RFP NIH-NIAID-DAIDS-01-05

"HIV/SIV Database and Analysis Unit"

ALL AMENDMENTS TO THIS RFP WILL BE POSTED ON THE NIAID CONTRACTS MANAGEMENT HOME PAGE: HTTP://WWW.NIAID.NIH.GOV/. ALL OFFERORS ARE RESPONSIBLE FOR ROUTINELY CHECKING THE NIAID WEBSITE FOR ANY POSSIBLE SOLICITATION AMENDMENTS THAT MAY BE ISSUED. NO ADDITIONAL NOTIFICATION OF ANY AMENDMENTS WILL BE PROVIDED BY THIS OFFICE.

Request for Proposal No.:	NIH-NIAID-DAIDS-01-05
OMB #:	0990-0115
Issue Date:	February 9, 2000
Point of Contact:	Grace Bruce gb15w@nih.gov Contracting Officer Contract Management Branch, NIAID, NIH Room 2230, MSC 7612 6700-B Rockledge Drive Bethesda, Maryland 20892-7612
Purchase Authority:	Public Law 92-218 as amended
Small Business Set-Aside:	No, SIC Code 7379
Just In Time:	No
Offer Expiration Date:	Offers shall be valid for 120 days unless a different period is specified by the Offeror on the form entitled "Proposal Summary and Data Record, NIH 2043".
Proposal Due Date:	***May 5, 2000, 4:00 P.M Local Time***

Ladies and Gentlemen:

You are invited to submit a proposal in accordance with the requirements of this RFP. The Government anticipates that one (1) cost reimbursement, completion type contract will be awarded for a period of five (5) years as a result of this RFP.

The government reserves the right to make award without discussions. Accordingly offerors are advised to submit their best offer and complete proposal information by the closing date of the RFP.

This RFP will utilize the National Institute of Allergy and Infectious Diseases' (NIAID), Contract Review On-line (CRON) System, therefore, offerors must submit their proposals ELECTRONICALLY. Please note that the electronic copy of your proposal will need to be submitted in Adobe Acrobat portable document format (PDF). Adequate security for electronic transmission is provided by using a dedicated server with access restricted through passwords. HARDCOPIES OF BOTH THE TECHNICAL AND BUSINESS PROPOSALS MUST BE SUBMITTED IN ACCORDANCE WITH THE INSTRUCTIONS AND TO THE ADDRESS LISTED IN **ATTACHMENT F**, **PACKAGING AND DELIVERY OF THE PROPOSAL**. **An official authorized to bind your organization must sign the hardcopy of your proposal.**

Please note and adhere to the page limitations set forth in Attachment F. The narrative portion of the Technical Proposal (which includes the Technical Plan, comprised of the Technical Objectives, Approach, Methods and Schedule) is limited to 150 pages. Pages in excess of this limitation will be deleted and will not be read or evaluated. See Attachment F for complete details on page limitations, proposal format, and instructions on how to prepare and submit a proposal. All pages of the technical proposal must be numbered sequentially and these numbers must be consistent with the information outlined in the technical proposal Table of Contents.

The Attachments included with this electronic RFP package are as follows:

A. **Background and Statement of Work**, dated February 9, 2000
B. **Reporting Requirements and Other Deliverables**, dated February 9, 2000
C. **Evaluation Factors for Award**, dated February 9, 2000
D. **Specific RFP Instructions and Provisions**, dated February 9, 2000
E. **Applicable RFP References**, dated February 9, 2000 **[NOTE This Attachment contains five (5) other referenced documents that must be retrieved, in whole or in part, in order to submit a proposal.]**
F. **How to Prepare and Submit an Electronic Proposal**, dated February 9, 2000

If you are unable to download any of the applicable documents, please contact Grace A. Bruce, by phone, fax or e-mail at the numbers/address listed below.

YOUR ATTENTION IS FURTHER DIRECTED TO THE "PROPOSAL INTENT RESPONSE SHEET" CONTAINED IN ATTACHMENT D OF THIS DOCUMENT. IF YOU INTEND TO SUBMIT A PROPOSAL, YOU MUST COMPLETE THIS FORM AND RETURN IT TO THIS OFFICE VIA FAX OR E-MAIL ON OR BEFORE MONDAY, APRIL 3, 2000. THE RECEIPT OF THIS FORM IS CRITICAL AS IT CONTAINS INFORMATION ESSENTIAL FOR NIAID'S COORDINATION OF THE ELECTRONIC SUBMISSION AND REVIEW OF PROPOSALS.

If your proposal is not received by the Contracting Officer or designee at the place and time specified, then it will be considered late and handled in accordance with the PHS Clause 352.215-10 entitled, "Late Proposals, Modification of Proposals, and Withdrawals of Proposals."

Questions concerning the solicitation must be furnished in writing. Please contact the Contracting Officer, Grace Bruce by telephone at (301) 496-0195, via fax at (301) 402-0972 or via the Internet address gb15w@nih.gov. Collect calls will **NOT** be accepted.

