

# BUSINESS PROPOSAL

Region 4  
NN/LM Services

OMB NO. 0990-0115

**University of Utah**  
**1471 E Federal Way**  
**Salt Lake City, UT 84102-1870**

Wayne J Peay  
Director, Spencer S Eccles Health Sciences Library  
(801) 581-8771

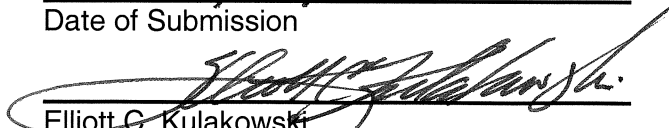
Elliott C Kulakowski  
Director, Sponsored Projects  
University of Utah  
30 N 1900 E, Rm 1C26 SOM  
Salt Lake City, UT 84132-2092  
(801) 581-3003

Barbara Bennett  
Office of Audit Services  
Office of Inspector General  
Region 7  
601 E 12<sup>th</sup> Street  
Box 15687  
Kansas City, MO 64106-0687  
(816) 426-3591

Proposed Cost: \$8,868,297.00 (5 years)

By Submitting this proposal, the offeror, if selected for discussions, grants the contracting officer or an authorized representative the right to examine, at any time before award, any of those books, records, documents, or other records directly pertinent to the information requested or submitted.

7/13/05  
Date of Submission

  
Elliott C. Kulakowski  
Director, Sponsored Projects

Offeror's Name: University of Utah  
Region Number Proposed: 4  
Type of Proposal: Business  
Statement of Work Area: NN/LM Services

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Public reporting burden for this collection of information is estimated to average 30 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, D.C. 20503.

DEPARTMENT OF HEALTH AND HUMAN SERVICES PUBLIC HEALTH SERVICE NATIONAL INSTITUTES OF HEALTH PROPOSAL SUMMARY AND DATA RECORD	RFP/CONTRACT NUMBER  NLM RFP 05-103/VMW
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PROJECT TITLE (Title or RFP or Contract Proposal)  
**National Network of Libraries of Medicine (NN/LM)**

LEGAL NAME AND ADDRESS OF OFFEROR University of Utah 1471 E Federal Way Salt Lake City, UT 84102-1870	PLACE OF PERFORMANCE (Full address including ZIP) University of Utah 10 N 1900 E Salt Lake City, UT 84112-5890
--	---

TYPE OF CONTRACT PROPOSED

COST-REIMBURSEMENT       FIXED PRICE       COST-PLUS-FIXED-FEE       OTHER

ESTIMATED TIME REQUIRED TO COMPLETE PROJECT  
**5 Years**

ESTIMATED DIRECT COSTS IN PROPOSED YEAR (From Budget) <b>\$ 1,301,471 (Year 1)</b>	PROPOSED STARTING DATE <b>May 1, 2006</b>
---	--

DOES THIS PROPOSAL INCLUDE A SUBCONTRACT  YES  NO (If yes, please furnish name and location of organization, description of services, basis for selection, responsible person employed by subcontractor and cost information.) **See Proposal**

NAME AND TITLE OF PRINCIPAL INVESTIGATOR <b>Wayne J Peay, Director</b>	SOCIAL SECURITY NO.	EST. HOURS WEEKLY <b>4</b>	AREA CODE/ TEL.NO <b>(801)581-8771</b>
NAME AND TITLE OF CO-INVESTIGATOR (Use attachment if necessary)			

NAME AND TITLE OF INDIVIDUAL(S) AUTHORIZED TO NEGOTIATE CONTRACTS <b>Elliott C Kulakowski, Director OSP</b>	AREA CODE/TELEPHONE NUMBER <b>(801) 581-3003</b>
--	---

NAME AND TITLE OF INDIVIDUAL(S) AUTHORIZED TO EXECUTE CONTRACTS <b>Elliott C Kulakowski, Director OSP</b>	AREA CODE/TELEPHONE NUMBER <b>(801) 581-3003</b>
--	---

DOES THIS PROPOSAL INVOLVE EXPERIMENTS WITH HUMAN SUBJECTS  YES  NO

Institution's General Assurance re: Human Subjects  YES  NO

Institution's Review Board's Approval of this Proposal  YES  NO

An example of the informed consent for this study is enclosed  YES  NO


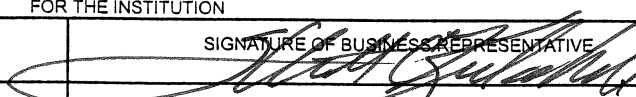
A Clinical Protocol is enclosed  YES  NO

OFFEROR'S ACKNOWLEDGMENT OF AMENDMENTS TO THE RFP (Use attachment if necessary)

ERRATA NUMBER	DATE	ERRATA NUMBER	DATE

NAME, ADDRESS, AND PHONE NUMBER OF COGNIZANT GOVERNMENT AUDIT AGENCY Barbara Bennett Office of Audit Services, Office of Inspector General, Region 7 601 E 12 <sup>th</sup> Street Box 15687 Kansas City, MO 64106-0687 Ph. (816)426-3591	NUMBER OF EMPLOYEES CURRENTLY EMPLOYED <b>18,000</b>
	DOLLAR VOLUME OF BUSINESS PER ANNUM <b>300,000,000</b>
	THIS OFFER EXPIRES _____ DAYS FROM THE DATE OF THIS OFFER (120 days if not specified)


FOR THE INSTITUTION

SIGNATURE OF PRINCIPAL INVESTIGATOR 	SIGNATURE OF BUSINESS REPRESENTATIVE 
TYPED NAME AND TITLE <b>Wayne J Peay, Director</b>	TYPED NAME AND TITLE <b>Elliott C Kulakowski, Director OSP</b>
EMPLOYER IDENTIFICATION NUMBER <b>87-6000525</b>	DATE OF OFFER <b>7/13/05</b>

# DISCLOSURE OF LOBBYING ACTIVITIES

Approved by OMB  
0348-0046

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352  
(See reverse for public burden disclosure.)

<b>1. Type of Federal Action:</b> <input checked="" type="checkbox"/> a. CONTRACT b. GRANT c. COOPERATIVE AGREEMENT d. LOAN e. LOAN GUARANTEE f. LOAN INSURANCE	<b>2. Status of Federal Action:</b> <input checked="" type="checkbox"/> a. BID / OFFER / APPLICATION b. INITIAL AWARD c. POST-AWARD	<b>3. Report Type:</b> <input checked="" type="checkbox"/> a. INITIAL FILING b. MATERIAL CHANGE  <b>FOR MATERIAL CHANGE ONLY:</b> YEAR _____ QUARTER _____  DATE OF LAST REPORT _____
<b>4. Name and Address of Reporting Entity:</b> <input checked="" type="checkbox"/> PRIME <input type="checkbox"/> SUBAWARDEE TIER _____, IF KNOWN:  Congressional District, if known:		<b>5. If Reporting Entity In No. 4 in Subawardee, Enter Name and Address of Prime Federal Recipient:</b>  Congressional District, if known:
6. Federal Department/Agency National Library of Medicine		7. Federal Program Name/Description: NLM-05-103-VMW CFDA Number, if applicable: _____
8. Federal Action Number if known:		9. Award Amount if known: \$
10a. Name and Address of Lobbying Entity (if individual, last name, first name, MI)  none		b. Individual Performing Services (including address if different from No. 10a) (last name, first name, MI)
(attach continuation sheet(s) SF LLL-A, if necessary)		
11. Amount of Payment (check all that apply):  \$ <u>none</u> <input type="checkbox"/> actual <input type="checkbox"/> planned		13. Type of Payment (check all that apply): <input type="checkbox"/> a. RETAINER <input type="checkbox"/> b. ONE-TIME FEE <input type="checkbox"/> c. COMMISSION <input type="checkbox"/> d. CONTINGENT FEE <input type="checkbox"/> e. DEFERRED <input type="checkbox"/> f. OTHER; SPECIFY: _____
12. Form of Payment (check all that apply): <input type="checkbox"/> a. cash <input type="checkbox"/> b. in-kind; specify: nature _____ value _____		
14. Brief Description of Services performed or to be Performed and Date(s) of Service, including officer(s), employee(s), or Member(s) contacted, for Payment indicated in Item 11:  none  (attach Continuation Sheet(s) SF LLL-A, if necessary)		
15. Continuation Sheet(s) SF LLL-A attached: <input type="checkbox"/> Yes <input type="checkbox"/> No		
16. Information requested through this form is authorized by Title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more that \$100,000 for each such failure.		Signature:  Printed Name: <u>Elliott C. Kulakowski, PhD</u> Title: <u>Director, Sponsored Projects</u> Telephone No <u>801-581-6903</u> Date: <u>7-1-05</u>
Federal Use Only:		AUTHORIZED FOR LOCAL REPRODUCTION Standard Form - LLL

**DISCLOSURE OF LOBBYING ACTIVITIES  
CONTINUATION SHEET**

Approved by OMB  
0348-0046

N/A

Reporting Entity: \_\_\_\_\_

Page \_\_\_\_\_ of \_\_\_\_\_

Authorized for Local Reproduction  
Standard Form – LLL-A

CONTACT POINTS

Complete the following and return with the BUSINESS PROPOSAL.

Name, Title and Address\* of Business Representative with whom daily contact is required.

<u>Elliott C Kulakowski</u>	<u>(801) 581-3003</u>
Name	Telephone Number
<u>Director, Sponsored Projects</u>	<u>(801) 585-5749</u>
Institutional Title	FAX Number
<u>Office of Sponsored Projects</u>	<u>ospawards@osp.utah.edu</u>
Institutional Office	E-Mail Address
<u>University of Utah</u>	
Institution Name	
<u>30 N 1900 E, Rm 1C26 SOM</u>	
**Street Address	
<u>Salt Lake City, UT</u>	<u>84132-2092</u>
City, State	Zip Code

Name, Institutional Title and Address of Proposed Principal Investigator

<u>Wayne J Peay</u>	<u>(801) 581-8771</u>
Name	Telephone Number
<u>Director</u>	<u>(801) 581-3632</u>
Institutional Title	FAX Number
<u>Spencer S Eccles Health Sciences Library</u>	<u>wayne@lib.med.utah.edu</u>
Institutional Division, etc.	E - Mail Address
<u>10 N 1900 E, Bldg 589</u>	
Street Address	
<u>Salt Lake City, UT</u>	<u>84112</u>
City, State	Zip Code

These exact addresses are necessary to ensure that contact can be made with the proper individual(s) in the most expeditious manner.

\* May not necessarily be same as legal address of offeror.

\*\*Please use actual street address, not P.O. Box.

National Network of Libraries of Medicine  
MidContinental Region  
Summary of Proposed Estimated Cost and Labor Hours

Direct Labor Hours Title	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Director	208	208	208	208	208	1,040
Associate Director	2,080	2,080	2,080	2,080	2,080	10,400
Network Member and Utah State Liaison	2,080	2,080	2,080	2,080	2,080	10,400
Technology Coordinator	1,716	1,716	1,716	1,716	1,716	8,580
Project Coordinator	2,080	2,080	2,080	2,080	2,080	10,400
Financial Analyst	520	520	520	520	520	2,600
DOCLINE Liaison	312	312	312	312	312	1,560
<b>Total Hours</b>	<b>8,996</b>	<b>8,996</b>	<b>8,996</b>	<b>8,996</b>	<b>8,996</b>	<b>44,980</b>
<b>Direct Labor Cost</b>	<b>238,033</b>	<b>247,554</b>	<b>257,457</b>	<b>267,754</b>	<b>278,464</b>	<b>1,289,262</b>
<b>Fringe Benefits</b>	<b>78,551</b>	<b>81,693</b>	<b>84,961</b>	<b>88,359</b>	<b>91,893</b>	<b>425,457</b>
<b>Material Cost</b>						
Computer Equipment	11,000	4,800	1,000	9,000	4,600	30,400
Video Broadcasting Unit	11,489	2,400	1,000	1,000	1,000	16,889
Digital Repository	0	0	0	29,000	0	29,000
<b>Travel Cost</b>						
Staff	29,051	26,441	27,076	27,725	28,391	138,684
Other	36,140	38,291	39,210	40,151	41,115	194,907
<b>Other Cost</b>						
Supplies	19,085	24,770	25,364	25,973	26,597	121,790
Reproduction	6,450	5,260	5,386	5,516	5,648	28,260
Communications	21,320	19,120	19,579	20,049	20,530	100,598
Consultants	6,815	29,315	86,815	14,907	44,000	181,852
RML Liaison Subcontracts	702,137	752,825	749,644	803,243	802,051	3,809,900
Competitive Subcontracts	25,000	190,000	135,000	30,000	0	380,000
Other	116,400	134,200	161,537	269,609	327,172	1,008,918
<b>TOTAL DIRECT COST</b>	<b>1,301,471</b>	<b>1,556,669</b>	<b>1,594,029</b>	<b>1,632,287</b>	<b>1,671,462</b>	<b>7,755,918</b>
<b>MODIFIED TOTAL DIRECT COST (MTDC)</b>	<b>749,334</b>	<b>778,844</b>	<b>844,385</b>	<b>803,044</b>	<b>869,411</b>	<b>4,045,018</b>
<b>OVERHEAD/IDC (27.5%)</b>	<b>206,067</b>	<b>214,182</b>	<b>232,206</b>	<b>220,837</b>	<b>239,088</b>	<b>1,112,380</b>
<b>GRAND TOTAL OF ESTIMATED COST</b>	<b>1,507,538</b>	<b>1,770,851</b>	<b>1,826,235</b>	<b>1,853,123</b>	<b>1,910,550</b>	<b>8,868,298</b>

**NATIONAL NETWORK OF LIBRARIES OF MEDICINE  
MIDCONTINENTAL REGION  
BUDGET JUSTIFICATION  
2006-2008**

**Professional Personnel**

Director

Wayne J. Peay is the NN/LM MCR Director. He is responsible for overall implementation of the contract and will be the key contact for technical aspects of the contract. During the contract he will contribute 10% (208 hrs.) of his time at no cost to the project.

Associate Director

Claire Hamasu is the NN/LM MCR Associate Director responsible for the coordination of planning, implementing and evaluating NN/LM programs, including the Special Projects. She will supervise the RML staff and coordinate the activities of the RML liaisons. She is responsible for developing annual program objectives, budgets and for submitting reports on the progress of the contract to the NLM. This is a full-time position (2080 hrs.) The starting salary is \$85,040. Salary increases for future years are based on 4% permitted by the University of Utah.

Network Member and Utah State Liaison

Molly Youngkin is the RML liaison for the University of Utah. She will be responsible for statewide coordination of RML resources and services. The Network Member Liaison is responsible for:

- coordinating recruitment of new members,
- services to full as well as Affiliate Network members.
- developing and encouraging resource sharing in the region
- Consortia development.
- DOCLINE support and management
- Coordinate regional response to DOCLINE team questions and testing of system enhancements
- Regional licensing coordination

The starting salary is \$51,917. Salary increases for future years are based on 4% permitted by the University of Utah.

Technology Coordinator

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

- partners with all liaisons to support the use of technology to improve library services and access to health information.
- explores new uses for video technology and coordinates the video technology projects to improve collaboration and training in the region.



- supports the usability of the MidContinental Region's web site.
- This is a .825 FTE position with a starting salary of \$51,757. Salary increases for future years are based on 4% permitted by the University of Utah.

Year 1 budget for Professional Personnel is \$188,714.

Year 2 budget for Professional Personnel is \$196,261.

## **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.
- manages the subcontracts and Network membership for the region.

This is a full-time position (2080 hrs.) with a starting salary of \$35,095. Salary increases for future years are based on 4% permitted by the University of Utah.

### Financial Analyst

Amber Molyneaux, Financial Analyst, is responsible for the administration of the project budget. In this capacity, she is responsible for management of financial records, developing and maintaining project records and preparing financial reports. This is 0.25 FTE position (520 hrs.) with a starting salary of \$9,899. Salary increases for future years are based on 4% permitted by the University of Utah.

### DOCLINE Liaison

Camille Salmond consults with the 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
- provides training as needed
- reviews DOCLINE training materials and publications from the region for accuracy
- assists with follow up on potential Network members in Utah

This is a 0.15 FTE position (312 hrs.) with a starting salary of \$4,325. Salary increases for future years are based on 4% permitted by the University of Utah.

Year 1 budget for Support Personnel is \$ 49,319.

Year 2 budget for Support Personnel is \$ 51,293.

## **Fringe Benefits**

The benefits for each of the positions are calculated on the University of Utah standard rate of 33%. See Appendix 1 for fringe benefit rate justification.

Year 1 budget for Fringe Benefits is \$ 78,551.

Year 2 budget for Fringe Benefits is \$ 81,693.

## **Nonexpendable Equipment**

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

### Computer Equipment

#### *Year 1*

Four replacement laptops @ \$2,000 each will be purchased. The prices are based on the Dell Latitude Series laptops. Two of the laptops will be used to demonstrate NLM resources in the exhibit booth at regional meetings and assigned national meetings. The other two laptops will be for the Project Coordinator and Network Membership/Utah Liaison.

A 19" flat screen replacement monitor will be purchased for the Project Coordinator for \$2,000.

Replacement hand held devices will be purchased for the Project Coordinator and the Network Member/Utah Liaison @ \$400 each. Prices are based on HP iPaq Pocket PC hx4700.

Two ipod shuffles @ \$100 each will be purchased to test the use of these mobile units in storing and delivering audio presentations, pod casting.

#### *Year 2*

Two replacement laptops @ \$2,000 each will be purchased for the Associate Director and the Technology Coordinator. The prices are based on the Dell Latitude Series Laptops.

Replacement hand held devices @ \$400 each will be purchased for the Associate Director and the Technology Coordinator. Prices are based on HP iPaq Pocket PC hx4700.

### Video Equipment

#### *Year 1*

A video broadcasting unit that will be used for training Network members to broadcast events and that will be available for loan to broadcast events from their own institution to the rest of the region. The RML has been using a unit owned by

the Eccles Health Sciences Library. With the expansion of the training program to Network members, the MidContinental Regional Medical Library proposes purchasing its own unit at a cost of \$9,889. The pricing was based on the unit already owned by the library. Components of this video broadcasting unit include:

- an encoding station @ \$2934
- a switching station @ \$337
- a mixer @ \$665
- a chassis @ \$995
- a streaming capture card @ \$829
- a scan converter @ \$170
- 2 Lavalier microphones @ \$1,358
- a table top microphone @ \$102 for broadcasting panel discussions or meetings
- a Canon digital video camcorder @ \$1,499
- a Tripod @ \$500
- a Travel/Rackmount case \$500

Sixteen webcams and headsets will be purchased. Replacement webcams and headsets will be purchased for professional staff and Project Coordinator @ \$400. Twelve webcams and headsets will be purchased for members of the Regional Advisory Board @ \$1,200. The equipment is necessary for regularly held videoconferences that will be scheduled between board members and RML staff. The RML is trying to integrate the use of communication technologies into the work practices of our board members. Pricing is based on the Logitech web cams @ \$80 each and Plantronics headsets @ \$20 each currently owned by the RML.

#### *Year 2*

Three Personal Interface to the Grid (PIGs) @ \$600 each will be purchased for lending to Network members who want to participate in workshops offered using the Access Grid.

Six webcams and headsets will be purchased for new Regional Advisory Board members @ \$600. The equipment is necessary for regularly held videoconferences scheduled between board members and RML staff. The RML is trying to integrate the use of communication technologies into the work practices of our board members. Pricing is based on the Logitech web cams @ \$80 each and Plantronics headsets @ \$20 each currently owned by the RML.

Year 1 budget for Nonexpendable Property is \$ 22,489.

Year 2 budget for Nonexpendable Property is \$ 7,200.

### **Supplies**

The supplies budget for the contract will be \$19,085 for the first year and \$24,770 for the second year of the contract with an annual increase of 2.4% 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 furnishing exhibit booths, providing electricity and equipment rentals. Office supplies and

materials will be purchased and used for RML activities. During each year of the contract \$1000 has been budgeted for software acquisition. Applications will be evaluated by the Technology Coordinator and the Technology Liaison. During year 2, \$5,685 will be used to purchase 3 inSors desktop software kits needed for the Personal Interface to the Grid. The budget will also cover the cost for professional development materials from MLA and netLibrary that the RML loans to Network members and professional development fees incurred by RML staff to gain the knowledge and skills necessary for the positions.

Year 1 budget for Supplies is \$ 19,085.

Year 2 budget for Supplies is \$ 24,770.

## **Travel**

### Staff Travel

The travel for the RML staff will support exhibits/presentations at professional meetings, outreach and training activities, attendance at the RML Directors Meetings, Regional Advisory Board meetings, professional development events, and RML planning meetings. See Appendix 2 for a detailed description of all staff travel for Years 1 and 2.

Year 1 budget for staff travel is \$ 29,051.

Year 2 budget for staff travel is \$ 26,441.

### Other Travel

The travel for liaisons will support exhibits/presentations at assigned national meetings, attendance at Regional Advisory Board meetings and MCMLA. The RML will reimburse advisory board members to attend the Regional Advisory Board meetings held in conjunction with the MidContinental Chapter of the Medical Library Association meeting.

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

Consultants will be reimbursed for their travel costs incurred when they teach their workshops. See Appendix 2 for a detailed description of all other travel for Year 1 and 2.

Year 1 budget for other travel is \$ 36,140.

Year 2 budget for other travel is \$ 38,291.

## **Consultant Fee**

### Instructor for Proposal Writing Workshops

J. Randal Johnson Ph.D. has agreed to co-teach with the Associate Director a series of workshops for Network members on writing a proposal. This will help achieve the RML's outcomes of increasing the number of successful proposals submitted from this region. Dr. Johnson successfully co-taught workshops for the RML in 2004. During the contract he has agreed to teach five workshops @ \$1,500 each plus reimbursement for travel. Two workshops will be taught in year 1 and one workshop will be taught in year 2. Mr. Johnson's resume and letter of commitment are included in Appendix 3.

### Instructor for Library Marketing Workshops

In year 2, Pat Wagner co-owner Pattern Research, Inc will teach two of her marketing classes @ \$2,000 a class for Network members plus reimbursement for travel. Each class is comprised of two sessions. Ms. Wagner has extensive experience working with all types of libraries and has been an instructor at MLA chapter meetings and at the annual meeting. Her workshops are regularly rated as being extremely valuable. Ms. Wagner's resume and letter of commitment are included in Appendix 4.

### Technical Writer for Evaluation Reports

Elaine Graham MLS has agreed to analyze and write reports from the data supplied as a result of our evaluation activities. These include our 2007 Network Data Inventory and our 2008 Network Member Focus Groups and our Affiliate Member Public Library Focus Groups. Ms. Graham, is a former Associate Director for the Pacific Southwest Regional Medical Library. She has written the evaluation reports for the current contract and has an excellent understanding of both the NN/LM program and the MidContinental Region. Ms. Graham will write three reports during the contract and will be paid \$20,000 per report. In year 2, an amount of \$20,000 will be paid to Ms. Graham for work on her first report. Ms. Graham's resume and letter of commitment are included in Appendix 5.

### Graduate Student for Technology Program

Each year of the contract a graduate student in Library Science will be hired as an intern for the RMLs technology program. She will be assigned a project to complete and will be introduced to health sciences librarianship and the NN/LM program. Since the University of Utah does not have a library school, the student will not be affiliated with the university and must be hired as a consultant. This is a 260-hour position with a salary of \$3,815.

Year 1 budget for Consultants is \$ 6,815.

Year 2 budget for Consultants is \$ 29,315.

## **Communication**

The communications budget covers phone service for RML staff, postage, and Internet connections. At the University of Utah the basic instrument and line charges for the four phones used by RML staff are \$3000 per year. The 800 number and long distance charges are \$4,200 each per year. Postage will be used for business correspondence @ \$800 per year and mailing of the RML newsletter @ \$520 for 4 issues. A high speed Internet connection for the exhibit booth at national exhibits will be rented from the exhibit company for \$4,200 in year 1. In year 2, a wireless Internet connection for the exhibit booth at national exhibits will be \$2,000. Use of the University of Utah's Polycom bridge for videoconferences of Resource Library Directors and for connecting participants taking the proposal writing workshop is \$2,000 per year.

In years 1-3, the RML will subsidize the Internet connections @ \$1,200 each for two hospital libraries per year in order to bring them up to the Internet connectivity standard set for the region.

Year 1 Communication budget is \$ 21,320.

Year 2 Communication budget is \$ 19,120.

## **Reproduction**

The reproductions costs proposed for the project will support the reproduction of meeting materials, reports, workshop and exhibit handouts and other materials necessary for RML services. A print version of the RML newsletter will be produced for the first two years of the contract while we transition our members to adapt themselves to reading and their libraries to collecting an electronic version. The budget for reproduction is \$6,450 for the first year and \$5,260 for the second year of the contract with a 2.4% increase for years 3-5.

Year 1 Reproduction budget is \$ 6,450.

Year 2 Reproduction budget is \$ 5,260.

## **Subcontracts**

### Resource Library Subcontracts

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

*Year 1*

University of Colorado	\$101,574
Creighton University	\$110,086
University of Kansas	\$120,282
University of Missouri-Columbia	\$103,358
University of Nebraska	\$ 98,161
Washington University	\$ 97,026
University of Wyoming	<u>\$ 71,651</u>
TOTAL	<u>\$702,137</u>

*Year 2*

University of Colorado	\$108,926
Creighton University	\$117,314
University of Kansas	\$128,716
University of Missouri-Columbia	\$110,622
University of Nebraska	\$105,242
Washington University	\$104,161
University of Wyoming	<u>\$ 77,843</u>
TOTAL	<u>\$752,825</u>

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 two remaining states that will become Go Local participants will be awarded \$25,000 each to start up Go Local in their states. Funding will be available for three outreach projects @ \$10,000 per awardee and for five hospital library improvement projects @ \$7,000 or \$20,000 per awardee in years 2, 3, and 4. The RML is increasing the number of awards it is offering and the dollar amount of the awards to fill a need created when the National Library of Medicine eliminated its Internet Access to Digital Libraries grant that made awards of \$45,000 available to health sciences libraries. Total budget for subcontracts is \$380,000

Year 1 budget for Competitive Subcontracts is \$ 25,000

Year 2 budget for Competitive Subcontracts is \$190,000

**Other Costs**

The costs for shipping will cover the expenses in delivering the exhibit backdrop, equipment and promotional materials to and from exhibits. It will include shipping video broadcasting equipment to our Network members who want to broadcast a local event and video conferencing equipment for those who want to participate in a training session. The total cost for shipping for year 1 will be \$9,050 and year 2 will be \$9,650.

In year 1, the RML will pay for two exhibit toolkits @ \$1,400 each for use by two tribal libraries in the region to promote NLM health information resources to their communities.

The Regional Advisory Board meeting is held in different locations in the region in conjunction with the MidContinental Chapter of the Medical Library Association (MCMLA) meeting. The board is hosted by a Network member at the MCMLA meeting locale. The RML proposes an annual budget \$550 to cover the facility costs in holding board meetings at member institutions.

In years 1 and 2 of the contract, the RML proposes to fund MCMLA meeting programming to the level of \$1000/year. The session will address an objective of the RML. This helps us to achieve outcomes that involve our Network members and assists the chapter in presenting a quality program at its annual meeting. We will also invest in our RML staff by budgeting \$3,000 each year to support professional development.

In year 2, all the Regional Medical Libraries are proposing to collaboratively fund a strategic planning meeting of stakeholders concerned with enhancing access to multilingual consumer health information. All RMLs are budgeting \$20,000 for year 2 to bring the stakeholders to NLM to set goals for a national symposium and develop ideas to coordinate multi-lingual web resources.

#### *Access Grid*

The Access Grid is an open source videoconferencing technology developed for the Internet 2. It was designed for group-to-group interactions via high-speed networking over and provides high quality audio and real-time video to provide interactive experiences for users at multiple sites. (<http://foxtrot.ncsa.uiuc.edu:8900/public/AGIB/>) The Access Grid supports interaction among all participants. It is not a one-way videostream, or two-way desktop videoconferencing, but videoconferencing with all present being equal participants. For training purposes it has excellent potential because the instructor can see and hear all the participants. A hand can be raised for a question and participants can participate in a discussion just as in an in-person class. In order to make the Access Grid a tool for health sciences librarians there needs to be an increase in nodes accessible to the Network. The MCR proposes to fund Access Grids at all Resource Libraries in the next contract. The Access Grid will make each of Resource Libraries a conferencing center within their institution, not just for Network members around their state but also for scientists within their institutions who are involved in group collaborations. The Access Grid increases the opportunity of the Regional Medical Libraries to share expertise among the regions. RML staff or Network members from a single region will now have the technology to offer interactive training to groups of health sciences librarians around the country. Each Access Grid will cost \$50,000. The MCR will develop 2 access grids each year during years 1, 2, and 3 at a cost of \$100,000 per year.



Year 1 budget for Other Costs is \$116,400.

Year 2 budget for Other Costs is \$134,200.

	<u>Year 1</u>	<u>Year 2</u>
<b>Total Direct Costs</b>	\$1,301,471	\$1,556,669
<b>Modified Total Direct Costs (MTCD)</b>	\$ 749,334	\$ 778,844
<b>Overhead/IDC (27.5%)</b>	<u>\$ 206,067</u>	<u>\$ 214,182</u>
<b>Total</b>	<u>\$1,507,538</u>	<u>\$1,770,851</u>

### **Additional Cost Information for Years 4 and 5**

#### Digital Repository

A major expense for the last two years of the contract is a digital repository for the region. A regional repository that all Network members can submit to, will allow members to add archives and preservation to their library services. This provides another role they can play for their institution. The repository will contribute to the preservation of unique and historical materials and may involve health professionals and librarians at primary access institutions in the discussion of scholarly communication.

