Sources Sought Notice

Sources Sought Notice No.: HHS-NIH-NCI-SBSS-PCPSB-5001-34

Title: Tobacco Control Research Branch Scientific and Technical Services Support

Description:

This is an 8(a) Small Business Sources Sought (SBSS) Notice. This is **NOT** a solicitation for proposals, proposal abstracts, or quotations. The purpose of this notice is to obtain information regarding the availability and capability of **qualified 8(a) small businesses** under the size classification relative to the North American Industry Classification System (NAICS) code for the proposed acquisition. Your responses to the information requested will assist the Government in determining the appropriate acquisition method, including whether a set-aside is possible. An organization that is not considered an 8(a) small business under the applicable NAICS code should not submit a response to this notice. This 8(a) Small Business Sources Sought notice is for information and planning purposes only and shall not be construed as a solicitation or as an obligation on the part of the National Cancer Institute.

The NAICS code for the project is 541990.

The small business size standard is $15M.

Background:

The Tobacco Control Research Branch (TCRB) and the Division of Cancer Control & Population Sciences (DCCPS), National Cancer Institute (NCI), National Institutes of Health (NIH) seeks general support for its mission to lead and collaborate on research, and to disseminate evidence-based findings to prevent, treat, and control tobacco use.

Purpose and Objectives:

The purpose of this project is to provide scientific writing, technical and logistical support services to the Tobacco Control Research Branch and the Division of Cancer Control and Population Sciences in the conduct of 1) writing, editorial, and graphic services; 2) data management, tracking, and coordination; 3) coordination of scientific conferences and meetings; 4) development and production of a tobacco monograph series and other scientific publications; 5) liaison and communication assistance; 6) support for Tobacco Regulatory Science Program (TRSP) tasks; 7) programmatic support for behavioral research tasks; and 8) support for consortia development.

Based on the responses received from this 8(a) SBSS notice, the proposed project may be solicited as a Total 8(a) Small Business Set-Aside. THERE IS NO SOLICITATION AVAILABLE AT THIS TIME. This 8(a) SBSS is for information and planning purposes only and shall not be construed as a solicitation or as an obligation on the part of the Government

Project Requirements:

A copy of the draft Statement of Work (SOW) pertaining to this requirement, which is subject to revisions, is attached.

General Requirements

1. Writing, Editorial, and Graphic Services for the Preparation of Scientific, Technical, and Consumer Presentations and Documents.

2. Support for Data Management, Tracking, and Coordination of TCRB Projects.

3. Scientific and Technical Support for Scientific Meetings and Conferences.

4. Development and Production of the Tobacco Monograph Series and Other Scientific Publications.

5. Liaison and Communication Assistance.

6. Programmatic Support for Tobacco Regulatory Science Program Tasks.

7. Programmatic Support for Behavioral Research Tasks.

8. Support for Consortia Development.

Anticipated Period of Performance:

The period of performance for this ID/IQ contract is five years starting August 2017. Only one award is anticipated.

Capability Statement/ Information Sought:

8(a) small businesses that believe that they have the ability to satisfy all of the above stated Project Requirements, and who meet the stated size standards, are encouraged to submit a capability statement. The capability statements will be evaluated based on the information provided in relation to the Project Requirements and the current capability to perform the work including: (a) staff availability, experience, and training; (b) prior completed projects of a similar nature; (c) corporate experience and management capabilities; and (d) examples of prior completed Government contracts, dollar value of the contracts, references, and other related information. On the first page of the capability statement, clearly state the small business concern's size status and type(s), name, address, point of contact, and DUNS number. The remainder of the capability statement should be tailored to the project requirements stated above and must demonstrate that similar work has been performed in the past, including the dollar value of that work. Capability statements should not exceed twenty (20), single-sided pages (including all attachments, resumes, charts, etc.), presented in single-spaced, 11-point font size minimum.

