Final Proposal Revision
in Response to Request for Proposals NLM-10-055-AN
National Network of Libraries of Medicine
MidContinental Region
April 5, 2011

1. Confirmation of NLM available funds for Year 1 in amount of $1,354,127 and reflected in your budgets and NN/LM forms.

   We acknowledge the fiscal difficulties that NLM and all of the federal government is currently facing. We have diligently reviewed our budget and reworked the numbers to bring the Year 1 amount into compliance with NLM's statement of available funds of $1,354,127. However, we have found that it is not possible to carry out the statement of work as specified in the RFP unless the budget allotted for the first year is $1,389,127. The amount presented in your final request reduces our programming dramatically, eliminates competitive subcontracts, and most detrimentally, provides no operating funds for our Resource Libraries to carry out the responsibilities that will be stipulated in their RML subcontracts. The first year budget that we are requesting has $35,000 added to NLM's first year offering. This new allocation will provide a minimum operating budget of $5,000 for each of the coordinators at our partnering Resource Libraries.

   Because the University of Utah charges IDC against the first $25,000 of the five year subcontract with a Resource Library, more funding is needed in Year 1 to provide basic programming in the region. We have not increased our total budget request for the contract, but have reduced our Year 2 direct total by the $35,000. Since we will not be charging IDC against the resource library contracts in year 2, we are in a better position to accommodate a reduced budget and still provide many of the services and events from our original proposal. The increase in Y1 and decrease in Y2 is reflected in the NN/LM budget forms and documents. Please note that no new dollars are being requested; just an adjustment between the first two years allocations.

   We request that NLM support the NN/LM program by funding it at a basic level and not expect that the organizations performing the work be required to pay a subsidy to partner. Although the Resource Library Directors are committed enough to the program to contribute funds from their already stretched budgets, we feel that this is taking unfair advantage of the Resource Libraries in the MidContinental Region.

   Our distributed model is working well and we do not want to wear out our welcome with state locations for program staff. We request that NLM support the NN/LM program at the revised level for Year 1. To not do so would unfairly penalize the distributed model of providing statewide service by librarians who can build and maintain relationships at the local level with Network members, public libraries, community organizations and the public health workforce. The Resource Libraries contribute resources to the NN/LM program through the expertise at their institutions, facilitating contacts established by their staff, providing space and equipment, and their willingness to share technological applications. They should be fairly compensated for the work and support that they contribute.

2. Confirmation of your understanding and acceptance of all terms and conditions of the Request for Proposal (RFP).

   We confirm our understanding and acceptance of the terms and conditions of the Request for Proposal.

3. Responses to issues contained in this letter, and submission of supporting documentation where applicable.

4. Updated NN/LM forms and supporting spreadsheets to reflect your total estimated cost of this project for each year of the contract, and a separate summary to represent all contract years. Please note these are revised NNL/LM forms. Update all NN LM forms (budget and travel forms) that are impacted by changes, and provide a separate document indicating by program area where reductions were made to meet the targeted budget amount for Contract Year 1.

   We have submitted the following updated forms, spreadsheets and documents as Final Proposal Revision Budget Documents:

   - Summary of Labor and Direct Cost
   - Budget Justification for years 1 and 2
   - NN/LM 1 for years 1-5
   - NN/LM 2 for years 1-5
   - NN/LM Travel forms for years 1 and 2
   - Original and Revised Budget Comparison Summary for years 1 and 2
   - Original and Revised Budget Comparison for years 1 and 2

5. All responses to the Technical Questions/Clarifications during discussions/negotiations are required to be incorporated in the Final Technical Proposal (including related appendices). Please use the strikethrough tool in MS Word for deletions, and use bolt text to denote additions and changes.

   We have incorporated the responses that resulted from Technical Questions/Clarifications into the Final Technical Proposal and have included related appendices.

6. Submit two (2) versions of your Final Proposal Revision and label each as follows:

   a. Version 1: Technical Approach in response to award for Base RML Services and NTC
      Version 2: Technical Approach in response to award for Base RML Services

   b. Version 1 is required to understand the impact to personnel allocations and resources in the event you succeed in award of both contracts at the same time.

We have submitted two versions of our Final Proposal Revision and labeled each:
Version 1: Technical Approach in Response to Award for Base RML Services and NTC
Version 2: Technical Approach in Response to Award for Base RML Services

7. Submit an updated Small Business Subcontracting Plan based on questions/comments in Attachment – Comments/Guidance for Updates to Small Business Subcontracting Plan. If there are no changes to your previously submitted Plan, please resubmit your original plan with current date and indicate there are no changes under this response. As a brief reminder, this plan must outline your best efforts to subcontract with small and small disadvantaged businesses. As indicated in the Plan, this plan is subject to review by the HHS Small Business Specialist, and is open to negotiation and acceptance by the Contracting Officer. A copy of this plan can be obtained via download at web site: http://sbo.od.nih.gov/forms.htm.

   An updated Small Business Subcontract Plan has been submitted as Attachment 1.

8. Representations and Certifications – submit an updated original if changes have been since your initial submission. A current version of this document can be obtained electronically from the following website: http://rcb.cancer.gov/rcbinternet/forms/rcneg.pdf. Further, if applicable (i.e., for subcontracts over $100,000), please submit new Representations and Certifications for any new proposed subcontractors in your Subcontracting Plan.

   There have been no changes to our Representations and Certifications.

9. Provide draft subcontracting agreements for subcontracts proposed for contract Year 1.

   We have provided the draft template that will be used for subcontracts with our Resource Libraries. This subcontract is the standard form used by the University of Utah and includes the statement of work covering the responsibilities of the Resource Libraries for the contract 2006-2011. (See Attachment 2)

10. An updated Certificate of Current Cost or Pricing Data. This form can be obtained at web site: http://rcb.cancer.gov/rcb-internet/forms/cert-current-cost.pdf This form should reflect adjustments in response to Final Proposal Revision, and also required for all subcontracts exceeding $550,000.

    The Certificate of Current Cost or Pricing Data has been submitted as Attachment 3.

Attachment 1 – Small Business Subcontracting Plan

U.S. DEPARTMENT OF HEALTH & HUMAN SERVICES

Office of the Secretary
Washington, D.C. 20201

OFFICE OF SMALL AND DISADVANTAGED BUSINESS UTILIZATION
SMALL BUSINESS SUBCONTRACTING PLAN

The following outline meets the minimum requirements of section 8(d) of the Small Business Act, as amended, and implemented by the Federal Acquisition Regulations (FAR) Subpart 19.7. The U.S. Department of Health and Human Services (HHS), Office of Small and Disadvantaged Business Utilization (OSDBU) recommend offerors use the following format to submit proposed Individual Subcontracting Plans, including modifications. It is not intended to replace any existing Corporate/Commercial Plan that is more extensive. A subcontracting Plan is required if the estimated cost of the contract ***may exceed $650,000 ($1,500,000 for construction)*** *Small businesses are excluded. Questions should be forwarded to the Contracting Officer or Operating Division (OPDIV) Small Business Specialist.*

HHS Operating Division (OPDIV): NIH/National Library of Medicine

SOLICITATION OR CONTRACT NUMBER: N01-LM-6-3504

DATE OF PLAN: March 30, 2011

CONTRACTOR: University of Utah

ADDRESS: 1901 E South Campus Dr. Rm 151

STATE/ZIP CODE: Salt Lake City, UT 84112

DUNN & BRADSTREET NUMBER: 009095365

ITEM/SERVICE (Description): Seeking equipment, supplies, travel, communications, consulting and subcontracts for the National Network of Libraries of Medicine Midcontinental Region.

NEW/INITIAL CONTRACT

PERIOD OF CONTRACT PERFORMANCE (MM/DD/YYYY - MM/DD/YYYY): 05/01/2011-04/30/2016

Base (if options apply)	$1,389,127	Performance Period/Quantity 5/1/2011-4/30/2012
Option 1:	$1,932,054	Performance Period/Quantity 5/1/2012-4/30/2013
Option 2:	$1,990,015	Performance Period/Quantity 5/1/2013-4/30/2014

Option 3:	$2,049,715	Performance Period/Quantity 5/1/2014-4/30/2015
Option 4:	$2,111,204	Performance Period/Quantity 5/1/2015-4/30/2016
	$9,472,116	Total Contract Cost

Failure to include the essential information of FAR Subpart 19.7 may be cause for either a delay in acceptance or the rejection of a bid or offer when a subcontracting plan is required. "SUBCONTRACT," as used in this clause, means any agreement (other than one involving an employer-employee relationship) entered into by a Federal Government prime contractor or subcontractor requesting supplies or services required for performance of the contract or subcontract.

If assistance is needed to locate small business sources, contact the Small Business Specialist (SBS) supporting the OPDIV. SBS contact information is located on the OSDBU website (http://www.hhs.gov/about/smallbusiness/osdbustaff.html) or you may contact the OSDBU headquarters at (202) 690-7300.

HHS current subcontracting goal is **28.0%** for small business (hereafter referred to as SB), **5.00%** for Small Disadvantaged Business, including 8(a) Program Participants, Alaska Native Corporations (ANC) and Indian Tribes (hereafter referred to as SDB), **5.00%** for women-owned business and economically disadvantaged women-owned business (hereafter referred to as WOSB), **3.00%** HubZone business (hereafter referred to as HUBZone), 3.00% Veteran Owned Small Business (hereafter referred to as VOSB) and **3.00%** service disabled veteran-owned small business (hereafter referred to as SDVOSB) concerns for **Fiscal Year (FY) 2011**. For this procurement, HHS expects all proposed subcontracting plans to contain at a minimum the aforementioned percentages. These percentages shall be expressed as percentages of the total estimated subcontracting dollars.

1. Type of Plan (check one)

_X_ ***Individual plan*** (all elements developed specifically for this contract and applicable for the full term of this contract).

