

<b>PURCHASE REQUEST ADDENDUM FOR RESEARCH SUBCONTRACTS</b>	<b>CG-1B</b>
<i>This form is to be completed in addition to CG-1A (Purchase Request). Reference OTS Customer Guide "How to Purchase Goods and Services" for additional information</i>	
1. If this request is for one or more of the following: <i>human subjects ( tissue, organs, sera) live animals (use, purchase or care),, sensitive items, hazardous materials, <b>complete and forward</b></i> Form CG-5 (PR Special Approval Route Sheet) to the approving officials indicated on the form.	
2. If the purchase request is for a <b>non</b> -competitive procurement, complete and attached Form CG 3 (Justification for Other Than Full and Open Competition) and provide a Competitive Quote/Proposal Evaluation Plan (see item 13).	
3. This acquisition may generate intellectual property (IP) <input type="checkbox"/> Yes <input type="checkbox"/> No - If Yes, provide details regarding the nature of the potential IP	
4. This acquisition is for a specific NCI initiative e.g. ICG, Proteomics or FI cDNA <input type="checkbox"/> Yes <input type="checkbox"/> No - If Yes, indicate which and provide details	
5. This acquisition will use proprietary materials or data from outside NIH. <input type="checkbox"/> Yes <input type="checkbox"/> No - If Yes, provide details on the types and source of the data or materials	
6. This acquisition is associated with a CRADA or MTA. <input type="checkbox"/> Yes <input type="checkbox"/> No – If Yes provide details and attach a copy of the document(s)	
7. A concept review has been completed for this project. <input type="checkbox"/> Yes <input type="checkbox"/> No – If Yes, provide review comments	
8. Subcontractor will require access to the NCI/NIH computer network to complete this work. <input type="checkbox"/> Yes <input type="checkbox"/> No	
9. This acquisition will involve a foreign government or business operating in a foreign country. <input type="checkbox"/> Yes <input type="checkbox"/> No	
<i>Provide the information below on attached sheets. All forms and attachments are to be submitted together as a single package to the Purchasing Dept. Upon request, all attachments developed by the customer should be made available electronically to the assigned Subcontract Specialist for use in the solicitation.</i>	
<b>10. Statement of Work for Services</b> - Provide a detailed statement of work that describes the work to be performed or the services provided. The format should include: (1) Introduction/Background (2) Scope of Work (3) Description of Tasks to Be Performed (4) Outputs desired (5) Delivery Schedule or Period of Performance (6) Reporting Requirements (7) Any attachments or exhibits that will assist the subcontractor in understanding the work.  The description of tasks should list all tasks in a logical sequence to precisely describe what is expected of the subcontractor in performance of the work. Tasks should contain detail sufficient to (1) establish parameters for the project, (2) keep the effort focused on meeting the objectives, (3) describe end products and deliverables, and (4) describe periodic/final reports required to monitor work progress under the contract.	
<b>11. Proposed Budget or Estimate</b> – Identify the types of labor categories and number of hours that may be worked for each labor category. Estimate the labor rates that might be anticipated. List the types of materials, supplies or travel that may be proposed and the expected cost associated with each. Provide the “basis for estimate” e.g. the Project Officer’s personal knowledge of the item/services being purchased or that market research was conducted or comparison of a past purchases of a similar nature etc. (discuss particular situation).	
<b>12. Other Information</b> <ul style="list-style-type: none"> <li>• Provide the name of the person monitoring the subcontractor’s work and accepting performance.</li> <li>• Provide the name(s) of any other person(s) providing technical advice to the subcontractor.</li> <li>• Provide a list of any Government owned data, materials or equipment being provided to the subcontractor.</li> <li>• Provide any other information that will assist in understanding the requirement.</li> </ul>	
<b>13. Competitive Quote/Proposal Evaluation Plan</b> – (If acquisition is competitive and assistance is needed to develop an Evaluation Plan, contact the Research Subcontracts Department Manager <b>prior</b> to submitting request.)  Evaluation Plan is attached <input type="checkbox"/> Yes <input type="checkbox"/> No	