

**STATEMENT OF WORK (SOW)  
FOR  
SUPPORT SERVICES**

**SCOPE**

Under this task order, the contractor will independently provide support services to satisfy the overall operational objectives of the Office of the Director, Division of Program Coordination and Planning and Strategic Initiatives. The primary objective is to provide services and deliverables through performance of support services.

**ORGANIZATION**

Office of the Director  
Division of Program Coordination and Planning and Strategic Initiatives (DPCPSI)  
Tribal Health Research Office (THRO)  
1 Center Dr  
Bethesda, MD 20892

**TASKS/SERVICES. The contractor shall:**

The HSPA serves a key role in providing support to the THRO by researching, analyzing, and preparing plans and reports on research and research training, focused on American Indians and Alaska Natives (AI/AN) populations and tribal affairs. In this role, the contractor identifies appropriate source information, performs necessary analyses, and prepares reports, slides, fact sheets, and other materials for the THRO.

**Task 1: Data Analysis and Reports**

- Identify NIH and other data sources and perform data queries, literature reviews, developing or otherwise finding data needed to prepare reports to be submitted by the THRO.
- Support Health Science Policy Analysts in tasks related to completion of 2018 AI/AN research portfolio.
- Extract data from various NIH systems and analyze data for accuracy ensuring the data are pertinent to reporting requirements.
- Develop and utilize quality assurance methods to ensure data is complete, accurate, and pertinent to the task; take steps to reconcile data integrity concerns.
- Drafting reports based on data analysis, feedback, and Division/OD/NIH/HHS practices.

## **Task 2: Information Dissemination**

- Prepare PowerPoint presentations for a wide range of audiences on NIH AI/AN research and career development activities.
- Draft weekly reports on NIH activities regarding Tribes and COVID-19 for reporting to IEA/HHS.
- Participate in online HHS Regional Tribal Consultations and draft summaries of discussions bringing to leadership's attention issues related to research and COVID-19.
- Draft agendas and summaries for monthly THRO Coordinating Committee (CC) meetings; coordinate and draft written background materials and develop slides to share with THRO CC.
- Based on knowledge of AI/AN communities, culture and diversity, draft fact sheets and education materials for NIH ICs to use to engage Tribes in a culturally appropriate and respectful manner.
- Proofread written documents on scientific, technical, and policy issues and translate technical and scientific subject matter into clear and concise text.
- Ensure that written content is written in plain language, accessible to a lay audience, and free of bureaucratic or overly dense language.

## **Task 3: Support for Communications Activities**

- Support communications staff by developing and editing content for print publications, online channels, community engagements, Tribal Consultations, and Tribal Advisory Committee meetings.
- Prepare all written materials in a culturally appropriate and respectful manner consistent with best-practice communication strategies.
- Support Communications staff by developing culturally appropriate materials about NIH research, clinical trials, and funding opportunities to disseminate to Tribal Nations via social media and other avenues.
- Research and develop a variety of materials as background information to be used in preparing written and oral communication documents for staff.

## **Task 4: Training Activities**

- Collaborate with Health Science Policy Analysts to coordinate summer training activities for AI/AN students.
- Draft outreach communication to inform summer students of events or activities.
- Create AI/AN summer student directory and online resources for students.

**DELIVERABLES.** Upon request, the contractor shall provide documentation evidence of any and/or all work product, including, but not limited to, the following tasks:

- Work products and documents related to identifying NIH and other data sources and perform data queries, literature reviews, developing or otherwise finding data needed to prepare reports to be submitted by the THRO.
- Work products and documents related to supporting the Health Science Policy Analysts in tasks related to completion of 2018 AI/AN research portfolio.
- Work products and documents related to extracting data from various NIH systems and analyze data for accuracy ensuring the data are pertinent to reporting requirements; develop and utilize quality assurance methods to ensure data is complete, accurate, and pertinent to the task; take steps to reconcile data integrity concerns.
- Work products and documents related to drafting reports based on data analysis, feedback, and Division/OD/NIH/HHS practices.
- Work products and documents related to preparing PowerPoint presentations for a wide range of audiences on NIH AI/AN research and career development activities.
- Work products and documents related to drafting weekly reports on NIH activities regarding Tribes and COVID-19 for reporting to IEA/HHS; participate in online HHS Regional Tribal Consultations and draft summaries of discussions bringing to leadership's attention issues related to research and COVID-19.
- Work products and documents related to drafting agendas and summaries for monthly THRO Coordinating Committee (CC) meetings; coordinate and draft written background materials and develop slides to share with THRO CC; draft fact sheets and education materials for NIH ICs to use to engage Tribes in a culturally appropriate and respectful manner.
- Work products and documents related to proofreading written documents on scientific, technical, and policy issues and translate technical and scientific subject matter into clear and concise text; ensure that written content is written in plain language, accessible to a lay audience, and free of bureaucratic or overly dense language.
- Work products and documents related to supporting communications staff by developing and editing content for print publications, online channels, community engagements, Tribal Consultations, and Tribal Advisor Committee meetings.
- Work products and documents related to preparing all written materials in a culturally appropriate and respectful manner consistent with best-practice communication strategies.
- Work products and documents related to researching and developing a variety of materials as background information to be used in preparing written and oral communication documents for staff.
- Work products and documents related to collaborating with Health Science Policy Analysts to coordinate summer training activities for AI/AN students.

- Work products and documents related to drafting outreach communication to inform summer students of events or activities; create AI/AN summer student directory and online resources for students.

**CERTIFICATIONS, LICENSE, PHYSICAL REQUIREMENTS OR OTHER EXPER-TISE REQUIRED.** The contractor must have:

- Master's degree in a science related field; three (3) years of specialized experience plus a Bachelor's degree is equivalent to a Master's degree.
- Minimum of one (1) year of experience in a related field.
- Knowledge of NIH policies, procedures and policies.
- Broad knowledge of biomedical research areas so as to be able to conduct literature searches, to gather new information, identify topics, write and edit in depth technical documents and documents for the lay public.
- Excellent judgment in interpreting findings, analyzing data and other gathered information, verifying facts, and drawing conclusions.
- Experience with Microsoft Office Suite (MS Word, Excel, Outlook, PowerPoint) and image processing software (Photoshop).
- Strong communications skills, both oral and written.
- Knowledge of correct grammar, spelling, punctuation, capitalization, and style.
- Excellent analytical, organizational and time management skills.
- Strong interpersonal skills and ability to work as a team member.
- Experience working with underrepresented communities preferred but not required.
- Must be able to obtain and maintain a NACI level 1 clearance

**PLACE OF PERFORMANCE**

The place of performance is 1 Center Drive, Bethesda, MD 20892.

This work may also be performed remotely at the discretion of the IC, OD.

**OPERATIONAL HOURS**

Work will be performed up to 40 hours per week during normal business hours, Monday-Friday, excluding Federal holidays.