The implementation of the project would involve licensing Content DM. We have selected Content DM because, from our experience, it is more user friendly than current open source applications. An unlimited license for Content DM including an annual maintenance fee is \$60,000 per year and is budgeted in Other Costs.

In year 4 we would purchase hardware to run Content DM and store the materials submitted at the cost of \$26,000. We plan to run a pilot project with a single institution to work out the processes for submission and collection organization. We will purchase a scanner for \$3,000 so that the pilot library can digitize their materials. We will hire a consultant for \$11,000 to work with the pilot project librarian to establish processes.

In year 5 we will budget \$40,000 for the consultant to assist Network members to organize their collections, select and adapt an appropriate metadata schema, and add metadata to describe their collections. In addition, the consultant will conduct digitization training session fro Network members and help promote the availability of the regional repository.

Contractor: University of Utah, Salt Lake City, UT

## Program Areas

## Outreach Programs

Line Items	Network Programs	Outreach to Health Practitioners (HP)	Consumer Health	Training for Elec. Access	Exhibits	Tech/Policy, LIP & Connections	Total
Professional Personnel	50,322	30,263	20,367	37,619	25,072	25,072	188,714
Support Personnel	11,524	7,199	7,199	7,199	8,603	7,595	49,319
Fringe Benefits	20,409	12,363	9,097	14,790	11,113	10,780	78,551
Nonexpendable Property							-
Equipment under \$5,000	7,600	200	100	4,958	4,000	5,631	22,489
Supplies	2,055	5,050	4,800	-	6,480	700	19,085
Travel: Staff	20,491	2,151	-	-	2,239	4,170	29,051
Other	26,296	1,406	-	-	8,438	-	36,140
Total Travel	46,787	3,557	-	-	10,677	4,170	65,191
Consultant Fee	3,000	-	-	-	-	3,815	6,815
Communications	5,800	2,280	2,280	2,780	4,200	3,980	21,320
Reproduction	6,450	-	-	-	-	-	6,450
Subcontracts w/ IDC	175,000						175,000
Subcontracts no IDC	552,137	-	-	-	-	-	552,137
Other Costs	53,550	500	1,900	25,000	7,350	28,100	116,400
Total Direct Costs	934,634	61,412	45,742	92,346	77,494	89,843	1,301,471
[Modified Total Dir. Costs]	382,497	61,412	45,742	92,346	77,494	89,843	749,334
IDC Rate	27.50%	27.50%	27.50%	27.50%	27.50%	27.50%	27.50%
Overhead/IDC ( 27.5%)	105,187	16,888	12,579	25,395	21,311	24,707	206,067
<b>Total</b>	<b>1,039,821</b>	<b>78,300</b>	<b>58,321</b>	<b>117,741</b>	<b>98,805</b>	<b>114,549</b>	<b>1,507,538</b>

NN/LM Services Personnel Allocation

Date Submitted: July 15, 2005

Period Covered: May 1, 2006 to April 30, 2007

RFP Number: NLM RFP 05-103/MMW

Contractor: University of Utah, Salt Lake City, UT

Program Areas

Outreach Programs

Name/Job Title	Network Programs	Outreach to HPs	Consumer Health	Training for Elec. Access	Exhibits	Tech/Policy/LIP &Connections	Total FTE*	Base Annual Salary (Gross)	Annual Fringe Benefits	Contract Salary Amount	Contract Fringe Benefits
(Professional Personnel)											
Hamasu, Claire	0.2	0.16	0.16	0.16	0.16	0.16	1.00	85,040	28,063	85,040	28,063
Dennis, Sharon	0.2	0.1	0.025	0.3	0.1	0.1	0.83	62,736	20,703	51,757	17,080
Youngkin, Molly	0.4	0.2	0.1	0.1	0.1	0.1	1.00	51,917	17,133	51,917	17,133
Peay, Wayne J	0.016	0.016	0.016	0.016	0.016	0.016	0.10				
							0.00				
							0.00				
							0.00				
							0.00				
							0.00				
<b>Subtotal (Professional Personnel)</b>	<b>0.816</b>		<b>0.301</b>	<b>0.576</b>	<b>0.376</b>	<b>0.376</b>	<b>2.92</b>	<b>xxxxxxx</b>	<b>xxxxxxx</b>	<b>188,714</b>	<b>62,276</b>
(Support Personnel)											
Molyneaux, Amber	0.04	0.04	0.04	0.04	0.04	0.05	0.25	39,596	13,067	9,899	3,267
Salmoud, Camille	0.15	0	0	0	0	0	0.15	28,834	9,515	4,325	1,427
Saywer, Suzanne	0.16	0.16	0.16	0.16	0.2	0.16	1.00	35,095	11,581	35,095	11,581
							0.00				
							0.00				
							0.00				
<b>Subtotal (Support Personnel)</b>	<b>0.35</b>		<b>0.2</b>	<b>0.2</b>	<b>0.24</b>	<b>0.21</b>	<b>1.40</b>	<b>xxxxxxx</b>	<b>xxxxxxx</b>	<b>49,319</b>	<b>16,275</b>
<b>TOTAL (All Personnel)</b>	<b>1.166</b>		<b>0.501</b>	<b>0.776</b>	<b>0.616</b>	<b>0.586</b>	<b>4.32</b>	<b>xxxxxxx</b>	<b>xxxxxxx</b>	<b>238,033</b>	<b>78,551</b>

Contractor: University of Utah, Salt Lake City, UT

## Program Areas

## Outreach Programs

Line Items	Outreach Programs				Total	
	Network Programs	Outreach to Health Practitioners (HP)	Consumer Health	Training for Elec. Access		Exhibits
Professional Personnel	52,334	31,474	21,181	39,123	26,074	196,261
Support Personnel	11,985	7,487	7,487	7,487	8,947	51,293
Fringe Benefits	21,225	12,857	9,461	15,381	11,557	81,693
Nonexpendable Property						-
Equipment under \$5,000	3,500	100	100	-	-	7,200
Supplies	5,147	5,050	4,800	-	6,480	24,770
Travel: Staff	19,890	462	437	-	1,435	26,441
Other	26,086	1,406	-	-	10,799	38,291
Total Travel	45,976	1,868	437	-	12,234	64,732
Consultant Fee	9,500	4,000	4,000	4,000	-	29,315
Communications	5,800	2,280	2,280	2,780	2,000	19,120
Reproduction	5,260	-	-	-	-	5,260
Subcontracts w/ IDC	165,000					165,000
Subcontracts no IDC	777,825					777,825
Other Costs	54,050	10,000	-	35,000	6,450	134,200
Total Direct Costs	1,157,603	75,116	49,746	103,772	73,743	1,556,669
[Modified Total Dir. Costs]	379,778	75,116	49,746	103,772	73,743	778,844
IDC Rate	27.50%	27.50%	27.50%	27.50%	27.50%	27.50%
Overhead/IDC (27.5%)	104,439	20,657	13,680	28,537	20,279	214,182
Total	1,262,042	95,773	63,426	132,309	94,022	1,770,851

Date Submitted: July 15, 2005

Period Covered: May 1, 2007 to April 30, 2008

RFP Number: NLM RFP 05-103/MMW

Contractor: University of Utah, Salt Lake City, UT

Program Areas

Outreach Programs

Name/Job Title	Network Programs	Outreach to HPs	Consumer Health	Training for Elec. Access	Exhibits	Tech/Policy/ LIP &Connections	Total FTE*	Base Annual Salary (Gross)	Annual Fringe Benefits	Contract Salary Amount	Contract Fringe Benefits
(Professional Personnel)											
Hamasu, Claire	0.2	0.16	0.16	0.16	0.16	0.16	1.00	88,441	29,186	88,441	29,186
Dennis, Sharon	0.2	0.1	0.025	0.3	0.1	0.1	0.83	65,245	21,531	53,827	17,763
Youngkin, Molly	0.4	0.2	0.1	0.1	0.1	0.1	1.00	53,993	17,818	53,993	17,818
Peay, Wayne J	0.016	0.016	0.016	0.016	0.016	0.016	0.10	-	-	-	-
							0.00	-	-	-	-
							0.00	-	-	-	-
							0.00	-	-	-	-
							0.00	-	-	-	-
<b>Subtotal (Professional Personnel)</b>	<b>0.816</b>	<b>0.301</b>	<b>0.576</b>	<b>0.376</b>	<b>0.376</b>	<b>0.376</b>	<b>2.92</b>	<b>xxxxxxx</b>	<b>xxxxxxx</b>	<b>196,261</b>	<b>64,767</b>
(Support Personnel)											
Molyneaux, Amber	0.04	0.04	0.04	0.04	0.04	0.05	0.25	41,180	13,589	10,295	3,397
Salmoud, Camille	0.15	0	0	0	0	0	0.15	29,987	9,896	4,498	1,484
Sawyer, Suzanne	0.16	0.16	0.16	0.16	0.2	0.16	1.00	36,500	12,045	36,500	12,045
							0.00	-	-	-	-
							0.00	-	-	-	-
<b>Subtotal (Support Personnel)</b>	<b>0.35</b>	<b>0.2</b>	<b>0.2</b>	<b>0.24</b>	<b>0.21</b>	<b>0.21</b>	<b>1.40</b>	<b>xxxxxxx</b>	<b>xxxxxxx</b>	<b>51,293</b>	<b>16,926</b>
<b>TOTAL (All Personnel)</b>	<b>1.166</b>	<b>0.501</b>	<b>0.776</b>	<b>0.616</b>	<b>0.586</b>	<b>0.586</b>	<b>4.32</b>	<b>xxxxxxx</b>	<b>xxxxxxx</b>	<b>247,554</b>	<b>81,693</b>

Contractor: University of Utah, Salt Lake City, UT

## Program Areas

## Outreach Programs

Line Items	Outreach Programs						Total
	Network Programs	Outreach to Health Practitioners (HP)	Consumer Health	Training for Elec. Access	Exhibits	Tech/Policy, LIP & Connections	
Professional Personnel	54,428	32,733	22,028	40,688	27,117	27,117	204,112
Support Personnel	12,465	7,787	7,787	7,787	9,305	8,215	53,345
Fringe Benefits	22,075	13,371	9,839	15,997	12,019	11,660	84,961
Nonexpendable Property							-
Equipment under \$5,000	2,000						2,000
Supplies	25,364						25,364
Travel: Staff	27,076						27,076
Other	39,210						39,210
Total Travel	66,286		-	-	-	-	66,286
Consultant Fee	86,815						86,815
Communications	19,579						19,579
Reproduction	5,386						5,386
Subcontracts w/ IDC	135,000						135,000
Subcontracts no IDC	749,644						749,644
Other Costs	161,537						161,537
Total Direct Costs	1,340,578	53,891	39,654	64,472	48,442	46,992	1,594,029
[Modified Total Dir. Costs]	590,934	53,891	39,654	64,472	48,442	46,992	844,385
IDC Rate	27.50%	27.50%	27.50%	27.50%	27.50%	27.50%	27.50%
Overhead/IDC (27.5%)	162,507	14,820	10,905	17,730	13,322	12,923	232,206
Total	1,503,085	68,711	50,559	82,202	61,763	59,915	1,826,235

Contractor: University of Utah, Salt Lake City, UT

Program Areas

Outreach Programs

Name/Job Title	Network Programs	Outreach to HPs	Consumer Health	Training for Elec. Access	Exhibits	Tech/Policy/ LIP &Connections	Total FTE*	Base Annual Salary (Gross)	Annual Fringe Benefits	Contract Salary Amount	Contract Fringe Benefits
(Professional Personnel)											
Hamasu, Claire	0.2	0.16	0.16	0.16	0.16	0.16	1.00	91,979	30,353	91,979	30,353
Dennis, Sharon	0.2	0.1	0.025	0.3	0.1	0.1	0.83	67,855	22,392	55,980	18,474
Youngkin, Molly	0.4	0.2	0.1	0.1	0.1	0.1	1.00	56,153	18,530	56,153	18,530
Peay, Wayne J	0.016	0.016	0.016	0.016	0.016	0.016	0.10				
							0.00				
							0.00				
							0.00				
							0.00				
							0.00				
<b>Subtotal (Professional Personnel)</b>	<b>0.816</b>		<b>0.301</b>	<b>0.576</b>	<b>0.376</b>	<b>0.376</b>	<b>2.92</b>	<b>xxxxxxx</b>	<b>xxxxxxx</b>	<b>204,112</b>	<b>67,357</b>
(Support Personnel)											
Molyneaux, Amber	0.04	0.04	0.04	0.04	0.04	0.05	0.25	42,827	14,133	10,707	3,533
Salmund, Camille	0.15	0	0	0	0	0	0.15	31,187	10,292	4,678	1,544
Saywer, Suzanne	0.16	0.16	0.16	0.16	0.2	0.16	1.00	37,960	12,527	37,960	12,527
							0.00				
							0.00				
							0.00				
<b>Subtotal (Support Personnel)</b>	<b>0.35</b>		<b>0.2</b>	<b>0.2</b>	<b>0.24</b>	<b>0.21</b>	<b>1.40</b>	<b>xxxxxxx</b>	<b>xxxxxxx</b>	<b>53,345</b>	<b>17,604</b>
<b>TOTAL (All Personnel)</b>	<b>1.166</b>		<b>0.501</b>	<b>0.776</b>	<b>0.616</b>	<b>0.586</b>	<b>4.32</b>	<b>xxxxxxx</b>	<b>xxxxxxx</b>	<b>257,457</b>	<b>84,961</b>

Contractor: University of Utah, Salt Lake City, UT

## Program Areas

## Outreach Programs

Line Items	Outreach Programs					Total
	Network Programs	Outreach to Health Practitioners (HP)	Consumer Health	Training for Elec. Access	Exhibits	
Professional Personnel	56,605	34,042	22,909	42,316	28,202	212,276
Support Personnel	12,963	8,098	8,098	8,098	9,677	55,478
Fringe Benefits	22,957	13,906	10,232	16,637	12,500	88,359
Nonexpendable Property	26,000					26,000
Equipment under \$5,000	13,000					13,000
Supplies	25,973					25,973
Travel: Staff	27,725					27,725
Other	40,151					40,151
Total Travel	67,876		-	-	-	67,876
Consultant Fee	14,907					14,907
Communications	20,049					20,049
Reproduction	5,516					5,516
Subcontracts w/ IDC	30,000					30,000
Subcontracts no IDC	803,243					803,243
Other Costs	269,609					269,609
Total Direct Costs	1,368,699	56,046	41,240	67,051	50,379	1,632,287
[Modified Total Dir. Costs]	539,456	56,046	41,240	67,051	50,379	803,044
IDC Rate	27.50%	27.50%	27.50%	27.50%	27.50%	27.50%
Overhead/IDC (27.5%)	148,350	15,413	11,341	18,439	13,854	220,837
Total	1,517,049	71,459	52,581	85,489	64,234	1,853,123



NI/LM Services Personnel Allocation

Date Submitted: July 15, 2005

Period Covered: May 1, 2009 to April 30, 2010

RFP Number: NLM RFP 05-103/MMW

Contractor: University of Utah, Salt Lake City, UT

Program Areas

Outreach Programs

Name/Job Title	Network Programs	Outreach to HPs	Consumer Health	Training for Elec. Access	Exhibits	Tech/Policy/LIP &Connections	Total FTE*	Base Annual Salary (Gross)	Annual Fringe Benefits	Contract Salary Amount	Contract Fringe Benefits
(Professional Personnel)											
Hamasu, Claire	0.2	0.16	0.16	0.16	0.16	0.16	1.00	95,658	31,567	95,658	31,567
Dennis, Sharon	0.2	0.1	0.025	0.3	0.1	0.1	0.83	70,569	23,288	58,219	19,212
Youngkin, Molly	0.4	0.2	0.1	0.1	0.1	0.1	1.00	58,399	19,272	58,399	19,272
Peay, Wayne J	0.016	0.016	0.016	0.016	0.016	0.016	0.10	-	-	-	-
							0.00	-	-	-	-
							0.00	-	-	-	-
							0.00	-	-	-	-
							0.00	-	-	-	-
<b>Subtotal (Professional Personnel)</b>	<b>0.816</b>	<b>0.301</b>	<b>0.576</b>	<b>0.376</b>	<b>0.376</b>	<b>0.376</b>	<b>2.92</b>	<b>xxxxxxx</b>	<b>xxxxxxx</b>	<b>212,276</b>	<b>70,051</b>
(Support Personnel)											
Molyneux, Amber	0.04	0.04	0.04	0.04	0.04	0.05	0.25	44,540	14,698	11,135	3,675
Salmond, Camille	0.15	0	0	0	0	0	0.15	32,434	10,703	4,865	1,605
Sawyer, Suzanne	0.16	0.16	0.16	0.16	0.2	0.16	1.00	39,478	13,028	39,478	13,028
							0.00	-	-	-	-
							0.00	-	-	-	-
							0.00	-	-	-	-
<b>Subtotal (Support Personnel)</b>	<b>0.35</b>	<b>0.2</b>	<b>0.2</b>	<b>0.24</b>	<b>0.21</b>	<b>0.21</b>	<b>1.40</b>	<b>xxxxxxx</b>	<b>xxxxxxx</b>	<b>55,478</b>	<b>18,308</b>
<b>TOTAL (All Personnel)</b>	<b>1.166</b>	<b>0.501</b>	<b>0.776</b>	<b>0.616</b>	<b>0.586</b>	<b>0.586</b>	<b>4.32</b>	<b>xxxxxxx</b>	<b>xxxxxxx</b>	<b>267,754</b>	<b>88,359</b>

## Contractor: University of Utah, Salt Lake City, UT

## Program Areas

## Outreach Programs

Line Items	Outreach Programs						Total
	Network Programs	Outreach to Health Practitioners (HP)	Consumer Health	Training for Elec. Access	Exhibits	Tech/Policy, LIP & Connections	
Professional Personnel	58,869	35,404	23,826	44,009	29,330	29,330	220,767
Support Personnel	13,482	8,422	8,422	8,422	10,064	8,885	57,697
Fringe Benefits	23,876	14,462	10,642	17,302	13,000	12,611	91,893
Nonexpendable Property							-
Equipment under \$5,000	5,600						5,600
Supplies	26,597						26,597
Travel: Staff	28,391						28,391
Other	41,115						41,115
Total Travel	69,506		-	-	-	-	69,506
Consultant Fee	44,000						44,000
Communications	20,530						20,530
Reproduction	5,648						5,648
Subcontracts w/ IDC	-						-
Subcontracts no IDC	802,051						802,051
Other Costs	327,172						327,172
Total Direct Costs	1,397,331	58,288	42,889	69,733	52,395	50,826	1,671,462
[Modified Total Dir. Costs]	595,280	58,288	42,889	69,733	52,395	50,826	869,411
IDC Rate	27.50%	27.50%	27.50%	27.50%	27.50%	27.50%	27.50%
Overhead/IDC ( 27.5%)	163,702	16,029	11,795	19,176	14,409	13,977	239,088
Total	1,561,033	74,317	54,684	88,909	66,803	64,804	1,910,550

RFP Number: NLM RFP 05-103/MMW

Period Covered: May 1, 2010 to April 30, 2011

Contractor: University of Utah, Salt Lake City, UT

Date Submitted: July 15, 2005

Program Areas

Outreach Programs

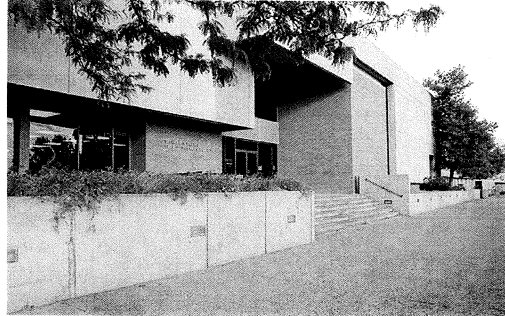
Name/Job Title	Network Programs	Outreach to HPs	Consumer Health	Training for Elec. Access	Exhibits	Tech/Policy/ LIP &Connections	Total FTE*	Base Annual Salary (Gross)	Annual Fringe Benefits	Contract Salary Amount	Contract Fringe Benefits
(Professional Personnel)											
Hamasu, Claire	0.2	0.16	0.16	0.16	0.16	0.16	1.00	99,484	32,830	99,484	32,830
Dennis, Sharon	0.2	0.1	0.025	0.3	0.1	0.1	0.83	73,392	24,219	60,548	19,981
Youngkin, Molly	0.4	0.2	0.1	0.1	0.1	0.1	1.00	60,735	20,043	60,735	20,043
Peay, Wayne J	0.016	0.016	0.016	0.016	0.016	0.016	0.10				
							0.00				
							0.00				
							0.00				
							0.00				
							0.00				
<b>Subtotal (Professional Personnel)</b>	<b>0.816</b>	<b>0.301</b>	<b>0.576</b>	<b>0.376</b>	<b>0.376</b>	<b>0.376</b>	<b>2.92</b>	<b>xxxxxxx</b>	<b>xxxxxxx</b>	<b>220,767</b>	<b>72,854</b>
(Support Personnel)											
Molyneaux, Amber	0.04	0.04	0.04	0.04	0.04	0.05	0.25	46,322	15,286	11,581	3,822
Salmoud, Camille	0.15	0	0	0	0	0	0.15	33,732	11,132	5,060	1,670
Sawyer, Suzanne	0.16	0.16	0.16	0.16	0.2	0.16	1.00	41,057	13,549	41,057	13,549
							0.00				
							0.00				
							0.00				
<b>Subtotal (Support Personnel)</b>	<b>0.35</b>	<b>0.2</b>	<b>0.2</b>	<b>0.24</b>	<b>0.24</b>	<b>0.21</b>	<b>1.40</b>	<b>xxxxxxx</b>	<b>xxxxxxx</b>	<b>57,698</b>	<b>19,041</b>
<b>TOTAL (All Personnel)</b>	<b>1.166</b>	<b>0.501</b>	<b>0.776</b>	<b>0.616</b>	<b>0.586</b>	<b>0.586</b>	<b>4.32</b>	<b>xxxxxxx</b>	<b>xxxxxxx</b>	<b>278,465</b>	<b>91,895</b>

## Qualifications of the Offeror

### General Experience

“The mission of the Spencer S. Eccles Health Sciences Library is to advance education, research, and health care through information access, service and innovation. The library serves the University of Utah community, the citizens of the State of Utah and of the Internet.”

The Spencer S. Eccles Health Sciences Library was dedicated in 1971. The facility has approximately 35,000 net assignable square feet and seats 250 patrons. The collection consists of 215,000 volumes, which includes 60,000 monographs, 115,000 journals and 40,000 government



documents. Currently, the library provides access to 19,000 serials. The library records 252,000 personal visits each year and 10,540,000 website visits (unique user sessions). The library staff consists of 15 librarians, 25 staff and numerous student assistants. The library's expenditures for FY 2003/2004 totaled \$4,737,352.

While the library's collection is not exceptional, it has a long-standing commitment to service, both to its primary clientele at the University of Utah, to students and health professionals throughout the region. The library's outreach programs have been recognized nationally. During the last year, the library filled nearly 26,000 interlibrary loan requests. The library has also developed service agreements with international partners in Cyprus, Macedonia, Bulgaria, Belarus, Nepal, and Greece.

The library's commitment to outreach services extends back to the late 1960's when the Intermountain Regional Medical Program funded a librarian as part of their outreach program. During the 1970's, the library received several grants for outreach and hospital library development. With grant support, the library founded the Utah Health Sciences Library Consortium which continues to be an effective venue for cooperation. The award of the MidContinental Audiovisual Resource Sharing project in 1978 provided the library with the opportunity enhance audiovisual services to the Midcontinental Region. In 1985, the library received funding from the Midcontinental Regional Medical Library to implement a mini-computer based, interlibrary loan and email reference service for members of the Utah Health Sciences Library Consortium. In 1993, the library was able to fund a full-time Outreach Librarian with ongoing funding. The Outreach Librarian developed very effective relationships with the Utah State Public Health Department and with the Utah Area Health Education Center. For her outreach efforts, she received the Michael E. DeBakey Library Services Outreach Award in 1999.

Recent outreach efforts have expanded services to include public libraries and consumers. The development of the Utah Consumer Health Information Network

(UCHIN) <http://uchin.med.utah.edu/>, has been led by the library's Clinical Librarian. This site is used by the Utah State Library Division as their gateway to health information. The State Library's website is used by many rural public libraries as their homepage. In addition, the library's Clinical Librarian received a grant to develop digital audio files of health information brochures in 24 languages developed by the Utah State Department of Health - <http://medstat.med.utah.edu/24languages/>.

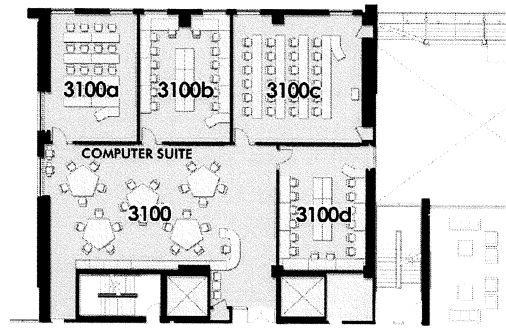
In 2003, the library recruited a public librarian, who had been the Assistant Director of the Salt Lake City Public Library, to lead a public library outreach project funded by a LSTA grant. This project was recognized by The National Commission on Libraries and Information Science (NCLIS) the 2004 NCLIS Blue Ribbon Consumer Health Information Recognition Award for the Utah Consumer Health Information Initiative. This grant also provided a very useful needs assessment that led to a successful NLM proposal – Utah Consumer Health Infrastructure – which was funded January 2005.

The Spencer S. Eccles is nationally recognized for its leadership in the application of advanced information and communications technologies beginning with the publication of MEDOC, an index to U. S Government Documents in the health sciences in 1973 using punch cards, with subsequent migrations to a minicomputer and then to a desktop microcomputer. The index was published for over 20 years. In the 1980s, the library established the first instructional microcomputer facility at the health sciences center (1983). In collaboration with the Department of Family and Community Medicine, the library explored the use of the first generation of portable microcomputers with the department's preceptorship program. In 1989, the library designed the first listserv for health sciences libraries for the Association of Academic Health Sciences Library Directors and moderated the listserv for seven years.

Data networking has been a major focus of development for the library beginning in 1986, when the library was one of the first destinations on the University's first broadband network. The library was instrumental in securing funding for and the coordinating the deployment of the first high-speed network connecting all of the colleges and university in the Utah System of Higher Education. The efforts led to the formation of the Utah Education Network which now serves all of higher education, public education and the public libraries in the State of Utah.

During the last five years, the library has been exploring the use of digital video technologies. The library now regularly provides Internet broadcasts of major lectures and monthly seminars. In addition, the library broadcasts the weekly seminars of the Medical Informatics Department. Videoconferencing technologies have also been an area of investigation. The applications that have been examined include NetMeeting, Polycom hardware/software, VRVS, the Access Grid and most recently Macromedia Breeze. Videoconferencing is regularly employed by the MidContinental Regional Medical Library in operation meetings and special presentations. Complementing the videoconferencing technologies has been the effective utilization of voice over IP, specifically Skype, as an alternative to analog telephone services.

On September 1, 2005, the Spencer F. & Cleone P. Eccles Health Sciences Education Building will be dedicated. The goal of this extraordinary new facility is to provide world-class, state-of-the-art, interdisciplinary education programs in the health sciences. This new building is connected to the library by a bridge and is managed by the library. This five story, 155,000 sq.ft. facility, includes 40 classrooms ranging from 150 person lecture halls to 15 person seminar rooms. The building includes a computer suite that consists of three 15 person classrooms and one 24 person computer classroom. Each classroom is configured with a projector, VCR, DVD player and room control system. These classrooms are available for use by the RML for NLM training programs.



### **Organizational Experience Related to the RFP**

The library has long recognized collaboration as a highly successful strategy. Examples of successful collaborative efforts are listed below:

#### **MidContinental Regional Medical Library Program**

The library is one of the original members of the MCRMLP. During 30 years of participation in the MCRMLP, the library has participated in numerous studies and projects. Among the most noteworthy was the development of Octanet, the first online interlibrary loan program which led to the development of DOCLINE. The MCRMLP supported the development of InfoNet at the University of Utah in 1985. This project developed a local area network to support online library systems for hospital libraries in the Utah Health Sciences Library Consortium. During the last year, the library received funding for two projects – “Using State and National Public Health Information Resources: A Web-Based Training Module” and “Access to Electronic Spanish-Language Patient Education Materials: A Utah Community Project.” Representatives from the library have served on numerous committees including the Regional Advisory Committee, the Resource Library Directors Committee and the Interlibrary Loan Committee.

#### **Utah Academic Library Consortium**

The library is a founding member of the Consortium, which was formed in 1972. The Consortium includes representatives from each of the college and university libraries in the State of Utah. Among the accomplishments of the Consortium are: Statewide library construction projects that resulted in major renovations or new facilities on each campus; reciprocal borrowing agreements; first high-speed data network connecting the colleges and universities; installation of one of the first statewide Ariel fax networks; installation of two generations of integrated library systems; cooperative purchase of electronic resources.

Pioneer: Utah's Online Library - <http://pioneer-library.org/>

Begun in 1996 by the library, Pioneer is a collaboration of libraries in the nine institutions of higher education, 800 public schools and 113 public libraries. Pioneer has been successful in negotiating the purchase of electronic resources that are accessible by this large and diverse constituency. This last year Pioneer was successful in negotiating a three year contract with Ebsco to provide statewide access to seven of its databases. Pioneer was recognized with a special award from Utah Governor Michael O. Leavitt in 1997.