Information Submission Instructions:

All capability statements sent in response to this 8(a) Small Business Sources Sought notice must be submitted electronically (via e-mail) to Linda Park, Contract Specialist, at linda.park@nih.gov, in either MS Word, or Adobe Portable Document Format (PDF), by **3:30 pm Eastern time November 9, 2016**. All responses must be received by the specified due date and time in order to be considered. ANY RESPONSES RECEIVED AFTER THAT DATE AND TIME WILL NOT BE CONSIDERED.

Disclaimer and Important Notes:

This notice does not obligate the Government to award a contract or otherwise pay for the information provided in response. The Government reserves the right to use information provided by respondents for any purpose deemed necessary and legally appropriate. Any organization responding to this notice should ensure that its response is complete and sufficiently detailed to allow the Government to determine the organization's qualifications to perform the work. Respondents are advised that the Government is under no obligation to acknowledge receipt of the information received or provide feedback to respondents with respect to any information submitted. After a review of the responses received, a pre-solicitation synopsis and solicitation may be published in Federal Business Opportunities. However, responses to this notice will not be considered adequate responses to a solicitation.

Confidentiality:

No proprietary, classified, confidential, or sensitive information should be included in your response. The Government reserves the right to use any non-proprietary technical information in any resultant solicitation.

Primary Point of Contact:

Linda Park
Contract Specialist
Linda.park@nih.gov
Phone: (240) 276-7655

Alternate Point of Contact

Donna Perry-Lalley
Contracting Officer
perryd@mail.nih.gov
Phone: (240) 276-5446

Attachment #1: STATEMENT OF WORK

Independently and not as an agent of the Government, the Contractor shall furnish all the necessary services, qualified personnel, facilities, and equipment, materials and supplies, not otherwise provided by the Government as needed to perform the Statement of Work.

Scope

The Contractor shall provide scientific writing, technical and logistical support services to the Tobacco Control Research Branch (TCRB) and the Division of Cancer Control and Population Sciences (DCCPS) in the conduct of 1) writing, editorial, and graphic services; 2) data management, tracking, and coordination; 3) coordination of scientific conferences and meetings; 4) development and production of a tobacco monograph series and other scientific publications; 5) liaison and communication assistance; 6) programmatic support for Tobacco Regulatory Science Program (TRSP) tasks; 7) programmatic support for behavioral research tasks; and 8) support for consortia development.

A. General

Specifically, the Contractor shall perform the following:

1. Writing, Editorial, and Graphic Services for the Preparation of Scientific, Technical, and Consumer Presentations and Documents

    a) Develop and produce scientific, technical, and consumer presentations and documents, based upon information provided by the Contracting Officer's Representative (COR), as well as the Contractor's specific tobacco control knowledge. The specific areas to be addressed by these documents shall include, but not be limited to:

        i. Prevention of tobacco use, initiation of tobacco use, addiction to tobacco, and treatment of tobacco addiction;

        ii. Psychological, socio-cultural, physiological, and genetic factors that influence tobacco use prevention, initiation, addiction, and cessation;

        iii. Develop and assist in the development of mechanisms for dissemination of prevention and treatment interventions for tobacco use;

        iv. Tobacco policies, including taxation and pricing, clean indoor air policies, advertising and marketing restrictions, youth access restrictions, and tobacco product and nicotine regulation;

        v. Genetic and environmental interactions in susceptibility to tobacco-related cancers;

        vi. Surveillance of tobacco use behaviors and the implementation of tobacco-related interventions;

vii. Tobacco advertising and promotion practices, particularly as they relate to the "targeting" of special populations;

viii. The epidemiologic, clinical, or experimental nature of the smoking relationship with specific diseases or conditions. Smoking and tobacco use as they relate to cancer shall be emphasized; however, other diseases and conditions may be addressed. Specifically, diseases or conditions which may be directly or indirectly caused by smoking or tobacco use, such as second-hand smoke or involuntary smoking, may be addressed;

ix. Quantitative data on consumption of tobacco products from all countries, including, but not limited to, numbers of cigarettes, cigars, per capita consumption data; pounds of tobacco (gross and per capita data) and all other measures of consumption;

x. Marketing, distribution, pricing, import and export data, and related information relative to diversification programs of major tobacco companies in this country and abroad; and,

xi. Information on types of tobacco and tobacco products. This includes, but is not limited to, cigarettes, cigars, pipe tobacco, "roll your own", smokeless tobacco, waterpipes, novel tobacco products such as electronic nicotine delivery device systems (ENDS), and devices used for tobacco use.

