

# SOLICITATION

## SECTION A - SOLICITATION/CONTRACT FORM

<b>1. Purchase Authority: Public Law 92-218 as amended</b>		
<b>2. Request for Proposal (RFP) Number:</b>  BAA-NIAID-DAIT-NIHAI2008032	<b>3. Issue Date:</b>  July 21, 2008	<b>4. Set Aside:</b> <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes See Part IV Section L
<b>5. Title :</b> Large Scale T Cell Epitope Discovery		
<b>6. ISSUED BY:</b> Office of Acquisitions National Institute of Allergy and Infectious Diseases National Institutes of Health 6700-B Rockledge Drive, Room 3214, MSC 7612 Bethesda, Maryland 20892-7612	<b>7. SUBMIT OFFERS TO:</b> <b>[NOTE: This solicitation has a required total page limitation of not-to-exceed 150 pages for the Technical Proposal.]</b> See Part III, Section J, "Packaging and Delivery of the Proposal," ATTACHMENT 1 of this Solicitation.	
<b>8. Proposals for furnishing the supplies and/or services in THE SCHEDULE will be received at the place specified in, and in the number of copies specified in Attachment 1, "Packaging and Delivery of the Proposal," until 3:00 P.M. local time on December 1, 2008. Offers will be valid for 120 days unless a different period is specified by the offeror on the Attachment entitled, "Proposal Summary and Data Record, NIH 2043.</b>		
<b>9. THIS SOLICITATION REQUIRES DELIVERY OF PROPOSALS TO TWO DIFFERENT LOCATIONS. THE OFFICIAL POINT OF RECEIPT FOR THE PURPOSE OF DETERMINING TIMELY DELIVERY IS THE ADDRESS PROVIDED FOR THE OFFICE OF ACQUISITIONS AS STATED IN ATTACHMENT 1, "PACKAGING AND DELIVERY OF THE PROPOSAL." IF YOUR PROPOSAL IS NOT RECEIVED BY THE CONTRACTING OFFICER OR HIS DESIGNEE AT THE PLACE AND TIME SPECIFIED FOR THE OFFICE OF ACQUISITIONS, THEN IT WILL BE CONSIDERED LATE AND HANDLED IN ACCORDANCE WITH HHSAR CLAUSE 352.215-70, ENTITLED, "LATE PROPOSALS, AND REVISIONS" LOCATED IN SECTION L.1. OF THIS SOLICITATION.</b>		
<b>10. Offeror must be registered in the Central Contractor Registry (CCR) prior to award of a contract. <a href="http://www.ccr.gov">http://www.ccr.gov</a></b>		
<b>11. FOR INFORMATION CALL: Thomas P. Hastings                  PHONE: 301-496-0194                  e-MAIL: <a href="mailto:phastings@niaid.nih.gov">phastings@niaid.nih.gov</a>                  COLLECT CALLS WILL NOT BE ACCEPTED.</b>		
		Thomas P. Hastings Contracting Officer Office of Acquisitions National Institute of Allergy and Infectious Diseases

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## **PART I - THE SCHEDULE**

THE INFORMATION SET FORTH IN **SECTION A - SOLICITATION/CONTRACT FORM**, HEREIN CONTAINS IMPORTANT INFORMATION FOR ANY OFFEROR INTERESTED IN RESPONDING TO THIS SOLICITATION. ANY CONTRACT RESULTING FROM THIS SOLICITATION WILL INCLUDE IN ITS **SECTION A - SOLICITATION/CONTRACT FORM**, ACCOUNTING, APPROPRIATION AND GENERAL INFORMATION APPLICABLE TO THE CONTRACT AWARD.

THE CONTRACT SCHEDULE SET FORTH IN **SECTIONS B THROUGH H**, HEREIN, CONTAINS CONTRACTUAL INFORMATION PERTINENT TO THIS SOLICITATION. IT IS NOT AN EXACT REPRESENTATION OF THE CONTRACT DOCUMENT THAT WILL BE AWARDED AS A RESULT OF THIS SOLICITATION. THE CONTRACT COST OR PRICE AND OTHER CONTRACTUAL PROVISIONS PERTINENT TO THE OFFEROR (i.e., those relating to the organizational structure [e.g., Non-Profit, Commercial] and specific cost authorizations unique to the Offeror's proposal and requiring Contracting Officer Prior Approval) WILL BE DISCUSSED IN THE NEGOTIATION PROCESS AND WILL BE INCLUDED IN THE RESULTANT CONTRACT. THE ENCLOSED CONTRACT SCHEDULE IS INTENDED TO PROVIDE THE OFFEROR WITH THE NECESSARY INFORMATION TO UNDERSTAND THE TERMS AND CONDITIONS OF THE RESULTANT CONTRACT.

## **SECTION B - SUPPLIES OR SERVICES AND PRICES/COSTS**

### **ARTICLE B.1. BRIEF DESCRIPTION OF SUPPLIES OR SERVICES**

National security and health care needs underscore the urgency for the development of protective immune-based therapies and vaccines, as well as diagnostics, against agents of bioterrorism. In addition, emerging and re-emerging infectious diseases continue to pose major health threats to the worldwide population. The discovery and validation of novel T cell epitopes will facilitate the design and development of vaccines; improved immune-based therapeutics; and diagnostic tools for the prevention, treatment and detection of such infections, by providing critical information needed to select MHC-peptide or other MHC-ligand complexes that induce T cell activation for the generation and maintenance of protective immunity. In addition, this Large Scale T cell Epitope Discovery Program serves as an important component of NIAID-supported research programs that are focused on elucidating the basic mechanisms of immune protection.

### **ARTICLE B.2. ESTIMATED COST**

The estimated cost of this contract is \$\_\_\_\_\_.

### **ARTICLE B.2. ESTIMATED COST**

- a. The estimated cost of this contract is \$\_\_\_\_\_ .
- b. Total funds currently available for payment and allotted to this contract are \$\_\_\_\_\_. For further provisions on funding see the LIMITATION OF FUNDS clause referenced in Part II, ARTICLE I.2. Authorized Substitutions of Clauses.
- c. It is estimated that the amount currently allotted will cover performance of the contract through \_\_\_\_\_.
- d. The Contracting Officer may allot additional funds to the contract without the concurrence of the Contractor.

### **ARTICLE B.2. ESTIMATED COST AND FIXED FEE**

- a. The estimated cost of this contract is \$\_\_\_\_\_.
- b. The fixed fee for this contract is \$\_\_\_\_\_. The fixed fee shall be paid in installments based on the percentage of completion of work, as determined by the Contracting Officer, and subject to the withholding provisions of the

clauses ALLOWABLE COST AND PAYMENT and FIXED FEE referenced in the General Clause Listing in Part II, ARTICLE I.1. of this contract. Payment of fixed fee shall not be made in less than monthly increments.

- c. The total estimated amount of the contract, represented by the sum of the estimated cost plus the fixed fee, is \$\_\_\_\_\_.
- d. Total funds currently available for payment and allotted to this contract are \$\_\_\_\_\_, of which \$\_\_\_\_\_ represents the estimated costs, and of which \$\_\_\_\_\_ represents the fixed fee. For further provisions on funding, see the LIMITATION OF FUNDS clause referenced in Part II, ARTICLE I.2. Authorized Substitutions of Clauses.
- e. It is estimated that the amount currently allotted will cover performance of the contract through \_\_\_\_\_.
- f. The Contracting Officer may allot additional funds to the contract without the concurrence of the Contractor.

### **ARTICLE B.3. PROVISIONS APPLICABLE TO DIRECT COSTS**

This article will prohibit or restrict the use of contract funds, unless otherwise approved by the Contracting Officer. The following is a list of items that may be included in the resultant contract as applicable. 1) Acquisition, by purchase or lease, of any interest in real property; 2) Special rearrangement or alteration of facilities; 3) Purchase or lease of any item of general purpose office furniture or office equipment regardless of dollar value; 4) Travel Costs; 5) Consultant Costs; 6) Subcontract Costs; 7) Patient Care Costs; 8) Accountable Government Property; and 9) Research Funding.

### **ARTICLE B.4. ADVANCE UNDERSTANDINGS**

Specific elements of cost, which normally require prior written approval of the Contracting Officer before incurrence of the cost (e.g., foreign travel, consultant fees, subcontracts) will be included in this Article if the Contracting Officer has granted his/her approval prior to contract award.

The Contractor agrees to accurately and factually represent the work conducted under this contract in all press releases. In accordance with NIH Manual Chapter 1754, misrepresenting contract results or releasing information that is injurious to the integrity of NIH may be construed as improper conduct. The complete text of NIH Manual Chapter 1754 can be found at <http://www1.od.nih.gov/oma/manualchapters/management/1754/>. Press releases shall be considered to include the public release of information to any medium, excluding peer-reviewed publications. The contractor shall ensure that the Project Officer has received an advance copy of any press releases related to this contract not less than 14 calendar days prior to the issuance of the press release.

## SECTION C - DESCRIPTION/SPECIFICATIONS/WORK STATEMENT

### ARTICLE C.1. STATEMENT OF WORK

- a. Independently and not as an agent of the Government, the Contractor shall be required to furnish all the necessary services, qualified personnel, material, equipment, and facilities, not otherwise provided by the Government, as needed to perform the Statement of Work, dated \_\_\_\_\_, attached hereto and made a part of this Solicitation (See SECTION J - List of Attachments).

### ARTICLE C.2. REPORTING REQUIREMENTS

All reports required herein shall be submitted in electronic format. In addition, one (1) hardcopy of each report shall be submitted to the Contracting Officer, unless otherwise specified.

a. **Technical Progress Reports**

1. In addition to the required reports set forth elsewhere in this Schedule, the preparation and submission of regularly recurring Technical Progress Reports will be required in any contract resulting from this solicitation. These reports will require descriptive information about the activities undertaken during the reporting period and will require information about planned activities for future reporting periods. The frequency and specific content of these reports will be determined prior to contract award. *[Note: Beginning May 25, 2008, the Contractor shall include the applicable PubMed Central or NIH Manuscript Submission reference number when citing publications that arise from its NIH funded research.]*

For proposal preparation purposes only, it is estimated that in addition to the required electronic version(s) 1 hard copies of these reports will be required as follows:

- Monthly
- Quarterly
- Semi-Annually
- Annually
- Annually (with a requirement for a Draft Annual Report)
- Final - Upon final completion of the contract
- Final - Upon final completion of the contract (with a requirement for a Draft Final Report)

2. **Summary of Salient Results**

The Contractor will be required to prepare and submit, with the final report, a summary (not to exceed 200 words) of salient results achieved during the performance of the contract. This report will be required on or before the expiration date of the contract.

3. **Report on Select Agents or Toxins and/or Highly Pathogenic Agents**

For work involving the possession, use, or transfer of a *Select Agent or Toxin* and/or a *Highly Pathogenic Agent*, the following information shall also be included in each Annual Progress Report:

1. Any changes in the use of the *Select Agent or Toxin* and/or a *Highly Pathogenic Agent*, that have resulted in a change in the required biocontainment level, and any resultant change in location, if applicable, as determined by the IBC or equivalent body or institutional biosafety official.

2. If work with a new or additional *Select Agent or Toxin* and/or a Highly Pathogenic Agent will be conducted in the upcoming reporting period, provide:
  - a. A list of each new or additional *Select Agent or Toxin* and/or a *Highly Pathogenic Agent* that will be studied;
  - b. A description of the work that will be done with each new or additional *Select Agent or Toxin* and/or a *Highly Pathogenic Agent*;
  - c. The title and location for each biocontainment resource/facility, including the name of the organization that operates the facility, and the biocontainment level at which the work will be conducted, with documentation of approval by your IBC or equivalent body or institutional biosafety official. It must be noted if the work is being done in a new location.

If the IBC or equivalent body or institutional biosafety official has determined, for example, by conducting a risk assessment, that the work that has been performed or is planned to be performed under this contract may be conducted at a biocontainment safety level that is lower than BSL3, a statement to that effect shall be included in each Annual Progress Report.

If no work involving a *Select Agent or Toxin* and/or a Highly Pathogenic Agent has been performed or is planned to be performed under this contract, a statement to that effect shall be included in each Annual Progress Report.

## b. Other Reports/Deliverables

### 1. Source Code and Object Code

Unless otherwise specified herein, the Contractor shall deliver to the Government, upon the expiration date of the contract, all source code and object code developed, modified, and/or enhanced under this contract.

### 2. Multiple Principal Investigators Leadership Plan

The Contractor shall submit a revised/updated Leadership Plan in the event of a change in any of the Principal Investigators named in the Key Personnel Article in SECTION G of this contract. The revised plan is subject to review and approval by the Contracting Officer.

### 3. Epitope Data

Immune epitope information shall be submitted to the IEDB ([www.ImmuneEpitope.org](http://www.ImmuneEpitope.org)) within six (6) months of validation, or as determined by the Project Officer, in consultation with the Contracting Officer and Contractor. This information includes:

- i. epitope sequence and any post-translational modifications important for epitope recognition or antigen processing
- ii. pathogen species and strain from which the epitope was identified
- iii. antigen from which the epitope was derived
- iv. MHC allele(s) that binds and presents the epitope
- v. epitope identification methods
- vi. validation methods (e.g., test recognition by T cells, and role in protective immunity) and summary of results
- vii. extensive annotation may also be required, as determined in consultation with the Project Officer. This annotation may include: MHC/peptide binding affinity; three-dimensional structure of the antigen or epitope; pathogen replication state in which the epitope is expressed; and disease state in which the epitope is expressed or recognized by the host.



#### 4. Prediction Tools

Contract generated software shall be made available, within 6 months of validation, through publicly accessible web and databases sites, with first preference given to the IEDB ([www.ImmuneEpitope.org](http://www.ImmuneEpitope.org)). If the IEDB does not choose to host the tool, it shall be made accessible through other public websites or repositories identified by the Contractor in consultation with the Project Officer. Contract generated software includes, but is not limited to:

- i. epitope prediction algorithms;
- ii. artificial neural networks;
- iii. epitope visualization tools; and
- iv. mathematical models.

To the extent possible, the Contractor shall provide software under a license certified by the Open Source Initiative (<http://www.opensource.org/licenses/>) to guarantee the right to read, redistribute, modify and freely use the software. In addition, these computational tools shall have a user interface that allows the scientific community to use the tools in their individual research projects.

### **ARTICLE C.3. INVENTION REPORTING REQUIREMENT**

All reports and documentation required by FAR Clause 52.227-11, Patent Rights-Ownership by the Contractor including, but not limited to, the invention disclosure report, the confirmatory license, and the Government support certification, shall be directed to the Extramural Inventions and Technology Resources Branch, OPERA, NIH, 6705 Rockledge Drive, Room 1040-A, MSC 7980, Bethesda, Maryland 20892-7980 (Telephone: 301-435-1986). In addition, one copy of an annual utilization report, and a copy of the final invention statement, shall be submitted to the Contracting Officer. The final invention statement (see FAR 27.303(b)(2)(ii)) shall be submitted to the Contracting Officer on the expiration date of the contract.

The annual utilization report shall be submitted in accordance with the DELIVERIES Article in SECTION F of this contract. Thereafter, reports shall be due on or before the 30 Calendar day following the reporting period.] The final invention statement (see FAR 27.303(b)(2)(ii)) shall be submitted on the expiration date of the contract. All reports shall be sent to the following address:

Contracting Officer  
National Institutes of Health  
National Institute of Allergy and Infectious Diseases  
Office of Acquisition  
6700-B Rockledge Drive, Room 3214  
Bethesda, Maryland 20892

If no invention is disclosed or no activity has occurred on a previously disclosed invention during the applicable reporting period, a negative report shall be submitted to the Contracting Officer at the address listed above.

To assist contractors in complying with invention reporting requirements of the clause, the NIH has developed "Interagency Edison," an electronic invention reporting system. Use of Interagency Edison is encouraged as it streamlines the reporting process and greatly reduces paperwork. Access to the system is through a secure interactive Web site to ensure that all information submitted is protected. Interagency Edison and information relating to the capabilities of the system can be obtained from the Web ( <http://www.iedison.gov>), or by contacting the Extramural Inventions and Technology Resources Branch, OPERA, NIH.

## **SECTION D - PACKAGING, MARKING AND SHIPPING**

All deliverables required under this contract shall be packaged, marked and shipped in accordance with Government specifications. At a minimum, all deliverables shall be marked with the contract number and Contractor name. The Contractor shall guarantee that all required materials shall be delivered in immediate usable and acceptable condition.

If special instructions regarding packaging, marking and shipping are required, these will be developed after receipt of proposals as a result of finalization of the Statement of Work during negotiations. Special instructions, if applicable, will be provided to offerors in the Attachment entitled "Additional Technical Proposal Instructions."

## SECTION E - INSPECTION AND ACCEPTANCE

- a. The Contracting Officer or the duly authorized representative will perform inspection and acceptance of materials and services to be provided.
- b. For the purpose of this SECTION, the Project Officer identified in Article G.1. is the authorized representative of the Contracting Officer.
- c. Inspection and acceptance will be performed at:  
Division of Allergy, Immunology, and Transplantation  
National Institute of Allergy and Infectious Diseases  
National Institutes of Health  
Bethesda, Maryland

Acceptance may be presumed unless otherwise indicated in writing by the Contracting Officer or the duly authorized representative within 30 days of receipt.

- d. This contract incorporates the following clause by reference, with the same force and effect as if it were given in full text. Upon request, the Contracting Officer will make its full text available.

*FAR Clause 52.246-9, Inspection of Research and Development (Short Form) (April 1984).*

**SECTION F - DELIVERIES OR PERFORMANCE****ARTICLE F.1. DELIVERIES**

Satisfactory performance of the final contract shall be deemed to occur upon performance of the work described in the Statement of Work Article in SECTION C of this contract and upon delivery and acceptance by the Contracting Officer, or the duly authorized representative, of the following items in accordance with the stated delivery schedule:

- a. The items specified below as described in the REPORTING REQUIREMENTS Article in SECTION C of this contract. will be required to be delivered F.o.b. Destination as set forth in FAR 52.247-35, F.o.b. DESTINATION, WITHIN CONSIGNEES PREMISES (APRIL 1984), and in accordance with and by the date(s) specified below [and any specifications stated in SECTION D, PACKAGING, MARKING AND SHIPPING, of this contract]:

Item	Description	Quantity	Delivery Schedule
(1)			
(2)			
(3)			

- b. The above items shall be addressed and delivered to:

Addressee	Deliverable Item No	Quantity

**ARTICLE F.2. CLAUSES INCORPORATED BY REFERENCE, FAR 52.252-2 (FEBRUARY 1998)**

This contract incorporates the following clause by reference, with the same force and effect as if it were given in full text. Upon request, the Contracting Officer will make its full text available. Also, the full text of a clause may be accessed electronically at this address: <http://www.acquisition.gov/comp/far/index.html>

FEDERAL ACQUISITION REGULATION (48 CFR CHAPTER 1) CLAUSE:

**52.242-15, Stop Work Order** (August 1989) with **Alternate I** (April 1984).

## SECTION G - CONTRACT ADMINISTRATION DATA

### ARTICLE G.1. PROJECT OFFICER

The following Project Officer(s) will represent the Government for the purpose of this contract:

[To be specified prior to award]

The Project Officer is responsible for: (1) monitoring the Contractor's technical progress, including the surveillance and assessment of performance and recommending to the Contracting Officer changes in requirements; (2) interpreting the statement of work and any other technical performance requirements; (3) performing technical evaluation as required; (4) performing technical inspections and acceptances required by this contract; and (5) assisting in the resolution of technical problems encountered during performance.

The Contracting Officer is the only person with authority to act as agent of the Government under this contract. Only the Contracting Officer has authority to: (1) direct or negotiate any changes in the statement of work; (2) modify or extend the period of performance; (3) change the delivery schedule; (4) authorize reimbursement to the Contractor for any costs incurred during the performance of this contract; or (5) otherwise change any terms and conditions of this contract.

The Government may unilaterally change its Project Officer designation.

### ARTICLE G.2. KEY PERSONNEL, HHSAR 352.270-5 (January 2006)

The key personnel specified in this contract are considered to be essential to work performance. At least 30 days prior to diverting any of the specified individuals to other programs or contracts (or as soon as possible, if an individual must be replaced, for example, as a result of leaving the employ of the Contractor), the Contractor shall notify the Contracting Officer and shall submit comprehensive justification for the diversion or replacement request (including proposed substitutions for key personnel) to permit evaluation by the Government of the impact on performance under this contract. The Contractor shall not divert or otherwise replace any key personnel without the written consent of the Contracting Officer. The Government may modify the contract to add or delete key personnel at the request of the Contractor or Government.

(End of Clause)

The following individual(s) is/are considered to be essential to the work being performed hereunder:

Name	Title

### ARTICLE G.3. INVOICE SUBMISSION/CONTRACT FINANCING REQUEST AND CONTRACT FINANCIAL REPORT

- a. Invoice/Financing Request Instructions for NIH Cost-Reimbursement Type Contracts NIH(RC)-4 are attached and made part of this contract. The Contractor shall follow the attached instructions and submission procedures specified below to meet the requirements of a "proper invoice" pursuant to FAR Subpart 32.9, Prompt Payment.