Slice of Life

Begun as a student project in 1985 and led by Dr. Suzanne Stennsaas, Slice of Life has developed into one of the most influential efforts to enhance the quality of medical education through the use of information technologies. Slice of Life developed one of the first analog videodiscs in medical education. The videodisc was produced in annual editions for seven years and was used in hundreds of medical institutions around the world. For over fifteen years, Slice of Life has sponsored an annual meeting focusing on technology in medical education. This year the Slice of Life meeting is at Oregon Health and Sciences University and the meeting website can be viewed at: <http://slice.utah.edu/2005/index.htm>.

Utah Health Sciences Library Consortium

As part of an outreach grant in 1975, the library formed the Utah Health Sciences Library Consortium. The Consortium has assisted hospital libraries and special libraries to develop and coordinate their resources and services. The membership of the consortium currently includes 15 libraries, located throughout the state. The consortium has had a number of successful projects including a union list, and coordinated DOCLINE updates. Eleven of the libraries use the Horizon integrated library system at the Spencer S. Eccles Health Sciences Library to manage and provide access to their collections. The consortium's website can be viewed at: <http://medlib.med.utah.edu/uhs/c/>.

Utah Library Association – Health Round Table (HeaRT)

Members of the library faculty were instrumental in founding the Health Round Table in the Utah Library Association in 1992. The goal of HeaRT is to introduce the larger library community and particularly public libraries to health information and resources. HeaRT sponsors sessions at the annual meetings of the Utah Library Association. At this year's meeting in May, HeaRT sponsored three sessions - "Activate Yourself! Fighting the forces of Sedentary Living", "Atkins, Augmentation, and the FDA: How to Find Factual Information About Today's Top Health Trends" and "Extreme Librarians."

Tribal Connections – Four Corners

Following the model developed by the Pacific Northwest Regional Medical Library, the library led the development of a partnership of the University of Utah, University of Arizona, University of New Mexico and University of Colorado that has the objective of the enhancing access to

the health information by the Native American communities in the four corners area.

#### Symposium on Community-Based Outreach

Collaborating with the New York Academy of Medicine, a symposium was developed and presented with the goal to explore new models of health information outreach that are emerging as technology dramatically changes the abilities of medical and health services libraries to provide resources and services beyond their traditional institutional boundaries. Particular emphasis was given to consumer health information outreach through community-based organizations. The National Library of Medicine's Strategic Plan to Reduce Health Disparities was reviewed with special emphasis on NLM's programs targeting Native Americans. The knowledge and insights gained in the Symposium inform the programming of this RFP for the National Network of Libraries of Medicine (NN/LM) contract.

### **Performance History**

Over the last twenty-five years, the library has either been involved in or led over 20 federal or state funded projects. Each of the projects was completed on schedule and within budget. Selected examples follow:

Midcontinental Audiovisual Resources Sharing Project. The objective of the project was to establish a regional collection of audiovisual materials for use by health professionals. Approved and funded for \$184,030 by the National Library of Medicine, 1979 - 1981.

Redesign and Standardization of the MEDOC Index. The objective of the project was to redesign the computer programs and the acquisition of the hardware for the local production of the MEDOC Index. Approved and funded for \$68,000 by the National Library of Medicine, 1982.

Integrated Academic Information Management System (IAIMS) Strategic Planning - Phase I. The objective of the contract was the preparation of a long range, strategic plan for the coordinated development and management of information resources in the health sciences at the University of Utah. Approved and funded for \$92,020 by the National Library of Medicine, 1983 - 1984.

Integrated Academic Information Management System (IAIMS) Strategic Planning - Phase I - Pilot Project. The objective of the project was the continuation of the IAIMS planning and the development a pilot project that demonstrated the application of IAIMS concepts. Contract extension awarded for \$69,015 by the National Library of Medicine, 1984 - 1985.

Utah Preceptorship Network. The objective of the project was to provide portable microcomputers to medical students during their preceptorships. The microcomputers were used for records management, communications, library service and the preparation of a research project.



Approved and funded for \$69,665 by the National Library of Medicine, 1985 - 1986.

Utah IAIMS Development Project. The objective of the project was to test the concept of the Integrated Academic Information Management for the Health Sciences Center at the University of Utah. Approved and funded for \$600,000 by the National Library of Medicine, 1985 - 1988.

InfoNet Project. This project was designed to develop an automated interlibrary loan and reference system based on the OCTANET system. The InfoNet system was suitable for use by end-users. Contract awarded by the Midcontinental Regional Medical Library Program for \$70,000, 1985.

Utilization of New Computerized Information Network by Family Training Programs. Response to Request for Proposals from the Health Services Research Administration. Approved and funded for \$89,904, 1987 - 1988.

Higher Education Telefacsimile Network. This project funded the selection and installation of plain-paper telefacsimile machines in the libraries of each college and university in the State of Utah. Funded by the State Legislature for \$122,000, 1990.

Utah College Library Council CD-ROM Union Catalog. This project was for the selection of hardware and software, the coordination of the preparation of the database of 3,000,000 records and the installation of the system. Funded by the State Legislature for \$125,000, 1990 - 1991.

Utah Library Network. The objective of this project was the installation of a high-speed data communications network that linked the colleges and universities in the State of Utah. Funded by the State Legislature for \$639,750, 1990 - 1991.

Ariel Network. The objective of this project was to install a digital telefax network to enhance interlibrary loan services for the college and university libraries in the State of Utah. Funded by the State Legislature for \$69,000, 1992.

Connections to the NSFNET. The project installed high-speed data communications links between the University of Utah, Veterans Administration Medical Center and the LDS Hospital. Funded by the National Science Foundation for \$50,000, 1993.

Internet Navigator. Networked-based, on demand Internet skills course for credit. Funded by the Utah System for Higher Education for \$50,716. 1995-1996.

A Model Multimedia Support Center. This project involved a collaboration by the University of Utah, University of Oklahoma and the University of California, Los Angeles to develop a web-based system for providing

access to digital assets in health sciences education. The system includes search, submission and peer review components. Funded by the National Library of Medicine 09/01/95 – 08/31/98 and renewed for 09/01/98 – 08/31/01.

Neuro-Ophthalmology Virtual Education Library. The objective of this project is to develop a web accessible collection of images, videos, lectures and other digital media for use by neuro-ophthalmology professionals, educators, students and patients. Funded by the National Library of Medicine 08/01/03 – 07/31/06.

Utah Consumer Health Information Infrastructure: Utahealthnet. Partnering with the Utah Telehealth Network, the goal of this project is foster collaboration between the state's health information providers, employing the advanced networking resources of the Utah Telehealth Network. The project will develop educational resources and services that will enhance access to quality health information. Funded by the National Library of Medicine 01/01/05 – 1/31/07.

### **Pertinent Contracts**

Contract number: NO1-LM-1-3514  
Agency: National Library of Medicine  
Contract Dollar Value: \$6,295,261.00  
Dates: 05/01/01 – 04/30/06  
Description of Work: National Network of Libraries of Medicine (NN/LM) MidContinental Region  
Relevance to RFP: This contract that implements the NN/LM program for the MidContinental Region  
Actual versus Proposed: Not available

Contract number: 59900144-N01LM13514  
Agency: National Network of Libraries of Medicine  
Contract Dollar Value: \$25,000.00  
Dates: 30 April 2005 - 30 April 2006  
Description of Work: Utah Go Local Project  
Relevance to RFP: This project contributes to the consumer health information outreach program of the RFP  
Actual versus Proposed: Not available

Contract number: N01-LM-1-3514  
Agency: National Network of Libraries of Medicine (NNLM)  
Contract Dollar Value: \$10,000.00  
Dates: March 2003 - March 2004  
Description of Work: Online Sound Recordings of Health Information in Many Languages  
Relevance to RFP: This project contributed to the consumer health information outreach to minority populations section of the RFP  
Actual versus Proposed: The contract was completed on schedule and within budget.

## **Pertinent Grants**

Grant number: 051983  
Agency: LSTA  
Grant Specialist: Bela Vastag  
Science Administrator: Donna Morris  
Description of Work: Internet Communication Technology Pilot Project  
Dates: 2/1/2005 – 1/31/2006

Grant number: 1 G08 LM 008549-01  
Agency: National Library of Medicine  
Grant Specialist: Laurence Dash  
Science Administrator: Valerie Florance  
Description of Work: Utah Consumer Health Information Infrastructure:  
Utahealthnet  
Dates: 1/1/2005 – 12/31/2007

Grant number: 1 G08 LM07919-01  
Agency: National Library of Medicine (NLM)  
Grant Specialist: Laurence Dash  
Science Administrator: Valerie Florance  
Description of Work: Neuro-Ophthalmology Virtual Education Library  
Dates: 8/1/2003 – 7/31/2006

Grant number: 031909 (USLD) CFDA# 45.310 (LSTA fund #)  
Agency: Library Services & Technology Act/Utah State Library Division  
Grant Specialist: Max Collotzi  
Science Administrator: Douglas Abrams  
Description of Work: Utah Consumer Health Information Initiative  
Dates: 4/1/2003- 9/15/2004

Grant number: 2 G08 LM05684-04  
Agency: National Library of Medicine  
Grant Specialist: Unavailable  
Science Administrator: Unavailable  
Description of Work: A Model Multimedia Support Center for the Health  
Sciences - Renewal  
Dates: 09/01/1998 – 08/31/2001

Grant number: 5 G08 LM05684-03  
Agency: National Library of Medicine  
Grant Specialist: Unavailable  
Science Administrator: Unavailable  
Description of Work: A Model Multimedia Support Center  
Dates: 09/01/1995 – 08/31/1998

Grant number: 1 G08 LM06043-01  
Agency: National Library of Medicine  
Grant Specialist: Unavailable  
Science Administrator: Unavailable

Description of Work: Internet Connections for Medical Institutions - Utah  
Dates:09/15/1995 – 09/14/1996

### **Other Administrative Data**

#### **Property**

The University of Utah does not require any Government-owned property for the performance of this contract. All facilities and equipment will be provided by the University.

#### **Electronic Fund Transfer Information**

Account (Checking) Holder: University of Utah  
Financial Institution: Wells Fargo  
PO Box 25237  
Salt Lake City, UT 84125  
Contact: Michael Burke (801) 246-1040

ACH and Route & Transit: 124000012

Swift Bank Code Number: WFBIUS6S

Note: Wells Fargo can handle both CCD+ format and CTX format.

#### **Financial Capacity and Annual Financial Report**

The University of Utah has the necessary financial capacity, working capital, and other resources to perform the contract without assistance from any outside source. Should this proposal be accepted, the University will submit the latest Annual Financial Report of the University.

A copy of the current Facilities and Administration Cost Rate Agreement is attached as Appendix 6.

#### **Incremental Funding**

Incremental funding is applicable to this RFP if funded.

#### **Subcontractors**

The following information includes Memos of Understanding and Budgets for each library that will be participating as Resource Libraries. The Resource Libraries will, within their budgets, assume the responsibilities for state outreach and/or a special project area.

**NATIONAL NETWORK OF LIBRARIES OF MEDICINE  
MIDCONTINENTAL REGION  
RFP NLM 05-103/VMW**

**Memorandum of Understanding**

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.

University of Colorado at Denver and Health Sciences Center, Denison Memorial 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, 2006 – April 30, 2011. To the extent possible dependent upon the limitations of state funding, institutional priorities, and timely action by the National Library of Medicine, the resource library agrees to:

Management of Network Services

1. Implement special project and state responsibilities of the RML.
2. Provide technology staff and infrastructure to support hardware and software necessary for liaison activities, including, but not limited to, connectivity through VRVS, Skype, Breeze and QuickPlace.
3. Participate in regularly scheduled meetings of Resource Library Directors.
4. Rotating Advisory Board service by Director.
5. Contribute to an annual review of RML experience by institution's liaison(s).
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.

Interlibrary Loan and Document Delivery

8. Participate fully in the DOCLINE system and keep detailed library profile information in the system up-to-date.
9. Contribute institution's serial holdings data to DOCLINE and keep holdings current by updating them online.
10. Provide health professionals and other Network libraries with access to journal articles, books and audiovisuals via interlibrary lending mechanisms at a charge per filled request which is in accordance with the National Maximum Interlibrary Loan Charge policy. This includes negotiation of the ability to provide interlibrary loan from electronic journals to the extent possible.
11. Provide unaffiliated health professionals within Colorado, with access to document delivery services including fair use copies of electronic materials to the extent possible.
12. Adhere to network performance standards for fill rate and throughput for interlibrary loan service with adjustment for those cases when licenses preclude delivery from electronic journals.

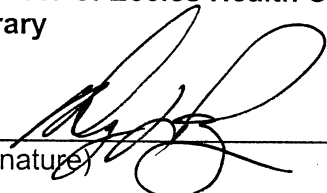
Information Services

13. Support document delivery and reference services for public libraries in Colorado to the extent possible.
14. Participate in the implementation of health professional outreach programs to the extent possible.
15. Participate in the implementation of outreach programs to improve the public's access to electronic health information to the extent possible.
16. Include NLM resources as part of Resource Library outreach.
17. Provide outreach to the public through consumer health resources on the library web site and/or through a consumer health collection.
18. Serve as a health information resource for a state or local public health department to the extent possible.
19. Provide the facility and host at least one training visit by the National Training Center and Clearinghouse instructors.

This agreement may be amended by written mutual consent, or terminated anytime by the Resource Library or the National Network of Libraries of Medicine, MidContinental Region by giving 60 days written notice.

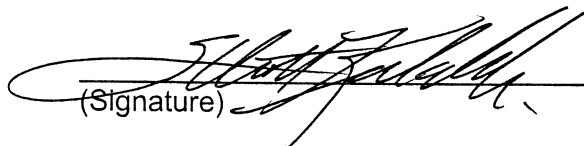
FOR

**University of Utah  
Spencer S. Eccles Health Sciences  
Library**

  
\_\_\_\_\_  
(Signature)

Wayne J. Peay  
Director

**Office of Sponsored Projects**

  
\_\_\_\_\_  
(Signature)

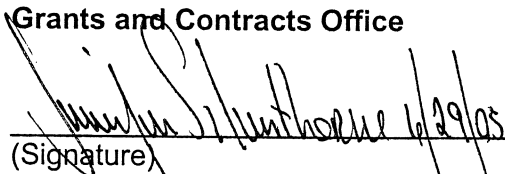
Elliott Kulakowski  
Director

**University of Colorado at Denver and  
Health Sciences Center, Denison  
Memorial Library**

  
\_\_\_\_\_  
(Signature)

Rick Forsman  
Director  
\_\_\_\_\_  
(Name and Title of Signer)

**University of Colorado at Denver and  
Health Sciences Center  
Grants and Contracts Office**

  
\_\_\_\_\_  
(Signature)

Jennifer Silverthorne  
Manager, PreAward

University of Colorado Health Sciences Center  
 Denison Memorial Library  
 Type of Subcontract: RML Liaison - State Services & Special Project  
 Period of Performance: May 1, 2006 - April 30, 2011

	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Professional Salaries	49,920	51,917	53,993	56,153	58,399	270,383
Fringe Benefits	14,976	15,575	16,198	16,846	17,520	81,115
<i>Total Personnel Expenditures</i>	<b>64,896</b>	<b>67,492</b>	<b>70,192</b>	<b>72,999</b>	<b>75,919</b>	<b>351,498</b>
Equipment	-	3,000	-	3,000	-	6,000
Supplies	500	500	500	500	500	2,500
Travel	5,500	5,500	5,500	5,500	5,500	27,500
Communications	500	500	500	500	500	2,500
Reproduction	500	500	500	500	500	2,500
Other Costs	5,405	5,405	5,405	5,405	5,405	27,025
<i>Total Non-Personnel Expenditures</i>	<b>12,405</b>	<b>15,405</b>	<b>12,405</b>	<b>15,405</b>	<b>12,405</b>	<b>68,025</b>
<i>Total Direct Expenditures</i>	<b>77,301</b>	<b>82,897</b>	<b>82,597</b>	<b>88,404</b>	<b>88,324</b>	<b>419,523</b>
IDC Rate	31.40%	31.40%	31.40%	31.40%	31.40%	31.40%
Overhead/IDC	24,273	26,030	25,935	27,759	27,734	131,730
<b>TOTAL EXPENDITURES</b>	<b>101,574</b>	<b>108,926</b>	<b>108,532</b>	<b>116,163</b>	<b>116,058</b>	<b>551,253</b>

- 1 - 4% annual increase based on previous contract increases.
- 2 - Fringe Benefits are 30% of Salaries
- 3 - 1.0 Professional FTE

**NATIONAL NETWORK OF LIBRARIES OF MEDICINE  
MIDCONTINENTAL REGION  
RFP NLM 05-103/VMW**

**Memorandum of Understanding**

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.

Creighton University, Health Sciences 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, 2006 – April 30, 2011. The resource library agrees to:

**Management of Network Services**

1. Implement special project responsibilities of the RML.
2. Provide technology staff and infrastructure to support hardware and software necessary for liaison activities, including, but not limited to, connectivity through VRVS, Skype, Breeze and QuickPlace.
3. Participate in regularly scheduled meetings of Resource Library Directors.
4. Advisory Board service by Director.
5. Contribute to an annual review of RML experience by institution's liaison(s).
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.

**Interlibrary Loan and Document Delivery**

8. Participate fully in the DOCLINE system and keep detailed library profile information in the system up-to-date.
9. Contribute institution's serial holdings data to DOCLINE and keep holdings current by updating them online.
10. Provide health professionals and other Network libraries with access to journal articles, books and audiovisuals via interlibrary lending mechanisms at a charge per filled request which is in accordance with the National Maximum Interlibrary Loan Charge policy. This includes negotiation of the ability to provide interlibrary loan from electronic journals to the extent possible.
11. Provide unaffiliated health professionals within Nebraska, with access to document delivery services including fair use copies of electronic materials to the extent possible.
12. Adhere to network performance standards for fill rate and throughput for interlibrary loan service.

**Information Services**

13. Support document delivery and reference services for public libraries in Nebraska.
14. Participate in the implementation of health professional outreach programs.




15. Participate in the implementation of outreach programs to improve the public's access to electronic health information.
16. Include NLM resources as part of Resource Library outreach.
17. Provide outreach to the public through consumer health resources on the library web site and/or through a consumer health collection.
18. Serve as a health information resource for a state or local public health department.
19. Provide the facility and host at least one training visit by the National Training Center and Clearinghouse instructors.

This agreement may be amended by written mutual consent, or terminated anytime by the Resource Library or the National Network of Libraries of Medicine, MidContinental Region by giving 60 days written notice.

FOR

**University of Utah  
Spencer S. Eccles Health Sciences  
Library**

**Office of Sponsored Projects**

  
(Signature)

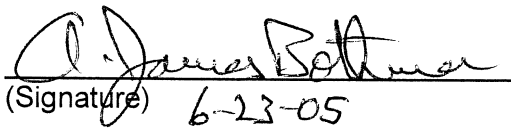
  
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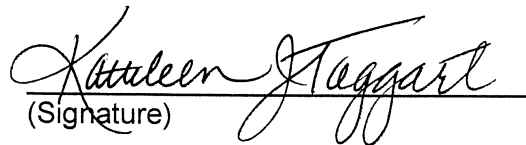
Wayne J. Peay  
Director

Elliott Kulakowski  
Director

**Creighton University  
Health Sciences Library**

**Office of Sponsored Projects**

  
(Signature) 6-23-05

  
(Signature)

A. James Bothmer, Director  
(Name and Title of Signer)

Kathleen J. Taggart,  
(Name and Title of Signer)  
Director, Grants Administration

Creighton University  
 Health Sciences Library  
 Type of Subcontract: RML Liaison - Special Project  
 Period of Performance: May 1, 2006 - April 30, 2011

**With Actual Communication Costs**

	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Professional Salaries	50,000	52,000	54,080	56,243	58,493	<b>270,816</b>
Fringe Benefits	13,750	14,487	15,261	16,035	16,852	<b>76,385</b>
<i>Total Personnel Expenditures</i>	<b>63,750</b>	<b>66,487</b>	<b>69,341</b>	<b>72,278</b>	<b>75,345</b>	<b>347,201</b>
Equipment	-	3,000	-	3,000	-	<b>6,000</b>
Supplies	500	500	500	500	500	<b>2,500</b>
Travel	5,500	5,500	5,500	5,500	5,500	<b>27,500</b>
Communications	300	300	300	300	300	<b>1,500</b>
Reproduction	500	500	500	500	500	<b>2,500</b>
Other Costs	6,165	5,465	5,465	5,465	5,465	<b>28,025</b>
<i>Total Non-Personnel Expenditures</i>	<b>12,965</b>	<b>15,265</b>	<b>12,265</b>	<b>15,265</b>	<b>12,265</b>	<b>68,025</b>
<i>Total Direct Expenditures</i>	<b>76,715</b>	<b>81,752</b>	<b>81,606</b>	<b>87,543</b>	<b>87,610</b>	<b>415,226</b>
IDC Rate	43.50%	43.50%	43.50%	43.50%	43.50%	43.50%
Overhead/IDC	33,371	35,562	35,499	38,081	38,110	<b>180,624</b>
<b>TOTAL EXPENDITURES</b>	<b>110,086</b>	<b>117,314</b>	<b>117,105</b>	<b>125,624</b>	<b>125,720</b>	<b>595,850</b>

- 1 - 4% annual increase based on previous contract increases.
- 2 - Fringe Benefits are YR1 27.50%, YR2 27.86%, YR3 28.22%, YR4 28.51%, YR5 28.81% of Salaries
- 3 - 1.0 Professional FTE

**NATIONAL NETWORK OF LIBRARIES OF MEDICINE  
MIDCONTINENTAL REGION  
RFP NLM 05-103/VMW**

**Memorandum of Understanding**

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.

University of Kansas, Archie R. Dykes 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, 2006 – April 30, 2011. The resource library agrees to:

**Management of Network Services**

1. Implement special project and state responsibilities of the RML.
2. Provide technology staff and infrastructure to support hardware and software necessary for liaison activities, including, but not limited to, connectivity through VRVS, Skype, Breeze and QuickPlace.
3. Participate in regularly scheduled meetings of Resource Library Directors.
4. Advisory Board service by Director.
5. Contribute to an annual review of RML experience by institution's liaison(s).
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.

**Interlibrary Loan and Document Delivery**

8. Participate fully in the DOCLINE system and keep detailed library profile information in the system up-to-date.
9. Contribute institution's serial holdings data to DOCLINE and keep holdings current by updating them online.
10. Provide health professionals and other Network libraries with access to journal articles, books and audiovisuals via interlibrary lending mechanisms at a charge per filled request which is in accordance with the National Maximum Interlibrary Loan Charge policy. This includes negotiation of the ability to provide interlibrary loan from electronic journals to the extent possible.
11. Provide unaffiliated health professionals within Kansas, with access to document delivery services including fair use copies of electronic materials to the extent possible.
12. Adhere to network performance standards for fill rate and throughput for interlibrary loan service.

**Information Services**

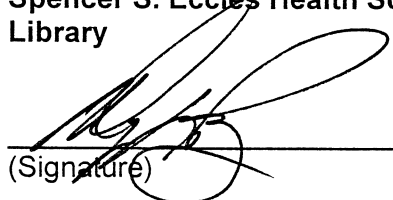
13. Support document delivery and reference services for public libraries in Kansas.
14. Participate in the implementation of health professional outreach programs.

15. Participate in the implementation of outreach programs to improve the public's access to electronic health information.
16. Include NLM resources as part of Resource Library outreach.
17. Provide outreach to the public through consumer health resources on the library web site and/or through a consumer health collection.
18. Serve as a health information resource for a state or local public health department.
19. Provide the facility and host at least one training visit by the National Training Center and Clearinghouse instructors.

This agreement may be amended by written mutual consent, or terminated anytime by the Resource Library or the National Network of Libraries of Medicine, MidContinental Region by giving 60 days written notice.

FOR

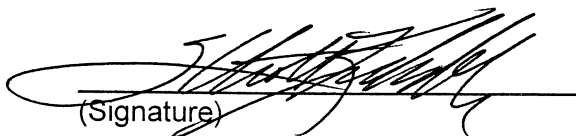
**University of Utah  
Spencer S. Eccles Health Sciences  
Library**



(Signature)

Wayne J. Peay  
Director

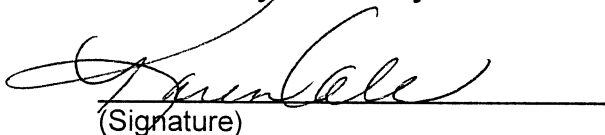
**Office of Sponsored Projects**



(Signature)

Elliott Kulakowski  
Director

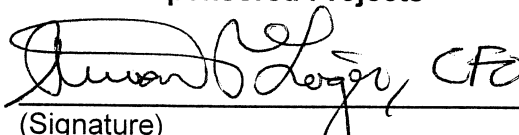
**University of Kansas  
Archie R. Dykes Library**



(Signature)

**KAREN COLE, DIRECTOR**  
(Name and Title of Signer)

**Office of Sponsored Projects**



(Signature)

**Ted Knous, PhD  
Associate Vice Chancellor for  
Research Administration**

(Name and Title of Signer)

University of Kansas Medical Center  
A.R. Dykes Library  
Type of Subcontract: RML Liaison - State Services & Special Project  
Period of Performance: May 1, 2006 - April 30, 2011

	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Professional Salaries	55,250	57,460	59,758	62,149	64,635	299,252
Fringe Benefits	15,470	16,089	16,732	17,402	18,098	83,791
<i>Total Personnel Expenditures</i>	<i>70,720</i>	<i>73,549</i>	<i>76,491</i>	<i>79,550</i>	<i>82,732</i>	<i>383,042</i>
Equipment	-	3,000	-	3,000	-	6,000
Supplies	500	500	500	500	500	2,500
Travel	5,500	5,500	5,500	5,500	5,500	27,500
Communications	1,000	1,000	1,000	1,000	1,000	5,000
Reproduction	500	500	500	500	500	2,500
Other Costs	4,905	4,905	4,905	4,905	4,905	24,525
<i>Total Non-Personnel Expenditures</i>	<i>12,405</i>	<i>15,405</i>	<i>12,405</i>	<i>15,405</i>	<i>12,405</i>	<i>68,025</i>
<i>Total Direct Expenditures</i>	<i>83,125</i>	<i>88,954</i>	<i>88,896</i>	<i>94,955</i>	<i>95,137</i>	<i>451,067</i>
IDC Rate	44.70%	44.70%	44.70%	44.70%	44.70%	44.70%
Overhead/IDC	37,157	39,762	39,736	42,445	42,526	201,627
<b>TOTAL EXPENDITURES</b>	<b>120,282</b>	<b>128,716</b>	<b>128,632</b>	<b>137,400</b>	<b>137,664</b>	<b>652,694</b>

- 1 - 4% annual increase based on previous contract increases.
- 2 - Budgeted for higher salaried position - 1 FTE
- 3 - Fringe Benefits are 28% of Salaries
- 4- Communication costs are estimated (no actuals received)

NATIONAL NETWORK OF LIBRARIES OF MEDICINE  
MIDCONTINENTAL REGION  
RFP NLM 05-103/VMW

**Memorandum of Understanding**

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.

University of Missouri – Columbia, J. Otto Lottes Health Sciences 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, 2006 – April 30, 2011. The resource library agrees to:

**Management of Network Services**

1. Implement special project and state responsibilities of the RML.
2. Provide technology staff and infrastructure to support hardware and software necessary for liaison activities, including, but not limited to, connectivity through VRVS, Skype, Breeze and QuickPlace.
3. Participate in regularly scheduled meetings of Resource Library Directors.
4. Advisory Board service by Director.
5. Contribute to an annual review of RML experience by institution's liaison(s).
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.

**Interlibrary Loan and Document Delivery**

8. Participate fully in the DOCLINE system and keep detailed library profile information in the system up-to-date.
9. Contribute institution's serial holdings data to DOCLINE and keep holdings current by updating them online.
10. Provide health professionals and other Network libraries with access to journal articles, books and audiovisuals via interlibrary lending mechanisms at a charge per filled request which is in accordance with the National Maximum Interlibrary Loan Charge policy. This includes negotiation of the ability to provide interlibrary loan from electronic journals to the extent possible.
11. Provide unaffiliated health professionals within Missouri, with access to document delivery services including fair use copies of electronic materials to the extent possible.
12. Adhere to network performance standards for fill rate and throughput for interlibrary loan service.

**Information Services**

13. Support document delivery and reference services for public libraries in Missouri.

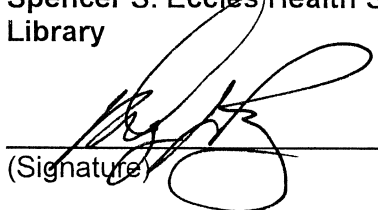
14. Participate in the implementation of health professional outreach programs.
15. Participate in the implementation of outreach programs to improve the public's access to electronic health information.
16. Include NLM resources as part of Resource Library outreach.
17. Provide outreach to the public through consumer health resources on the library web site and/or through a consumer health collection.
18. Serve as a health information resource for a state or local public health department.
19. Provide the facility and host at least one training visit by the National Training Center and Clearinghouse instructors.

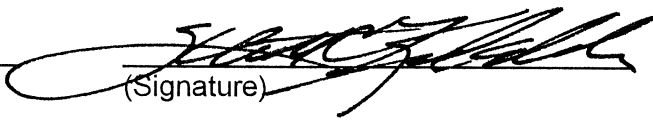
This agreement may be amended by written mutual consent, or terminated anytime by the Resource Library or the National Network of Libraries of Medicine, MidContinental Region by giving 60 days written notice.

