

Helping YOU to Help US Discover a Cure

*Vendor Participation with SAIC-Frederick, Inc.,
National Cancer Institute at Frederick*

Vendor Guide

Ethics and Quality: Good Values...Good Business



SAIC-Frederick, Inc.
*A subsidiary of Science Applications
International Corporation*

WELCOME...

Thank you for your interest in doing business with SAIC-Frederick, Inc., the National Cancer Institute at NCI-Frederick. Providing vital goods and services to our research community ultimately results from a partnership between the acquisition departments of SAIC-Frederick, Inc. and the vendor community.

We, as SAIC-Frederick, Inc., employees, are dedicated to the delivery of quality scientific and technical products and services, thus contributing to the security and well-being of our communities. We believe high ethical standards are essential to the achievement of our individual and corporate goals. As such, we shall be fair and professional in all of our business dealings and shall honor our commitments to our business partners. We shall select vendors, suppliers, and subcontractors who will adhere to our ethical standards and commitments to quality products and services.

It is the mission of the acquisition departments to provide fair and equal treatment to all persons involved in procurement. All contracts for the purchase or lease of goods, services, or construction are awarded through competitive bidding or negotiation, or through other processes established by the Federal Acquisition Regulation (FAR).

We hope this brochure will help you to better understand how to do business with SAIC-Frederick, Inc.

INTRODUCTION

SAIC-Frederick, Inc., as the Operations and Technical Support Contractor to the National Institutes of Health–National Cancer Institute, operates NCI-Frederick, a federally funded research and development center, under prime contract N01-CO-12400. Visit our Web site for a full range of information about the center at: <http://web.ncifcrf.gov/about/businessopportunities.asp>. NCI-Frederick is a government-owned, contractor-operated facility located at Fort Detrick, Frederick, MD. SAIC-Frederick, Inc. also provides acquisition services for the other prime contractors serving the facility. Procurement activities involve the purchase of a wide variety of goods and services, ranging from test tubes to multimillion dollar construction projects.

Three acquisition departments operate at the facility. The **Purchasing Department** is responsible for all items and maintenance services commercially available to the general public. These include laboratory instruments & equipment, supplies and services, research chemicals and reagents, animals and animal supplies, occupational clothing and protective materials, industrial instruments and materials, vehicle leasing and purchasing, and office/administration items. The **Research Subcontracts Department** is responsible for items not commercially marketed (such as major research and development projects, technical services, and custom requirements) as well as commercial services and consultant agreements. The **Construction Subcontracts Department** is responsible for design, construction, and renovation projects, and real property leasing.

We encourage you to familiarize yourself with the Federal Acquisition Regulation, which is available in full text on the Internet at: <http://www.acquisition.gov/far>.

Questions about the NCI-Frederick acquisition functions should be addressed to the following managers:

**Purchasing
Department**

Ms. Donna Follin
Manager
SAIC-Frederick, Inc.
Bldg. 1050
P.O. Box B
Frederick, MD 21702
(301)846-1124 Tel
(301)846-5311 Fax

**Research
Subcontracts Dept.**

Mr. Greg Davis
Manager
SAIC-Frederick, Inc.
92 Thomas Johnson Drive
Suite 250
Frederick, MD 21702
(301)228-4011 Tel
(301)228-4037 Fax

**Construction
Subcontracts Dept.**

Mr. Chad Hildebrand
Manager
SAIC-Frederick, Inc.
Bldg. 1050
P.O. Box B
Frederick, MD 21702
(301)846-5422
(301)846-6541

PURCHASING METHODS

FORMAL SEALED BIDS OR PROPOSALS

When a requirement to procure a good or service is identified for which a bilateral agreement is in the best interest of the Government, a formal Sealed Invitation for Bid (IFB) or a Request for Proposal (RFP) will be issued. IFBs and RFPs may be advertised on *FedBizOpps*, <http://www.fbo.gov>, or posted on public bid boards at the procurement offices or at our Web site: <http://web.ncifcrf.gov/bizopps>. Solicitations for formal Sealed Bids and Proposals are mailed to the vendors selected from the active vendor list for the good or service being sought. Vendors not included in the mailing may request a solicitation package for bid submission. Responses to formal Sealed Bids and Proposals are secured unopened until the date and time specified in the solicitation.

ATTENDANCE AT BID OPENINGS

You may attend Sealed Bid openings. No further information will be released following the opening until an award is made. If you are unable to attend the bid opening, you may request publicly available bid information by telephone.

INFORMAL QUOTATIONS AND SOLICITATIONS OF PROPOSALS

For goods and services qualifying under the Simplified Acquisition Procedures of FAR Part 12, SAIC-Frederick, Inc. may seek price quotations and proposals using techniques that are less stringent than those used for formal Invitation for Bid and Request for Proposals. Informal quotations and proposals may be requested and received using telephone, facsimile, or other unsealed methods of expediting the exchange of information between the vendor and SAIC-Frederick, Inc.

