BACKGROUND

The National Science Foundation (NSF) Act of 1950, which created NSF, states that “The Foundation shall consist of a National Science Board ... and a Director.” Jointly the National Science Board (NSB, Board) and the NSF Director pursue the goals and functions of NSF, including the duty to “recommend and encourage the pursuit of national policies for the promotion of research and education in science and engineering.”

NSB has two important roles. It provides oversight for, and establishes the policies of, NSF within the framework of applicable national policies set forth by the President and the Congress. In this capacity, the Board identifies issues that are critical to NSF’s future, approves NSF’s strategic budget directions, approves annual budget submissions to the Office of Management and Budget, approves new programs and major awards, analyzes NSF’s budget to ensure progress and consistency along the strategic direction set for NSF, and ensures balance between initiatives and core programs. The second role of the Board is to serve as an independent body of advisors to both the President and Congress on broad national policy issues related to science and engineering research and education.

The Board is made up of 24 Members appointed by the President and confirmed by the Senate. The NSF Director is an *ex officio* Member. Members serve 6-year terms; 1/3 of the Board is appointed every 2 years. NSB Members are drawn from industry and academia, and represent a variety of science and engineering disciplines and geographic areas. They are selected for their distinguished service in science and engineering research and education.

NSB reviews and approves major NSF awards and new programs. It also initiates and conducts studies and reports on a broad range of policy topics – on its own initiative or as the President or Congress requests – including the biennial *Science and Engineering Indicators*. NSB also publishes occasional policy papers or statements on issues of importance to U.S. science and engineering.

The Board meets 5 times a year for official board meetings, which include the annual retreat and site visits. It also conducts subject-specific workshops, discussions, conferences, receptions, ceremonies, and other events throughout the year. In addition to the Board Members, these meetings/events are attended by renowned scientists and educators, university presidents, congressional members, senior Government officials, NSF officials and other individual/stakeholders from private and public institutions.
SCOPE OF WORK

The National Science Board Office (NSBO) requires transcription/court reporting services to create verbatim transcripts of official meetings, speeches, discussions, legal proceedings, workshops, roundtables, and other events sponsored by NSB where the spoken word must be preserved as a written transcript. These transcripts ensure a complete, accurate, secure and confidential legal record of proceedings, and document all statements made in NSB official proceedings.

Locations of NSB Meetings and Events: NSB meetings and events may take place a NSF in Arlington, Virginia or off-site locations within the United States. Primarily, transcription services are required for official Board meetings, which meet 5 times a year (4 times in Arlington, Virginia and 1 off-site location), in addition to (yet to be determined) workshops and roundtables, which could be held in Arlington, Virginia or at various off-site locations. The NSBO point of contact will provide information on the precise date, time and location when transcription services are required.

Arrival of Reporter: The verbatim reporter must arrive at least 30 minutes prior to the NSB meeting or event. Any technical requirements needed by the reporter must be submitted to the NSBO point of contact 2 days prior to the event.

Number of Attendees: NSB official meetings may involve up to 25 Board Members, several executive staff members as well as other possible speakers and attendees. The Board meeting transcripts should capture each speaker by name. Other events, such as workshops and roundtable, may have 20 or more participants and include 5 - 10 presentations by participant experts. These transcripts must capture as many speakers as possible by name. As necessary, the NSBO point of contact will provide the verbatim reporter with related reference materials to include, but not limited to lists of Board Members and/or event participants.

Types of Proceedings/Requirements: The following are primary examples of the types of National Science Board proceedings for which verbatim transcription is needed.

Board meetings: the average length of a Board meeting, which includes all Plenary Sessions and closed committee meetings, is approximately 3-5 hours each day for 2 days; sessions for meetings requiring transcription services might not be held consecutively and average 50-100 pages of transcriptions.

Events, workshops and roundtables: the average length of workshops and roundtables is approximately 7 hours per day and average 100-200 pages of transcripts. The meetings usually break for lunch at which time the reporter’s services would not be required. (Lunch is not provided for the reporter.) As necessary, the NSBO point of contact will provide the report with related reference materials such as agendas, which may list discussion topics, speakers, and presenters; and include event times and breaks.
Transcripts Format: Transcripts of these proceedings could be produced through a variety of methods to include stenographic, electronic reporting, voice-writing, or various computer programs. Regardless of the method used, transcribers/verbatim reporters are responsible for producing typed transcripts of the proceedings in Microsoft Word with numbered pages that can easily be manipulated (for example: to change the font, type size, and spacing; and functional for copy and paste).

Separate transcripts should be produced of Plenary Sessions and closed committee meetings, each of these transcripts should have a title page, list of participants, and a contents page.

Transcripts Delivery: For the 2010 calendar year, transcripts must be sent electronically to the NSBO point of contact within 10 business days after the meeting or event. An exception to this delivery is the August 2010 Board meeting where transcripts must be provided to NSBO within 5 business days.

Qualification Requirements: Contractor must have knowledge of “The Government in the Sunshine Act” and experience working with science, technology, engineering and mathematics (STEM) organizations and as well as familiarity of such an organization’s proceedings. In addition, contractor must have knowledge of and experience of working with the National Science Board and National Science Foundation and a thorough understanding of their mission, purpose, and role in the science community.

Contractor must be able to respond to short-notice assignments.

Contractor’s proposal should include all costs associated with the transcription services for Board meetings and events.

CONFIDENTIALLY AGREEMENT

Contractor must agree to preserve, indefinitely, the confidential nature of any and all proceedings and/or records, discussions, interactions witnessed, viewed or accessed during the National Science Board meetings and/or events. The contractor will not use or disclose any such confidential information to any unauthorized person or entity for any reason whatsoever without the prior written authorization of the National Science Foundation and/or The National Science Board.

2010 National Science Board Meetings are scheduled for the following dates/locations:

- February 3-4, 2010  Arlington, VA
- May 5-4, 2010  Arlington, VA
- August 25-26, 2010  Arlington, VA
- September 23-24, 2010  Lead, SD
- December 1-2, 2010  Arlington, VA
Other NSB events, such as workshops and roundtables are being determined. Contractor will be notified as information becomes available and if transcription services are required.

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