FOR

**University of Utah  
Spencer S. Eccles Health Sciences  
Library**

**Office of Sponsored Projects**

  
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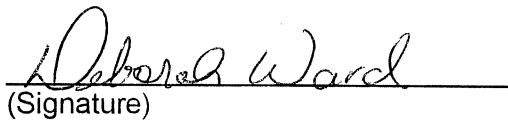
  
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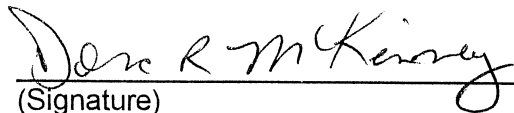
Wayne J. Peay  
Director

Elliott Kulakowski  
Director

**University of Missouri – Columbia  
J. Otto Lottes Health Sciences Library**

**Office of Sponsored Projects**

  
\_\_\_\_\_  
(Signature)

  
\_\_\_\_\_  
(Signature)

Deborah Ward, Director, HSL  
(Name and Title of Signer)

\_\_\_\_\_  
(Name and Title of Signer)

University of Missouri-Columbia  
 J. Otto Lottes Health Sciences Library  
 Type of Subcontract: RML Liaison - State Services & Special Project  
 Period of Performance: May 1, 2006 - April 30, 2011

**With Communication Actuals**

	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Professional Salaries	50,619	52,644	54,749	56,939	59,217	274,168
Support Salaries	5,569	5,792	6,024	6,265	6,515	30,165
Fringe Benefits	14,093	14,657	15,243	15,853	16,487	76,333
<i>Total Personnel Expenditures</i>	<i>70,281</i>	<i>73,092</i>	<i>76,016</i>	<i>79,057</i>	<i>82,219</i>	<i>380,666</i>
Equipment	-	3,000	-	3,000	-	6,000
Supplies	500	500	500	500	500	2,500
Travel	5,500	5,500	5,500	5,500	5,500	27,500
Communications	720	720	720	720	720	3,600
Reproduction	500	500	500	500	500	2,500
Other Costs	5,185	5,185	5,185	5,185	5,185	25,925
<i>Total Non-Personnel Expenditures</i>	<i>12,405</i>	<i>15,405</i>	<i>12,405</i>	<i>15,405</i>	<i>12,405</i>	<i>68,025</i>
<i>Total Direct Expenditures</i>	<i>82,686</i>	<i>88,497</i>	<i>88,421</i>	<i>94,462</i>	<i>94,624</i>	<i>448,691</i>
IDC Rate	25%	25%	25%	25%	25%	25%
Overhead/IDC	20,672	22,124	22,105	23,615	23,656	112,173
<b>TOTAL EXPENDITURES</b>	<b>103,358</b>	<b>110,622</b>	<b>110,526</b>	<b>118,077</b>	<b>118,280</b>	<b>560,863</b>

1 - 4% annual increase based on previous contract increases.

2 - Fringe Benefits are 27% of Salaries

3 - 1.0 Professional FTE and 0.25 Support FTE



**NATIONAL NETWORK OF LIBRARIES OF MEDICINE  
MIDCONTINENTAL REGION  
RFP NLM 05-103/VMW**

**Memorandum of Understanding**

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.

University of Nebraska, McGoogan Library of Medicine 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, 2006 – April 30, 2011. The resource library agrees to:

**Management of Network Services**

1. Implement special project and state responsibilities of the RML.
2. Provide technology staff and infrastructure to support hardware and software necessary for liaison activities, including, but not limited to, connectivity through VRVS, Skype, Breeze and QuickPlace.
3. Participate in regularly scheduled meetings of Resource Library Directors.
4. Advisory Board service by Director.
5. Contribute to an annual review of RML experience by institution's liaison(s).
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.

**Interlibrary Loan and Document Delivery**

8. Participate fully in the DOCLINE system and keep detailed library profile information in the system up-to-date.
9. Contribute institution's serial holdings data to DOCLINE and keep holdings current by updating them online.
10. Provide health professionals and other Network libraries with access to journal articles, books and audiovisuals via interlibrary lending mechanisms at a charge per filled request which is in accordance with the National Maximum Interlibrary Loan Charge policy. This includes negotiation of the ability to provide interlibrary loan from electronic journals to the extent possible.
11. Provide unaffiliated health professionals within Nebraska, with access to document delivery services including fair use copies of electronic materials to the extent possible.
12. Adhere to network performance standards for fill rate and throughput for interlibrary loan service.

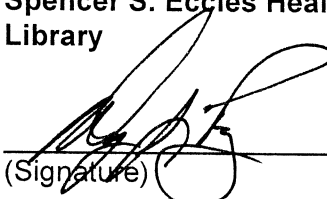
**Information Services**

13. Support document delivery and reference services for public libraries in Nebraska.
14. Participate in the implementation of health professional outreach programs.
15. Participate in the implementation of outreach programs to improve the public's access to electronic health information.
16. Include NLM resources as part of Resource Library outreach.
17. Provide outreach to the public through consumer health resources on the library web site and/or through a consumer health collection.
18. Serve as a health information resource for a state or local public health department.
19. Provide the facility and host at least one training visit by the National Training Center and Clearinghouse instructors.

This agreement may be amended by written mutual consent, or terminated anytime by the Resource Library or the National Network of Libraries of Medicine, MidContinental Region by giving 60 days written notice.

FOR

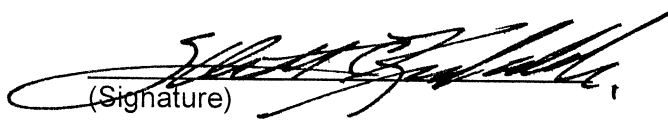
**University of Utah  
Spencer S. Eccles Health Sciences  
Library**



(Signature)

Wayne J. Peay  
Director

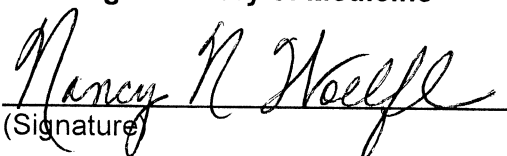
**Office of Sponsored Projects**



(Signature)

Elliott Kulakowski  
Director

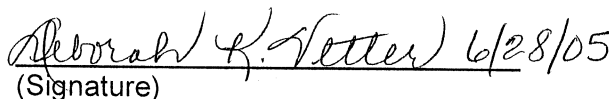
**University of Nebraska  
McGoogan Library of Medicine**



(Signature)

Nancy N. Woelfl  
\_\_\_\_\_  
(Name and Title of Signer)  
Professor and Director  
McGoogan Library of Medicine

**Office of Sponsored Projects**



(Signature)

Deborah K. Vetter, Director,  
Sponsored Programs, UNMC  
\_\_\_\_\_

University of Nebraska Medical Center  
 McGoogan Library of Medicine  
 Type of Subcontract: RML Liaison - State Services & Special Project  
 Period of Performance: May 1, 2006 - April 30, 2011

**With Communication Actuals**

	Year 1	Year 2	Year 3	Year 4	Year 5	TOTAL
Professional Salaries	51,172	53,219	55,348	57,562	59,864	277,165
Fringe Benefits	14,328	14,901	15,497	16,117	16,762	77,606
<i>Total Personnel Expenditures</i>	<b>65,500</b>	<b>68,120</b>	<b>70,845</b>	<b>73,679</b>	<b>76,626</b>	<b>354,771</b>
Equipment	-	3,000	-	3,000	-	6,000
Supplies	500	500	500	500	500	2,500
Travel	5,500	5,500	5,500	5,500	5,500	27,500
Communications	700	700	700	700	700	3,500
Reproduction	500	500	500	500	500	2,500
Other Costs	5,205	5,205	5,205	5,205	5,205	26,025
<i>Total Non-Personnel Expenditures</i>	<b>12,405</b>	<b>15,405</b>	<b>12,405</b>	<b>15,405</b>	<b>12,405</b>	<b>68,025</b>
<i>Total Direct Expenditures</i>	<b>77,905</b>	<b>83,525</b>	<b>83,250</b>	<b>89,084</b>	<b>89,031</b>	<b>422,796</b>
IDC Rate	26%	26%	26%	26%	26%	26%
Overhead/IDC	20,255	21,717	21,645	23,162	23,148	109,927
<b>TOTAL EXPENDITURES</b>	<b>98,161</b>	<b>105,242</b>	<b>104,895</b>	<b>112,246</b>	<b>112,179</b>	<b>532,723</b>

- 1 - 4% annual increase based on previous contract increases.
- 2 - Fringe Benefits are 28% of Salaries
- 3 - 1.0 Professional FTE

**NATIONAL NETWORK OF LIBRARIES OF MEDICINE  
MIDCONTINENTAL REGION  
RFP NLM 05-103/VMW**

**Memorandum of Understanding**

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.

Washington University, Becker Medical 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, 2006 – April 30, 2011. The resource library agrees to:

Management of Network Services

1. Implement special project responsibilities of the RML.
2. Provide technology staff and infrastructure to support hardware and software necessary for liaison activities, including, but not limited to, connectivity through VRVS, Skype, Breeze and QuickPlace.
3. Participate in regularly scheduled meetings of Resource Library Directors.
4. Advisory Board service by Director.
5. Contribute to an annual review of RML experience by institution's liaison(s).
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.

Interlibrary Loan and Document Delivery

8. Participate fully in the DOCLINE system and keep detailed library profile information in the system up-to-date.
9. Contribute institution's serial holdings data to DOCLINE and keep holdings current by updating them online.
10. Provide health professionals and other Network libraries with access to journal articles, books and audiovisuals via interlibrary lending mechanisms at a charge per filled request which is in accordance with the National Maximum Interlibrary Loan Charge policy. This includes negotiation of the ability to provide interlibrary loan from electronic journals to the extent possible.
11. Provide unaffiliated health professionals within Missouri, with access to document delivery services including fair use copies of electronic materials to the extent possible.
12. Adhere to network performance standards for fill rate and throughput for interlibrary loan service.

Information Services

13. Support document delivery and reference services for public libraries in Missouri.
14. Participate in the implementation of health professional outreach programs.

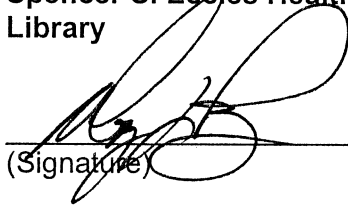
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18. Serve as a health information resource for a state or local public health department.
19. Provide the facility and host at least one training visit by the National Training Center and Clearinghouse instructors.

This agreement may be amended by written mutual consent, or terminated anytime by the Resource Library or the National Network of Libraries of Medicine, MidContinental Region by giving 60 days written notice.

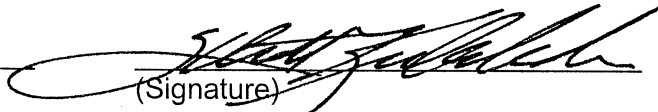
FOR

**University of Utah  
Spencer S. Eccles Health Sciences  
Library**

**Office of Sponsored Projects**



(Signature)



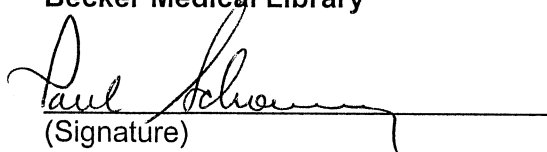
(Signature)

Wayne J. Peay  
Director

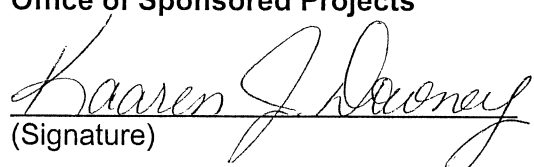
Elliott Kulakowski  
Director

**Washington University  
Becker Medical Library**

**Office of Sponsored Projects**



(Signature)



(Signature)

Paul Schoening, Assoc. Dean  
(Name and Title of Signer)

Kaaren J. Downey  
Assistant Director, Research Office  
(Name and Title of Signer)

Washington University School of Medicine  
 Bernard Becker Medical Library  
 Type of Subcontract: RML Liaison - Special Project  
 Period of Performance: May 1, 2006 - April 30, 2011

**Adjusted salary**

	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Professional Salaries	49,000	50,960	52,998	55,118	57,323	265,400
Fringe Benefits	13,230	13,759	14,310	14,882	15,477	71,658
<b>Total Personnel Expenditures</b>	<b>62,230</b>	<b>64,719</b>	<b>67,308</b>	<b>70,000</b>	<b>72,800</b>	<b>337,058</b>
Equipment	-	3,000	-	3,000	-	6,000
Supplies	500	500	500	500	500	2,500
Travel	5,500	5,500	5,500	5,500	5,500	27,500
Communications	1,000	1,000	1,000	1,000	1,000	5,000
Reproduction	500	500	500	500	500	2,500
Other Costs	4,905	4,905	4,905	4,905	4,905	24,525
<b>Total Non-Personnel Expenditures</b>	<b>12,405</b>	<b>15,405</b>	<b>12,405</b>	<b>15,405</b>	<b>12,405</b>	<b>68,025</b>
<i>Total Direct Expenditures</i>	74,635	80,124	79,713	85,405	85,205	405,083
IDC Rate	30%	30%	30%	30%	30%	30%
Overhead/IDC	22,391	24,037	23,914	25,622	25,562	121,525
<b>TOTAL EXPENDITURES</b>	<b>97,026</b>	<b>104,161</b>	<b>103,627</b>	<b>111,027</b>	<b>110,767</b>	<b>526,608</b>

- 1 - 4% annual increase based on previous contract increases.
- 2 - Fringe Benefits are 27% of Salaries
- 3 - 0.5 Professional FTE
- 4 - Communication costs are estimated (no actuals received)

**NATIONAL NETWORK OF LIBRARIES OF MEDICINE  
MIDCONTINENTAL REGION  
RFP NLM 05-103/VMW**

**Memorandum of Understanding**

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.

University of Wyoming Libraries 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, 2006 – April 30, 2011. The resource library agrees to:

**Management of Network Services**

1. Implement state responsibilities of the RML.
2. Provide technology staff and infrastructure to support hardware and software necessary for liaison activities, including, but not limited to, connectivity through VRVS, Skype, Breeze and QuickPlace.
3. Participate in regularly scheduled meetings of Resource Library Directors.
4. Advisory Board service by Director.
5. Contribute to an annual review of RML experience by institution's liaison(s).
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.

**Interlibrary Loan and Document Delivery**

8. Participate fully in the DOCLINE system and keep detailed library profile information in the system up-to-date.
9. Contribute institution's serial holdings data to DOCLINE and keep holdings current by updating them online.
10. Provide health professionals and other Network libraries with access to journal articles, books and audiovisuals via interlibrary lending mechanisms at a charge per filled request which is in accordance with the National Maximum Interlibrary Loan Charge policy. This includes negotiation of the ability to provide interlibrary loan from electronic journals to the extent possible.
11. Provide unaffiliated health professionals within Wyoming, with access to document delivery services including fair use copies of electronic materials to the extent possible.
12. Adhere to network performance standards for fill rate and throughput for interlibrary loan service.

**Information Services**

13. Support document delivery and reference services for public libraries in Wyoming.
14. Participate in the implementation of health professional outreach programs.

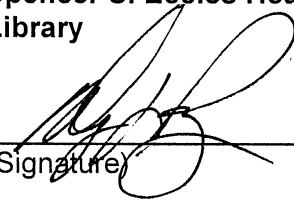
15. Participate in the implementation of outreach programs to improve the public's access to electronic health information.
16. Include NLM resources as part of Resource Library outreach.
17. Provide outreach to the public through consumer health resources on the library web site and/or through a consumer health collection.
18. Serve as a health information resource for a state or local public health department.
19. Provide the facility and host at least one training visit by the National Training Center and Clearinghouse instructors.

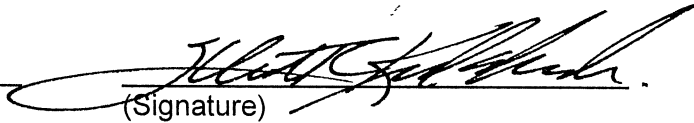
This agreement may be amended by written mutual consent, or terminated anytime by the Resource Library or the National Network of Libraries of Medicine, MidContinental Region by giving 60 days written notice.

FOR

**University of Utah  
Spencer S. Eccles Health Sciences  
Library**

**Office of Sponsored Projects**

  
(Signature)

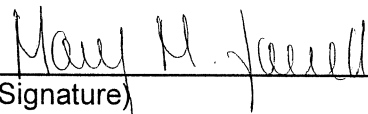
  
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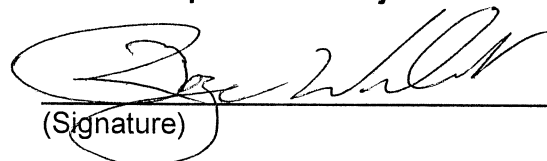
Wayne J. Peay  
Director

Elliott Kulakowski  
Director

**University of Wyoming  
Libraries**

**Office of Sponsored Projects**

  
(Signature)

  
(Signature)

Mary M. Farrell  
Dean of Libraries

4/27/05  
(Name and Title of Signer)



University of Wyoming Libraries  
 Type of Subcontract: RML Liaison - State Services  
 Period of Performance: May 1, 2006 - April 30, 2011

**With actual communication costs**

	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Professional Salaries	32,648	33,954	35,312	36,724	38,193	176,830
Support Salaries	1,735	1,735	1,735	1,735	1,735	8,674
Fringe Benefits	12,034	12,491	12,966	13,461	13,975	64,926
<i>Total Personnel Expenditures</i>	<i>46,416</i>	<i>48,179</i>	<i>50,013</i>	<i>51,920</i>	<i>53,903</i>	<i>250,430</i>
Equipment	-	3,000	-	3,000	-	6,000
Supplies	500	500	500	500	500	2,500
Travel	3,500	3,500	3,500	3,500	3,500	17,500
Communications	1,200	1,200	1,200	1,200	1,200	6,000
Reproduction	500	500	500	500	500	2,500
Other Costs	3,000	3,000	3,000	3,000	3,000	15,000
<i>Total Non-Personnel Expenditures</i>	<i>8,700</i>	<i>11,700</i>	<i>8,700</i>	<i>11,700</i>	<i>8,700</i>	<i>49,500</i>
<i>Total Direct Expenditures</i>	<i>55,116</i>	<i>59,879</i>	<i>58,713</i>	<i>63,620</i>	<i>62,603</i>	<i>299,930</i>
IDC Rate	30%	30%	30%	30%	30%	30%
Overhead/IDC	16,535	17,964	17,614	19,086	18,781	89,979
<b>TOTAL EXPENDITURES</b>	<b>71,651</b>	<b>77,843</b>	<b>76,327</b>	<b>82,705</b>	<b>81,383</b>	<b>389,909</b>

1 - 4% annual increase based on previous contract increases.

2 - Fringe Benefits are 35% of Salaries.

3 - 0.75 Professional FTE and partial Support FTE

## PART IV - SECTION K

### Representations, Certifications, and Other Statements of Offerors or Quoters (Negotiated).

#### 1. REPRESENTATIONS AND CERTIFICATIONS

1. FAR 52.203-2 Certification of Independent Price Determination
2. FAR 52.203-11 Certification and Disclosure Regarding Payments to Influence Certain Federal Transactions (DEVIATION)
3. FAR 52.204-3 Taxpayer Identification
4. FAR 52.204-5 Women-Owned Business (Other Than Small Business)
5. FAR 52.204-6 Data Universal Numbering System (DUNS) Number
6. FAR 52.209-5 Certification Regarding Debarment, Suspension, Proposed Debarment and Other Responsibility Matters
7. FAR 52.215-6 Place of Performance
8. FAR 52.219-1 Small Business Program Representations
9. FAR 52.219-19 Small Business Concern Representation for the Small Business Competitiveness Demonstration Program
10. FAR 52.219-21 Small Business Size Representation for Targeted Industry Categories Under the Small Business Competitiveness Demonstration Program
11. FAR 52.219-22 Small Disadvantaged Business Status
12. FAR 52.222-18 Certification Regarding Knowledge of Child Labor for Listed End Products
13. FAR 52.222-21 Certification of Nonsegregated Facilities
14. FAR 52.222-22 Previous Contracts and Compliance Reports
15. FAR 52.222-25 Affirmative Action Compliance
16. FAR 52.222-48 Exemption From Application of Service Contract Act Provisions
17. FAR 52.223-4 Recovered Material Certification
18. FAR 52.223-13 Certification of Toxic Chemical Release Reporting
19. FAR 52.225-2 Buy American Act--Balance of Payments Program Certificate
20. FAR 52.225-4 Buy American Act--North American Free Trade Agreement--Israeli Trade Act--Balance of Payments Program Certificate
21. FAR 52.225-6 Trade Agreements Certificate
22. FAR 52.226-2 Historically Black College or University and Minority Institution Representation
23. FAR 52.227-6 Royalty Information
24. FAR 52.230-1 Cost Accounting Standards Notices and Certification
25. ----- Certification Regarding Environmental Tobacco Smoke
26. ----- Certification of Institutional Policy on Conflict of Financial Interest
27. FAR 15.406-2 Certificate of Current Cost or Pricing Data

To Be Completed by the Offeror: (The Representations and Certifications must be executed by an individual authorized to bind the offeror.) The offeror makes the following Representations and Certifications as part of its proposal (check/complete all appropriate boxes or blanks on the following pages).

University of Utah

(Name of Offeror)

  
(Signature of Authorized Individual)

Elliott C. Kulakowski

(Typed Name of Authorized Individual)

NLM-05-103-VMW

(RFP No.)

6/29/05  
(Date)

Note: The penalty for making false statements in offers is prescribed in 18 U.S.C 1001.

1. **52.203-2 CERTIFICATE OF INDEPENDENT PRICE DETERMINATION (APRIL 1985)**

[NOTE: This provision is applicable when a firm-fixed price or fixed-price with economic price adjustment contract is contemplated.]

- (a) The offeror certifies that -
  - (1) The prices in this offer have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any other offeror or competitor relating to (i) those prices, (ii) the intention to submit an offer, or (iii) the methods or factors used to calculate the prices offered;
  - (2) The prices in this offer have not been and will not be knowingly disclosed by the offeror, directly or indirectly, to any other offeror or competitor before bid opening (in the case of a sealed bid solicitation) or contract award (in the case of a negotiated solicitation) unless otherwise required by law; and
  - (3) No attempt has been made or will be made by the offeror to induce any other concern to submit or not to submit an offer for the purpose of restricting competition.

- (b) Each signature on the offer is considered to be a certification by the signatory that the signatory--
  - (1) Is the person in the offeror's organization responsible for determining the prices being offered in this bid or proposal, and that the signatory has not participated and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above; or
  - (2) (i) Has been authorized in writing, to act as agent for the following principals in certifying that those principals have not participated, and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above

.....  
Wayne Peay.....  
.....  
[insert full name of person(s) in the offeror's organization responsible for determining the prices offered in this bid or proposal, and the title of his or her position in the offeror's organization];

- (ii) As an authorized agent, does certify that the principals named in subdivision (b)(2)(i) above have not participated, and will not participate, in any action contrary to subparagraphs (a)(1) through (a)(3) above; and
  - (iii) As an agent, has not personally participated, and will not participate, in any action contrary to subparagraphs (a)(1) through (a)(3) above.
- (c) If the offeror deletes or modifies subparagraph (a)(2) above, the offeror must furnish with its offer a signed statement setting forth in detail the circumstances of the disclosure.

2. **52.203-11 CERTIFICATION AND DISCLOSURE REGARDING PAYMENTS TO INFLUENCE CERTAIN FEDERAL TRANSACTIONS (DEVIATION)**

- (a) The definitions and prohibitions contained in the clause, at FAR 52.203-12, Limitations on Payments to Influence Certain Federal Transactions, included in this solicitation, are hereby incorporated by reference in paragraph (b) of this certification.
- (b) The offeror, by signing its offer, hereby certifies to the best of his or her knowledge and belief that on or after December 23, 1989 -
  - (1) No Federal appropriated funds have been paid or will be paid, 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 on his or her behalf in connection with the awarding of a contract resulting from this solicitation.

- (2) If any funds other than Federal appropriated funds (including profit or fee received under a covered Federal transaction) have been paid, or will be paid, 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 on his or her behalf in connection with this solicitation, the offeror shall complete and submit with its offer, OMB Standard Form-LLL, "Disclosure of Lobbying Activities", to the Contracting Officer, and
- (3) He or she will include the language of this certification in all subcontract awards at any tier and require that all recipients of subcontract awards in excess of \$100,000 shall certify and disclose accordingly.
- (c) Submission of this certification and disclosure is a prerequisite for making or entering into this contract imposed by section 1352, Title 31, United States Code. Any person who makes an expenditure prohibited under this provision or who fails to file or amend the disclosure form to be filed or amended by this provision, shall be subject to a civil penalty of not less than \$10,000, and not more than \$100,000, for each such failure.

3. **52.204-3 TAXPAYER IDENTIFICATION (OCTOBER 1998)**

- (a) Definitions.

**Common parent**, as used in this provision, means that corporate entity that owns or controls an affiliated group of corporations that files its Federal income tax returns on a consolidated basis, and of which the offeror is a member.

**Taxpayer Identification Number (TIN)**, as used in this provision, means the number required by the Internal Revenue Service (IRS) to be used by the offeror in reporting income tax and other returns. The TIN may be either a Social Security Number or an Employer Identification Number.

- (b) All offerors must submit the information required in paragraphs (d) through (f) of this provision to comply with debt collection requirements of 31 U.S.C. 7701(c) and 3325(d), reporting requirements of 26 U.S.C. 6041, 6041A, and 6050M, and implementing regulations issued by the IRS. If the resulting contract is subject to the payment reporting requirements described in Federal Acquisition Regulation (FAR) 4.904, the failure or refusal by the offeror to furnish the information may result in a 31 percent reduction of payments otherwise due under the contract.
- (c) The TIN may be used by the Government to collect and report on any delinquent amounts arising out of the offeror's relationship with the Government (31 U.S.C. 7701(c)(3)). If the resulting contract is subject to the payment reporting requirements described in FAR 4.904, the TIN provided hereunder may be matched with IRS records to verify the accuracy of the offeror's TIN.

- (d) Taxpayer Identification Number (TIN).

TIN: 87-6000525

TIN has been applied for.

TIN is not required because:

Offeror is a nonresident alien, foreign corporation, or foreign partnership that does not have income effectively connected with the conduct of a trade or business in the United States and does not have an office or place of business or a fiscal paying agent in the United States;

Offeror is an agency or instrumentality of a foreign government;

Offeror is an agency or instrumentality of the Federal Government.

- (e) Type of organization.

Sole proprietorship;

Partnership;

Corporate entity (not tax-exempt);

Corporate entity (tax-exempt);

Government entity (Federal, State, or local);

Foreign government;

International organization per 26 CFR 1.6049-4;

Other Educational Institution

(f) Common parent.

Offeror is not owned or controlled by a common parent as defined in paragraph (a) of this provision.

Name and TIN of common parent:

Name \_\_\_\_\_

TIN \_\_\_\_\_

4. **52.204-5 WOMEN-OWNED BUSINESS (Other Than Small Business) (MAY 1999)**

(a) *Definition.* Women-owned business concern, as used in this provision, means a concern that is at least 51 percent owned by one or more women; or in the case of any publicly owned business, at least 51 percent of its stock is owned by one or more women; and whose management and daily business operations are controlled by one or more women.

(b) *Representation.* [Complete only if the offeror is a women-owned business concern and has not represented itself as a small business concern in paragraph (b)(1) of FAR 52.219-1, Small Business Program Representations, of this solicitation.]

The offeror represents that it  is a women-owned business concern.

5. **52.204-6 DATA UNIVERSAL NUMBERING SYSTEM (DUNS) NUMBER (JUNE 1999)**

(a) The offeror shall enter, in the block with its name and address on the cover page of its offer, the annotation "DUNS" followed by the DUNS number that identifies the offeror's name and address exactly as stated in the offer. The DUNS number is a nine-digit number assigned by Dun and Bradstreet Information Services.

(b) If the offeror does not have a DUNS number, it should contact Dun and Bradstreet directly to obtain one. A DUNS number will be provided immediately by telephone at no charge to the offeror. For information on obtaining a DUNS number, if located within the United States, the offeror should call Dun and Bradstreet at 1-800-333-0505. The offeror should be prepared to provide the following information:

- (1) Company name.
- (2) Company address.
- (3) Company telephone number.
- (4) Line of business.
- (5) Chief executive officer/key manager.
- (6) Date the company was started.
- (7) Number of people employed by the company.
- (8) Company affiliation.

(c) Offerors located outside the United States may obtain the location and phone number of the local Dun and Bradstreet Information Services office from the Internet home page at <http://www.customerservice@dnb.com>. If an offeror is unable to locate a local service center, it may send an e-mail to Dun and Bradstreet at [globalinfo@mail.dnb.com](mailto:globalinfo@mail.dnb.com).

