

NATIONAL INSTITUTE ON ALCOHOL ABUSE AND ALCOHOLISM

AMENDMENT NO. TWO (2) to RFP NIAAA-08-05 (NIHAA2008007), "Alcohol Epidemiological Data System (AEDS)"

Date of Issuance: May 15, 2008

This Amendment provides a list of all questions asked and answers provided regarding the subject RFP as forth below. The hour and date specified for receipt of Offers remains unchanged: May 27, 2008 at 3:00 p.m., Eastern Prevailing Time.

Offerors MUST acknowledge receipt of this amendment by separate letter, telegram or Electronic Mail which includes a reference to the RFP and Amendment number.

FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED MAY RESULT IN THE REJECTION OF YOUR OFFEROR.

QUESTION #1: Section L.2.a.2.II (Pages 38-39) states that "Your technical proposal...should be limited to 150 pages, exclusive of personnel qualifications, budget and person-power exhibits." Would this page limit also exclude appendices such as draft of the Information System Security Plan (required by Section L.2b.4.g on Page 48), publication lists, citations (references), and full description of contracts relevant to the current procurement?

ANSWER: [Yes, the page limit also excludes appendices as mentioned above.](#)

QUESTION #2 a: Section L.2.a.4 (Page 39) states "The technical proposal must include direct cost and resources information, such as labor-hours and categories and applicable rates, materials, subcontracts, travel, etc., and associated costs so that the offeror's understanding of the project may be evaluated (see Section J, Attachment entitled, TECHNICAL PROPOSAL COST SUMMARY)." Normally, "rate" and "direct cost" information is included in Business Proposals, not in Technical Proposals. Should this information be included in the Technical Proposal for this solicitation? Please clarify or confirm.

Question 2b: There is no attachment in Section J entitled "TECHNICAL PROPOSAL COST SUMMARY." Where can this attachment be found?

AMENDMENT NO. TWO (2) to RFP NIAAA-08-08 (Continued)

ANSWER to 2a. and 2b.: The proposal must be prepared in two parts: a "Technical Proposal" and a "Business Proposal." Each of the parts shall be separate and complete in itself so that evaluation of one may be accomplished independently of, and concurrently with, evaluation of the other. The technical proposal must include direct cost and resources information, such as labor-hours and categories and applicable rates, materials,

subcontracts, travel, etc., and associated costs so that the offeror's understanding of the project may be evaluated (See TECHNICAL PROPOSAL COST SUMMARY INFORMATION, available at the link below). However, the technical proposal should **NOT** include pricing data relating to individual salary information, indirect cost rates or amounts, fee amounts (if any), and total costs. The technical proposal should disclose your technical approach in as much detail as possible, including, but not limited to, the requirements of the technical proposal instructions.

<http://www4.od.nih.gov/ocm/contracts/rfps/techcst5.htm>

QUESTION #3: SOW Section A.3.a.(7) (Page 6) states “All software documentation and reports shall be produced in or translated to Microsoft Word for Windows 2005 (or later edition)...”. To our knowledge, Windows 2005 (or Microsoft Word 2005) does not exist.

Please clarify this requirement.

ANSWER: **Versions of word processing software compatible with those used at NIAAA should be used. At present, NIAAA uses Word 2003 for Windows.**

QUESTION #4: SOW Section A.3.b. LEB TASK 1: Provide Technical Assistance to LEB (Page 11) states:

(1) Assistance with all aspects of secondary data analysis including identification of relevant datasets and literature, data cleaning, data file setup, programming, statistical consultation, and scientific writing/editing.

(2) Assistance with preparation of secondary data analyses for presentation at research conferences and other research settings.

Can these requirements be more specific for the purpose of estimating the level of effort and cost?

ANSWER: **The Contractor shall collaborate with LEB staff (as lead author or co-author) on 3-5 manuscripts (to submit to peer reviewed journals) per year. The contractor shall format and print 10-20 posters per year for LEB.**

QUESTION #5: Can the contractor create their own network on-site to develop store and analyze data that is funded by Project Office? If yes what is the process?

ANSWER: **Yes, the contractor may create their own network at their work site. There is no specific process.**

AMENDMENT NO. TWO (2) to RFP NIAAA-08-08 (Continued)

QUESTION #6: Will the Project Office acquire all reference material and access to capture relevant requirement data? If yes what is the process?

ANSWER: No. The contractor is responsible for obtaining relevant datasets and reference materials for analyses.

QUESTION #7: Is there a Data warehouse or Data Mart that stores historical data for pattern matching reports. If yes, what is the hardware and software requirements, If no, is there a requirement to create one?

ANSWER: All data from the previous contract will be transferred to the new contractor. There are no specific hardware and software requirements. The contractor is expected to use SAS and SUDAAN software whenever possible. NIAAA will provide licenses.

QUESTION #8: Can the contractor recommend or install COTS tools to help create data sets for analysis. If no, will the Project Office provide a similar tool?

ANSWER: No special tools will be provided.

QUESTION #9: Can the contractor use statistical models other than those provided by Project Office to create comparative analysis?

ANSWER: Yes, with approval from the Project Officer.

QUESTION #10: What is the dispute process for award fee evaluation results?

ANSWER: Evaluations of performance and determinations of award fee amounts in a CPAF contract are subjective. The award fee determination is made unilaterally by the Contracting Officer and award fee decisions are exempt from the Disputes clause.

QUESTION #11: In case of a change to the plan who decides on level of effort for a task. What is the funding limitation, if any? Can additional resources be added to address the change.

ANSWER: The Government reserves the right to make necessary changes which would result in a negotiated bi-lateral modification to the contract. Funding limitations cannot be discussed. However, for proposal purposes, you are referred to Section L 1.f., on page 37 of the RFP which provides the Government's estimate of effort for the requirement.

AMENDMENT NO. TWO (2) to RFP NIAAA-08-08 (Continued)

No further funding information is available at this time to address future changes in the requirement, should they be necessary, and availability of additional resources at a later date.

QUESTION #12: I would just like to know if a place of performance has been designated for this requirement.

ANSWER: A place of performance has not been designated for this requirement. You are referred to Paragraph 2, "Mandatory Qualification Criteria" under Evaluation Factors for Award, (located in Section M, on page 58 of the Request for Proposal), which concerns location of the offeror's place of performance.