_____ ***Master plan*** (goals developed for this contract) all other elements standardized and approved by a lead agency Federal Official; must be renewed every three years and contractor must provide copy of lead agency approval.

_____ ***Commercial products/service plan*** (goals are negotiated with the initial agency on a company-wide basis rather than for individual contracts) this plan applies to the entire production of commercial service or items or a portion thereof. The contractor sells commercial products and services customarily used for non-government purposes. The plan is effective during the offeror's fiscal year (attach a copy). ***The Summary Subcontracting Report (SSR) must include a breakout of subcontracting prorated for HHS and other Federal agencies.***

2. Goals

Below indicate the dollar and percentage goals for Small Business, Small Disadvantaged (SDB) including Alaska Native Corporations and Indian Tribes, Woman-owned and Economically Disadvantaged Women-Owned (WOSB), Historically Underutilized Business Zone (HUBZone), Service-Disabled Veteran-owned (SDVOSB) small businesses and "Other than small business" (Other) as subcontractors. Indicate the base year and each option year, as specified in FAR 19.704 or project annual subcontracting base and goals under commercial plans. If any contract has more four options, please attach additional sheets which illustrate dollar amounts and percentages.

a. **Total estimated dollar value of ALL planned subcontracting**, i.e., with ALL types of concerns under this contract is $718,329 (Base Period - if options apply).

1st Option	2nd Option	3rd Option	4th Option
$ 1,156,945	$ 1,437,420	$ 1,226,977	$ 1,261,102

b. **Total estimated dollar value and percent of planned subcontracting with SMALL BUSINESSES** (including SDB, WOSB, HUBZone, VOSB and SDVOSB): (% of "a")
$ 20,214 and 2.8% (Base Period - if options apply)

1st Opt. 4.6%	2nd Opt 4.2%	3rd Opt 4.6%	4th Opt 4.4%
$ 53,136	$59,820	$ 55,946	$54,940

c. Total estimated dollar value and percent of planned subcontracting with **SMALL DISADVANTAGED BUSINESSES**: (% of "a") $11,480 and 1.6% (Base Period - if options apply)

1st Opt. 1.4%	2nd Opt 1%	3rd Opt 1.3%	4th Opt 1.6%
$ 16,502	$ 14,844	$ 16,219	$ 20,538

d. Total estimated dollar value and percent of planned subcontracting with **WOMAN-OWNED SMALL BUSINESSES**: (% of "a") $ 6,734 and .9% (Base Period - if options apply)

1st Opt. 2.5%	2nd Opt 2.7%	3rd Opt 2.7%	4th Opt 2.5%
$ 28,634	$ 38,976	$ 32,727	$ 31,402

e. Total estimated dollar and percent of planned subcontracting with **HUBZone** SMALL BUSINESSES:
(% of "a") $ 2,500 and .34% (Base Period - if options apply)

1st Opt. .2%	2nd Opt .1%	3rd Opt .25%	4th Opt .16%
$ 3,050	$ 1,573	$ 3,045	$ 2,100

f. Total estimated dollar and percent of planned subcontracting with **VETERAN-OWNED SMALL BUSINESSES**: (% of "a") $ 2,580and .35% (Base Period - if options apply)

1st Opt. .27%	2nd Opt .16%	3rd Opt .21%	4th Opt .45%
$ 3,100	$ 2,371	$ 2,600	$ 5,700

g. Total estimated dollar and percent of planned subcontracting with **SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESSES**: (% of "a") $ 2,600 and 7.4% (Base Period - if options apply)

1st Opt. .27%	2nd Opt .11%	3rd Opt .21%	4th Opt .16%
$ 3,100	$ 1,600	$2,600	$ 2,018

h. Total estimated dollar and percent of planned subcontracting with **"OTHER THAN SMALL BUSINESSES"** *(As defined by the Small Business Administration as "any entity that is not classified as a small business. This includes large businesses, state and local governments, non-profit organizations, public utilities, educational institutions and foreign-owned firms.)* (% of "a") $ 698,115 and 97.2% (Base Period - if options apply)

1st Opt. 95.4%	2nd Opt 95.8%	3rd Opt 95.4%	4th Opt 95.6%
$ 1,103,809	$1,990,015	$ 2,049,715	$ 2,111,203

- Total Small Business (SB) 19.50%
- 8(a) Program Participants 5.00%
- Small Disadvantaged Business (SDB) 5.00%
- Woman Owned Small Business (WOSB) 5.00%
- Historically Underutilized Business Zone (HUBZone) 3.00%
- Service Disabled Veteran Owned Small Business (SDVOSB) 3.00%

i. Provide a description of ALL the products and/or services to be subcontracted under this contract, and indicate the size and type of business supplying them (check all that apply):

	Products and/or Services	Other	Small Business	SDB	WOSB	Hubz	VOSB	SDVOSB
1	Supplies-Computer		X	X	X			
2	Supplies-Office		X	X	X	X	X	X
3	Travel				X			
4	Express/Training/Tech Awards		X	X	X		X	
5	Subcontract No IDC	X						

6	Subcontract w/IDC	X						
7	Reproduction			X	X	X	X	X
8								
9								
10								

j. Provide a description of the method used to develop the subcontracting goals for SB, SDB, WOSB, HUBZone and SDVOSB concerns. Address efforts made to ensure that maximum practicable subcontracting opportunities have been made available for those concerns and explain the method used to identify potential sources for solicitation purposes. Explain the method and state the quantitative basis (in dollars) used to establish the percentage goals. Also, explain how the areas to be subcontracted to SB, WOSB, HUBZone, VOSB and SDVOSB concerns were determined, how the capabilities of these concerns were considered contract opportunities and how such data comports with the cost proposal. Identify any source lists or other resources used in the determination process. (Attach additional sheets, if necessary.)

SEE ATTACHMENT A & B

k. Indirect costs have ____ have not __X__ been included in the dollar and percentage subcontracting goals above (check one).

l. If indirect costs have been included, explain the method used to determine the proportionate share of such costs to be allocated as subcontracts to SB, SDB, WOSB, HUBZone, VOSB and SDVOSB concerns:

3. Program Administrator:

NAME: Randi M Ruff

TITLE: Small Business Liaison

ADDRESS: 1901 E South Campus Dr. Rm 151
Salt Lake City, UT 84112

TELEPHONE: 801-581-7450

E-MAIL: rruff@purchasing.utah.edu

Duties: Does the individual named above have general overall responsibility for the company's subcontracting program, i.e., developing, preparing, and executing subcontracting plans and monitoring performance relative to the requirements of those subcontracting plans and perform the following duties? (If NO is checked, please who in the company performs those duties, or indicate why the duties are not performed in your company on a separate sheet of paper and submit with the proposed subcontracting plan.)

a. Developing and promoting company-wide policy initiatives that demonstrate the company's support for awarding contracts and subcontracts to SB, SDB, WOSB, HUBZone, VOSB and SDVOSB concerns; and for assuring that these concerns are included on the source lists for solicitations for products and services they are capable of providing; _X_yes __ no

b. Developing and maintaining bidder source lists of SB, SDB, WOSB, HUBZone, VOSB and SDVOSB concerns from all possible sources; _X_ yes __ no

c. Ensuring periodic rotation of potential subcontractors on bidder's lists; X_ yes __ no

d. Assuring that SB, SDB, WOSB, HUBZone, VOSB and SDVOSB businesses are included on the bidders' list for every subcontract solicitation for products and services that they are capable of providing. X_ yes __ no

e. Ensuring that Requests for Proposals (RFPs) are designed to permit the maximum practicable participation of SB, SDB, WOSB, HUBZone, VOSB and SDVOSB concerns. X_ yes __ no

f. Reviewing subcontract solicitations to remove statements, clauses, etc., which might tend to restrict or prohibit small, 8(a), SDB, WOSB, HUBZone, VOSB and SDVOSB small business participation. _X_ yes __ no

g. Accessing various sources for the identification of SB, SDB, WOSB, HUBZone, VOSB and SDVOSB concerns to include the Central Contractor Registration (http://www.ccr.gov/), local small business and minority associations, local chambers of commerce and Federal agencies' Small Business Offices; _X_ yes ___ no

h. Establishing and maintaining contract and subcontract award records; _X_ yes __ no

i. Participating in Business Opportunity Workshops, Minority Business Enterprise Seminars, Trade Fairs, Procurement Conferences, etc; _X_ yes __ no

j. Ensuring that SB, SDB, WOSB, HUBZone, VOSB and SDVOSB concerns are made aware of subcontracting opportunities and assisting concerns in preparing responsive bids to the company; _X_ yes __ no

k. Conducting or arranging for the conduct of training for purchasing personnel regarding the intent and impact of Section 8(d) of the Small Business Act, as amended; _X_yes __ no

l. Monitoring the company's subcontracting program performance and making any adjustments necessary to achieve the subcontract plan goals; X_yes ___ no

m. Preparing and submitting timely, required subcontract reports; X_yes ___ no

n. Conducting or arranging training for purchasing personnel regarding the intent and impact of 8(d) of the Small Business Act on purchasing procedures; X_yes __ no

o. Coordinating the company's activities during the conduct of compliance reviews by Federal agencies; and X yes __ no

p. Other duties: _____

4. Equitable Opportunity

Describe efforts the offeror will undertake to ensure that SB, SDB, WOSB, HUBZone, VOSB and SDVOSB concerns will have an equitable opportunity to compete for subcontracts. These efforts include, but are not limited to, the following activities:

a. Outreach efforts to obtain sources:

1. Contact minority and small business trade associations; 2) contact business development organizations and local chambers of commerce; 3) attend SB, SDB, WOSB, HUBZone, VOSB and SDVOSB procurement conferences and trade fairs; 4) review sources from the Central Contractor Registration (http://www.ccr.gov/); 5) review sources from the Small Business Administration (SBA), Central Contractor Registration (CCR); 6) Consider using other sources such as the National Institutes of Health (NIH) e-Portals in Commerce, (e-PIC), (http://epic.od.nih.gov/). The NIH e-PIC is not a mandatory source; however, it may be used at the offeror's discretion; and 7) Utilize newspaper and magazine ads to encourage new sources.

b. Internal efforts to guide and encourage purchasing personnel:

1. Conduct workshops, seminars and training programs;

2. Establish, maintain, and utilize SB, SDB, WOSB, HUBZone, VOSB and SDVOSB source lists, guides, and other data for soliciting subcontractors; and

3. Monitor activities to evaluate compliance with the subcontracting plan.

Additional efforts:
SEE ATTACHMENT A & B

5. Flow Down Clause

The contractor agrees to include the provisions under FAR 52.219-8, "Utilization of Small Business Concerns," in all acquisitions exceeding the simplified acquisition threshold that offers further subcontracting opportunities. All subcontractors, except small business concerns, that receive subcontracts in excess of $650,000 ($1,500,000 for construction) must adopt and comply with a plan similar to the plan required by FAR 52.219-9, "Small Business Subcontracting Plan." Note: In accordance with FAR 52.212-5(e) and 52.244-6(c) the contractor is not required to include flow-down clause FAR 52.219.-9 if it is subcontracting commercial items.