6. **52.209-5 CERTIFICATION REGARDING DEBARMENT, SUSPENSION, PROPOSED SUSPENSION, PROPOSED DEBARMENT AND OTHER RESPONSIBILITY MATTERS (APRIL 2001)**

**(NOTE: Applies to contracts expected to exceed \$100,000.)**

(a) (1) The Offeror certifies, to the best of its knowledge and belief, that -

(i) The Offeror and/or any of its Principals --

(A) Are , are not  presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency;

- (B) Have  , have not  , within the three-year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state or local) contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property;
  - (C) Are  , are not  presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses enumerated in subdivision (a)(1)(i)(B) of this provision; and
  - (D) Have  have not  , within a three-year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state, or local) contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property; and
  - (E) Are  are not  presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses enumerated in subdivision (9a)(1)(i)(B) of this provision.
- (ii) (A) The offeror, aside from the offenses enumerated in paragraphs (a)(1)(i)(A), (B), and (C) of this provision, has  has not  within the past three years, relative to tax, labor and employment, environmental, antitrust, or consumer protections laws--
    - (1) Been convicted of a Federal or state felony (or has any Federal or state felony indictments currently pending against them); or
    - (2) Had a Federal court judgment in a civil case brought by the United States rendered against them; or
    - (3) Had an adverse decision by a Federal administrative law judge, board, or commission indicating a willful violation of law.
  - (B) If the offeror has responded affirmatively, the offeror shall provide additional information if requested by the Contracting Officer; and
  - (iii) The Offeror has  , has not  , within a three-year period preceding this offer, had one or more contracts terminated for default by any Federal agency.
- (2) "Principals" for the purposes of this certification, means officers; directors; owners; partners; and, persons having primary management or supervisory responsibilities within a business entity (e.g., general manager, plant manager, head of a subsidiary, division, or business segment, and similar positions).

**THIS CERTIFICATION CONCERNS A MATTER WITHIN THE JURISDICTION OF AN AGENCY OF THE UNITED STATES AND THE MAKING OF A FALSE, FICTITIOUS, OR FRAUDULENT CERTIFICATION MAY RENDER THE MAKER SUBJECT TO PROSECUTION UNDER SECTION 1001, TITLE 18, UNITED STATES CODE.**

- (b) The Offeror shall provide immediate written notice to the Contracting Officer if, at any time prior to contract award, the Offeror learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
- (c) A certification that any of the items in paragraph (a) of this provision exists will not necessarily result in withholding of an award under this solicitation. However, the certification will be considered in connection with a determination of the Offeror's responsibility. Failure of the Offeror to furnish a certification or provide such additional information as requested by the Contracting Officer may render the Offeror nonresponsible.

- (d) Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by paragraph (a) of this provision. The knowledge and information of an Offeror is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
- (e) The certification in paragraph (a) of this provision is a material representation of fact upon which reliance was placed when making an award. If it is later determined that the Offeror knowingly rendered an erroneous certification, in addition to other remedies available to the Government, the Contracting Officer may terminate the contract resulting from this solicitation for default.

7. **52.215-6 PLACE OF PERFORMANCE (OCTOBER 1997)**

- (a) The offeror or respondent, in the performance of any contract resulting from this solicitation, [ ] intends, [ ] does not intend (**check applicable block**) to use one or more plants or facilities located at a different address from the address of the offeror or respondent as indicated in this proposal or response to request for information.
- (b) If the offeror or respondent checks "intends" in paragraph (a) of this provision, it shall insert in the following spaces the required information:

Place of Performance (Street Address (City, State, County, Zip Code)	Name and Address of Owner and Operator of the Plant or Facility if Other than Offeror or Respondent
<u>10 N 1900 E</u>	
<u>Bldg 589</u>	
<u>Salt Lake City, UT 84112</u>	

8. **52.219-1 SMALL BUSINESS PROGRAM REPRESENTATIONS (MAY 2001)**

(Note: This provision applies to solicitations exceeding the micro-purchase threshold when the contract is to be performed in the United States, its territories or possessions, Puerto Rico, the Trust Territory of the Pacific Islands, or the District of Columbia.)

- (a) (1) The North American Industry Classification System (NAICS) code for this acquisition is [INSERT NAICS CODE].
- (2) The small business size standard is [INSERT SIZE STANDARD].
- (3) The small business size standard for a concern which submits an offer in its own name, other than on a construction or service contract, but which proposes to furnish a product which it did not itself manufacture, is 500 employees.
- (b) **Representations.**
  - (1) The offeror represents as part of its offer that it [ ] is, **X** is not a small business concern.
  - (2) **(Complete only if the offeror represented itself as a small business concern in paragraph (b)(1) of this provision.)** The offeror represents, for general statistical purposes, that it [ ] is, [ ] is not a small disadvantaged business concern as defined in 13 CFR 124.1002.
  - (3) **(Complete only if the offeror represented itself as a small business concern in paragraph (b)(1) of this provision.)** The offeror represents as part of its offer that it [ ] is, [ ] is not a women-owned small business concern.
  - (4) **(Complete only if the offeror represented itself as a small business concern in paragraph (b)(1) of this provision.)** The offeror represents as part of its offer that it [ ] is, [ ] is not a veteran-owned small business concern.

- (5) **(Complete only if the offeror represented itself as a veteran-owned small business concern in paragraph (b)(4) of this provision.)** The offeror represents as part of its offer that it [ ] is, [ ] is not a service-disabled veteran-owned small business concern.

(c) **Definitions.** As used in this provision--

**Service-disabled veteran-owned small business concern--**

(1) Means a small business concern--

- (i) Not less than 51 percent of which is owned by one or more service-disabled veterans or, in the case of any publicly owned business, not less than 51 percent of the stock or which is owned by one or more service-disabled veterans; and
- (ii) The Management and daily business operation of which are controlled by one or more service-disabled veterans or, in the case of a veteran with permanent and severe disability, the spouse or permanent caregiver of such veteran.

- (2) Service-disabled veteran means a veteran, as defined in 38 U.S.C. 101(2), with a disability that is service-connected, as defined in 38 U.S.C. 101(16).

**Small business concern**, means a concern, including its affiliates, that is independently owned and operated, not dominant in the field of operation in which it is bidding on Government contracts, and qualified as a small business under the criteria in 13 CFR Part 121 and the size standard in paragraph (a) of this provision.

**Women-owned small business concern**, means a small business concern--

- (1) That is at least 51 percent owned by one or more women; or, in the case of any publicly owned business, at least 51 percent of the stock of which is owned by one or more women; and
- (2) Whose management and daily business operations are controlled by one or more women.

**Veteran-owned small business concern** means a small business concern--

- (1) Not less than 51 percent of which is owned by one or more veterans (as defined at 38 U.S. C. 101(2)) or, in the case of any publicly owned business, not less than 51 percent of the stock of which is owned by one or more veterans; and
- (2) The management and daily business operations of which are controlled by one or more veterans.

(d) **Notice.**

- (1) If this solicitation is for supplies and has been set aside, in whole or in part, for small business concerns, then the clause in this solicitation providing notice of the set-aside contains restrictions on the source of the end items to be furnished.
- (2) Under 15 U.S.C. 645(d), any person who misrepresents a firm's status as a small, HUBZone small, small disadvantaged, or women-owned small business concern in order to obtain a contract to be awarded under the preference programs established pursuant to section 8(a), 8(d), 9, or 15 of the Small Business Act or any other provision of Federal law that specifically references section 8(d) for a definition of program eligibility, shall--
  - (i) Be punished by imposition of fine, imprisonment, or both;
  - (ii) Be subject to administrative remedies, including suspension and debarment; and
  - (iii) Be ineligible for participation in programs conducted under the authority of the Act.



**ALTERNATE I (OCTOBER 2000).** As prescribed in 19.307(a)(2), add the following paragraph (b)(6) to the basic provision:

- (6) [Complete only if offeror represented itself as a small business concern in paragraph (b)(1) of this provision.] The offeror represents, as part of its offer, that--
- (i) It  is,  is not a HUBZone small business concern listed, on the date of this representation, on the List of Qualified HUBZone Small Business Concerns maintained by the Small Business Administration, and no material change in ownership and control, principal office, or HUBZone employee percentage has occurred since it was certified by the Small Business Administration in accordance with 13 CFR part 126; and
  - (ii) It  is,  is not a joint venture that complies with the requirements of 13 CFR part 126, and the representation in paragraph (b)(4)(i) of this provision is accurate for the HUBZone small business concern or concerns that are participating in the joint venture. [The offeror shall enter the name or names of the HUBZone small business concern or concerns that are participating in the joint venture: \_\_\_\_\_.] Each HUBZone small business concern participating in the joint venture shall submit a separate signed copy of the HUBZone representation.

9. **52.219-19 SMALL BUSINESS CONCERN REPRESENTATION FOR THE SMALL BUSINESS COMPETITIVENESS DEMONSTRATION PROGRAM (OCTOBER 2000)**

(This representation must be completed if the acquisition is for one of the four designated industry groups of the Small Business Competitiveness Demonstration Program specified in FAR 19.1005(a)[includes Construction Contracts under NAICS codes that comprise Industry Subsectors 233, 234 and 235].)

(a) **Definition**

"Emerging small business" as used in this solicitation, means a small business concern whose size is no greater than 50 percent of the numerical size standard applicable to the North American Industry Classification System (NAICS) code assigned to a contracting opportunity.

(b) **(Complete only if offeror has represented itself under the provision at FAR 52.219-1 as a small business concern under the size standards of this solicitation.)**

The Offeror  is,  is not an emerging small business.

(c) **(Complete only if the Offeror is a small business or an emerging small business, indicating its size range.)**

Offeror's number of employees for the past twelve months (**check this column if size standard stated in solicitation is expressed in terms of number of employees**) or Offeror's average annual gross revenue for the last 3 fiscal years (**Check this column if size standard stated in solicitation is expressed in terms of annual receipts**). (**Check one of the following.**)

<u>Number of Employees</u>	<u>Average Annual Gross Revenues</u>
<input type="checkbox"/> 50 or fewer	<input type="checkbox"/> \$1 million or less
<input type="checkbox"/> 51 - 100	<input type="checkbox"/> \$1,000,001 - \$2 million
<input type="checkbox"/> 101 - 250	<input type="checkbox"/> \$2,000,001 - \$3.5 million
<input type="checkbox"/> 251 - 500	<input type="checkbox"/> \$3,500,001 - \$5 million
<input type="checkbox"/> 501 - 750	<input type="checkbox"/> \$5,000,001 - \$10 million
<input type="checkbox"/> 751 - 1,000	<input type="checkbox"/> \$10,000,001 - \$17 million
<input type="checkbox"/> Over 1,000	<input type="checkbox"/> Over \$17 million

10. **52.219-21 SMALL BUSINESS SIZE REPRESENTATION FOR TARGETED INDUSTRY CATEGORIES UNDER THE SMALL BUSINESS COMPETITIVENESS DEMONSTRATION PROGRAM (MAY 1999)**

**(Complete only if the Offeror has represented itself under the provision 52.219-1 as a small business concern under the size standards of this solicitation.)**

(NOTE: This representation must be completed if this solicitation covers one of the ten targeted industry categories under the Small Business Competitiveness Demonstration Program and if the offeror has certified itself under the clause at FAR 52.219-1 to be a small business concern under the size standards of this solicitation).

Offeror's number of employees for the past twelve months (check this column if size standard stated in solicitation is expressed in terms of number of employees) or Offeror's average annual gross revenue for the last three fiscal years (check this column if size standard stated in solicitation is expressed in terms of annual receipts). (Check one of the following.)

<u>No. of Employees</u>	<u>Average Annual Gross Revenues</u>
<input type="checkbox"/> 50 or fewer	<input type="checkbox"/> \$1 million or less
<input type="checkbox"/> 51 - 100	<input type="checkbox"/> \$1,000,001 - \$2 million
<input type="checkbox"/> 101 -250	<input type="checkbox"/> \$2,000,001 - \$3.5 million
<input type="checkbox"/> 251 - 500	<input type="checkbox"/> \$3,500,001 - \$5 million
<input type="checkbox"/> 501 - 750	<input type="checkbox"/> \$5,000,001 - \$10 million
<input type="checkbox"/> 751 - 1,000	<input type="checkbox"/> \$10,000,001 - \$17 million
<input type="checkbox"/> Over 1,000	<input type="checkbox"/> Over \$17 million

The ten targeted industries are as follows:

<u>Product Service Code</u>	<u>SIC Code</u>	<u>Description</u>
G004	8742	Counseling/Training/Social Rehabilitation Services
J099	7699	Maintenance, Repair and Rebuilding of Equipment (Office Machines, Text Processing Systems & Visible Record Equipment)
K099	7699	Modification of Equipment (misc.)
Q210	8099, 8742	General Health Care Services
R406	8742	Policy Review/Development Services
R497	7299	Personal Services
6505	2833, 2834 2835, 2836	Drugs and Biologics
7045	3572, 3695 5065	ADP Supplies
7110	5021	Office Furniture
7510	5112	Office Supplies

11. **52.219-22 SMALL DISADVANTAGED BUSINESS STATUS (OCTOBER 1999)**

(Note: This applies to competitive solicitations over \$100,000 under the SIC Major Groups for which a price evaluation adjustment is applicable.)

- (a) **General.** This provision is used to assess an offeror's small disadvantaged business status for the purpose of obtaining a benefit on this solicitation. Status as a small business and status as a small disadvantaged business for general statistical purposes is covered by the provision at FAR 52.219-1, Small Business Program Representation.
- (b) **Representations.**
  - (1) **General.** The offeror represents, as part of its offer, that it is a small business under the size standard applicable to this acquisition; and either--
    - (i) It has received certification by the Small Business Administration as a small disadvantaged business concern consistent with 13 CFR 124, Subpart B; and
      - (A) No material change in disadvantaged ownership and control has occurred since its certification;
      - (B) Where the concern is owned by one or more disadvantaged individuals, the net worth of each

individual upon whom the certification is based does not exceed \$750,000 after taking into account the applicable exclusions set forth at 13 CFR 124.104(c)(2); and  
(C) It is identified, on the date of its representation, as a certified small disadvantaged business concern in the database maintained by the Small Business Administration (PRO-Net); or

[ ] (ii) It has submitted a completed application to the Small Business Administration or a Private Certifier to be certified as a small disadvantaged business concern in accordance with 13 CFR 124, Subpart B, and a decision on that application is pending, and that no material change in disadvantaged ownership and control has occurred since its application was submitted.

(2) [ ] **For Joint Ventures.** The offeror represents, as part of its offer, that it is a joint venture that complies with the requirements at 13 CFR 124.1002(f) and that the representation in paragraph (b)(1) of this provision is accurate for the small disadvantaged business concern that is participating in the joint venture. *[The offeror shall enter the name of the small disadvantaged business concern that is participating in the joint venture: \_\_\_\_\_.]*

(c) **Penalties and Remedies.** Anyone who misrepresents any aspects of the disadvantaged status of a concern for the purposes of securing a contract or subcontract shall:

- (1) Be punished by imposition of a fine, imprisonment, or both;
- (2) Be subject to administrative remedies, including suspension and debarment; and
- (3) Be ineligible for participation in programs conducted under the authority of the Small Business Act.

**Alternate I (OCTOBER 1998)**

**(Note: Applies when price evaluation adjustment for small disadvantaged business concerns is authorized on a regional basis. Designated regions by Major SIC Category can be found at <http://www.arnet.gov/References/sdbadjustments.htm> . Currently, this includes SIC Major Industry Groups 15, 16, 17 which are all construction related groups.)**

As prescribed in 19.306(b), add the following paragraph (b)(3) to the basic provision:

(3) Address. The offeror represents that its address \_\_\_\_\_ is, \_\_\_\_\_ is not in a region for which a small disadvantaged business procurement mechanism is authorized and its address has not changed since its certification as a small disadvantaged business concern or submission of its application for certification. The list of authorized small disadvantaged business procurement mechanisms and regions is posted at <http://www.arnet.gov/References/sdbadjustments.htm> The offeror shall use the list in effect on the date of this solicitation. "Address," as used in this provision, means the address of the offeror as listed on the Small Business Administration's register of small disadvantaged business concerns or the address on the completed application that the concern has submitted to the Small Business Administration or a Private Certifier in accordance with 13 CFR part 124, subpart B. For joint ventures, "address" refers to the address of the small disadvantaged business concern that is participating in the joint venture.

**12. 52.222-18 CERTIFICATION REGARDING KNOWLEDGE OF CHILD LABOR FOR LISTED END PRODUCTS  
(MAY 2001)**

*(Applies to all contracts for supplies over \$2,500. See FAR 22.1503 for more information)*

a. *Definition.*

*Forced or indentured child labor means all work or service--*

- (1) Exacted from any person under the age of 18 under the menace of any penalty for its nonperformance and for which the worker does not offer himself voluntarily; or

(2) Performed by any person under the age of 18 pursuant to a contract the enforcement of which can be accomplished by process or penalties.

- b. *Listed end products.* The following end product(s) being acquired under this solicitation is (are) included in the List of Products Requiring Contractor Certification as to Forced or Indentured Child Labor, identified by their country of origin. There is a reasonable basis to believe that listed end products from the listed countries of origin may have been mined, produced, or manufactured by forced or indentured child labor.

Listed End Product

\_\_\_\_\_

\_\_\_\_\_

Listed Countries of Origin

\_\_\_\_\_

\_\_\_\_\_

- c. *Certification.* The Government will not make award to an offeror unless the offeror, by checking the appropriate block, certifies to either paragraph (c)(1) or paragraph (c)(2) of this provision.

(1) The offeror will not supply any end product listed in paragraph (b) of this provision that was mined, produced, or manufactured in a corresponding country as listed for that end product.

(2) The offeror may supply an end product listed in paragraph (b) of this provision that was mined, produced, or manufactured in the corresponding country as listed for that product. The offeror certifies that it has made a good faith effort to determine whether forced or indentured child labor was used to mine, produce, or manufacture such end product. On the basis of those efforts, the offeror certifies that it is not aware of any such use of child labor.

13. **52.222-21 CERTIFICATION OF NONSEGREGATED FACILITIES (FEBRUARY 1999)**

- (a) *Segregated facilities*, as used in this clause, means any waiting rooms, work areas, rest rooms and wash rooms, restaurants and other eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation, and housing facilities provided for employees, that are segregated by explicit directive or are in fact segregated on the basis of race, color, religion, sex, or national origin because of written or oral policies or employee custom. The term does not include separate or single-user rest rooms or necessary dressing or sleeping areas provided to assure privacy between the sexes.
- (b) The Contractor agrees that it does not and will not maintain or provide for its employees any segregated facilities at any of its establishments, and that it does not and will not permit its employees to perform their services at any location under its control where segregated facilities are maintained. The Contractor agrees that a breach of this clause is a violation of the Equal Opportunity clause in this contract.
- (c) The Contractor shall include this clause in every subcontract and purchase order that is subject to the Equal Opportunity clause of this contract.

14. **52.222-22 PREVIOUS CONTRACTS AND COMPLIANCE REPORTS (FEBRUARY 1999)**

The offeror represents that --

- (a) It  has,  has not participated in a previous contract or subcontract subject to the Equal Opportunity clause of this solicitation;
- (b) It  has,  has not, filed all required compliance reports; and
- (c) Representations indicating submission of required compliance reports, signed by proposed subcontractors, will be obtained before subcontract awards.

15. **52.222-25 AFFIRMATIVE ACTION COMPLIANCE (APRIL 1984)**

The offeror represents that (a) it  has developed and has on file,  has not developed and does not have on file, at each establishment, affirmative action programs required by the rules and regulations of the Secretary of Labor (41 CFR 60-1 and 60-2), or (b) it  has not previously had contracts subject to the written affirmative action programs requirement of the rules and regulations of the Secretary of Labor.

16. **52.222-48 EXEMPTION FROM APPLICATION OF SERVICE CONTRACT ACT PROVISIONS FOR CONTRACTS FOR MAINTENANCE, CALIBRATION, AND/OR REPAIR OF CERTAIN INFORMATION TECHNOLOGY, SCIENTIFIC AND MEDICAL AND/OR OFFICE AND BUSINESS EQUIPMENT--CONTRACTOR CERTIFICATION (AUGUST 1996)**

**(NOTE: This clause is applicable to all solicitations and resultant contracts calling for maintenance, calibration, and/or repair of information technology, scientific and medical, and office and business equipment if the contracting officer determines that the resultant contract may be exempt from Service Contract Act coverage).**

(a) The following certification shall be checked:

**CERTIFICATION**

The offeror certifies , does not certify  that: (1) The items of equipment to be serviced under this contract are commercial items which are used regularly for other than Government purposes, and are sold or traded by the Contractor in substantial quantities to the general public in the course of normal business operations; (2) The contract services are furnished at prices which are, or are based on, established catalog or market prices for the maintenance, calibration, and/or repair of certain information technology, scientific and medical, and/or office and business equipment. An "established catalog price" is a price (including discount price) recorded in a catalog, price list schedule, or other verifiable and established record that is regularly maintained by the manufacturer or the Contractor and is either published or otherwise available for inspection by customers. An "established market price" is a current price, established in the usual course of ordinary and usual trade between buyers and sellers free to bargain, which can be substantiated by data from sources independent of the manufacturer or Contractor; and (3) The Contractor utilizes the same compensation (wage and fringe benefits) plan for all service employees performing work under the contract as the Contractor uses for equivalent employees servicing the same equipment of commercial customers.

(b) If a negative certification is made and a Service Contract Act wage determination is not attached to the solicitation, the Contractor shall notify the Contracting Officer as soon as possible.

(c) Failure to execute the certification in paragraph (a) of this clause or to contact the Contracting Officer as required in paragraph (b) of this clause may render the bid or offer nonresponsive.

17. **52.223-4 RECOVERED MATERIAL CERTIFICATION (OCTOBER 1997)**

**(This certification is applicable in solicitations that are for, or specify the use, of recovered materials.)**

As required by the Resource Conservation and Recovery Act of 1976 (42 U.S.C. 6962(c)(3)(A)(i)), the offeror certifies, by signing this offer, that the percentage of recovered materials to be used in the performance of the contract will be at least the amount required by the applicable contract specifications.

18. **52.223-13 CERTIFICATION OF TOXIC CHEMICAL RELEASE REPORTING (OCTOBER 2000)**

**NOTE: This certification is applicable for all solicitations for competitive contracts expected to exceed \$100,000 (including all options) and competitive 8(a) contracts. It is not applicable to acquisitions of commercial items, or to contracts where the contractor's facilities are located outside the United States (the "United States" includes any state of the United States, the District of Columbia, the Commonwealth of Puerto Rico, Guam, American Samoa, the United States Virgin Islands, the Northern Mariana Islands, and any other territory or possession over which the United States has jurisdiction)**

(a) Submission of this certification is a prerequisite for making or entering into this contract imposed by Executive Order 12969, August 8, 1995.

(b) By signing this offer, the offeror certifies that—

(1) As the owner or operator of facilities that will be used in the performance of this contract that are subject to the filing and reporting requirements described in section 313 of the Emergency Planning and Community Right-to-Know Act of 1986 (EPCRA) (42 U.S.C. 11023) and section 6607 of the Pollution Prevention Act of 1990 (PPA) (42 U.S.C. 13106), the offeror will file and continue to file for such facilities for the life of the contract the Toxic Chemical Release Inventory Form (Form R) as described in sections 313(a) and (g) of EPCRA and section 6607 of PPA; or

(2) None of its owned or operated facilities to be used in the performance of this contract is subject to the Form R filing and reporting requirements because each such facility is exempt for at least one of the following reasons: (Check each block that is applicable.)

(i) The facility does not manufacture, process, or otherwise use any toxic chemicals listed under section 313(c) of EPCRA, 42 U.S.C. 11023(c);

(ii) The facility does not have 10 or more full-time employees as specified in section 313(b)(1)(A) of EPCRA, 42 U.S.C. 11023(b)(1)(A);

(iii) The facility does not meet the reporting thresholds of toxic chemicals established under section 313(f) of EPCRA, 42 U.S.C. 11023(f) (including the alternate thresholds at 40 CFR 372.27, provided an appropriate certification form has been filed with EPA);

(iv) The facility does not fall within Standard Industrial Classification Code (SIC) major groups 20 through 39 or their corresponding North American Industry Classification System (NAICS) sectors 31 through 33; or

(v) The facility is not located within any State of the United States, the District of Columbia, the Commonwealth of Puerto Rico, Guam, American Samoa, the United States Virgin Islands, the Northern Mariana Islands, or any other territory or possession over which the United States has jurisdiction.

19. **52.225-2 BUY AMERICAN ACT--BALANCE OF PAYMENTS PROGRAM CERTIFICATE (FEBRUARY 2000)**

**[Note: This provision is applicable for all requirements EXCEPT for 1) foreign contracts or 2) when one of the following two provisions (52.225-4, Buy American Act--North American Free Trade Agreement--Israeli Trade Act--Balance of Payments Program Certificate, or 52.225-6, Trade Agreements Certificate) apply.**

(a) The offeror certifies that each end product, except those listed in paragraph (b) of this provision, is a domestic end product as defined in the clause of this solicitation entitled "Buy American Act--Balance of Payments Program--Supplies" and that the offeror has considered components of unknown origin to have been mined, produced, or manufactured outside the United States. The offeror shall list as foreign end products those end products manufactured in the United States that do not qualify as domestic end products.

(b) Foreign End Products:

Line Item No.: \_\_\_\_\_

Country of Origin: \_\_\_\_\_

(List as necessary)

(c) The Government will evaluate offers in accordance with the policies and procedures of Part 25 of the Federal Acquisition Regulation.

20. **52.225-4 BUY AMERICAN ACT NORTH AMERICAN FREE TRADE AGREEMENT--ISRAELI TRADE ACT--BALANCE OF PAYMENTS PROGRAM CERTIFICATE (FEBRUARY 2000)**

[Note: This provision is applicable for requirements with a value exceeding \$25,000 but less than \$186,000 EXCEPT for 1) foreign acquisitions or 2) acquisitions that are exempt from NAFTA and the Israeli Trade Act. (See FAR 25.401).]

- (a) The offeror certifies that each end product, except those listed in paragraph (b) or (c) of this provision, is a domestic end product (as defined in the clause of this solicitation entitled, "Buy American Act--North American Free Trade Agreement--Israeli Trade Act--Balance of Payments Program") and that the offeror has considered components of unknown origin to have been mined, produced, or manufactured outside the United States.
- (b) The offeror certifies that the following supplies are NAFTA country end products or Israeli end products as defined in the clause of this solicitation entitled, "Buy American Act--North American Free Trade Agreement--Israeli Trade Act--Balance of Payments Program":

**NAFTA Country or Israeli End Products:**

Line Item No.: \_\_\_\_\_

Country of Origin: \_\_\_\_\_

(List as necessary)

- (c) The offeror shall list those supplies that are foreign end products (other than those listed in paragraph (b) of this provision) as defined in the clause of this solicitation entitled, "Buy American Act--North American Free Trade Agreement--Israeli Trade Act--Balance of Payments Program." The offeror shall list as other foreign end products those end products manufactured in the United States that do not qualify as domestic end products.

**Other Foreign End Products**

Line Item No.: \_\_\_\_\_

Country of Origin: \_\_\_\_\_

(List as necessary)

- (d) The Government will evaluate offers in accordance with the policies and procedures of Part 25 of the Federal Acquisition Regulation.

**ALTERNATE I (FEBRUARY 2000)** As prescribed in 25.1101(b)(2)(ii), substitute the following paragraph (b) for paragraph (b) of the basic provision:

[Note: Applies when the acquisition value exceeds \$25,000 but is less than \$50,000.]

- (b) The offeror certifies that the following supplies are Canadian end products as defined in the clause of this solicitation entitled "Buy American Act--North American Free Trade Agreement--Israeli Trade Act--Balance of Payments Program":

**Canadian End Products:**

Line Item No.: \_\_\_\_\_

(List as necessary)

**ALTERNATE II (FEBRUARY 2000)** As prescribed in 25.1101(b)(2)(iii), substitute the following paragraph (b) for paragraph (b) of the basic provision:

[Note: Applies when the acquisition value is \$50,000 or more, but is less than \$53,150.]

- (b) The offeror certifies that the following supplies are Canadian end products or Israeli end products as defined in the clause of this solicitation entitled "Buy American Act--North American Free Trade Agreement--Israeli Trade Act--Balance of Payments Program":

**Canadian or Israeli End Products**

Line Item No.: \_\_\_\_\_

Country of Origin: \_\_\_\_\_

(List as necessary)

21. **52.225-6 TRADE AGREEMENTS CERTIFICATE - (FEBRUARY 2000)**

[Note: This provision is applicable for acquisitions valued at \$186,000 or more, if the Trade Agreement Act applies. (See FAR 25.401 and 25.403).]

- (a) The offeror certifies that each end product, except those listed in paragraph (b) of this provision, is a U.S.-made, designated country, Caribbean Basin country, or NAFTA country end product, as defined in the clause of this solicitation entitled "Trade Agreements."
- (b) The offeror shall list as other end products those supplies that are not U.S.-made, designated country, Caribbean Basin country, or NAFTA country end products.

**Other End Products**

Line Item No.: \_\_\_\_\_

Country of Origin: \_\_\_\_\_

(List as necessary)

- (c) The Government will evaluate offers in accordance with the policies and procedures of Part 25 of the Federal Acquisition Regulation. For line items subject to the Trade Agreements Act, the Government will evaluate offers of U.S.-made, designated country, Caribbean Basin country, or NAFTA country end products without regard to the restrictions of the Buy American Act or the Balance of Payments Program. The Government will consider for award only offers of U.S.-made, designated country, Caribbean Basin country, or NAFTA country end products unless the Contracting Officer determines that there are no offers for such products or that the offers for such products are insufficient to fulfill the requirements of this solicitation.