1. Payment requests shall be submitted as follows:

- a. One original to the following designated billing office:

National Institutes of Health  
Office of Financial Management

Commercial Accounts  
2115 East Jefferson Street, Room 4B-432, MSC 8500  
Bethesda, MD 20892-8500

- b. One copy to the following approving official:

Contracting Officer  
Office of Acquisitions  
National Institute of Allergy and Infectious Diseases, NIH  
6700-B Rockledge Drive, Room 3214, MSC 7612  
BETHESDA, MD 20892- 7612

E-Mail: NIAIDOAInvoices@niaid.nih.gov

The Contractor shall submit an electronic copy of the payment request to the approving official in lieu of a paper copy. The payment request shall be transmitted as an attachment via e-mail to the address listed above in a format compatible with the computer systems at NIH [e.g., MS Word, MS Excel, or Adobe Portable Document Format (PDF)]. ***[Note: The original payment request must still be submitted in hard copy and mailed to the designated billing office to meet the requirements of a "proper invoice."]***

2. In addition to the requirements specified in FAR Subpart 32.9 for a proper invoice, the Contractor shall include the following information on all payment requests:

- a. Name of the Office of Acquisitions. The Office of Acquisitions for this contract is NIAID .
- b. Central Point of Distribution. For the purpose of this contract, the Central Point of Distribution is NIAIDOAInvoices .
- c. Vendor Identification Number. This is the 7 digit number that appears after the Contractor's name in Block 7 of Standard Form 26.
- d. DUNS number or DUNS+4 that identifies the Contractor's name and address exactly as stated on the face page of the contract.
- e. Identification of whether payment is to be made using a two-way or three-way match. This contract requires a Two-Way match.

- b. Inquiries regarding payment of invoices shall be directed to the designated billing office, (301) - 496-6088.

#### **ARTICLE G.4. INDIRECT COST RATES**

In accordance with Federal Acquisition Regulation (FAR) (48 CFR Chapter 1) Clause 52.216-7 (d)(2), Allowable Cost and Payment incorporated by reference in this contract in PART II, SECTION I, the cognizant Contracting Officer representative responsible for negotiating provisional and/or final indirect cost rates is identified as follows:

Director, Division of Financial Advisory Services  
Office of Acquisition Management and Policy  
National Institutes of Health  
6100 Building, Room 6B05  
6100 EXECUTIVE BLVD MSC-7540  
BETHESDA MD 20892-7540

These rates are hereby incorporated without further action of the Contracting Officer.

## **ARTICLE G.5. GOVERNMENT PROPERTY**

If this RFP will result in the acquisition or use of Government Property provided by the contracting agency or if the Contracting Officer authorizes in the preaward negotiation process, the acquisition of property (other than real property), this ARTICLE will include applicable provisions and incorporate the HHS Publication, entitled, "Contractor's Guide for Control of Government Property," which can be found at:

<http://knownet.hhs.gov/log/AgencyPolicy/HHSLogPolicy/contractorsguide.htm>.

## **ARTICLE G.6. POST AWARD EVALUATION OF CONTRACTOR PERFORMANCE**

### **a. Contractor Performance Evaluations**

Interim and final evaluations of Contractor performance will be prepared on this contract in accordance with FAR 42.15. The final performance evaluation will be prepared at the time of completion of work. In addition to the final evaluation, interim evaluation(s) shall be submitted \_\_\_\_\_ [Insert Dates].

Interim and final evaluations will be provided to the Contractor as soon as practicable after completion of the evaluation. The Contractor will be permitted thirty days to review the document and to submit additional information or a rebutting statement. If agreement cannot be reached between the parties, the matter will be referred to an individual one level above the Contracting Officer, whose decision will be final.

Copies of the evaluations, Contractor responses, and review comments, if any, will be retained as part of the contract file, and may be used to support future award decisions.

### **b. Electronic Access to Contractor Performance Evaluations**

Contractors that have Internet capability may access evaluations through a secure Web site for review and comment by completing the registration form that can be obtained at the following address:

<http://oamp.od.nih.gov/OD/CPS/cps.asp>

The registration process requires the Contractor to identify an individual that will serve as a primary contact and who will be authorized access to the evaluation for review and comment. In addition, the Contractor will be required to identify an alternate contact who will be responsible for notifying the cognizant contracting official in the event the primary contact is unavailable to process the evaluation within the required 30-day time frame.



## **SECTION H - SPECIAL CONTRACT REQUIREMENTS**

### **ARTICLE H.1. HUMAN SUBJECTS**

It is hereby understood and agreed that research involving human subjects shall not be conducted under this contract, and that no material developed, modified, or delivered by or to the Government under this contract, or any subsequent modification of such material, will be used by the Contractor or made available by the Contractor for use by anyone other than the Government, for experimental or therapeutic use involving humans without the prior written approval of the Contracting Officer.

### **ARTICLE H.2. HUMAN SUBJECTS**

Research involving human subjects shall not be conducted under this contract until the protocol developed in Phase I has been approved by NIAID, written notice of such approval has been provided by the Contracting Officer, and the Contractor has provided to the Contracting Officer a properly completed "Protection of Human Subjects Assurance Identification/IRB Certification/Declaration of Exemption", Form OMB No. 0990-0263 (formerly Optional Form 310) certifying IRB review and approval of the protocol. The human subject certification can be met by submission of the Contractor's self designated form, **provided** that it contains the information required by the "Protection of Human Subjects Assurance Identification/IRB Certification/Declaration of Exemption", Form OMB No. 0990-0263 (formerly Optional Form 310).

When research involving Human Subjects will take place at collaborating sites or other performance sites, the Contractor shall obtain, and keep on file, a properly completed "Protection of Human Subjects Assurance Identification/IRB Certification/Declaration of Exemption", Form OMB No. 0990-0263 (formerly Optional Form 310) certifying IRB review and approval of the research.

### **ARTICLE H.3. REQUIRED EDUCATION IN THE PROTECTION OF HUMAN RESEARCH PARTICIPANTS**

NIH policy requires education on the protection of human subject participants for all investigators receiving NIH contract awards for research involving human subjects. For a complete description of the NIH Policy announcement on required education in the protection of human subject participants, the Contractor should access the [NIH Guide for Grants and Contracts Announcement](#) dated June 5, 2000 at the following website:

<http://grants.nih.gov/grants/guide/notice-files/NOT-OD-00-039.html>.

The information below is a summary of the NIH Policy Announcement:

The Contractor shall maintain the following information: (1) a list of the names and titles of the principal investigator and any other individuals working under the contract who are responsible for the design and/or conduct of the research; (2) the title of the education program(s) in the protection of human subjects that has been completed for each named personnel and; (3) a one sentence description of the educational program(s) listed in (2) above. This requirement extends to investigators and all individuals responsible for the design and/or conduct of the research who are working as subcontractors or consultants under the contract.

Prior to any substitution of the Principal Investigator or any other individuals responsible for the design and/or conduct of the research under the contract, the Contractor shall provide the following written information to the Contracting Officer: the title of the education program and a one sentence description of the program that has been completed by the replacement.

### **ARTICLE H.4. HUMAN MATERIALS**

The acquisition and supply of all human specimen material (including fetal material) used under this contract shall be obtained by the Contractor in full compliance with applicable State and Local laws and the provisions of the Uniform Anatomical Gift Act in the United States, and no undue inducements, monetary or otherwise, will be offered to any person to influence their donation of human material.

## **ARTICLE H.5. HUMAN MATERIALS (ASSURANCE OF OHRP COMPLIANCE)**

The acquisition and supply of all human specimen material (including fetal material) used under this contract shall be obtained by the Contractor in full compliance with applicable State and Local laws and the provisions of the Uniform Anatomical Gift Act in the United States, and no undue inducements, monetary or otherwise, will be offered to any person to influence their donation of human material.

The Contractor shall provide written documentation that all human materials obtained as a result of research involving human subjects conducted under this contract, by collaborating sites, or by subcontractors identified under this contract, were obtained with prior approval by the Office for Human Research Protections (OHRP) of an Assurance to comply with the requirements of 45 CFR 46 to protect human research subjects. This restriction applies to all collaborating sites without OHRP-approved Assurances, whether domestic or foreign, and compliance must be ensured by the Contractor.

Provision by the Contractor to the Contracting Officer of a properly completed "Protection of Human Subjects Assurance Identification/IRB Certification/Declaration of Exemption", Form OMB No. 0990-0263(formerly Optional Form 310), certifying IRB review and approval of the protocol from which the human materials were obtained constitutes the written documentation required. The human subject certification can be met by submission of a self designated form, provided that it contains the information required by the "Protection of Human Subjects Assurance Identification/IRB Certification/Declaration of Exemption", Form OMB No. 0990-0263(formerly Optional Form 310).

## **ARTICLE H.6. RESEARCH INVOLVING RECOMBINANT DNA MOLECULES (Including Human Gene Transfer Research)**

All research involving Recombinant DNA Molecules shall be conducted in accordance with the NIH Guidelines for Research Involving Recombinant DNA Molecules ( <http://www4.od.nih.gov/oba/rac/guidelines/guidelines.html>) and the September 24, 2007 Notice, "Reminder of NIH Policy for Enhancing the Science, Safety, and Ethics of Recombinant DNA Research" ( <http://grants.nih.gov/grants/guide/notice-files/NOT-OD-07-096.html>) (and any subsequent revisions to the Guide Notice) which stipulates biosafety and containment measures for recombinant DNA research and delineates critical, ethical principles and key safety reporting requirements for human gene transfer research (See Appendix M of the Guidelines). These guidelines apply to both basic and clinical research studies.

The Recombinant DNA Advisory Committee (RAC) is charged with the safety of manipulation of genetic material through the use of recombinant DNA techniques. Prior to beginning any clinical trials involving the transfer of recombinant DNA to humans, the trial must be registered with the RAC. If this contract involves new protocols that contain unique and/or novel issues, the RAC must discuss them in a public forum and then the Institutional Biosafety Committee (IBC), the Institutional Review Board (IRB), and the Project Officer and Contracting Officer must approve the protocol prior to the start of the research.

Failure to comply with these requirements may result in suspension, limitation, or termination of the contract for any work related to Recombinant DNA Research or a requirement for Contracting Officer prior approval of any or all Recombinant DNA projects under this contract. This includes the requirements of the Standing Institutional Biosafety Committee (IBC) (See <http://www4.od.nih.gov/oba/IBC/IBCindexpg.htm> ).

As specified in Appendix M-1-C-4 of the NIH Guidelines, any serious adverse event must be reported immediately to the IRB, the IBC, the Office for Human Research Protections (if applicable), and the NIH Office for Biotechnology Activities (OBA), followed by the filing of a written report with each office/group and copies to the Project Officer and Contracting Officer. ( [http://www4.od.nih.gov/oba/rac/guidelines\\_02/Appendix\\_M.htm#\\_Toc7255836](http://www4.od.nih.gov/oba/rac/guidelines_02/Appendix_M.htm#_Toc7255836)).

## **ARTICLE H.7. CONTINUED BAN ON FUNDING OF HUMAN EMBRYO RESEARCH**

Pursuant to the current HHS annual appropriations act, the Contractor shall not use contract funds for (1) the creation of a human embryo or embryos for research purposes; or (2) research in which a human embryo or embryos are destroyed, discarded, or knowingly subjected to risk of injury or death greater than that allowed for research on fetuses in utero under 45 CFR 46.204(b) and Section 498(b) of the Public Health Service Act (42 U.S.C. 289g(b)). The term "human embryo or embryos" includes any organism, not protected as a human subject under 45 CFR 46 as

of the date of the enactment of this Act, that is derived by fertilization, parthenogenesis, cloning, or any other means from one or more human gametes or human diploid cells.

Additionally, in accordance with a March 4, 1997 Presidential Memorandum, Federal funds may not be used for cloning of human beings.

## **ARTICLE H.8. NEEDLE EXCHANGE**

Pursuant to the current HHS annual appropriations act, the Contractor shall not use contract funds to carry out any program of distributing sterile needles or syringes for the hypodermic injection of any illegal drug.

## **ARTICLE H.9. PRESS RELEASES**

Pursuant to the current HHS annual appropriations act, the Contractor shall clearly state, when issuing statements, press releases, requests for proposals, bid solicitations and other documents describing projects or programs funded in whole or in part with Federal money: (1) the percentage of the total costs of the program or project which will be financed with Federal money; (2) the dollar amount of Federal funds for the project or program; and (3) the percentage and dollar amount of the total costs of the project or program that will be financed by nongovernmental sources.

## **ARTICLE H.10. DISSEMINATION OF FALSE OR DELIBERATELY MISLEADING SCIENTIFIC INFORMATION**

Pursuant to the current HHS annual appropriations act, the Contractor shall not use contract funds to disseminate scientific information that is deliberately false or misleading.

## **ARTICLE H.11. RESTRICTION ON EMPLOYMENT OF UNAUTHORIZED ALIEN WORKERS**

Pursuant to the current HHS annual appropriations act, the Contractor shall not use contract funds to employ workers described in section 274A(h)(3) of the Immigration and Nationality Act, which reads as follows:

"(3) Definition of unauthorized alien. - As used in this section, the term 'unauthorized alien' means, with respect to the employment of an alien at a particular time, that the alien is not at that time either (A) an alien lawfully admitted for permanent residence, or (B) authorized to be so employed by this Act or by the Attorney General."

## **ARTICLE H.12. RESTRICTION ON ABORTIONS**

Pursuant to the current HHS annual appropriations act, the Contractor shall not use contract funds for any abortion.

## **ARTICLE H.13. SALARY RATE LIMITATION LEGISLATION PROVISIONS**

- a. Pursuant to the current HHS annual appropriations act, the Contractor shall not use NIH Fiscal Year funds to pay the direct salary of an individual through this contract at a rate in excess of Executive Level I. Direct salary is exclusive of fringe benefits, overhead and general and administrative expenses (also referred to as "indirect costs" or "facilities and administrative (F&A) costs"). Direct salary has the same meaning as the term "institutional base salary." An individual's direct salary (or institutional base salary) is the annual compensation that the Contractor pays for an individual's appointment whether that individual's time is spent on research, teaching, patient care or other activities. Direct salary (or institutional base salary) excludes any income that an individual may be permitted to earn outside of duties to the Contractor. The annual salary rate limitation also applies to individuals proposed under subcontracts. It does not apply to fees paid to consultants. If this is a multiple year contract, it may be subject to unilateral modifications by the Government if an individual's salary rate used to establish contract funding exceeds any salary rate limitation subsequently established in future HHS appropriation acts.

- b. Payment of direct salaries is limited to the Executive Level I rate which was in effect on the date(s) the expense was incurred. See the following Web site for Executive Schedule rates of pay: <http://www.opm.gov/oca/>. (For current year rates, click on Salaries and Wages / Executive Schedule / Rates of Pay for the Executive Schedule. For prior year rates, click on Salaries and Wages / cursor to bottom of page and select year / Executive Schedule / Rates of Pay for the Executive Schedule. Rates are effective January 1 of each calendar year unless otherwise noted.)

## **ARTICLE H.14. MULTIPLE PRINCIPAL INVESTIGATORS**

The NIH awarded this contract as a multiple Principal Investigators project. The Key Personnel Article in SECTION G of this contract designates the Contact Principal Investigator and all other Principal Investigators.

Contracts designating multiple Principal Investigators require a current Leadership Plan with updates as needed. The Contractor's Leadership Plan, dated \_\_\_\_\_, (and as modified thereafter, in accordance with the Reporting Requirements Article in SECTION C of this contract), is hereby incorporated by reference.

## **ARTICLE H.15. PRIVACY ACT, HHSAR 352.270-11 (January 2006)**

This contract requires the Contractor to perform one or more of the following: (a) Design; (b) develop; or (c) operate a Federal agency system of records to accomplish an agency function in accordance with the Privacy Act of 1974 (Act) (5 U.S.C. 552a(m)(1)) and applicable agency regulations. The term "system of records" means a group of any records under the control of any agency from which information is retrieved by the name of the individual or by some identifying number, symbol, or other identifying particular assigned to the individual.

Violations of the Act by the Contractor and/or its employees may result in the imposition of criminal penalties (5 U.S.C. 552a(i)). The Contractor shall ensure that each of its employees knows the prescribed rules of conduct and that each employee is aware that he/she is subject to criminal penalties for violation of the Act to the same extent as HHS employees. These provisions also apply to all subcontracts awarded under this contract which require the design, development or operation of the designated system(s) of records (5 U.S.C. 552a(m)(1)).

The contract work statement: (a) Identifies the system(s) of records and the design, development, or operation work to be performed by the Contractor; and (b) specifies the disposition to be made of such records upon completion of contract performance.

(End of clause)

45 CFR Part 5b contains additional information which includes the rules of conduct and other Privacy Act requirements and can be found at: [http://www.access.gpo.gov/nara/cfr/waisidx\\_06/45cfr5b\\_06.html](http://www.access.gpo.gov/nara/cfr/waisidx_06/45cfr5b_06.html).

The Privacy Act System of Records applicable to this project is Number 09-25-0200. This document is incorporated into this contract as an Attachment in SECTION J of this contract. This document is also available at: <http://oma.od.nih.gov/ms/privacy/pa-files/read02systems.htm>.

## **ARTICLE H.16. OMB CLEARANCE**

In accordance with HHSAR 352.270-7, Paperwork Reduction Act, the Contractor shall not proceed with surveys or interviews until such time as Office of Management and Budget (OMB) Clearance for conducting interviews has been obtained by the Project Officer and the Contracting Officer has issued written approval to proceed.

## **ARTICLE H.17. SUBCONTRACTING PROVISIONS**

### **a. Small Business Subcontracting Plan**

1. The Small Business Subcontracting Plan, dated \_\_\_\_\_ is attached hereto and made a part of this contract.

- 2. The failure of any Contractor or subcontractor to comply in good faith with FAR Clause 52.219-8, entitled "Utilization of Small Business Concerns" incorporated in this contract and the attached Subcontracting Plan, will be a material breach of such contract or subcontract and subject to the remedies reserved to the Government under FAR Clause 52.219-16 entitled, "Liquidated Damages-Subcontracting Plan."

**b. Subcontracting Reports**

The Contractor shall submit the following Subcontracting reports electronically via the "electronic Subcontracting Reporting System (eSRS) at <http://www.esrs.gov>.

1. Individual Subcontract Reports (ISR)

Regardless of the effective date of this contract, the Report shall be due on the following dates for the entire life of this contract:

- April 30th
- October 30th
- Expiration Date of Contract

2. Summary Subcontract Report (SSR)

Regardless of the effective date of this contract, the Summary Subcontract Report shall be submitted annually on the following date for the entire life of this contract:

- October 30th

For both the Individual and Summary Subcontract Reports, the Contracting Officer shall be included as a contact for notification purposes at the following e-mail address:

[To be provided upon award]  
Contracting Officer

**ARTICLE H.18. INFORMATION SECURITY**

The Statement of Work (SOW) requires the Contractor to (1) develop, (2) have the ability to access, or (3) host and/or maintain a Federal information system(s). Pursuant to Federal and HHS Information Security Program Policies, the Contractor and any subcontractor performing under this contract shall comply with the following requirements:

Federal Information Security Management Act of 2002 (FISMA), Title III, E-Government Act of 2002, Pub. L. No. 107-347 (Dec. 17, 2002); <http://csrc.nist.gov/drivers/documents/FISMA-final.pdf>

a. Information Type

- Administrative, Management and Support Information

- Mission Based Information

b. Security Categories and Levels

- Confidentiality Level:  Low  Moderate  High
- Integrity Level:  Low  Moderate  High
- Availability Level:  Low  Moderate  High

**Overall Level:**  Low  Moderate  High

c. Position Sensitivity Designations

1. The following position sensitivity designations and associated clearance and investigation requirements apply under this contract.

[ ] **Level 6: Public Trust - High Risk (Requires Suitability Determination with a BI)**. Contractor employees assigned to a Level 6 position are subject to a Background Investigation (BI)

[ ] **Level 5: Public Trust - Moderate Risk (Requires Suitability Determination with NACIC, MBI or LBI)**. Contractor employees assigned to a Level 5 position with no previous investigation and approval shall undergo a National Agency Check and Inquiry Investigation plus a Credit Check (NACIC), a Minimum Background Investigation (MBI), or a Limited Background Investigation (LBI).

[ ] **Level 1: Non Sensitive (Requires Suitability Determination with an NACI)**. Contractor employees assigned to a Level 1 position are subject to a National Agency Check and Inquiry Investigation (NACI).

2. The Contractor shall submit a roster, by name, position, e-mail address, phone number and responsibility, of all staff (including subcontractor staff) working under the contract who will develop, have the ability to access, or host and/or maintain a Federal information system(s). The roster shall be submitted to the Project Officer, with a copy to the Contracting Officer, within 14 calendar days of the effective date of the contract. Any revisions to the roster as a result of staffing changes shall be submitted within 15 calendar days of the change. The Contracting Officer shall notify the Contractor of the appropriate level of suitability investigations to be performed. An electronic template, "Roster of Employees Requiring Suitability Investigations," is available for Contractor use at: <http://ais.nci.nih.gov/forms/Suitability-roster.xls>.

Upon receipt of the Government's notification of applicable Suitability Investigations required, the Contractor shall complete and submit the required forms within 30 days of the notification. Additional submission instructions can be found at the "NCI Information Technology Security Policies, Background Investigation Process" website: <http://ais.nci.nih.gov>.