6. Reporting and Cooperation

The contractor gives assurance of 1) cooperation in any studies or surveys that may be required; 2) submission of periodic reports which illustrate compliance with the subcontracting plan; 3) submission of its Individual Subcontracting Report (ISR) and Summary Subcontract Report (SSR); and 4) subcontractors submission of ISRs and SSRs. **ISRs and SSRs shall be submitted via the Electronic Subcontracting Reporting System (eSRS) website https://esrs.symplicity.com/index?_tab=signin&cck=1**

Reporting Period	Report Due	Due Date
Oct 1 - Mar 31	ISR	4/30
Apr 1 - Sept 30	ISR	10/30
Oct 1 - Sept 30	SSR	10/30
Contract Completion	Year End SDB Report	30 days after completion

Please refer to FAR Part 19.7 for instruction concerning the submission of a Commercial Plan: SSR is due on 10/30 each year for the previous fiscal year ending 9/30.

a. Submit ISR (bi-annually) for the awarding Contracting Officer's review and acceptance via the eSRS website.

b. Currently, SSR (annually) must be submitted for the HHS eSRS Agency Coordinator review and acceptance via the eSRS website. (***Note:*** Log onto the OSDBU website to view the HHS Agency Coordinator contact information (http://www.hhs.gov/about/smallbusiness/osdbustaff.html).

Note: ***The Request for Proposal (RFP) will indicate whether a subcontracting plan is required. Due to the nature and complexity of many HHS contracts, particularly the Centers for Medicare and Medicaid (CMS), the contractor may not be required to submit its subcontracting reports through the eSRS. The Contracting Officer will confirm reporting requirements prior to the issuance of an award. For more information, contact Teneshia Alston, Agency Coordinator-eSRS (Teneshia.Alston@HHS.GOV).***

7. Record keeping

FAR 19.704(a) (11) requires a list of the types of records your company will maintain to demonstrate the procedures adopted to comply with the requirements and goals in the subcontracting plan. The following is a recitation of the types of records the contractor will maintain to demonstrate the procedures adopted to comply with the requirements and goals in the subcontracting plan. These records will include, but not be limited to, the following:

a. SB, SDB, WOSB, HUBZone, VOSB and SDVOSB source lists, guides and other data identifying such vendors;

b. Organizations contacted in an attempt to locate SB, SDB, WOSB, HUBZone, VOSB and SDVOSB sources;

c. On a contract-by-contract basis, records on all subcontract solicitations over $100,000, which indicate for each solicitation (1) whether SB, SDB, WOSB, HUBZone, VOSB and/or SDVOSB concerns were solicited, if not, why not and the reasons solicited concerns did not receive subcontract awards;

d. Records to support other outreach efforts, e.g., contacts with minority and small business trade associations, attendance at small and minority business procurement conferences and trade fairs;

e. Records to support internal guidance and encouragement provided to buyers through (1) workshops, seminars, training programs, incentive awards; and (2) monitoring performance to evaluate compliance with the program and requirements; and

f. On a contract-by-contract basis, records to support subcontract award data including the name, address, and business type and size of each subcontractor. (This is not required on a contract–by–contract basis for commercial plans.)

g. Other records to support your compliance with the subcontracting plan: (Please describe)
Reports of our financial system and vendor file are done on an ongoing basis to track all purchases made by the University of Utah with Small Businesses.

8. Timely Payments to Subcontractors

FAR 19.702 requires your company to establish and use procedures to ensure the timely payment of amounts due pursuant to the terms of your subcontracts with SB concerns, SDB, WOSB, HUBZone, VOSB and SDVOSB concerns.

Your company has established and used such procedures: _X_ yes _____ no

9. Description of Good Faith Effort

Maximum practicable utilization of SB, SDB, WOSB, HUBZone, VOSB and SDVOSB concerns as subcontractors in Government contracts is a matter of national interest with both social and economic benefits. **When a contractor fails to make a good faith effort to comply with a subcontracting plan, these objectives are not achieved, and 15 U.S.C. 637(d) (4) (F) directs that liquidated damages shall be paid by the contractor.** In order to demonstrate your compliance with a good faith effort to achieve the SB, SDB, WOSB, HUBZone, VOSB and SDVOSB small business subcontracting goals,

outline the steps your company plans to take. These steps will be negotiated with the contracting official prior to approval of the plan.

SEE ATTACHMENT C

SIGNATURE PAGE

Signatures Required:

This subcontracting plan was submitted by:

Signature: Randi M Ruff

Typed/Print Name: Randi M Ruff

Title: Small Business Liaison, University of Utah

Date: March 30, 2011

This plan was reviewed by:

Signature: _____

Typed/Print Name: _____

Title: Contracting Officer Date: _____

This plan was reviewed by:

Signature: _____

Typed/Print Name: _____

Title: HHS Small Business Specialist Date: _____

This plan was reviewed by:

Signature: _____

Typed/Print Name: _____

Title: Small Business Administration Procurement Center Representative

Date: _____

This plan was approved by:

Signature: _____

Typed/Print Name: _____

Title: Contracting Officer Date: _____

ATTACHMENT A

The researchers and staff identified the projects needing services and supplies.

The purchasing director and staff anticipated the necessary purchases to fill these needs, surveyed the market place, and recapped former bids, RFP's and purchase orders and consulted the lists and directories listed below to determine the probable major suppliers.

In determining capability, these criteria were addressed: past performance, on site review for performance capability and word of mouth recommendation.

Lists and directories consulted:

Central Contractor Registration (CCR)

Chamber of Commerce – local city chambers

Governor's Office of Economic Development and Procurement Technical Assistance Center

Small Business Administration – Dynamic Small Business Search

Salt Lake City vendor list

Salt Lake County vendor list

State of Utah bid list

State of Utah, Procurement Outreach files

University of Utah vendor list

Utah Asian Chamber of Commerce

Utah Black Chamber of Commerce

Utah Department of Transportation Directory

Utah Hispanic Chamber of Commerce

Utah Supplier Development Council

Utah Transit Authority

Utah Women's Business Owners Association (NAWBO)

Veteran's Administration

Women's Business Center of Utah (WBC)

ATTACHMENT B

2j Description of Method for Developing Subcontracting Goals and Ensuring Subcontracting Opportunities

Subcontracting goals for SB, SDB, WOSB, HUBZone, VOSB, and SDVOSB concerns are based on University of Utah Purchasing Department experience with the vendors meeting these definitions. The University's Small Business Liaison, Randi Ruff, daily communicates with University buyers to identify potential new vendors and to assess the recent performance of established SB vendors. Ms. Ruff also reviews the lists and directories noted on Attachment A to maintain a current understanding of possible vendors. Ms. Ruff is involved in several small business councils and is currently the Chair and past President for Utah Supplier Development Council (USDC). USDC is a non-profit organization in the state of Utah dedicated to increasing the dollars spent by large corporations and government agencies for services and products from Minority, Women-Owned, HUBZone, and Service Disabled Veteran businesses. USDC holds monthly meetings, trade fairs twice a year and networking meetings. Ms Ruff is regularly involved in and a member of the planning committees for minority conferences, veteran conferences and other outreach efforts including women-owned businesses councils. Based on her understanding of which vendors supply which items, she estimates what portion of a contract could potentially be directed to the subsets of small business vendors and completes the Small Business Subcontracting Plan accordingly.

The University of Utah makes every effort to ensure that maximum subcontracting opportunities are made available to small businesses by proactively searching, as described above, for potential suppliers and advising departments holding contracts of those potential suppliers . University departments can solicit quotations from at least three suppliers, either verbally or via fax, on purchases up to $50,000. For purchases above $50,000, bids must be obtained through a public bid process managed by the Purchasing Department, and small business concerns are provided the opportunity to participate in that process.

The subcontracting goals for the current contract were based on a review of the budget categories and an assessment of potential small business suppliers for those services and supplies. One of the project's largest expense is personnel (University of Utah). Per Diem, local travel, shipping and phone service will not be available for small business bids. The contract also includes two subcontracts with a total of$5,316,040 which will be in "Other Than Small Business" category (h).Thus the remaining cost categories available for potential small business participation are supplies-computer, supplies-office, travel, express/training/tech awards and reproduction. The Small Business Subcontracting Plan has low goals in the following categories SDB, Women, HubZone, Veteran, and SDV due to the large amount going to the subcontracts.

