



**Center for
Scientific Review**

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WELCOME

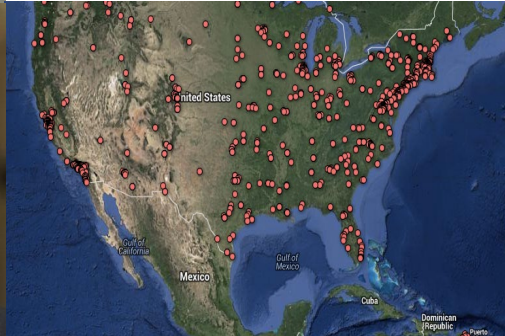
**Scientific Review Evaluation Activities (SREA)
Presents
The 2024/2025 Hotel Blanket Purchase Agreement (BPA)
for Peer Review Program**

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AGENDA

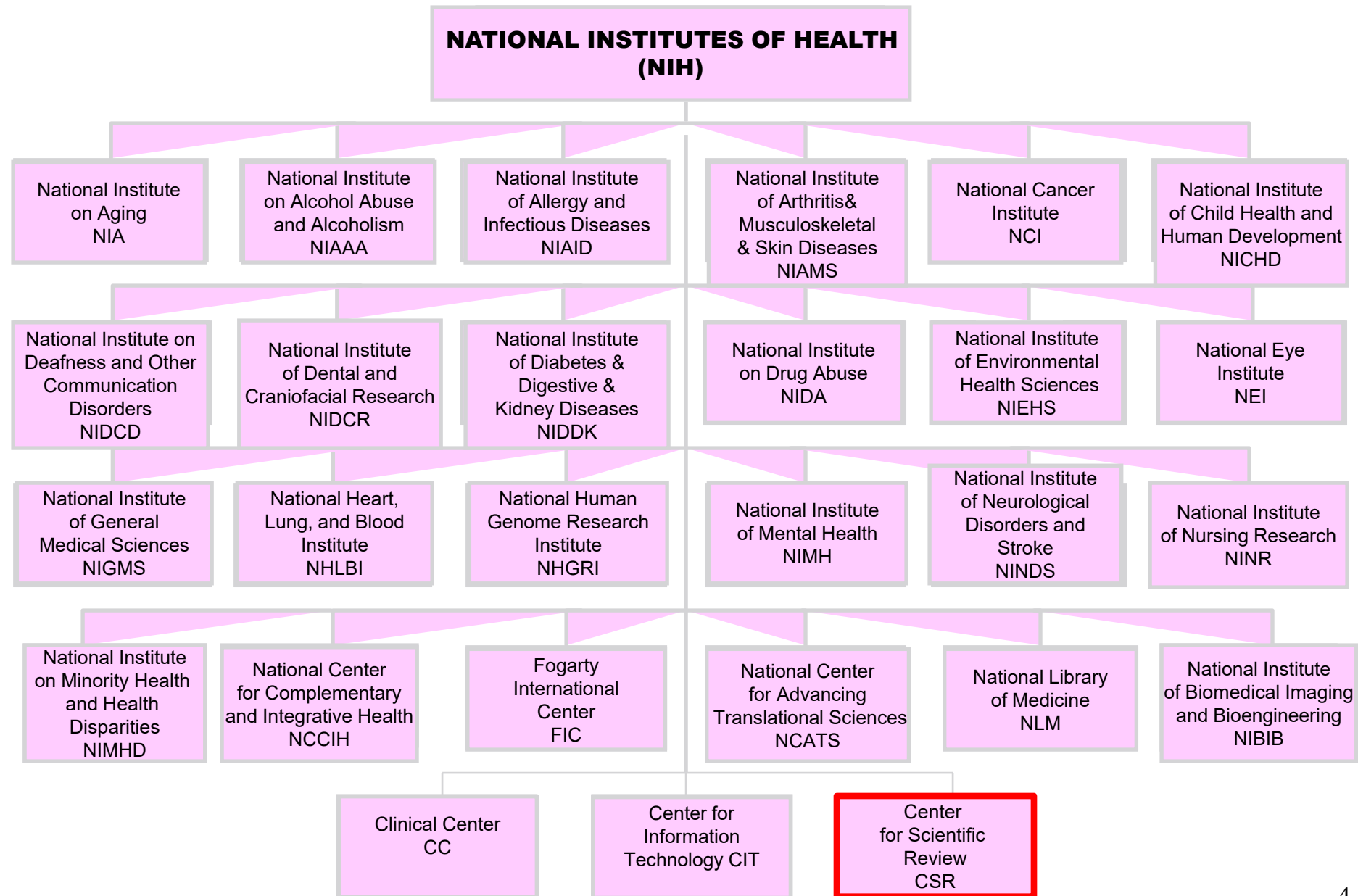
- **NIH Mission Overview**
- **2024/2025 Statement of Work (SOW)**
- **2024/2025 Hotel Application Tool (HAT)**
- **Summary**