Contractor/subcontractor employees who have met investigative requirements within the past five years may only require an updated or upgraded investigation.

3. Contractor/Subcontractor employees shall comply with the HHS criteria for the assigned position sensitivity designations prior to performing any work under this contract. The following exceptions apply:

Levels 5 and 1: Contractor/Subcontractor employees may begin work under the contract after the Contractor has submitted the name, position and responsibility of the employee to the Project Officer, as described in paragraph c. (2) above.

Level 6: In special circumstances the Project Officer may request a waiver of the pre-appointment investigation. If the waiver is granted, the Project Officer will provide written authorization for the Contractor/Subcontractor employee to work under the contract.

d. Information Security Training

The Contractor shall ensure that each Contractor/Subcontractor employee has completed the NIH Computer Security Awareness Training course at: <http://irtsectraining.nih.gov/> prior to performing any contract work, and thereafter completing the NIH-specified fiscal year refresher course during the period of performance of the contract.

The Contractor shall maintain a listing by name and title of each Contractor/Subcontractor employee working under this contract that has completed the NIH required training. Any additional security training completed by Contractor/Subcontractor staff shall be included on this listing. [The listing of completed training shall be included

in the first technical progress report. (See Article C.2. Reporting Requirements.) Any revisions to this listing as a result of staffing changes shall be submitted with next required technical progress report.]

Contractor/Subcontractor staff shall complete the following additional training prior to performing any work under this contract:

[To be determined at the time of award.]

e. Rules of Behavior

The Contractor/Subcontractor employees shall comply with the NIH Information Technology General Rules of Behavior at: <http://irm.cit.nih.gov/security/nihitrob.html>.

f. Personnel Security Responsibilities

**Contractor Notification of New and Departing Employees Requiring Background Investigations**

1. The Contractor shall notify the Contracting Officer, the Project Officer, and the Security Investigation Reviewer **within five working days** before a new employee assumes a position that requires a suitability determination or when an employee with a security clearance stops working under the contract. The Government will initiate a background investigation on new employees requiring security clearances and will stop pending background investigations for employees that no longer work under the contract.
2. New employees: Provide the name, position title, e-mail address, and phone number of the new employee. Provide the name, position title and suitability level held by the former incumbent. If the employee is filling a new position, provide a description of the position and the Government will determine the appropriate security level.
3. Departing employees:
  - Provide the name, position title, and security clearance level held by or pending for the individual.
  - Perform and document the actions identified in the "Employee Separation Checklist", attached in Section J, ATTACHMENTS of this contract, when a Contractor/Subcontractor employee terminates work under this contract. All documentation shall be made available to the Project Officer and/or Contracting Officer upon request.

g. Commitment to Protect Non-Public Departmental Information Systems and Data

1. Contractor Agreement

The Contractor and its subcontractors performing under this SOW shall not release, publish, or disclose non-public Departmental information to unauthorized personnel, and shall protect such information in accordance with provisions of the following laws and any other pertinent laws and regulations governing the confidentiality of such information:

- 18 U.S.C. 641 (Criminal Code: Public Money, Property or Records)
- 18 U.S.C. 1905 (Criminal Code: Disclosure of Confidential Information)
- Public Law 96-511 (Paperwork Reduction Act)

2. Contractor-Employee Non-Disclosure Agreements

Each Contractor/Subcontractor employee who may have access to non-public Department information under this contract shall complete the Commitment to Protect Non-Public Information - Contractor Agreement. A copy of each signed and witnessed Non-Disclosure agreement shall be submitted to the Project Officer prior to performing any work under the contract.

h. NIST SP 800-53 Self-Assessment



The contractor shall annually update and re-submit its Self-Assessment required by NIST SP 800-53, *Recommended Security Controls for Federal Information Systems*. ( <http://csrc.nist.gov/publications> - under Special Publications).

Subcontracts: The Contractor's annual update to its Self-Assessment Questionnaire shall include similar information for any subcontractor that performs under the SOW to (1) develop a Federal information system(s) at the Contractor's/Subcontractor's facility, or (2) host and/or maintain a Federal information system(s) at the Contractor's/Subcontractor's facility.

The annual update shall be submitted to the Project Officer, with a copy to the Contracting Officer [For option contracts: no later than the completion date of the period of performance/ for all other contracts: indicate due date as determined by the Project Officer/Contracting Officer].

i. Information System Security Plan

The Contractor's draft ISSP submitted with its proposal shall be finalized in coordination with the Project Officer no later than 90 calendar days after contract award.

Following approval of its draft ISSP, the Contractor shall update and resubmit its ISSP to the Project Officer every three years or when a major modification has been made to its internal system. The Contractor shall use the current ISSP template in Appendix A of NIST SP 800-18, Guide to Developing Security Plans for Federal Information Systems. ( <http://csrc.nist.gov/publications/nistpubs/800-18-Rev1/sp800-18-Rev1-final.pdf> ). The details contained in the Contractor's ISSP shall be commensurate with the size and complexity of the requirements of the SOW based on the System Categorization determined above in subparagraph (b) Security Categories and Levels of this Article.

Subcontracts: The Contractor shall include similar information for any subcontractor performing under the SOW with the Contractor whenever the submission of an ISSP is required.

j. Common Security Configurations

The contractor shall ensure that any information technology acquired under this contract incorporates the applicable common security configuration established by the National Institute of Standards and Technology (NIST) at <http://checklists.nist.gov>.

## **ARTICLE H.19. ELECTRONIC AND INFORMATION TECHNOLOGY ACCESSIBILITY (January 2008)**

Pursuant to Section 508 of the Rehabilitation Act of 1973 (29 U.S.C. 794d), as amended by the Workforce Investment Act of 1998, all electronic and information technology (EIT) products and services developed, acquired, maintained, and/or used under this contract/order must comply with the "Electronic and Information Technology Accessibility Provisions" set forth by the Architectural and Transportation Barriers Compliance Board (also referred to as the "Access Board") in 36 CFR part 1194. Information about Section 508 provisions is available at <http://www.section508.gov/>. The complete text of Section 508 Final provisions can be accessed at <http://www.access-board.gov/sec508/provisions.htm>.

The Section 508 standards applicable to this contract/order are identified in the Statement of Work. The contractor must provide a written Section 508 conformance certification due at the end of each order/contract exceeding \$100,000 when the order/contract duration is one year or less. If it is determined by the Government that EIT products and services provided by the Contractor do not conform to the described accessibility in the Product Assessment Template, remediation of the products and/or services to the level of conformance specified in the vendor's Product Assessment Template will be the responsibility of the Contractor at its own expense.

In the event of a modification(s) to the contract/order, which adds new EIT products and services or revised the type of, or specifications for, products and services the Contractor is to provide, including EIT deliverables such as electronic documents and reports, the Contracting Officer may require that the contractor submit a completed HHS Section 508 Product Assessment Template to assist the Government in determining that the EIT products



and services support Section 508 accessibility requirements. Instructions for documenting accessibility via the HHS Section 508 Product Assessment Template may be found at <http://508.hhs.gov>.

[(End of HHSAR 352.270-19(b))]

Prior to the Contracting Officer exercising an option for a subsequent performance period/additional quantity or adding increment funding for a subsequent performance period under this contract, as applicable, the Contractor must provide a Section 508 Annual Report to the Contracting Officer and Contracting Officer's Technical Representative (also known as Project Officer or Contracting Officer's Representative). Unless otherwise directed by the Contracting Officer in writing, the Contractor shall provide the cited report in accordance with the following schedule. Instructions for completing the report are available at: <http://508.hhs.gov/> under the heading Vendor Information and Documents. The Contractor's failure to submit a timely and properly completed report may jeopardize the Contracting Officer's exercising an option or adding incremental funding, as applicable.

**Schedule for Contractor Submission of Section 508 Annual Report:**

[To be determined at the time of award.]

[End of HHSAR 352.270-19(c)]

**ARTICLE H.20. ACCESS TO NATIONAL INSTITUTES OF HEALTH (NIH) ELECTRONIC MAIL**

All Contractor staff that have access to and use of NIH electronic mail (e-mail) must identify themselves as contractors on all outgoing e-mail messages, including those that are sent in reply or are forwarded to another user. To best comply with this requirement, the Contractor staff shall set up an e-mail signature ("AutoSignature") or an electronic business card ("V-card") on each Contractor employee's computer system and/or Personal Digital Assistant (PDA) that will automatically display "Contractor" in the signature area of all e-mails sent.

**ARTICLE H.21. PUBLICATION AND PUBLICITY**

In addition to the requirements set forth in HHSAR Clause **352.270-6, Publications and Publicity** incorporated by reference in SECTION I of this contract, the Contractor shall acknowledge the support of the National Institutes of Health whenever publicizing the work under this contract in any media by including an acknowledgment substantially as follows:

"This project has been funded in whole or in part with Federal funds from the National Institute of Allergy and Infectious Diseases, National Institutes of Health, Department of Health and Human Services, under Contract No. HHSN2722009XXXXXC"

**ARTICLE H.22. REPORTING MATTERS INVOLVING FRAUD, WASTE AND ABUSE**

Anyone who becomes aware of the existence or apparent existence of fraud, waste and abuse in NIH funded programs is encouraged to report such matters to the HHS Inspector General's Office in writing or on the Inspector General's Hotline. The toll free number is **1-800-HHS-TIPS (1-800-447-8477)**. All telephone calls will be handled confidentially. The e-mail address is [Htips@os.dhhs.gov](mailto:Htips@os.dhhs.gov) and the mailing address is:

Office of Inspector General  
Department of Health and Human Services  
TIPS HOTLINE  
P.O. Box 23489  
Washington, D.C. 20026

**ARTICLE H.23. YEAR 2000 COMPLIANCE**

In accordance with FAR 39.106, Information Technology acquired under this contract must be Year 2000 compliant as set forth in the following clause(s):

1. **Service Involving the Use of Information Technology**  
**YEAR 2000 COMPLIANCE--SERVICE INVOLVING THE USE OF INFORMATION TECHNOLOGY**

The Contractor agrees that each item of hardware, software, and firmware used under this contract shall be able to accurately process date data (including, but not limited to, calculating, comparing and sequencing) from, into and between the twentieth and twenty-first centuries and the Year 1999 and the Year 2000 and leap year calculations.

(End of Clause)

**ARTICLE H.24. OBTAINING AND DISSEMINATING BIOMEDICAL RESEARCH RESOURCES**

Unique research resources arising from NIH-funded research are to be shared with the scientific research community. NIH provides guidance, entitled, "Sharing Biomedical Research Resources: Principles and Guidelines for Recipients of NIH Research Grants and Contracts," (Federal Register Notice, December 23, 1999 [64 FR 72090]), concerning the appropriate terms for disseminating and acquiring these research resources. This guidance, found at : <http://ott.od.nih.gov/NewPages/64FR72090.pdf> is intended to help contractors ensure that the conditions they impose and accept on the transfer of research tools will facilitate further biomedical research, consistent with the requirements of the Bayh-Dole Act and NIH funding policy.

Note: For the purposes of this Article, the terms, "research tools", "research materials", and "research resources" are used interchangeably and have the same meaning.

Sharing of Model Organisms for Biomedical Research

The plan for sharing model organisms submitted by the Contractor is acceptable. The Contractor agrees to adhere to its plan and shall request prior approval of the Contracting Officer for any changes in its plan

**ARTICLE H.25. SHARING RESEARCH DATA**

The data sharing plan submitted by the Contractor is acceptable. The Contractor agrees to adhere to its plan and shall request prior approval of the Contracting Officer for any changes in its plan.

The NIH endorses the sharing of final research data to serve health. this contract is expected to generate research data that must be shared with the public and other researchers. NIH's data sharing policy may be found at the following Web site:

<http://grants.nih.gov/grants/guide/notice-files/NOT-OD-03-032.html>

NIH recognizes that data sharing may be complicated or limited, in some cases, by institutional policies, local IRB rules, as well as local, state and Federal laws and regulations, including the Privacy Rule (see HHS-published documentation on the Privacy Rule at <http://www.hhs.gov/ocr/>). The rights and privacy of people who participate in NIH-funded research must be protected at all times; thus, data intended for broader use should be free of identifiers that would permit linkages to individual research participants and variables that could lead to deductive disclosure of the identity of individual subjects.

**ARTICLE H.26. POSSESSION USE AND TRANSFER OF SELECT BIOLOGICAL AGENTS OR TOXINS**

The contractor shall not conduct work involving select agents or toxins under this contract until it and any associated subcontractor(s) comply with the following:

For prime or subcontract awards to **domestic institutions** that possess, use, and/or transfer Select Agents under this contract, the institution must comply with the provisions of 42 CFR part 73, 7 CFR part 331, and/or 9 CFR part 121 ( [http://www.aphis.usda.gov/programs/ag\\_selectagent/FinalRule3-18-05.pdf](http://www.aphis.usda.gov/programs/ag_selectagent/FinalRule3-18-05.pdf) ) as required, before using NIH funds for work involving a *Select Agent or Toxin*. **No NIH funds can be used**

**for research involving a *Select Agent or Toxin* at a domestic institution without a valid registration certificate.**

For prime or subcontract awards to ***foreign institutions*** that possess, use, and/or transfer a *Select Agent or Toxin*, before using NIH funds for any work directly involving a *Select Agent or Toxin*, the foreign institution must provide information satisfactory to the NIAID that safety, security, and training standards equivalent to those described in 42 CFR part 73, 7 CFR part 331, and/or 9 CFR part 121 are in place and will be administered on behalf of all *Select Agent or Toxin* work supported by these funds. The process for making this determination includes inspection of the foreign laboratory facility by an NIAID representative. During this inspection, the foreign institution must provide the following information: concise summaries of safety, security, and training plans; names of individuals at the foreign institution who will have access to the Select Agents and procedures for ensuring that only approved and appropriate individuals, in accordance with institution procedures, will have access to the Select Agents under the contract; and copies of or links to any applicable laws, regulations, policies, and procedures applicable to that institution for the safe and secure possession, use, and/or transfer of select agents. **No NIH funds can be used for work involving a *Select Agent or Toxin* at a foreign institution without written approval from the Contracting Officer.**

Listings of HHS select agents and toxins, and overlap select agents or toxins as well as information about the registration process for domestic institutions, are available on the Select Agent Program Web site at <http://www.cdc.gov/od/sap/> and <http://www.cdc.gov/od/sap/docs/salist.pdf>.

Listings of USDA select agents and toxins as well as information about the registration process for domestic institutions are available on the APHIS/USDA website at: [http://www.aphis.usda.gov/programs/ag\\_selectagent/index.html](http://www.aphis.usda.gov/programs/ag_selectagent/index.html) and: [http://www.aphis.usda.gov/programs/ag\\_selectagent/ag\\_bioterr\\_forms.html](http://www.aphis.usda.gov/programs/ag_selectagent/ag_bioterr_forms.html)

For foreign institutions, see the NIAID Select Agent Award information: [http://www.niaid.nih.gov/ncn/clinical/default\\_biodefense.htm](http://www.niaid.nih.gov/ncn/clinical/default_biodefense.htm).

## **ARTICLE H.27. POSSESSION, USE OR TRANSFER OF A HIGHLY PATHOGENIC AGENT**

The work being conducted under this contract may involve the possession, use, or transfer of a *Highly Pathogenic Infectious Agent (HPA)*. The NIAID defines an HPA as a pathogen that, under any circumstances, warrants a biocontainment safety level of BSL3 or higher according to either:

1. The current edition of the CDC/NIH Biosafety in Microbiological and Biomedical Laboratories (BMBL)( <http://www.cdc.gov/OD/ohs/biosfty/bmb15/bmb15toc.htm>);
2. The Contractor's Institutional Biosafety Committee (IBC) or equivalent body; or
3. The Contractor's appropriate designated institutional biosafety official.

If there is ambiguity in the BMBL guidelines and/or there is disagreement among the BMBL, an IBC or equivalent body, or institutional biosafety official, the highest recommended containment level must be used.

## **ARTICLE H.28. HOTEL AND MOTEL FIRE SAFETY ACT OF 1990 (P.L. 101-391)**

Pursuant to Public Law 101-391, no Federal funds may be used to sponsor or fund in whole or in part a meeting, convention, conference or training seminar that is conducted in, or that otherwise uses the rooms, facilities, or services of a place of public accommodation that do not meet the requirements of the fire prevention and control guidelines as described in the Public Law. This restriction applies to public accommodations both foreign and domestic.

Public accommodations that meet the requirements can be accessed at: <http://www.usfa.fema.gov/hotel/index.htm>.

## **ARTICLE H.29. PROHIBITION ON CONTRACTOR INVOLVEMENT WITH TERRORIST ACTIVITIES**

The Contractor acknowledges that U.S. Executive Orders and Laws, including but not limited to E.O. 13224 and P.L. 107-56, prohibit transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. It is the legal responsibility of the Contractor to ensure compliance with these Executive Orders and Laws. This clause must be included in all subcontracts issued under this contract.

## **ARTICLE H.30. NIH POLICY ON ENHANCING PUBLIC ACCESS TO ARCHIVED PUBLICATIONS RESULTING FROM NIH-FUNDED RESEARCH**

Beginning April 7, 2008, NIH-funded investigators shall submit to the NIH National Library of Medicine's (NLM) PubMed Central (PMC) an electronic version of the author's final manuscript, upon acceptance for publication, resulting from research supported in whole or in part with direct costs from NIH. NIH defines the author's final manuscript as the final version accepted for journal publication, and includes all modifications from the publishing peer review process. The PMC archive will preserve permanently these manuscripts for use by the public, health care providers, educators, scientists, and NIH. The Policy directs electronic submissions to the NIH/NLM/PMC: <http://www.pubmedcentral.nih.gov>.

Additional information is available at <http://grants.nih.gov/grants/guide/notice-files/NOT-OD-08-033.html>.

## **ARTICLE H.31. CONSTITUTION DAY**

Each educational institution that receives Federal funds for a fiscal year shall hold an educational program on the United States Constitution on September 17 of such year for the students serviced by the educational institution in accordance with Public Law 108-447.

## **ARTICLE H.32. REGISTRATION FEES FOR NIH SPONSORED SCIENTIFIC, EDUCATIONAL, AND RESEARCH-RELATED CONFERENCES**

In accordance with the NIH Reform Act of 2006, P.L. 109-482, the NIH may authorize a Contractor procured to assist in the development and implementation of a scientific, educational or research-related conference to collect and retain registration fees from Non-HHS Federal and Non-Federal participants to defray the costs of the contract.

Whenever possible, the Contracting Officer, prior to each conference, shall provide the Contractor with uniform assumptions of the government's estimate of the registration fee offset to include in the costs estimate for the conference. This offset should be deducted from the total cost of the conference.

Prior to each conference, the Contractor shall submit a completed "Contractor Pre-Conference Expense Offset Worksheet" (Attachment provided in SECTION J) to the Project Officer and Contracting Officer. After the conference is held, the Contractor shall submit a completed "Post-Conference Expense Offset Worksheet" (Attachment provided in SECTION J) to the Project Officer and Contracting Officer.

The Contractor shall collect and maintain current and accurate accounting of collected conference fees and conference expenses. The Contractor shall immediately notify the Project Officer and Contracting Officer, in writing, if it appears the total registration fees collected will exceed the estimated total cost of the conference. If the registration fees collected are in excess of the total actual conference expenditures, the contractor shall return the excess funds to the Contracting Officer to be deposited as miscellaneous receipts into the U.S. Treasury.

If the registration fees collected are in excess of the uniform assumptions provided by the Contracting Officer, the Contracting Officer, shall, as necessary, modify the contract price to reflect the decrease in conference costs. If the registration fees collected are less than the uniform assumptions provided by the Contracting Officer, the Contracting Officer shall, as necessary, modify the contract price to reflect the increase in conference costs.

Although Contractors may bill for allowable conference costs as they are incurred, they may not submit a final invoice for the total costs of the conference until the "Post-Conference Expense Offset Worksheet" has been approved by the Project Officer.

### **ARTICLE H.33. GUIDELINES FOR INCLUSION OF WOMEN, MINORITIES, AND PERSONS WITH DISABILITIES IN NIH-SUPPORTED CONFERENCES**

Pursuant to the NIH Revitalization Act (P.L. 103-43, Section 206), which adds Section 402(b) to the Public Health Service Act, it is required that NIH, "in conducting and supporting programs for research, research training, recruitment, and other activities, provide for an increase in the number of women and individuals from disadvantaged backgrounds (including racial and ethnic minorities) in the fields of biomedical and behavioral research." In addition, Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 require reasonable accommodations to be provided to individuals with disabilities.

It is NIH policy that organizers of scientific meetings should make a concerted effort to achieve appropriate representation of women, racial/ethnic minorities, and persons with disabilities, and other individuals who have been traditionally underrepresented in science, in all NIH sponsored and/or supported scientific meetings.

Therefore, it is the contractor's responsibility to ensure the inclusion of women, minorities, and persons with disabilities in all events when recruiting speakers and/or participants for meetings or conferences funded by this contract.

