

State University
of New York



RFP

REQUEST FOR PROPOSAL

**Federal
Research & Development
by
Contract**

WASHINGTON OFFICE

STATE UNIVERSITY OF NEW YORK

SEPTEMBER 1974

AJCL EDITOR'S NOTE

The document reproduced on these frames came to the Editor's attention recently, in spite of the publication date. AJCL thanks the State University of New York, copyright holder, and Mr. Mort Grant, Director of the Research Foundation of SUNY; Ms. Winifred R. Widmer, Assistant Director for Administration; Mr. William F. Claire, Director of the SUNY Washington Office; Mr. Jim Kalas and Ms. Susan G. Sorrels of that Office; for their several contributions to the appearance here of RFP.

Some of the names and telephone numbers must no longer be correct; but ACL and AJCL do not have the means to bring them up to date. The general understanding of the system which this document provides is valuable to any ACL member who chooses to make use of it. Broader Federal support for the use of computers in linguistics is probably the only way to bring the field to a much higher level of activity.

--DGH

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INTRODUCTION

In view of an increasing interest in government agencies in pinpointing their research needs, the Washington Office of State University of New York feels that it is appropriate for its campuses to familiarize themselves with what is commonly called the RFP process. The "request for proposal," or the government way of saying that it is putting out bids to fulfill a specific need, is becoming something that all campuses should be aware of in their efforts to secure all possible funding for research and development from outside sources. Federal contracting out, as it were, can be a complicated process, but we hope that potential investigators will regard this information as preliminary. After that, there isn't any substitute for the amount of work involved.

This booklet is designed to give campus representatives an overview of the agencies involved, as well as an understanding of and explanation of the RFP contract mechanism. We have listed 15 separate agencies currently involved in this contract mechanism, their interest and appropriate addresses for more information. We have also included a glossary of terms as a guide and an index of the various offices and bureaus within each of the 15 agencies.

The time span from inception of an idea to actual publication is always a lengthy one and many people have been involved with this report. William Hedberg, Susan Sorrels, Jim Kalas, and Carole Combs have all participated in its development. Bryan Swartz, who joined our office in the summer of 1974 as an intern from the Stony Brook campus, deserves special praise for his coordination of many activities leading to the publication of the book. Without his dedication to the project, it might have been delayed considerably. We are grateful to all of these people for their assistance. We hope that the book will prove a valuable working guide for anyone interested in the contract system. The Washington Office would be pleased to provide additional information about the agencies involved.

William F. Claire
Director, Washington Office

I. FEDERAL PROCUREMENT FOR RESEARCH AND DEVELOPMENT: AN EXPLANATION OF THE RFP CONTRACT MECHANISM

Each year the federal government contracts for billions of dollars of work to support efforts deemed to be in the national interest. A significant percentage of the contract services are in the form of Research and Development (R & D) or programmatic work which colleges and universities are particularly well-suited to perform. The government commits these funds in either of two ways: grants or contracts.

University researchers are generally more familiar with the grant procedure than with the contract procedure. Under a grant program, a given federal agency is authorized to grant funds to non-profit institutions, frequently educational institutions, for the purpose of supporting research or a program in a given general area. A body of general conditions are established by the Congress and refined by the applicable agency to set parameters for the program as a whole. A specific grant for a program can be made so long as it fits within the general standards (the Guidelines) of the program and meets whatever qualitative standards for review that have been established.

Since grant funds, particularly in research areas, have been increasingly competitive in recent years, the university community is turning its attention to potential support through the contract mechanism. A contract, unlike a grant, is generally awarded for the purpose of meeting a specific requirement that a federal agency has determined to be important to the achievement of the agency's responsibilities. The contract will tend, therefore, to be specific in terms of the agency's needs, and in the case of research, will usually be for the purpose of "applied" rather than "basic" research. The contract, also unlike the grant, can be negotiated with any organization that is legally constituted to do business with the government, whether non-profit or profit-making.

Government procurement in its present massive scope is a relatively new phenomenon, having emerged in its present form in the past quarter of a century. Each of the many federal agencies involved in procurement - and most are - developed a set of standards and procedures to administer the contracting process. While the procedures used by any given agency tend to be relatively orderly in terms of that agency's requirements, they will not necessarily conform to the practices of another agency. Looking at the federal government as a whole, however, the set of practices is varied, highly technical and often confusing. The general descriptions offered in this statement, therefore, are subject to the differing qualifications and refinements established by individual government agencies.

In recent years there has been an attempt to bring inter-agency consistency to the procurement process. A special government task force has recommended legislation which would bring uniformity in procurement policy. Congress is considering such legislation, which will be discussed later.

Basic contractual agreements with the federal government are developed in one of four ways:

A. *Sole Source Procurement.* The government negotiates with one and only one provider on the grounds that the product or service is uniquely provided by the organization in question.

B. *Single Source Procurement* The government negotiates with one and only one provider in instances where there could be competitive bids but because of factors such as geography, location, convenience or special urgency competitive bidding is unwarranted.

C. *Competitive Negotiation* In instances where providers are few and known to the government, competition is limited to the known providers and publicity regarding the availability of a contract is not required.

D. *Open Competition* Contracts are let by open bid, utilizing the mandatory provisions for advertising publicly the availability of the contract, and open solicitation of proposals as described later.

In addition to the four types of contractual processes, there are special types of contractual arrangements for special purposes. For university representatives, the *Open* and *No Cost* Contracts are of particular interest. These contracts permit the exchange of equipment, particularly scientific equipment, and documents for specified purposes without actual fiscal transaction.

Of the various contractual patterns, the Open Competition is becoming the most common contract mechanism. Since the government purchases goods and services on a daily basis and in amounts totaling billions of dollars annually, the problem for potential investigators is how to discover that a contract of interest will be let and whether their organizations have sufficiently reasonable chances of winning the contract to justify the extensive and uncompensatable effort required to apply.

Each competitive contract let by the government must be announced as open to competition. The announcement is in the form of a *Request for Proposal* (RFP). The announcement must be published in the journal that has become the primary source for all contract information: the *Commerce Business Daily*. The *Commerce Business Daily* is published in Chicago as a service of the Department of Commerce. (It may be ordered from the Government Printing Office, Washington, D.C.; the subscription rate is currently \$63.50 per year.) The *Commerce Business Daily* has a small staff and consequently must publish RFP announcements as they are written by the contributing agency. As a result, information that is published regarding a given competition is often scant and late, with proposal deadlines sometimes only a matter of days away from the date of publication. Frequently a notice will indicate the need to send for more detailed information provided by the agency offering the contract. Writing for the necessary information cuts into the short time available for preparation of a proposal to meet a deadline date.

Alternately, most agencies provide an additional advantage to prospective bidders in the form of "Bidders Lists." All current prospective bidders on a "Bidders List" are

notified of a pending RFP, generally at the same time the *Commerce Business Daily* is notified, thus giving the bidder on the list the advantage of several days.

In order to be included on a "bidders list," an investigator must contact the agency with which he intends to do business and request an application. Most agencies now use Standard Form 129* for placement on bidders lists. While there is some inter-agency cross-listing of bidders, for the most part applicants must expect to submit Standard Form 129 separately to each agency for placement on a bidders list.

There are some difficult problems in the mechanics of the contract process of which interested college and university representatives should be aware. For example, government agencies have established the rule that each organization on a "bidders list" must respond either positively or negatively to every RFP it receives. If an organization fails to respond to an RFP with at least a notice of intent, it is removed from the "bidders list." Maintaining status on a "bidders list" therefore can become a tedious administrative task justifiable only to those organizations that are geared to a heavy volume of government contracting. The "bidders list" does permit the applicant organization to indicate the types of proposals in which it is interested and its capacities to perform tasks, however, so that RFP's are sent to the organization only when the RFP is relevant to the organizations' capabilities. Some of the administrative burden on prospective contractors is eliminated by this procedure.

Even in the best of circumstances, however, bidders frequently have as little as two weeks to prepare a proposal. Generally the competition has the same time constraints, but the process does require staff who are available and who can "drop everything" in order to meet a proposal deadline. Private research corporations and consulting firms can administer their work so that they may respond to proposal preparation on short notice; responding quickly to an RFP is frequently more difficult for university investigators with heavy commitments to teaching and other university-related activities.