Sincerely,

Barbara A. Shadrick
Senior Contracting Officer
Contract Management Branch
National Institute of Allergy and Infectious Diseases, NIH

Attachments: A - F

ATTACHMENT A

RFP-NIH-NIAID-DAIDS-01-05
February 9, 2000

BACKGROUND AND STATEMENT OF WORK

BACKGROUND

INTRODUCTION

A major concern in AIDS vaccine development has been the tremendous rate and magnitude of genetic variation of HIV. Knowledge of genetic information about HIV has accumulated rapidly. To collect this information in one place and to facilitate its distribution to interested researchers, the NIAID in 1987 initiated an Interagency Agreement with the U.S. Department of Energy to operate a computerized database and analysis unit. The Database has served as an international research resource to aid in the development of vaccines and therapies and in the understanding of the pathology, genetics, and evolution of HIV. There are over 29,000 HIV and HIV-related sequences in the current database. The database staff prioritize a subset of these sequences for annotation and wide dissemination, however any and all sequences (except those embargoed by the provider) are made available to any interested investigators upon written request. Starting in FY95, a second database for immunological data was established. Both databases are relational databases accessible via the Internet and designed for ease of search by the user community. The current database web sites can be viewed at the following URL addresses: http://hiv-web.lanl.gov and http://hiv-web.lanl.gov/immunology/index.html**.** The database staff designs or otherwise obtains state-of-the-art analysis packages that are provided to the user community via the Internet. In addition, the database staff publishes two annual compendia containing up-to-date information on genetic sequence and immunology of HIV-1 and related lentiviruses, and distributes them to all interested parties. The current mailing lists for the genetic sequence compendium and immunology compendium number approximately 1500 and 600, respectively. In the coming year the database will begin to compile and analyze sequence data on two molecular targets of HIV therapy; reverse transcriptase and protease. HIV genetic sequences will be linked to data on the antiretroviral treatments received by the patients from whom the sequences were obtained. For this recompetition the Database will take on the added task of compiling information to systematically track the attributes of AIDS vaccine studies in non-human primates; a task that has been carried out since 1991 under a separate NIAID contract. In the past, updates to the non-human primate vaccine database have been published on a biennial basis in the Journal of Medical Primatology. [For the most recent publication, see: Warren, JT and Levinson, MA. AIDS preclinical vaccine development: biennial survey of HIV, SIV, and SHIV challenge studies in vaccinated non-human primates. J Med Primatol 1999; 28:249-273.] Under this recompetition, the HIV/SIV Database will disseminate this information as part of a third database dedicated to SIV/SHIV-related data. In summary, this recompetition is for the purposes of; (1) continuance of all current database functions and (2) creation and maintenance of an additional database containing information on SIV/SHIV genetic sequences, immunological epitopes, and an up-to-date summary of all vaccine studies conducted in SIV/SHIV/HIV non-human primate models.

STATEMENT OF WORK

Independently and not as an agent of the Government, the Contractor shall furnish all the necessary services, qualified personnel, materials, equipment, and facilities, not otherwise provided by the Government as needed to perform the work set forth below.

Specifically, the Contractor shall:

I) Compile, store and manage genetic sequence data for HIV-1 and related lentiviruses

Compile genetic sequence data for HIV-1, HIV-2, SIV, SHIV, and other related lentiviruses as identified by the Project Officer. Data shall include all HIV genetic sequence data currently available through other databases, publications, or submissions by investigators before publication, as requested by the Project Officer.

II. Compile and annotate related data

A. Compile and annotate related data that may have relevance to the pathology and immunological recognition of the isolate, as requested/designated by the Project Officer. This data shall include, but not be limited, to epidemiological information, clinical patient-related information, sequencing methodology, and biologic and immunologic data associated with the virus isolate.

B. Compile and update all information available on immunologic epitopes of HIV and related lentiviruses, as requested/designated by the Project Officer, including but not limited to CTL, T-helper cell and neutralizing antibody epitopes.

C. Compile sequence data on proteins of interest to the AIDS research community, as designated by the Project Officer, including but not restricted to: CD4 and other potential viral receptor molecules, antibody molecules, cellular growth factors, enhancer-binding proteins, cytokine- and chemokine-inducible proteins, and endogenous retroviral-like elements related to HIV and SIV pathogenesis.

D. Receive and compile HLA data derived from other NIH-supported contract laboratories, as requested/designated by the Project Officer.

[Note #1 to Offeror: The Offeror should include in their proposal a plan for creating and maintaining an HLA database. It is planned that NIAID will support a separate contract for the purpose of generating HLA data on 200-300 individuals/year at potential vaccine trial sites both domestically and internationally. Data will be generated by molecular HLA typing or other state-of-the-art methodology. Compilation and analysis of this data will be carried out by the HLA contractor, however this data will be sent to the HIV Database for inclusion in the HIV Immunology Database. Cost of maintaining and disseminating this data should be included as a separate line item in the final budget.]

E. Create and maintain a database for drug-resistance mutations and associated data, as requested/designated by the Project Officer. Compile and annotate sequence data on the molecular targets of HIV therapy, including but not limited to reverse transcriptase and protease, and link the sequences to data on the antiretroviral treatments received by patients from whom viruses are obtained.