ATTACHMENT C

9. Description of Good Faith Effort

Steps that will be taken to ensure compliance with the Small Business Subcontracting Plan:

a) After contract award, the project manager for the department will contact Randi Ruff, the University of Utah Small Business Liaison, to review the Small Business Subcontracting Plan and reporting process, and to discuss potential small business vendors .

b) The requesting department will be responsible to obtain bids from the small business vendors and compare those with other suppliers. Unless the price difference between the small business and other vendors is substantial, items will be purchased from small business vendors.

c) The University's Small Business Liaison, Ms. Ruff, tracks the contract's small business purchases and will provide monthly summaries to the requesting department regarding the progress made toward meeting the small business participation goal.

Attachment 2 – Draft Subcontract Agreement

Subaward Agreement

Institution/Organization ("UNIVERSITY")	Institution/Organization ("COLLABORATOR")
Name: UNIVERSITY OF UTAH Address: OFFICE OF SPONSORED PROJECTS 75 SOUTH 2000 EAST SALT LAKE CITY, UT 84112-8930	Name: Address: EIN No.:
Prime Award No. N01-LM-10-055	Subaward No. To be assigned
Awarding Agency NATIONAL LIBRARY OF MEDICINE	CFDA No. N/A
Subaward Period of Performance May 1, 2011 – April 30, 2012	Amount Funded this Action / Est. Total (if incrementally funded)
Project Title NATIONAL NETWORK OF LIBRARIES OF MEDICINE (NN/LM), MIDCONTINENTAL REGION	
Reporting Requirements (See Attachment 4]	

Terms and Conditions

1) University hereby awards a cost reimbursable subaward, as described above, to Collaborator. The statement of work and budget for this subaward are (check one): as specified in Collaborator's proposal dated ; or_X_as shown in Attachment 5 . In its performance of subaward work, Collaborator shall be an independent entity and not an employee or agent of University.

2) University shall reimburse Collaborator not more often than monthly for allowable costs. All invoices shall be submitted using Collaborator's standard invoice, but at a minimum shall include current and cumulative costs (including cost sharing), subaward number, Purchase Order number, and certification as to truth and accuracy of invoice. *Invoices that do not reference University's subaward number and Purchase Order number shall be returned to Collaborator.* Invoices and questions concerning invoice receipt or payments should be directed to the appropriate party's Financial Contact, as shown in Attachment 3.

3) A final statement of cumulative costs incurred, including cost sharing, marked "FINAL," must be submitted to University's Financial Contact NOT LATER THAN sixty (60) days after subaward end date. The final statement of costs shall constitute Collaborator's final financial report.

4) All payments shall be considered provisional and subject to adjustment within the total estimated cost in the event such adjustment is necessary as a result of an adverse audit finding against the Collaborator.

5) Matters concerning the technical performance of this subaward should be directed to the appropriate party's Project Director, as shown in Attachment 3. Technical reports are required as shown above, "Reporting Requirements."

6) Matters concerning the request or negotiation of any changes in the terms, conditions, or amounts cited in this subaward agreement, and any changes requiring prior approval, should be directed to the appropriate party's Administrative Contact, as shown in Attachment 3. Any such changes made to this subaward agreement require the written approval of each party's Authorized Official, as shown in Attachment 3.

7) Each party shall be responsible for its negligent acts or omissions and the negligent acts or omissions of its employees, officers, or directors, to the extent allowed by law.

8) Either party may terminate this agreement with thirty days written notice to the appropriate party's Administrative Contact, as shown in Attachment 3. University shall pay Collaborator for termination costs as allowable.

9) No-cost extensions require the approval of the University. Any requests for a no-cost extension should be addressed to and received by the Administrative Contact, as shown in Attachment 3, not less than thirty days prior to the desired effective date of the requested change.

10) The Subaward is subject to the terms and conditions of the Prime Award and other special terms and conditions, as identified in Attachment 2.

11) By signing below Collaborator makes the certifications and assurances shown in Attachments 1 and 2.

By an Authorized Official of UNIVERSITY:	By an Authorized Official of COLLABORATOR:
_____ _____ Brent K. Brown, Esq. Date	_____ _____ Date

Attachment 1
Subaward Agreement

By signing the Subaward Agreement, the authorized official of COLLABORATOR certifies, to the best of his/her knowledge and belief, that:

Certification Regarding Lobbying

1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the Collaborator, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or intending to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the Collaborator shall complete and submit Standard Form -LLL, "Disclosure Form to Report Lobbying," to the University.

3) The Collaborator shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U. S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less that $10,000 and not more that $100,000 for each such failure.

Debarment, Suspension, and Other Responsibility Matters

Collaborator certifies by signing this Subaward Agreement that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

OMB Circular A-133 Assurance

Collaborator assures University that it complies with A-133 and that it will notify UNIVERSITY of completion of required audits and of any adverse findings, which impact this subaward.

Attachment 2
Subaward Agreement
NIH

Agency-Specific Certifications/Assurances

By signing this Research Subaward Agreement Subrecipient makes the certifications and assurances specified in the Research Terms and Conditions Appendix C found at http://www.nsf.gov/bfa/dias/policy/rtc/appc.pdf

General terms and conditions:

1. The restrictions on the expenditure of federal funds in appropriations acts are applicable to this subaward to the extent those restrictions are pertinent.
2. 45 CFR Part 74 or 45 CFR Part 92 as applicable.
3. The terms and conditions of the Prime Award, as shown in Attachment 6.
4. Collaborator assures, by signing this Subaward Agreement, that all Collaborator's personnel who are responsible for the design and conduct of projects involving human research participants have successfully completed their institutional training in accordance with the NIH Guide, Notice OD-00-039.

Special terms and conditions:

1. Data Rights. Collaborator shall be subject to all terms and conditions of the Prime Award, shown as Attachment 6 of this Subaward, including Allocation of Rights and Copyright. Subject to the terms of the Prime Award, University grants to Collaborator license to use data created in the performance of this Subaward for the purpose of education and research or to the extent required to meet University's obligation under its Prime Award. Subject to the terms of the Prime Award, the Collaborator grants to University an irrevocable, royalty-free, non-transferable, non-exclusive right and license to use, reproduce, make derivative works, display, publish, and perform any copyrights or copyrighted material (including any computer software and its documentation and/or databases) developed under this Subaward for the purpose of education and research or to the extent required to meet University's obligations under it Prime Award.
2. Publication and Publicity. (a) The Collaborator shall acknowledge the support of the National Institute of Health whenever publicizing the work under this Subaward in any media by including an acknowledgment substantially as follows:

   "This project has been funded in whole or in part with Federal funds from the National Library of Medicine, National Institutes of Health, Department of Health and Human Services under Contract No. N01-LM-10-055."

   (b) Pursuant to Public Law(s) cited below, the Collaborator shall clearly state, when issuing statements, press releases, request for proposal, bid solicitations and other documents describing projects or programs funded in whole or in part with Federal money: (2) the dollar amount of Federal funds for the project or program; and (3) the percentage and dollar amount of the total costs of the project or programs that will be financed by nongovernmental sources [P.L. 109-149, Title V-General Provisions, Section 506, FY06, Period covered: 10/01/2005 – 09/30/2006]

   (c) Pursuant to NIH Policy on Enhancing Public Access to Archived Publications Resulting from NIH-funded Research, this Policy requests that NIH-funded investigators submit to the NIH National Library of Medicine's (NLM) PubMed Central (PMC) an electronic version of the author's final manuscript, upon acceptance for publication, resulting from research

supported in whole or in part with direct costs from NIH. NIH defines the author's final manuscript as the final version accepted for journal publication, and includes all modifications from the publishing peer review process. The PMC archive will preserve permanently these manuscripts for use by the public, health care providers, educators, scientists, and NIH. The Policy directs electronic submissions to the NIH/NLM/PMC: thhp://www.pubmedcentral.nih.gov.

3. This Subaward Agreement is not subject to Expanded Authorities. Prior written approval from the University is required before Collaborator may make any change in personnel effort. Prior approvals are to be sought from the University and not the Federal Awarding Agency.
4. Carry over of any unobligated balance into the next budget period is not allowed. Unobligated balances from prior budget periods will be used to offset funding in subsequent budget periods.
5. Purchase of real property with an acquisition cost of $1,000 or more and a life expectance of more than two years requires prior written approval.
6. Purchase or lease of any item of general purpose office furniture or office equipment regardless of dollar value requires prior written approval. (General purpose equipment is defined as any items of personal property which are usable for purposes other than research, such as office equipment and furnishings, pocket calculators, etc.).
7. University shall retain title to all property purchased by Collaborator with funds provided in whole or in part under this Agreement. Upon completion of termination of this Agreement, Collaborator may, upon request by Collaborator and at University's discretion, transfer title to such property to Collaborator according to such terms and conditions as may be specified in the Prime Award and all applicable policies of the Prime Award sponsor.

Attachment 3 Subaward Agreement	
University Contacts	Collaborator Contacts
Administrative Contact Name: KRISTIE THOMPSON Address: UNIVERSITY OF UTAH OFFICE OF SPONSORED PROJECTS 75 SOUTH 2000 EAST, ROOM 222 SALT LAKE CITY, UT 84112-8930 Telephone: 801-585-6944 Fax: 801-585-5749 Email: kristie.thompson@osp.utah.edu	Administrative Contact Name: Address: Telephone: Fax: Email:
Principal Investigator Name: JEAN SHIPMAN, DIRECTOR Address: ECCLES HEALTH SCIENCES LIBRARY 175 N. MEDICAL DRIVE EAST, ROOM 103 SALT LAKE CITY, UT 84132 Telephone: 801-581-8771 Fax: 801-581-3632 Email: jean.shipman@utah.edu	Project Director Name: Address: Telephone: Fax: Email:
Financial Contact Name: GARY GLEDHILL, MANAGER RESEARCH ACCOUNTING Address: 201 PRESIDENT'S CIRCLE ROOM 406 SALT LAKE CITY, UT 84112 Telephone: 801-581-7343 Fax: 801-581-5835 Email: gary.gledhill@admin.utah.edu	Financial Contact Name: Address: Telephone: Fax: Email:
Authorized Official Name: BRENT K. BROWN, DIRECTOR OFFICE OF SPONSORED PROJECTS Address: 75 SOUTH 2000 EAST, ROOM 211 SALT LAKE CITY, UT 84112-8930 Telephone: 801-581-3003 Fax: 801-585-5749 Email: ospawards@osp.utah.edu	Authorized Official Name: Address: Telephone: Fax: Email:

ATTACHMENT 4
Subaward Agreement

Reporting Requirements

1. Collaborator shall submit monthly Activity Reports within 8 days following the end of the month. A quarterly status report will be submitted within 30 days of the end of each quarter as requested. Additional reports required by NLM will be submitted as requested.

