



DEPARTMENT OF HEALTH & HUMAN SERVICES

Substance Abuse and Mental Health Services Administration  
Division of Contract Management, OPS  
1 Choke Cherry Road, Room 7-1051  
Rockville, MD 20857

**REQUEST FOR PROPOSAL (RFP) No. 277-08-0208**

“The National Laboratory Certification Program (NLCP)”

Date Issued:	March 20, 2008
Date Due:	April 18, 2008
Intent Notice Due:	March 31, 2008
Time Due:	3:00 pm, Local Time

Ladies and Gentlemen:

The Substance Abuse and Mental Health Services Administration, (SAMHSA), invites you to submit a proposal in accordance with the requirements of Request for Proposal No. 277-08-0208 for the project entitled "The National Laboratory Certification Program (NLCP)" The North American Industry Classification System (NAICS) code for this acquisition is 541690.

A Performance Based Cost Plus Award Fee Completion type of contract is contemplated for a Base period of one (1) year plus four twelve month (12) option periods. The planned performance period of this contract will be from September 1, 2008 – August 31, 2013. It is expected that one award will be made from this RFP.

You are expected to respond with technical and cost proposals for the entire project and the total period of performance. Please note special requirements in Section L entitled "Instructions to Offerors."

It is necessary to read Section C, Statement of Work, to ensure your understanding of this requirement, as well as the evaluation criteria at Section M. **Past Performance will be used as an evaluation factor in this solicitation. Offeror's should carefully review Section L and Section M of the RFP regarding this and other evaluation factors.** This RFP includes a limitation on the number of pages to be included in each proposal. Your technical proposal shall not exceed **100** pages. Any Appendix to the technical proposal shall not exceed 100 pages in length. Resumes shall be limited to two pages. These page limitations include all exhibits, graphs, charts etc, **exclusive** of references, resumes, organizational charts, etc. Any material in excess of these restrictions will not be read or evaluated. (See Section L.2.A.(2).II. Instruction to Offerors).

The proposal shall be signed by an official authorized to bind your organization. An original and thirteen (13) copies of your technical proposal and an original and four (4) copies of your business proposal must be received by the Contracting Officer no later than 3:00 p.m., local prevailing time on April 18, 2008:

**WHEN UTILIZING THE U.S. POSTAL SERVICE:**

Tracy Davidson  
Contract Specialist  
PROPOSAL RFP No. 277-08-0208  
Substance Abuse and Mental Health Services Administration  
Division of Contracts Management, OPS  
1 Choke Cherry Road, Room 7-1051  
Rockville, Maryland 20857

**WHEN UTILIZING SPECIAL/OVERNIGHT CARRIER SERVICE OR HAND DELIVERY:**

Tracy Davidson  
Contract Specialist  
PROPOSAL RFP No. 277-08-0208  
Substance Abuse and Mental Health Services Administration  
Division of Contracts Management, OPS  
1 Choke Cherry Road, Room 7-1051  
Rockville, Maryland 20852

The RFP does not commit the Government to pay costs for the preparation and submission of a proposal.

It is brought to your attention that the Contracting Officer is the only individual who can legally commit the Government to the expenditure of public funds in connection with any acquisition action.

Questions concerning any uncertainty which, in your opinion, require clarification or correction must be furnished in writing to the Contracting Officer. Questions should be submitted electronically to the attention of Tracy Davidson at [Tracy.Davidson@samhsa.hhs.gov](mailto:Tracy.Davidson@samhsa.hhs.gov). The offeror is responsible for confirming receipt of electronic mail. You should also fax your questions to 240-276-1510 attention Tracy Davidson, Contract Specialist.

We are enclosing a sample "Breakdown of Proposed Estimated Cost" format for your budget summary. Please modify this format to summarize the total costs for each cost element for each task and each year of your proposal along with a separate summary of costs for each option. You will still need to attach detailed breakouts of the cost elements as applicable. The "Breakdown of Proposed Estimated Cost" is listed in Section J, Attachment 8 of the solicitation.

Please note that Section K. can be access through the Online Representations and Certification Applications (ORCA) on the internet at the address in Section K. Contractors and their subcontractors must acknowledge in their Original Business Proposal only, completion of the electronic Representations and Certifications.

Request for any information concerning this RFP should be directed only to Tracy Davidson, Contract Specialist, Division of Contracts Management who may be called on Area Code (240) 276-1509; collect calls will not be accepted. **Discussion with any other individual outside the Division of Contracts Management, may result in the rejection of the potential offeror's proposal.**

You must submit a completed "Proposal Intent" form by **March 31, 2008** indicating your intent to submit a proposal under this RFP. This form is Attachment 9 listed at Section J, and is needed for review as well as administrative and review planning purposes. Your cooperation is appreciated.

Sincerely,

Lynn Tantardini  
Contracting Officer  
Division of Contracts Management, OPS  
SAMHSA, DHHS  
Enclosure: Request for Proposal