F. Compile a detailed database of vaccine studies conducted in SIV/SHIV/HIV non-human primate models as data from the studies are made available through publications, presentations at scientific meetings, or personal communications. The database shall contain information on studies conducted by investigators worldwide. The database shall include, but not be limited to, the following information: the name(s) and affiliations(s) of investigators(s) providing the vaccine; the site at which the study was conducted; a description of the vaccine that includes identification of the HIV or SIV genes or proteins contained in the vaccine; a protocol overview; immunization dose, route, and schedule; species, MHC information, and number of non-human primates in each arm of the study; an overview of immune responses elicited; the identity of the challenge virus; the dose and route of challenge; the number of animals protected from establishment of infection; the number of animals infected; virus load at peak and set point in the control and immunized infected animals; CD4 levels post challenge with a pathogenic virus; disease progression and survival data for the infected animals; reference citations; and any additional relevant data on the studies.

G. Maintain a database for studies conducted at the DAIDS-sponsored Simian Vaccine Evaluation Units (SVEU). This database shall include all protocol information and data summaries of each study conducted. Data within this database shall only be provided to the Project Officer and their designees, and shall not be included in web site or hard-copy compendia unless requested by the Project Officer.

III. Analyze genetic sequence, immunology and associated data for HIV and related lentiviruses.

A. Analyze nucleotide sequences. This analysis shall include, but not be limited to: nucleotide sequence alignments, verification of sequence authenticity, base substitution frequencies, evolutionary tree analysis, compilation of consensus sequences, reading frame analysis, identification of conserved and variable regions, subtyping, and recombination analysis.

B. Translate nucleotide sequences and analyze resultant data. This analysis shall include but not be limited to: amino acid sequence alignments, identification of glycosylation patterns, consensus amino acid sequences of relevant epitopes, hydropathy profiles, protein structure, subtyping, and homology-similarity searches.

C. Compile immune epitope information and analyze together with genetic sequence data in such a way as to determine the variable or conserved nature of these epitopes between isolates and across genetic sequence subtypes. Perform additional analysis of immune epitope data as requested by the Project Officer.

IV. Design data dissemination and analysis tools and disseminate data and analysis tools to all interested investigators

A. Design and maintain, on a continuous basis, Internet web sites or other state-of-the-art dissemination methods for the purpose of disseminating information contained within all of the AIDS databases *(with the exception of the database for studies conducted at the DAIDS-sponsored SVEU, as described in II.G above)*. The web sites shall be designed in such a way as to insure ease of search by the user community. Initially, this shall require mounting as relational databases with interactive search interfaces.

B. Design, or otherwise obtain, and update analysis software that will help the user community in carrying out analysis of their data or data contained in the database, as requested by the Project Officer. These software tools shall include but not be limited to: tools to determine nucleotide sequence alignments, verification of sequence authenticity, base substitution frequencies, evolutionary tree analysis, compilation of consensus sequences, reading frame analysis, identification of conserved and variable regions, subtyping and recombination analysis, amino acid translation of nucleotide sequences, amino acid sequence alignments, identification of glycosylation patterns, consensus amino acid sequences of relevant epitopes, hydropathy profiles, protein structure, subtyping, and homology-similarity searches. Make these software tools available via the Internet web sites described above.

C. Distribute annual compendia of compiled data and analyses as identified in I, II, and III above. The compendia shall be distributed on hard copy to all interested investigators on a cost free basis to recipients. Data shall be disseminated in a format and medium which is state-of-the-art and most useful to the anticipated user community as designated by the Project Officer.

[NOTE #2 TO OFFEROR: The current mailing lists for the genetic sequence compendium and immunology compendium number approximately 1500 and 600, respectively. It is envisioned that these mailing lists will not increase by more than 20% over the course of this Contract. Copies of the 1998 compendia editions will be made available to potential offerors upon request. Information contained in the SIV database shall be distributed in a similar fashion. For the purpose of budget preparation, assume distribution to approximately 300 investigators worldwide.]

V. Interact with investigators

Interact directly with the research community for the purposes of: (1) publicizing the availability of the services offered by the Database; (2) assisting with any problems encountered by users of the Database; and (3) obtaining suggestions for improvement of the Database. This shall be accomplished by a variety of methods as requested by the Project Officer, including but not limited to the attendance and participation at National and International meetings, and by active solicitation of suggestions via the Internet web site and compendia publication. The Contractor shall send staff members to meetings, both Domestic and International, as

requested by the Project Officer.

[NOTE #3 TO OFFEROR: For the purpose of budget preparation, the offeror should budget for attendance of two staff members to each of five National meetings (one west coast, two in central U.S., and two in the Bethesda area), and one staff member to two separate International meetings (budget for Europe).]

VI. Provide equipment, facilities and software

Provide facilities and hardware capabilities for receiving, compiling, storing and analyzing the volume of genetic sequence and associated data that is currently being generated by AIDS investigators and investigators in related fields with the capabilities to increase that capacity as the influx of data increases. Provide database management capabilities, relational database capabilities, graphics capabilities, and integrated database capabilities for integrating epidemiological, immunological and biological information with genetic sequence data.

[Note #4 TO OFFEROR: As part of their proposal the offeror shall provide: 1) A complete list of computer hardware equipment that will be dedicated to this project. Available equipment must include a computer mainframe or other hardware capable of compiling and analyzing the volume of sequence information that currently is handled by the HIV Sequence Database and Analysis Unit at Los Alamos; 2) A detailed floor plan of the proposed facility which shows location and proximity of the equipment and; 3) Information regarding ownership/lease of the facility which demonstrates availability for the duration of the proposed contract.]