See the policy announcement for additional details and definitions at:  
<http://grants.nih.gov/grants/guide/notice-files/NOT-OD-03-066.html>

## **PART II - CONTRACT CLAUSES**

### **SECTION I - CONTRACT CLAUSES**

THE FOLLOWING ARTICLE I.1. GENERAL CLAUSE LISTING(S) WILL BE APPLICABLE TO MOST CONTRACTS RESULTING FROM THIS RFP. HOWEVER, THE ORGANIZATIONAL STRUCTURE OF THE SUCCESSFUL OFFEROR(S) WILL DETERMINE THE SPECIFIC GENERAL CLAUSE LISTING TO BE CONTAINED IN THE CONTRACT(S) AWARDED FROM THIS RFP:

The complete listing of these clauses may be accessed at:

<http://rcb.cancer.gov/rcb-internet/appl/general-clauses/clausesDGS.jsp>

#### **General Clauses for a Cost-Reimbursement Contract with Educational Institutions**

#### **General Clauses for a Cost-Reimbursement Contract with Non-Profit Organizations Other Than Educational Institutions**

#### **General Clauses for a Cost-Reimbursement Research and Development Contract**

## ARTICLE I.2. AUTHORIZED SUBSTITUTIONS OF CLAUSES

Any authorized substitutions and/or modifications other than the General Clauses which will be based on the type of contract/Contractor will be determined during negotiations.

It is expected that the following substitution(s) will be made part of the resultant contract:

- a. FAR Clause **52.204-7, Central Contractor Registration** (April 2008) is deleted in its entirety.  
  
FAR Clause **52.232-33, Payment By Electronic Funds Transfer--Central Contractor Registration** (October 2003) is deleted in its entirety and FAR Clause **52.232-34, Payment by Electronic Funds Transfer--Other Than Central Contractor Registration** (May 1999) is substituted therefor.
- b. FAR Clause **52.204-10, Reporting Subcontract Awards (Over \$500,000,000)** (September 2007) is deleted in its entirety.
- c. **Alternate II** (April 1998) of FAR Clause **52.215-2, Audit and Records--Negotiation** (June 1999) is added.
- d. FAR Clauses **52.215-15, Pension Adjustments And Asset Reversions** (October 2004); **52.215-18, Reversion Or Adjustment Of Plans For Post Retirement Benefits (PRB) Other Than Pensions** (July 2005); and, **52.215-19, Notification Of Ownership Changes** (October 1997), are deleted in their entirety.
- e. **Alternate IV** (October 1997) of FAR Clause **52.215-21, Requirements For Cost Or Pricing Data Or Information Other Than Cost Or Pricing Data--Modifications** (October 1997) is added.
- f. **Alternate II** (October 2001) of FAR Clause **52.219-9, Small Business Subcontracting Plan** (April 2008) is added.
- g. FAR Clause **52.232-20, Limitation Of Cost** (April 1984), is deleted in its entirety and FAR Clause **52.232-22, Limitation Of Funds** (April 1984) is substituted therefor. **[NOTE: When this contract is fully funded, FAR Clause 52.232-22, LIMITATION OF FUNDS will no longer apply and FAR Clause 52.232-20, LIMITATION OF COST will become applicable.]**

## ARTICLE I.3. ADDITIONAL CONTRACT CLAUSES

Additional clauses other than those listed below which are based on the type of contract/Contractor shall be determined during negotiations. Any contract awarded from this solicitation will contain the following:

This contract incorporates the following clauses by reference, (unless otherwise noted), with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available.

### a. FEDERAL ACQUISITION REGULATION (FAR) (48 CFR CHAPTER 1) CLAUSES

1. FAR Clause **52.203-13, Contractor Code of Business Ethics and Conduct** (December 2007).
2. FAR Clause **52.203-14, Display of Hotline Poster(s)** (December 2007).

".....(3) Any required posters may be obtained as follows:

Poster(s)	Obtain From"
HHS Contractor Code of Ethics and Business Conduct Poster	<a href="http://www.oig.hhs.gov/hotline/OIG_Hotline_Poster.pdf">http://www.oig.hhs.gov/hotline/OIG_Hotline_Poster.pdf</a>

3. FAR Clause **52.208-9, Contractor Use of Mandatory Sources of Supply** (July 2004).
4. FAR Clause **52.216-15, Predetermined Indirect Cost Rates** (April 1998).
5. FAR Clause **52.219-4, Notice of Price Evaluation Preference for HUBZone Small Business Concerns** (July 2005).
 

"(c) Waiver of evaluation preference.....  
 Offeror elects to waive the evaluation preference."
6. FAR Clause **52.219-25, Small Disadvantaged Business Participation Program--Disadvantaged Status and Reporting** (April 2008).
7. FAR Clause **52.223-12, Refrigeration Equipment and Air Conditioners** (May 1995).
8. FAR Clause **52.224-1, Privacy Act Notification** (April 1984).
9. FAR Clause **52.224-2, Privacy Act** (April 1984).
10. FAR Clause **52.227-14, Rights in Data - General** (December 2007).
11. **Alternate II** (December 2007), FAR Clause **52.227-14, Rights in Data--General** (December 2007).

Additional purposes for which the limited rights data may be used are:



- i) Use (except for manufacture) by support service contractors.
- (ii) Evaluation by nongovernment evaluators.
- (iii) Use (except for manufacture) by other contractors participating in the Government's program of which the specific contract is a part.

12. **Alternate IV** (December 2007), FAR Clause **52.227-14, Rights in Data - General** (December 2007).

13. **Alternate V** (December 2007), FAR Clause **52.227-14, Rights in Data--General** (December 2007).

Specific data items that are not subject to paragraph (j) include:

14. FAR Clause **52.227-16, Additional Data Requirements** (June 1987).

15. FAR Clause **52.227-17, Rights in Data--Special Works** (December 2007).

16. FAR Clause **52.227-19, Commercial Computer Software License** (December 2007).

17. FAR Clause **52.229-8, Taxes-Foreign Cost-Reimbursement Contracts** (March 1990).

18. FAR Clause **52.229-9, Taxes-Cost-Reimbursement Contracts with Foreign Governments** (March 1990).

19. FAR Clause **52.230-2, Cost Accounting Standards** (April 1998).

20. FAR Clause **52.230-3, Disclosure and Consistency of Cost Accounting Practices** (April 1998).

21. FAR Clause **52.230-5, Cost Accounting Standards - Educational Institution** (April 1998).

22. FAR Clause **52.230-6, Administration of Cost Accounting Standards** (March 2008).

23. FAR Clause **52.239-1, Privacy or Security Safeguards** (August 1996).

24. FAR Clause **52.242-3, Penalties for Unallowable Costs** (May 2001).

25. FAR Clause **52.243-2, Changes--Cost Reimbursement** (August 1987), **Alternate V** (April 1984).

26. FAR Clause **52.247-63, Preference for U.S. Flag Air Carriers** (June 2003).

27. FAR Clause **52.247-64, Preference for Privately Owned U.S. Flag Commercial Vessels** (February 2006).

28. FAR Clause **52.251-1, Government Supply Sources** (April 1984).

b. DEPARTMENT OF HEALTH AND HUMAN SERVICES ACQUISITION REGULATION (HHSAR) (48 CHAPTER 3) CLAUSES:

1. HHSAR Clause **352.223-70, Safety and Health** (January 2006).
2. HHSAR Clause **352.224-70, Confidentiality of Information** (January 2006).
3. HHSAR Clause **352.270-1, Accessibility of Meetings, Conferences and Seminars to Persons with Disabilities** (January 2001).
4. HHSAR Clause **352.270-7, Paperwork Reduction Act** (January 2006).
5. HHSAR Clause **352.270-8(b), Protection of Human Subjects** (January 2006).
6. HHSAR Clause **352.333-7001, Choice of Law (Overseas)** (March 2005).

c. NATIONAL INSTITUTES OF HEALTH (NIH) RESEARCH CONTRACTING (RC) CLAUSES:

*The following clauses are attached and made a part of this contract:*

1. **NIH (RC)-7, Procurement of Certain Equipment** (April 1984).
2. **NIH(RC)-11, Research Patient Care Costs** (4/1/84).

## ARTICLE I.4. ADDITIONAL FAR CONTRACT CLAUSES INCLUDED IN FULL TEXT

Additional clauses other than those listed below which are based on the type of contract/Contractor shall be determined during negotiations. Any contract awarded from this solicitation will contain the following:

This contract incorporates the following clauses in full text.

### FEDERAL ACQUISITION REGULATION (FAR)(48 CFR CHAPTER 1) CLAUSES:

a. FAR Clause **52.219-28, Post-Award Small Business Program Representation** (June 2007).

(a) *Definitions.* As used in this clause--

*Long-term contract* means a contract of more than five years in duration, including options. However, the term does not include contracts that exceed five years in duration because the period of performance has been extended for a cumulative period not to exceed six months under the clause at 52.217-8, Option to Extend Services, or other appropriate authority.

*Small business concern* means a concern, including its affiliates, that is independently owned and operated, not dominant in the field of operation in which it is bidding on Government contracts, and qualified as a small business under the criteria in 13 CFR part 121 and the size standard in paragraph (c) of this clause.

(b) If the Contractor represented that it was a small business concern prior to award of this contract, the Contractor shall rerepresent its size status according to paragraph (e) of this clause or, if applicable, paragraph (g) of this clause, upon the occurrence of any of the following:

(1) Within 30 days after execution of a novation agreement or within 30 days after modification of the contract to include this clause, if the novation agreement was executed prior to inclusion of this clause in the contract.

(2) Within 30 days after a merger or acquisition that does not require a novation or within 30 days after modification of the contract to include this clause, if the merger or acquisition occurred prior to inclusion of this clause in the contract.

(3) For long-term contracts--

(i) Within 60 to 120 days prior to the end of the fifth year of the contract; and

(ii) Within 60 to 120 days prior to the exercise date specified in the contract for any option thereafter.

(c) The Contractor shall rerepresent its size status in accordance with the size standard in effect at the time of this rerepresentation that corresponds to the North American Industry Classification System (NAICS) code assigned to this contract. The small business size standard corresponding to this NAICS code can be found at <http://www.sba.gov/services/contractingopportunities/sizestandardstocps/>.

(d) The small business size standard for a Contractor providing a product which it does not manufacture itself, for a contract other than a construction or service contract, is 500 employees.

(e) Except as provided in paragraph (g) of this clause, the Contractor shall make the rerepresentation required by paragraph (b) of this clause by validating or updating all its representations in the Online Representations and Certifications Application and its data in the Central Contractor Registration, as necessary, to ensure they reflect current status. The Contractor shall notify the contracting office by e-mail, or otherwise in writing, that the data have been validated or updated, and provide the date of the validation or update.

(f) If the Contractor represented that it was other than a small business concern prior to award of this contract, the Contractor may, but is not required to, take the actions required by paragraphs (e) or (g) of this clause.

(g) If the Contractor does not have representations and certifications in ORCA, or does not have a representation in ORCA for the NAICS code applicable to this contract, the Contractor is required to complete the following rerepresentation and submit it to the contracting office, along with the contract number and the date on which the rerepresentation was completed:

The Contractor represents that it [ ] is, [ ] is not a small business concern under NAICS Code assigned to contract number.

[Contractor to sign and date and insert authorized signer's name and title].

(End of clause)

b. **FAR Clause 52.222-39, Notification Of Employee Rights Concerning Payment Of Union Dues Or Fees (December 2004)**

(a) *Definition. As used in this clause --*

*United States means the 50 States, the District of Columbia, Puerto Rico, the Northern Mariana Islands, American Samoa, Guam, the U.S. Virgin Islands, and Wake Island.*

(b) *Except as provided in paragraph (e) of this clause, during the term of this contract, the Contractor shall post a notice, in the form of a poster, informing employees of their rights concerning union membership and payment of union dues and fees, in conspicuous places in and about all its plants and offices, including all places where notices to employees are customarily posted. The notice shall include the following information (except that the information pertaining to National Labor Relations Board shall not be included in notices posted in the plants or offices of carriers subject to the Railway Labor Act, as amended (45 U.S.C. 151-188)).*

*Notice to Employees*

*Under Federal law, employees cannot be required to join a union or maintain membership in a union in order to retain their jobs. Under certain conditions, the law permits a union and an employer to enter into a union-security agreement requiring employees to pay uniform periodic dues and initiation fees. However, employees who are not union members can object to the use of their payments for certain purposes and can only be required to pay their share of union costs relating to collective bargaining, contract administration, and grievance adjustment.*

*If you do not want to pay that portion of dues or fees used to support activities not related to collective bargaining, contract administration, or grievance adjustment, you are entitled to an appropriate reduction in your payment. If you believe that you have been required to pay dues or fees used in part to support activities not related to collective bargaining, contract administration, or grievance adjustment, you may be entitled to a refund and to an appropriate reduction in future payments.*

*For further information concerning your rights, you may wish to contact the National Labor Relations Board (NLRB) either at one of its Regional offices or at the following address or toll free number:*

*National Labor Relations Board  
Division of Information  
1099 14th Street, N.W.  
Washington, DC 20570  
1-866-667-6572  
1-866-316-6572 (TTY)*

*To locate the nearest NLRB office, see NLRB's website at <http://www.nlr.gov>.*

(c) *The Contractor shall comply with all provisions of Executive Order 13201 of February 17, 2001, and related implementing regulations at 29 CFR part 470, and orders of the Secretary of Labor.*

(d) *In the event that the Contractor does not comply with any of the requirements set forth in paragraphs (b), (c), or (g), the Secretary may direct that this contract be cancelled, terminated, or suspended in whole or in part, and declare the Contractor ineligible for further Government contracts in accordance with procedures at 29 CFR part 470, Subpart B--Compliance Evaluations, Complaint Investigations and Enforcement Procedures. Such other sanctions or remedies may be imposed as are provided by 29 CFR part 470, which implements Executive Order 13201, or as are otherwise provided by law.*

(e) *The requirement to post the employee notice in paragraph (b) does not apply to--*

*(1) Contractors and subcontractors that employ fewer than 15 persons;*

*(2) Contractor establishments or construction work sites where no union has been formally recognized by the Contractor or certified as the exclusive bargaining representative of the Contractor's employees;*

*(3) Contractor establishments or construction work sites located in a jurisdiction named in the definition of the United States in which the law of that jurisdiction forbids enforcement of union-security agreements;*

*(4) Contractor facilities where upon the written request of the Contractor, the Department of Labor Deputy Assistant Secretary for Labor-Management Programs has waived the posting requirements with respect to any of the Contractor's facilities if the Deputy Assistant Secretary finds that the Contractor has demonstrated that--*

*(i) The facility is in all respects separate and distinct from activities of the Contractor related to the performance of a contract; and*

*(ii) Such a waiver will not interfere with or impede the effectuation of the Executive order; or*

*(5) Work outside the United States that does not involve the recruitment or employment of workers within the United States.*

(f) *The Department of Labor publishes the official employee notice in two variations; one for contractors covered by the Railway Labor Act and a second for all other contractors. The Contractor shall--*

*(1) Obtain the required employee notice poster from the Division of Interpretations and Standards, Office of Labor-Management Standards, U.S. Department of Labor, 200 Constitution Avenue, NW, Room N-5605, Washington, DC 2021, or from any field office of the Department's Office of Labor-Management Standards or Office of Federal Contract Compliance Programs;*

*(2) Download a copy of the poster from the Office of Labor-Management Standards website at <http://www.olms.dol.gov>; or*

*(3) Reproduce and use exact duplicate copies of the Department of Labor's official poster.*

(g) *The Contractor shall include the substance of this clause in every subcontract or purchase order that exceeds the simplified acquisition threshold, entered into in connection with this contract, unless exempted by the Department of Labor Deputy Assistant Secretary for Labor-Management Programs on account of special circumstances in the national interest under authority of 29 CFR 470.3(c).*

*For indefinite quantity subcontracts, the Contractor shall include the substance of this clause if the value of orders in any calendar year of the subcontract is expected to exceed the simplified acquisition threshold. Pursuant to 29 CFR part 470, Subpart B--Compliance Evaluations, Complaint*

*Investigations and Enforcement Procedures, the Secretary of Labor may direct the Contractor to take such action in the enforcement of these regulations, including the imposition of sanctions for noncompliance with respect to any such subcontract or purchase order. If the Contractor becomes involved in litigation with a subcontractor or vendor, or is threatened with such involvement, as a result of such direction, the Contractor may request the United States, through the Secretary of Labor, to enter into such litigation to protect the interests of the United States.*

*(End of Clause)*

c. FAR Clause **52.247-67, Submission of Transportation Documents for Audit** (February 2006).

(a) The Contractor shall submit to the address identified below, for prepayment audit, transportation documents on which the United States will assume freight charges that were paid--

- (1) By Contractor under a cost-reimbursement contract; and
- (2) By a first-tier subcontractor under a cost-reimbursement subcontract thereunder.

(b) Cost-reimbursement Contractors shall only submit for audit those bills of lading with freight shipment charges exceeding \$100. Bills under \$100 shall be retained on-site by the Contractor and made available for on-site audits. This exception only applies to freight shipment bills and is not intended to apply to bills and invoices for any other transportation services.

(c) Contractors shall submit the above referenced transportation documents to--

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*[To be filled in by the Contracting Officer]*

## PART III - LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACHMENTS

### SECTION J - LIST OF ATTACHMENTS

The following documents are incorporated into this RFP:

#### SOLICITATION ATTACHMENTS

Attachment No.	Title	Location
Attachment 1:	Packaging and Delivery of Proposal (R & D)	Attached to BAA
Attachment 2:	Proposal Intent Response Sheet	Attached to BAA
Attachment 3:	Broad Agency Announcement Description	Attached to BAA
Attachment 4:	Background and Technical Objectives	Attached to BAA
Attachment 5:	Research and Technical Objectives	Attached to BAA
Attachment 6:	Additional Technical Proposal Instructions, Format for Technical Proposal, and Table of Contents	Attached to BAA
Attachment 7:	Uniform Cost Assumptions	Attached to BAA

#### TECHNICAL PROPOSAL ATTACHMENTS

Attachment No.	Title	Location
Attachment 8:	Targeted/Planned Enrollment Table	<a href="http://rcb.cancer.gov/rcb-internet/forms/enroll-table.pdf">http://rcb.cancer.gov/rcb-internet/forms/enroll-table.pdf</a>
Attachment 9:	Technical Proposal Cost Summary	<a href="http://www.niaid.nih.gov/contract/forms.htm">http://www.niaid.nih.gov/contract/forms.htm</a>
Attachment 10:	Summary of Related Activities	<a href="http://www.niaid.nih.gov/contract/forms.htm">http://www.niaid.nih.gov/contract/forms.htm</a>
Attachment 11:	Government Notice for Handling Proposals	<a href="http://www.niaid.nih.gov/contract/forms/form7.pdf">http://www.niaid.nih.gov/contract/forms/form7.pdf</a>
Attachment 12:	Protection of Human Subject Assurance Identification/IRB Certification/Declaration of Exemption, OMB Form No. 0990-0263 (Formerly Optional Form 310)	<a href="http://rcb.cancer.gov/rcb-internet/forms/of310.pdf">http://rcb.cancer.gov/rcb-internet/forms/of310.pdf</a>
Attachment 13:	Project Objectives, NIH 1688-1	<a href="http://rcb.cancer.gov/rcb-internet/forms/nih1688-1.pdf">http://rcb.cancer.gov/rcb-internet/forms/nih1688-1.pdf</a>

#### BUSINESS PROPOSAL ATTACHMENTS

Attachment No.	Title	Location
Attachment 14:	Proposal Summary and Data Record, NIH-2043	<a href="http://www.niaid.nih.gov/contract/forms.htm">http://www.niaid.nih.gov/contract/forms.htm</a>
Attachment 15:	Small Business Subcontracting Plan	<a href="http://www.hhs.gov/osdbu/read/SampleSubcontractingPlan.doc">http://www.hhs.gov/osdbu/read/SampleSubcontractingPlan.doc</a>
Attachment 16:	Breakdown of Proposed Estimated Costs (plus fee) w/Excel Spreadsheet	<a href="http://oamp.od.nih.gov/contracts/BUSCOST.HTM">http://oamp.od.nih.gov/contracts/BUSCOST.HTM</a> <a href="http://oamp.od.nih.gov/Division/DFAS/spshexcl.xls">http://oamp.od.nih.gov/Division/DFAS/spshexcl.xls</a>
Attachment 17:	Offeror's Points of Contact	<a href="http://www.niaid.nih.gov/contract/forms.htm">http://www.niaid.nih.gov/contract/forms.htm</a>

<b>Attachment No.</b>	<b>Title</b>	<b>Location</b>
Attachment 18:	Disclosure of Lobbying Activities, OMB Form SF-LLL	<a href="http://rcb.cancer.gov/rcb-internet/forms/sflllin.pdf">http://rcb.cancer.gov/rcb-internet/forms/sflllin.pdf</a>