Except for the time constraints under which one must work, the preparation of contract proposals differs little from the preparation of grant proposals. In one sense, the preparation of a contract proposal is easier because specific terms and objectives are generally stated in the RFP. The proposal is frequently a statement of the methodology and procedures for achieving prescribed objectives. On the other hand, the contract leaves little latitude for the creative investigator to determine the character of the research to his own standards. The agency sponsoring the RFP sometimes employs qualified persons who can state a valid set of objectives and specifications for the contract; sometimes, however, it does not. It might be necessary for the response to an RFP to contain arguments for altering objectives and specifications that diplomatically demonstrate how the governments' interests will be served.

Contracting also can take place by means of an "Unsolicited Proposal." The investigator submits a proposal which he has initiated to an appropriate federal agency and the agency can respond at its discretion if the proposal meets agency needs. Generally the unsolicited proposal rises as a result of prior informal discussions between the investigator and

*See Appendix A

the government agent.

When a contract has been awarded by a particular agency, the investigator's fiscal agent must meet with the agency's contract officer to negotiate the final terms of the contract. The type of negotiation will depend upon whether the contract is *Fixed-Price* or *Cost-Reimbursable*. A *Fixed-Price* contract is one in which the organization and the agency agree upon contract terms for a pre-determined fixed cost. Once the *Fixed-Price* contract is signed, the organization must meet the terms of the contract for the price regardless of circumstances. The fixed-price contract is generally more appropriate for products than for services.

The *Cost-Reimbursable* contract is negotiated on the basis of cost estimates of monthly operating levels. The monthly operating level will be the sum of allowable costs on a monthly basis during the time of the contract. It is understood that the final price of a *Cost-Reimbursable* contract can go up (*Cost Overrun*) or down from the original estimate as a function of allowable costs actually incurred.

The *Fixed-Price* contract is easier to administer and simplifies record-keeping. The reason for this is that once the price is set the government is relatively unconcerned about how contract expenditures break down by category or line items. With the *Cost-Reimbursable* contract, complete documentation by cost category must be strictly maintained since the documentation is the sole basis for reimbursement for expenditures under the contract. The administration of the *Cost-Reimbursable* contract is much more tedious, therefore, than is the case for the *Fixed-Price* contract, but does have the advantage, given adequate book-keeping, of entailing no risk to the contractor.

Because the total cost of a *Cost-Reimbursable* contract is an estimate rather than a firm figure, the awarding of a competitive bid can be based on factors other than the "bottom line" cost. Clearly the level of operational cost will be a significant factor in determination of an award, but in the absence of strict *Fixed-Cost*, the way is opened for numerous judgment factors to affect the decision of award. While the government has tried to establish safeguards against arbitrariness and favoritism, the latitude in decision-making is still wide in open competition contracting and even wider in the other contractual forms.

WHAT CONGRESS IS DOING ABOUT THE PROCUREMENT PROCESS

What has happened over the years is that federal procurement has become a big business. Contracts for goods, services (which include research and development), and facilities have reached \$60 billion annually. Although no statistics are available to describe the amount of federal contracts awarded colleges and universities, we do know that college and university participation in federal research and development efforts represents approximately 14% of the total federal investment in R & D, and that an increasing amount of that money is awarded by contract.

What is disturbing is that despite the magnitude of federal expenditures by

contract, the government has no single office responsible for policies to govern the procurement process, and no single source to provide guidance and information about federal procurement laws and regulations. In fact, the federal government has no clear-cut definition for the terms grant and contract.

As a result, we have been faced with confusing and complicated rules, excessive paperwork, favoritism and abuses in procurement practices, cost overruns, and many other factors that led to a thorough study of procurement practices by the Commission on Government Procurement.

The results of the Commission's work is now demonstrated in the Congress. Using the Commission's report and recommendations as a blueprint, Congress is considering legislation to address procurement problems, including two major bills of interest to State University of New York.

One measure, certain to bring about fundamental changes necessary to improve the system, would establish a central procurement policy office in the Executive Office, which would provide overall guidance and direction for federal procurement policy. The office would establish a government-wide system of uniform procurement regulations, coordinating policies and regulations of federal agencies, and exercising leadership in monitoring and revising future policies and procedures. The Administrator would be appointed by the President and approved by the Senate. All major decisions by the Office would be approved by Congress.

At this writing, a House-Senate conference committee is considering the measure. Sources indicate that the bill should be agreed to in the near future and will be sent to the President for his signature.

The other major procurement bill (S 3514, HR 9060) now under consideration by Congressional committees hopefully would eliminate the present confusion among federal agencies in determining whether the legal instrument used to support the desired goods or services should be a grant or contract, or cooperative agreement, simply by defining the terms clearly. Under both House and Senate versions of the bill, the contracts would be used whenever the principal purpose of the agreement would be to purchase goods or services "for the direct benefit or use of the federal government" for "ultimate public use." Grants would be used as the legal instrument when the objective would be "to accomplish a public purpose authorized by federal statute" rather than for direct use by the federal government. Cooperative agreement would be used to apply whenever the activity would be authorized by federal statute but "substantial involvement" of the federal agency is also necessary.

At this writing, the bill is under consideration by House and Senate Government Operations Committees. Since the legislation would directly affect agreements for research and development by State University of New York and federal agencies, it is recommended that interested persons remain aware of the measure's status.

II. ALPHABETICAL LISTING OF FEDERAL AGENCIES THAT CONTRACT FOR RESEARCH AND DEVELOPMENT

DEPARTMENT OF AGRICULTURE

Agricultural Research Service

Principal Interests. Physical, biological, chemical and engineering research; includes the 11,000 acre Agricultural Research Center, Beltsville, Maryland. Clothing and housing research, household economics, and human nutrition research. New and improved industrial and food products and processing methods for agricultural commodities. Soil and water, crop, animal husbandry, entomology and agricultural engineering research.

Address.

Administrator, T.W. Edminster
Agricultural Research Service
14th and Independence Avenue, S.W.
Washington, D.C. 20250
Tel: 202, 447-3656

Forest Service

Principal Interests: Timber, forested watershed and rangeland management and protection; forest product utilization and marketing.

Address:

Chief, Forest Service, John McGuire
Department of Agriculture
14th and Independence Avenue, S.W.
Washington, D.C. 20250
Tel: 202, 447-6661

Economics Research Service

Research in farm and marketing economics, resource development, economic and statistical analyses, foreign trade development.

Address.

Administrator, Quentin M. West
Economics Research Service
Department of Agriculture
14th and Independence Avenue, S.W.
Washington, D.C. 20250
Tel: 202, 447-8104

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Washington, D.C. 20250
Tel: 202, 447-8104

Office of Sea Grant

Interests: Administers and directs the National Sea Grant Program. This program provides support for institutions engaged in comprehensive marine research, education, and advisory service programs, supports individual projects in marine research and development, and sponsors education of ocean scientists and engineers, marine technicians, and other specialists at selected colleges and universities.

Address

Administrator: Dr. Robert M. White
National Oceanic and Atmospheric Administration
6010 Executive Boulevard
Washington Science Center
Rockville, Md. 20852
Tel: 301, 496-8111

DEPARTMENT OF DEFENSE

DEPARTMENT OF THE AIR FORCE

Air Force Systems Command

Interests: Responsible for the rapid advancement of aerospace technology and its adaptation into operational aerospace systems.

Address:

Air Force Systems Command Headquarters
Cmdg. Gen: Gen. George S. Brown
Andrews Air Force Base, Md. 20331
Tel: 301, 981-9111

Air Force Office of Aerospace Research

Interests: Air Force's basic research organization. Four major areas: life, mathematical, engineering, and physical sciences.

Address:

Exec. Dir: W. J. Price
Directorate of Procurement (CCB),
Air Force
Office of Scientific Research
1400 Wilson Blvd.
Arlington, Va. 22209
Tel: 703, 545-6700

DEPARTMENT OF THE ARMY

Army Biological Laboratories

Interests: Biological research and development.

Address: Cmdg. Officer: Col. P. Olenchuk
Scientific Director: Dr. Riley D. Housewright
Army Biological Laboratories
Fort Detrick, Frederick, Md. 21701
Tel. 301, 663-4111

U.S. Army Engineer Topographic Laboratories

Interests: Advanced research in general fields of geodesy, engineer intelligence, and mapping.

Address

Cmdg. Officer: Col. John R. Oswalt
 Army Engineer Topographic Laboratories
 Fort Belvoir, Va. 22060
 Tel 703, 781-8500

**Army Mobility Equipment
Research and Development Center**

Interests Research, development and engineering in support of Army surface mobility.

Address.