2. The following items are due within 30days following the end date of each annual Period of Performance and should be mailed to the University Project Director as identified in Attachment 3:
    - Annual Financial Status Report (including statement of Program Income if applicable)
    - Final Invoice marked "FINAL"
    - Annual list of Property purchased (According to the Prime Award, Property is defined as real property with an acquisition cost of $1,000 or more and a life expectance of more than two years)

3. The following items are due within 30days following the end date of the last Period of Performance under this Agreement:
    - Final Invoice
    - Composite list of Property Purchased

ATTACHMENT 5

NATIONAL NETWORK OF LIBRARIES OF MEDICINE
MIDCONTINENTAL REGION
RFP NN/LM 2011-2016
Resource Library
Statement of Work

Resource Libraries work with the Regional Medical Library (RML) in furthering the goals of the National Network of Libraries of Medicine (NN/LM). They are selected on the basis of the quality and uniqueness of their collections and expertise in meeting the health information needs of the region.

[Resource Library] agrees to serve as a Resource Library in the MidContinental Region of the National Network of Libraries of Medicine through the term of the University of Utah NN/LM contract with the National Library of Medicine. The current contract period is May 1, 2011 - April 30, 2016. The Resource Library agrees to:

Management of Network Services

1. Coordinate and manage special projects for the region and/or state responsibilities of the RML;
2. Provide technology staff and infrastructure to support hardware and software necessary for coordinator activities, including, but not limited to, connectivity through Skype, Adobe Connect, and Sharepoint;
3. Participate in regularly scheduled meetings of the Resource Library Directors;
4. Director serves a rotating term on the Regional Advisory Board and participates in appointed workgroup;
5. Institution's coordinator assesses their experience carrying out the work of the RML within the Resource Library setting;
6. Provide information about library staff outreach activities for inclusion in the Outreach Activity Report Form (OARF) system;
7. Submit reports and invoices in a timely manner.

Information Services

1. Support reference services for public libraries in their state;
2. Develop a service continuity plan;
3. Include NLM resources as part of Resource Library outreach;
4. Participate in the implementation of:
    a. outreach programs to improve health professional access to health information
    b. outreach programs to improve the public's access to health information
5. Serve as a health information resource:
    a. for unaffiliated health professionals
    b. for the public health department
    c. for the public
6. Provide the facility and host at least one training visit by the National Library of Medicine Training Center instructors.
7. Share with the region, information and experiences that address the changing roles for biomedical librarians.

InterLibrary Loan and Document Delivery

1. Provide health professionals and other Network libraries with access to journal articles, books and audiovisuals in all formats via interlibrary lending or other legal resource sharing mechanisms;
2. Support document delivery to public libraries in their state;
3. Provide document delivery service to unaffiliated health professionals and public users via end-user document requesting service, e.g. Loansome Doc or other NLM supported product;
4. Support DOCLINE libraries in the Region, participate fully in the DOCLINE system;
5. Provide interlibrary loan and document delivery service in accordance with Network policies and procedures; filling requests for other NN/LM libraries on a cost recovery basis;
6. Whenever possible sign license agreements that permit document delivery from electronic resources;
7. Maintain and review institution's holdings data in DOCLINE at least annually. Upgrade all Level 2 holdings created by NLM's Title Change program to Level 3 holdings within 60 days. If batch update is used, rectify reported errors within DOCLINE within 30 days of the batch update;
8. Review and maintain institution record for accuracy and completeness at least annually;
9. Adhere to Network performance standards for fill rate and throughput for interlibrary loan service;
10. Participate in the Electronic Fund Transfer System (EFTS);
11. Participate selectively in a regional program for the retention and preservation of print serials and monographs in multiple U.S. locations.

Attachment 3 – Certificate of Current Cost or Pricing Data

CERTIFICATE OF CURRENT COST OR PRICING DATA (FAR 15.406-2)

(When cost or pricing data are required in accordance with FAR 15.406-2, the Contracting Officer will request that the offeror complete, execute, and submit to the Contracting Officer a certification in the format shown in the following Certificate of Current Cost or Pricing Data. The certification shall be submitted only at the time negotiations are concluded. Offerors should complete the certificate and return it when requested by the Contracting Officer.)

This is to certify that, to the best of my knowledge and belief, the cost or pricing data (as defined in section 15.401 of the Federal Acquisition Regulation (FAR) and required under FAR subsection 15.403-4) submitted, either actually or by specific identification in writing, to the Contracting Officer or to the Contracting Officer's representative in support of RFP NLM-10-055-AN * are accurate, complete, and current as of April 1, 2011**.

This certification includes the cost or pricing data supporting any advance agreements and forward pricing rate agreements between the offeror and the Government that are part of the proposal.

Firm University of Utah

Signature

Name Brent K. Brown

Title Director, Office of Sponsored Projects

Date of execution*** 3/31/11

* ***Identify the proposal, request for price adjustment, or other submission involved, giving the appropriate identifying number (e.g., RFP No.)***

** ***Insert the day, month, and year when price negotiations were concluded and price agreement was reached, or, if applicable, an earlier date agreed upon between the parties that is as close as practicable to the date of agreement on price.***

*** ***Insert the day, month, and year of signing, which should be as close as practicable to the date when the price negotiations were concluded and the contract price was agreed to.***

(End of Certificate)

National Network of Libraries of Medicine® (NN/LM®)

RFP NLM-10-055-AN

University of Utah
Spencer S. Eccles Health Sciences Library
10 North 1900 East, Bldg. 589
Salt Lake City, UT 84112

Jean P. Shipman, Director
Spencer S Eccles Health Sciences Library
(801) 581-8771
Fax: (801) 581-3632
jean.shipman@utah.edu

Final Proposal Revision

Budget Documents

Revised
April 6, 2011

TECHNICAL PROPOSAL COST INFORMATION/SUMMARY OF LABOR AND DIRECT COSTS

Revised April 6, 2011

DIRECT LABOR:	Year 1	Year 2	Year 3	Year 4	Year 5	
Labor Category (Hours)	(Hours)	(Hours)	(Hours)	(Hours)	(Hours)	Total
(Title and Name-- use additional pages as necessary)						
Jean Shipman, Director	208	208	208	208	208	1040
Claire Hamasu, Associate Director	2080	2080	2080	2080	2080	10400
John Bramble, Utah Membership Liaison	2080	2080	2080	2080	2080	10400
Sharon Dennis, Technology Coordinator	2080	2080	2080	2080	2080	10400
Suzanne Sawyer, Project Coordinator	2080	2080	2080	2080	2080	10400
Sandy Drollinger, Financial Analyst	1040	1040	1040	1040	1040	5200
Camille Salmond, DOCLINE Liaison	209	209	209	209	209	1045
~~Susan Roberts, Technology Associate~~	~~832~~	~~832~~	~~832~~	~~832~~	~~832~~	~~4160~~
Total Hours	~~10609~~ **9777**	~~10609~~ **9777**	~~10609~~ **9777**	~~10609~~ **9777**	~~10609~~ **9777**	~~53045~~ **48885**
DIRECT LABOR COST:	425,045	448,111	461,555	475,401	489,665	2,299,778
MATERIAL COST:	-	-	-	-	-	-
TRAVEL COST:	24,204	84,934	87,482	90,106	92,809	379,535
SUPPLIES:	13,460	24,152	24,876	25,624	26,391	114,503
COMMUNICATION:	10,030	15,480	15,943	16,423	16,914	74,790
REPRODUCTION:	720	750	773	795	818	3,856
CONSULTANTS:	-	-	-	-	-	-
SUBCONTRACTS:	663,115	1,138,809	1,136,923	1,171,031	1,206,162	5,316,040
OTHER (Misc Expenses)	4,150	21,150	21,786	22,438	23,112	92,636
TOTAL DIRECT COST:	1,140,724	1,733,386	1,749,338	1,801,818	1,855,871	8,281,137

Specific Instructions:

1. Do not include any individual salary information
2. Do not include any indirect cost or fee.
3. Do not submit the total amount of proposal.
4. Submit this information as a portion of the Technical Proposal.

NATIONAL NETWORK OF LIBRARIES OF MEDICINE
MIDCONTINENTAL REGION
BUDGET JUSTIFICATION
2011-2013

Revised April 6, 2011

Professional Personnel

Director

Jean Shipman is the NN/LM MCR Director. She is responsible for overall implementation of the contract and will be the key contact for the technical aspects of the contract. Ms. Shipman's responsibilities will require her to spend .1 FTE on the RML contract. (208 ~~209~~ hrs)

If the University of Utah is successful in its bid for the National Library of Medicine Training Center contract, Ms. Shipman will be the key contact for the technical aspects of the National Library of Medicine Training Center. She will contribute .03 FTE at no cost to this contract. (63 hrs)

Year 1 Ms. Shipman's salary is $ 13,500 ~~13,905~~.
Year 2 Ms. Shipman's salary is $ 13,500 ~~14,322~~.

Associate Director

Claire Hamasu is the NN/LM MCR Associate Director responsible for the coordination of planning, implementing and evaluating NN/LM programs, including special projects. She will supervise the RML staff and direct the activities of the RML coordinators. She is responsible for leading the development of annual program objectives, budgets, and for submitting reports on the progress of the contract to the NLM.