b) Based on information provided by the National Cancer Institute (NCI) COR, develop and produce consumer, technical, and scientific documents ready for publication or website posting, including those that result from workshops, conferences, and meetings. The documents required range from visual aids with a few pages of technical background narrative to preparing and publishing research results, reports, articles, and fact sheets in collaboration with TCRB staff.

c) Assist in preparing, editing, 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, infographic fact sheets, on a rapid response basis; and distributing the materials as instructed by the COR.

All presentations and documents prepared under this contract will be the property of the Federal Government. The Contractor shall not publish or disseminate any information, or analyses or reports using information obtained under this contract without prior written approval of the COR.

NOTE: Results of analyses, evaluations, reports, and articles are published under authorship by the TCRB staff and/or other authors (to include contracting staff), as appropriate. Articles are published in appropriate medical, public health, and other scientific or professional journals.

2. Support for Data Management, Tracking, and Coordination of TCRB Projects

a) Provide support as directed by the COR for tracking and coordination of TCRB projects. Support to include assistance in developing and updating TCRB long-range and operational plans, mechanisms to track data, budgets, and projects, as well as forecasting the preparation of concept papers on topics selected by TCRB staff and convening planning meetings.

b) Provide support as directed by the COR for developing informational databases to compare and contrast various funding mechanisms, such as grants, contracts and agreements with other agencies, by type of mechanism, levels of approval, levels of funding limits, and time lines.

c) Provide support as directed by the COR for maintaining administrative/fiscal and programmatic information databases on TCRB programs/projects and related activities.

3. Scientific and Technical Support for Scientific Meetings and Conferences

Provide support, as directed by the COR, for conference and technical support.

The Contractor, in consultation with appropriate staff and with approval of the COR, shall assist and perform the following tasks:

a) Establish the scientific strategy and technical plans for the conferences and meetings. This shall include, but not be limited to, defining: 1) meeting agenda and related products; 2) meeting format; 3) candidate participants; 4) meeting dates; 5) meeting website development and maintenance; and 6) requirements for and sources of scientific/technical orientation/background materials for participants.

b) Prepare and distribute letters of invitation to all proposed participants, as directed by the COR. Prior to the conference or meeting, prepare, compile, and distribute to attendees and presenters all necessary background materials, such as registration information (including website registration development) agenda, visual aids, scientific articles, program reviews, abstracts, and other program materials, as specified by the COR and program staff conference/meeting leader. Registration websites shall not be used to collect or store credit card information.

c) Communicate and coordinate with presenters concerning abstracts, audiovisual needs, presentations, travel, and any other needs, as specified by the COR and program staff conference/meeting leader.

d) In consultation with the COR, the Contractor shall assist in identifying a range of suitable conference locations and facilities. Final site selection will be the responsibility of the COR. The Contractor shall prepare all needed documentation necessary to submit request for meeting approvals (i.e., Attachment A) through NCI and National Institutes of Health (NIH) in accordance with the NIH Policy Manual 1363, NIH Efficient Spending Policy, and NIH Events Management Services. Temporary conference space outside the NIH will be handled in accordance with appropriate regulations for off-site meetings: NIH Policy Manual 26101-17-1, Acquisition of Temporary Commercial Conference Space.

e) The Contractor shall provide travel support for presenters, participants, and editors for various projects, meetings, and conferences in each contract year.

f) Provide sufficient professional staff for performing all on-site conference services. This may include facilitation services for the meeting.

g) As required by COR, the Contractor shall prepare transcriptions or summaries of the proceedings, and/or synthesize scientific and technical documents for dissemination of conference findings.

h) Prepare, reproduce, and distribute post-conference materials in multiple formats.

4. Development and Production of the Tobacco Monograph Series and Other Scientific Publications

Up to three (3) monographs, or as directed by the COR, shall be produced. Each monograph is broken into phases as indicated below. The Contractor shall provide a list of potential candidates to the COR for a senior volume editor and all other volume editors. The COR will provide final written approval of all volume editors.

