

PART I – SAMPLE REQUEST FOR TASK ORDER PROPOSAL (RFTOP)

☐ **CDC / Office of Acquisition Services (OAS) Point of Contact (POC):**

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- ☐ **Proposal Instructions:** Proposals are to be submitted via email to LRV4@cdc.gov by 3:00 PM Eastern Time on 06/04/2021.

- ☐ **Proposal Questions:** Questions are to be submitted via email to LRV4@cdc.gov by 11:00 AM Eastern Time on 05/19/2021.

- ☐ **Contract reference:** This Sample Request For Task Order Proposal is consistent with the purposes for which the Data Collection Services for the National Health and Nutrition Examination Survey (NHANES) contract was awarded. This RFTOP includes tasks described in the Data Collection Services for the National Health and Nutrition Examination Survey (NHANES) contract.

PART II – DESCRIPTION OF WORK

1) Identification Section:

- a. **RFTOP Descriptive Title:** Task Order Sample: Data Collection Services for the National Health and Nutrition Examination Survey (NHANES) for 2021
- b. **RFTOP Number:** CDC-2021-45657-SOL-EDS-SRFTOP
- c. **The Task Order Contract Type is:**
A combination of Firm Fixed Price, Cost Reimbursement and Cost Plus Fixed Fee.
- d. **Period of Performance:**
Period of performance shall be established at the Line Item level as follows:
Data Collection- 24 months
PSU Travel Expenses- 24 Months
Project Management 12 Months
IT Support- 12 Months
Statistics-12 months
- e. **Place(s) of Performance:**
Contractor Headquarters
NCHS Offices in Hyattsville, Maryland
South Los Angeles, CA,
Cheshire, New Hampshire
Caldwell, Kentucky
Clay, Minnesota
Spartanburg, South Carolina
Pimas, Arizona

Section B - Supplies Or Services And Prices/Costs

| ITEM | DESCRIPTION | QUANTITY | UNIT PRICE | EXTENDED PRICE |
|------|---|-----------|------------|----------------|
| 0003 | <p>DATA COLLECTION-PRIMARY SAMPLING UNITS as described in the <i>Statement of Work</i>.</p> <p>For more information, see Sections: 4.5.6 – 4.5.8 Data Collection 4.6 MHEV Operations 7.0 Deliverables/Reporting Schedule</p> <p>This is a Cost Plus Fixed Fee Line Item for non-severable Services</p> <p>Period of Performance: 24 Months from the Date of Award</p> | 1 Job | | |
| 0004 | <p>PSU Travel Expenses</p> <p>This CLIN is to be reimbursed on an actual cost basis and invoiced as costs are incurred in accordance with Federal Travel Regulations.*</p> <p>Period of Performance: 24 Months from the Date of Award</p> | 1 Job | | |
| 0005 | <p>DATA COLLECTION HQ ADMINISTRATIVE SUPPORT SERVICES as described in the <i>Statement of Work</i> below.</p> <p>For more information, see Sections: 4.4 Data Collection Planning 4.5.1- 4.5.5, 4.5.9 – 4.5.15 Data Collection 4.6.1- 4.6.3 MHEV Operations 7.0 Deliverables/Reporting Schedule</p> <p>This is a Firm Fixed Price Line Item for Severable services.</p> <p>Period of Performance: 12 Months from the Date of Award</p> | 12 Months | | |
| 0006 | <p>PROJECT MANAGEMENT SUPPORT SERVICES as described in the <i>Statement of Work</i>.</p> <p>For more information, see Sections: 4.2 Project Management 7.0 Deliverables/Reporting Schedule</p> <p>This is a Firm Fixed Price Line Item for Severable services.</p> <p>Period of Performance: 12 Months from the Date of Award</p> | 12 Months | | |
| 0007 | <p>IT SUPPORT SERVICES as described in the <i>Statement of Work</i> below and individual task orders to be issued against this indefinite delivery, indefinite quantity contract.</p> <p>For more information, see Sections: 4.7 Information Technology 7.0 Deliverables/Reporting Schedule</p> <p>This is a Cost plus Fixed Fee Line Item for Severable Services</p> <p>Period of Performance: 12 Months from the Date of Award</p> | 1 Job | | |
| 0008 | <p>STATISTICS SUPPORT as described in the <i>Statement of Work</i> below and individual task orders to be issued against this indefinite delivery, indefinite quantity contract.</p> | 1 Job | | |

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|--|--|--|--|--|
| | <p>For more information, see Sections: 4.3 Statistics 7.0 Deliverables/Reporting Schedule</p> <p>This is a Cost plus Fixed Fee Line Item for Severable Services</p> <p>Period of Performance: 12 Months from the Date of Award</p> | | | |
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Performance Work Statement

Task Order Sample: Data Collection Services for the National Health and Nutrition Examination Survey (NHANES) for 2021

Period of Performance: The period of performance shall be for one year from task order effective date for severable services and two years from the effective date for non-severable services.

SECTION 1- BACKGROUND AND NEED

The National Health and Nutrition Examination Survey (NHANES) is a national survey designed to assess the health and nutritional status of children and adults living in the United States. NHANES is unique in that it combines standardized health examinations and biospecimen collections with interviews on health conditions and health-related behaviors. Importantly, NHANES is the only national survey that measures dietary intake and environmental exposures. NHANES has long been a primary source of data on the nation's health, and NHANES findings have been used to set the goals and track the progress in reducing cholesterol levels, the prevalence of high blood pressure, and the risks of blood lead exposure in the United States, among other health outcomes. NHANES documented the rise in obesity and diabetes and produced the first population-based estimates of human immunodeficiency virus infection and osteoporosis.