Comdg. Officer: Col. Bennett L. Lewis
 Army Mobility Equipment Research and
 Development Center
 Fort Belvoir, Va. 22060
 Tel: 703, 664-5251

DEPARTMENT OF THE NAVY**OFFICE OF NAVAL RESEARCH****Naval Research**

Interests: Acoustics; geography, geophysics, metallurgy, chemistry, including physical, organic, inorganic and colloid and propulsion chemistry, solid state physics, nuclear physics, electronics, mathematics, logistics and mathematical statistics, fluid dynamics, physiology, biochemistry, microbiology, medicine, and dentistry, biology, group psychology, physiological psychology, engineering psychology and personnel training.

Naval Applications

Interests: Research and exploratory development in the field of aircraft and missile systems, air warfare, surface vessel problems, amphibious warfare systems, underwater weapons, underwater communications and navigation, noise reduction in naval vessels, and advanced submarine problems.

Naval Analysis

Interests: Preliminary investigations of systems and warfare problems; directs and monitors systems and warfare analysis studies undertaken by the Naval Warfare Research Center and selectively sponsored under contract with industry, research institutes, and universities.

Address:

Chief of Naval Research
 Department of the Navy
 800 North Quincy Street
 Arlington, Va. 22217
 Tel: 703, 692-4609

ENVIRONMENTAL PROTECTION AGENCY

Interests: The Agency generates research and development needs in the areas of air and water pollution control and abatement, pesticides research and control, solid waste management, noise pollution, and radiation monitoring and control. In all areas of EPA concern, there is need for further research into the effects of pollutants on the environment and human health.

Address.
Stanley M. Greenfield
Assistant Administrator for Research and Monitoring
Office of Research and Monitoring
U.S. Environmental Protection Agency
Waterside Mall, Room 3202
Washington, D.C. 20460
Tel: 202, 755-2600

DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE

NATIONAL INSTITUTES OF HEALTH

Interests. Conducts laboratory and clinical research on the prevention, diagnosis, and treatment of diseases and disability. Supports medical research in the nation's non-profit biomedical research institutions. Generally the Institutes conduct and support research and the Divisions provide administration and service. They are listed below.

Address.
Dr. Robert Stone, Director
National Institutes of Health
Building 1
900 Rockville Pike
Bethesda, Md. 20014
Tel: 301, 496-2433

National Institute of Allergy and Infectious Diseases

Interests: Research and development on infectious diseases and immunological phenomena of man with special emphasis on vaccines and other immunizing agents, immunosuppressive drugs, drugs for prevention and treatment of

virus diseases, test systems and reagents for identifying tissue antigens and disease-producing agents. Current emphasis is on the development of vaccines for viral and bacterial diseases, antiviral substances and tissue typing for human organ transplantation.

Address:
Dr. Dorland J. Davis
Assistant Scientific Director for Collaborative Research, NIAID
National Institutes of Health
Building 31, Room 7A-03
Bethesda, Md. 20014
Tel: 301, 496-2263

National Institute of Arthritis and Metabolic Diseases

Interests Conducts, fosters, and coordinates research into the causes prevention, diagnosis, and treatment of arthritic, rheumatic, collagen, and metabolic diseases.

Address.

Contracting Officer, NIAMD
National Institutes of Health
Room 10A-52, Building 31
Bethesda, Md. 20014
Tel: 301, 496-5877

**National Institute of Child Health and
Human Development**

Interests. Research and development programs in areas relating to maternal health, child health, human growth and development, maturation and the aging process, reproductive and perinatal biology, mental retardation and population problems.

Address:

Director, National Institute of Child Health and Human Development
National Institutes of Health
Building 31, Room 2A05
Bethesda, Md. 20014
Tel: 301, 496-3454

National Institute of Dental Research

Interests. Conducts, assists, and fosters research and training in matters relating to the causes, prevention, diagnosis, and treatment of dental diseases and conditions.

Address.

Director, National Institute of Dental Research
Building 30, Room 132
9000 Rockville Pike
Bethesda, Md. 20014
Tel: 301, 496-3571

**National Institute of Environmental Health
Sciences**

Interests: Basic research on the biological effects of environmental hazards on man.

Address:

Director, National Institute of Environmental Health Sciences
P.O. Box 12223
Research Triangle Park, N.C. 27709
Tel: 919, 549-8110

**National Institute of General Medical
Sciences**

Interests. 1. Research, development, and evaluation of rapid, reliable automated systems and instruments, for potential application in all aspects of clinical chemistry, toxicology, hematology, microbiology, virology, blood banking, etc. Subject areas of interest include sample collection and labelling techniques, new or improved analytical methods, data handling and reduction techniques for compact computers, miniaturized and portable test systems for emergency use, all intended to increase reliability, throughput, and clinical significance.

2. Research, development, and evaluation in all aspects of therapeutic drug use, including synthesis, testing, assays in body fluids, and surveillance for effectiveness, side effects, and drug interactions. The principal aim is to promote safer and more effective use of drugs. Related problems include dose-response patterns, kinetics of uptake, distribution, and elimination, metabolic transformations of administered drugs, and quantitative analytical methods and instruments for identification and assay.

3. Research, development, and production in areas where technological constraints impede progress in genetics research. Representative problem areas include isolation, synthesis, separations, purification, and production procedures for material and synthetic genetic materials such as nuclear acids, synthetic genetic

materials such as nuclear acids, related enzymes, tissue culture cells, genetically determined animals, etc.

Address.

Director, National Institute of General Medical Sciences
National Institutes of Health
Building 31, Room 4A52
Bethesda, Md. 20014
Tel: 301, 496-5231

National Institute of Neurological Diseases and Stroke

Interests: 1. Research on diseases of the nervous and sensory system with emphasis upon: cerebrovascular disorders, epilepsy and related convulsive disorders, head and spinal cord trauma, infections of the nervous system, debilitating diseases of viral etiology, brain death, and cerebral palsy and other neurological disorders of infancy and early life.

2. Development and experimental application of new or advancing technologies for the study of the nervous and sensory system and related disorders.

3. Utilization of unique or unusual services to support research programs, such as: computer programming and data processing; animal housing and maintenance; preparation of tissue cultures, viral antigens, and other research products; and the provision of support for highly complex field research.

Address.

Director, National Institute of Neurological Diseases and Stroke
National Institutes of Health
9000 Rockville Pike, Building 31, Rm. 8A52A
Bethesda, Md. 20014
301, 496-3167

National Cancer Institute

Interests. The Institute has three principal

scientific program areas, which accomplish a significant part of their research programs through collaborative research, under contract with profit-making, nonprofit, and educational institutions as follows:

1. *Etiology Program Area* - Plans and directs a program of laboratory, field and demographic research on the etiology and natural history of cancer; evaluates environmental carcinogenic hazards, mechanisms of cancer induction, and the natural history of neoplasms; and serves as the focal point for the Federal Government on the synthesis of clinical, epidemiological and environmental data relating to etiology.

2. *Chemotherapy Program Area*
Plans, directs and coordinates the Institute's integrated cancer chemotherapy activities, including intramural laboratory and clinical studies, contractor research, and research conducted in cooperation with other Federal agencies; participates in evaluation of grant applications in the field of cancer chemotherapy, and plans and directs the research aspects of the Baltimore Cancer Research Center, a collaborative effort between the Division of Hospitals and the NCI.

3. *General Laboratories and Clinics Program Area* - Plans and directs the Institute's general (as distinguished from specifically targeted) laboratory and clinical research activities.

Address

Chief, Research Contracts Branch, NCI
Building 31, Room 10A03
Bethesda, Md. 20014
Tel. 301, 496-1673

National Eye Institute

Interests. Development of techniques, instrumentation and other resources which will improve the prevention, diagnosis or treatment of glaucoma, retinal and choroidal

disease, corneal disease, cataract, congenital and developmental abnormalities and other vision related health problems.

Address:

Associate Director for Extramural and Collaborative Programs
National Eye Institute
Building 31, Room 6A-04
Bethesda, Md. 20014
Tel: 301, 496-4903

National Heart and Lung Institute

Interests: Research in lipid metabolism; materials that are compatible with blood and other tissues, instrumentation for improved diagnosis and monitoring of patients, and devices for the treatment of patients with inadequate or failing circulatory or pulmonary functions; cause, treatment and prevention of myocardial infarction; supply, safety, utilization, distribution and use of blood; respiratory diseases; and sickle cell anemia.

Address:

Director, National Heart and Lung Institute
Building 31, Room 5A52
Bethesda, Md. 20014
Tel: 301, 496-5166

National Library of Medicine

Interests Application of advanced communication and computer techniques to meet the information needs of health care professionals. Information storage and retrieval systems, microfilm systems, clearinghouses, data banks, time-sharing computer networks. Cable, microwave and satellite communications networks for voice, video, and data transmission. Computer and communications terminals, facsimile, slow-scan video. Evaluation of interaction of communications technology and health care systems.