Up to five (5) scientific publications, or as directed by the COR, shall be produced. Each publication will follow the phases described for monographs below, though individual steps may vary depending on the type of publication.

1. Development Phase

The Contractor shall:

a) Coordinate support for volume editorial team in developing, writing and editing each monograph. Support includes, but is not limited to, conference call support and disbursement of consultant fees.

b) Meet with editors to identify and coordinate the selection process for authors and reviewers. Contact authors identified with prior written approval by the COR.

c) Develop an outline for each monograph based on previous monographs in the series. Materials and formatting samples will be provided by the COR.

d) Provide general management activities associated with supporting the monograph series development, including maintaining the operational procedures manual, file and materials maintenance.

2. Review and Edit Phase

The Contractor shall:

a) Receive first draft of chapters from authors, develop document tracking for each, and provide the COR with progress and files for review.

b) Work with editorial team to review the chapters for return to authors within 21 business days of receipt.

c) Receive the reviewed and corrected chapters from the COR/editorial team, place in tracking database, and disseminate back to authors for requested revisions.

d) Receive the final drafts from authors, then track and prepare for dissemination to the peer review panel.

e) Manage the peer review process on the draft chapters, including selection of the experts for the review panels, in accordance with the operational procedures manual.

f) Manage volume review process, including but not limited to:
   i. Identify and invite volume reviewers, in collaboration with the COR
   ii. Coordinate the documents to be reviewed,
   iii. Send drafts to the reviewers with directions on how to direct their responses,
   iv. Coordinate and organize volume reviewer comments, and
   v. Work with volume editors/authors to revise and finalize the drafts.

3. Clearance and Printing Phase

The Contractor shall:

a) Manage NCI, NIH, and Health and Human Services (HHS) clearance review processes, including but not limited to:
   i. Provide final draft to the COR for review of the contents of the monograph,
   ii. Document changes requested from each organization, and
   iii. Revise the draft appropriately.

b) Copy edit the final draft monograph.

c) Verify references and prepare copyright permission requests.

d) Prepare draft for layout, including, but not limited to:
   i. Verify listings in the acknowledgment section
   ii. Incorporate and edit final revisions from the COR
   iii. Number all references
   iv. Provide final drafts to the COR
   v. Prepare figures and graphics
   vi. Perform table layout

e) Layout and proofread the complete monograph.

f) Coordinate printing requests with the COR for the NIH Printing Office.

g) Prepare files for printing, including color proof.

h) Prepare Section 508 compliant files of the monograph for posting on the monograph website.

4. Dissemination and Post-Production Phase

The Contractor shall:

a) Develop executive summary from the monograph text, which may incorporate illustrations from the monograph.

b) Identify partner organizations to help disseminate the monograph.

c) In collaboration with the COR, create fact sheets, as well as editing and formatting a slide presentation about the monograph.

d) Develop an online package of related communications products about the monograph, including addresses for email announcements and drop-in articles.

e) Analyze and report on results of dissemination activities.

5. Liaison and Communication Assistance

The Contractor shall provide support as directed by the COR to:

a) Assist in establishing and maintaining liaison with organizations and individuals involved and interested in tobacco use prevention and control, including, but not limited to, researchers, grantees, other Governmental agencies, not-for-profit organizations, professional societies, medical schools, public health schools and other academic health schools or centers, 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) Ensure quick response capability in preparing responses to requests, as directed through the COR (i.e., from request to final product delivery). Requests may originate from the NCI, National Cancer Advisory Board (NCAB), Department of Health and Human Services (HHS), Congressional inquiries, and other sources, but the COR will review all responses.

c) Provide liaison, coordination, and communication assistance for current and future TCRB and NCI global or international research initiatives and activities.

d) Assist with collaborative activities related to the diffusion, dissemination and delivery of TCRB research to scientists and researchers, to public health and tobacco control practitioners, and to the public and consumers.