22. **52.226-2 HISTORICALLY BLACK COLLEGE OR UNIVERSITY AND MINORITY INSTITUTION REPRESENTATION - (MAY 2001)**

- (a) Definitions. As used in this provision--

*Historically Black College or University* means an institution determined by the Secretary of Education to meet the requirements of 34 CFR 608.2. For the Department of Defense, the National Aeronautics and Space Administration, and the Coast Guard, the term also includes any nonprofit research institution that was an integral part of such a college or university before November 14, 1986.

*Minority Institution* means an institution of higher education meeting the requirements of Section 1046(3) of the Higher Education Act of 1965 (20 U.S.C. 1067k, including a Hispanic-serving institution of higher education, as defined in Section 316(b)(1) of the Act (20 U.S.C. 1101a.)).

- (b) *Representation.* The offeror represents that it--

[ ] is  is not a Historically Black College or University;

[ ] is  is not a Minority Institution.

23. **52.227-6 ROYALTY INFORMATION - (APRIL 1984)**

- (a) **Cost or charges for royalties.** When the response to this solicitation contains costs or charges for royalties totaling more than \$250, the following information shall be included in the response relating to each separate item of royalty or license fee:



- (1) Name and address of licensor.
- (2) Date of license agreement.
- (3) Patent numbers, patent application serial numbers or other basis on which the royalty is payable.
- (4) Brief description, including any part or model numbers of each contract item or component on which the royalty is payable.
- (5) Percentage or dollar rate of royalty per unit.
- (6) Unit price of contract item.
- (7) Number of units.
- (8) Total dollar amount of royalties.

- (b) **Copies of current licenses.** In addition, if specifically requested by the Contracting Officer before execution of the contract, the offeror shall furnish a copy of the current license agreement and an identification of applicable claims of specific patents.

**(NOTE: Alternate I, below, is applicable for communication services and facilities by a common carrier.)**

**ALTERNATE I (APRIL 1984), 52.227-6 ROYALTY INFORMATION (APRIL 1984)**

Substitute the following for the introductory portion of paragraph (a) of the basic clause:

When the response to this solicitation covers charges for special construction or special assembly that contain costs or charges for royalties totaling more than \$250, the following information shall be included in the response relating to each separate item of royalty or license fee:

24. **52.230-1 COST ACCOUNTING STANDARDS NOTICES AND CERTIFICATION (JUNE 2000)**

**Note:** This notice does not apply to small businesses or foreign governments. This notice is in three parts, identified by Roman numerals I through III.

**Offerors shall examine each part and provide the requested information in order to determine Cost Accounting Standards (CAS) requirements applicable to any resultant contract.**

**If the offeror is an educational institution, Part II does not apply unless the contemplated contract will be subject to full or modified CAS-coverage pursuant to 48 CFR 9903.201-2(C)(5) or 9903.201-2(c)(6), respectively.**

**I. Disclosure Statement -- Cost Accounting Practices and Certification**

- (a) Any contract in excess of \$500,000 resulting from this solicitation will be subject to the requirements of the Cost Accounting Standards Board (48 CFR Chapter 99), except for those contracts which are exempt as specified in 9903.201-1.
- (b) Any offeror submitting a proposal which, if accepted, will result in a contract subject to the requirements of 48 CFR Chapter 99 must, as a condition of contracting, submit a Disclosure Statement as required by 9903.202. When required, the Disclosure Statement must be submitted as a part of the offeror's proposal under this solicitation unless the offeror has already submitted a Disclosure Statement disclosing the practices used in connection with the pricing of this proposal. If an applicable Disclosure Statement has already been submitted, the offeror may satisfy the requirement for submission by providing the information requested in paragraph (c) of Part I of this provision.

**CAUTION: In the absence of specific regulations or agreement, a practice disclosed in a Disclosure Statement shall not, by virtue of such disclosure, be deemed to be a proper, approved, or agreed-to practice for pricing proposals or accumulating and reporting contract performance cost data.**

(c) Check the appropriate box below:

(1) Certificate of Concurrent Submission of Disclosure Statement.

The offeror hereby certifies that, as part of the offer, copies of the Disclosure Statement have been submitted as follows:

- (i) original and one copy to the cognizant Administrative Contracting Officer (ACO), or cognizant Federal agency official authorized to act in that capacity (Federal official), as applicable, and;
- (ii) one copy to the cognizant Federal auditor.

**(Disclosure must be on Form No. CASB DS-1 or CASB DS-2, as applicable.. Forms may be obtained from the cognizant ACO or Federal official and/or from the looseleaf version of the Federal Acquisition Regulation).**

Date of Disclosure Statement: \_\_\_\_\_

Name and Address of Cognizant ACO or Federal Official Where Filed: \_\_\_\_\_

\_\_\_\_\_ The offeror further certifies that the practices used in estimating costs in pricing this proposal are consistent with the cost accounting practices disclosed in the Disclosure Statement.

(2) Certificate of Previously Submitted Disclosure Statement.

The offeror hereby certifies that the required Disclosure Statement was filed as follows:

Date of Disclosure Statement: 12-31-97

Name and Address of Cognizant ACO or Federal Official Where Filed: Barbara Bennett  
Office of Audit Services, Office of Inspector General, Region 7,  
601 East 12th St., Box 15687, Kansas City, MO 64106-0687

The offeror further certifies that the practices used in estimating costs in pricing this proposal are consistent with the cost accounting practices disclosed in the applicable Disclosure Statement.

(3) Certificate of Monetary Exemption.

The offeror hereby certifies that the offeror together with all divisions, subsidiaries, and affiliates under common control, did not receive net awards of negotiated prime contracts and subcontracts subject to CAS totaling more than \$50 million or more in the cost accounting period immediately preceding the period in which this proposal was submitted. The offeror further certifies that if such status changes before an award resulting from this proposal, the offeror will advise the Contracting Officer immediately.

(4) Certificate of Interim Exemption.

The offeror hereby certifies that:

- (i) the offeror first exceeded the monetary exemption for disclosure, as defined in (3) of this subsection, in the cost accounting period immediately preceding the period in which this offer was submitted, and

- (ii) in accordance with 48 CFR 9903.202-1, the offeror is not yet required to submit a Disclosure Statement. The offeror further certifies that if an award resulting from this proposal has not been made within 90 days after the end of that period, the offeror will immediately submit a revised certificate to the Contracting Officer, in the form specified under subparagraph (c)(1) or (c)(2) of Part I of this provision, as appropriate, to verify submission of a completed Disclosure Statement.

**CAUTION: Offerors currently required to disclose because they were awarded a CAS-covered prime contract or subcontract of \$50 million or more in the current cost accounting period may not claim this exemption (4). Further, the exemption applies only in connection with proposals submitted before expiration of the 90-day period following the cost accounting period in which the monetary exemption was exceeded.**

- (5) Certificate of Disclosure Statement Due Date by Educational Institution.  
(ALTERNATE I - APRIL 1996)

If the offeror is an educational institution that, under the transition provisions of 48 CFR 9903-202-1(f), is or will be required to submit a Disclosure Statement after receipt of this award, the offeror hereby certifies that (*check one and complete*):

- (i) A Disclosure Statement filing Due Date of \_\_\_\_\_ has been established with the cognizant Federal agency.
- (ii) The Disclosure Statement will be submitted within the 6-month period ending \_\_\_\_\_ months after receipt of this award.

Name and Address of Cognizant ACO or Federal Official Where Disclosure Statement is to be Filed: \_\_\_\_\_  
\_\_\_\_\_

**II. Cost Accounting Standards -- Eligibility for Modified Contract Coverage**

If the offeror is eligible to use the modified provisions of 48 CFR 9903.201-2(b) and elects to do so, the offeror shall indicate by checking the box below. Checking the box below shall mean that the resultant contract is subject to the Disclosure and Consistency of Cost Accounting Practices clause in lieu of the Cost Accounting Standards clause.

- The offeror hereby claims an exemption from the Cost Accounting Standards clause under the provisions of 48 CFR 9903.201-2(b) and certifies that the offeror is eligible for use of the Disclosure and Consistency of Cost Accounting Practices clause because during the cost accounting period immediately preceding the period in which this proposal was submitted, the offeror received less than \$50 million in awards of CAS-covered prime contracts and subcontracts. The offeror further certifies that if such status changes before an award resulting from this proposal, the offeror will advise the Contracting Officer immediately.

**CAUTION: An offeror may not claim the above eligibility for modified contract coverage if this proposal is expected to result in the award of a CAS-covered contract of \$50 million or more or if, during its current cost accounting period, the offeror has been awarded a single CAS-covered prime contract or subcontract of \$50 million or more.**

**III. Additional Cost Accounting Standards Applicable to Existing Contracts**

The offeror shall indicate below whether award of the contemplated contract would, in accordance with subparagraph (a)(3) of the Cost Accounting Standards Clause, require a change in established cost accounting practices affecting existing contracts and subcontracts.

- YES                       NO

25. **CERTIFICATION REGARDING ENVIRONMENTAL TOBACCO SMOKE (DECEMBER 1994)**

**(Note: This certification applies only to those contract which contain provisions for children's services. The offeror's signature on the face page of these Representations and Certifications constitutes certification by the submitting organization of its compliance with the Act.)**

Public Law 103-227, also known as the Pro-Children Act of 1994 (Act), requires that smoking not be permitted in any portion of any indoor facility owned or leased or contracted for by an entity and used routinely or regularly for the provision of health, day care, early childhood development services, education or library services to children under the age of 18, if the services are funded by Federal programs either directly or through State or local governments, by Federal grant, contract, loan, or loan guarantee. The law also applies to children's services that are provided in indoor facilities that are constructed, operated, or maintained with such federal funds. The law does not apply to children's services provided in private residences; portions of facilities used for inpatient drug or alcohol treatment; service providers whose sole source of applicable federal funds is Medicare or Medicaid; or facilities where WIC coupons are redeemed. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1,000 for each violation and/or the imposition of an administrative compliance order on the responsible entity.

By signing this certification, the offeror/contractor (for acquisitions) or applicant/grantee (for grants) certifies that the submitting organization will comply with the requirements of the Act and will not allow smoking within any portion of any indoor facility used for the provision of services for children as defined by the Act.

The submitting organization agrees that it will require that the language of this certification be included in any subawards which contain provisions for children's services and that all subrecipients shall certify accordingly.

26. **CERTIFICATION OF INSTITUTIONAL POLICY ON CONFLICT OF FINANCIAL INTEREST (OCTOBER 1995)**

**(Note: This certification is applicable to Research and Development (R&D) Contracts. However, this certification does not apply to SBIR-Phase I contractors.)**

By submission of its offer, the offeror certifies that:

- (1) A written and enforced administrative process to identify and manage, reduce or eliminate conflicting financial interest with respect to all research projects for which funding is sought from the NIH is [ ], is not [ ] currently in effect.
- (2) Should a process not be in effect at the time of the submission of its offer, the offeror certifies that it will, no later than 30 days subsequent to submission of its offer or prior to award, whichever is earlier, notify the Contracting Officer of the establishment of a written and enforced financial conflict of interest policy.

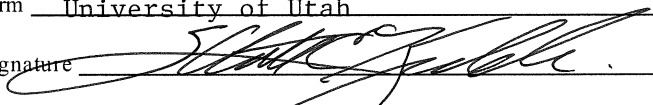
27. **15.406-2 CERTIFICATE OF CURRENT COST OR PRICING DATA**

**(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 NLM-05-103-VMW \* are accurate, complete, and current as of 6/29/05 \*\*.

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 Elliott C. Kulakowski, PhD

Title Director, Office of Sponsored Projects

Date of execution\*\*\* 6/29/05

- \* 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)

Appendix 1  
Fringe Benefits Rate Justification



Barbara K. Nielsen  
Director

**MEMORANDUM**

**TO:** To Whom It May Concern  
**FROM:** Barbara Nielsen: *BN*  
**DATE:** July 15, 2000  
**RE:** **University of Utah Treatment of Fringe Benefits Applicable to Grants and Contracts**

---

Fringe benefits are applicable to direct salaries and wages and are treated as direct costs.

The University of Utah uses a fringe benefit rate for estimating direct fringe benefit costs on grant applications and contract proposals. For reimbursement, the cost of each benefit is specifically identified to each employee and charged individually. The current rate for estimating purposes only is 33.0 percent of direct salaries and wages. Graduate, undergraduate and part time salaries for estimating purposes is 9.0 percent. These have been in effect since July 1, 1989. The rate includes all fringe benefits treated as direct costs. The University may, on an individual contract or grant basis, negotiate a higher estimating rate if the rate can be substantiated.

Questions related to University of Utah fringe benefit procedures may be addressed to:

Barbara Nielsen  
Director of Governmental Accounting & Support Services  
University of Utah  
201 S. Presidents Circle Room 408  
Salt Lake City, Utah 84112-9023

Telephone Number: (801) 581-5989  
FAX Number: (801) 585-5257

BN/lw

**Governmental Accounting and Support Services**

Mailing Address:  
201 S Presidents Circle RM 408  
Salt Lake City, Utah 84112-9023

408 Park Building  
(801) 581-5989 • Fax: (801) 585-5257  
Email: bnielsen@park.admin.utah.edu

Appendix 2  
Staff and Other Travel Forms



TRAVEL FORM -  
Staff Travel

Contract No.: NLM RFP 05-103/VMW      Period Covered: May 1, 2006 - April 30, 2007      Date Submitted: July 15, 2005

Contractor: University of Utah

a. Staff Travel

Program Area	Name of Traveler	Departure/Destination	Purpose	Mode	Fare	Night	# of Person	Nights Per Day	# of Days	Other	Hotel		TOTAL
											Per Person	Meals Per Person	
NP	Wayne Peay	Salt Lake City, UT/ St. Louis, MO	Regional Advisory Board Mtg. & MCMLA Oct. 9-14, 2006	Air	400	150	5	51	6	50		1,506	
NP	Claire Hamasu	Salt Lake City, UT/ St. Louis, MO	Regional Advisory Board Mtg. & MCMLA Oct. 9-14, 2006	Air	400	150	5	51	6	50		1,506	
NP	Sharon Dennis	Salt Lake City, UT/ St. Louis, MO	Regional Advisory Board Mtg. & MCMLA Oct. 9-14, 2006	Air	400	150	5	51	6	50		1,506	
NP	Network Member Liaison	Salt Lake City, UT/ St. Louis, MO	Regional Advisory Board Mtg. & MCMLA Oct. 9-14, 2006	Air	400	150	5	51	6	50		1,506	
NP	Claire Hamasu	Salt Lake City, UT/ Denver, CO	Planning Meeting November 2006	Air	300	150	2	47	3	50		791	
NP	Sharon Dennis	Salt Lake City, UT/ Denver, CO	Planning Meeting November 2006	Air	300	150	2	47	3	50		791	
NP	Network Member Liaison	Salt Lake City, UT/ Denver, CO	Planning Meeting November 2006	Air	300	150	2	47	3	50		791	
NP	Wayne Peay	Salt Lake City, UT/ Phoenix, AZ	RML Director's Meeting & MLA May 18-24, 2006	Air	250	150	5	47	6	50		1,332	
NP	Claire Hamasu	Salt Lake City, UT/ Phoenix, AZ	RML Director's Meeting & MLA May 18-24, 2006	Air	250	150	5	47	6	50		1,332	
NP	Sharon Dennis	Salt Lake City, UT/ Phoenix, AZ	RML Director's Meeting & MLA May 18-24, 2006	Air	250	150	5	47	6	50		1,332	
NP	Network Member Liaison	Salt Lake City, UT/ Phoenix, AZ	RML Director's Meeting & MLA May 18-24, 2006	Air	250	150	5	47	6	50		1,332	
HP	Wayne Peay	Salt Lake City, UT/ Albuquerque, NM	Native American Outreach Meeting Date TBA	Air	275	150	2	43	3	50		754	

TRAVEL FORM -  
Staff Travel

Contract No.: NLM RFP 05-103/VMW Period Covered: May 1, 2006 - April 30, 2007 Date Submitted: July 15, 2005

Contractor: University of Utah

a. Staff Travel

Pro-gram Area	Name of Traveler	Departure/Destination	Purpose	Mode	Fare	Night	# of Person	Nights Per Day	# of Days	Other	TOTAL	Hotel		Meals	
												Per Person	Per Person	Per Person	Per Person
HP	Claire Hamasu	Salt Lake City, UT/ Albuquerque, NM	Native American Outreach Meeting Date TBA	Air	275	150	2	43	3	50	754				
TA	Sharon Dennis	Salt Lake City, UT/ Jose, CA	Professional Technology Conference	Air	350	150	3	51	4	50	1,054				
TA	Sharon Dennis	Salt Lake City, UT/ Denver, CO	Videobroadcast Training	Air	300	150	2	47	3	50	791				
TA	Sharon Dennis	Salt Lake City, UT/ Kirksville, MO	Videobroadcast Training	Air	400	150	2	31	3	50	843				
TA	Sharon Dennis	Salt Lake City, UT/ Wichita, KS	Videobroadcast Training	Air	300	150	2	43	3	50	779				
TA	Sharon Dennis	Salt Lake City, UT/ Laramie, WY	Wyoming Symposium	Auto	260	150	2	31	3	50	703				
NP	Wayne Peay	Salt Lake City, UT/ Seattle, WA	RML Directors Meeting Midwinter 2006	Air	300	150	2	51	3	50	803				
NP	Claire Hamasu	Salt Lake City, UT/ Seattle, WA	RML Directors Meeting Midwinter 2006	Air	300	150	2	51	3	50	803				
NP	Network Member Liaison	Salt Lake City, UT/ Portland, OR	Pacific Northwest Sharing Conference Date TBA	Air	275	150	2	43	3	50	754				
NP	Claire Hamasu	Salt Lake City, UT/ York, NY	C2: Connect and Collaborate Sept. 2006	Air	300	150	2	51	3	50	803				
HP	Utah Liaison	Salt Lake City, UT/ George, UT	Visit Community Health Center (Café to Go) (Date TBA)	Auto	200	150	2	31	3	50	643				
NP	Utah Liaison	Salt Lake City, UT/ Lake City, UT	Visit CTCNet center CH Module presentation (Date TBA)	Auto						50	50				
NP	Utah Liaison	Salt Lake City, UT/ George, UT	Local Health Dept.	Auto	200	150	2	31	3	50	643				

Contract No.: NLIM RFP 05-103/MMW      Period Covered: May 1, 2006 - April 30, 2007      Date Submitted: July 15, 2005

Contractor: University of Utah

a. Staff Travel

Pro-gram	Area	Name of Traveler	Departure/Destination	Purpose	Mode	Fare	Hotel Per Person Per Night	# of Nights	Meals Per Person Per Day	# of Days	Other	TOTAL
NP	Utah Liaison	Salt Lake City, UT/ San Juan County, UT	Local Health Dept.	Auto	200	150	3	31	4	50	824	
NP	Utah Liaison	Salt Lake City, UT/ Price, UT	Local Health Dept.	Auto	85	150	2	31	3	50	528	
NP	Utah Liaison	Salt Lake City, UT/ Richfield, UT	Network Member Visit	Auto	175	150	2	31	3	50	618	
NP	Utah Liaison	Salt Lake City, UT/ Moab, UT	Network Member Visit	Auto	175	150	2	31	3	50	618	
NP	Utah Liaison	Salt Lake City, UT/ Logan, UT	Network Member Visit	Auto	60	150	1	31	2	50	322	
EX	Utah Liaison	Salt Lake City, UT/ Park City, UT	Exhibit Association of Utah Community Health AUCH	Auto						50	50	
EX	Utah Liaison	Salt Lake City, UT/ Ogden, UT	Exhibit Utah Nurses' Association	Auto						50	50	
EX	Utah Liaison	Salt Lake City, UT/ Park City, UT	Exhibit Utah Public Health Association	Auto						50	50	
EX	Utah Liaison	Salt Lake City, UT/ Provo, UT	Exhibit Rural Health Association of Utah	Auto						50	50	
EX	Utah Liaison	Salt Lake City, UT/ Park City, UT	Exhibit Utah Bioterrorism Conference	Auto						50	50	
EX	Utah Liaison	Salt Lake City, UT/ St. George, UT	Exhibit Utah Library Association	Auto	200	150	3	31	4	50	824	
EX	Network Member Liaison	Salt Lake City, UT/ Las Vegas, NV	Assigned National Exhibit TBA	Air	200	150	4	43	5	50	1,065	
EX	Network Member Liaison	Salt Lake City, UT/ Salt Lake City, UT	Assigned National Exhibit TBA	Auto						50	50	
EX	Sharon Dennis	Salt Lake City, UT/ Salt Lake City, UT	Assigned National Exhibit TBA	Auto						50	50	
											-	

TRAVEL FORM -  
Staff Travel

Contract No.: NLM RFP 05-103/VMW      Period Covered: May 1, 2006 - April 30, 2007      Date Submitted: July 15, 2005

Contractor: University of Utah

Program Area	Name of Traveler	Departure/Destination	Purpose	Mode	Fare	Night	Hotel Per Person	# of Nights	# of Person Per Day	# of Days	Other	TOTAL
a. Staff Travel												
TOTAL Staff Travel												
												29,051

Contract No.: NL M RFP 05-103/VMW		Period Covered: May 1, 2006 - 2007		Date Submitted: July 15, 2005								
Contractor: University of Utah												
b. Other Travel												
Pro-gram	Area	Name of Traveler	Departure/Destination	Purpose	Mode	Fare	Hotel		Meals		TOTAL	
							Per Night	# of Nights	Per Person	Per Person		
NP		Barb Jones	Columbia, MO/ St. Louis, MO	Regional Advisory Board Mtg. & MCMLA Oct. 9-14, 2006	Auto	100	150	5	51	6	50	1,206
NP		Laura Windsor	Kansas City, KS/ St. Louis, MO	Regional Advisory Board Mtg. & MCMLA Oct. 9-14, 2006	Air	200	150	5	51	6	50	1,306
NP		Thomas Gibbs	Kansas City, KS/ St. Louis, MO	Regional Advisory Board Mtg. & MCMLA Oct. 9-14, 2006	Air	200	150	5	51	6	50	1,306
NP		Siobhan Champ-Blackwell	Omaha, NE/ St. Louis, MO	Regional Advisory Board Mtg. & MCMLA Oct. 9-14, 2006	Air	200	150	5	51	6	50	1,306
NP		Marty Magee	Omaha, NE/ St. Louis, MO	Regional Advisory Board Mtg. & MCMLA Oct. 9-14, 2006	Air	200	150	5	51	6	50	1,306
NP		Mary Henning	Laramie, WY/ St. Louis, MO	Regional Advisory Board Mtg. & MCMLA Oct. 9-14, 2006	Air	600	150	5	51	6	50	1,706
NP		Colorado Liaison	Denver, CO/ St. Louis, MO	Regional Advisory Board Mtg. & MCMLA Oct. 9-14, 2006	Air	300	150	5	51	6	50	1,406
NP		J. Bothmer	Omaha, NE/ St. Louis, MO	Regional Advisory Board Mtg. Oct. 9-10, 2006	Air	200	150	1	51	2	50	502
NP		K. Cole	Kansas City, KS/ St. Louis, MO	Regional Advisory Board Mtg. Oct. 9-10, 2006	Air	200	150	1	51	2	50	502
NP		B. Jimenez	Omaha, NE/ St. Louis, MO	Regional Advisory Board Mtg. Oct. 9-10, 2006	Air	200	150	1	51	2	50	502
NP		E. Galan	Kansas City, MO/ St. Louis, MO	Regional Advisory Board Mtg. Oct. 9-10, 2006	Air	200	150	1	51	2	50	502
NP		M. B. Warren	Kansas City, MO/ St. Louis, MO	Regional Advisory Board Mtg. Oct. 9-10, 2006	Air	200	150	1	51	2	50	502

Contract No.: NLM RFP 05-103/VMW  
 Period Covered: May 1, 2006 - 2007  
 Date Submitted: July 15, 2005

Contractor: University of Utah

b. Other Travel

Program Area	Name of Traveler	Departure/Destination	Purpose	Mode	Fare	Hotel			Other	TOTAL	
						Per Night	# of Nights	Meals Per Person			
NP	TBD	Denver, CO/ St. Louis, MO	Regional Advisory Board Mtg. Oct. 9-10, 2006	Air	350	150	1	51	2	50	652
NP	TBD	Grand Junction, CO/ St. Louis, MO	Regional Advisory Board Mtg. Oct. 9-10, 2006	Air	400	150	1	51	2	50	702
NP	TBD	Cheyenne, WY/ St. Louis, MO	Regional Advisory Board Mtg. Oct. 9-10, 2006	Air	600	150	1	51	2	50	902
NP	TBD	Wichita, KS/ St. Louis, MO	Regional Advisory Board Mtg. Oct. 9-10, 2006	Air	350	150	1	51	2	50	652
NP	TBD	St. Louis, MO/ St. Louis, MO	Regional Advisory Board Mtg. Oct. 9-10, 2006	Auto						50	50
NP	TBD	Salt Lake City, UT/ St. Louis, MO	Regional Advisory Board Mtg. Oct. 9-10, 2006	Air	400	150	1	51	2	50	702
NP	TBD	Springfield, MO/ St. Louis, MO	Regional Advisory Board Mtg. Oct. 9-10, 2006	Air	350	150	1	51	2	50	652
NP	Betsy Kelly	St. Louis, MO/ Denver, CO	Planning Meeting November 2006	Air	300	150	2	47	3	50	791
NP	Barb Jones	Columbia, MO/ Denver, CO	Planning Meeting November 2006	Air	450	150	2	47	3	50	941
NP	Laura Windsor	Kansas City, KS/ Denver, CO	Planning Meeting November 2006	Air	250	150	2	47	3	50	741
NP	Thomas Gibbs	Kansas City, KS/ Denver, CO	Planning Meeting November 2006	Air	250	150	2	47	3	50	741
NP	Mary Henning	Laramie, WY/ Denver, CO	Planning Meeting November 2006	Air	325	150	2	47	3	50	816
NP	Marty Magee	Omaha, NE/ Denver, CO	Planning Meeting November 2006	Air	300	150	2	47	3	50	791
NP	Siobhan Champ-Blackwell	Omaha, NE/ Denver, CO	Planning Meeting November 2006	Air	300	150	2	47	3	50	791
NP	Mary Henning	Laramie, WY/ Phoenix, AZ	RML Director's Meeting & MLA May 18-24, 2006	Air	650	150	5	47	6	50	1,732
NP	Barbara Jones	Columbia, MO/ Phoenix, AZ	RML Director's Meeting & MLA May 18-24, 2006	Air	550	150	5	47	6	50	1,632

Contract No.: NL M RFP 05-103/VMW		Period Covered: May 1, 2006 - 2007		Date Submitted: July 15, 2005							
Contractor: University of Utah											
b. Other Travel											
Program Area	Name of Traveler	Departure/Destination	Purpose	Mode	Fare	Hotel		Meals		TOTAL	
						Per Night	# of Nights	Per Person	Per Person		
NP	Randy Johnson	Pinedale, WY/ Salt Lake City, UT	Proposal Writing Workshop	Auto	150	150	4	39	4	50	956
EX	Local Librarian	Salt Lake City, UT/ St. George, UT	Exhibit Utah Library Association	Auto	200	150	2	31	3	50	643
EX	Colorado Liaison	Denver, CO/ Denver, CO	American College of Sports Medicine May 31- June 3, 2006	Auto						50	50
EX	Barb Jones	Columbia, MO/ Denver, Co	American College of Sports Medicine May 31- June 3, 2006	Air	450	150	3	47	4	50	1,138
EX	Local Librarian	Denver, CO/ Denver, CO	American College of Sports Medicine May 31- June 3, 2006	Auto						50	50
EX	Siobhan Champ-Blackwell	Omaha, NE/ Washington, DC	CTCNet Date TBA	Air	300	150	3	51	4	50	1,004
EX	Marty Magee	Omaha, NE/ Las Vegas, NV	Assigned National Exhibit TBA	Air	300	150	4	43	5	50	1,165
EX	Local Librarian	Las Vegas, NV/ Las Vegas, NV	Assigned National Exhibit TBA	Auto						50	50
EX	Local Librarian	Salt Lake City, UT/ Salt Lake City, UT	Assigned National Exhibit TBA	Auto						50	50
EX	Barbara Jones	Columbia, MO/ St. Louis, MO	Assigned National Exhibit TBA	Auto	100	150	3	51	4	50	804
EX	Colorado Liaison	Denver, CO/ St. Louis, MO	Assigned National Exhibit TBA	Air	350	150	3	51	4	50	1,054
EX	Local Librarian	St. Louis, MO/ St. Louis, MO	Assigned National Exhibit TBA	Auto						50	50
EX	Siobhan Champ-Blackwell	Omaha, NE/ Las Vegas, NV	Assigned National Exhibit TBA	Air	300	150	4	43	5	50	1,165
EX	Laura Windsor	Kansas City, KS/ Las Vegas, NV	Assigned National Exhibit TBA	Air	300	150	4	43	5	50	1,165

TRAVEL FORM -  
Other Travel

Contract No.: NLM RFP 05-103/VMW		Period Covered: May 1, 2006 - 2007		Date Submitted: July 15, 2005							
Contractor: University of Utah											
<b>b. Other Travel</b>											
Pro-gram Area	Name of Traveler	Departure/Destination	Purpose	Mode	Fare	Hotel Per Person Per Night	# of Nights	Meals Per Person Per Day	# of Days	Other	TOTAL
EX	Local Librarian	Las Vegas, NV/ Las Vegas, NV	Assigned National Exhibit TBA	Auto						50	50
HP	CDC Synergy Trainer	Omaha, NE/ St. Louis, MO	CDC Synergy Training	Air	200	150	2	51	3	50	703
HP	CDC Synergy Trainer	Omaha, NE/ St. Louis, MO	CDC Synergy Training	Air	200	150	2	51	3	50	703
<b>TOTAL Other Travel</b>											36,140