Address.

Director, National Library of Medicine
Room M-101
Bethesda, Md. 20014
Tel: 301, 496-6221

Clinical Center

Interests. Provides patient care in support of the clinical investigations conducted by the categorical Institutes.

Address:

Director, Clinical Center
National Institutes of Health
9000 Rockville Pike
Building 10, Room 1N212
Bethesda, Md. 20014
Tel. 301, 496-4114

Division of Research Services

Interests Provides facilities, equipment, and a wide variety of scientific and technical services essential to the needs of the medical investigators and research administrators at NIH.

Address

Director, Division of Research Services
National Institutes of Health
9000 Rockville Pike
Building 12A, Room 4007
Bethesda, Md. 20014
Tel: 301, 496-5793

Division of Research Grants

Interests Develops, coordinates, and implements policies and procedures governing management of Public Health Service extramural grants programs.

Address:

Director, Division of Research Grants
 Westwood Building
 5401 Westbard Avenue
 Room 452
 Washington, D. C. 20016
 Tel: 301, 496-7381

Division of Research Resources

Interests: Aids institution in the construction of new and remodeled medical research facilities; helps them establish and operate a number of general clinical research centers; supplies a variety of unusual and highly special research services and equipment such as computers; supports regional primate research centers, and stimulates well-balanced institutional research programs through grants for general biomedical research support

Address.

Director, Division of Research Resources
 National Institutes of Health
 9000 Rockville Pike
 Building 31, Room-5303
 Bethesda, Md. 20014
 Tel: 301, 496 5605

Division of Computer Research and Technology

Interests: Plans and conducts research, developmental, and demonstration programs in mathe-

matical and other computer-related sciences, including information processing, in support of NIH programs.

Address:

Director, Division of Computer Research and Technology
 National Institute of Health
 9000 Rockville Pike
 Building 12A, Room 3033
 Bethesda, Md. 20014
 Tel: 301, 496-5703

Fogarty International Center

Interests Provides the facility for discussion, study and research relating to the development of science internationally as it pertains to health, coordinates the NIH international activities.

Address

Director, Fogarty International Center
 National Institutes of Health
 9000 Rockville Pike
 Building 31, Room 2C02
 Bethesda, Md 20014
 Tel: 301, 496-1415

HEALTH RESOURCES ADMINISTRATION**Bureau of Health Services Research**

Interests: Supports research concerning the organization, financing, and utilization of health services research. Interested in new methods or improving old methods. Primary

emphasis in five broad categories: (1) Planning, regulation, and licensure; (2) Productivity of health services, (3) Economic analysis; (4) Quality of health care; 5) Health care data and information systems.

The Bureau is divided into the following major divisions:

Division of Health Care Information Systems and Technology

Division of Health Systems Research and Development

Division of Health Services Design and Development

Division of Health Services Quality Research

Division of Health Services Research and Analysis

Division of Long Term Care

Contact:

James Wechsler
Contract Liaison
Tel: 301, 443-3185

Address:

Bureau of Health Services Research
Parklawn Building, Room 1515
5600 Fishers Lane
Rockville, Maryland 20852
Tel: 301, 443-2770

Bureau of Health Resources Development

Interests: Each division has its own contracting interests. See below.

Division of Associated Health Professions

Interests: Pending legislative authority.

Contact: Elizabeth Wolfson
Tel: 301, 496-6787

Address: See below

Division of Dentistry

Interests. Supports research relating to dental education, practice, manpower and service.

Contact: Alys F. Jacobs
Executive Assistant
Tel: 301, 496-4775

Address: See below

Division of Nursing

Interests: Research includes nursing practice, nursing educational programs, organization and delivery of nursing services to patients, and nursing as an occupation. Research also includes studies in various medical and other specialties related to nursing care and related health programs.

Contact: Jessie Scott
Director, Division of Nursing
Tel. 301, 496-1418

Address. See below

Division of Medicine

Interests Medical evaluation, projects concerning health care delivery, educational technology, curriculum development, and institutional development among others.

Contact. Dr. Robert Knouss
Tel. 301, 496-5608

Address. See below

Division of Comprehensive Health Planning

Interests. Supports research in two major areas: (1) technical assistance; (2) health planning technical development. Development approach to using new tools and methodology Planning for services and facilities.

Contact: Mr. Robert Crane
Tel: 301, 443-4614

Address See below

Address for divisions above.

(Name of Division)
Bureau of Health Resources Development,
9000 Rockville Pike
Bethesda, Maryland 20014
Tel: See division.

National Center for Health Statistics

Interests: The Center conducts research on health statistics, data collection, and dissemination.

Address: Helén Johnson
National Center for Health Statistics
5600 Fishers Lane
Rockville, Maryland 20852
Tel: 301, 443-6315

ALCOHOL, DRUG ABUSE, AND MENTAL HEALTH ADMINISTRATION**National Institute of Mental Health**

Interests: Research in all mental health-related matters, including child abuse, manpower training, the aged, community mental health centers, among others.

Contact: Mr. John Miller
Contracts Management Section
Parklawn Building, Room 7C 23
5600 Fishers Lane
Rockville, Maryland 20852
Tel: 301, 443-2696

Address:

National Institute of Alcohol Abuse and Alcoholism
Contracts Management Branch, Room 16C21
Parklawn Building
5600 Fishers Lane
Rockville, Maryland 20852
Tel: 301, 443-1191

National Institute of Alcohol Abuse and Alcoholism

Interests. Supports research concerning treatment evaluation, clinical and non-clinical studies relating to alcohol and health, problems, projects and special studies on the alcohol consuming population such as drunken drivers, poverty-stricken alcoholics, convict alcoholics, and the inebriated.

National Institute on Drug Abuse

Interests (1) Research and development: emphasizes development of new methods of treatment for addiction of a broad range of addictive agents; (2) Training and public education: supports efforts to develop and install systems related to the integrated drug abuse management information systems.

Address: Contracting Officer
Contracts Management Branch
National Institute on Drug Abuse
11400 Rockville Pike
Rockville, Maryland 20852

FOOD AND DRUG ADMINISTRATION

Interests: Primarily concerned with research and development studies in radiological health, biologics, drugs, veterinary medicine, medical devices, and cosmetics. Colleges, universities, and other education institutions represent most FDA contracts.

Contact: Mr. Floyd Sundquist
Director of Contract and Grant Administration
Food and Drug Administration
5600 Fishers Lane
Rockville, Maryland 20852
Tel: 301, 443-6890

OFFICE OF EDUCATION

Interests: Research and development in the field of educational methodology and techniques, including curriculum development, career education models, and collection and analysis of educational data.

Address:
 Director, Contracts and Grants Division
 Office of Education, Department of HEW
 Federal Office Building, No. 6
 400 Maryland Avenue, S.W.
 Washington, D.C. 20202
 Tel: 202, 245-8160

SOCIAL AND REHABILITATION SERVICE

Interests: Research, development, and evaluation of social programs in the areas of aging, rehabilitation, community services, Medicaid, youth development and delinquency prevention.

Address: Associate Administrator for
 Planning, Research and Training
 Social and Rehabilitation Service
 Room 5050, HEW South Building
 330 Independence Avenue, S.W.
 Washington, D.C. 20201
 Tel: 202, 245-0843

DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

Interests: Research, development and evaluation of new technology leading to the solution of problems of housing, urban development and mass transportation.

Address: Assistant Secretary for Research
 and Technology
 Department of Housing and Urban Development
 Room 4100, 451 7th St., S.W.
 Washington, D.C. 20410
 Tel: 202, 755-5600

DEPARTMENT OF THE INTERIOR

Geological Survey

Interests: Fundamental research in topography, geochemistry, hydrology, geology, geophysics, related sciences, and new techniques and methods for appraising and conserving minerals and water.

Address: Director, U.S. Dept. of the Interior
 Geological Survey
 12201 Sunrise Valley Drive
 Reston, Va. 22092
 Tel: 703, 860-6111

Bureau of Mines

Interests: Basic and applied research in extraction, processing, use, reuse, and disposal of minerals and mineral fuels; recovering and recycling mineral substances from wastes including urban refuse; research in improving mining practices and devising new systems that will reduce health and safety hazards to workers in the metal, nonmetal, and coal producing industries; and environmental quality research and studies associated with problems of surface disturbance, air, and water pollution, and waste disposal that are common to the processes used in extracting minerals from the earth.