NIH Mission Overview



- NIH is made up of 27 Institutes and Centers, each with a specific research agenda, often focusing on particular diseases or body systems.
- NIH main campus is located in Bethesda, MD
- NIH annual budget is \$45 billion
- NIH funds about 50,000 research grants to over 325,000 scientists in over 3,000 institutions located within all 50 states and in over 90 countries
- Lawrence A. Tabak, D.D.S., Ph.D. is currently performing the duties of the Director of NIH

NIH Organizational Overview



SREA Peer Review Overview

CSR Review Process:

- Receives nearly 92,000 grant applications yearly
- CSR reviews 75% of the grant applications.
- NIH Institutes review 25% of the grant applications
- CSR conducts over 1,500 peer review meetings yearly
 - January, **February**, March, April
 - May, **June**, July, August
 - September, **October**, November, December
- CSR travels over 35,000 non-federal scientific experts yearly



SREA Peer Review Overview

CSR Review Platform:

Using a Consistent Platform for 80 years

Peer Review Meeting in 1940s



Peer Review Meeting in 2022



SREA Hotel BPA Program



National Institutes of Health Blanket Purchase Agreement (BPA)

- SREA started and has managed the Hotel BPAs since 2007. The BPAs create a working partnership with hotels and enable NIH to conduct peer review meetings.
- Hotels are awarded a two-year agreement with pre-negotiated terms and pricing in adherence to the SREA BPA Statement of Work (SOW) terms and conditions.
- Upon award, hotels are listed as a Preferred BPA SREA Hotel Provider for peer review meetings.
- As a preferred provider, the hotel property will have the opportunity to be selected over non-preferred hotel providers in the area.

SREA Hotel BPA Program

SREA Hotel BPA City Locations	2023
Baltimore	6
Chicago, IL	9
Dallas/Fort Worth, TX	1
Houston, TX	1
Los Angeles/Long Beach/Santa Monica, CA	8
New Orleans, LA	3
Raleigh/Durham, NC	4
San Antonio, TX	2
San Diego, CA	4
San Francisco, CA	10
St. Louis, MO	4
Seattle, WA	7
Tampa/Orlando, FL	5
Washington, DC Metro Area	59
Total NIH BPAs	123

2023 Average Meeting Package Cost (up to 30 attendees)

Baltimore	\$75
Chicago	\$78
Dallas/Fort Worth	\$50
Houston	\$80
Los Angeles/Long Beach/Santa Monica	\$74
New Orleans	\$83
Raleigh/Durham	\$58
San Antonio	\$38
San Diego	\$76
San Francisco	\$93
St. Louis	\$50
Seattle	\$91
Tampa/Orlando	\$56
Washington, DC	\$87
Bethesda/Rockville	\$84
Northern VA	\$76



2024/2025 Statement of Work (SOW)

Room Block:

- Rooming list will be provided to the hotel no less than **21** days prior to the start of the meeting date.
- Confirmation for sleeping rooms shall be provided by the hotel no less than 2 weeks prior to the meeting date.

Lodging Room Rates:

- Lodging rooms shall be offered at no higher than the prevailing government per diem , based on availability. The rate coincides with the start of the government fiscal year, October 1. Lodging rooms may or may not be associated with meeting space. These rates are non-commissionable.
- Federal or state taxes do not apply. Local or city taxes may apply to the sleeping room rates.
- Occupancy tax is applied only to occupied rooms.

2024/2025 Statement of Work (SOW)

Attrition:

- The hotel shall provide attrition allowances for sleeping rooms at no less than 20% of the room block
- Sleeping rooms may be cancelled by NIH at 14 days or more prior to the start of the meeting date without penalty. The number of reduced rooms does not count toward the attrition rate and should be released back to the hotel for general sale.



