

**Human Resources Administrative Support****Solicitation Number: N08LM10**

Agency: Department of Health and Human Services

Office: National Institutes of Health

Location: Office of Administration

Notice Type:

Special Notice

Posted Date:

September 12, 2008

Response Date:

-

Archiving Policy:

Manual Archive

Archive Date:

-

Original Set Aside:

N/A

Set Aside:

N/A

Classification Code:

R -- Professional, administrative, and management support services

NAICS Code:

541 -- Professional, Scientific, and Technical Services/541611 -- Administrative Management and General Management Consulting Services

Synopsis:

Added: Sep 12, 2008 8:23 am

In accordance with OMB Circular A-76 (Revised May 29, 2003), the National Institutes of Health (NIH) is publicly announcing the start of a Streamlined Competition for Human Resources Administrative Support. The Competitive Sourcing Official (CSO) is Joe Ellis, Assistant Secretary for Administration and Management, DHHS. The Contracting Officer (CO) is Larry Manning. The Human Resources Advisor is Joyce Robinson. The Agency Tender Official (ATO) is Dan Dupuis. The projected date of completion of this competition is January 23, 2009. The functions involved in this study at the NIH include, but are not limited to, the following: basic administrative support duties (reception, answering phones, photocopying), and also duties that include creating, analyzing, and maintaining data reports, preparing materials for events and HR-related documents, database management, and management support. These services are currently provided by 58 Federal Government employees. NIH will issue another notice to announce the decision of the cost comparison on or about January 23, 2009. THERE IS NO SOLICITATION AT THIS TIME

Points of Contact:

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Place of Performance:

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Opportunity History

■ **Original Synopsis**

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