Address: Director, Bureau of Mines
"C" Street between Eighteenth and Nineteenth Streets
Washington, D.C. 20240
Tel: 202, 183-4815

Office of Water Resources Research

Interests: Encourages and supports research investigations dealing with major problem areas and which hold promise of contributing to the solution of important water problems.

Address: Director, Office of Water Resources Research
6008 Fifth Road, North
Arlington, Va. 22203
Tel: 703, 343-5975

Office of Assistant Secretary - Energy and Minerals Research

Interests: Encourage and support electrical power transmission and distribution research to improve the cost for electrical cables. Work in cooperation with the Electric Power Commission in California.

Address: Assistant Director F.F. Parry
Department of the Interior
Office of Research and Development
18th and E Street, N.W., Room 4452
Washington, D.C. 20240
Tel: 202, 343-8713

National Park Service

Interests: Encourages and supports research dealing with environmental studies, wildlife studies, historical architecture studies, site survey studies, natural history studies, and social history studies. The NPS supports ecological studies dealing with any relationships of a concentrated number of persons affecting ecology, such as visitors, etc.

Address:
Chief Scientist Dr. Theodore W. Sudia
National Park Service
19th & E Streets, N.W.
Washington, D.C. 20240
Tel: 202, 523-5051

Office of Coal Research

Interests: Concerned with the utilization of coal in liquefaction and gasification in research and development.

Address: Office of Coal Research
Department of the Interior
2100 M Street, N.W.
Washington, D.C. 20037
Tel: 202, 343-5533

United States Fish and Wildlife Service

Interests: The Service has no authority to award grants. They do, however, contract with universities and colleges for

research interests. Basic research is conducted and is necessary for the preservation and enhancement of natural resources.

Address: Dr. Eugene Hester, Associate Director
U.S. Fish and Wildlife Service
Department of the Interior
Washington, D.C. 20240
Tel: 202, 343-2279

DEPARTMENT OF JUSTICE

LAW ENFORCEMENT ASSISTANCE ADMINISTRATION

National Institute of Law Enforcement and Criminal Justice

Interests: The NILECJ conducts research programs for the LEAA in seven categories:

- (1) Community Crime Prevention - violence, crime victims, environmental design, white collar crime and fencing, etc.
- (2) Juvenile Delinquency - juvenile incarceration, employment, and youth crime, etc.
- (3) Police - police patrol, police integrity and professional responsibility, police administration, forensic science, personnel utilization.
- (4) Courts - performance measures for courts, sentencing, court administration, diversion.

(5) Correction - a) reconceptualization toward working for new methods of rehabilitation; b) assessment of adult correction; c) offender classification.

(6) Advanced Technology Division - Deals with hardware - police armor, body equipment, police vehicles, closed-circuit television ballistic shields, etc.

- (7) Education and Manpower
 - a) - Education Programs under LEAA
 - b) - Visiting Fellows Programs
 - c) - Manpower Surveys

Address Director of Research Programs
National Institute of Law Enforcement
and Criminal Justice
LEAA
633 Indiana Avenue, N.W.
Washington, D.C. 20530
Tel: 202, 386-4451

DEPARTMENT OF LABOR

Office of Administrative Services - Office of the Assistant Secretary

Interests: The Office of Administrative Services directs and controls all of the following Department of Labor facilities and services relating to procurement.

Address: See below

Bureau of Labor Statistics

Interests: Conducts a program of statistical surveys and economic analyses on labor-related issues including manpower and employment, prices and living conditions, wages and industrial relations, productivity and technological developments, occupational safety and health, structure and growth of the economy, poverty, urban conditions and related socio-economic issues, and international labor comparisons.

Address. See below

Labor - Management Services Administration

Interests: Develops labor-management policy, assists national interest collective bargaining and counsels state and local governments on labor-management relations.

Address. See below

Occupational Safety and Health Administration

Interests: Assists and encourages the states in their efforts to assure safe and healthful working conditions. Provides research, information education and training in the field of occupational safety and health.

Address: See below.

Employment Standards Administration

Interests: Advise and assist the Secretary on all matters related to Employment Standards programs, policies, and systems, and provides executive direction for the Nation's wage-hour, employee's compensation, wage determination, federal contract compliance, programs for women, and all other related programs.

Address:

Office of Administrative Services
Chief, Division of Procurement
Room 7102, Manpower Labor Building
14th and Constitution Avenue, N.W.
Washington, D.C. 20210
Tel: 202, 961-2580

MANPOWER ADMINISTRATION

Office of Policy, Evaluation and Research

Interests: Administers the manpower research and development program and the review and analysis of manpower program performance.

Address: U.S. Department of Labor
Manpower Administration
Director, Office of Manpower, R & D
Room 9100, Patrick Henry Building
Washington, D.C. 20213
Tel: 202, 376-7335

BUREAU OF INTERNATIONAL AFFAIRS .

Interests: Administers the international labor and manpower activities of the Department of Labor.

Address: Bureau of International Affairs
Director, Administration Management Staff
Room 7380, 14th & Constitution Ave., N.W.
Washington, D.C. 20210
Tel: 202, 961-3786

DEPARTMENT OF TRANSPORTATION

OFFICE OF THE SECRETARY FOR UNIVERSITY RESEARCH

Interests: The Office of the Secretary for University Research is the central office of DOT concerned with the procurement of services and studies to universities and colleges relating to the following individual offices:

Office of the Assistant Secretary for Policy and International Affairs

Interests. The procurements for this office include studies and analyses conducted on a broad range of transportation policy, economic and environmental problems to determine the national transportation requirements; and studies aimed at removing the impediments to the efficient flow of passengers and cargo.

Office of the Assistant Secretary for Environment and Urban Systems

Interests: The procurements for this office include transportation policy studies relating to the environment and urban systems and includes research to minimize the environmental and urban impact of transportation, improve the intermodal urban and regional transportation planning process, and coordinate and strengthen transportation policy effecting the environmental and urban systems.

Office of the Assistant Secretary for Systems Development and Technology

Interests: The procurements for this office include analytical studies to support establishment of R & D goals, objectives, policies, plan and information systems; and R & D studies and hardware related to noise abatement, pollution, telecommunications and advanced multi modal programs.

Office of the Assistant Secretary for Safety and Consumer Affairs

Interests: The procurements for this office include a broad range of services and items relating to programs concerning pipeline safety transportation of hazardous materials, safety program coordination, transportation security and consumer affairs.

Any information concerning procurement carried on within the Office of the Secretary of Transportation may be obtained by contacting the following central office

Address Director
Office of University Research
Office of the Secretary
U.S. Department of Transportation
Washington, D.C. 20590
Tel: 202, 426-0190

FEDERAL AVIATION ADMINISTRATION

Systems Research and Development Service

Interests: Design for the National Airspace System and research and development activities associated with programs pertaining to air traffic control, air navigation, communications, airports, aviation weather, aeronautics (airframe structures and materials, aircraft flight systems, propulsion) and in aircraft engineering and safety, including airborne devices, equipment, and systems other than navigation and communications. Special emphasis is placed on the development of simplified, low cost, functional general aviation cockpit instrumentation and control systems. Also conducts close liaison with the Department of Defense on the development of V/STOL and other subsonic aircraft for application to civil requirements.

Address. Director, Systems Research and Development Service
Federal Aviation Administration
Washington, D.C. 20590
Tel: 202, 426-3577

National Aviation Facilities Experimental Center

Interests: Conducts all research, experimentation, testing and evaluation of aviation research and development programs under the direction of the Systems Research and Development Service.

Address. Manager, National Aviation Facilities Experimental Center
Atlantic City, New Jersey 08405
Tel: 609, 641-8200

Office of Aviation Medicine

Interests. Conducts a medical research program that deals in clinical medicine and human factors. The program is directed toward the solution of current and anticipated problems in the medical aspects of aviation.

Address. Federal Air Surgeon
Office of Aviation Medicine
Federal Aviation Administration
Washington, D.C. 20590
Tel: 202, 426-8326

FEDERAL RAILROAD ADMINISTRATION

Interests: Research and development in railroad and high speed ground transportation, including but not limited to aerodynamics, vehicle control, communications, and guideways. It also contracts for demonstrations to determine contributions that high speed ground transportation could make to effect an efficient and economical intercity transportation system, and surveys to measure public response to changes in service.