2024/2025 Statement of Work (SOW)

2 meeting packages each with six types:

- Type 1: 12 or fewer attendees
- Type 2: 13 to 20 attendees
- Type 3: 21 to 30 attendees
- Type 4: 31 to 40 attendees
- Type 5: 41 to 50 attendees
- Type 6: 51 + attendees



2024/2025 Statement of Work (SOW)

Meeting Room Packages:

The meeting room rate includes the following complimentary items:

Conference style or hollow square configuration:

Package (A)-one (1) chair/3X6 foot table or

Package (B)-two (2) chairs/3X6 foot table

One (1) active direct dial phone line, with no charge for local calls

Two (2) power drops, taped down

24-hour room hold on first date of meeting

Two (2) perimeter six-foot tables with perimeter seating for 8-10 guests to allow social distancing if required

Secured wireless internet connection for all meeting attendees with a minimum of 54 megabits per second, granting reliable access during the entire length of the meeting.

Note: *The meeting room rate is based on the calendar year.*



2024/2025 Statement of Work (SOW)

Minimum Required Amenities:

On Document B, “NIH BPA Meeting Package Rates 2024/2025

- Continuous coffee/beverage service for purchase
- Pre-boxed breakfast, lunch, dinner for purchase
- Break service stations near meeting space
- Hotel Restaurants or
- Restaurants located within a quarter mile radius

Other Available Amenities Offered by the Hotel:

- Complimentary Coffee for all hotel guests
- Complimentary breakfast for all hotel guests
- Grab and go cafes



Note: *Any food or beverage amenities shall not be charged to the NIH master bill account. Amenities can be charged as an incidental to each hotel guest on personal credit card.*

2024/2025 Statement of Work (SOW)

Standard AV Equipment Packages:

On Document C, “NIH BPA AV Equipment Package Rates 2024/2025”

Push-to-talk Wired Microphones:

Per Day Flat Rates are inclusive of the following:

- one wired microphone per attendee and one each for SRO & Chair)



Voice Activated Microphones:

- One Voice Activated microphone per attendees and one each for SRO & Chair)



2024/2025 Statement of Work (SOW)

Both Standard AV Equipment Packages will Include:

- One (1) microphone per attendee
- Microphone (XLR) to USB Adapter (ie. X2U)
- Two wired Ethernet connection for the SRO;
- Speaker with controller, stand, channel mixer or digital mixer
- Audio Mixer (e.g. Gentner Box);
- One wired phone line to interface with microphones, audio mixer, and phone
- LSP-1 Laptop Sound Port (compact in-line adapter that converts to a computer's audio output (typically 3.5mm stereo mini) to a balanced mono mic-level signal
- All necessary power and AV cabling installed and taped;
- Power available for each meeting attendee, and each perimeter table;
- On-site certified A/V technician (one-year minimum experience with audio mixer,XLR to use adapter, etc.) to set-up and test all equipment to ensure all equipment is fully operational two hours prior to start time of meeting and one hour into the meeting with on-call service throughout the meeting.
- Set-up/strike and service fees.



2024/2025 Statement of Work (SOW)

Standard AV Equipment Packages:

- A **per day flat rate** is inclusive of all of the equipment, service fees, set-up/strike down fees.
- State taxes on AV equipment that may apply
- Rates shall be submitted for both packages on Document C, “NIH AV Equipment Package Rates 2024/2025” through the NIH SREA BPA HAT.



2024/2025 Statement of Work (SOW)

Cancellation Clauses:

- NIH may cancel the entire meeting room event or reduce room rental days without penalty by written notice, via email, at least 60 days before the meeting date.
- NIH may amend the number of meeting attendees without penalty upon giving written notice to the hotel at least 60 days prior to the date of the meeting.

Date of Decision to Cancel

59-30 days prior to the meeting

29-0 days prior to the meeting

Percent Due

50%

100%

Note: Penalty fees are based on meeting room revenue.



Penalty Waiver:

Non-Financial Alternative - Ex. Upon joint agreement by NIH and the hotel to book another NIH meeting within 6 months.



2024/2025 Statement of Work (SOW)

Obligations of Hotel:

- Hotel shall notify NIH 30 days prior to the date of the meeting of any hotel renovations that may disrupt the meeting.
- Hotel shall not reassign contracted meeting room space unless pre-approved in writing, via email, by NIH.
- If NIH agrees to move the meeting space into a smaller meeting room, the invoiced meeting cost will be reduced by 50%.
- **The hotel must notify NIH of a meeting room change at least four weeks prior to the meeting start date or the rental cost of the meeting room will be waived by the hotel.**

2024/2025 Statement of Work (SOW)

Catastrophic Clause:

- In the event that a NIH peer review meeting requires cancellation as a result of a government wide shutdown or catastrophic events (*i.e., major snowstorms, closure of airports, area hurricanes, tornadoes, floods, earthquakes, national or state emergency, etc.*), the hotel shall waive cancellation fees.