If the University of Utah is successful in its bid for the National Library of Medicine Training Center contract Ms. Hamasu will provide oversight to the project in achieving their contract objectives and contribute the RML perspective to the operations of the center. She will also act as a liaison with the other RML Associate Directors and NLM when needed. The time she will spend carrying out this responsibility for the National Library of Medicine Training Center is .05 FTE.

This is a full-time position (2080 ~~2088~~ hrs.).

Year 1 Ms. Hamasu's salary is $92, 789 ~~103,455~~.
Year 2 Ms. Hamasu's salary is $103,455 ~~106,559~~.

Members Services and Utah Coordinator

John Bramble is the RML coordinator responsible for carrying out RML services and promoting NLM and NN/LM resources in the state of Utah. As the Member Services Coordinator he has regional responsibilities for:

- coordinating recruitment of new members,
- identifying services for Full as well as Affiliate Network members,
- developing and encouraging resource sharing in the region,
- DOCLINE support and management,
- coordinating the regional response to DOCLINE team questions and testing of system enhancements,
- supervising the DOCLINE liaison,
- coordinating regional licensing,
- coordinating member involvement in outreach activities and the RML infrastructure.

This is a full-time position (2080 ~~2088~~ hrs.).

Year 1 Mr. Bramble's salary is $ 56,648 ~~60,152~~.
Year 2 Mr. Bramble's salary is $ 60,152 ~~61,957~~.

Technology Coordinator

Sharon Dennis has responsibility for providing technology leadership for the MidContinental Region programs and projects. As Technology Coordinator, she:

- partners with all coordinators to support the use of technology to improve library services and access to health information,
- explores new uses for technology,
- coordinates the technology projects to improve collaboration, training, and adoption in the region,
- supports the usability of the MidContinental Region's web site.

~~The Technology Coordinator position is shared with the NN/LM Pacific Southwest Region. Ms. Dennis also leads their technology program. The NN/LM MCR is reimbursed by UCLA for the .5 FTE that she allocates for the NN/LM PSR.~~ This is a ~~.5~~ full-time position (2080 ~~1040~~ ~~1044~~ hrs.)

Year 1 Ms. Dennis' salary is $ 68,150 ~~36,182~~.
Year 2 Ms. Dennis' salary is $ 72,364 ~~37,267~~.

[Note Year 2: if we do not resume a shared position with the NN/LM PSR, Ms. Dennis' salary for a 1 FTE position will be $74,534]

Year 1 budget for Professional Personnel is $231,087 ~~213,694~~.

Year 2 budget for Professional Personnel is $ 249,471 ~~220,105~~.

Support Personnel

Project Coordinator

Suzanne Sawyer, Project Coordinator, is responsible for the day-to-day operation of the RML office. As Project Coordinator, she:

- triages voice and data communications to the RML office,
- assures that the web site is current,
- edits and designs the layout of the newsletter and other publications,
- assists in the preparation of RML plans, budgets, reports, and meetings,
- assists in the management of the subcontracts and Network membership for the region,
- coordinates the attendance at national and local exhibits.

This is a full-time position (2080 ~~2088~~ hrs.).

Year 1 Ms. Sawyer's salary is $39,940 ~~40,661~~.
Year 2 Ms. Sawyer's salary is $ 40,661 ~~41,881~~.

Financial Analyst

Sandy Drollinger, Financial Analyst, works with the Associate Director to administer the project budget. As Financial Analyst, she:

- prepares and interprets management information and other financial reports,
- analyzes and interprets financial documents, statistical data, and historical data,
- audits and reconciles data and recommends solutions when appropriate,
- recommends and implements improvements that affect the RML's accounting system,
- works with other university departments in the preparation and administration of the RML's account,
- helps prepare the RML budget.

This is a .5 FTE position (1040 ~~1044~~ hrs.)

Year 1 Ms. Drollinger's salary is $ 26,000 ~~26,780~~.
Year 2 Ms. Drollinger's salary is $ 26,780 ~~27,583~~.

~~Technology Associate~~

~~Susan Roberts, Technology Associate, supports the RML's technology outreach efforts and digital communication tools. As Technology Associate, she:~~

- ~~oversees and makes changes to the MCR web site,~~
- ~~suggests and implements improvements on the usability of the MCR web site,~~
- ~~assists liaisons with Dreamweaver,~~
- ~~promotes web pages from development to public view,~~
- ~~teaches online sessions on web-related topics,~~
- ~~reviews Google Analytics for web site and report implications,~~
- ~~manages the MCMLA-l.~~

~~This is a .4 FTE position (832 835 hrs.)~~

~~Year 1 Ms. Robert's salary is $ 19,940.~~
~~Year 2 Ms. Robert's salary is $ 20,538~~.

DOCLINE Liaison

Camille Salmond, the DOCLINE Liaison, consults with the other liaisons advising them on ILL issues in the region. She:

- approves routing table changes,
- handles DOCLINE holds,
- answers questions from Network members and liaisons,
- contributes to the regional response to DOCLINE team questions and testing of new DOCLINE features,
- reviews DOCLINE training materials and publications for accuracy,
- assists with and follows up on potential Network members in Utah.

This is a .1 FTE position (209 hrs.).

Year 1 Ms. Salmond's salary is $ 3,563 ~~3,670~~.
Year 2 Ms. Salmond's salary is $ 3,670 ~~3,780~~.

Year 1 budget for Support Personnel is $ 69,503 ~~91,051~~.

Year 2 budget for Support Personnel is $ 71,111 ~~93,782~~.

Fringe Benefits

The benefits for each of the positions are calculated on the University of Utah rate, ranging from 28%-60%.

Year 1 budget for Fringe Benefits is $ 124,455 ~~121,436~~.

Year 2 budget for Fringe Benefits is $ 127,529 ~~125,079~~.

Supplies – Computer Hardware

Note: The University of Utah applies an indirect cost to equipment purchases under $5,000. All equipment proposed falls into this category.

Year 1

~~The RML is required to provide a training room to be used by the National Library of Medicine Training Center that is outfitted with 20 student workstations and 1 instructor workstation. We propose to purchase 21 desktop computers @ $1250 with the total cost of $26,250 in order to fulfill this requirement.~~

~~A replacement laptop is needed for the one purchased at the beginning of the 2006-2011 contract. This laptop will be used to demonstrate NLM resources in the exhibit hall. This replacement computer will cost $1,247.~~

~~Replacement computers are needed for the Project Coordinator and the Financial Analyst. These computers will be used to carry out the daily responsibilities that each has for the RML contract. Each computer is budgeted for $1,335 for a total of $ 2,670.~~

~~An Apple iPad is proposed for the Technology Coordinator to learn how to use this new technology that reviewers are indicating will have revolutionary impact on how end-users access information. The iPad is budgeted for $500.~~

Year 2

Replacement computer equipment is proposed for the Associate Director, the Technology Coordinator and the Member Services Coordinator for equipment that is 4 years' old.
A PC laptop will be purchased for the Associate Director for $2,300.
A MacBook laptop will be purchased for the Technology Coordinator for $1,427.
An iMAC desktop will be purchased for the Member Services Coordinator for $1,715.

Year 1 budget for Nonexpendable Equipment is $ 0 ~~30,167~~.

Year 2 budget for Nonexpendable Equipment is $ 5,442.

Supplies – Office Supplies

Year 1

The supplies budget will be $13,460 ~~15,460~~ for the first year of the contract. The budget will support the costs of general office supplies, software, and the supplies needed for exhibit and presentation efforts. This includes $11,600 to furnish exhibit booths, providing electricity and equipment rentals for the 3 assigned national exhibits and 5 local exhibits. Office supplies ~~and promotional materials~~ will be purchased and used for RML activities for $660 ~~2,160~~. ~~During each year of the contract $500 has been budgeted for software acquisition.~~

At the beginning of every contract the NN/LM conducts a member renewal campaign. Every renewing member will receive a certificate for the 2011-2016 period. We propose $1,200 to purchase 400 certificates necessary to recognize our renewing members.

Year 2

The supplies budget will be $ 18,710 ~~19,210~~ for the second year of the contract with an annual increase of 3% in Years 3, 4, and 5. The budget will support the costs of general office supplies, software, and the supplies needed for exhibit and presentation efforts. This includes $16,350 to furnish the 4 national and 4 local exhibit booths, providing electricity and equipment rentals. Office supplies and promotional materials will be purchased and used for RML activities for $ 1,860 ~~2,360~~. During each year of the contract $500 has been budgeted to purchase software.

Year 1 budget for Supplies is $13,460 ~~15,460~~.

Year 2 budget for Supplies is $ 18,710 ~~19,210~~.

Travel

Staff Travel Year 1

~~The travel for the RML staff will support the Network infrastructure of the program.~~ The Director and Associate Director~~, Staff~~ will travel to attend the RML Directors meeting. ~~Regional Advisory Board meeting, professional development conferences, and Staff will be funded to attend the RML planning meeting. The shared Technology Coordinator will be funded to make regular visits to the NN/LM Pacific Southwest Region. Three trips to California have been budgeted.~~

The travel for the RML staff will also support outreach activities in the state. These include exhibits and presentations at professional meetings, visits to Network member institutions, and training activities.

Staff Travel Year 2

The travel for the RML staff will support the Network infrastructure of the program. Staff will travel to attend the RML Directors meetings, Regional Advisory Board meeting, professional development conferences, and RML planning meeting. The shared ~~Technology Coordinator will be funded to make regular visits to the NN/LM Pacific Southwest Region. Three trips to California have been budgeted.~~

The travel for the RML staff will also support outreach activities in the state. These include exhibits and presentations at professional meetings, visits to Network member institutions, and training activities. Outreach travel also includes exhibiting at one assigned national meeting.