Address.
Chief, Contracts and Procurement Division
Federal Railroad Administration
Department of Transportation
400 Seventh Street, S.W.
Washington, D.C. 20590
Tel: 202, 426-0872

NATIONAL HIGHWAY TRAFFIC SAFETY ADMINISTRATION

Interests. The National Highway Traffic Safety Administration is responsible for programs to reduce deaths, injuries, and property damage resulting from traffic accidents. It is also responsible for the establishment and enforcement of safety performance standards for motor vehicles and associated equipment; the effectuation of supporting research, including the acquisition of required testing facilities; and the administration of the National Driver Register. The Administration further provides for a coordinated national highway safety grant program to be carried out on a matching fund basis with the States, and authorizes supporting highway safety research, development, and demonstration programs.

The NHTSA enters into contracts with private industry, educational institutions, non-profit

organizations, and State and local governments for defects investigations, crashworthiness programs, system operations, emergency medical services demonstration projects, safety manpower development, driver/vehicle interaction, experimental safety vehicles, test and evaluation, vehicle structures, occupant packaging, biomechanics, passive restraint tests, computer support, management studies, and data acquisition.

Address: National Highway Traffic Safety Administration
Office of Contracts and Procurement
(Code 48-30)
400 Seventh Street, S.W.
Washington, D.C. 20590
Tel: 202, 426-0607

URBAN MASS TRANSPORTATION ADMINISTRATION

Interests. The Urban Mass Transportation Administration (UMTA) is responsible for the conduct of a program to assist in the development of improved mass transportation through financial aid to State and local governments and their instrumentalities, and research and development. Principal procurement activities are centered around the UMTA Office of Research Development and Demonstration. Research contracts may be for either hardware (such as the

development of improved managerial procedures in the areas of maintenance, routing, scheduling, accounting and reporting.)

Address: Mr. Philip Hughes
Urban Mass Transportation Administration
2100 Second Street, S.W.
Washington, D.C. 20590
Tel: 202, 426-0090

U.S. COAST GUARD

Environmental Transportation and Technology Division

Interests Conducts the full range of R & D activities within two main branches: (1) pollution - sewage and waste water treatment, remote detection of oil and other such hazards, (2) aids to navigation - light power sources,

warning systems for buoys, and other basic ocean engineering systems.

Address Chief Commandant (G-det-62)
Office of Research and Development
United States Coast Guard
400 Seventh Street, S.W.
Washington, D.C. 20590
Tel: 202, 426-1042

Marine Safety Technology Division

Interests: Conducts research in two main areas: (1) rescue and search projects in helicopter operations, detection of people in water, communications, satellite communications, domestic ice-breaking, and high performance watercraft; (2) research in commercial visual safety projects in fire and explosion safety, research to minimize collisions, investigation of structural problems, survival problems, and crew safety problems.

Address:

Chief Commandant (G-det-62)
Office of Research and Development
U.S. Coast Guard
400 Seventh Street, S.W.
Washington, D.C. 20590
Tel: 202, 426-1008

NATIONAL AERONAUTICS AND SPACE ADMINISTRATION

Headquarters Contracts Division

Interests: The Headquarters Contracts Division of the Headquarters Administration Office is responsible for planning, negotiating, awarding, and administering contracts based on procurement requirements initiated by the Headquarters Office. Such requirements include, but are not limited to: system engineering services, reliability studies, initial phases of research and development projects, recruitment advertising services, mobile lecture-demonstration units, exhibits, motion services, management analysis surveys, and various professional services. In addition, the Division has agency-wide responsibility for negotiation and execution of NASA contracts with foreign governments and foreign commercial organizations.

Research and Development contracting is the most important phase of National Aeronautics and Space Administration operations, accounting for more than two dollars out of every three in current budgets. Research and development funds are divided into major programs and projects such as launch vehicle and propulsion programs with a goal of greater simplicity, reliability, and payload capability; the

manned space flight program, geophysics and astronomy programs for the gathering of greater and more accurate knowledge in these fields; applications programs for the perfection of communication systems and a host of other projects covering the many problems involved in aerospace/medicine, bioscience, nuclear systems, lunar, and planetary programs.

Most NASA business flows to contractors directly from NASA installations outside Washington, since most general procurement and much research and development contracting is decentralized for maximum efficiency in technical control. These installations are: Ames Research Center, Flight Research Center, Goddard Space Flight Center, Jet Propulsion Laboratory, John F. Kennedy Space Center, Langley Research Center, Lewis Research Center, Manned Spacecraft Center, Marshall Space Flight Center, NASA Pasadena Office, Space Nuclear Systems Office, Wallops Station.

Address Procurement Officer
National Aeronautics and Space Administration
Headquarters Contracts Division
Washington, D.C. 20546
Tel. 202, 755-3394

NATIONAL SCIENCE FOUNDATION

Interests: Sponsors scientific research, encouraging and supporting improvements in science education, and fostering scientific information exchange. The Foundation also provides support for the development and operation of national research centers established to meet national needs for research in specific areas of science. Unlike many federally sponsored research laboratories, the Foundation-supported national research centers do not perform specific research tasks assigned by or for the direct benefit of the Government. They are established and supported for the purpose of making available to all qualified scientists the facilities, equipment, skilled personnel support, and other resources required for the performance of independent research of the scientist's own choosing in the applicable areas of science.

Address National Science Foundation
Contracts Branch, Grants & Contracts Office
Room 630, 1800 G Street, N.W.
Washington, D.C. 20550
Tel: 202, 632-5772

The Foundation supports four astronomy centers (National Astronomy and Ionosphere Center at Arecibo, Puerto Rico; Cerro Tololo Inter-American Observatory located near Santiago, Chile; Kitt Peak National Observatory at Tucson, Arizona; and National Radio Astronomy Observatory at Green Bank, West Virginia) and one atmospheric research center (National Center for Atmospheric Research at Boulder, Colorado). Summary information about the programs of the Foundation (including the National Centers), eligibility requirements, and the address from which more detailed information, brochures, or application forms may be obtained is contained in the National Science Foundation publication "*Guide to Programs*" which is for sale by the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402 (Stock Number 3800-0107-Price 75 Cents).

SMITHSONIAN INSTITUTION

The Institution offers two programs which contract for research and development with colleges and universities:

Office of Museum Programs

Interests: Research projects are directed toward the museum as a profession, not as a public endeavor. Therefore projects must focus on improving profession museum practices, technology, and manpower training.

Address: Frederick Schmid
Office of Museum Programs, Smithsonian Institution
Washington, D.C. 20560
Tel: 202, 381-6581

Office of International Activities Special Foreign Currency Program

Interests: Contracting currently includes the fields of archeology, biology, botany, and anthropology. Countries currently included in the program are India, Arab Republic of Egypt, Tunisia, Poland, Burma, Guinea, and Pakistan.

Address: Kennedy B. Schmeitz
Office of International Activities
Special Foreign Currency Program
Smithsonian Institution
Washington, D.C. 20560
Tel: 202, 381-5881

UNITED STATES INFORMATION AGENCY

Interests: USIA provides for the dissemination of information about the United States, its people, culture, and policies by promoting a better understanding of the United States in other countries. Means used to accomplish this purpose are through radio broadcasting, motion pictures, television, exhibits, personal contact, lectures and seminars, information centers, libraries, English language instruction, press placement, magazines and other publications, book translation and distribution, and providing facilitative assistance to foreign press and television journalists covering public affairs and developments in the United States.

Survey type research of information is covered in these major areas: (1) Program Evaluation evaluation of agency programs, and media activities such as Voice of America and others, (2) Foreign Opinion - questioning of United States foreign policy; (3) Miscellaneous - documentaries and academic research on foreign relations, problems in societies, and other similar topics.

Address: United States Information Agency
Office of Research
1750 Pennsylvania Avenue, N.W.
Washington, D.C. 20547
Tel: 202, 632-6662

III. GLOSSARY OF TERMS

Bidder's List

A file of qualifying organizations maintained by federal agencies and departments for the purpose of notifying such organizations of invitations to bid on a federal contract. Organizations may be included on the bidder's list by completing Standard Form 129 (See Appendix A) and submitting it to the appropriate federal agencies and departments. The Department of Defense may require applicants to complete a supplemental form DOD Form 558-1 (Appendix A). Organizations on the bidder's list may be notified of an RFP in advance of public notice.

Commerce Business Daily (CBD)

The publication of the Department of Commerce which announces the availability of contracts (RFP) and recipients of contract awards for the federal government. The *CBD* also publishes occasional information of interest to organizations engaged in business with the federal government. Subscriptions to the *CBD* may be ordered from the Superintendent of Documents, Government Printing Office, Washington, D.C. 20420, currently at \$63.50 a year.