TRAVEL FORM -  
Staff Travel

Contract No.: NLM RFP 05-103/VMW      Period Covered: May 1, 2007 - April 30, 2008      Date Submitted: July 15, 2005

Contractor: University of Utah

a. Staff Travel

Program Area	Name of Traveler	Departure/Destination	Purpose	Mode	Fare	Hotel Per Person	# of Nights	# of Person	Per Day	Meals Per Person	# of Days	Other	TOTAL
NP	Wayne Peay	Salt Lake City, UT/ Omaha, NE	Regional Advisory Board Meeting & MCMLA	Air	275	150	5	43	5	43	6	50	1,333
NP	Claire Hamasu	Salt Lake City, UT/ Omaha, NE	Regional Advisory Board Meeting & MCMLA	Air	275	150	5	43	5	43	6	50	1,333
NP	Sharon Dennis	Salt Lake City, UT/ Omaha, NE	Regional Advisory Board Meeting & MCMLA	Air	275	150	5	43	5	43	6	50	1,333
NP	Network Member Liaison	Salt Lake City, UT/ Omaha, NE	Regional Advisory Board Meeting & MCMLA	Air	275	150	5	43	5	43	6	50	1,333
NP	Claire Hamasu	Salt Lake City, UT/ Kansas City, KS	RML Planning Mtg. November 2007	Air	300	150	2	43	2	43	3	50	779
NP	Sharon Dennis	Salt Lake City, UT/ Kansas City, KS	RML Planning Mtg. November 2007	Air	300	150	2	43	2	43	3	50	779
NP	Network Member Liaison	Salt Lake City, UT/ Kansas City, KS	RML Planning Mtg. November 2007	Air	300	150	2	43	2	43	3	50	779
NP	Wayne Peay	Salt Lake City, UT/ Philadelphia, PA	RML Directors Mtg. and MLA May 18-23, 2007	Air	275	150	5	51	5	51	6	50	1,381
NP	Claire Hamasu	Salt Lake City, UT/ Philadelphia, PA	RML Directors Mtg. and MLA May 18-23, 2007	Air	275	150	5	51	5	51	6	50	1,381
NP	Sharon Dennis	Salt Lake City, UT/ Philadelphia, PA	RML Directors Mtg. and MLA May 18-23, 2007	Air	275	150	5	51	5	51	6	50	1,381
NP	Network Member Liaison	Salt Lake City, UT/ Philadelphia, PA	RML Directors Mtg. and MLA May 18-23, 2007	Air	275	150	5	51	5	51	6	50	1,381

TRAVEL FORM -  
Staff Travel

Contract No.: NLM RFP 05-103/VMW      Period Covered: May 1, 2007 - April 30, 2008      Date Submitted: July 15, 2005

Contractor: University of Utah

a. Staff Travel

Program Area	Name of Traveler	Departure/Destination	Purpose	Mode	Fare	Hotel Per Person Per Night	# of Nights	Per Person Per Day	# of Days	Other	TOTAL
TA	Sharon Dennis	Salt Lake City, UT/ San Jose, CA	Professional Technology Conference	Air	350	150	3	51	4	50	1,054
TA	Sharon Dennis	Salt Lake City, UT/ Omaha, NE	Video Broadcast Training	Air	375	150	2	43	3	50	854
TA	Sharon Dennis	Salt Lake City, UT/ St. Louis, MO	Video Broadcast Training	Air	400	150	2	51	3	50	903
TA	Sharon Dennis	Salt Lake City, UT/ Laramie, WY	Video Broadcast Training	Auto	260	150	2	31	3	50	703
STA	Sharon Dennis	Salt Lake City, UT/ Laramie, WY	Wyoming Symposium	Auto	260	150	2	31	3	50	703
NP	Wayne Peay	Salt Lake City, UT/ Los Angeles, CA	RML Directors Mtg. Midwinter 2007	Air	250	150	2	51	3	50	753
NP	Claire Hamasu	Salt Lake City, UT/ Los Angeles, CA	RML Directors Mtg. Midwinter 2007	Air	250	150	2	51	3	50	753
NP	Network Member Liaison	Salt Lake City, UT/ Denver, CO	Colorado Resource Sharing Conference (Date TBA)	Air	300	150	2	47	3	50	791
NP	Claire Hamasu	Salt Lake City, UT/ Denver, CO	Spec. Library Assn. Meeting June 3-6, 2007	Air	300	150	4	47	5	50	1,185
NP	Utah Liaison	Salt Lake City, UT/ Salt Lake City, UT	CTCNet Center Advanced Training	Auto						50	50
HP	Utah Liaison	Salt Lake City, UT/ St. George, UT	Community Health Center (Café to Go)	Auto	200	150	1	31	2	50	462
CH	Utah Liaison	Salt Lake City, UT/ Cedar City, UT	CBO presentation or workshop	Auto	175	150	1	31	2	50	437
NP	Utah Liaison	Salt Lake City, UT/ Tooele, UT	Public Health Department	Auto						50	50





TRAVEL FORM -  
Other Travel

Contract No.: NLM RFP 05-103/VMW      Period Covered: May 1, 2007 - April 30, 2008      Date Submitted: July 15, 2005

Contractor: University of Utah

b. Other Travel

Program Area	Name of Traveler	Departure/Destination	Purpose	Mode	Fare	Hotel Per Person Night	# of Nights	Meals Per Person	# of Person Per Day	Other Days	Other	TOTAL
NP	Betsy Kelly	St. Louis, MO/ Omaha, NE	Regional Advisory Board Meeting & MCMLA	Air	200	150	5	43	6	50		1,258
NP	Barbara Jones	Columbia, MO/ Omaha, NE	Regional Advisory Board Meeting & MCMLA	Air	450	150	5	43	6	50		1,508
NP	Laura Windsor	Kansas City, KS/ Omaha, NE	Regional Advisory Board Meeting & MCMLA	Air	300	150	5	43	6	50		1,358
NP	Thomas Gibbs	Kansas City, KS/ Omaha, NE	Regional Advisory Board Meeting & MCMLA	Air	300	150	5	43	6	50		1,358
NP	Mary Henning	Laramie, WY/ Omaha, NE	Regional Advisory Board Meeting & MCMLA	Air	500	150	5	43	6	50		1,558
NP	Colorado Liaison	Denver, CO/ Omaha, NE	Regional Advisory Board Meeting & MCMLA	Air	300	150	5	43	6	50		1,358
NP	R. Forsman	Denver, CO/ Omaha, NE	Regional Advisory Board Meeting	Air	300	150	1	43	2	50		586
NP	D. Ward	Columbia, MO/ Omaha, NE	Regional Advisory Board Meeting	Air	450	150	1	43	2	50		736
NP	TBD	Grand Junction, CO/ Omaha, NE	Regional Advisory Board Meeting	Air	400	150	1	43	2	50		686
NP	TBD	Cheyenne, WY/ Omaha, NE	Regional Advisory Board Meeting	Air	500	150	1	43	2	50		786
NP	TBD	St. Louis, MO/ Omaha, NE	Regional Advisory Board Meeting	Air	200	150	1	43	2	50		486
NP	TBD	Wichita KS/ Omaha, NE	Regional Advisory Board Meeting	Air	350	150	1	43	2	50		636
NP	TBD	Omaha, NE/ Omaha, NE	Regional Advisory Board Meeting	Auto						50		50

TRAVEL FORM -  
Other Travel

Contract No.: NLM RFP 05-103/MMW      Period Covered: May 1, 2007 - April 30, 2008      Date Submitted: July 15, 2005

Contractor: University of Utah

b. Other Travel

Pro-gram	Area	Name of Traveler	Departure/Destination	Purpose	Mode	Fare	Hotel Per Person	# of Nights	Meals Per Person	# of Days	Other	TOTAL
NP	TBD		Lincoln, NE/ Omaha, NE	Regional Advisory Board Meeting	Auto	50	150	1	43	2	50	336
NP	TBD		Springfield, MO/ Omaha, NE	Regional Advisory Board Meeting	Air	450	150	1	43	2	50	736
NP	TBD		Salt Lake City, UT/ Omaha, NE	Regional Advisory Board Meeting	Air	300	150	1	43	2	50	586
NP	TBD		Grand Junction, CO/ Omaha, NE	Regional Advisory Board Meeting	Air	400	150	1	43	2	50	686
NP	TBD		Denver, CO/ Omaha, NE	Regional Advisory Board Meeting	Air	300	150	1	43	2	50	586
NP	Betsy Kelly		St. Louis, MO/ Kansas City, KS	Planning Meeting November 2007	Air	200	150	2	43	3	50	679
NP	Barbara Jones		Columbia, MO/ Kansas City, KS	Planning Meeting November 2007	Auto	100	150	2	43	3	50	579
NP	Siobhan Champ-Blackwell		Omaha, NE/ Kansas City, KS	Planning Meeting November 2007	Air	300	150	2	43	3	50	779
NP	Marty Magee		Omaha, NE/ Kansas City, KS	Planning Meeting November 2007	Air	300	150	2	43	3	50	779
NP	Mary Henning		Laramie, WY/ Kansas City, KS	Planning Meeting November 2007	Air	500	150	2	43	3	50	979
NP	Colorado Liaison		Denver, CO/ Kansas City, KS	Planning Meeting November 2007	Air	250	150	2	43	3	50	729
NP	Mary Henning		Laramie, WY/ Philadelphia, PA	RML Directors Mtg. and MLA May 18-23, 2007	Air	600	150	5	51	6	50	1,706
NP	Barbara Jones		Columbia, MO/ Philadelphia, PA	RML Directors Mtg. and MLA May 18-23, 2007	Air	500	150	5	51	6	50	1,606
NP	Focus Group Moderator		Salt Lake City, UT/ St. Louis, MO	Focus Group Summer 2007	Air	400	150	1	43	2	50	686
NP	Focus Group Moderator		Salt Lake City, UT/ Kansas City, KS	Focus Group Summer 2007	Air	350	150	1	43	2	50	636

TRAVEL FORM -  
Other Travel

Contract No.: NLM RFP 05-103/VMW      Period Covered: May 1, 2007 - April 30, 2008      Date Submitted: July 15, 2005

Contractor: University of Utah

b. Other Travel

Pro-gram	Area	Name of Traveler	Departure/Destination	Purpose	Mode	Fare	Hotel Per Person	Nights	Per Person	# of	Meals Per Person	Per Day	# of	Other	TOTAL
NP		Focus Group Moderator	Salt Lake City, UT/ Denver, CO	Focus Group Summer 2007	Air	300	150	1	43	2	50	586			
NP		Network Member Pat Wagner	Salt Lake City, UT/ St. George, Ut	Training for Health Care Providers	Auto	200	150	1	31	2	50	462			
NP		Pat Wagner	Denver, CO/ Denver, CO	Marketing Training	Auto						50	50			
NP		Pat Wagner	Denver, CO/ Kansas City, KS	Marketing Training	Air	250	150	1	43	2	50	536			
EX		Local Librarian	Salt Lake City, UT/ Salt Lake City, UT	Exhibit - ULA	Auto						50	50			
EX		Marty Magee	Omaha, NE/ Las Vegas, NV	Assigned National Exhibit TBA	Air	300	150	4	43	5	50	1,165			
EX		Colorado Liaison	Denver, CO/ Las Vegas, NV	Assigned National Exhibit TBA	Air	300	150	4	43	5	50	1,165			
EX		Local Librarian	Las Vegas, NV/ Las Vegas, NV	Assigned National Exhibit TBA	Auto						50	50			
EX		Barbara Jones	Columbia, MO/ St. Louis, MO	Assigned National Exhibit TBA	Auto	100	150	2	51	3	50	603			
EX		Marty Magee	Omaha, NE/ St. Louis, MO	Assigned National Exhibit TBA	Air	200	150	2	51	3	50	703			
EX		Local Librarian	St. Louis, MO/ St. Louis, MO	Assigned National Exhibit TBA	Auto						50	50			
EX		Colorado Liaison	Denver, CO/ Denver, CO	Assigned National Exhibit TBA	Auto						50	50			
EX		Barb Jones	Columbia, MO/ Denver, CO	Assigned National Exhibit TBA	Air	450	150	3	47	4	50	1,138			
EX		Local Librarian	Denver, CO/ Denver, CO	Assigned National Exhibit TBA	Auto						50	50			
EX		Laura Windsor	Kansas City, KS/ Salt Lake City, UT	Assigned National Exhibit TBA	Air	300	150	3	39	4	50	956			
EX		Local Librarian	Salt Lake City, UT/ Salt Lake City, UT	Assigned National Exhibit TBA	Auto						50	50			

TRAVEL FORM -  
Other Travel

Contract No.: NLM RFP 05-103/VMW      Period Covered: May 1, 2007 - April 30, 2008      Date Submitted: July 15, 2005

Contractor: University of Utah

b. Other Travel

Program Area	Name of Traveler	Departure/Destination	Purpose	Mode	Fare	Hotel Per Person	# of Nights	Per Day	# of Days	Meals Per Person	Other	TOTAL
EX	Siobhan Champ-Blackwell	Omaha, NE/ Phoenix, AZ	Assigned National Exhibit TBA	Air	350	150	4	47	5	50		1,235
EX	Local Librarian	Phoenix, AZ/ Phoenix, AZ Kansas City, KS/ Las Vegas, NV	Assigned National Exhibit TBA	Auto						50		50
EX	Laura Windsor	Omaha, NE/ Las Vegas, NV	Assigned National Exhibit TBA	Air	300	150	4	43	5	50		1,165
EX	Siobhan Champ-Blackwell	Las Vegas, NV/ Las Vegas, NV	Assigned National Exhibit TBA	Air	300	150	4	43	5	50		1,165
EX	Local Librarian		Assigned National Exhibit TBA	Auto						50		50
EX	Siobhan Champ-Blackwell	Omaha, NE/ Location TBA	CTCNet Date TBA	Air	400	150	3	51	4	50		1,104
HP	CDC Synergy Trainer	Omaha, NE/ St. Louis, MO	CDC Synergy Training	Air	200	150	2	51	3	50		703
HP	CDC Synergy Trainer	Omaha, NE/ St. Louis, MO	CDC Synergy Training	Air	200	150	2	51	3	50		703
<b>TOTAL Other Travel</b>												<b>38,291</b>



**Appendix 3**  
J Randal Johnson, Ph.D. Resume and Letter of Commitment

## **J. RANDAL JOHNSON, Ph.D.**

**Office: P.O. Box 410**  
Pinedale, WY 82941-0410  
(307) 360-7408  
jrjconsult@msn.com

**Current Position:** CEO JRJ Consulting Services, Inc.  
Director, Sublette Co. Rural Health Care District

### **Education/Training**

Post-doctoral Fellow, 1991-92

Case Western Reserve University, Cleveland, OH; Sociology/Elderly Care  
Research Center

Ph.D. 1991 University of Washington, Seattle, WA; Sociology

M.S. 1987 Brigham Young University, Provo, UT; Sociology

B.A. 1985 Brigham Young University, Provo, UT; Child Development and Family  
Relations

### **References Available upon Request**

### **Knowledge and Skills**

Speak, read, write continental and Quebecois French.

**Administrative:** practice effective management and program administration principles; understand program planning and evaluation process; understand basic public health principles; good budget construction and tracking skills; understand research methods and use of data; principles of organizational function and relationships; excellent interpersonal/interagency collaboration skills; ability to coordinate diverse panels of individuals.

**Grantwriting/Evaluation:** Pres/CEO JRJ Consulting, Inc.  
(grantwriting/training); excellent proposal writing skills; developed a grantwriting training program designed to introduce novice proposal writers to the principles of grantsmanship; ability to facilitate review process, experience serving on evaluation committees.

**Entrepreneurial:** Past consultant to Utah AHEC Program for development and implementation of new AHEC centers (strong public relations skills); sole proprietor of RavensWing Productions (outdoor and wildlife photography services) strong marketing and networking skills; past joint proprietor of TriCon Consulting (computer training and grant proposal writing services company).

**Public Speaking/Public Service:** 10 peer-reviewed papers presented at national or regional academic conferences; community and campus leadership experience; served as Gubernatorial Appointee to the Utah Youth Parole Authority; served as Gubernatorial Appointee to the Utah Telehealth Commission; served on the Utah Tobacco Strategic Planning Committee; staff support to UDOH Operations Committee; staff support to Utah Indian Health Advisory Board.

**Research:** Strong analytic skills; ability to synthesize research and data to inform program implementation and evaluation; research methodological design and implementation skills; consultant to graduate students re: research design and statistical analyses; 1993 Faculty Research Fellowship, Case Western Reserve University (CWRU); 1992 NIA Summer Institute in Research on Aging Fellowship; 1991 Post-doctoral Research Fellowship, CWRU; 1990 Pre-doctoral Training Fellowship, Dept. of Veterans Affairs, Seattle, WA. (please see Sponsored Research and Publications sections below)

**Teaching:** 15 years experience teaching lower and upper division undergraduate courses; 1994 CWRU Undergraduate Teaching Excellence Award; experience teaching graduate-level courses; experience teaching via distance-learning technology. (please see Teaching Experience section below)

### **Professional Experience**

- |              |  |
|--------------|--|
| 2005         | Director, Sublette County Rural Health Care District   |
| 2001-present | CEO, JRJ Consulting, Inc. grantwriting/training consultation.  |
| 2002         | Member, UDOH Tobacco Strategic Planning Committee  |
| 2000-2002    | Gubernatorial Appointee--Utah Telehealth Commission  |
| 2000-2002    | Board Member/Committee Chair, Rural Health Assn. Of Utah   |
| 1999-2002    | Adjunct Assistant Professor, College of Eastern Utah   |
| 1998-2002    | Director, Eastern Utah Area Health Education Center  |
| 1996-1998    | Health Policy Analyst, Office of Statistics and Evaluation, Utah Department of Health.                             |
| 1995-1996    | Primary Care/Rural Health Coordinator, Bureau of Primary Care and Rural Health Systems, Utah Department of Health. |
| 1994-96      | Gubernatorial Appointee--Youth Parole Authority, Utah Division of Youth Corrections.                               |

- 1994-1998 Adjunct Research Assistant Professor of Gerontology University Gerontology Center, University of Utah.
- 1994-1998 Adjunct Instructor, Department of Behavioral Science, Utah Valley State College.
- 1992-94 Adjunct Assistant Professor of Sociology, Department of Sociology, Case Western Reserve University.
- 1992-94 Faculty Research Fellow, Pepper OAIC, Division of Geriatric Medicine, CWRU School of Medicine, Cleveland, OH.
- 1992-95 Research Associate, Geriatric CARE Center, Fairhill Institute For the Elderly (FIFE).
- 1991-94 Research Associate, Elderly Care Research Center (ECRC), Dept. of Sociology, CWRU.
- 1991-92 Post-doctoral Research Fellow, ECRC, CWRU.

**Related Experience**

- 2004 “Grantwriting for \$ucce\$\$” joint grantwriting training courses for NN/LM Regional Library, University of Utah
- 2002 Grant reviewer for National Library of Medicine Network Grants.
- 1996-present Grantwriting consultant: Tobacco Prevention, BEMS, Price Municipal Corporation.  
  
Invited to review proposals for Tobacco Prevention Community Agency Grant Apps.
- 1998-2000 Invitee to local Health Services Task Forces (TF): Gaps in Service TF; Consumer Education TF; Confidentiality TF; Emergency Medical Services TF.
- 1999-2000 Board Member: New Heights Community Center (Four Corners Mental Health)

**Areas of Academic Specialization**

Sociology of Aging/Social Gerontology, Marriage and the Family, Quantitative Methodology, Social Psychology, Health Services Research

## **Teaching Experience**

Introduction to Grantwriting: How to Write a Successful Grant Proposal. Eastern Utah Area Health Education Program.

Utah State University Extension, Price, UT Campus, Spring, 2000

Introduction to Gerontology

College of Eastern Utah, Price, UT Fall, 2001

Social Psychology, EDNET course.

Utah Valley State College, Orem, UT Fall, 1994–1997

Courses taught: Introduction to Sociology; Marriage, and the Family; Introduction to Gerontology; Introduction to Social Problems.

Case Western Reserve University, Cleveland, OH Fall, 1991 -- Spr., 1994

Courses taught: Introduction to Sociology; Courtship, Marriage, and the Family; Understanding Society: A Sociological look at the 1960s

University of Washington, Seattle, WA 1987 - 1989

Courses taught: Introduction to Social Psychology: Perspectives on Individual Behavior; Introduction to Social Psychology: Perspectives on Social Interaction.

Brigham Young University, Provo, UT 1987

Course taught: Introduction to Social Problems.

## **Departmental Service**

Chair, Curriculum Committee, Department of Sociology, Case Western Reserve University (1992-94).

Undergraduate Advisor, Department of Sociology, Case Western Reserve University (1992).

Faculty Liaison, Graduate Student Assn., Department of Sociology, University of Washington (1988).

Member, Development Committee, Department of Sociology, University of Washington, (1987).

## **Professional/University Service**

**Past Member, Local Arrangements Committee, Association for Gerontology in Higher Education Annual Meetings, Cleveland, OH.**

**Past Member, Local Arrangements Committee, National Council on Family Relations, Seattle, WA.**

**Past Senator, Graduate and Professional Student Senate, University of Washington.**

**Past Member, Executive Board, Utah Sociological Association.**

## **Significant Grant Proposals Authored or Co-authored:**

**Central Valley Medical Center Network Grant (Sept, 2002) A proposal to the Office of Rural Health for a network grant to consolidate and expand services within the Rural Health Management Corporation, through Central Valley Medical Center, Nephi, UT. (TDC \$638,407)**

**Eastern Utah Youth Enrichment Activities Program. Apr, 2002 A small grant to the Greenwood Foundation fund activities to expose area youth to health occupations. (TDC \$11,000)**

**UTAH Area Health Education Center Basic/Core Program-Competitive Continuation Grant. Jan, 2002. The statewide federal grant proposal to continue the AHEC program in Utah. I was the team lead that authored the proposal. Renewal has been approved by HRSA. (TDC \$4,350,892)**

**Summer Academy in Health Careers. March, 2001. A joint proposal with College Of Eastern Utah targeting minority and low-income high school students to expose them to education and career opportunities in healthcare. (TDC \$509,990)**

**Developing Reservation-Based Efforts to Address Morbidity and Mortality (DREAMM). Ute Indian Tribe, P.I. A 3-year grant from the Office of Rural Health Policy Outreach Program to bring health fairs to each of the eight tribes in Utah. I was part of a 4-person team to author the proposal. Period 09-1996 through 08-2000. (TDC \$438,000)**

**Factors Associated with Negative Interactions Between Caregivers and Care-receivers.**

**Principal Investigator: J.R. Johnson, Ph.D. A pilot research project sponsored by the Teaching Nursing Home Project (NIA 5PO1-AG04391) in the School of Medicine at CWRU, funded by the National Institute on Aging for the period 11/1/92 to 8/31/93. (TDC \$4,935)**

**Adaptation to Frailty among Dispersed Elderly. NIA MERIT Award.**

**Principal Investigator: Eva Kahana, Ph.D.**

**Co-Investigators: B. Kahana, Ph.D., K. Kercher, Ph.D., K. Stange, M.D., Ph.D., & J.R.**

**Johnson, Ph.D. This is an extension of a MERIT Award funded by the National Institute on Aging, 1994-1999. (TDC \$636,459)**

**A Family Intervention to Enhance Treatment of Elderly Alcoholic Women.**

**Principal Investigator: James W. Campbell, M.D. Co-P.I.: J. Randal Johnson, Ph.D. Pepper OAIC Pilot Project, funded by NIA. This pilot study is designed to: 1) test the efficacy of a family intervention, patterned after the Johnson Institute Model, on the retention rates of elderly female alcoholics in treatment, and 2) lay the groundwork for a research network to study alcoholism among the elderly. (TDC \$5,437)**

**Processes and Outcomes of the ACE Unit's 'Prehab Program of Patient-Centered Care' for Primary Informal Caregivers. Principal Investigator: Julia Rose, Ph.D. Co-investigator: J. Randal Johnson, Ph.D. Submitted to CWRU Pepper Older Americans Independence Center Pilot and Feasibility Study Program, Funded by the National Institute on Aging. This is a supplemental pilot project attached to the ACE Unit Intervention Study at University Hospitals, funded by NIA, that assess the impact of the ACE Unit intervention on primary informal caregivers of elderly hospitalized patients. (TDC \$15,177)**

#### **Publications**

**J. Randal Johnson and Susan C. Hedrick (in press; J. of Clinical Geropsychology)  
"The Effects of Social Networks and Social Support on Psychological Distress in an Aging Veteran Population."**

**A. Nauta, J.D. Brooks, J.R. Johnson, E. Kahana, & B. Kahana (in press; J. of Clinical Geropsychology)  
"Egocentric and Nonegocentric Life Events: Effects on the Health and Subjective Well-Being of the Aged"**

**J. Randal Johnson, 1996.**

**"Risk Factors Associated with Negative Interactions between Family Caregivers and Elderly Care-receivers." Int'l. J. of Aging and Human Development 43(1): 7-20.**

**E. Kahana, B. Kahana, J.R. Johnson, R.J. Hammond, and K. Kercher, 1994.  
"Developmental Challenges and Family Caregiving: Bridging Concepts and Research."**

**Chapter 1 in Family Caregiving Across the Lifespan, E. Kahana, D. Biegel, and M. Wykle (Eds.), Newbury Park, CA.: Sage.**

**J. Randal Johnson, 1992.**

**"Social Support." Pp. 1976-79 in E. Borgatta and M. Borgatta (Eds.), Encyclopedia of Sociology. New York, N.Y.: Macmillan.**

**Susan Hedrick, J. Randal Johnson, Thomas Inui, & Paula Diehr, 1991.**

**"Factors Associated with Participation in a Randomized Trial of Adult Day Health Care." The Gerontologist 31(5), 607-610.**

**Tim B. Heaton, Stan A. Albrecht, & J. Randal Johnson, 1987.**

**"The Making of British Saints in Historical Perspective." BYU Studies 27(2), 119-135.**

**Papers Presented at Professional Meetings (Peer Reviewed)**

**J.R. Johnson, J. Pearce-Novatney, J. Brooks, A. Nauta, & S. Balaswami**

**"Examining Postdoctoral Fellowships: Relationships to Faculty Members as Students and Relationships to Students as Teachers." Symposium paper presented at the Annual Meetings of the Association for Gerontology in Higher Education, Cleveland, OH, March, 1994.**

**J.R. Johnson**

**"Family Interactions: Conflict and Burden between Family Caregivers and Elderly Patients Discharged into the Community." Symposium paper presented at the Annual Meetings of Association for Gerontology in Higher Education, Cleveland, OH, March, 1994.**

**J.R. Johnson**

**"Factors Associated with Negative Interactions Between Family Caregivers and Elderly Care-receivers." Poster presented at the Annual Meetings of the Gerontological Society of America, New Orleans, LA, November, 1993.**

**A. Nauta, J.D. Brooks, J.R. Johnson, E. Kahana, & B. Kahana**

**"Egocentric and Nonegocentric Stressful Life Events: A Developmental Approach to Successful Aging?" Poster presented at the Annual Meetings of the Gerontological Society of America, New Orleans, LA, November, 1993.**

**E. Kahana, B. Kahana, E. Borawski-Clark, K. Kercher, K. Stange, & J.R. Johnson**

**"Proactive Adaptation and Well-Being among Adventurous Elderly". Poster presented at the Annual Meetings of the International Gerontology Society, Budapest, Hungary, July, 1993.**

**J.R. Johnson and J. Montoro**

**"The Effects of Social Interaction on Psychological Distress: A Look at American Veterans." Paper presented at North Central Sociological Association Annual Meetings, April, 1993.**



**J.R. Johnson**

**"The Effects of Social Support, Social Networks, and Social Interaction on Psychological Distress in an Aging Veteran Population." Paper presented at the American Sociological Association, Pittsburgh, PA, August, 1992.**

**J.R. Johnson**

**"The Effects of Social Support, Social Networks, and Social Interaction on Psychological Distress in an Aging Veteran Population." Paper presented at the Gerontological Society of America, San Francisco, CA, November, 1991.**

**M. Rothman, R. Connis, K. Bulcroft, S. Hedrick, D. Nickinovich, W. Erdly, & J.R. Johnson.**

**"Validation of a Model of Health Status for the Frail Elderly." Paper presented at the Gerontological Society of America, Boston, MA, November, 1990.**

**S. Hedrick, J.R. Johnson, T. Inui, & P. Diehr.**

**"Factors Associated with Participation in a Randomized Clinical Trial of Adult Day Health Care." Paper presented at the Health Promotion in Older Adults Conference, Seattle, WA, November, 1989.**

**Honors/Awards**

**1993 Teacher of the Year, Case Western Reserve University, Cleveland, OH.**

**1987 Phi Kappa Phi Academic Honor Society.**

**1987 Alpha Kappa Delta, National Sociology Honorary.**

**1985 President's Special Service Award, Brigham Young University, Provo, UT.**

**Research Consultation**

**2001-present JRJ Consulting Services, Inc. A Utah Corporation, specializing in grantwriting, grants reviewing, funding searches, grantwriting training.**

**1993 TriCon Consulting Services, Cleveland, OH. I served as Research Associate to TriCon Consulting, a multi-service consulting agency which specialized primarily in computer applications training.**

**1992 Tabac & Associates, Inc. Cleveland, OH. Tabac & Associates, Inc. is a survey research firm. Consulted on questionnaire construction, sample selection, data collection, data analysis, wrote reports, and reported findings to clients, in relation to consumer satisfaction research projects.**

**1988-1989 Halverson & Strong, Attorneys-at-Law, Seattle, WA. Conducted a study of marital longevity in the Harvard-Radcliffe Class of 1964. Reported at the Class Reunion in Cambridge MA, July 1989.**

————— JRJ —————  
CONSULTING SERVICES, INC.

