

## COMBINED SYNOPSIS / SOLICITATION WORKFORM

- (1) **Action Code:** Combined Synopsis/Solicitation
- (2) **Date:** 03/20/2023
- (3) **Year:** 2023
- (4) **Contracting Office Zip Code:** 20892
- (5) **Project Service Code:** 7C21- IT AND TELECOM - OTHER DATA CENTER FACILITIES PRODUCTS (HARDWARE AND PERPETUAL LICENSE SOFTWARE)
- (6) **Contracting Office Address:**  
6710B Rockledge Drive  
Bethesda, MD 20892
- (7) **Subject/Title:** Document Conversion Project
- (8) **Proposed Solicitation Number:** NICHHD-23-097
- (9) **Closing Response Date:** 03/27/2023
- (10) **Contact Point:** Verne Griffin
- (11) **Contract Award and Solicitation Number:** TBD
- (12) **Contract Award Dollar Amount:** TBD
- (13) **Contract Line-Item Number(s):** TBD
- (14) **Contractor Award Date:** TBD
- (15) **Contractor Name:** TBD
- (16) **Description: (Background)**
  - (i) "This is a combined synopsis/solicitation for commercial items prepared in accordance with the format in Subpart 12.6 as supplemented with additional

information included in this notice. This announcement constitutes the only solicitation; quotes are being requested and a written solicitation will not be issued.”

- (ii) The solicitation number is NICHD-23-097 and the solicitation is issued as a request for quote (RFQ).
- (iii) The solicitation document, the incorporated provisions and clauses are those in effect through Federal Acquisition Circular 2023-02 effective 03/16/2023.
- (iv) The associated NAICS code is 561410 - Document Preparation Services, and the small business size standard is \$19M. The acquisition is being conducted in accordance with the procedures of FAR Part 12 and FAR Part 13.
- (v) The Contractor Requirements are listed below:

### **1.0 PURCHASE ORDER TITLE**

Conversion of Paper research records to electronic format for PECRB (Phoenix Epidemiology and Clinical Research Branch).

### **2.0 BACKGROUND**

PECRB has conducted longitudinal diabetes and related conditions since 1965; source documents containing the research records have been maintained in paper files by the PECRB Medical Records Department. These research records are being used for ongoing analysis. So, it is important for PECRB investigators to have access to them. Thus, the vendor will need to have an office located in the Phoenix Metropolitan area so that PECRB Staff can continue to inspect the records and access them as needed during the scanning process. Converting these records in an electronic format will help facilitate access and will help to preserve the records. In addition, it is expected that PECRB offices will be relocating into a smaller physical space in 2023 that will no longer have room for all the paper records (tentative move date in August 2023). Thus, the project will need to be completed in a timely way to accommodate this move. This project will accomplish the goals of preserving the records and maintaining access for researchers by converting paper records into an electronic format.

### **3.0 OBJECTIVE**

Scanning and digitizing Participant research records from PECRB studies of diabetes and related conditions. This will facilitate the Government’s objective of

moving from paper to electronic records. It will also facilitate PECRB's transition into a smaller physical space.

#### **4.0 SALIENT / REQUIRED FEATURES AND SPECIFICATIONS**

PECRB has paper files for participant research records dating back to 1965- consisting of files for approximately 30,000 research participants. To digitize these records requires the ability to scan various types of records, including irregularly sized sheets of paper, in large quantities. These records come from several different studies each of which has a different format and organization. Optimally the vendor shall consult with PECRB staff to develop strategy that is suitable for digitizing each of the different types of files. Electronic files need to be organized and indexed in a way that provides ready access to PECRB staff, including the ability to search and to readily identify the relevant sections (similar to the original organization for a clinical chart). Thus, digital files (e.g., PDF's) need to be electronically searchable and will need multiple tabs as specified by PECRB staff. These records are from ongoing clinical studies and PECRB will need continual access to them during the scanning process. Thus, the vendor will need to have a local office in Phoenix and will need to accommodate storage of a large number of records at a local facility during the time when PECRB is moving to a new facility Specifically, the NIDDK requires completion of the following tasks:

##### **Task Area 1 –**

The Government will provide the records to the Contractor in batches. Scanning will be performed by the Contractor in installments and electronic files will be returned to PECRB or to the attention of the Government Point of Contact. The Contractor shall complete this project within the estimated timeframe: 1-2 weeks for project set up, and 7-8 months for total project. The Contractor shall store all records at the Contractor's facility until the project is completed. Once PECRB has confirmed the accuracy of the scanning, then the Contractor will be provided with instructions to destroy the records. The Contractor shall handle all documents in a manner compliant with Health Insurance Portability and Accountability Act (HIPAA) and the 1974 Privacy Act.

##### **Task Area 2 –**

The Contractor shall box the records, prepare them for shipment, pick them up from the Government's facility and transport them to the Contractor's facility for scanning. This facility must be in the Phoenix Metropolitan area so that PECRB can continue to access the records as needed during the scanning process.