Contract

The legal agreement between the federal government and organizations eligible to receive federal funds by which the government acquires goods, services (research and development), property or systems of direct benefit or use by the federal government. A contract procures for the federal government a definable product or service for a negotiated price and/or work schedule.

Cost-Reimbursable Contract

The type of contract between the federal government and eligible organizations in which goods or services are provided according to a negotiated work schedule for which cost rates have been predetermined.

Fixed-Price Contract

A type of contract between the federal government and an organization eligible to receive federal funds, in which the goods or services are promised by the organization for a predetermined cost.

Cost-Overrun	The difference between an original estimate and the cumulative total of a cost-reimbursable contract.
DOD Form 558-1	The supplemental form which may be required by the Department of Defense to be completed by an organization applying to an agency or department within DOD to be included on the bidder's list. Standard Form 129 must also be completed by the applicant (See Appendix A).
Federal Assistance	(Definition pending legislation S 2510) The provision of money, services, or property to a state, political subdivision, or person for the purpose of supporting, stimulating, strengthening, subsidizing, or otherwise promoting non-federal activities benefiting a state, political subdivision, or the public generally.
Grant	The legal agreement between the federal government and an individual or a non-profit organization eligible to receive federal funds, in which the federal government transfers money, property, services or other items of value to the grant recipient in support of an activity authorized by federal statute. Proposed legislation (S 3514) would add two provisions to the definition: that a grant would be used to support an activity "to accomplish a public purpose" and that "no substantial involvement" by the federal government would be anticipated in the activity.
Procurement	A comprehensive process by which the federal government dispenses funds, the end product of which is a contract for goods, services (research and development), facilities, or systems. The Federal Commission on Government Procurement would add to the definition that procurement may be in the form of a grant when the federal government obtains rights to information, data, inventions, or obtains performance of work or services or property, even though the primary objective is not to obtain an end product for government use.

RFP (Request for Proposal)

The formal and public advertisement by the federal government of an intention to procure particular goods or services through open competition. RFPs are often referred to as "invitations to bid" on a federal contract. The federal government is required by law to publish all RFP announcements in the *Commerce Business Daily*.

R & D (Research and Development)

An innovative process of scientific and technological preparation for change. Federal agencies and departments sponsor R & D activities to fulfill national objectives.

Standard Form 129

Standard application form to be completed by an organization in order to be included on the Bidder's List for a particular federal agency or department (See Appendix A). Standard Form 129 identifies the applicant's research interests and qualifications.

Unsolicited Proposal

An application to a federal agency or department for support of a proposal initiated by the applicant. Unsolicited proposals must relate to the research and development interests of the federal agency or department.

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STANDARD FORM 129 JANUARY 1966 EDITION FPR (41 CFR) 116.802	<h2 style="margin: 0;">BIDDER'S MAILING LIST APPLICATION</h2>	INITIAL APPLICATION REVISION
Fill in all spaces Insert "NA" in blocks not applicable. Type or print all entries. See reverse for instructions		
TO (Enter name and address of Federal agency to which form is submitted. Include ZIP code)		DATE
1. APPLICANT'S NAME AND ADDRESS (Include county and ZIP code)		2. ADDRESS (Include county and ZIP code) TO WHICH SOLICITATIONS ARE TO BE MAILED (If different from item 1)
3. TYPE OF ORGANIZATION (Check one)		
<input type="checkbox"/> INDIVIDUAL		<input type="checkbox"/> PARTNERSHIP
<input type="checkbox"/> CORPORATION, INCORPORATED UNDER THE LAWS OF THE STATE OF _____		<input type="checkbox"/> NON PROFIT ORGANIZATION
4. HOW LONG IN PRESENT BUSINESS		
5. NAMES OF OFFICERS, OWNERS, OR PARTNERS		
PRESIDENT	VICE PRESIDENT	SECRETARY
TREASURER	OWNERS OR PARTNERS	
6. AFFILIATES OF APPLICANT (Names, locations, and nature of affiliation. See definition on reverse)		
7. PERSONS AUTHORIZED TO SIGN BIDS, OFFERS, AND CONTRACTS IN YOUR NAME (Indicate if agent)		
NAME	OFFICIAL CAPACITY	TEL NO. (Incl area code)
8. IDENTIFY EQUIPMENT, SUPPLIES, MATERIALS, AND/OR SERVICES ON WHICH YOU DESIRE TO BID (See attached Federal agency's supplemental listing and instructions, if any)		
9. TYPE OF BUSINESS (See definitions on reverse)		
<input type="checkbox"/> MANUFACTURER OR PRODUCER	<input type="checkbox"/> REGULAR DEALER (Type 1)	<input type="checkbox"/> REGULAR DEALER (Type 2)
<input type="checkbox"/> SERVICE ESTABLISHMENT	<input type="checkbox"/> CONSTRUCTION CONCERN	<input type="checkbox"/> RESEARCH AND DEVELOPMENT FIRM
<input type="checkbox"/> SURPLUS DEALER (Check this box if you are also a dealer in surplus goods)		
10. SIZE OF BUSINESS (See definitions on reverse)		
<input type="checkbox"/> SMALL BUSINESS CONCERN*	<input type="checkbox"/> OTHER THAN SMALL BUSINESS CONCERN	
* If you are a small business concern, fill in (a) and (b)	(a) AVERAGE NUMBER OF EMPLOYEES (Including affiliates) FOR FOUR PRECEDING CALENDAR QUARTERS	(b) AVERAGE ANNUAL SALES OR RECEIPTS FOR PRECEDING THREE FISCAL YEARS
11. FLOOR SPACE (Square feet)		12. NET WORTH
MANUFACTURING	WAREHOUSE	DATE
AMOUNT	AMOUNT	
13. SECURITY CLEARANCE (If applicable, check highest clearance authorized)		
FOR	TOP SECRET	SECRET
CONFIDENTIAL	NAMES OF AGENCIES WHICH GRANTED SECURITY CLEARANCES (Include dates)	
KEY PERSONNEL	_____	
PLANT ONLY	_____	
THIS SPACE FOR USE BY THE GOVERNMENT		CERTIFICATION
THIS SPACE FOR USE BY THE GOVERNMENT		I CERTIFY THAT INFORMATION SUPPLIED HEREIN (Including all pages attached) IS CORRECT AND THAT NEITHER THE APPLICANT NOR ANY PERSON (Or concern) IN ANY CONNECTION WITH THE APPLICANT AS A PRINCIPAL OR OFFICER, SO FAR AS IS KNOWN, IS NOW DEBARRED OR OTHERWISE DECLARED INELIGIBLE BY ANY AGENCY OF THE FEDERAL GOVERNMENT FROM BIDDING FOR FURNISHING MATERIALS, SUPPLIES OR SERVICES TO THE GOVERNMENT OR ANY AGENCY THEREOF.
		SIGNATURE
_____		NAME AND TITLE OF PERSON AUTHORIZED TO SIGN (Type or print)

INFORMATION AND INSTRUCTIONS

Persons or concerns wishing to be added to a particular agency's bidder's mailing list for supplies or services shall file this properly completed and certified Bidder's Mailing List Application, together with such other lists as may be attached to the application form, with each procurement office of the Federal agency with which they desire to do business. If a Federal agency has attached a supplemental Commodity List with Instructions, complete the application as instructed. Otherwise, identify in Item 8 the equipment, supplies, and/or services on which you desire to bid. The application shall be submitted and signed by the principal as distinguished from an agent, however constituted.

After placement on the bidder's mailing list of an agency, a supplier's failure to respond (submission of bid, or notice in writing, that you are unable to bid on that particular transaction but wish to remain on the active bidder's mailing list for that particular item) to Invitations for Bids will be understood by the agency to indicate lack of interest and concurrence in the removal of the supplier's name from the purchasing activity's bidder's mailing list for the items concerned.