## **INFORMATIONAL ATTACHMENTS**

<b>Attachment No.</b>	<b>Title</b>	<b>Location</b>
Attachment 19:	Invoice/Financing Request and Contract Financial Reporting Instructions--Cost Reimbursement, NIH(RC)-4	<a href="http://rcb.cancer.gov/rcb-internet/forms/rc4.pdf">http://rcb.cancer.gov/rcb-internet/forms/rc4.pdf</a>
Attachment 20:	Financial Report of Individual Project/ Contract NIH 2706	<a href="http://www.niaid.nih.gov/contract/forms/nih-2706.pdf">http://www.niaid.nih.gov/contract/forms/nih-2706.pdf</a>
Attachment 21:	Instructions for Completing Form NIH 2706	<a href="http://www.niaid.nih.gov/contract/forms/instructions2706.pdf">http://www.niaid.nih.gov/contract/forms/instructions2706.pdf</a>
Attachment 22:	Privacy Act System of Records	<a href="http://oma.od.nih.gov/ms/privacy/pa-files/read02systems.htm">http://oma.od.nih.gov/ms/privacy/pa-files/read02systems.htm</a>
Attachment 23:	Safety and Health, HHSAR Clause 352.223-70	<a href="http://rcb.cancer.gov/rcb-internet/forms/safety&amp;health-1-06.pdf">http://rcb.cancer.gov/rcb-internet/forms/safety&amp;health-1-06.pdf</a>
Attachment 24:	Procurement of Certain Equipment, NIH(RC)-7	<a href="http://www.niaid.nih.gov/contract/forms/NIH-RC-7.pdf">http://www.niaid.nih.gov/contract/forms/NIH-RC-7.pdf</a>
Attachment 25:	Research Patient Care Costs, NIH(RC)-11	<a href="http://www.niaid.nih.gov/contract/forms/nih-rc-11.pdf">http://www.niaid.nih.gov/contract/forms/nih-rc-11.pdf</a>
Attachment 26:	Inclusion Enrollment Report	<a href="http://rcb.cancer.gov/rcb-internet/forms/inclusion-enrollment.pdf">http://rcb.cancer.gov/rcb-internet/forms/inclusion-enrollment.pdf</a>
Attachment 27:	Government Property Schedule	To be determined during negotiations.
Attachment 28:	Disclosure of Lobbying Activities, OMB Form SF-LLL	<a href="http://rcb.cancer.gov/rcb-internet/forms/sflllin.pdf">http://rcb.cancer.gov/rcb-internet/forms/sflllin.pdf</a>
Attachment 29:	Commitment to Protect Non-Public Information Contractor Agreement	<a href="http://irm.cit.nih.gov/security/Nondisclosure.pdf">http://irm.cit.nih.gov/security/Nondisclosure.pdf</a>
Attachment 30:	Roster of Employees Requiring Suitability Investigations	<a href="http://ais.nci.nih.gov/forms/Suitability-roster.xls">http://ais.nci.nih.gov/forms/Suitability-roster.xls</a>
Attachment 31:	Employee Separation Checklist	<a href="http://rcb.cancer.gov/rcb-internet/forms/Emp-sep-checklist.pdf">http://rcb.cancer.gov/rcb-internet/forms/Emp-sep-checklist.pdf</a>



## **PART IV - REPRESENTATIONS AND INSTRUCTIONS**

### **SECTION K - REPRESENTATIONS, CERTIFICATIONS AND OTHER STATEMENTS OF OFFERORS**

IF YOU INTEND TO SUBMIT A PROPOSAL, YOU MUST :

1. Go to the Online Representations and Certifications Application (ORCA) at: <https://orca.bpn.gov/> and complete the Representations and Certifications; and
2. Complete, and include as part of your BUSINESS PROPOSAL, SECTION K which can be accessed electronically from the INTERNET at the following address:  
<http://rcb.cancer.gov/rcb-internet/wkf/sectionk.pdf>

If you are unable to access this document electronically, you may request a copy from the Contracting Officer identified on the cover page of this solicitation.

## SECTION L - INSTRUCTIONS, CONDITIONS, AND NOTICES TO OFFERORS

### 1. GENERAL INFORMATION

#### a. **INSTRUCTIONS TO OFFERORS--COMPETITIVE ACQUISITION** [FAR Provision 52.215-1 (January 2006)]

*(a) Definitions. As used in this provision--*

*"Discussions" are negotiations that occur after establishment of the competitive range that may, at the Contracting Officer's discretion, result in the offeror being allowed to revise its proposal.*

*"In writing", "writing", or "written" means any worded or numbered expression that can be read, reproduced, and later communicated, and includes electronically transmitted and stored information.*

*"Proposal modification" is a change made to a proposal before the solicitation's closing date and time, or made in response to an amendment, or made to correct a mistake at any time before award.*

*"Proposal revision" is a change to a proposal made after the solicitation closing date, at the request of or as allowed by a Contracting Officer as the result of negotiations.*

*"Time," if stated as a number of days, is calculated using calendar days, unless otherwise specified, and will include Saturdays, Sundays, and legal holidays. However, if the last day falls on a Saturday, Sunday, or legal holiday, then the period shall include the next working day.*

*(b) Amendments to solicitations. If this solicitation is amended, all terms and conditions that are not amended remain unchanged. Offerors shall acknowledge receipt of any amendment to this solicitation by the date and time specified in the amendment(s).*

*(c) Submission, modification, revision, and withdrawal of proposals.*

*(1) Unless other methods (e.g., electronic commerce or facsimile) are permitted in the solicitation, proposals and modifications to proposals shall be submitted in paper media in sealed envelopes or packages (i) addressed to the office specified in the solicitation, and (ii) showing the time and date specified for receipt, the solicitation number, and the name and address of the offeror. Offerors using commercial carriers should ensure that the proposal is marked on the outermost wrapper with the information in paragraphs (c)(1)(i) and (c)(1)(ii) of this provision.*

*(2) The first page of the proposal must show--*

*(i) The solicitation number;*

*(ii) The name, address, and telephone and facsimile numbers of the offeror (and electronic address if available);*

*(iii) A statement specifying the extent of agreement with all terms, conditions, and provisions included in the solicitation and agreement to furnish any or all items upon which prices are offered at the price set opposite each item;*

*(iv) Names, titles, and telephone and facsimile numbers (and electronic addresses if available) of persons authorized to negotiate on the offeror's behalf with the Government in connection with this solicitation; and*

*(v) Name, title, and signature of person authorized to sign the proposal. Proposals signed by an agent shall be accompanied by evidence of that agent's authority, unless that evidence has been previously furnished to the issuing office.*

*(3) Submission, modification, revision, and withdrawal of proposals.*

*(i) Offerors are responsible for submitting proposals, and any modifications or revisions, so as to reach the Government office designated in the solicitation by the time specified in the solicitation. If no time is specified in the solicitation, the time for receipt is 4:30 p.m., local time, for the designated Government office on the date that proposal or revision is due.*

*(ii) (A) Any proposal, modification, or revision received at the Government office designated in the solicitation after the exact time specified for receipt of offers is "late" and will not be considered unless it is received before award is made, the Contracting Officer determines that accepting the late offer would not unduly delay the acquisition; and--*

*(1) If it was transmitted through an electronic commerce method authorized by the solicitation, it was received at the initial point of entry to the Government infrastructure not later than 5:00 p.m. one working day prior to the date specified for receipt of proposals; or*

*(2) There is acceptable evidence to establish that it was received at the Government installation designated for receipt of offers and was under the Government's control prior to the time set for receipt of offers; or*

*(3) It is the only proposal received.*

*(B) However, a late modification of an otherwise successful proposal that makes its terms more favorable to the Government, will be considered at any time it is received and may be accepted.*

*(iii) Acceptable evidence to establish the time of receipt at the Government installation includes the time/date stamp of that installation on the proposal wrapper, other documentary evidence of receipt maintained by the installation, or oral testimony or statements of Government personnel.*

*(iv) If an emergency or unanticipated event interrupts normal Government processes so that proposals cannot be received at the office designated for receipt of proposals by the exact time specified in the solicitation, and urgent Government requirements preclude amendment of the solicitation, the time specified for receipt of proposals will be deemed to be extended to the same time of day specified in the solicitation on the first work day on which normal Government processes resume.*

*(v) Proposals may be withdrawn by written notice received at any time before award. Oral proposals in response to oral solicitations may be withdrawn orally. If the solicitation authorizes facsimile proposals, proposals may be withdrawn via facsimile received at any time before award, subject to the conditions specified in the provision at 52.215-5, Facsimile Proposals. Proposals may be withdrawn in person by an offeror or an authorized representative, if the identity of the person requesting withdrawal is established and the person signs a receipt for the proposal before award.*

*(4) Unless otherwise specified in the solicitation, the offeror may propose to provide any item or combination of items.*

*(5) Offerors shall submit proposals in response to this solicitation in English, unless otherwise permitted by the solicitation, and in U.S. dollars, unless the provision at FAR 52.225-17, Evaluation of Foreign Currency Offers, is included in the solicitation.*

*(6) Offerors may submit modifications to their proposals at any time before the solicitation closing date and time, and may submit modifications in response to an amendment, or to correct a mistake at any time before award.*

*(7) Offerors may submit revised proposals only if requested or allowed by the Contracting Officer.*

*(8) Proposals may be withdrawn at any time before award. Withdrawals are effective upon receipt of notice by the Contracting Officer.*

*(d) Offer expiration date. Proposals in response to this solicitation will be valid for the number of days specified on the solicitation cover sheet (unless a different period is proposed by the offeror).*

*(e) Restriction on disclosure and use of data.*

*(1) The proposal submitted in response to this request may contain data (trade secrets; business data, e.g., commercial information, financial information, and cost and pricing data; and technical data) which the offeror, including its prospective subcontractor(s), does not want used or disclosed for any purpose other than for evaluation of the proposal. The use and disclosure of any data may be so restricted; provided, that the Government determines that the data is not required to be disclosed under the Freedom of Information Act, 5 U.S.C. 552, as amended, and the offeror marks the cover sheet of the proposal with the following statements, specifying the particular portions of the proposal which are to be restricted:*

*Unless disclosure is required by the Freedom of Information Act, 5 U.S.C. 552, as amended, (the Act) as determined by Freedom of Information (FOI) officials of the Department of Health and Human Services, data contained in the portions of this proposal which have been specifically identified by page number, paragraph, etc. by the offeror as containing restricted information shall not be used or disclosed except for evaluation purposes.*

*The offeror acknowledges that the Department may not be able to withhold a record (data, document, etc.) nor deny access to a record requested pursuant to the Act and that the Department's FOI officials must make that determination. The offeror hereby agrees that the Government is not liable for disclosure if the Department has determined that disclosure is required by the Act.*

*If a contract is awarded to the offeror as a result of, or in connection with, the submission of this proposal, the Government shall have right to use or disclose the data to the extent provided in the contract. Proposals not resulting in a contract remain subject to the Act.*

*The offeror also agrees that the Government is not liable for disclosure or use of unmarked data and may use or disclose the data for any purpose, including the release of the information pursuant to requests under the Act. The data subject to this restriction are contained in pages ( insert page numbers, paragraph designations, etc. or other identification).*

*(2) In addition, the offeror must mark each page of data it wishes to restrict with the following statement:*

*"Use or disclosure of data contained on this page is subject to the restriction on the cover sheet of this proposal or quotation."*

*(3) Offerors are cautioned that proposals submitted with restrictive statements or statements differing in substance from those cited above may not be considered for award. The Government reserves the right to reject any proposal submitted with a nonconforming statement(s).*

*(f) Contract award.*

- (1) *The Government intends to award a contract or contracts resulting from this solicitation to the responsible offeror(s) whose proposal(s) represents the best value after evaluation in accordance with the factors and subfactors in the solicitation.*
- (2) *The Government may reject any or all proposals if such action is in the Government's interest.*
- (3) *The Government may waive informalities and minor irregularities in proposals received.*
- (4) *The Government intends to evaluate proposals and award a contract without discussions with offerors (except clarifications as described in FAR 15.306(a)). Therefore, the offeror's initial proposal should contain the offeror's best terms from a cost or price and technical standpoint. The Government reserves the right to conduct discussions if the Contracting Officer later determines them to be necessary. If the Contracting Officer determines that the number of proposals that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the Contracting Officer may limit the number of proposals in the competitive range to the greatest number that will permit an efficient competition among the most highly rated proposals.*
- (5) *The Government reserves the right to make an award on any item for a quantity less than the quantity offered, at the unit cost or prices offered, unless the offeror specifies otherwise in the proposal.*
- (6) *The Government reserves the right to make multiple awards if, after considering the additional administrative costs, it is in the Government's best interest to do so.*
- (7) *Exchanges with offerors after receipt of a proposal do not constitute a rejection or counteroffer by the Government.*
- (8) *The Government may determine that a proposal is unacceptable if the prices proposed are materially unbalanced between line items or subline items. Unbalanced pricing exists when, despite an acceptable total evaluated price, the price of one or more contract line items is significantly overstated or understated as indicated by the application of cost or price analysis techniques. A proposal may be rejected if the Contracting Officer determines that the lack of balance poses an unacceptable risk to the Government.*
- (9) *If a cost realism analysis is performed, cost realism may be considered by the source selection authority in evaluating performance or schedule risk.*
- (10) *A written award or acceptance of proposal mailed or otherwise furnished to the successful offeror within the time specified in the proposal shall result in a binding contract without further action by either party.*
- (11) *If a post-award debriefing is given to requesting offerors, the Government shall disclose the following information, if applicable:*

  - (i) The agency's evaluation of the significant weak or deficient factors in the debriefed offeror's offer.*
  - (ii) The overall evaluated cost or price and technical rating of the successful and debriefed offeror and past performance information on the debriefed offeror.*
  - (iii) The overall ranking of all offerors, when any ranking was developed by the agency during source selection;*
  - (iv) A summary of the rationale for award.*

*(v) For acquisitions of commercial items, the make and model of the item to be delivered by the successful offeror.*

*(vi) Reasonable responses to relevant questions posed by the debriefed offeror as to whether source-selection procedures set forth in the solicitation, applicable regulations, and other applicable authorities were followed by the agency.*

*(End of Provision)*

**Alternate I** (October 1997). As prescribed in 15.209(a)(1), substitute the following paragraph (f)(4) for paragraph (f)(4) of the basic provision:

*(f) (4) The Government intends to evaluate proposals and award a contract after conducting discussions with offerors whose proposals have been determined to be within the competitive range. If the Contracting Officer determines that the number of proposals that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the Contracting Officer may limit the number of proposals in the competitive range to the greatest number that will permit an efficient competition among the most highly rated proposals. Therefore, the offeror's initial proposal should contain the offeror's best terms from a price and technical standpoint.*

**b. NAICS CODE AND SIZE STANDARD**

Note: The following information is to be used by the offeror in preparing its Representations and Certifications (See Section K of this RFP), specifically in completing the provision entitled, SMALL BUSINESS PROGRAM REPRESENTATION, FAR Clause 52.219-1.

1. The North American Industry Classification System (NAICS) code for this acquisition is 541712.
2. The small business size standard is 500 employees.

**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 North American Industry Classification System (NAICS) Code and corresponding size standard which best describes the nature of the requirement in the solicitation.**

**c. TYPE OF CONTRACT AND NUMBER OF AWARDS**

It is anticipated that multiple awards will be made from this solicitation and that the award(s) will be made on/about September 1, 2009.

It is anticipated that the awards from this solicitation will be a multiple-year Cost-Reimbursement type Completion contract with a Period of Performance of five years, and that incremental funding will be used (See Section L.2.c. Business Proposal Instructions).

**d. ESTIMATE OF EFFORT**

In accordance with the Broad Agency Announcement (BAA) design, the Government has issued a general announcement of the agency's research interest. Submissions in response to this BAA will represent each offeror's creative and innovative approach to the specific research. Therefore, the Government is unable to provide an estimate of effort but reminds all offerors that they shall propose effort that is consistent with the nature and complexity of their proposed research.

**e. COMMITMENT OF PUBLIC FUNDS**

The Contracting Officer is the only individual who can legally commit the Government to the expenditure of public funds in connection with the proposed procurement. Any other commitment, either explicit or implied, is invalid.

**f. COMMUNICATIONS PRIOR TO CONTRACT AWARD**

Offerors shall direct all communications to the attention of the Contract Specialist or Contracting Officer cited on the face page of this RFP. Communications with other officials may compromise the competitiveness of this acquisition and result in cancellation of the requirement.

**g. RELEASE OF INFORMATION**

Contract selection and award information will be disclosed to offerors in accordance with regulations applicable to negotiated acquisition. Prompt written notice will be given to unsuccessful offerors as they are eliminated from the competition, and to all offerors following award.

**h. PREPARATION COSTS**

This RFP does not commit the Government to pay for the preparation and submission of a proposal.

**i. SERVICE OF PROTEST (SEPTEMBER 2006) - 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 Government Accountability Office (GAO), shall be served on the Contracting Officer (addressed as follows) by obtaining written and dated acknowledgment of receipt from:

Contracting Officer  
Office of Acquisitions, DEA  
National Institute of Allergy and Infectious Diseases, NIH, DHHS  
6700-B Rockledge Drive, Room 3214 MSC 7612  
BETHESDA MD 20892- 7612

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

(End of Provision)

**j. LATE PROPOSALS AND REVISIONS, HHSAR 352.215-70 (January 2006)**

*Notwithstanding the procedures contained in FAR 52.215-1(c)(3) of the provision of this solicitation entitled Instructions to Offerors-Competitive Acquisition, a proposal received after the date specified for receipt may be considered if it appears to offer the best value to the Government; and it was received before proposals were distributed for evaluation, or within five calendar days after the exact time specified for receipt, whichever is earlier.*

*(End of provision)*

**k. AVAILABILITY OF THE "FEDERAL ADP AND TELECOMMUNICATIONS STANDARDS INDEX."**

Copies of the "Federal ADP and Telecommunications Standards Index" can be purchased from the U.S. Government Printing Office, Superintendent of Documents, Washington, DC 20402.

## 2. INSTRUCTIONS TO OFFERORS

### a. GENERAL INSTRUCTIONS

#### INTRODUCTION

The following instructions will establish the acceptable minimum requirements for the format and contents of proposals. Special attention is directed to the requirements for technical and business proposals to be submitted in accordance with these instructions.

#### 1. Contract Type and General Clauses

It is contemplated that multiple cost-reimbursement, completion type contracts will be awarded. (See General Information) Any resultant contract shall include the clauses applicable to the selected offeror's organization and type of contract awarded as required by Public Law, Executive Order, or acquisition regulations in effect at the time of execution of the proposed contract(s).

#### 2. Authorized Official and Submission of Proposal

The proposal must be signed by an official authorized to bind your organization and must stipulate that it is predicated upon all the terms and conditions of this RFP. Your proposal shall be submitted in the number of copies, to the addressees, and marked as indicated in the Attachment entitled, PACKAGING AND DELIVERY OF PROPOSAL, Part III, Section J hereof. Proposals will be typewritten, paginated, reproduced on letter size paper and will be legible in all required copies. To expedite the proposal evaluation, all documents required for responding to the RFP should be placed in the following order:

##### I. COVER PAGE

Include RFP title, number, name of organization, DUNS No., identification of the proposal part, and indicate whether the proposal is an original or a copy.

##### II. TECHNICAL PROPOSAL

It is recommended that the technical proposal consist of a cover page, a table of contents, and the information requested in the Technical Proposal Instructions and as specified in SECTION J, List of Attachments.

##### III. BUSINESS PROPOSAL

It is recommended that the business proposal consist of a cover page, a table of contents, and the information requested in the Business Proposal Instructions and as specified in SECTION J, List of Attachments.

#### 3. Proposal Summary and Data Record (NIH-2043)

The Offeror must complete the Form NIH-2043, attached, with particular attention to the length of time the proposal is firm and the designation of those personnel authorized to conduct negotiations. (See SECTION J, Attachment entitled, PROPOSAL SUMMARY AND DATA RECORD).

#### 4. Separation of Technical and Business Proposals

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 SECTION J, Attachment entitled, TECHNICAL PROPOSAL COST SUMMARY.) 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.

All proposals must be self-contained within the specific page limitations cited elsewhere in this solicitation. Unless otherwise specified, URLs/Internet addresses shall not be used to provide information necessary to the review because reviewers are under no obligation to review the Internet sites.

## 5. Alternate Proposals

You may, at your discretion, submit alternate proposals, or proposals which deviate from the requirements; provided, that you also submit a proposal for performance of the work as specified in the statement of work. Such proposals may be considered if overall performance would be improved or not compromised and if they are in the best interests of the Government. Alternative proposals, or deviations from any requirements of this RFP, shall be clearly identified.

## 6. Evaluation of Proposals

The Government will evaluate technical proposals in accordance with the criteria set forth in PART IV, SECTION M of this RFP.

## 7. Potential Award Without Discussions

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.

## 8. Use of the Metric System of Measurement

It is the policy of the Department of Health and Human Services to support the Federal transition to the metric system and to use the metric system of measurement in all procurements, grants, and other business related activities unless such use is impracticable or is likely to cause significant inefficiencies.

The offeror is encouraged to prepare their proposal using either "Hard Metric," "Soft Metric," or "Dual Systems" of measurement. The following definitions are provided for your information:

**Hard Metric** - - The replacement of a standard inch-pound size with an accepted metric size for a particular purpose. An example of size substitution might be: selling or packaging liquids by the liter instead of by the pint or quart (as for soft drinks), or instead of by the gallon (as for gasoline).

**Soft Metric** - The result of a mathematical conversion of inch-pound measurements to metric equivalents for a particular purpose. The physical characteristics are not changed.

**Dual Systems** - The use of both inch-pound and metric systems. For example, an item is designed, produced, and described in inch-pound values with soft metric values also shown for information or comparison purposes.