Staff will also be funded to attend the Health Literacy Summit co-sponsored by the NN/LM MidContinental Region and Health Literacy Missouri.

See Appendix 2 for a detailed description of all staff travel for Years 1 and 2.

Year 1 budget for staff travel is $9,106 ~~27,495~~ ~~29,579~~.

Year 2 budget for staff travel is $ 25,908 ~~28,700~~ ~~30,784~~.

Other Travel Year 1

The travel for coordinators will support exhibits and presentations at assigned national meetings, ~~attendance at the Regional Advisory Board meeting~~, the Midcontinental Chapter of the Medical Library Association annual meeting and the RML planning meeting ~~and attendance at the RML Directors meeting and MLA (for two coordinators)~~.

~~The RML will reimburse advisory board members to attend the annual Regional Advisory Board meeting.~~

Local librarians will be reimbursed for travel costs incurred when they volunteer to assist RML staff in the exhibit hall.

~~Utah health clinic staff, local public health department staff, and public librarians will receive travel reimbursement to attend a half-day workshop on NLM resources.~~

Other Travel Year 2

The travel for coordinators will support exhibits and presentations at assigned national meetings, attendance at the Regional Advisory Board meeting, the Midcontinental Chapter of the Medical Library Association annual meeting, and attendance at the RML Directors meeting and MLA (for two coordinators).

The RML will reimburse advisory board members to attend the annual Regional Advisory Board meeting.

Local librarians will be reimbursed for travel costs incurred when they volunteer to assist RML staff in the exhibit hall.

Utah health clinic staff, local public health department staff, and public librarians will receive travel reimbursement to attend a half-day workshop on NLM resources.

The first of the NN/LM MCR's e-science forums will be held in Year 2. This forum will be held in collaboration with the NN/LM Pacific Northwest Region and will be a combination of in-person and virtual conference. The forum will focus on defining e-science and the librarian's roles in e-science initiatives. The two RMLs are sharing the cost of the meeting. NN/LM MCR is responsible for funding speakers travels. In order for each meeting site to have an in-person experience, 3 of the presenters will be at the Seattle site and 3 of the presenters will be at the Salt Lake City site. The NN/LM New England Region has identified individuals with expertise in e-science. We will be inviting these presenters who have already been vetted by the New England Region. Most of the presenters will be coming from the East coast. The Pacific Northwest and MidContinental RMLs will identify expertise within their own regions who will supplement these key presenters and provide a local perspective of the status of e-science.

The NN/LM MCR and Health Literacy Missouri will co-sponsor a Health Literacy Summit in Year 2. Thirty attendees will be reimbursed for their travel costs to participate in this meeting. Regional Advisory Board members and Network members will be eligible to apply for this travel reimbursement. In return, each attendee will be expected to carry out an activity or project:

- To promote health information literacy in their institution, community or to their profession or
- To help the RML promote health information literacy in the MidContinental Region.

See Appendix 2 for a detailed description of all other travel for Year 1 and 2.

Year 1 budget for other travel is $15,098 ~~34,924~~.

Year 2 budget for other travel is $ 59,026.

Year 1 budget for staff and other travel is $24,204

Year 2 budget for staff and other travel is $84,934 ~~87,726~~

Consultant Fee

~~Lorri Zipperer and Becky Steward will be hired as consultants to conduct "Knowledge Sharing: the Role of Librarians in Hospitals" workshop in the region. This workshop is tied to Statement of Work A14 - promoting evidence based health care in the hospital. Participants of the workshop will engage in projects where they adopt the role of knowledge managers. The workshop was held in 2009 and resulted in projects being carried out at participant institutions. We are repeating the workshop to increase capacity among members with this skill set. Projects resulting from the workshop will become models that other hospital librarians in the region can identify with and will promote adoption of the knowledge manager role.~~

~~The consultant fee covers two online pre-workshop sessions, a 1.5 day workshop, four online post-workshop sessions and travel expenses.~~

Year 1 budget for Consultants is $ 0 ~~5,000.~~

Year 2 budget for Consultants is $ 0.

Communication

Year 1

The communications budget covers phone service for RML staff, Internet connections, postage, shipping ~~and the use of collaboration software~~.

Phone & Data Card Charges

At the University of Utah the basic instrument and line charges for the 5 ~~6~~ phones used by RML staff are $2,300 ~~2,700~~ per year. The 800 number and long distance charges are $2,500 per year.

The cost of the use of data cards per year is $1,200 (2 data cards @ $600 per year). The MCR has two data cards that provide high speed Internet connections when exhibiting at national exhibits and local exhibits. These cards provide consistent and reliable access to the Internet and offer a savings over licensing Internet connections from the exhibit company. When not in use for exhibits the cards are used to provide Internet connections from the hotel room and allow staff to avoid this additional expense when traveling.

~~The RML pays for Droid subscriptions for the Director, Associate Director and Technology Coordinator. This has enabled them to learn about mobile applications, including NLM's applications, available on smart phones that improve information access. The Droid also allows them to continue to respond to emails and work related~~

~~issues while they are on work related trips. The charge is $2,160 (3 Droids @ $720 per line per year).~~

Postage & Shipping Costs

Postage will be used for business correspondence and mailing of member certificates. With the bulk of member renewals planned for Year 1 we are budgeting $480 for Year 1.

The costs for shipping will cover the expenses in delivering the exhibit backdrop, equipment and promotional materials to and from exhibits. It will cover the cost of delivery of NLM promotional materials to the coordinators located at the Resource Libraries to distribute at their local exhibits and training sessions. The total cost for shipping for Year 1 will be $ 3,550.

SharePoint

~~To effectively work in a decentralized model, staff needs to have a collaborative space on the Internet where documents are available anywhere, anytime; where a calendar displays meetings and out-of-office times; and where materials that staff wants to share with others can be deposited. The University of Kansas Medical Center has made access to SharePoint available to all RML staff and those who work with the RML (e.g., Regional Advisory Board members). The cost of using Sharepoint which includes technical support is $1,800 per year.~~

Year 2

The communications budget covers phone service for RML staff, Internet connections, postage, shipping and the use of collaboration software.

Phone & Data Card Charges

At the University of Utah the basic instrument and line charges for the 6 phones used by RML staff are $2,800 per year. The 800 number and long distance charges are $2,500 per year.

The cost of the use of data cards per year is $1,300 (2 data cards @ $650 per year). The MCR has two data cards that provide high speed Internet connections when exhibiting at national exhibits and local exhibits. These cards provide consistent and reliable access to the Internet and offer a savings over licensing Internet connections from the exhibit company. When not in use for exhibits the cards are used to provide Internet connections from the hotel room and allow staff to avoid this additional expense when traveling.

The RML pays for Droid subscriptions for the Director, Associate Director and Technology Coordinator. This has enabled them to learn about mobile applications, including NLM's applications, available on smart phones that improve information access. The Droid also allows them to continue to respond to emails and work related issues while they are on work related trips. The charge is $2,160 (3 Droids @ $720 per line per year).

Postage & Shipping Costs

Postage will be used for business correspondence and mailing of member certificates. With the bulk of affiliate member renewals planned for Year 2 we are budgeting $420 for Year 2.

The costs for shipping will cover the expenses in delivering the exhibit backdrop, equipment and promotional materials to and from exhibits. It will cover the cost of delivery of NLM promotional materials to the coordinators located at the Resource Libraries to distribute at their local exhibits and training sessions. The total cost for shipping for Year 2 will be $4,500.

SharePoint

To effectively work in a decentralized model, staff needs to have a collaborative space on the Internet where documents are available anywhere, anytime; where a calendar displays meetings and out-of-office times; and where materials that staff wants to share with others can be deposited. The University of Kansas Medical Center has made access to SharePoint available to all RML staff and those who work with the RML (e.g., Regional Advisory Board members). The cost of using Sharepoint which includes technical support is $1,800 per year.

Year 1 Communication budget is $10,030 ~~14,390~~.

Year 2 Communication budget is $15,480.

Reproduction

The reproduction costs proposed for the project will support the reproduction and printing of meeting materials, reports, workshop and exhibit handouts and other materials necessary for RML services.

Year 1 Reproduction budget is $ 720.

Year 2 Reproduction budget is $ 750.

Subcontracts with IDC

Year 1

Resource Library Subcontracts

Subcontracts will be signed between the University of Utah and each of the seven Resource Libraries. Resource Libraries will, within their budgets, assume the responsibilities for state outreach and/or a special project area. A Memorandum of Understanding and budget for each library has been included in the Subcontractors section of this proposal.

University of Colorado	$ 101,758 ~~135,258~~
Creighton University	$ 106,738 ~~132,482~~
University of Kansas	$ 87,799 ~~124,460~~
University of Missouri-Columbia	$ 97,862 ~~133,072~~
University of Nebraska	$ 100,599 ~~123,812~~
Washington University	$ 87,182 ~~107,814~~
University of Wyoming	$ 81,177 ~~115,554~~
TOTAL	$ 663,115 ~~872,452~~

*The University of Utah charges IDC on the first $25,000 of each subcontract.

Competitive Subcontracts

The RML through its competitive award program will issue subcontracts to Network members to enlist their assistance in accomplishing NN/LM goals.

The Continuity of Health Information Award

~~The RML proposes $60,000 to fund four projects for up to $15,000 in Year 1.~~ We will repeat the successful Continuity in Health Information Awards that were first offered in Year 3 of the current contract. This award allows members to focus their project on one of three priority areas of the NN/LM MCR: health information literacy, library advocacy, and emergency planning

Year 2

Competitive Subcontracts

The RML through its competitive award program will issue subcontracts to Network members to enlist their assistance in accomplishing NN/LM goals. The RML will offer two categories of competitive awards using subcontracts; each with a different maximum funding level.