TYPE OF BUSINESS DEFINITIONS

(See Item No. 9)

- A. **MANUFACTURER OR PRODUCER** means a person (or concern) owning, operating, or maintaining a factory or establishment that produces, on the premises, the materials, supplies, articles, or equipment of the general character of those listed in Item No. 8, or in the Federal Agency's supplemental Commodity List, if attached.
- B. **REGULAR DEALER (Type 1)** means a person (or concern) who owns, operates, or maintains a store, warehouse, or other establishment in which the materials, supplies, articles, or equipment of the general character listed in Item No. 8 or in the Federal Agency's supplemental Commodity List, if attached, are bought, kept in stock, and sold to the public in the usual course of business.
- C. **REGULAR DEALER (Type 2)** in the case of supplies of particular kinds (at present, petroleum, lumber and timber products, machine tools, raw cotton, green coffee, hay, grain, feed, or straw, agricultural liming materials, tea, raw or unmanufactured cotton linters). "REGULAR DEALER" means a person (or concern) satisfying the requirements of the regulations (Code of Federal Regulations, Title 41, 50-201.101(b)) as amended from time to time, prescribed by the Secretary of Labor under the Walsh-Healey Public Contracts Act (Title 41 U.S. Code 35-45). For coal dealers, see Code of Federal Regulations, Title 41, 50-201.604(a).
- D. **SERVICE ESTABLISHMENT** means a concern (or person) which owns, operates, or maintains any type of business which is principally engaged in the furnishing of nonpersonal services, such as (but not limited to) repairing, cleaning, re-decorating, or rental of personal property, including the furnishing of necessary repair parts or other supplies as part of the services performed.
- E. **CONSTRUCTION CONCERN** means a concern (or person) engaged in construction, alteration or repair (including dredging, excavating, and painting) of buildings, structures or other real property.

DEFINITIONS RELATING TO SIZE OF BUSINESS

- A. **SMALL BUSINESS CONCERN.** A small business concern for the purpose of Government procurement is a concern, including its affiliates, which is independently owned and operated, is not dominant in the field of operation in which it is bidding on Government contracts and can further qualify under the criteria concerning number of employees, average annual receipts, or other criteria, as prescribed by the Small Business Administration (See Code of Federal Regulations, Title 13, Part 121, as amended, which contains detailed industry definitions and related procedures)
- B. **AFFILIATES.** Business concerns are affiliates of each other when either directly or indirectly (i) one concern controls or has the power to control the other, or (ii) a third party controls or has the power to control both. In determining whether concerns are independently owned and operated and whether or not affiliation exists, consideration is given to all appropriate factors including common ownership, common management, and contractual relationship (See Items Nos. 6 and 10.)
- C. **NUMBER OF EMPLOYEES.** In connection with the determination of small business status, "number of employees" means the average employment of any concern, including the employees of its domestic and foreign affiliates, based on the number of persons employed on a full-time, part-time, temporary, or any other basis during the pay period ending nearest the last day of the third month in each calendar quarter for the preceding four quarters. If a concern has not been in existence for four full calendar quarters, "number of employees" means the average employment of such concern and its affiliates during the period such concern has been in existence based on the number of persons employed during the pay period ending nearest the last day of each month. (See Item No. 10.)

COMMERCE BUSINESS DAILY

The Commerce Business Daily, published by the Department of Commerce, contains information concerning proposed procurements, sales, and contract awards. For further information concerning this publication, contact your local Commerce Field Office.

BIDDER'S MAILING LIST APPLICATION SUPPLEMENT					Form Approved Budget Bureau No 22-R091 6	
IF ADDITIONAL SPACE IS REQUIRED, ATTACH SEPARATE SHEET AND REFER TO ITEM NUMBER						
1 NUMBER OF EMPLOYEES	OPERATIONS AT	ENGINEERING	PRODUCTION	OTHERS	TOTAL	
	MAXIMUM LEVEL					
	MINIMUM (During last 2 yrs.)					
	PRESENT LEVEL					
2 CONTRACTS HELD WITH ARMED SERVICES DURING PAST 3 YEARS (List separately)						
CONTRACT NUMBER		DESCRIPTION OF ITEMS			DOLLAR VALUE	
3 TYPES OF EQUIPMENT, COMPONENTS, MATERIAL OR SERVICES NOW BEING MANUFACTURED, PERFORMED, OR DEVELOPED (Commercial and Military)						
4 FLOOR SPACE (Sq ft)	ENGINEERING	LABORATORY	TOTAL FLOOR SPACE (Including warehouse and manufacturing space)			
5 BRIEF DESCRIPTION OF BUILDINGS (Type of construction and use)						
6 MACHINERY AND EQUIPMENT ¹						
7 TESTING AND/OR LABORATORY FACILITIES ¹						
8 ADDRESSES (Including counties) OF FACTORIES, FOUNDRIES, MINES, OR YARDS IF ANY (Specify)						
9 SECURITY CLEARANCE (If applicable, check highest clearance authorized by clearing agency)						
FOR KEY PERSONNEL				FOR PLANT ONLY		
	TOP SECRET		CONFIDENTIAL		SECRET	CONFIDENTIAL
	SECRET					
LIST DEPARTMENTS WHICH HAVE GRANTED SECURITY CLEARANCE AND DATES GRANTED						
10 INCLOSURES (Check) <input type="checkbox"/> FINANCIAL STATEMENTS, INCLUDING OPERATING STATEMENTS <input type="checkbox"/> DESCRIPTIVE LITERATURE						
<input type="checkbox"/> ADDITIONAL INFORMATION ATTACHED <input type="checkbox"/> BROCHURE <input type="checkbox"/> CATALOG <input type="checkbox"/> PHOTOGRAPHS						
11 I CERTIFY THAT THE INFORMATION SUPPLIED HEREIN (Including any attachments) IS CORRECT						
DATE	NAME AND ADDRESS OF APPLICANT			SIGNATURE		
1 Give brief, representative outline of type and condition of machinery, equipment (6), and facilities (7) available. If not owned by firm, give status in detail						

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KURZWEIL READING MACHINE

A two-foot cube with a glass-top scanning device that reads printed pages aloud, e.g. to the blind, has been described in the newspapers. Developed by "a Cambridge, Massachusetts research firm" (name and address unknown to AJCL), the machine is described as capable of reading almost any printed type from newspapers, magazines, etc.

It is said to be able to recognize hundreds of different type faces and to determine the correct pronunciation of English words. However, its intonation is said to be flat, and its pronunciation of some words "bizarre"

The machine is to be available for institutional use in a year or two, and for homes in four or five years. The price is predicted to start initially at \$25K, falling eventually to a fifth as much.

EDITOR'S NOTE: Any reader with further information to contribute is invited to write to AJCL.

LA JOLLA FIRM

Translating Machine Developed

By JAMES CARY

Washington Bureau Chief, Copley News Service

WASHINGTON — Have you ever heard of a machine that can translate Russian, Chinese, German and French into English?

A machine that can analyze thousands of words of a foreign language text and prepare summaries and analyses in English?

A machine that has stored vocabularies that permit it to translate foreign language material dealing with such scientific disciplines as chemistry, physics, electronics, aviation, metallurgy, earth sciences and mathematics?

It exists and has been in use by the U S Air Force since 1970. It also was used by the National Aeronautics and Space Administration during the recent combined U.S.-Soviet space flight.

Actually, however, it is much more than a machine. It is a system developed by Dr Peter Paul Toma of La Jolla, who has been working since 1956 to combine the capabilities of computers with the science of linguistics

His system is known as "Systran," an acronym formed from the words system and translation, or what he calls the world's first fully automated universal machine translation system.

Sold By La Jolla Firm

It is now being marketed in the United States and Europe by Latsec, Inc, Toma's La Jolla-based firm that takes its name, again an acronym, from "language translation systems and electronic communications."

Toma says Systran is being used by the European Common Market, and is in various stages of use in Luxembourg, Germany and Canada, in addition to the United States

The chances of it spreading are quite good. Toma demonstrated the system here Monday before a two-day seminar sponsored by the Foreign Broadcasting Information Service, the government agency that monitors and provides translations of all major foreign broadcasts

Russian language texts were punched, letter by letter, on what is called a Carterfone S-15 C — a form of electric typewriter. This was transmitted by telephone to the Teledyne Ryan computer in San Diego, which had been programmed to receive it, and then — after some problems were worked out — was sent back by the computer in English.

As Toma explains it, this can be accomplished with any relatively advanced computer, after it has been programmed to operate as a translator.

Fed Into Memory Bank

The system is recorded on magnetic tapes or discs which are fed into the computer's memory bank, giving it a vocabulary to operate within whatever language is to be used

At this time, it is possible to program a computer to translate from Russian to English, English to Russian, German to English, Chinese to English, French to English and English to French

It also is possible for the computer to receive up to three foreign language transmissions simultaneously, record them and then translate them separately, normally within an hour.

There is no claim that the translations are literarily perfect. But they are what is called "usable translations," and they can be obtained quite rapidly.

Latsec says the system can be used to provide what is called content analysis, or automatic abstracting and political trend prediction. In other words, it can be used to analyze a text and select common themes in many texts to indicate trends.

END