## 9. Standards for Privacy of Individually Identifiable Health Information

The Department of Health and Human Services (DHHS) issued final modifications to the "Standards for Privacy of Individually Identifiable Health Information," the "Privacy Rule," on August 14, 2002.

The Privacy Rule is a federal regulation under the Health Insurance Portability and Accountability Act (HIPAA) of 1996 that governs the protection of individually identifiable health information and is administered and enforced by the DHHS Office for Civil Rights (OCR). Those who must comply with the Privacy Rule (classified under the Rule as "covered entities" must do so by April 14, 2003 (with the exception of small health plans which have an extra year to comply).

Decisions about the applicability and implementation of the Privacy Rule reside with the Contractor and his/her institution. The OCR Web site ( <http://www.hhs.gov/ocr/>) provides information of the Privacy Rule, including a complete Regulation Text and a set of decision tools on "Am I a covered entity?" Information on the impact of the HIPAA Privacy Rule on NIH processes involving the review, award, and administration of grants, cooperative agreements and contracts can be found at: <http://grants1.nih.gov/grants/guide/notice-files/NOT-OD-03-025.html>.

## 10. Privacy Act - Treatment of Proposal Information

The Privacy Act of 1974 (P.L. 93-579) requires that a Federal agency advise each individual whom it asks to supply information, the authority which authorizes the solicitation, whether disclosure is voluntary or mandatory, the principal purpose or purposes for which the information is intended to be used, the uses outside the agency which may be made of the information, and the effects on the individual, if any, of not providing all or any part of the requested information.

The NIH is requesting the information called for in this RFP pursuant to the authority provided by Sec. 301(a)(7) of the Public Health Service Act, as amended, and P.L. 92-218, as amended.

Providing the information requested is entirely voluntary. The collection of this information is for the purpose of conducting an accurate, fair, and adequate review prior to a discussion as to whether to award a contract.

Failure to provide any or all of the requested information may result in a less than adequate review.

In addition, the Privacy Act of 1974 (P.L. 93-579, Section 7) requires that the following information be provided when individuals are requested to disclose their social security number.

Provision of the social security number is voluntary. Social security numbers are requested for the purpose of accurate and efficient identification, referral, review and management of NIH contracting programs. Authority for requesting this information is provided by Section 301 and Title IV of the PHS Act, as amended.

The information provided by you may be routinely disclosed for the following purposes:

- to the cognizant audit agency and the Government Accountability Office for auditing.
- to the Department of Justice as required for litigation.
- to respond to congressional inquiries.
- to qualified experts, not within the definition of Department employees, for opinions as a part of the review process.

## 11. Selection of Offerors

- a. The acceptability of the scientific and technical portion of each research contract proposal will be evaluated by a technical review committee. The committee will evaluate each proposal in strict conformity with the evaluation criteria of the RFP, utilizing point scores and written critiques. The committee may suggest that the Contracting Officer request clarifying information from an offeror.
- b. The business portion of each contract proposal will be subjected to a cost and price analysis, management analysis, etc.

- c. If award will be made without conducting discussions, offerors may be given the opportunity to clarify certain aspects of their proposal (e.g., the relevance of an offeror's past performance information and adverse past performance information to which the offeror has not previously had an opportunity to respond) or to resolve minor or clerical errors.
- d. If the Government intends to conduct discussions prior to awarding a contract -
  - 1. Based on the written recommendations of the technical review committee/peer review group/source evaluation panel, the Contract Officer will, in concert with Program Staff, establish an Order of Merit Ranking. This ranking will be based upon the scientific/technical merit, scientific priority, programmatic balance, and the availability of funds.
  - 2. Communications will be held with offerors whose proposals are the most highly rated. All aspects of the proposal are subject to discussion, including cost, technical approach, and contractual terms and conditions. At the conclusion of discussion, each offeror still being considered for award shall be given an opportunity to submit a written Final Proposal Revision (FPR) with the reservation of the right to conduct limited negotiations to finalize details of the award with the selected source(s) in accordance with HHSAR 315.370.
- e. The process described in FAR 15.101-1 will be employed, which permits the Government to make tradeoffs among cost or price and non-cost factors and to consider award to other than the lowest price offeror or other than the highest technically rated offeror. The process will take into consideration the results of the technical evaluation, the past performance evaluation, and the cost analysis.
- f. The NIAID reserves the right to make a single award, multiple awards, or no award at all to the RFP. In addition, the RFP may be amended or canceled as necessary to meet NIAID requirements. Synopses of awards exceeding \$25,000 will be published in FedBizOpps.

## 12. Institutional Responsibility Regarding Conflicting Interests of Investigators

45 CFR Part 94 promotes objectivity in research by establishing standards to ensure there is no reasonable expectation that the design, conduct, or reporting of research to be performed under NIH contracts will be biased by any conflicting financial interest of an Investigator. The Institution shall comply with all requirements of 45 CFR Part 94 at <http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&sid=cc7504e541bc62939c52389e9afc27d5&rqn=div5&view=text&node=45:1.0.1.1.51&idno=45>.

## 13. ROTC Access and Federal Military Recruiting on Campus

Section 514 of the FY 1997 Appropriations Act prohibits NIH from providing contract funds to educational institutions that the Secretary of Defense determines have a policy or practice (regardless of when implemented ) that either prohibits, or in effect prevents (1) the maintaining, establishing, or operation of a unit of the Senior Reserve Officer Training Corps at the covered education entity; or (2) a student at the covered educational entity from enrolling in a unit of the Senior Reserve Officer Training Corps at another institution of higher education.

Further, contract funds may not be provided to educational institutions that have a policy or practice that prohibits or prevents (1) entry to campuses, or access to students (who are 17 years of age or older) on campuses, for purposes of Federal military recruiting; or (2) access by military recruiters for purposes of Federal military recruiting to information pertaining to students (who are 17 years of age or older) enrolled at the covered educational entity.

## 14. Past Performance Information

- a. Offerors shall submit the following information as part of their Business proposal.

A list of the last five contracts completed during the past three years and the last three contracts awarded that are similar in nature to the solicitation workscope. Contracts listed may include those entered into by the Federal Government, agencies of state and local governments and commercial concerns. Offerors may also submit past performance information regarding predecessor companies, key personnel who have relevant experience or subcontractors that will perform major or critical aspects of the requirement when such information is relevant to the instant acquisition. For the purposes of this solicitation, a "major subcontract" is defined as any subcontract greater than \$550,000.

Include the following information for each contract or subcontract listed:

1. Name of Contracting Organization
2. Contract Number (for subcontracts, provide the prime contract number and the subcontract number)
3. Contract Type
4. Total Contract Value
5. Description of Requirement
6. Contracting Officer's Name and Telephone Number
7. Program Manager's Name and Telephone Number
8. North American Industry Classification System (NAICS) Code

The offeror may provide information on problems encountered on the identified contracts and the offeror's corrective actions.

- b. The Government is not required to contact all references provided by the offeror. Also, references other than those identified by the offeror may be contacted by the Government to obtain additional information that will be used in the evaluation of the offeror's past performance.

**15. Electronic and Information Technology Accessibility, HHSAR 352.270-19(a) (January 2008)**

Section 508 of the Rehabilitation Act of 1973 (29 U.S.C. 794D), as amended by the Workforce Investment Act of 1998, and the Architectural and Transportation Barriers Compliance Board Electronic and Information (EIT) Accessibility Provisions (36 CFR part 1194), require that, unless an exception applies, all EIT products and services developed, acquired, maintained, or used by any Federal department or agency permit:

1. Federal employees with disabilities to have access to and use information and data that is comparable to the access and use of information and data by Federal employees who are not individuals with disabilities; and
2. Members of the public with disabilities seeking information or services from a Federal agency to have access to and use of information and data that is comparable to the access and use of information and data by members of the public who are not individuals with disabilities.

Accordingly, any vendor submitting a proposal/quotations/bid in response to this solicitation must demonstrate compliance with the established EIT accessibility provisions. Information about Section 508 provisions is available at <http://www.section508.gov/>. The complete text of Section 508 Final Provisions can be accessed at <http://www.access-board.gov/sec508/provisions.htm>.

The Section 508 standards applicable to this solicitation are identified in the Statement of Work/ Specification/Performance Work Statement. In order to facilitate the Government's evaluation to determine whether EIT products and services proposed meet applicable Section 508 accessibility standards, offerors must prepare an HHS Section 508 Product Assessment Template, in accordance

with its completion instructions, and provide a binding statement of conformance. The purpose of the template is to assist HHS acquisition and program officials in determining that EIT products and services proposed support applicable Section 508 accessibility standards. The template allows vendors or developers to self-evaluate their products or services and document in detail how they do or do not conform to a specific Section 508 standard. Instructions for preparing the HHS Section 508 Product Assessment Template may be found at <http://508.hhs.gov>.

Respondents to this solicitation must also provide any additional detailed information necessary for determining applicable Section 508 standards conformance, as well as for documenting EIT products and/or services that are incidental to the project, which would constitute an exception to Section 508 requirements. If a vendor claims its products and/or services, including EIT deliverables such as electronic documents and reports, meet applicable Section 508 standards in its completed HHS Section 508 Product Assessment Template, and it is later determined by the Government - i.e., after award of a contract/order, that products and/or services delivered do not conform to the described accessibility in the Product Assessment Template, remediation of the products and/or services to the level of conformance specified in the vendor's Product Assessment Template will be the responsibility of the Contractor at its expenses.

(End of provision)

**16. Prohibition on Contractor Involvement with Terrorist Activities**

The Contractor acknowledges that U.S. Executive Orders and Laws, including but not limited to E.O. 13224 and P.L. 107-56, prohibit transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. It is the legal responsibility of the Contractor to ensure compliance with these Executive Orders and Laws. This clause must be included in all subcontracts issued under this contract.

**17. Solicitation Provisions Incorporated by Reference, FAR 52.252-1 (February 1998)**

*This Solicitation incorporates one or more solicitation provisions by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. The offeror is cautioned that the listed provisions may include blocks that must be completed by the offeror and submitted with its quotation or offer. In lieu of submitting the full text provisions, the offeror may identify the provision by paragraph identifier and provide the appropriate information with its quotation or offer. Also, the full text of a solicitation provision may be accessed electronically at this address: <http://www.acquisition.gov/far/index.html>.*

*FEDERAL ACQUISITION REGULATION (48 CFR CHAPTER 1):*

- a. Data Universal Numbering System (DUNS) Number, FAR Provision 52.204-6 (April 2008).*
- b. Submission of Offers in the English Language, FAR Clause 52.214-34, (April 1991).*
- c. Submission of Offers in U.S. Currency, FAR Clause 52.214-35, (April 1991).*
- d. Facilities Capital Cost of Money, FAR Clause 52.215-16, (October 1997).*
- e. Order of Precedence-Uniform Contract Format, FAR Clause 52.215-8, (October 1997).*

## b. TECHNICAL PROPOSAL INSTRUCTIONS

A detailed work plan must be submitted indicating how each aspect of the statement of work is to be accomplished. Your technical approach should be in as much detail as you consider necessary to fully explain your proposed technical approach or method. The technical proposal should reflect a clear understanding of the nature of the work being undertaken. The technical proposal must include information on how the project is to be organized, staffed, and managed. Information should be provided which will demonstrate your understanding and management of important events or tasks.

**Note to Offerors:** Beginning May 25, 2008, the offeror shall include the applicable PubMed Central (PMC) or NIH Manuscript Submission reference number when citing publications that arise from its NIH funded research.

### 1. Technical Discussions

The technical discussion included in the technical proposal should respond to the items set forth below:

#### a. Project Objectives, NIH-1688-1

The offeror shall insert a completed NIH Form 1688-1, Project Objective, as provided in Section J, Attachments, behind the Title Page of each copy of the proposal, along with the "Government Notice for Handling Proposals." The NIH Form 1688-1 is to be completed as follows:

- For an **Institution of Higher Education**: The form MUST be completed in its entirety.
- For **OTHER** than an Institution of Higher Education: The starred items (Department, Service, Laboratory or Equivalent, and Major Subdivision) should be left blank.

The information required under the "Summary of Objectives" portion of the form MUST meet the requirements set forth in the section of the form entitled, "**INSTRUCTIONS** :"

#### b. Research and Technical Objectives and Statement of Work

##### 1. Objectives

State the overall objectives and the specific accomplishments you hope to achieve. Indicate the rationale for your plan, and relation to comparable work in progress elsewhere. Review pertinent work already published which is relevant to this project and your proposed approach. This should support the scope of the project as you perceive it.

##### 2. Approach

The offeror must submit an explanation of the proposed technical approach in conjunction with the tasks to be performed in achieving the project objectives. Proposals which merely restate the requirements of the Government's scope of work will not be eligible for award.

Use as many subparagraphs, appropriately titled, as needed to clearly outline the general plan of work. Discuss phasing of research and, if appropriate, include experimental design and possible or probable outcome of approaches proposed.

##### 3. Methods

Describe in detail the methodologies you will use for the project, indicating your level of experience with each, areas of anticipated difficulties, and any unusual expenses you anticipate.

#### 4. Schedule

Provide a schedule for completion of the work and delivery of items specified in the statement of work. Performance or delivery schedules shall be indicated for phases or segments, as applicable, as well as for the overall program. Schedules shall be shown in terms of calendar months from the date of authorization to proceed or, where applicable, from the date of a stated event, as for example, receipt of a required approval by the Contracting Officer. Unless the request for proposal indicates that the stipulated schedules are mandatory, they shall be treated as desired or recommended schedules. In this event, proposals based upon the offeror's best alternative schedule, involving no overtime, extra shift or other premium, will be accepted for consideration.

#### c. Personnel

Describe the experience and qualifications of personnel who will be assigned for direct work on this program. Information is required which will show the composition of the task or work group, its general qualifications, and recent experience with similar equipment or programs. Special mention shall be made of direct technical supervisors and key technical personnel, and the approximate percentage of the total time each will be available for this program

**OFFERORS SHOULD ASSURE THAT THE PRINCIPAL INVESTIGATOR, AND ALL OTHER PERSONNEL PROPOSED, SHALL NOT BE COMMITTED ON FEDERAL GRANTS AND CONTRACTS FOR MORE THAN A TOTAL OF 100% OF THEIR TIME. IF THE SITUATION ARISES WHERE IT IS DETERMINED THAT A PROPOSED EMPLOYEE IS COMMITTED FOR MORE THAN 100% OF HIS OR HER TIME, THE GOVERNMENT WILL REQUIRE ACTION ON THE PART OF THE OFFEROR TO CORRECT THE TIME COMMITMENT.**

##### 1. Single Principal Investigator/Project Director

List the name of the Principal Investigator/Project Director responsible for overall implementation of the contract and key contact for technical aspects of the project. Even though there may be co-investigators, identify the Principal Investigator/Project Director who will be responsible for the overall implementation of any awarded contract. Discuss the qualifications, experience, and accomplishments of the Principal Investigator/Project Director. State the estimated time to be spent on the project, his/her proposed duties, and the areas or phases for which he/she will be responsible.

##### 2. Multiple Principal Investigators

The NIH now provides offerors the opportunity to propose a multiple Principal Investigator (PI) model on research and development contracts. The multiple PI model is intended to supplement, and not replace, the traditional single PI model. The NIH chose this RFP as a candidate for the multiple PI model. Ultimately, the decision to submit a proposal using the multiple PI versus single PI is the decision of the investigators and their institutions. The decision should be consistent with and justified by the scientific goals of the project.

It is essential that organizations consider all aspects of this approach before submitting a proposal. While there are some projects that clearly are

appropriate for the multiple PI model, the "fit" of other projects may not be so clear. Offerors should base the selection of either the single PI or multiple PI option on the research proposed, to ensure optimal facilitation of the science. Projects suitable for the multiple PI model could include as few as two PIs who are jointly responsible for the scientific and technical direction of the project. The multiple PI option is based on the proposed project, not on the number of performance sites or the number of participating institutions.

Multiple PIs under research contracts shall use the Subcontract Model. In this approach, offerors submit a single proposal, and a single award is made to the prime contractor. The prime contractor, when appropriate, will award subcontracts to fund the components of the project at the other institutions. The relationship between the contractor and subcontractors must be designed to support all components of the project.

To facilitate communication with the NIH, the offeror must designate a Contact PI at the time of proposal submission. The Contact PI must be employed at the prime contractor's organization. The designation of the Contact PI may rotate on an annual basis. However, this rotation is restricted to PIs located at the prime contractor's organization. The Contact PI is responsible for: relaying communications between all of the PIs and the NIH, and coordinating progress reports for the project. Being named Contact PI does not confer any special authority for the project.

**Leadership Plan**

Offerors proposing multiple PIs will need to submit a Leadership Plan as part of the Technical Proposal. The Leadership Plan shall describe the governance and organizational structure of the research project including communication plans, process for making decisions on scientific direction, allocation of resources, publications, intellectual property issues, and procedures for resolving conflicts. The Leadership Plan shall follow the Table of Contents provided below:

- I. Rationale  
Include a discussion of how the project will be enhanced by the multiple PI approach.
- II. Identification of all proposed PIs  
Identify the proposed PIs, their point of contact information and affiliated organizations, and the percentages of time proposed for this project. Identify the Contact PI and plans for rotation of that role, if any.
- III. Roles and Responsibilities  
Identify both the scientific and administrative roles and responsibilities of all named PIs.
- IV. Approach to Fiscal and Management Coordination  
Describe how the project will be performed and monitored from a fiscal and management perspective. Discuss organizational administrative coordination and support.
- V. Project Direction and Resource Allocation  
Address how decisions will be made regarding scientific direction, and, how resources will be allocated and redistributed if needed during performance. Address plans for shared resources such as IT or other shared data considerations. If joint standard operating procedures will be developed, describe this process.
- VI. Communication and Lines of Authority  
Address communication and lines of authority within and among PIs and within and among organizations.



- VII. Data sharing, Intellectual Property, Publication, and other Proprietary Considerations  
Data sharing plans, intellectual property considerations, publication agreements, and any other proprietary or confidential information sharing should be addressed in this section.
- VIII. Conflict Resolution  
Address how conflicts will be avoided, identified, and resolved.
- IX. Other  
Address any other information relative to the leadership approach to Multiple PI projects.  
  
Offerors submitting single PI proposals do not need to submit a Leadership Plan.

3. Other Investigators

List all other investigators/professional personnel who will be participating in the project. Discuss the qualifications, experience, and accomplishments. State the estimated time each will spend on the project, proposed duties on the project, and the areas or phases for which each will be responsible.

4. Additional Personnel

List names, titles, and proposed duties of additional personnel, if any, who will be required for full-time employment, or on a subcontract or consultant basis. The technical areas, character, and extent of subcontract or consultant activity will be indicated and the anticipated sources will be specified and qualified. For all proposed personnel who are not currently members of the offeror's staff, a letter of commitment or other evidence of availability is required. A resume does not meet this requirement. Commitment letters for use of consultants and other personnel to be hired must include:

- The specific items or expertise they will provide.
- Their availability to the project and the amount of time anticipated.
- Willingness to act as a consultant.
- How rights to publications and patents will be handled.

5. Resumes

Resumes of all key personnel are required. Each must indicate educational background, recent experience, specific or technical accomplishments, and a listing of relevant publications.

**2. Other Considerations**

Record and discuss specific factors not included elsewhere which support your proposal. Using specifically titled subparagraphs, items may include:

- a. Any agreements and/or arrangements with subcontractor(s). Provide as much detail as necessary to explain how the statement of work will be accomplished within this working relationship.

- b. Unique arrangements, equipment, etc., which none or very few organizations are likely to have which is advantageous for effective implementation of this project.
- c. Equipment and unusual operating procedures established to protect personnel from hazards associated with this project.
- d. Other factors you feel are important and support your proposed research.
- e. Recommendations for changing reporting requirements if such changes would be more compatible with the offeror's proposed schedules.

### 3. Technical Evaluation

Proposals will be technically evaluated in accordance with SECTION M - Evaluation Factors for Award of this solicitation.