GOVERNMENT PURCHASE CARDS

Authority to use the purchase card has been granted to some requesting areas. The purchase card is a VISA card and can be used like any regular credit card.

COMPLETING BIDS

Read the Invitation for Bid in its entirety. Be certain you understand it. ***FAILURE TO READ THIS DOCUMENT WILL NOT RELIEVE YOU OF ANY CONTRACTUAL RESPONSIBILITY. THE BID YOU SIGN MAY BECOME A BINDING CONTRACT.***

Identify all requirements for signatures, certificates, and enclosures. Acknowledge any amendments. Incomplete submissions could result in disqualification.

Do not make changes or deletions in provisions of the solicitation. This may render your submittal nonresponsive. Use the solicitation form for your response.

PREPARING RESPONSES

Award may be made based on initial offer. Therefore, your initial response should contain your best terms from a cost or price and technical standpoint. Negotiations may be conducted before award. This offers some flexibility in terms such as delivery requirements, F.O.B., and other provisions. However, the guiding principles should be followed.

GENERAL REQUIREMENTS

Be aware of the date and time your response is due and the proper location or address for submission. **IT IS YOUR RESPONSIBILITY TO BE CERTAIN THAT RESPONSES ARE RECEIVED BY SAIC-FREDERICK, INC. PRIOR TO THE DATE AND TIME SPECIFIED. *ONE MINUTE LATE IS LATE!***

If there are any mandatory pre-bid, pre-proposal conferences or site visits, you must be present, or your response will not be considered for award. If samples or other submittals are required, they must be submitted. Prepare your response with electronic printing or ink. All changes to your response must be lined through in ink and initialed in ink by the person signing the document. Do not use white out. Failure to correctly modify your bid may be grounds for disqualification. The bid must be signed in ink. Keep a copy of your response before returning it. Clearly identify your response with the file number, the description of the product or services, and the date/time.

DOUBLE-CHECK BEFORE SEALING

Before you seal the envelope, double-check the following:

- Are all the computations correct?
- Is the response signed in ink by the person authorized to bind the company in a contract?
- Are errors and modifications properly corrected?
- Are all certificates and enclosures required by the solicitation included?

RECEIPT OF FORMAL PROPOSALS

The responses to Requests for Proposals are opened and recorded at the date and time of closing that is given in the RFP. No portions of RFPs are publicly read or opened to public inspection until after award has been made.

NO BID RESPONSES

Failure to respond to three successive solicitations with either a bid or a statement of "NO BID" may be grounds for removal from the Bidders List. Periodically, the vendor database will be purged and updated, at which time vendors may be requested to re-apply.

WITHDRAWAL OF BIDS DUE TO MISTAKE IN BID

Bids may be withdrawn only when the provisions of FAR 14.407 are met. SAIC-Frederick, Inc., in its capacity at NCI-Frederick, is authorized to purchase from GSA schedules, but is not required to use the GSA schedules.

GETTING ON THE VENDOR LIST

You are encouraged to place your firm on our online Potential Vendor Database, http://web.ncifcrf.gov/bizopps/potential_vendor.asp. When this has occurred, your firm will be considered for future procurements.

SMALL BUSINESS CONCERNS

Small, small disadvantaged, woman-owned, HUBZone (historically under utilized business zone), veteran-owned, DVET (service-disabled veteran-owned), and HBCU/MI (historically black colleges and universities/minority institutions), businesses are encouraged to participate in providing the facility's goods and services to NCI-Frederick. SAIC-Frederick, Inc., acquisition activities cooperate with federal agencies to facilitate the participation of these businesses in the procurement transactions of the facility. Procurement personnel use Acquisition Central, <http://www.acquisition.gov>, and the Central Contractor Registration (CCR), <http://www.ccr.gov>, as well as attend conferences and trade shows supported by small, small disadvantaged, woman-owned, HUBZone, DVET, and HBCU/MI businesses, in order to maximize use of these businesses. When lower tier subcontracting is appropriate, use of small, small disadvantaged, woman-owned, HUBZone, DVET, and HBCU/MI businesses is mandated on SAIC-Frederick, Inc., subcontracts in accordance with federal guidelines. Any small, small disadvantaged, woman-owned, HUBZone, DVET, or HBCU/MI business seeking assistance in understanding or completing any solicitation should contact the appropriate department, as listed in the brochure Introduction.

Specialized Research Services

- Partnership
- Biomedical
- Laboratory
- Industrial
- Administrative
- Consulting

Specialized Research Items

- Laboratory Instruments and Supplies

Research Chemicals and Reagents
Animals and Animal Supplies
Occupational Clothing
Industrial Instruments and Materials
Office/Administration Items
Design, Construction, and Renovation Projects

Vendor Classifications

Small Businesses
Small Disadvantaged Businesses
Woman-Owned Businesses
HUBZone Businesses
Veteran-Owned Businesses
Service-Disabled Veteran-Owned Businesses
Historically Black Colleges and Universities/Minority Institutions

<http://web.ncifcrf.gov/about/businessopportunities.asp>