2024/2025 Hotel Statement of Work (SOW)



SREA BPA Hotel Contract Template:

- The SRO or meeting planner will email document F “NIH BPA Hotel Contract for NIH Peer Review Meetings 2024/2025” to hotel for review and completion of event agenda (start time, end time, meeting room).
- Hotels will return completed Document F, through automated SN by replying to all on the email
- Upon submission to the Scientific Review Officer (SRO) or meeting planner the hotel contract will be reviewed and submitted to the NIH SREA office for final review, approval, signature, and obligation of government funds
- SRO/ESA/AA and Hotel will receive a digital copy of the signed contract and the NIH official binding obligation document OF-347 “Order for Supplies or Services” through SN. **(Only NIH Contracting Officers are authorized to issue and sign)**
- Hotel sales rep shall counter sign contract, Document F, and return to NIH Contracting Officer through SN
- The documents will cite the NIH BPA call number, which is a unique number assigned to each signed hotel contract

2024/2025 Statement of Work (SOW)

BPA Invoice Guidelines:

- **After the meeting, hotel will receive an automated email from SN requesting invoice with** Document G, “NIH BPA Hotel Invoice for Peer Review Meetings 2024/2025”
- Document G is an invoice cover sheet of meeting information and a summarized total of all hotel cost.
- Hotels should submit document G and detailed invoice on hotel letterhead by replying to all on the SN email. Be sure the following email address is included in your reply: nihcsrprod@servicenowservices.com so that the invoice will be populated in the SN automated system
- To facilitate the completion of Document G refer to the signed BPA hotel contract.

2024/2025 Statement of Work (SOW)

BPA Invoice Guidelines:



- In accordance with the Prompt Payment Act (31 U.S.C. 3903), NIH has 30 days to pay invoices from the date of receiving a “proper” invoice.



- NIH has transitioned to a new electronic invoicing system: Invoice Processing Platform (IPP).
- Once SREA reviews and approves invoice hotel will be notified to submit invoices directly to IPP by using this link: <https://www.ipp.gov/> for payment



ACH

- NIH makes payment by Electronic Funds Transfer (EFT) through the Automated Clearing House (ACH).
- For outstanding payment greater than 30 days, send an email with meeting details to csrsreahotelcontract@mail.nih.gov.



NOTE: On detailed invoices please remove any reference to food and beverage or F&B

2024/2025 Statement of Work (SOW)

Participants in the Hotel BPA Program:

- Participants in the Hotel BPA Program will be required to use the following:
 - Document D, “Contractor Non-Disclosure Agreement (NDA)”
 - Document F, “NIH, BPA Hotel Contract for NIH Peer Review Meetings 2024/2025”
 - Document G, “NIH BPA Hotel Invoice for Peer Review Meetings 2024/2025”
 - Document H, “Amendment to NIH BPA Hotel Contract – Peer Review Meeting”
- All documents will be available when awarded through the HAT