NHANES is a major program of the National Center for Health Statistics (NCHS). NCHS is part of the Centers for Disease Control and Prevention (CDC) at the Department of Health and Human Services (DHHS) and has the responsibility for producing vital and health statistics for the Nation. NHANES is overseen by NCHS's Division of Health and Nutrition Examination Surveys (DHNES).

This sample RFTOP is for one year of data collection services for several Primary Sampling Units and one year of support services including Project Management, HQ Support, Statistics Support and IT Support in accordance with the terms and conditions of the NHANES Data Collection Support Services contract.

SECTION 2--SCOPE OF WORK

2.1 Field Data Collection and Related Travel Expenses

NHANES data collection comprises household eligibility screening, questionnaires for each sampled household member, examinations at the MHEV, and post-MHEV data collections. NHANES data collection accommodates participants who speak languages other than English. The Contractor shall ensure all survey materials are available in English and Spanish.

This RFTOP is for field Data Collection at the following locations:

South Los Angeles, CA,
Cheshire, New Hampshire
Caldwell, Kentucky
Clay, Minnesota
Spartanburg, South Carolina
Pimas, Arizona
Marion, Oregon

For more information, see the following Sections of the Statement of Work in the Solicitation:

4.5.6 – 4.5.8 Data Collection

4.6 MHEV Operations

7.0 Deliverables/Reporting Schedule

2.2 Data Collection Support Services

This RFTOP includes 12 months of support services in the following areas.

2.21 HQ Data Collection Support

Headquarters data collection support encompasses all functions that are performed in the office that are dedicated to the support and planning of PSU field operations. This includes data collection planning, data collection scheduling, planning lodging, community engagement, outreach, managing supplies, printing, information collection requests, managing response rates and costs, staffing, training, case management and managing MHEV logistics and set up at the various locations for data collection.

For the purposes of this sample RFTOP, assume that the work will be completed with the current fleet of 12 MHEV trailers.

For more information, see the following Sections of the Statement of Work in the Solicitation:

4.4 Data Collection Planning

4.5.1- 4.5.5, 4.5.9 – 4.5.15 Data Collection

4.6.1- 4.6.3 MHEV Operations

7.0 Deliverables/Reporting Schedule

2.22 Program Management

Project management work packages involve activities which require expertise in initiating, planning, executing, monitoring and reporting, controlling, and closing a project. This work includes performance management meetings, monthly project management status reports and annual/final reports.

For more information, see the following Sections of the Statement of Work in the Solicitation:

4.2 Project Management

7.0 Deliverables/Reporting Schedule

2.23 IT Support

Information technology work packages involve activities which require expertise in project transition, software, hardware, maintenance, upgrades, database design, documentation, support of remote staff, data collection IT infrastructure, data manipulation, data transmission, and storage. This work includes development, support and maintenance of the survey information technology architecture for all NHANES operational locations. As part of IT support for NHANES, preparation and maintenance of a System Security Plan is required. Additionally, this work provides IT support for contractor home office facilities, DHANES staff and facilities, NHANES field personnel, NHANES MHEVs, collaborating laboratories and data reviewers.

IT Support for this RFTOP should include modifications, improvements, implementation and maintenance to the **current** NHANES SITA.

For more information, see the following Sections of the Statement of Work in the Solicitation:

4.7 Information Technology

7.0 Deliverables/Reporting Schedule

2.24 Statistics

Statistical activities are those that require expertise in statistics, survey statistics, sampling statistics, survey methodology, and statistical disclosure control. This work includes sample design, nonresponse bias analyses, weighting, variance estimates, data file review, disclosure risk assessment and data release.

The sample design for this RFTOP should include no oversampling.

For more information, see the following Sections of the Statement of Work in the Solicitation:

4.3 Statistics

7.0 Deliverables/Reporting Schedule

SECTION 3- REPORTING SCHEDULE AND DELIVERABLES

The Contractor shall attend weekly Performance Management Meetings and submit monthly project management status and activity reports and an annual report.

The contractor shall provide other deliverables required for execution of the work as needed to complete the work in coordination with DHANES and consistent with the Deliverables/Reporting schedule contained in Section 7.0 of the Statement of Work in the Solicitation.

SECTION 4- PERIOD OF PERFORMANCE

The period of performance shall be for one year from task order effective date for severable services and two years from the effective date for non-severable services.

PART III: INSTRUCTIONS

Formatting

Page size 8.5 by 11 inches with 1 inch margins. Paragraphs single spaced. Minimum font size/style 10 point Times New Roman font for Text, 9 point font in the Arial family for Tables, and 8 point font in the Arial family for Graphics. Tables and graphics may be landscape; all other text must be portrait.

If the offeror uses a different format (font size, margin, etc.), the government reserves the right to adjust the proposal to fit the parameters of the format as stated in the RFTOP, and if this results in the proposal exceeding the page limitations in any one area, the government will not consider those excess pages.

The below table shows the page limits to which offerors' submissions must adhere.

| Volume | Section | Page Limit |
|---------------|--------------------------|-------------------|
| 1 | Business Proposal | 10 |

BUSINESS PROPOSAL

The Contractor shall provide a detailed business proposal for the required tasks, and include a specified timeframe for accomplishing the tasks. The timeframe is subject to modification by NCHS.

The Offeror's Business Proposal shall be a separate volume from the Technical Proposal and must contain (a) a statement that the proposal is predicated upon all the terms and conditions of the RFTOP; (b) a statement that the proposal is firm for a period of at least 180 days from the date of receipt by the Government; and, (c) a list of any current commitments with the Government that may interfere with the completion of work and services as contemplated in this request for task proposal.

Make sure to use the appropriate Labor Categories and Loaded Labor Rates from the underlying NHANES Data Collection Support Contract and propose the best labor rate, including any additional discount, for each Labor Category.