**IMPORTANT NOTE TO OFFERORS: The following 12 paragraphs, (5) through (16) shall be addressed, as applicable, in a SEPARATE SECTION of the Technical Proposal entitled, "HUMAN SUBJECTS."**

### 4. Human Subjects

*The following notice is applicable when contract performance is expected to involve risk to human subjects: **Notice to Offerors of Requirements of 45 CFR Part 46, Protection of Human Subjects, HHSAR 352.270-8(a) (January 2006)***

*(a) Copies of the Department of Health and Human Services (HHS) regulations for the protection of human subjects, 45 CFR Part 46, are available from the Office for Human Research Protections (OHRP), Bethesda, Maryland 20892. The regulations provide a systematic means, based on established ethical principles, to safeguard the rights and welfare of individuals who participate as subjects in research activities supported or conducted by the HHS.*

*(b) The regulations define a human subject as a living individual about whom an investigator (whether professional or student) conducting research obtains data through intervention or interaction with the individual, or identifiable private information. The regulations extend to the use of human organs, tissue, and body fluids from individually identifiable human subjects as well as to graphic, written, or recorded information derived from individually identifiable human subjects. The use of autopsy materials is governed by applicable State and local law and is not directly regulated by 45 CFR Part 46.*

*(c) Activities in which the only involvement of human subjects will be in one or more of the categories set forth in 45 CFR 46.101(b)(1-6) are exempt from coverage.*

*(d) Inappropriate designations of the noninvolvement of human subjects or of exempt categories of research in a project may result in delays in the review of a proposal. The OPDIV will make a final determination of whether the proposed activities are covered by the regulations or are in an exempt category, based on the information provided in the proposal. In doubtful cases, prior consultation with OHRP, (telephone: 301-496-7014), is recommended.*

*(e) In accordance with 45 CFR Part 46, prospective Contractors being considered for award shall be required to file with OHRP an acceptable Assurance of Compliance with the regulations, specifying review procedures and assigning responsibilities for the protection of human subjects. The initial and continuing review of a research project by an institutional review board shall assure that the rights and welfare of the human subjects involved are adequately protected, that the risks to the subjects are reasonable in relation to the potential benefits, if any, to the subjects and the importance of the knowledge to*

*be gained, and that informed consent will be obtained by methods that are adequate and appropriate. HHS regulations for the protection of human subjects (45 CFR Part 46), information regarding OHRP registration and assurance requirements/processes, and OHRP contact information can be accessed at the OHRP Web site: <http://www.hhs.gov/ohrp/>.*

*(f) It is recommended that OHRP be consulted for advice or guidance concerning either regulatory requirements or ethical issues pertaining to research involving human subjects."*

*(End of provision)*

## 5. Instructions to Offerors Regarding Protection of Human Subjects

Offerors must address the following human subjects protections issues if this contract will be for research involving human subjects (note: under each of the following points below, the offeror should indicate whether the information provided relates to the primary research site, or to a collaborating performance site(s), or to all sites:

### a. Risks to the subjects

- Human Subjects Involvement and Characteristics:
  - Describe the proposed involvement of human subjects in response to the solicitation.
  - Describe the characteristics of the subject population, including their anticipated number, age range, and health status.
  - Identify the criteria for inclusion or exclusion of any subpopulation. Explain the rationale for the involvement of special classes of subjects, such as fetuses, pregnant women, children, prisoners, institutionalized individuals, or others who are likely to be vulnerable populations.
- Sources of Materials:
  - Identify the sources of research material obtained from individually identifiable living human subjects in the form of specimens, records, or data. Indicate whether the material or data will be obtained specifically for research purposes or whether use will be made of existing specimens, records, or data.
- Potential Risks:
  - Describe the potential risks to subjects (physical, psychological, social, legal, or other) and assess their likelihood and seriousness to the subjects.
  - Describe alternative treatments and procedures, including the risks and benefits of the alternative treatments and procedures, to participants in the proposed research, where appropriate.

### b. Adequacy of Protection Against Risks

- Recruitment and Informed Consent:
  - Describe plans for the recruitment of subjects and the procedures for obtaining informed consent. Include a description of the circumstances under which consent will be sought and obtained, who will seek it, the nature of the information to be provided to prospective subjects, and the method of documenting consent. The informed consent document for the Contractor and any collaborating sites should be submitted only if requested elsewhere in the solicitation. Be aware that an IRB-approved informed consent document for the Contractor and any participating

collaborative sites must be provided to the Government prior to patient accrual or participant enrollment.

- Protection Against Risk:
  - Describe the procedures for protecting against or minimizing potential risks, including risks to confidentiality, and assess their likely effectiveness.
  - Discuss provisions for ensuring necessary medical or professional intervention in the event of adverse effects to the subjects where appropriate.
  - In studies that involve interventions, describe the provisions for data and safety monitoring of the research to ensure the safety of subjects.

c. Potential Benefits of the Proposed Research to the Subjects and Others

- Discuss the potential benefits of the research to the subjects and others.
- Discuss why the risks to subjects are reasonable in relation to the anticipated benefits to subjects and others.
- Describe treatments and procedures that are alternatives to those provided to the participants by the proposed research, where appropriate.

d. Importance of the Knowledge to be Gained

- Discuss the importance of the knowledge gained or to be gained as a result of the proposed research.
- Discuss why the risks to subjects are reasonable in relation to the importance of the knowledge that may reasonably be expected to result.

**Note:** If a test article (investigational new drug, device, or biologic) is involved, name the test article and state whether the 30-day interval between submission of offeror's certification to the Food and Drug Administration (FDA) and its response has elapsed or has been waived and/or whether the FDA has withheld or restricted use of the test article.

**Collaborating Site(s)**

When research involving human subjects will take place at collaborating site(s) or other performance site(s), the offeror must provide in this section of its proposal a list of the collaborating sites and their assurance numbers. Further, if you are awarded a contract, you must obtain in writing, and keep on file, an assurance from each site that the previous points have been adequately addressed at a level of attention that is at least as high as that documented at your organization. Site(s) added after an award is made must also adhere to the above requirements.

## 6. Required Education in the Protection of Human Research Participants

NIH policy requires education on the protection of human subject participants for all investigators submitting NIH proposals for contracts for research involving human subjects. This policy announcement is found in the [NIH Guide for Grants and Contracts](http://grants.nih.gov/grants/guide/notice-files/NOT-OD-00-039.html) Announcement dated June 5, 2000 at the following website: <http://grants.nih.gov/grants/guide/notice-files/NOT-OD-00-039.html>. Offerors should review the policy announcement prior to submission of their offers. The following is a summary of the Policy Announcement:

For any solicitation for research involving human subjects, the offeror shall provide in its technical proposal the following information: (1) a list of the names of the principal investigator and any other individuals proposed under the contract who are responsible for the design and/or conduct of the research; (2) the title of the education program completed (or to be completed prior to the award of the contract) for each named personnel; (3) a one sentence description of the program(s) listed in (2)

above. This requirement extends to investigators and all individuals responsible for the design and/or conduct of the research who are working as subcontractors or consultants under the contract.

Curricula that are readily available and meet the educational requirement include the NIH on-line tutorial, titled "Protection of Human Research Subjects: Computer-Based Training for Researchers," available at <http://ohsr.od.nih.gov/cbt/>. You may download the information at this site at no cost and modify it, if desired. The University of Rochester has made its training program available for individual investigators. Completion of this program will also satisfy the educational requirement. The University of Rochester manual can be obtained through Centerwatch, Inc. at [http://www.centerwatch.com/order/pubs\\_prof\\_protect.html](http://www.centerwatch.com/order/pubs_prof_protect.html).

In addition, the NCI sponsors an online training course at:

<http://cme.cancer.gov/clinicaltrials/learning/humanparticipant-protections.asp>

If an institution already has developed educational programs on the protection of research participants, completion of these programs also will satisfy the educational requirement.

In addition, prior to the substitution of the principal investigator or any other individuals responsible for the design and/or conduct of the research under the contract, the Contractor shall provide the contracting officer with the title of the education program and a one sentence description of the program that the replacement has completed.

## 7. Inclusion of Women and Minorities in Research Involving Human Subjects

It is NIH policy that women and members of minority groups and their sub-populations must be included in all NIH-supported clinical research projects involving human subjects, unless a clear and compelling rationale and justification establishes to the satisfaction of the relevant Institute/Center Director that inclusion is inappropriate with respect to the health of the subjects or the purpose of the research. The Director, NIH, may determine that exclusion under other circumstances is acceptable, upon the recommendation of an Institute/Center Director, based on a compelling rationale and justification. Cost is not an acceptable reason for exclusion except when the study would duplicate data from other sources. Women of childbearing potential should not be routinely excluded from participation in clinical research. This policy results from the NIH Revitalization Act of 1993 (Section 492B of Public Law 103-43), **and applies to research subjects of all ages.**

All investigators proposing research involving human subjects should read the UPDATED "NIH Policy and Guidelines on the Inclusion of Women and Minorities as Subjects in Clinical Research, Amended October 2001," published in the NIH Guide for Grants and Contracts on October 9, 2001 at the following web site:

[http://grants.nih.gov/grants/funding/women\\_min/guidelines\\_amended\\_10\\_2001.htm](http://grants.nih.gov/grants/funding/women_min/guidelines_amended_10_2001.htm)

These guidelines contain a definition of **clinical research** adopted in June 2001, as: "(1) Patient-oriented research. Research conducted with human subjects (or on material of human origin such as tissues, specimens and cognitive phenomena) for which an investigator (or colleague) directly interacts with human subjects. Excluded from this definition are in vitro studies that utilize human tissues that cannot be linked to a living individual. Patient-oriented research includes (a) mechanisms of human disease, (b) therapeutic interventions, (c) clinical trials, and (d) development of new technologies; (2) Epidemiologic and behavioral studies; and (3) Outcomes research and health services research," at:

( <http://www.nih.gov/news/crp/97report/execsum.htm> ).

### Information Required for ALL Clinical Research Proposals

This solicitation contains a review criterion addressing the adequacy of: (1) the offeror's plans for inclusion of women and minorities in the research proposed; or (2) the offeror's justification(s) for exclusion of one or both groups from the research proposed.

Provide information on the composition of the proposed study population in terms of sex/gender and racial/ethnic groups and provide a rationale for selection of such subjects in response to the

requirements of the solicitation. The description may include (but is not limited to) information on the population characteristics of the disease or condition being studied in the planned research, and/or described in the statement of work, national and local demography, knowledge of the racial/ethnic/cultural characteristics of the population, prior experience and collaborations in recruitment and retention of the populations and subpopulations to be studied, and the plans, arrangements and letters of commitment from relevant community groups and organizations for the planned research.

The proposal must include the following information:

- A description of the subject selection criteria
- The proposed dates of enrollment (beginning and end)
- A description of the proposed outreach programs for recruiting women and minorities as subjects
- A compelling rationale for proposed exclusion of any sex/gender or racial/ethnic group
- The proposed sample composition using the "Targeted/Planned Enrollment Table"(see Section J, Attachments)

**NOTE 1:** For all proposals, use the ethnic and racial categories and complete the "Targeted/Planned Enrollment Table in accordance with the Office of Management and Budget (OMB) Directive No. 15, which may be found at: <http://www.whitehouse.gov/OMB/fedreg/ombdir15.html> .

**NOTE 2:** If this is an Indefinite Delivery, Indefinite Quantity (IDIQ) or Requirements contract as defined in FAR 16.5, the proposal should describe in general terms how it will comply with each bulleted item above for each task order. When the Government issues a task order request for proposal, each of the bulleted information items must be fully and specifically addressed in the proposal.

**Standards for Collecting Data.** When you, as a contractor, are planning data collection items on race and ethnicity, you shall use, at a minimum, the categories identified in OMB Directive No. 15. The collection of greater detail is encouraged. However, you should design any additional, more detailed items so that they can be aggregated into these required categories. Self-reporting or self-identification using two separate questions is the preferred method for collecting data on race and ethnicity. When you collect race and ethnicity separately, you must collect ethnicity first. You shall offer respondents the option of selecting one or more racial designations. When you collect data on race and ethnicity separately, you shall also make provisions to report the number of respondents in each racial category who are Hispanic or Latino. When you present aggregate data, you shall provide the number of respondents who selected only one category, for each of the five racial categories. If you collapse data on multiple responses, you shall make available, at a minimum, the total number of respondents reporting "more than one race." Federal agencies shall not present data on detailed categories if doing so would compromise data quality or confidentiality standards.

In addition to the above requirements, solicitations for **NIH defined Phase III clinical trials** \* require that: a) all proposals and/or protocols provide a description of plans to conduct analyses, as appropriate, to detect significant differences in intervention effect (see NIH Guide:

[http://grants.nih.gov/grants/funding/women\\_min/guidelines\\_amended\\_10\\_2001.htm](http://grants.nih.gov/grants/funding/women_min/guidelines_amended_10_2001.htm), Definitions - Significant Difference).

\*The definition of an " **NIH-Defined Phase III clinical trial**" can also be found at this website.)

by sex/gender, racial/ethnic groups, and relevant subpopulations, if applicable; and b) all contractors to report annually cumulative subject accrual, and progress in conducting analyses for sex/gender and race/ethnicity differences.

Offerors may obtain copies of the Updated Guidelines from the sources above or from the contact person listed in the solicitation.

Also, the proposal must include one of the following plans:

- Plans to conduct valid analysis to detect significant differences in intervention effect among sex/gender and/or racial/ethnic subgroups when prior studies strongly support these significant differences among subgroups,

**OR**

- Plans to include and analyze sex/gender and/or racial/ethnic subgroups when prior studies strongly support no significant differences in intervention effect between subgroups,

**OR**

- Plans to conduct valid analyses of the intervention effect in sex/gender and/or racial/ethnic subgroups (without requiring high statistical power for each subgroup) when the prior studies neither support nor negate significant differences in intervention effect between subgroups.

**Use the form entitled, "Targeted/Planned Enrollment Table," when preparing your response to the solicitation requirements for inclusion of women and minorities. (See Section J-List of Documents, Exhibits and Other Attachments of the RFP)**

Unless otherwise specified in this solicitation, the Government has determined that the work required by this solicitation does not involve a sex/gender specific study or a single or limited number of minority population groups. Therefore, the NIH believes that the inclusion of women and minority populations is appropriate for this project. (See Section M of this RFP for more information about evaluation factors for award.)

**Use the form entitled, "Inclusion Enrollment Report," for reporting in the resultant contract.**

#### 8. Inclusion of Children in Research Involving Human Subjects

It is NIH policy that children (defined below) must be included in all human subjects research, including, but not limited to, clinical trials, conducted under a contract funded by the NIH, unless there are clear and compelling reasons not to include them. (See examples of Justifications for Exclusion of Children below). For the purposes of this policy, contracts involving human subjects include categories that would otherwise be exempt from the DHHS Policy for Protection of Human Research Subjects (sections 101(b) and 401(b) of 45 CFR 46), such as surveys, evaluation of educational interventions, and studies of existing data or specimens that should include children as participants. This policy applies to both domestic and foreign research contracts.

For purposes of this policy, a child is defined as an individual under the age of 21 years.

All offerors proposing research involving human subjects should read the "NIH Policy and Guidelines on the Inclusion of Children as Participants in Research Involving Human Subjects" which was published in the NIH Guide for Grants and Contracts on March 6, 1998 and is available at the following URL address:

<http://www.nih.gov/grants/guide/notice-files/not98-024.html>

Offerors also may obtain copies from the contact person listed in the RFP.

Inclusion of children as participants in research must be in compliance with all applicable subparts of 45 CFR 46 as well as other pertinent laws and regulations whether or not such research is otherwise exempted from 45 CFR 46. Therefore, any proposals must include a description of plans for including children, unless the offeror presents clear and convincing justification for an exclusion. The "Human Subjects" section of your technical proposal should provide either a description of the plans to include children and a rationale for selecting or excluding a specific age range of child, or an explanation of the reason(s) for excluding children as participants in the research. This solicitation contains a review criterion addressing the adequacy of: (1) the plans for including children as appropriate for the scientific goals of the research; and/or (2) the justification of exclusion of children or exclusion of a specific age range of children.

When children are included, the plan also must include a description of: (1) the expertise of the investigative team for dealing with children at the ages included; (2) the appropriateness of the available facilities to accommodate the children; and, (3) the inclusion of a sufficient number of children to contribute to a meaningful analysis relative to the purpose/objective of the solicitation.

### **Justifications for Exclusion of Children**

It is expected that children will be included in all research involving human subjects unless one or more of the following exclusionary circumstances can be fully justified:

- The objective of the solicitation is not relevant to children.
  - There are laws or regulations barring the inclusion of children in the research to be conducted under the solicitation.
  - The knowledge being sought in the research is already available for children or will be obtained from another ongoing study, and an additional study will be redundant. You should provide documentation of other studies justifying the exclusion.
  - A separate, age-specific study in children is warranted and preferable. Examples include:
    - The relative rarity of the condition in children, as compared with adults (in that extraordinary effort would be needed to include children); or
    - The number of children is limited because the majority are already accessed by a nationwide pediatric disease research network; or
    - Issues of study design preclude direct applicability of hypotheses and/or interventions to both adults and children (including different cognitive, developmental, or disease stages of different age-related metabolic processes); or
    - Insufficient data are available in adults to judge potential risk in children (in which case one of the research objectives could be to obtain sufficient adult data to make this judgment). While children usually should not be the initial group to be involved in research studies, in some instances, the nature and seriousness of the illness may warrant their participation earlier based on careful risk and benefit analysis; or
    - Study designs aimed at collecting additional data on pre-enrolled adult study subjects (e.g., longitudinal follow-up studies that did not include data on children);
    - Other special cases justified by the offeror and found acceptable to the review group and the Institute Director

### **Definition of a Child**

For the purpose of this solicitation, a child is defined as an individual under the age of 21 years.

The definition of child described above will pertain to this solicitation (notwithstanding the FDA definition of a child as an individual from infancy to 16 years of age, and varying definitions employed by some states). Generally, State laws define what constitutes a "child," and such definitions dictate whether or not a person can legally consent to participate in a research study. However, State laws vary, and many do not address when a child can consent to participate in research. Federal Regulations (45 CFR 46, subpart D, Sec.401-409) address DHHS protections for children who participate in research, and rely on State definitions of "child" for consent purposes. Consequently, the children included in this policy (persons under the age of 21) may differ in the age at which their own consent is required and sufficient to participate in research under State law. For example, some states consider a person age 18 to be an adult and therefore one who can provide consent without parental permission.



## 9. Research Involving Prisoners as Subjects

a. HHS Regulations at 45 CFR Part 46, Subpart C provide additional protections pertaining to biomedical and behavioral research involving prisoners or those individuals who, during the period of the contract become prisoners, as subjects. These regulations also set forth the duties of the Institutional Review Board (IRB) where prisoners are involved in the research. HHS funded research involving prisoners as subjects may not proceed until the Office for Human Research Protections (OHRP) issues approval, in writing, as required by 45 CFR 46.306(a)(2). In addition, OHRP Guidance on the Involvement of Prisoners in Research may be found at: <http://www.hhs.gov/ohrp/humansubjects/guidance/prisoner.pdf>.

### b. HHS Waiver for Epidemiological Research Involving Prisoners as Subjects

On June 20, 2003 the Secretary of HHS waived the applicability of certain provisions of Subpart C of 45 CFR Part 46, (Additional DHHS Protections Pertaining to Biomedical and Behavioral Research Involving Prisoners as Subjects) to specific types of epidemiological research involving prisoners as subjects.

The applicability of 45 CFR 46.305(a)(1) and 46.306(a)(2) for certain epidemiological research conducted or funded by DHHS is waived when:

1. The sole purposes are:
  - a. to describe the prevalence or incidence of a disease by identifying all cases, or
  - b. to study potential risk factor associations for a disease, and
2. The Institution responsible for the conduct of the research certifies to the OHRP that the Institutional Review Board (IRB) approved the research and fulfilled its duties under 45 CFR 46.305(a)(2 7) and determined and documented that:
  - a. the research presents no more than minimal risk, and
  - b. no more than inconvenience to the prisoner subjects, and
  - c. prisoners are not a particular focus of the research.

For more information about this Waiver see [http://www.hhs.gov/ohrp/special/prisoners/Prisoner waiver 6-20-03.pdf](http://www.hhs.gov/ohrp/special/prisoners/Prisoner%20waiver%206-20-03.pdf)

## 10. Research Involving Human Fetal Tissue

Human Fetal Tissue means tissue or cells obtained from a dead human fetus, including human embryonic stem cells, human pluripotent stem cells and human embryonic germ cells.

The governing federal statute is the Public Health Service Act, 42 U.S.C. 289g 1 and 289g 2. Implementing regulations and guidance for conducting research on human fetal tissue may be found at 45 CFR 46, Subpart B and <http://grants1.nih.gov/grants/guide/notice-files/not93-235.html> and any subsequent revisions to this NIH Guide to Grants and Contracts ("Guide") Notice.

By signing the face page of the proposal, the offeror (authorized institutional official) certifies that researchers using human fetal tissue are in compliance with 42 USC 289g 2. This statute specifically prohibits any person from knowingly acquiring, receiving, or transferring any human fetal tissue for valuable consideration. "Valuable consideration" is a concept similar to profit, and does not include reasonable payment for costs associated with the collection processing, preservation, storage, quality control or transportation of these tissues.

Research involving the transplantation of human fetal tissue must be conducted in accordance with applicable Federal, State and local law.

## 11. Research Involving Recombinant DNA Molecules (including Human Gene Transfer Research)

Recombinant DNA Molecules are either 1) molecules that are constructed outside of living cells by joining natural or synthetic DNA segments to DNA molecules that can replicate in a living cell, or 2) DNA molecules that result from the replication of those described in 1).

The NIH Guidelines for Research Involving Recombinant DNA Molecules at:

( <http://www4.od.nih.gov/oba/rac/guidelines/guidelines.html> and the May 28, 2002 Notice, Compliance with the NIH Guidelines for Research Involving Recombinant DNA Molecules at:

( <http://grants1.nih.gov/grants/guide/notice-files/NOT-OD-02-052.html> ) and any subsequent revisions to the Guide Notice) stipulates biosafety and containment measures for recombinant DNA research and delineates critical, ethical principles and key safety reporting requirements for human gene transfer research (See Appendix M of the NIH Guidelines). These guidelines apply to both basic and clinical research studies.