VII. Implement an orderly transition to a successor Contractor

Provide for an orderly transition of the Database to a subsequent Contractor or to the Government, subject to Project Officer approval. The Contractor shall deliver on or before the completion date of the contract, the following items: all hardcopy and software files that constitute the HIV/SIV Database; copies of all software packages acquired or generated during the source of this contract; Government-owned equipment and property. In addition, the Contractor shall provide their expertise to insure that transition of the Database to a successor is done in a timely, complete and orderly fashion.

ATTACHMENT B

RFP-NIH-NIAID-DAIDS-01-05
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REPORTING REQUIREMENTS AND OTHER DELIVERABLES

1) Annual Reports – The Contractor shall submit to the Project Officer only, on an annual basis, one copy of each of the following three separate compendia:

   - a genetic sequence compendium (to be submitted 30 days following the anniversary date of the contract and each anniversary thereafter)
   - a molecular immunology compendium (to be submitted 30 days following the anniversary date of the contract and each anniversary thereafter)
   - information contained in the SIV database (to be submitted beginning January 2002 and each year thereafter)

   a) Compendia Distribution

   Copies of the compendia shall be submitted as follows:

Type of Report	No. of Copies	Addressee
Annual Genetic Sequence, Molecular Immunology and SIV/Non-Human Primate Compendia	1 each	Project Officer PRDB, NIAID Bethesda, Maryland 20892

   b) If the Contractor is unable to deliver the reports specified above within the period of performance because of unforeseen difficulties, notwithstanding the exercise of good faith and diligent efforts in performance of the work, the Contractor shall give the Contracting Officer immediate written notice of anticipated delays with reasons for the delays.

2) The Contractor shall deliver to the Government or a successor contractor, at the request of the Project Officer, the following items, by the completion date of this contract:

   a) All hardcopy and software files that constitute the HIV/SIV databases,

   b) Copies of all software packages acquired or generated during the course of this contract , and

   c) Government-owned equipment and property.

ATTACHMENT C

RFP-NIH-NIAID-DAIDS-01-05
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EVALUATION FACTORS FOR AWARD

1. GENERAL

Selection of an offeror for contract award will be based on an evaluation of proposals against three factors. The factors in order of importance are: technical, cost/price and Small Disadvantaged Business (SDB) participation. Although technical factors are of paramount consideration in the award of the contract, cost/price and SDB participation are also important to the overall contract award decision. Technical factors are significantly more important than cost/price or other factors when combined. However, cost/price and SDB participation may become a critical factor in source selection in the event that two or more offerors are determined to be essentially equal following the evaluation of all technical evaluation factors.

The evaluation will be based on the demonstrated capabilities of the prospective Contractors in relation to the needs of the project as set forth in the RFP. The merits of each proposal will be evaluated carefully. Each proposal must document the feasibility of successful implementation of the requirements of the RFP. Offerors must submit information sufficient to evaluate their proposals based on the detailed criteria listed below.

2. TECHNICAL EVALUATION CRITERIA

The evaluation criteria are used by the technical evaluation committee when reviewing the technical proposals. Proposals will be judged solely on the written material provided by the offeror. The criteria below are listed in the order of relative importance with weights assigned for evaluation purposes.

CRITERIA (POINTS)

1) Technical Approach (**45 points)**

The technical adequacy and feasibility of the proposed approaches to perform each task of the Statement of Work, including anticipated problems and alternative strategies for:

a) Compilation and management of genetic sequence and associated data for HIV-1 and related lentiviruses, and for other proteins of interest to the AIDS research community

b) Compilation, analysis and integration of associated data that may have relevance to the pathology and immunological recognition of the virus isolates from which genetic sequence was derived, including immune epitopes, HLA data, and drug-resistance information

c) Compilation of non-human primate vaccine study information

d) Analysis of genetic sequence, immunology and associated data for HIV-1 and related lentiviruses

e) Dissemination of database information through the design and maintenance of Internet web sites

f) Dissemination of data to all interested investigators via hard copy compendia on an annual basis

g) Interaction with research community to determine how to best meet their needs for types of data, analysis software tools, and ease of information retrieval thought the Database Internet web sites

2) Qualifications and availability of scientific staff **(30 points)**

a) Principal Investigator(s): Relevance and quality of recent work related to HIV sequence compilation and analysis; training and experience with technical approaches required; training and experience with molecular genetics as well as molecular immunology; documented availability for the proposed project; and experience with managing projects of similar complexity **(20 points)**

b) Other scientific and technical staff: Relevance and extent of experience of other professional and research technical and support staff, and their documented capability to perform their roles in proposed studies; expertise in similar projects; and the logistical adequacy of the staffing plan for the conduct of the project, including the time commitment of the proposed professional and technical staff **(10 points)**

3) Administrative/Logistical Approach (**15 points)**

Logistical plan for receiving/prioritizing/storing/ transferring data

a) Proposed coordination of activities with collaborating investigators providing/receiving genetic sequence and associated data, with selected editors and with the Project Officer

b) Plan for orderly transition of data to a successor or to the NIAID

4) Facilities and Resources (**10 points)**

Documented availability of adequate facilities, equipment and resources necessary to receive, store, analyze and transfer data

Total Points **100**

3. EVALUATION OF TARGETS FOR EXTENT OF SMALL DISADVANTAGED BUSINESS PARTICIPATION

SDB participation will not be scored, but the Government=s conclusions about overall commitment and realism of the offeror=s SDB Participation targets will be highly influential in determining the relative merits of the offeror=s proposal and in selecting the offeror whose proposal is considered to offer the best value to the Government.

