

STATEMENT OF WORK

SCOPE

The Office of the Director (OD), Office of Intramural Research (OIR), Office of Intramural Training & Education (OITE), Graduate Partnerships Program (GPP) oversees the education of over 500 PhD and MD/PhD students doing dissertation research in NIH labs. Our goal is to prepare students to become future scientific leaders; as a result, the GPP works to assure that NIH graduate students develop the necessary professional skills that will supplement their efforts in the lab. In this way, the GPP and OITE support the mission of the NIH to train future biomedical researchers and to improve human health. The purpose of this contract is to provide logistical support to the GPP for programs and activities designed to enhance the training experience of graduate students at the NIH. In addition, logistical support for targeted recruitment activities will be provided.

ORGANIZATION

The National Institutes of Health is the primary Federal agency charged with responsibility for biomedical research. The NIH supports biomedical research carried out in university and institutes laboratories, contributes to biomedical knowledge by conducting research in its intramural laboratories, fosters the training of biomedical researches both in its own laboratories and extramurally, and facilitates the sharing and application of new biomedical information. The mission of the Office of Intramural Training & Education (OITE) is specifically to enhance the training of biomedical researches that occurs in the Intramural Research Program by guaranteeing them professional and career development support.

TASKS and SERVICES

The contractor shall provide services and reimbursement processes for a variety of activities related to training of 500 graduate students at NIH in the Graduate Partnerships Program (GPP) and recruitment activities for approximately 120 GPP candidates. GPP-sponsored student programs will include orientations, annual retreat, annual research symposium, and other conferences. Other program activities will include meetings/symposia/workshops between NIH and partner university research mentors, leaders and students. Expenses to be covered will include actual program costs, logistical support, and travel-related expenses for non-federal participants. Non-federal speakers, advisors, and program reviewers may be provided with modest honoraria. Additionally, the contractor shall provide travel and accommodation arrangements and reimbursement services for the recruitment and interviewing of GPP candidates.

The contractor shall arrange travel, authorized by the GPP, in accordance with current government regulation. The contractor will also, within a requested time period of no longer than 30 days of receipt of a properly completed reimbursement form accompanied by the proper receipts and required information, process the reimbursement and forward checks to the designated receiver at GPP.

The contractor shall provide check-writing services for payment of Education Testing Service and similar advertising and publication efforts of the GPP aimed at recruiting students to the GPP.

The contractor shall reimburse non-Federal speakers authorized by the GPP, for any travel-related expenses in accordance with current Government regulations. Within 30 days of receipt of a properly completed voucher accompanied by the proper receipts and required information, the contractor shall process the reimbursement and forward a check to the designated receiver at GPP.

The GPP will provide the contractor with information regarding scheduled programs and activities as plans are finalized. The GPP will ensure that the contractor receives the necessary information far enough in advance of the date of the scheduled activity to allow ample time for the necessary services to be provided.

DIRECT COSTS

Air Fare
Per Diem
Honorarium
Hotel

- Assumes room rate does not exceed government rate

Ground Transportation

Receptions

- Assumes appropriate legal opinions approving expenditure

LABOR

Labor costs include pre- and post-conference services. The contractor will not be required to be on-site at the time of the scheduled activity.

GPP responsibilities will be to provide vendor with a list of invitees who will participate in scheduled meetings.

CONTRACT NOT TO EXCEED: \$175,000.00