

EXHIBIT A
Wyoming Go Local
Statement of Work

Background

The funding will support developing and disseminating materials for Wyoming Go Local outreach, administrative support and data entry of selections into the Go Local database, honoraria for reviewers and selectors, and resources for checking contact information.

Outreach efforts will involve developing promotional brochures and postcard mailers to publicize Wyoming Go Local and solicit additional contacts for the Wyoming Go Local database. These materials will be sent out to health care providers, non-profit agencies (including service organizations such as Kiwanis, Lions, etc.), health care and consumer organizations, as well as distributed at health- and library-related conferences in the state. Promotional exhibits on Wyoming Go Local will also be presented at these conferences.

Objectives

- Promote Wyoming Go Local to health care providers and consumers.
- Increase the number of resources listed in the Wyoming Go Local database

Activities

- Develop and design promotional materials (posters, postcards, brochures and forms) to publicize Go Local and solicit additional contacts for the Go Local database
- Produce promotional materials
- Mail postcards to health care providers and non-profit agencies
- Exhibit at 4 health- and library- related conferences in the state
- Review and select additional resources to add to the Go Local database
- Verify contact information of resources added to the Go Local database
- Data entry of new resources added to the Go Local database

Deliverables

Deliverables to be submitted to the NN/LM-MidContinental Region in Salt Lake City, Utah:

- Quarterly reports are to be filed online at:
<http://nmlm.gov/projects/submitter.html?code=mcrquarterreport> Reports are due 15 days after the close of the quarter.
- Reports will be due:
 - August 15, 2005
 - November 15, 2005
 - February 15, 2006
 - Last quarter and final report due on May 30, 2006

- A final report including the final evaluation is due 30 days from the last day of the performance period. The NN/LM-MidContinental Region will provide you with the form to be completed. The final report must include a narrative summary of project accomplishments; sites where training was done and a description of training sites; description of target audience; list of exhibits, if applicable; approaches and interventions used; project evaluation results; observations on problems or barriers encountered; impact of the project; and recommendations for improvements, alternative methods, insights, etc. In addition, a graphical compilation of web site statistics, classes and demonstrations conducted of NLM databases, and meetings attended, must be provided.
- Any materials (promotional materials, training materials, articles etc) developed or produced for this project will be provided in electronic format (whether in ASCII, HTML, PDF, or other document formats). In accepting the award, the bidder gives permission for use of such materials by the NLM and NN/LM.
- The bidder may also be asked to provide information to the RML or to NLM, such as IP addresses, which will be used to track usage of MedlinePlus, PubMed or *ClinicalTrials.gov* by institutions participating in the project.
- Information on training materials developed under this contract should be submitted to the [National Training Center and Clearinghouse](http://nmlm.gov/train/suggest.html) (NTCC) (<http://nmlm.gov/train/suggest.html>).

EXHIBIT B
Wyoming Go Local
Budget

A	Design and Development of Promotional Materials Graphic design Production of materials (forms and brochures for handout, postcard mailers)	\$ 5,000.00
B	Supplies, Communication Costs and Postage Postcards to health care providers, non-profit agencies Mailings to Wyoming associations for announcements, newsletters, etc.	\$ 2,750.00
C	Outreach at State Health Conferences Registration/exhibitor fees for 4 conferences Promotional Materials (posters, presentations, forms)	\$ 2,500.00
D	Travel Expenses for Conferences (\$500 per trip)	\$ 2,000.00
E	Administrative Support & Data Entry (20 hours/week @ \$10.00/hour for 10 weeks)	\$ 4,000.00
F	Reviewer and Selector Honoraria (9 individuals @ \$500 each))	\$ 4,500.00
G	Wyoming Business Listings Wyoming State Business Directory Wyoming State Phone Books	\$ 1,950.00
	DIRECT COSTS TOTAL	\$ 22,700.00
H	University of Wyoming Indirect Costs @ 10%	\$ 2,270.00
	TOTAL	\$ 24,970.00

EXHIBIT C
Wyoming Go Local
Publishing

Recipients of NN/LM funding are strongly encouraged to consider publishing results from NN/LM funded projects in journals that make their contents freely available on the Web.

All publications should include the following statement or acknowledgement: “This project is supported under contract no. NO1-LM-1-3514 with the NN/LM MidContinental Region from the National Library of Medicine.”