**YOU HAVE
QUESTIONS
WE HAVE
ANSWERS**

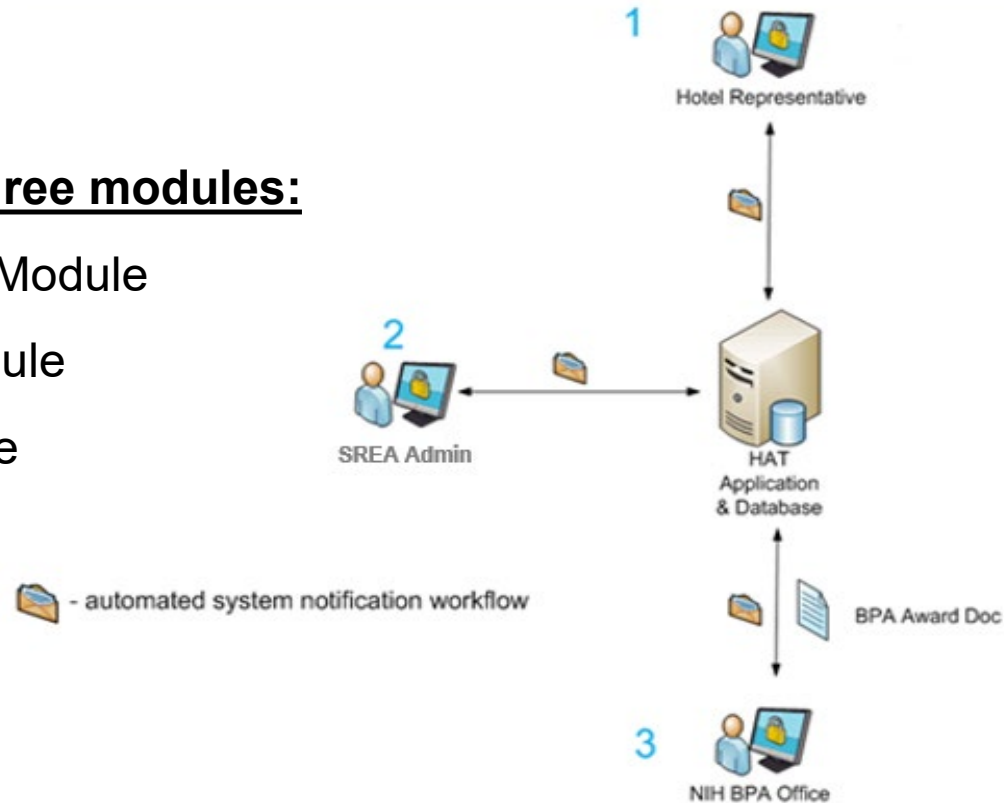


2024/2025 SREA Hotel Application Tool (HAT)

SREA HAT Workflow and Modules

NIH BPA HAT has three modules:

1. Hotel Application Module
2. SREA Admin Module
3. BPA Office Module



2024/2025 SREA Hotel Application Tool (HAT)

Hotel Module – <https://www.csr.nih.gov/bpahat>



NIH SREA Blanket Purchase Agreement (BPA) Hotel Application Tool (HAT) 2024 - 2025

Getting Starts ▾

How To Apply ▾

BPA Documents ▾

Hotel Profile Change
for Returning Hotel ▾



➔ Sign in - Returning Hotels

Sign in

[Forgot your username or password?](#)

➔ Register - New Hotels

Create Account

Key Takeaway

Register your entity in System Award Management (SAM) at <https://www.sam.gov/SAM>

- UEI (Unique Entity Identification) Number
- Taxpayer Identification Number (TIN)
- Taxpayer Name associated with your TIN
- Bank's routing number
- Bank's account number
- Bank account type

Key Takeaway

Create Account:
Individual

Personal Information

Account Information

Summary

Personal Information

Page Description

Please provide your personal information requested below.
Fields marked with an asterisk (*) are mandatory.

Title :

Ms.

First Name* :

Sam

Middle Initial :

Last Name* :

Webinar

Suffix :

Email Address* :

samwebinar01@gmail.com

Confirm Email Address* :

samwebinar01@gmail.com

Phone* :

(703)234-1234

(xxx)xxx-xxxx

Phone Extension :

Fax :

(xxx)xxx-xxxx

Address Line 1 :

Address Line 2 :

City :

State/Province:

Please select a value

Country*:

UNITED STATES

ZIP/Postal Code:

CANCEL

NEXT

Address Line 1: DBA Name
Address Line 2: Hotel Address

Key Takeaway

- All required documents are signed and dated before uploading to the HAT.
- Meeting package rates are listed as a per person, per day rate.
- AV package rates are a daily flat rate.



Key Takeaway

Document E

VENDOR'S MAILING ADDRESS INFORMATION

Legal Business Name

Doing Business As (DBA) Name

Mailing Address

City, State, Zip Code |

Vendor Tax Identification Number (TIN)

Unique Entity ID (UEI) Number

Company's Contact Person

Company's Contact E-Mail Address

Telephone Number Fax Number

System for Award Management (SAM) Expiration Date

Key Takeaway

- Meet specification of Statement of Work and Terms & Conditions
- Price
- Past Performance
- Minimum Amenities Requirements
- Option to Use NIH AV Equipment

Contact Us

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Bid Proposal Due Date: **August 18, 2023**

SREA HAT 2024-2025 Link:
<https://www.csr.nih.gov/bpahat>

