

**PRE-PROPOSAL CONFERENCE
FOR REQUEST FOR PROPOSALS**

EAST-RFP No. NIH-NICHD-NCS-08-21E

AND

WEST-RFP No. NIH-NICHD-NCS-08-21W

April 2, 2008

**Eunice Kennedy Shriver
National Institute of Child Health and Human Development
NIH, DHHS
Office of Acquisitions, NIDDK**

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POINT OF CONTACTS FOR THIS ACQUISITION

➤ PRIMARY POINT OF CONTACT:

- Fred Ettehadieh, Contracting Officer
- E-mail: fe19w@nih.gov
- Phone: (301) 435-6961

➤ SECONDARY POINT OF CONTACT:

- Elizabeth Osinski, Contracting Officer, Team Leader
- E-mail: eo43m@nih.gov
- Phone: (301) 435-6947

If you have additional questions, please submit them in writing by Mail or E-mail, your questions **MUST** be received by April 11, 2008 in order for a response to be issued as an amendment to the RFP in a timely manner.

PURPOSE OF PRE-PROPOSAL CONFERENCE

- **Improve potential offeror's understanding of the requirement**
- **Allow potential offerors to judge whether or how they can fulfill the Government's requirements**
- **Enhance the Government's ability to obtain quality services at reasonable prices**
- **Increase efficiency in offeror's proposal preparation**
- **Respond to general questions submitted from potential offerors**

ACQUISITION SCHEDULE – general timeline for planning purposes

- **RFP ISSUE DATE** **March 19, 2008**
- **ALL QUESTIONS CUT-OFF DATE** **April 11, 2008**
(In writing by Mail or E-mail)
- **PROPOSAL INTENT RESPONSE SHEET** **April 14, 2008**
- **PROPOSAL SUBMISSION DATE** **May 2, 2008**
- **NOTIFICATION OF OFFERORS IN/OUT** **July 2008**
THE COMPETITIVE RANGE
- **TECHNICAL/BUSINESS QUESTIONS/** **July – August 2008**
NEGOTIATIONS
- **FINAL PROPOSAL REVISIONS** **August – September 2008**
- **CONTRACT AWARD** **September 2008**
- **The Government reserves the right to award a contract without discussions if the Contracting Officer determines that the initial prices are fair and reasonable and that discussions are not necessary.**

EXCHANGES WITH OFFERORS BEFORE RECEIPT OF PROPOSALS

- To avoid creating an unfair competitive advantage, the presentations and the transcript of this conference, as well as any questions, and answers will be issued as amendment to the RFP as soon as practicable after the conference
- The Contracting Officer must be the focal point of any exchanges with potential offerors
- Remarks and explanations provided today do not qualify the terms of the RFP
- The information provided at this conference is for informational purposes only and does not override the terms of the RFP
- For any ambiguities and/or conflicting information, the offerors shall refer to the RFP
- Changes resulting from the conference are official only if issued through an amendment to the RFP
- Any future amendments to the RFP will be issued on the Federal Business Opportunities website at <http://www1.fbo.gov/>

TECHNICAL PROPOSAL PAGE LIMIT REQUIREMENTS

- **Technical proposal is limited to 25 Pages**
- **Attachments, including resumes, the data sharing plan, letters of commitment, human subject documentation, etc., are limited to an additional 75 pages**
- **The ENTIRE technical proposal is limited to 100 pages**
- **Paper size should not exceed 8 ½ by 11 inches**
- **The font size shall be no smaller than 11 point**
- **Margins must be set to ½ inch on each edge of the paper**
- **Two-sided pages will count as 2 pages**
- **Pages that exceed the page limit requirements will not be read, evaluated, or considered for review**

BUSINESS PROPOSAL INSTRUCTIONS

- **Offerors must submit a complete separate business proposal for each location proposed**
- **Refer to RFP, Section J, Attachment 24 to submit the proposed costs for each location using the Breakdown of Proposed Estimated Costs with Excel Spreadsheet**
- **Refer to the RFP, Section J, Attachment 9, Estimate of Effort to assist you in the preparation of your proposal. This information is for your guidance only and is not to be considered restrictive for proposal purposes**
- **Refer to the RFP, Section J, Attachment 23, Small Business Subcontracting Plan for an example of such a plan. Offerors shall not submit a plan with the initial business proposal.**

TYPE OF CONTRACT

- **Multiple Cost-Reimbursement Completion type contracts with a period of performance of five (5) years and incrementally funded with potential Options**
- **Unlike a Grant, the individual cost categories may be shifted during contract performance for managing the contract budget in accordance with the allotted funds relative to the total estimated contract amount**