6/29/2005

Claire Hamasu, Associate Director  
NN/LM MidContinental Region  
University of Utah Eccles Health Sciences Library  
10 North 1900 East Bldg 589  
Salt Lake City UT 84112-5890

Dear Claire:

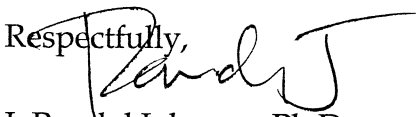
Please accept this letter of commitment regarding the grantwriting workshops that you will be conducting over the next grant period.

I am very pleased to be working with you and the RML again. I feel like our experiences last go-round were very productive, and I am quite interested to be consultant to the NN/LM.

I am in an excellent position to dedicate time and energy to the project. With sufficient notice, I can schedule up to 6 days' didactic and practical instruction, plus prep and travel time. I will teach grantwriting workshops, specifically designed for students with very little to no proposal-writing experience. I can conduct the sessions via interactive video, as well as on-site presentations.

I have developed a training program that is proprietary to my consulting business, JRJ Consulting Services, Inc., and will confine any and all written or presentation materials to that program. As a result, I anticipate no copyright, patent or publication issues arising.

I am, once again, very excited to work with you and your staff. It's a pleasure to work with professionals who understand the importance of this type of work.

Respectfully,  


J. Randal Johnson, Ph.D.  
JRJ Consulting Services, Inc.  
PO Box 410  
Pinedale, WY 82941-0410

Ph: 801/885-6810 (c)

Appendix 4  
Pat Wagner Resume and Letter of Commitment

Pat Wagner, Pattern Research, Inc., P.O Box 9100, Denver CO 80209-0100  
303-778-0880; fax: 303-722-2680; pat@pattern.com; www.patpattern.com

### Recent Work History

Pattern Research, Inc., Box 9100, Denver, CO 80209-0100. 1981-present.  
Co-owner of research and training company with husband Leif Smith.

Regis University, Denver, CO. 1996-1999. Adjunct instructor in Master's of Community Leadership class; taught seminars in leadership, conflict management, communication, and community building for leaders in faith-based organizations.

Metropolitan State College of Denver, Denver, CO. 1991-1997.  
Adjunct instructor in Adult Learning Services. Taught portfolio process for adult learners who wanted college credit for workplace learning.

The Bloomsbury Review, 1553 Platte, Denver, CO 80202. 1990-1998.  
Contributing editor, reviewer and columnist, adult nonfiction, children's literature, and genre fiction.

### Books

- *Building Support Networks for Schools*, ABC-Clio, 1991.
- Essay: *In the Company of Others*, Tarcher, ed. C. Whitmyer. 1993.
- *The BookLover's Guide to Home Libraries*, Owaisa Communications, 1996.
- *Customer Service Manual*, California Libraries, 1998.
- Contributor: *From Outreach to Equity: Innovative Models of Library Policy and Practice*, ALA Editions 2004.
- Contributor: *Conflict Management for Libraries: Strategies for a Positive, Productive Workplace*, ALA Editions, 2005.
- Forward: *Connecting With Campus & Community: Real-Life Marketing & Promotion Strategies for College Libraries*. Haworth Press, 2006.

Contributor/columnist: *The Bloomsbury Review*, *Communities*, *American Forecaster*, *Rocky Mountain News*, *Anchor Point*, *New Age Retailer*.

### Education

Loretto Heights College, Denver, Colorado. 1977-1978. BA in Liberal Arts, with concentrations in print communication and performance.

University of Wisconsin, Milwaukee, Wisconsin. 1971-1973. Philosophy, art.

Goddard College, Plainfield, Vermont. 1968-1971. Education, sociology, mathematics, film, writing.

Pat Wagner and her husband Leif Smith own Pattern Research, Inc., a 30-year-old research and training business in Denver. Pat has been working with libraries, universities, schools and local government as a trainer and consultant since 1978.

Currently, Pat is a presenter for several library training organizations, including Infopeople (California), SOLINET (SE United States) and NELINET (New England). She is a LAMA/ALA Regional Institute trainer and conducts CE programs for the Medical Library Association, as well as contributing to the Dynix Web Seminar Institute (dynix.com). She is a frequent presenter at state and national library conferences, including ALA, MLA, SLA, ACRL, AALL and ARMA. She also has contributed articles to state and national library publications, most recently in *Virginia Libraries*, the Business and Finance division newsletter of the Special Library Association, and *The Gale Business Community Newsletter*.

From small rural one-person libraries to large urban systems, from Alaska to Florida and across the spectrum of library types, Pat has worked with diverse institutions, issues and individuals. She is known for down-to-earth, practical and entertaining programs that focus on real library issues. She works with her clients to design programs that meet the needs of each customer and provides personalized service. In 2004, she worked with library and library organizations in 30 states.

In addition to her work with libraries, she also consults with library boards, foundations, Friends groups, and national, state and regional library organizations.

Current programs are listed at the Pattern Research, Inc. web site at [www.pattern.com](http://www.pattern.com), including a history of recent medical and special library clients and lists of topics.

Recent and upcoming medical library clients (2005) include:

- \* Medical Library Association annual conference, San Antonio, TX
- \* Oregon Health Sciences Library Association, Salem, Oregon, July 2005
- \* North Atlantic Health Sciences Libraries, Inc. annual conference, Providence, Rhode Island - September 2005
- \* Mid-Atlantic Chapter of the Medical Library Association, Charlottesville, VA - October 2005
- \* South Central Chapter of the Medical Library Association, Puerto Rico - October 2005

# Pattern Research, Inc.

*Tools for Explorers Since 1975*

Leif Smith and Pat Wagner, PO Box 9100, Denver CO 80209-0100  
303-778-0880; fax: 303-722-2680; pat@pattern.com; www.pattern.com

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Claire Hamasu, Associate Director  
NN/LM MidContinental Region  
University of Utah Eccles Health Sciences Library  
10 North 1900 East Bldg 589  
Salt Lake City UT 84112-5890

June 29, 2005

## Letter of Commitment for Mid-Continental Training and Consulting

This is to confirm that I will be available in 2006 (or after) for training and consulting on personnel, management, leadership, planning and marketing issues, most probably a 1/2 day, one-day or two-day MLA CE program on marketing for medical library personnel. As per my CV, I have worked with libraries since 1978 and am a CE trainer for MLA with five currently approved topics: leadership, marketing, coaching, change and project management. I have presented for a number of state MLA affiliates and regional chapters, literally coast-to-coast as well consulting for many individual medical, special, government, academic, public and school libraries on these topics. I am happy to provide extensive current references. Last year I worked with libraries and library organizations in 30 states.

I will communicate with the appropriate representatives as to make time for the program(s) and support promoting the program to other chapters and affiliates as well. I am available before, during and after the program for the organizers and participants to discuss logistics and content at no charge. As is our custom, we work within the budget of the region to provide affordable training programs; we charge for the day of training and the travel only. It is the region's responsibility to make the handouts from our master. Our materials are original and we make them copyright-free with no restrictions in order to encourage sharing information outside the classes.

Thank you,  
Pat Wagner

**Appendix 5**  
Elaine Graham, MLS Resume and Letter of Commitment



**ELAINE GRAHAM, M.L.S.**

1186 SW 2<sup>nd</sup> Avenue

Oak Harbor, Washington 98277-5313

Phone: 360-679-8656 Email: elaine-graham@earthlink.net

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**EDUCATION**

M.L.S. (Library Science), 1976; B.A. (French), 1973; University of California, Los Angeles

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**EXPERIENCE**

**Independent Consulting Librarian, Sept. 2003 – Present**

Oak Harbor, Washington

Provide library and information services on a consulting basis. *Corporate technical reference library*: performed collection and database needs analysis; created requirements documentation for an Access database; established policies and procedures for document analysis, data collection, and database entry; developed a system for shelf organization of print documents, and trained library clerical staff. *Cooperative library network program assessment and evaluation*: Analyzed survey data and focus group interview data gathered from academic health science library and hospital library regional network members; wrote reports profiling library staffing, services and resources, outreach programs, and respondents' assessments of regional network services.

**Pacific Southwest Regional Medical Library, at the Louise M. Darling Biomedical Library**

University of California, Los Angeles

**Associate Director, Feb. 2000 – June 2003**

Manage health library network and information outreach services for the Pacific Southwest Region of the National Network of Libraries of Medicine (NN/LM), under contract with the U.S. National Library of Medicine. (The mission of the NN/LM program is to advance the progress of medicine and improve the public health by providing equal access to biomedical information to health professionals and by improving the public's access to health information.) Facilitate resource sharing, cooperative projects, and training and development among a network of over 600 members providing health information services, including hospital, academic, and public libraries. Conduct outreach programs in partnership with network libraries and other organizations in the region; refer health professionals and consumers who are seeking sources of reliable health information to local libraries. Exhibit web-based information resources at conferences, teach classes in health information access, and demonstrate NLM databases and resources, including PubMed/MEDLINE, MEDLINEplus, ClinicalTrials.gov, and the NLM Gateway. As operating head, plan and evaluate services; communicate with the National Library of Medicine and regional groups; prepare technical and business proposals, program objectives, annual budgets, and progress reports. Serve on the Biomedical Library's Executive Committee; supervise 7.5 FTE.

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**EXPERIENCE (continued)**

**Longview Community College Library, Lee's Summit, Missouri**

**Reference Librarian** (part-time), Jan. 1998 – July 1998

Provided reference and instructional services to students, faculty, and staff. Answered informational questions and advised on appropriate print and electronic information resources. Assisted users in formulating successful search strategies and evaluating results in online and CD-ROM databases, including the KACEY online catalog (Kansas City Library Consortium), OCLC First Search, EBSCOhost Masterfile, and ProQuest Direct. Provided guidance on Internet Web search engines and site selection and evaluation. Developed and presented bibliographic instruction. Maintained pathfinders and selected bibliographies. Coordinated reference collection development in the humanities.

**SilverPlatter Information, Inc., Norwood, Massachusetts**

**Information Resources Group, Pasadena, California (subsidiary), 1993 – 1997**

**Product Manager, Feb. 1996 – July 1997** (Based in Missouri.)

Directed product development, marketing, and partner relations for student and library-oriented publications within the *RNdex*<sup>TM</sup> family of CD-ROM and Internet information products in nursing. At professional conferences and educational meetings nationwide, taught effective use of *RNdex* products and the WinSPIRS<sup>TM</sup> and WebSPIRS<sup>TM</sup> search interfaces. Planned direct mail, advertising, and conference exhibit activities. Coordinated design and creation of promotional materials. Prepared print and on screen user documentation. Provided backup to user support staff. Coordinated contractor fulfillment services. Consultant to main office staff on marketing, management, and technical issues related to the entire product line.

**Publishing Director and General Manager, Oct. 1994 – Jan. 1996**

As IRG Publishing Director, led a team of editorial, production, information systems, and office support personnel in creating and publishing the *RNdex* CD-ROM and Internet databases. Coordinated processes, communications, and schedules among staff responsible for content creation and editing; product planning and design; database production, maintenance and publishing; and technical and administrative support. Developed strategic partnerships with other publishers and professional associations, including the American Journal of Nursing Co. and the National Student Nurses Association. Responsible for planning, operations, finance, and communications with corporate offices and division marketing. Upon incorporation of the division in August 1995, served as IRG General Manager with expanded responsibility for marketing. Supervised 15-18 employees.

**Medical Editor, June 1993 – Sept. 1994**

Developed 15 CD-ROM specialty reference databases for physicians. Determined product scope and coverage and devised strategies for data selection. Coordinated database design and production with the Massachusetts database development group. Collaborated with the SilverPlatter Education division marketing staff to identify distribution partners and marketing approaches. Wrote product descriptions and text for marketing materials. Prepared print and on screen user guides.

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**EXPERIENCE (continued)**

**Boeing Defense & Space Group, Proposal Resources Organization**

Seattle, Washington, 1989 – 1992

**Information Specialist, Aug. 1990 – Sept. 1992**

Using Information Dimensions' BASIS document management software, developed and maintained online databases, including the online catalog of proposal documents. Prepared user manuals and trained proposal development personnel in use of information resources. Analyzed and documented organizational computing requirements. Worked with computer systems personnel to investigate software alternatives to meet information management needs. Conducted research and provided technical writing support for new business proposals. Prepared position papers and public relations materials, including newsletter articles, brochures, and displays.

**Government Policy Analyst, Feb. 1989 – July 1990**

Collected, analyzed, and disseminated information on acquisition policies of government procurement agencies. Researched and analyzed company proposal documents, government publications, in-house databases, and external reference sources. Answered questions relating to proposal development from management, technical, and proposal personnel. Monitored trends affecting the proposal preparation process and alerted proposal writers and managers to changes in federal policy.

**Pacific Southwest Regional Medical Library Service (PSRMLS)**

**Louise M. Darling Biomedical Library, University of California, Los Angeles, 1981 – 1989**

**Associate Director, Sept. 1985 – Jan. 1989**

Managed the Library's contract with the U.S. National Library of Medicine (NLM) to organize and provide services to a cooperative network of over 500 health sciences libraries. Assessed information needs, planned network services, and evaluated programs. Maintained communications with NLM, network participants throughout the four-state region, and other library and university agencies. Led a team of professional, technical, and support staff to implement network programs, including introduction of information technologies, cooperative projects, library development, online database search training, and research projects. Wrote proposals and negotiated multi-year, multi-million-dollar contract. Planned budget and monitored expenditures for the PSRMLS program. Prepared statistical and narrative reports for distribution to network libraries and NLM. Coordinated health professional, resource library, and network member advisory committees. Served on the Biomedical Library's Executive Committee. Supervised 8 employees.

**Resource Development Coordinator, Dec. 1984 – Sept. 1985**

Conducted training of library personnel to improve the scope and quality of library. Prepared instructional materials for workshops. Designed and taught seminars for librarians on consulting and basic library skills training. Implemented DOCLINE, the National Library of Medicine's electronic system for automatic routing and referral of interlibrary loan requests. Developed fact sheets and brochures. Worked with regional resource libraries to serve the needs of unaffiliated health professionals. Established a clearinghouse of hospital library consultants. Provided telephone and on-site consultation to health sciences libraries on topics such as JCAHO accreditation, resource sharing, library automation, and space planning.

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## EXPERIENCE (continued)

### **Head, Consulting and Training Section, Nov. 1981 – Dec. 1984**

Provided library development services throughout the four-state PSRMLS region. Prepared publications, produced instructional materials, and conducted workshops on the organization and management of libraries. Provided on-site and telephone consultation to hospitals and other health-related institutions seeking to initiate or improve library services. Assisted grant applicants submitting proposals to the National Library of Medicine. Worked with library groups to encourage resource-sharing projects. Evaluated PSRMLS programs. Edited the bimonthly newsletter and prepared public relations materials. Evaluated and disseminated information on library applications of technology. Supervised one employee.

### **Kaiser Permanente Medical Center, Health Science Library**

Panorama City, California, 1976 – 1981

#### **Medical Librarian, Sept. 1979 – Nov. 1981**

Managed library services to meet the information needs of a variety of health professionals. Provided reference services, including online bibliographic searching of MEDLINE® and other databases. Presented library user orientation and instruction. Worked with the library committee and other medical center staff to develop a collection reflecting the patient care, education, and research-related interests of library users. Joined with other regional Kaiser Permanente Libraries to create a shared online catalog, plan cooperative serials acquisitions, and automate serials processing. Prepared the library budget, monitored expenditures, and prepared narrative and statistical reports. Served on the outpatient clinic's Quality Assurance Committee. Managed staff support for continuing education and research programs. Supervised 5 employees.

#### **Assistant Medical Librarian, Nov. 1976 – Sept. 1979**

Provided reference services, including online database searching. Assisted with selection and acquisition of library materials. Cataloged new acquisitions and revised the subject catalog to provide consistent subject access. Coordinated audiovisual services. Processed difficult interlibrary loan requests.

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## CONSULTING PROJECTS

Medical Library Consultant, Al Hada Hospital and Rehabilitation Center, Taif, Saudi Arabia, and Armed Forces Hospital, King Abdulaziz Airbase, Dhahran, Saudi Arabia, January-February 1984

Consultant, Thesaurus Revision project of the *Cumulative Index to Nursing and Allied Health Literature*, Glendale Adventist Medical Center, Glendale, California, 1982-1983

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## MEMBERSHIPS

Medical Library Association; Pacific Northwest Chapter/MLA  
Pacific Northwest Library Association  
Friends of the Oak Harbor Library

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## PUBLICATIONS

- Graham, Elaine; Kwan, Julie; Lynch, Andrea. FreeShare to the Rescue! Paper presented at the Annual Meeting of the Medical Library Association, May 2003.
- Graham, Elaine. Book review: Jennifer Connor. Guardians of Medical Knowledge: The Genesis of the Medical Library Association, in *Library Quarterly* 71(4):538-539, Oct. 2001.
- Graham, Elaine. People making a difference. *Latitudes: Newsletter of the Pacific Southwest Region, National Network of Libraries of Medicine*, 1999 Sept-Oct; 8(5)1-3.
- Graham, Elaine. Questions and answers about database searching. *Imprint; The Professional Magazine for Nursing Students*, 1997 Sept-Oct; 44(4):45-46, 48-50.
- Graham, Elaine; Johnson, Diane E.P. Lifelong learning: information management in critical-care nursing. *American Journal of Critical Care*, 1996 Nov; 5(6 Suppl):1-8. (Continuing education supplement with AACN Category O approval, 1.0 contact hours/CERPS.)
- Griesinger, Vicki; Graham, Elaine. Information for winning proposals. *APMP (Association of Proposal Management Professionals) Newsletter*, 1991 Aug-Sept; 2(2):9-10.
- Lovas, Irene; Graham, Elaine; Flack, Virginia. Health professionals' use of documents obtained through the Regional Medical Library Network. *Bulletin of the Medical Library Association*, 1991 Jan; 79(1):28-35. (Expansion of a contributed paper for the Medical Library Association Annual Meeting, New Orleans, May 22, 1988.)
- Graham, Elaine; Lovas, Irene; Flack, Virginia. *Health Professionals' Use of Documents Obtained Through the Regional Medical Library Network*. Los Angeles: University of California, Biomedical Library, 1988.
- Darling, Louise; Graham, Elaine. Chapter 2: Health Science Libraries, in *Handbook of Medical Library Practice*, 4th ed., vol. 3. Darling, Louise, ed. Chicago: Medical Library Association, Inc., 1988, pp.11-68.
- Graham, Elaine; Van Vuren, Darcy D.; Flack, Virginia. Impact of the Pacific Southwest Regional Medical Library Service on hospital library development. *Bulletin of the Medical Library Association*, 1987 Jul; 75(3):214-220.
- Graham, Elaine. Pacific Southwest Regional Medical Library Service. *UCLA Librarian*, 1987 Mar; 40(2):8-9.
- Graham, Elaine. Local Area Networks and Libraries: The Los Angeles Chapter of ASIS Proceedings (book review). *Bulletin of the Medical Library Association*, 1986 Apr; 74(2):173-4.
- Graham, Elaine. PSRMLS: Network in transition. *NLM News*, 1986 Mar; 41(3):4-6.
- Fishel, Carolyn; Graham, Elaine, and others. CINAHL list of subject headings: a nursing thesaurus revised. *Bulletin of the Medical Library Association*, 1985 Apr; 73(2):153-159.

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**PUBLICATIONS (continued)**

Graham, Elaine. *Consulting Services and Library Skills Training: A Seminar for Librarians* (syllabus). Los Angeles: University of California, Biomedical Library, 1985.

Van Vuren, Darcy; Graham, Elaine; Flack, Virginia. *Hospital Library Development and the Impact of PSRMLS Services: Report of an Evaluation Project*. Los Angeles: University of California, Biomedical Library, 1985. (Graham presented a contributed paper on this project at the Medical Library Association Annual Meeting, New York, May 25-30, 1985.)

Kesti, Julie; Graham, Elaine. *Reference Materials and Services for a Small Hospital Library*, 5th rev. ed. Los Angeles: University of California, Biomedical Library, 1984.

Smith, Julie; Graham, Elaine; and others. Salary survey of the Medical Library Group of Southern California and Arizona. *Bulletin of the Medical Library Association*, 1984 July; 72(3):295-300.

Fishel, Carolyn; Graham, Elaine; and others. 1983 CINAHL Transition Guide. Glendale, Calif.: Cumulative Index to Nursing and Allied Health Literature, 1983.

Graham, Elaine, ed. *Cataloging Policies and Procedures for the Hospital Library*, 3rd ed. Los Angeles: University of California, Biomedical Library, 1983.

**Elaine Graham, M.L.S.**  
**1186 SW 2<sup>nd</sup> Avenue**  
**Oak Harbor, WA 98277-5313**  
**(360) 679-8656**  
**elaine-graham@earthlink.net**

June 20, 2005

Claire Hamasu, Associate Director  
NN/LM MidContinental Region  
University of Utah Eccles Health Sciences Library  
10 North 1900 East Bldg 589  
Salt Lake City UT 84112-5890

Dear Claire:

This letter indicates my willingness to serve as your consultant to prepare evaluation reports in the upcoming NN/LM MidContinental Region contract (2006-2011). I have the required expertise, including familiarity with previous evaluation done in the region, and extensive experience with the NN/LM program.

I am available to the project as needed during the upcoming contract period, and I anticipate spending approximately 70 hours on each of the 3 evaluation reports projected. As for rights to publications and patents, I agree that you should retain the publication rights, with acknowledgement of me as an author.

I look forward to this opportunity.

Sincerely,



Elaine Graham

**Appendix 6**  
Facilities and Administration Cost Rate Agreement



**COLLEGES AND UNIVERSITIES RATE AGREEMENT**

EIN #: 1876000525A1

DATE: September 6, 2001

INSTITUTION:  
University of Utah  
201 South Presidents Circle  
Room 408  
Salt Lake City

UT 84112-9023

FILING REF.: The preceding Agreement was dated January 28, 1997

The rates approved in this agreement are for use on grants, contracts and other agreements with the Federal Government, subject to the conditions in Section III.

**SECTION I: FACILITIES AND ADMINISTRATIVE COST RATES\***

RATE TYPES:		FIXED	FINAL	PROV. (PROVISIONAL)	PRED. (PREDETERMINED)
TYPE	EFFECTIVE PERIOD		RATE (%)	LOCATIONS	APPLICABLE TO
	FROM	TO			
PRED.	07/01/03	06/30/06	49.5	On-Campus	Organized Research
PRED.	07/01/03	06/30/06	25.0	Off-Campus	Organized Research
PRED.	07/01/03	06/30/06	34.1	On-Campus	Instruction
PRED.	07/01/03	06/30/06	26.0	Off-Campus	Instruction
PRED.	07/01/03	06/30/06	27.5	On-Campus	Other Spons Act
PRED.	07/01/03	06/30/06	19.4	Off-Campus	Other Spons Act
PROV.	07/01/06	UNTIL AMENDED	Use same rates and conditions as those cited for fiscal year ending June 30, 2006.		

**\*BASE:**

Modified total direct costs, consisting of all salaries and wages, fringe benefits, materials, supplies, services, travel and subgrants and subcontracts up to the first \$25,000 of each subgrant or subcontract (regardless of the period covered by the subgrant or subcontract). Modified total direct costs shall exclude equipment, capital expenditures, charges for patient care, tuition remission, rental costs of off-site facilities, scholarships, and fellowships as well as the portion of each subgrant and subcontract in excess of \$25,000.

INSTITUTION:  
University of Utah

AGREEMENT DATE: September 6, 2001

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SECTION II: SPECIAL REMARKS

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TREATMENT OF FRINGE BENEFITS:

This organization charges the actual cost of each fringe benefit direct to Federal projects. However, it uses a fringe benefit rate which is applied to salaries and wages in budgeting fringe benefit costs under project proposals. The fringe benefits listed below are treated as direct costs.

TREATMENT OF PAID ABSENCES:

Vacation, holiday, sick leave pay and other paid absences are included in salaries and wages and are claimed on grants, contracts and other agreements as part of the normal cost for salaries and wages. Separate claims for the costs of these paid absences are not made.

DEFINITION OF EQUIPMENT

Equipment is defined as tangible nonexpendable personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit.

DEFINITION OF ON/OFF CAMPUS

The On-Campus rate includes activities conducted at:

1. University of Utah owned facilities.
2. Rental facilities in Research Park.
3. Facilities at Old St. Mark's Hospital.
4. Medical Center also known as the Stangl Building.

The Off-Campus activities are defined as activities not listed above as on-campus or any activity conducted at a field location for a period of longer than 120 days. The distinction between on and off campus activities will be made in accordance with the proposal and based on actual costs incurred at the selected locations (on and off campus).

The 120 days off-campus definition does not apply to welfare training conducted by the University for the State of Utah. On-Campus course preparation and actual off-campus costs of instruction will be separately identified. The on-campus costs of instruction will be separately identified. The on-campus instruction rate will only be applied to the on-campus costs. The off-campus rate should be applied to the off-campus costs exclusive of facility rental costs regardless of who pays these costs.

The following fringe benefits are treated as direct costs:

FICA, WORKERS COMPENSATION, UNEMPLOYMENT, L-T DISABILITY, HEALTH/DENTAL/LIFE INSURANCE, AND STATE/TIAA RETIREMENT.

INSTITUTION:  
University of Utah

AGREEMENT DATE: September 6, 2001

SECTION III: GENERAL

A. LIMITATIONS:

The rates in this Agreement are subject to any statutory or administrative limitations and apply to a given grant, contract or other agreement only to the extent that funds are available. Acceptance of the rates is subject to the following conditions: (1) Only costs incurred by the organization were included in its facilities and administrative cost pools as finally accepted: such costs are legal obligations of the organization and are allowable under the governing cost principles; (2) The same costs that have been treated as facilities and administrative costs are not claimed as direct costs; (3) Similar types of costs have been accorded consistent accounting treatment; and (4) The information provided by the organization which was used to establish the rates is not later found to be materially incomplete or inaccurate by the Federal Government. In such situations the rate(s) would be subject to renegotiation at the discretion of the Federal Government.

B. ACCOUNTING CHANGES:

This Agreement is based on the accounting system purported by the organization to be in effect during the Agreement period. Changes to the method of accounting for costs which affect the amount of reimbursement resulting from the use of this Agreement require prior approval of the authorized representative of the cognizant agency. Such changes include, but are not limited to, changes in the charging of a particular type of cost from facilities and administrative to direct. Failure to obtain approval may result in cost disallowances.

C. FIXED RATES:

If a fixed rate is in this Agreement, it is based on an estimate of the costs for the period covered by the rate. When the actual costs for this period are determined, an adjustment will be made to a rate of a future year(s) to compensate for the difference between the costs used to establish the fixed rate and actual costs.

D. USE BY OTHER FEDERAL AGENCIES:

The rates in this Agreement were approved in accordance with the authority in Office of Management and Budget Circular A-21 Circular, and should be applied to grants, contracts and other agreements covered by this Circular, subject to any limitations in A above. The organization may provide copies of the Agreement to other Federal Agencies to give them early notification of the Agreement.

BY THE INSTITUTION:  
University of Utah

\_\_\_\_\_  
(INSTITUTION)

*Arnold B. Combe*

\_\_\_\_\_  
(SIGNATURE)

Arnold B. Combe

\_\_\_\_\_  
(NAME)

Vice President for Administrative Services

\_\_\_\_\_  
(TITLE)

September 19, 2001

\_\_\_\_\_  
(DATE)

BY THE COGNIZANT AGENCY  
ON BEHALF OF THE FEDERAL GOVERNMENT:

\_\_\_\_\_  
DEPARTMENT OF HEALTH AND HUMAN SERVICES

\_\_\_\_\_  
(AGENCY)

*David S. Low*

\_\_\_\_\_  
(SIGNATURE)

David S. Low

\_\_\_\_\_  
(NAME)

DIRECTOR, DIVISION OF COST ALLOCATION

\_\_\_\_\_  
(TITLE)

September 6, 2001

\_\_\_\_\_  
(DATE) 1103

HHS REPRESENTATIVE: Robert S. Klein

Telephone: (415) 437-7820

UNIVERSITY OF UTAH

EXHIBIT A

PREDETERMINED INDIRECT COST RATES FOR THE PERIOD  
 JULY 1, 2003 THROUGH JUNE 30, 2006

	ORGANIZED RESEARCH		INSTRUCTION		OTHER SPON. ACTIVITIES	
	ON-CAMPUS	OFF-CAMPUS	ON-CAMPUS	OFF-CAMPUS	ON-CAMPUS	OFF-CAMPUS
EQUIPMENT						
BUILDING	3.80	5.50	2.00	0.90	2.90	0.70
OPERATION & MAINT	14.00		3.90		3.60	
GEN ADMIN	4.50		5.00		5.00	
DEPT ADMIN	18.00		20.00		11.60	
SPON PROJ ADMIN	2.50		2.80		2.80	
ADMIN COMPONENTS	25.00	25.00	26.00	26.00	19.40	19.40
LIBRARY	1.20		1.30		0.90	
TOTAL	49.50	25.00	34.10	26.00	27.50	19.40

CONCUR

*[Signature]*  
 (SIGNATURE)

Director of Governmental Accounting & Support Services  
 TITLE

September 19, 2001  
 DATE