The Continuity of Health Information Award
The RML proposes ~~$60,000~~ $45,000 to fund ~~four~~ three projects for up to $15,000 in Year 2. We will repeat the successful in Health Information Awards that were first offered in Year 3 of the current contract. This award allows members to focus their project on one of three priority areas of the NN/LM MCR: health information literacy, library advocacy, and emergency planning.

New Collaborations for Health Sciences Librarians Award
[Note: The University of Utah charges IDC on the first $25,000 of each subcontract.]

The MCR will offer the New Collaborations for Health Sciences Librarians Award to fund large projects that will have a greater impact that our smaller awards. The RFP for the award will be developed and promoted in Year 1. Three projects totaling $180,000 will be funded in Year 2 as subcontracts. These awards will attract Network members who can design projects that can be adopted for national application. These awards for up to $60,000 each will be granted to institutions for programs that may address any of several areas including patient safety, e-science, health information literacy, CTSA or clinical information systems. The MCR expects that the results of these projects will be published in appropriate professional journals.

Subcontracts No IDC

Year 2

Resource Library Subcontracts

University of Colorado	$144,505	~~144,516~~
Creighton University	$138,748	~~138,758~~
University of Kansas	$123,957	~~123,968~~
University of Missouri-Columbia	$128,879	~~128,889~~
University of Nebraska	$131,599	~~131,609~~
Washington University	$127,035	~~127,048~~
University of Wyoming	$119,086	~~119,021~~
TOTAL	$913,809	~~$913,809~~

Year 1 budget for Subcontracts is $663,115 ~~872,452~~.

Year 2 budget for Subcontracts is $1,138,809 $~~1,153,809~~.

Express/Training/Technology Awards

The following funding resources will be offered to Network members in the region either through purchase orders or cost-reimbursement. They will not require subcontracts.

Year 1

- *Training Health Professionals Award*

Network members will be enlisted to exhibit and present at professional meetings and conduct training sessions for unaffiliated health care providers. Reimbursement for their expenses will be limited to $1000 per meeting or training session to cover travel expenses, time, exhibit fees etc. The award will extend the ability of the RML to reach unaffiliated health care providers. ~~Six~~ Three activities will be funded for a total cost of ~~$ 6,000~~ $3,000.

- *Health Information ~~Enforcement~~ Literacy Connectivity Award*

~~In order improve connectivity in the region the MCR plans to identify and work with organizations that are underconnected when carrying out health and health information outreach activities in the community. The MCR will help these organizations to have access to health information when out in the community providing home health care, at health fairs, or meeting with community organizations by funding them to purchase up to $2,025 in mobile technology. Through purchase orders the organization will be reimbursed for hardware such as netbooks, projectors, printers and modem card. Three projects will be funded for a total cost of $ 6,075.~~

- *Scholarships for Business Classes*

Pat Wagner is an instructor who has taught for the NN/LM MCR and is regularly contracted to offer workshops at the Medical Library Association's annual meeting. She is a stimulating and effective teacher who has developed a series of 5 business related, distance education classes for MLA. It is important for health sciences librarians to communicate effectively with CEO's and CFO's because they are the decision makers for their institutions and determine the financial health of the library. As part of our library advocacy initiative the MCR has provided resources for members to improve their business management skills. Continuing this initiative the MCR proposes to subsidize up to 5 students, at $75 per student from the MidContinental Region to attend each of Ms. Wagner's 5 business management classes. This will not pay for the whole registration fee but will make attending the class more affordable. A maximum of 10 ~~25~~ members will receive a scholarship. The total cost of the scholarships is $750 ~~1,875~~.

Year 2

- *Training Health Professionals Award*

Network members will be enlisted to exhibit and present at professional meetings and conduct training sessions for unaffiliated health care providers. Reimbursement for their expenses will be limited to $1000 per meeting or training session to cover travel expenses, time, exhibit fees etc. The award will extend the ability of the RML to reach unaffiliated health care providers. Six activities will be funded for a total cost of $ 6,000.

- *Health Information Literacy Connectivity Award* ~~*Underconnected Award*~~

In order improve connectivity in the region the MCR plans to identify and work with organizations that are underconnected when carrying out health and health information outreach activities in the community. The MCR will help these organizations to have access to health information when out in the community providing home health care, at health fairs, or meeting with community organizations by funding them to purchase up to $2,025 in mobile technology. Through purchase orders the organization will be reimbursed for hardware such as netbooks, projectors, printers and modem card. Three projects will be funded for a total cost of $ 6,075.

- *Scholarships for Business Classes*

Pat Wagner is an instructor who has taught for the NN/LM MCR and is regularly contracted to offer workshops at the Medical Library Association's annual meeting. She is a stimulating and effective teacher who has developed a series of 5 business related, distance education classes for MLA. It is important for health sciences librarians to communicate effectively with CEO's and CFO's because they are the decision makers for their institutions and determine the financial health of the library. As part of our library advocacy initiative the MCR has provided resources for members to improve their business management skills. Continuing this initiative the MCR proposes to subsidize up to 5 students, at $75 per student from the MidContinental Region to attend each of Ms. Wagner's 5 business management classes. This will not pay for the whole registration fee but will make attending the class more affordable. A maximum of 25 members will receive a scholarship. The total cost of the scholarships is $1,875.

Year 1 budget for Express/Training/Tech Awards is $3,750.

Year 2 budget for Express/Training/Tech Awards is $13,950.

Other Costs

Year 1

Facility Fees

~~The Regional Advisory Board meeting is held in different locations in the region preceding the MidContinental Chapter of the Medical Library Association (MCMLA) meeting. The board is hosted by the Resource Library closest to the MCMLA meeting locale. The RML proposes a budget $500 to cover the facility costs associated with holding board meetings at the Resource Library.~~

~~In Year 1 the MCR will offer the workshop "Knowledge Sharing: the Role of Librarians in Hospitals" with Lorri Zipperer and Becky Steward as instructors. The RML proposes $500 to cover the facility costs for holding this 1.5 day workshop~~.

Professional Development

~~The MCR proposes a budget of $1,909 to enable RML staff to attend conferences that will bring them into contact with new ideas and skills that will improve NN/LM MCR programming. Staff is proposing to attend the American Medical Information Association, the Internet Librarian, and the Special Library Association meetings~~.

~~In Year 1, the RML proposes to contribute $500 to the Midcontinental Chapter of the Medical Library Association to sponsor a session at its annual meeting. The session that we will fund will relate to an initiative of the RML. This helps us to achieve outcomes that involve our Network members and assists the chapter in presenting quality programming at its annual meeting.~~

Spanish Language Resources on the Web Site

The NN/LM MCR lists health information resources for Spanish speakers on its state resource pages. The links to these resources and a brief summary of what will be found on the site are presented in Spanish to assist Spanish language speakers to navigate from the state page to the Spanish language health information resource. The cost of this translation for six state pages is $400.

Year 2

Facility Fees

The Regional Advisory Board meeting is held in different locations in the region preceding the MidContinental Chapter of the Medical Library Association (MCMLA) meeting. The board is hosted by the Resource Library closest to the MCMLA meeting

locale. The RML proposes a budget $500 to cover the facility costs associated with holding board meetings at the Resource Library.

Professional Development

The MCR proposes a budget of $1,650 to enable RML staff to attend conferences that will bring them into contact with new ideas and skills that will improve NN/LM MCR programming. Staff is proposing to attend the Special Library Association meeting and the American Evaluation Association meeting.

In Year 2, the RML proposes to contribute $500 to the Midcontinental Chapter of the Medical Library Association to sponsor a session at its annual meeting. The session that we will fund will relate to an initiative of the RML. This helps us to achieve outcomes that involve our Network members and assists the chapter in presenting quality programming at its annual meeting.

Conferences

The NN/LM MCR will be co-sponsor two conferences in Year 2, an e-sciences forum and the Health Literacy Summit.

The first of the NN/LM MCR's e-science forums will be held in Year 2. This forum will be held in collaboration with the NN/LM Pacific Northwest Region and will be a combination of in-person and virtual conference.

We will model the meeting on the annual E-Science forum (*http://library.umassmed.edu/escience_symposium09.cfm*) hosted by the University of Massachusetts and sponsored by the NN/LM New England Region (NER). The keynote speakers will focus on e-science initiatives and new roles for health sciences librarians in e-science. We will use feedback from the meeting in planning additional conferences and gain ideas on how we can promote e-science among members. The two RMLs are sharing the cost of the meeting. NN/LM MCR is responsible for captioning and travel costs for the speakers. A full day of captioning is budgeted at $1,050. Travel costs are included in the travel section of this budget justification.

Health Literacy Missouri (*http://www.healthliteracymissouri.org/*) has assisted several states (NJ, AR, KY) in the past two years by organizing and running their health literacy conferences. Health Literacy Missouri will be responsible for coordinating and organizing the Health Literacy Summit for the region. The conference will be held in Missouri and will be open to anyone in the region. The objective of the summit is to establish a coalition of stakeholders that will work together to build health literacy skills. One of the tracks at the meeting will focus on health information literacy and the role of the librarian. The objective of the health information literacy tract will be to identify the roles librarians can play in health literacy projects. As a co-sponsor of the

Health Literacy Summit, MCR is contributing $3,000 towards speaker fees and $500 for facility costs.

Year 1 budget for Other Costs is $ 400 ~~17,759~~.

Year 2 budget for Other Costs is $7,200 ~~21,150~~.

	Year 1		***Year 2***	
Total Direct Costs	*$ 1,140,724*	*~~1,504,548~~*	*$ 1,733,386*	*~~1,742,533~~*
Modified Total Direct Costs (MTCD)	*$ 652,609*	*~~807,096~~*	*$ 714,577*	*~~723,724~~*
Overhead/IDC (32.7%)	*$ 213,403*	*~~263,920~~*	*$ 233,667*	*~~236,658~~*
Total	*$ 1,354,127*	*~~1,768,468~~*	*1,967,053*	*~~$1,979,191~~*