The extent of the offero's Small Disadvantaged Business Participation Targets will be evaluated before determination of the competitive range. The evaluation will be based on information provided by the offeror in their technical proposal. Evaluation of SDB participation will be a subjective assessment based on consideration of all relevant facts and circumstances. The Government is seeking to determine whether the offeror has demonstrated a commitment to use SDB concerns for the work that it intends to perform as the prime contractor.

Offers will be evaluated on the following sub-factors:

1) The extent of an offeror's commitment to use SDB concerns.

2) The complexity and variety of the work SDB concerns are to perform. Greater emphasis will be given for arrangements where the SDB shall be performing work appropriate to the scientific objectives expressed in the statement of work.

3) Fairness, reasonableness, and realism of costs proposed by SDBs for the work they will perform.

ATTACHMENT D

RFP-NIH-NIAID-DAIDS-01-05
February 9, 2000

SPECIFIC RFP INSTRUCTIONS AND PROVISIONS

NOTICE TO OFFERORS: This attachment contains proposal instructions and information that are specifically related to this acquisition. The information provided below is only a portion of the instructions and notices required for the submission of a proposal. References to additional, more general information, and forms regarding proposal preparation are contained in Attachment E, "*APPLICABLE RFP REFERENCES*". *If there is any conflict between the instructions given in this Attachment D and any of the "Applicable RFP References" in Attachment E, the instructions contained in this Attachment D take precedence.*

1. NUMBER AND TYPE OF AWARD(S)

It is anticipated that one (1) award will be made from this solicitation and that the award will be made on/about December 14, 2000.

It is anticipated that the award from this solicitation will be a cost reimbursement completion type contract with a 5-year performance period, and that incremental funding will be used.

2. ESTIMATE OF EFFORT

It is estimated by the Government that the total labor effort may fall within the ranges listed below. However, this information is furnished for the Offeror's information only and is not to be considered restrictive for proposal purposes.

Labor Category	**Estimated Effort**
Professional	935% per year
Secretarial	100% per year
Graduate Assistants	200% per year
Total	1235% per year

3. SIC CODE AND SIZE STANDARD

Note: The following information is to be used by the Offeror in preparing its Representations and Certifications, specifically in completing the provision entitled, SMALL BUSINESS PROGRAM REPRESENTATIONS (FEB 1998), FAR 52.219-1:

a. The standard industrial classification (SIC) code for this acquisition is 7379.

b. (1) The small business size standard is $18 Million.

c. This requirement is NOT Set-Aside for Small Business. However, the Federal Acquisition Regulation (FAR) requires in every solicitation (except for foreign acquisitions) the inclusion of the Standard Industrial Classification (SIC) Code and corresponding size standard which best describes the nature of the requirement in the solicitation.

4. TARGETS FOR EXTENT OF SMALL DISADVANTAGED BUSINESS PARTICIPATION

In accordance with FAR Part 15.304(c)(4), the extent of participation of Small Disadvantaged Business (SDB) concerns in performance of the contract in the authorized SIC Major Groups shall be evaluated in unrestricted acquisitions expected to exceed a total estimated cost of $500,000 ($1,000,000 for construction) subject to certain limitations (see FAR 19.201 and 19.1202). The factor entitled "Evaluation of Targets for Extent of Small Disadvantaged Business Participation" in the Technical Evaluation Criteria, **ATTACHMENT C**, shall be used for this purpose and will be evaluated by Government staff prior to determination of the competitive range. SDBs will not be evaluated under this factor unless the SDB concern waives the Price Evaluation Adjustment (PEA) at Subpart 19.11. **Waiver of the price evaluation adjustment shall be clearly stated in the proposal.** If the SDB so waives the PEA, it shall be evaluated under this factor, and participation in performance of the contract shall include the work expected to be performed by SDB concerns at the prime contract level. **Any targets will be incorporated into and become part of any resulting contract.**

Offerors shall seek out and include with their offers, SDB targets, expressed as dollars and percentages of total contract value, in each of the applicable, authorized SIC Major Groups, and a total target for SDB participation by the contractor. This can include joint ventures, teaming arrangements, subcontracts and participation in performance of the contract expected to be performed by SDB concerns at the prime contract level. **This information shall be provided in one clearly marked section of the technical proposal which shall describe the extent of participation of SDB concerns in the performance of the contract.** Offerors must include information that addresses the evaluation factor entitled "Evaluation of Targets for Extent of Small Disadvantaged Business Participation" in the Technical Evaluation Criteria.

SDB Participation information will be used as an evaluation factor against which offerors' relative rankings will be compared to assure the best value to the Government.

If the offeror does not include targets for SDB participation, a specific rationale for this exclusion must be provided. The rationale will be evaluated for its appropriateness during the technical evaluation by the government.