6. Programmatic Support for Tobacco Regulatory Science Program (TRSP) Tasks

The Contractor shall provide support services as directed by the COR to:

a) Work with TCRB liaison staff to manage daily Tobacco Regulatory Science Program (TRSP) operations including:
    i. Organize and prioritize tasks
    ii. Update/maintain shared calendars

iii. Coordinate periodic TRSP scientific/training meetings; schedule conference rooms
iv. Respond to written communications

b) Serve as secondary point of contact including:
   i. Attend reviews, scientific and in-house meetings and distribute official summaries of those meetings to TCRB staff, as appropriate
   ii. Attend TRSP-related activities including nominating; approval; funding and meetings
   iii. Communications from potential TRSP principal investigators; TCRB program directors; grants management staff, NIH-TRSP staff, and/or Food and Drug Administration/Center for Tobacco Products staff
c) Compile and maintain TRSP-related scientific portfolio.
d) Develop, maintain and update spreadsheets for TCRB-TRSP budget, timekeeping, and deliverables.
e) Facilitate NCI sign-on to funding opportunity announcements (including organizing TCRB staff feedback on draft funding opportunity announcements).
f) Compile and analyze data and prepare graphs and slides for presentations.
g) Prepare reports, letters, and other documents for review and input for programs, policies, and activities.
h) Work with Behavioral Research Program (BRP) and Division of Cancer Control and Population Sciences web points of contact to optimize and update content for websites and monitor for currency and accuracy of information.
i) Gather information about TRSP-related programs and TCRB or Behavioral Research Program standard operating procedures; work with staff to identify and recommend opportunities to improve processes and workflow.
j) Work with TCRB staff to plan scientific and/or training meetings; prepare and distribute meeting agendas and meeting minutes.

7. <u>Programmatic Support for Behavioral Research Tasks</u>

The Contractor shall provide support services as directed by the COR to:

a) Work with TCRB and/or Division of Cancer Control and Population Sciences staff to complete portfolio analyses or trend analyses to determine the state of the science for behavioral research. This may include an examination of informational databases to compare and contrast various funding mechanisms, such as grants, contracts and agreements, with other agencies, by type of mechanism, levels of funding limits, timelines, funders, applicants, content areas, and other criteria.
b) Perform literature reviews to identify research gaps and note areas that could guide future research in behavioral science.
c) Convene up to two (2) focus groups per year of researchers, providers, policymakers and others in behavioral health to increase the scope, quality, dissemination and impact of DCCPS-supported research.

8. Support for Consortia Development

The Contractor shall provide support services as directed by the COR to:

a) Work with TCRB and/or Division of Cancer Control and Population Sciences staff to establish consortia to translate and disseminate topical behavioral discoveries to advance cancer care. This may include stimulating novel scientific concept development, fostering innovative collaborations between disciplines, and disseminating relevant findings through major scientific conferences.
b) Host up to two (2) consortia per year of members to leverage and integrate the continuum of behavioral research to its impact on cancer outcomes.

B. Transition

Sixty (60) calendar days prior to completion of this contract the Contractor shall provide a detailed 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 COR. The plan shall provide for delivery of appropriate contract materials, electronic and paper files (in formats identified by the COR), documents, working papers, and original copies of slides and graphics for the completed projects and for the continuation of on-going projects.

Appendix: References Used in the Statement of Work

Websites:

HHS Website: http://www.hhs.gov/

NIH website: http://www.nih.gov/

NCI website: http://www.cancer.gov/

DCCPS website: http://dccps.nci.nih.gov/index.html

Meetings and Conferences:

http://www1.od.nih.gov/oma/manualchapters/management/1160-1/main.html

http://www1.od.nih.gov/oma/manualchapters/management/1363

https://oamp.od.nih.gov/news/NIH-efficient-spending-policy

Publication Clearance: https://oma1.od.nih.gov/manualchapters/management/1184/

Section 508 information: http://www.hhs.gov/web/508/index.html

Tobacco Specific Websites:

TCRB's website: http://cancercontrol.cancer.gov/TCRB/index.html

TCRB Monographs website: http://cancercontrol.cancer.gov/TCRB/monographs/index.html