appropriate BRP program staff, support shall include: 1) regular coordinating and planning meetings with program staff; 2) detailed listing or matrix of deliverables, responsibilities and timetable

- a. Provide assistance in establishing the scientific strategy and technical plans for grantee workshops, scientific conferences and meetings. This shall include defining 1) meeting agenda and desired products; 2) meeting format; 3) candidate participants; 4) meeting dates; and 5) requirements for and sources of scientific/technical orientation/background materials for participants.
- b. Prepare, compile, and distribute to attendees and presenters, prior to conference date, all necessary background materials, such as visual aids, scientific articles,

program reviews, abstracts, travel and accommodation information, and other program materials such as agenda and registration information specified by the Project Officer or BRP conference/meeting leader. Provide meeting registration process, collect abstracts, collect registration fees, if necessary, via email, phone, fax or by developing websites.

- c. The contractor shall provide per diem, travel, honoraria, and other fees for non-government participants for these meetings, as instructed by the Project Officer.
 - d. Communicate with presenters concerning abstracts, audiovisual needs, presentations, travel, and any other needs as specified by the Project Officer or BRP conference/meeting leader.
 - e. In consultation with the Project Officer, the contractor shall assist in identifying a range of suitable conference locations and facilities. Final site selection will be the responsibility of the Project Officer, and will be handled in accordance with the provisions set forth in NIH Manual Issuance 2600-103-20.102.4, Acquisition of Temporary Conference Space on the NIH Reservation and NIH Manual Issuance 26101-17-1, Acquisition of Temporary Non-NIH Conference Space. The contractor shall prepare and distribute letters of invitation and agendas to all participants. The contractor shall develop graphics items such as sign boards, meeting posters, and name badges for meetings.
 - f. Provide sufficient professional staff for performing on-site conference services, which may include message handling, registration, audiovisual, tape recording, transcription, and other necessary conference support.
 - g. As required by Project Officer, prepare transcriptions or summaries of the proceedings, and/or synthesize scientific/technical documents for dissemination of conference findings. Materials developed from meetings will be provided in various formats (PDF, Word, or graphic files for use on websites).
 - h. Prepare, reproduce, and distribute post-conference materials.
 - i. Assist in organizing and supervising exhibits at selected meetings. This may include arrangements for shipment, on-site assembly, exhibition, disassembly and return of materials.
 - j. Provide assistance convening, taking notes, and other necessary support for internal meetings.
4. Liaison and Communication Assistance
- a. Assist in establishing and maintaining liaison with organizations and individuals

involved and interested in cancer prevention, detection, control, and care, including other governmental agencies, not-for-profit organizations, professional societies, medical schools, schools of public health, industry, voluntary groups, and educational groups. The Contractor shall develop and maintain appropriate resource lists (e.g., mailing lists, inventories of programs and resources).

- b. Provide liaison, coordination, and communication assistance for current and future BRP and NCI global/ international research initiatives and activities.
- c. Assist with collaborative activities related to the diffusion, dissemination and delivery of BRP research to scientists and researchers, to public health and cancer control practitioners, and to the public and consumers.

Note: Work performed under this contract is to be undertaken only after issuance of a Work Assignment, approved by the Contracting Officer and the Project Officer.

B. Project Management

The contractor shall provide a Contract Project Manager and key personnel to consult and interact with the NCI Project Officer, and NCI Work Assignment Leaders. The contractor shall develop technical approaches and specifications to meet the requirements as stated by the Project Officer. The Contractor shall interact on a weekly basis, either through phone, e-mail or personal contact, with the Project Officer. The Contractor shall meet bimonthly with the Project Officer to review the status of each Work Assignment.

The Contractor shall submit a monthly report to the NCI Contracting Officer and Project Officer containing detailed cost and labor distribution data by Work Assignment for the preceding month and year-to-date. The Contractor shall also submit monthly progress reports. The Contractor shall submit an annual report of no more than five pages that briefly summarizes results and problems encountered (and solutions) during covered contract period.

C. Services

The Contractor shall provide messenger service between their office and NIH/NCI/DCCPS/BRP in Executive Plaza, Rockville, Maryland to pick up and deliver materials to NCI staff as often as needed.

The Contractor shall be required to provide a masters level person on-site with experience in tobacco control and may be required to provide one or more masters level staff to provide specialized technical or behavioral science expertise not routinely available on the Contractor s staff with the approval of the Contracting Officer and Project Officer. Support may be on- or off-site.

D. Transition

Initiation of Project

It is anticipated that a short phase-in period with the existing contractor will be required to initiate this project. The Contractor, Government Contracting and Project Officers will establish a schedule with appropriate priority assigned for the development of general Work Assignments during the phase-in period. The phase-in period should take place within two (2) months of contract award. Initial Work Assignments to be developed include contract administration; data management, analysis, and support; and scientific writing and editorial support.

Completion of Contract

Sixty (60) days prior to completion of this contract the Contractor will provide a transition plan for contract closure and/or transition to a new contract. The contractor shall develop this plan in collaboration with the Contracting Officer and the Project Officer. The plan shall provide for delivery of appropriate contract materials, files, documents, working papers, original copies of slides and graphics and for the continuation of on-going Work Assignments.

Period of Performance

The performance period of this contract shall be for five (5) years. Annual funding shall be on an incremental basis. It is anticipated that the contract shall begin approximately June 1, 2005.

Estimate for Level of Effort for Year 1

Professional (PhD Level)	300
Professional (MA Level or below)	4300
Professional Support	3900
Administrative Support	3000
Other Support	1500
Total Hours	13000

Deliverables:

Scientific papers, edited materials, consumer documents, databases, analyses, responses to information requests, concept/issue papers, program reviews, portfolio analyses, meeting agendas, meetings, meeting websites, slides, graphics, signs, invitation letters, meeting signs/posters, name badges, table tents, summaries and action items from internal and external meetings, post-conference materials, mailing lists, detailed monthly cost and labor reports by task or project, monthly progress reports, annual reports.

Timelines and due dates for the above deliverables shall be determined by the Project Officer in collaboration with appropriate BRP program staff after development of individual Work Assignments, unless otherwise specified.

Reporting Requirements:

- 1) Monthly Progress Reports shall include a description of activities during the reporting period, and activities planned for the ensuing reporting period, to be prepared by individual work assignment. The report shall include a list of all active work assignments, activities, subtasks, status, next steps, deadlines, anticipated problems and related information. The first reporting period consists of the first full month of performance plus any fractional part of the initial month. Thereafter, the reporting period shall consist of each calendar month.
- 2) Monthly budget and labor hour summary reports shall be submitted with the Monthly Progress Report and follow the same delivery schedule.