### **Task Area 3 –**

Scanned documents will be delivered to the Government Technical Point of contact in electronic format, as pdf files with at least 300 dpi resolution; the Contractor shall create a digital file and name for each physical folder. The naming and indexing of files will be according to conventions determined by PECRB. The digital files must be electronically searchable and Section 508 compliant.

### **Task Area 4 –**

Quality control measures shall be performed by the Contractor and by the PECRB IT staff. Original documents will be stored by the Contractor and will not be destroyed until PECRB has verified accurate scanning.

## **5.0 PURCHASE ORDER TYPE**

This Purchase Order is to be a firm fixed price.

## **6.0 INSPECTION AND ACCEPTANCE**

The Project Officer or the Project Officer Supervisor will perform inspection and acceptance of materials and services to be provided. Inspection and acceptance will be done after all materials are received and copied to the PECRB server, and test run for operation. Receiving will be completed no later than 7 days following date of Delivery and does not constitute acceptance and Delivery. Acceptance and delivery will be complete once the signed packing slip is provided to the Vendor.

Inspection and acceptance will be performed at the place of installation - National Institutes of Health, NIDDK, 1550 E. Indian School Rd, Phoenix, Arizona 85014.

- (i) This is a competitive requirement being pursued through the authority granted in FAR 52.211-6, Brand Name or Equal. This is a requirement for scanning and digitizing participant research records from paper to electronic records.

Period of performance shall be for 8 months with quarterly payments

- (viii) The provision at FAR clause 52.212-1, Instructions to Offerors – Commercial Items, applies to this acquisition.

- (ii) The provision at FAR clause 52.212-2, Evaluation – Commercial Items, is applicable. Award will be made to the contractor providing the most advantageous quote to the Government. Technical factors and price considered with technical factors outweighing price.

Specifically, the following technical factors will be evaluated:

Awards will be made to the contractor providing the most advantageous quote to the government, technical factors and cost/price considered. The technical factors are as follows: The contractor will be evaluated on their capability to provide the required services as stated on the solicitation. Specific factors that must be conveyed included:

1. Ability to box records and transport them to scanning facility.
2. Ability to create high quality document scans and deliver them in an electronic format (PDF file).
3. Ability to deal with irregular sized originals that may occur in medical charts.
4. Quality control procedures.
5. Electronic files must be indexed according to PECRB preferences and should be searchable.
6. Responsiveness to inquiries from PECRB staff and the ability to accomplish scanning quickly and to hold records for some time prior to scanning and eventual destruction.
7. Local facility is preferable due to the large quantity of documents that need to be shipped and the possibility that PECRB may need to access the records during the process.
8. Technical factors outweigh cost.

The Contracting Officer will make a price reasonableness determination on technically acceptable quotes.

- (x) FAR clause 52.212-3, Offeror Representations and Certifications – Commercial Items, is applicable. An offeror shall complete only paragraphs (b) of this provision if the offeror has completed the annual representations and certificates electronically via <http://www.acquisition.gov> If an offeror has not completed the annual representations and certifications electronically at the System for Award Management (SAM) website, the offeror shall complete only paragraphs (c) through (p) of this provision.
- (xi) FAR clause at 52.212-4, Contract Terms and Conditions – Commercial Items, applies to this acquisition.

(xii) FAR clause at 52.212-5, Contract Terms and Conditions Required to Implement Statutes or Executive Orders – Commercial Items, applies to this acquisition. Including the following clauses and Prohibitions:

- i. 52.219-28, Post Award Small Business Program Representation
- ii. 52.222-19, Child Labor—Cooperation with Authorities and Remedies (Jan 2014) (E.O. 13126).
- iii. 52.222-21, Prohibition of Segregated Facilities
- iv. 52.222-26, Equal Opportunity
- v. 52.222-36, Equal Opportunity for Workers with Disabilities
- vi. 52.222-40, Notification of Employee Rights Under the National Labor Relations Act (Dec 2010) (E.O. 13496)
- vii. 52.222-50 Combating Trafficking in Persons
- viii. 52.223-18, Encouraging Contractor Policies to Ban Text Messaging while Driving
- ix. 52.225-1, Buy American--Supplies (May 2014) (41 U.S.C. chapter 83)
- x. 52.225-13, Restrictions on Certain Foreign Purchases

Additional Clauses:

- i. 52.232-33, Payment by Electronic Funds Transfer— System for Award Management (Jul 2013) (31 U.S.C. 3332)
- ii. FAR 52.211-6, Brand Name or Equal

(xiii) **Additional Contract Requirements:** None

(xiv) The Defense Priorities and Allocations System (DPAS) and assigned rating are not applicable.

(xv) Offers shall be submitted via email to [verne.griffin@nih.gov](mailto:verne.griffin@nih.gov)

(17) **Place of Contract Performance:**  
National Institute of Health, NIDDK  
Phoenix, Arizona 85014

(18) **Set-aside Status:** This is not applicable to this requirement.