5. SERVICE OF PROTEST (AUG 1996) - FAR 52.233-2

a. Protests, as defined in section 33.101 of the Federal Acquisition Regulation, that are filed directly with an agency, and copies of any protests that are filed with the General Accounting Office (GAO), shall be served on the Contracting Officer (addressed as follows) by obtaining written and dated acknowledgment of receipt from:

Hand-Carried Address:	Mailing address (U.S.) Postal Service
Brenda J. Velez Chief, Contract Management Branch DEA, NIAID, NIH Room 2230, 6700-B Rockledge Drive Bethesda, MD 20817-7612	Brenda J. Velez Chief, Contract Management Branch DEA, NIAID, NIH Room 2230, MSC 7612 6700-B Rockledge Drive Bethesda, MD 20892-7612

NOTE: All material sent to this office by Federal Express should be sent to the Hand Carried Address.

b. The copy of any protest shall be received in the office designated above within one day of filing a protest with the GAO.

6. GOVERNMENT NOTICE FOR HANDLING PROPOSALS

AN OFFEROR SHALL PLACE THIS NOTICE ON TOP OF EACH COPY OF ITS TECHNICAL PROPOSAL.

> "This proposal shall be used and disclosed for evaluation purposes only, and a copy of this Government notice shall be applied to any reproduction or abstract thereof. Any authorized restrictive notices that the submitter places on this proposal shall also be strictly complied with. Disclosure of this proposal outside the Government for evaluation purposes shall be made only to the extent authorized by, and in accordance with, the procedures in HHSAR paragraph 315.608-72."

(For information regarding authorized restrictive notices, offerors should refer to the "Confidentiality of Proposals" section, Item F.6, of the STANDARD RFP INSTRUCTIONS AND PROVISIONS, General Instructions.)

7. PROPOSAL INTENT RESPONSE SHEET

RFP No.: NIH-NIAID-DAIDS-01-05

RFP Title: *"HIV/SIV Database and Analysis Unit"*

Please review the attached Request for Proposals. Furnish the information requested below and return this page by April 3, 2000. Your expression of intent is not binding but will greatly assist us in planning for proposal evaluation.

[ ] DO INTEND TO SUBMIT A PROPOSAL

[ ] DO NOT INTEND TO SUBMIT A PROPOSAL FOR THE FOLLOWING REASONS:

Company/Institution Name (print): _____

Address (print): _____
_____
_____
_____

Project Director's Name (print): _____

Title (print): _____

Signature/Date: _____

Telephone Number and E-mail Address (print clearly):
_____
_____

Names of Collaborating Institutions and Investigators (include Subcontractors and Consultants) (print):

_____
_____
_____
_____

(Continue list on a separate page if necessary)

RETURN VIA FAX OR E-MAIL TO:

CMB, NIAID, NIH
Room 2230
6700 Rockledge Drive, MSC 7612
Bethesda, MD 20892-7612
Attn: Grace Bruce
RFP-NIH-NIAID-DAIDS-01-05
FAX# (301) 480-5253

Email: gb15w@nih.gov

ATTACHMENT E

RFP-NIH-NIAID-DAIDS-01-05
February 9, 2000

APPLICABLE RFP REFERENCES

This section identifies the items found in the RFP Web directory entitled RFP REFERENCES that are applicable to this RFP.

1. The entire file entitled "STANDARD RFP INSTRUCTIONS AND PROVISIONS" is applicable to this RFP, except as otherwise may be modified by the inclusion of an item from the "OPTIONAL RFP INSTRUCTIONS AND PROVISIONS".

2. The following items are applicable from the file entitled "OPTIONAL RFP INSTRUCTIONS AND PROVISIONS:"

    - LATE PROPOSALS, MODIFICATIONS OF PROPOSAL, AND WITHDRAWALS OF PROPOSALS, PHS 352.215-10

    - SMALL, SMALL DISADVANTAGED AND WOMEN OWNED SMALL BUSINESS SUBCONTRACTING PLAN (does not apply to small business or to work performed in foreign countries) *Note: A subcontracting Plan is not due with the initial proposal. The Contracting Officer will notify offerors if a Plan becomes due.*

3. The following items/files are applicable from the subdirectory entitled "FORMS, FORMATS, AND ATTACHMENTS":

Applicable to Technical Proposal

- Technical Proposal Cover Sheet
- Technical Proposal Cost Information
- Summary of Current and Proposed Activities

Applicable to Business Proposal

- Proposal Summary and Data Record, NIH-2043
- Business Proposal Cost Information
- Disclosure of Lobbying Activities, OMB Form SF-LLL
- Excel cost spreadsheet (Template provided)

To Become Contract Attachments

- Invoice/Financing Requests Instructions for NIH Cost-Reimbursement Type Contracts, NIH(RC)-1, May 1997
- Procurement of Certain Equipment, NIH(RC)-7 (OMB Bulletin 81-16), Apr. 1984
- Form NIH 2706 (Financial Report) and Instructions for Completing Form NIH 2706 *Note: Financial reports are not always required. This will be discussed during negotiations.*

Other-to be submitted as directed by Contracting Officer

- Certificate of Current Cost or Pricing Data, NIH-1397
- Small, Small Disadvantaged, HUBZone and Women-Owned Small Business Model Subcontracting Plan Outline

4. The "Representations and Certifications" are applicable.

5. The "Sample Contract Format-General" is applicable.

ATTACHMENT F

RFP-NIH-NIAID-DAIDS-01-05
February 9, 2000

HOW TO PREPARE AND SUBMIT AN ELECTRONIC PROPOSAL

1. ELECTRONIC SUBMISSION INSTRUCTIONS

GENERAL --- To submit a proposal electronically under this RFP, Offerors will need to prepare the proposal on a word processor or spreadsheet program (for the cost portions) and convert them to Adobe Acrobat Portable Document Format (PDF). THE TECHNICAL PROPOSAL AND BUSINESS PROPOSAL MUST BE CONTAINED ON SEPARATE FILES. Further, to expedite the file transferring process, the two files must be named using the following DOS naming convention:

- Technical Proposal: c:\rfp____\techprop.pdf
- Business Proposal: c:\rfp____\busiprop.pdf

If your organization does not have the capability to submit electronically, or unforeseen difficulties occur during transmission, you may submit the electronic copy of your proposal with the original proposal on a diskette, CD-Rom or ZipDisk, in lieu of the internet. The Contract Specialist/Contracting Officer must be notified in advance of using these optional methods.

Approximately TWO weeks prior to the due date of proposals, all offerors will be provided with specific electronic access information and electronic proposal transmission instructions. For this reason, it is imperative that all offerors who are intending to submit a proposal in response to this RFP contact the Contracting Officer identified in this RFP and **complete and submit the attached Proposal Intent Form by April 3, 2000**.

NOTE: There is no limit to the size (MB) of the two electronic PDF files to be submitted; however, the size of the technical proposal is limited to the page limitation language outlined below. For purposes of assessing compliance with the page count, technical proposals will be viewed using the print function of the Adobe Acrobat Reader, Version 3.0.

ADDITIONAL SUGGESTIONS --- Do not embed sound or video (e.g., MPEG) files into the proposal documents. The evaluation system will not incorporate a capability to read these files. Graphics which are embedded into documents should be kept as simple as possible. Complex graphics require longer periods for the computers used in the evaluation system to draw, and redraw these figures and scrolling through the document is slowed significantly. Suggestions include:

- Limit colors to 256 colors at 1024 x 768 resolution; avoid color gradients.
- Simplify the color palette used in creating figures.
- Be aware of how large these graphics files become. Large files are discouraged.
- Limit scanned images as much as possible.

PAGE LIMITS -- **The narrative portion of the Technical Proposal, (see paragraph 2.b.4)** TECHNICAL PLAN**, items a) through d), below, is limited to one-hundred-and-fifty (150) pages**. Pages in excess of this will be removed from the proposal and will not be read or evaluated. Offerors are encouraged to limit the overall size of the Technical Proposal, inclusive of appendices, attachments, etc. Note that although no page limit has been placed on the Business Proposal, Offerors are encouraged to limit its content to only those documents necessary to provide adequate support for the proposed costs.

Type density and size must be 10 to 12 points. If constant spacing is used, there should be no more than 15 cpi, whereas proportional spacing should provide an average of no more than 15 cpi. There must be no more than six lines of text within a vertical inch. Margins must be set to 1 inch around.

Technical Proposal and Business Proposal preparation instructions along with proposal table of contents are detailed below.

2. TECHNICAL PROPOSAL INSTRUCTIONS

a. **GENERAL** --- The entire technical proposal, except as noted below in the "Technical Proposal Table of Contents", is to be submitted electronically. The STANDARD RFP INSTRUCTIONS AND PROVISIONS provide more detail on the TECHNICAL PROPOSAL requirements.

b. **TECHNICAL PROPOSAL TABLE OF CONTENTS/FORMAT**

(NOTE: Instructions to offerors are indicated in parentheses or as footnotes.)

1) TECHNICAL PROPOSAL COVER SHEET ..... Page 1

2) TECHNICAL PROPOSAL TABLE OF CONTENTS ..... Page 2

3) SUMMARY OF OBJECTIVES AND METHODS (Abstract)*... Page 3

4) TECHNICAL PLAN (Refer to Technical Proposal Instructions located in the Standard RFP Instructions and Provisions.)

STATEMENT OF WORK

a) Objectives ..... Page 4
b) Approach ..... _____
c) Methods ..... _____
d) Schedule ..... _____

PERSONNEL (List by name, title, department and organization, and detail each person's qualifications and role in the Project.)

Provide narrative for:

e) Principal Investigator/Project Director
f) Other Investigators
g) Additional Personnel, (e.g., technical support, subcontractors,consultants)

(Note: For key personnel, include 2 page biosketch/resume and the form entitled "Summary of Current and Proposed Activities.") -- Page ____

5) FACILITIES/RESOURCES AND DIRECT COSTS (List/describe all equipment, facilities and other resources available for this project; attach "Technical Proposal Cost Information" form, and marked laboratory/clinical space floor plan in Item 6.)-- Page ____

6) OTHER CONSIDERATIONS (Provide brief narrative of any unique arrangements, safety procedures in place, animal welfare issues, human subject and minority and gender issues, etc.)-- Page ____

7) HUMAN SUBJECTS, PARTICIPATION OF CHILDREN AND MINORITY AND GENDER ISSUES NOT OTHERWISE ADDRESSED (IF APPLICABLE) -- Page ____

8) VERTEBRATE ANIMALS (IF APPLICABLE) – Page _____.

9) "TECHNICAL PROPOSAL COST INFORMATION" summary spreadsheet -- Page ____

10) LITERATURE CITED -- Page ____

11) APPENDICES** (Protocols, policy manuals, etc. for above Technical Plan; list each Appendix; Appendices must be clear and legible, and easily located.)

** State the proposal's broad, long-term objectives and specific aims. Describe concisely the research design and methods for achieving these goals. DO NOT EXCEED ONE PAGE in providing the abstract. Identify the RFP number, institution, and Principal Investigator on the abstract.*

*** HARDCOPY SUBMISSION OF APPENDICES: The following items are excluded from our electronic submission requirement and will not be subject to page limitations. Offerors may provide appendices electronically or may instead submit ten (10) paper copies of the information.*

- *Complete SOPs; any other pertinent policy manuals; any letters of collaboration from other investigators; non-scannable figures or data.*

3. BUSINESS PROPOSAL INSTRUCTIONS

a. **GENERAL** --- THE ENTIRE BUSINESS PROPOSAL IS TO BE SUBMITTED ELECTRONICALLY. There are no page limits with the business proposal. The STANDARD RFP INSTRUCTIONS AND PROVISIONS provide more detail on the BUSINESS PROPOSAL requirements.

Following proposal submission and review, additional information will be requested by the Contracting Officer from all offerors that comprise the competitive range. The format of your BUSINESS PROPOSAL is detailed in the "Business Proposal Table of Contents", below.

With the Business Proposal, please submit Form NIH-2043, "Proposal Summary and Data Record." Note that in addition to telephone and fax numbers, the INTERNET addresses of both the Principal Investigator and the responsible business representative are to be included on the form.

b. **ESCALATION**. Due to the National Institute of Allergy and Infectious Diseases' current budget restrictions, it is recommended that any proposed annual increase in costs for inflation be limited to no more than 3% of total costs per year. Final inflation increases will be subject to the negotiation process taking into consideration the most current consumer price index (cpi).

c. BUSINESS PROPOSAL TABLE OF CONTENTS

Please use the following format to organize and present your Business Proposal:

SECTIONS/FORMAT

1. Proposal Summary and Data Record, NIH-2043

2. Business Proposal Cost Informationand cost spreadsheets which include an itemized cost element breakdown, for each year of the contract. Cost elements on these spreadsheets include (as applicable): Direct Labor, Fringe Benefits, Materials, Subcontracts, Travel, Equipment, ODC, Raw Materials, Purchased Parts, Indirect Costs, Fee.

[Note: We have included a template cost spreadsheet in Microsoft Excel. Offerors are requested to complete this spreadsheet and include it with their business proposal. This spreadsheet can replace the cost sheets that you ordinarily provide. It is our hope that this spreadsheet will provide you with a useful tool, allow us to more easily understand your cost proposal, and eliminate our need to recreate your spreadsheets. This spreadsheet template is a new approach, and we would appreciate any feedback you could give us about it.]

3. Business Plan - the business plan has the following components:

    - A narrative of the BASIS of costs proposed; do not provide documentation with initial proposal
    - Qualification of the Offeror - This includes: General Experience, Organizational Experience Related to the RFP, Performance History, Pertinent Contracts and Grants
    - Property, Equipment, Facilities to be dedicated to this work
    - Royalties, Financial Capacity, Subcontractors

4. Representations and Certifications

5. Other Forms/Information:

    - Disclosure of Lobbying Activities, OMB Form SF-LLL

4. PACKAGING AND DELIVERY OF THE PROPOSAL

[Note to Offeror: Listed below are delivery instructions for the submission of the PAPER copies of your proposal. Instructions for your electronic submission are described above in Electronic Submission Instructions.]

Shipment and marking shall be as indicated below:

A. EXTERNAL PACKAGE MARKING:

In addition to the address cited below, mark each package as follows:

"RFP NO. NIH-NIAID-DAIDS-01-05
TO BE OPENED BY AUTHORIZED GOVERNMENT PERSONNEL ONLY"

B. NUMBER OF COPIES:

The number of copies required of each part of your proposal are as specified below.

Technical Proposal: One (1) unbound signed original and 5 copies, with 10 copies of items excluded from electronic submission requirement that you choose to provide in paper format (SOPs, PERTINENT MANUALS, NONSCANNABLE FIGURES OR DATA, AND LETTERS OF COLLABORATION/INTENT.)

Business Proposal: One (1) unbound signed original and 5 copies.

C. PAPER COPIES TO:

If hand delivered or delivery service:

Grace Bruce
Contract Management Branch
NIAID, NIH
Room 2230

6700-B Rockledge Drive
Bethesda, Maryland 20817

If using U.S. Postal Service:

Grace Bruce
Contract Management Branch
NIAID, NIH
Room 2230
6700-B Rockledge Drive, MSC 7612
Bethesda, Maryland 20892-7612

NOTE: All material sent to this office by Federal Express should be sent to the Hand Carried Address.

NOTE: The U.S. Postal Service's "Express Mail" does not deliver to the hand delivered (20817 zip code) address. Any package sent to this address via this service will be held at a local post office for pick-up. THE GOVERNMENT IS NOT RESPONSIBLE FOR PICKING UP ANY MAIL AT A LOCAL POST OFFICE. If a proposal is not received at the place, date, and time specified herein, it will be considered a "late proposal," in accordance with PHSAR 352.215-10, Late Proposals, Modifications of Proposals and Withdrawals of Proposals (NOV 1986).

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