The Recombinant DNA Advisory Committee (RAC) is charged with the safety of manipulation of genetic material through the use of recombinant DNA techniques. Prior to beginning any clinical trials involving the transfer of recombinant DNA to humans, the trial must be registered with the RAC. If this contract involves new protocols that contain unique and/or novel issues, the RAC must discuss them in a public forum and then the Institutional Biosafety Committee (IBC), the Institutional Review Board (IRB), and the Project Officer and Contracting Officer must approve the protocol prior to the start of the research.

Failure to comply with these requirements may result in suspension, limitation, or termination of NIH funding for any work related to Recombinant DNA Research or a requirement for the Contracting Officer's prior approval of any or all Recombinant DNA projects under any contract awarded from this solicitation. This includes the requirements of the Standing Institutional Biosafety Committee (IBC) (See <http://www4.od.nih.gov/oba/IBC/IBCindexpg.htm>).

As specified in Appendix M 1 C 4 of the NIH Guidelines, any serious adverse event must be reported immediately to the IRB, the IBC, the Office for Human Research Protections (if applicable), and the NIH Office for Biotechnology Activities (OBA), followed by the filing of a written report with each office/group and copies to the Project Officer and Contracting Officer, at:

( [http://www4.od.nih.gov/oba/rac/guidelines\\_02/Appendix\\_M.htm#\\_Toc7255836](http://www4.od.nih.gov/oba/rac/guidelines_02/Appendix_M.htm#_Toc7255836)).

## 12. Human Embryonic Germ Cell (HEGC) Research

### a. Guidelines.

Research use of human embryonic germ cells derived from fetal tissue with Federal funds requires review of compliance with the NIH Guidelines for Research Using Human Pluripotent Stem Cells ( <http://stemcells.nih.gov/policy/guidelines.asp> ) (only the information regarding human embryonic germ cells is relevant). Embryonic germ cells are pluripotent stem cells derived from human embryos. See NIH Guide for Grants and Contracts Notice NOT OD 02 049, requiring that offerors/contractors submit certain documents to the Human Pluripotent Stem Cell Review Group (HPSCRG), which will be reviewed in a public meeting. Research using human embryonic germ cells may not be performed prior to approval by the HPSCRG.

All offerors should read the "NIH Guidelines" ( <http://stemcells.nih.gov/policy/guidelines.asp> ) if they either: (1) propose to respond to the Statement of Work requirements by conducting research that uses human embryonic germ cells or, (2) are responding to a Statement of Work that requires the use of human embryonic germ cells.

Offerors may obtain copies of these Guidelines from the website above or from the contact person listed in this solicitation.

### b. Procedure for Review by Human Pluripotent Stem Cell Review Group (HPSCRG)

If, in response to the solicitation, the offeror proposes to use human embryonic germ cells, it must submit, as a separate attachment to its proposal, an original and two copies of the documentation and assurances that address the areas covered in the "Procedures for Submission of Compliance Documents to the Human Pluripotent Stem Cell Review Group (HPSCRG) for the Research Use of Human Embryonic Germ Cells" at:

( <http://grants2.nih.gov/grants/guide/notice-files/NOT-OD-02-049.html> ).

Prior to any award made under this solicitation, the documentation and assurances will be subject to review by the HPSCRG, which meets in a public meeting. No research involving the use of human embryonic germ cells may begin prior to HPSCRG approval.

Offerors are encouraged to review issues pertaining to informed consent processes described in Section II.B.2.b of the NIH Guidelines. Offerors should also review the March 19, 2002, DHHS Office of Human Research Protection's document titled "Guidance for Investigators and Institutional Review Boards Regarding Research Involving Human Embryonic Stem Cells, Germ Cells, and Stem Cell Derived Test Articles," at

( <http://stemcells.nih.gov/StaticResources/news/newsArchives/stemcell.pdf> )

### 13. Human Embryonic Stem Cell (HESC) Research

On August 9, 2001, the President announced the criteria that must be met for Federal funds to be used for research on existing human embryonic stem cell lines. These criteria were subsequently published by the NIH at: <http://grants1.nih.gov/grants/guide/notice-files/NOT-OD-02-005.html>. The following eligibility criteria must be met:

1. The derivation process (which commences with the removal of the inner cell mass from the blastocyst) must have already been initiated prior to August 9, 2001;
2. Prior to August 9, 2001, the embryo from which the stem cell line was derived no longer had the possibility of development as a human being;
3. The stem cells must have been derived from an embryo that was created for reproductive purposes;
4. The embryo was no longer needed for these purposes;
5. Informed consent must have been obtained for the donation of the embryo;
6. No financial inducements were provided for the donation of the embryo.

To facilitate research using human embryonic stem cells, the NIH has established a Human Embryonic Stem Cell Registry ("the NIH Registry") that lists the human embryonic stem cells that meet the eligibility criteria. This registry is available at: <http://stemcells.nih.gov/registry/>.

Research involving the derivation of new stem cells from human embryos or the use of human embryonic stem cells that are not listed on the NIH Human Embryonic Stem Cell Registry may not be conducted with Federal funding.

If a particular human embryonic stem cell line has not been required by the Statement of Work, an offeror proposing research involving human embryonic stem cells must cite a human embryonic stem cell line that is listed in the NIH Registry in its proposal.

### 14. Care of Live Vertebrate Animals

- a. The following notice is applicable when contract performance is expected to involve care of live vertebrate animals:

**Notice to Offerors of Requirement for Compliance with the Public Health Service Policy on Humane Care and Use of Laboratory Animals, HHSAR 352.270-9(a) (January 2006)**

The PHS Policy on Human Care and Use of Laboratory Animals establishes a number of requirements for research activities involving animals. Before award may be made to an applicant organization, the organization shall file, with the Office of Laboratory Animal Welfare

(OLAW), National Institutes of Health (NIH), a written Animal Welfare Assurance which commits the organization to comply with the provisions of the PHS Policy on Humane Care and Use of Laboratory Animals by Awardee Institutions, the Animal Welfare Act, and the Guide for the Care and Use of Laboratory Animals prepared by the Institute of Laboratory Animal Resources. In accordance with the PHS Policy on Humane Care and Use of Laboratory Animals by Awardee Institutions, applicant organizations must establish a committee, qualified through the experience and expertise of its members, to oversee the institution's animal program, facilities and procedures. No award involving the use of animals shall be made unless OLAW approves the Animal Welfare Assurance. Prior to award, the Contracting Officer will notify Contractor(s) selected for projects that involve live vertebrate animals that an Animal Welfare Assurance is required. The Contracting Officer will request that OLAW negotiate an acceptable Animal Welfare Assurance with those Contractor(s). For further information contact OLAW, at NIH, Bethesda, Maryland 20892 (301-496-7163).

(End of Provision)

The following specific address for OLAW is provided for ease of contact:

Office of Laboratory Animal Welfare  
National Institutes of Health  
RKL 1 - Suite 360, MSC 7982  
6705 Rockledge Drive  
Bethesda, MD 20892-7982 (For Hand-delivered/express mail use Zip code 20817)

FAX copies of the PHS Policy are available at (301) 402-2803. This policy is also available on the internet at <http://www.grants.nih.gov/grants/olaw/olaw.htm>.

- b. The following information must be included in the offerors technical proposal:
- identification of the species and approximate number of animals to be used;
  - rationale for involving animals, and for the appropriateness of the species and numbers used;
  - a complete description of the proposed use of the animals;
  - a description of procedures designed to assure that discomfort and injury to animals will be limited to that which is unavoidable in the conduct of scientifically valuable research, and that analgesic, anesthetic, and tranquilizing drugs will be used where indicated and appropriate to minimize discomfort and pain to animals; and
  - a description of any euthanasia method to be used.
- c. If an Animal Assurance is already in place, the offeror's proposal shall include:
- The Animal Welfare Assurance number.
  - The date last certified by OLAW. (i.e. assurance letter from OLAW)
  - Evidence of recent AAALAC Accreditation, if required by the SOW contained in this solicitation.

## 15. Possession, Use and Transfer of Select Biological Agents or Toxins

**Notice to Offerors of Requirements of:** 42 CFR Part 73, Possession , Use, and Transfer of Select Agents and Toxins (relating to public health and safety):

( [http://www.cdc.gov/od/sap/42\\_cfr\\_73\\_final\\_rule.pdf](http://www.cdc.gov/od/sap/42_cfr_73_final_rule.pdf));

7 CFR Part 331, Possession, Use, and Transfer of Select Agents and Toxins (relating to plant health or plant products) ( [http://www.aphis.usda.gov/programs/ag\\_selectagent/FinalRule3-18-05.pdf](http://www.aphis.usda.gov/programs/ag_selectagent/FinalRule3-18-05.pdf)); and, 9 CFR Part 121, Possession, Use, and Transfer of Select Agents and Toxins (relating to human and animal health, animal health or animal products)

( [http://www.aphis.usda.gov/programs/ag\\_selectagent/FinalRule3-18-05.pdf](http://www.aphis.usda.gov/programs/ag_selectagent/FinalRule3-18-05.pdf)) - March 18, 2005.

These regulations implement the Public Health Security and Bioterrorism Preparedness and Response Act of 2002, and the Agricultural Bioterrorism Protection Act of 2002. They are designed to improve the ability of the United States Government to prevent, prepare for, and respond to bioterrorism and other public health emergencies. These regulations establish requirements regarding registration, security risk assessments, safety plans, security plans, emergency response plans, training, transfers, record keeping, inspections, and notifications.

Listings of HHS select agents and toxins, and overlap select agents or toxins as well as information about the registration process for domestic institutions, are available on the Select Agent Program Web site at <http://www.cdc.gov/od/sap/> and <http://www.cdc.gov/od/sap/docs/salist.pdf>. Listings of USDA select agents and toxins as well as information about the registration process for domestic institutions are available on the APHIS/USDA website at [http://www.aphis.usda.gov/programs/ag\\_selectagent/index.html](http://www.aphis.usda.gov/programs/ag_selectagent/index.html) and [http://www.aphis.usda.gov/programs/ag\\_selectagent/ag\\_bioterr\\_forms.html](http://www.aphis.usda.gov/programs/ag_selectagent/ag_bioterr_forms.html). For foreign institutions, see the NIAID Select Agent Award information ( [http://www.niaid.nih.gov/ncn/clinical/default\\_biodefense.htm](http://www.niaid.nih.gov/ncn/clinical/default_biodefense.htm)).

If the proposed contract will not involve Select Agents, the offeror must include a statement in its technical proposal that the work does not now nor will it in the future (i.e. throughout the life of the award) involve Select Agents.

### **Domestic Institutions**

For prime or subcontract awards to domestic institutions that possess, use, and/or transfer Select Agents under this contract, the domestic institution must:

- include details about the select agent in their technical proposal, including the quantity proposed to be used during contract performance.
- comply with 42 CFR part 73, 7 CFR part 331 and/or 9 CFR part 121 at: [http://www.aphis.usda.gov/programs/ag\\_selectagent/FinalRule3-18-05.pdf](http://www.aphis.usda.gov/programs/ag_selectagent/FinalRule3-18-05.pdf), as required, before using NIH funds for research involving Select Agents. No NIH funds can be used for research involving Select Agents if the final registration certificate is denied.

### **Foreign Institutions**

For prime or subcontract awards to foreign institutions that possess, use, and/or transfer Select Agents under this contract, the foreign institution must:

- include details about the select agent in their technical proposal, including the quantity proposed to be used during contract performance.
- when requested during negotiations, provide information satisfactory to the NIAID/NIH that safety, security, and training standards equivalent to those described in 42 CFR part 73, 7 CFR part 331, and/or 9 CFR part 121 at:

[http://www.aphis.usda.gov/programs/ag\\_selectagent/FinalRule3-18-05.pdf](http://www.aphis.usda.gov/programs/ag_selectagent/FinalRule3-18-05.pdf) for U.S. institutions are in place and will be administered on behalf of all Select Agent work under the resulting contract. The process for making this determination includes inspection of the foreign laboratory facility by an NIAID representative. During this inspection, the foreign institution must provide the following information: concise summaries of safety, security, and training plans; names of all individuals at the foreign institution who will have access to the Select Agents and procedures for ensuring that only approved and appropriate individuals, in accordance with institution procedures, will have access to the Select Agents under the contract; and copies of or links to any applicable laws, regulations, policies, and procedures applicable to that institution for the safe and secure possession, use, and/or transfer of select agents.

An NIAID chaired committee of U.S. federal employees (including representatives of NIH grants/ contracts and scientific program management, CDC , Department of Justice and other federal intelligence agencies, and Department of State) will ultimately assess the results of the facility inspection, the regulations, policies, and procedures of the foreign institution for equivalence to the U.S. requirements described in 42 CFR part 73, 7 CFR part 331, and/or 9 CFR part 121 at:

[http://www.aphis.usda.gov/programs/ag\\_selectagent/FinalRule3-18-05.pdf](http://www.aphis.usda.gov/programs/ag_selectagent/FinalRule3-18-05.pdf).

The committee will provide recommendations to the DEA Director, NIAID. The DEA Director will make the approval decision and notify the Contracting Officer. The Contracting Officer will inform the prime contractor of the approval status of the foreign institution. No NIH funds can be used for research involving Select Agents at a foreign institution until NIAID grants this approval.

## 16. Obtaining and Disseminating Biomedical Research Resources

As a public sponsor of biomedical research, the National Institutes of Health (NIH) has a dual interest in accelerating scientific discovery and facilitating product development. Intellectual property restrictions can stifle the broad dissemination of new discoveries and limit future avenues of research and product development. At the same time, reasonable restrictions on the dissemination of research tools are sometimes necessary to protect legitimate proprietary interests and to preserve incentives for commercial development. To assist NIH contractors achieve an appropriate balance, the NIH has provided guidance in the form of a two-part document, consisting of Principles setting forth the fundamental concepts and Guidelines that provide specific information to patent and license professionals and sponsored research administrators for implementation.

The purpose of these Principles and Guidelines is to assist NIH funding recipients in determining: 1) Reasonable terms and conditions for making NIH-funded research resources available to scientists in other institutions in the public and private sectors (disseminating research tools); and 2) Restrictions to accept as a condition of receiving access to research tools for use in NIH-funded research (acquiring research tools). The intent is to help recipients ensure that the conditions they impose and accept on the transfer of research tools will facilitate further biomedical research, consistent with the requirements of the Bayh-Dole Act and NIH funding policy.

This policy, entitled, "Sharing Biomedical Research Resources: Principles and Guidelines for Recipients of NIH Research Grants and Contracts," (Federal Register Notice, December 23, 1999 [64 FR 72090] will be included in any contract awarded from this solicitation. It can be found at the following website:

<http://ott.od.nih.gov/NewPages/64FR72090.pdf>

### a. Sharing Research Data

[Note: This policy applies to **all** NIH contracts, regardless of dollar value, that are expected to generate research data.]

The NIH endorses the sharing of final research data to expedite the translation of research results into knowledge, products, and procedures to improve human health. This contract is expected to generate research data. Therefore, the offeror must submit a plan in its technical proposal for data sharing or state why data sharing is not possible. If data sharing is limited, the offeror should explain such limitations in its data sharing plan. NIH's data sharing policy may be found at the following Web site:

<http://grants.nih.gov/grants/guide/notice-files/NOT-OD-03-032.html>

[If the resultant contract is part of a collaborative program involving multiple sites, the data sharing will be governed by a dissemination plan to be developed jointly following award. Offerors must include in their proposals a statement of willingness to work collaboratively after award with the other funded sites to prepare a joint dissemination plan. Coordinating Center proposals should describe methods to coordinate the dissemination planning and



implementation. The Coordinating Center must include a budget and justification for any additional costs of this collaborative effort.]

**b. Sharing of Model Organisms for Biomedical Research**

The NIH Research Tools Policy ( [http://www.ott.nih.gov/policy/research\\_tool.html](http://www.ott.nih.gov/policy/research_tool.html)) also referred to as NIH Principles and Guidelines for Sharing of Biomedical Resources: Final Notice, December 1999, supports the concept of timely sharing and distribution of research resources. In accordance with NIH Guide Notice NOT-OD-04-042 at: ( <http://grants.nih.gov/grants/guide/notice-files/NOT-OD-04-042.html> ), dated May 7, 2004, and the September 10, 2004 extension of this policy NOT-OD-04-066 at: ( <http://grants.nih.gov/grants/guide/notice-files/NOT-OD-04-066.html> ), the NIH provides further sharing guidance with particular attention on model organisms for biomedical research. Such organisms include, but are not limited to: mammalian models such as the mouse and rat, and non-mammalian models, such as budding yeast, social amoebae, round worm, fruit fly, zebra fish, and frog. Research resources to be shared include genetically modified or mutant organisms, sperm, embryos, protocols for genetic and phenotypic screens, mutagenesis protocols, and genetic and phenotypic data for all mutant strains.

Offerors must include in their technical proposal a description of a specific plan for sharing and distributing unique model organism research resources generated using NIH funding so that other researchers can benefit from these resources, OR provide appropriate reasons why such sharing is restricted or not possible. A reasonable time frame for periodic disposition of material and associated data must be specified in the proposal. In addition, the plan must address if, or how, offerors will exercise their intellectual property rights while making model organisms and research resources available to the broader scientific community. At a minimum, the plan should address the following:

- Will material transfers be made with no more restrictive terms than in a Simple Letter Agreement (SLA) at: ( [http://ott.od.nih.gov/forms\\_model\\_agreements/forms\\_model\\_agreements.html#MTACTA](http://ott.od.nih.gov/forms_model_agreements/forms_model_agreements.html#MTACTA) ) for the transfer of materials or the Uniform Biological Material Transfer Agreement (UBMTA) ( <http://www.autm.net/aboutTT/> , then search "Implementing Letter")
- How will inappropriate "reach-through" requirements (as discussed in the NIH Research Tools Policy) on materials transferred be discussed?
- How will technologies remain widely available and accessible to the research community, for example, if any intellectual property rights arise for which a patent application may be filed?

Offerors may request funds in their cost proposal to defray reasonable costs associated with sharing materials or data or transfer of model organisms and associated data to appropriate repositories.

17. **Information Security** is applicable to this solicitation and the following information is provided to assist in proposal preparation.

**IMPORTANT NOTE TO OFFERORS: The following information shall be addressed in a separate section of the Technical Proposal entitled, "INFORMATION SECURITY."**

The Federal Information Security Management Act of 2002 (P.L. 107-347) (FISMA) requires each agency to develop, document, and implement an agency-wide information security program to safeguard information and information systems that support the operations and assets of the agency, including those provided or managed by another agency, contractor (including subcontractor), or other source. The National Institute of Standards and Technology (NIST) has issued a number

of publications that provide guidance in the establishment of minimum security controls for management, operational and technical safeguards needed to protect the confidentiality, integrity and availability of a Federal information system and its information.

The Statement of Work (SOW) requires the successful offeror to (1) develop, (2) have the ability to access, or (3) host and/or maintain a Federal information system(s). Pursuant to Federal and HHS Information Security Program Policies the following requirements apply to this solicitation:

Federal Information Security Management Act of 2002 (FISMA), Title III, E-Government Act of 2002, Pub. L. No. 107-347 (Dec. 17, 2002); <http://csrc.nist.gov/drivers/documents/FISMA-final.pdf>

a. Information Type

Administrative, Management and Support Information:

Scientific and Technical Research and Innovation

Mission Based Information:

b. Security Categories and Levels

Confidentiality Level:  Low  Moderate  High  
 Integrity Level:  Low  Moderate  High  
 Availability Level:  Low  Moderate  High  
**Overall Level:  Low  Moderate  High**

c. Position Sensitivity Designations

Prior to award, the Government will determine the position sensitivity designation for each Contractor (including subcontractor) employee that the successful offeror proposes for work under the contract. For proposal preparation purposes, the following designations apply:

**Level 6: Public Trust - High Risk (Requires Suitability Determination with a BI).** Contractor employees assigned to a Level 6 position are subject to a Background Investigation (BI).

**Level 5: Public Trust - Moderate Risk (Requires Suitability Determination with NACIC, MBI or LBI).** Contractor employees assigned to a Level 5 position with no previous investigation and approval shall undergo a National Agency Check and Inquiry Investigation plus a Credit Check (NACIC), a Minimum Background Investigation (MBI), or a Limited Background Investigation (LBI)

**Level 1: Non Sensitive (Requires Suitability Determination with an NACI).** Contractor employees assigned to a Level 1 position are subject to a National Agency Check and Inquiry Investigation (NACI).

Upon award, the Contractor will be required to submit a roster of all staff (including subcontractor staff) working under the contract who will develop, have the ability to access, or host and/or maintain a federal information system(s). The Government will determine and notify the Contractor of the appropriate level of suitability investigation required for each staff member. An electronic template, "Roster of Employees Requiring Suitability Investigations," is available for Contractor use at:

<http://ais.nci.nih.gov/forms/Suitability-roster.xls>



Upon receipt of the Government's notification of applicable Suitability Investigations required, the Contractor shall complete and submit the required forms within 30 days of the notification. Additional submission instructions can be found at the "NCI Information Technology Security Policies, Background Investigation Process" website: <http://ais.nci.nih.gov>.

Contractor/Subcontractor employees who have met investigative requirements within the past five years may only require an updated or upgraded investigation.

d. Information Security Training

HHS policy requires Contractors/Subcontractors receive security training commensurate with their responsibilities for performing work under the terms and conditions of their contractual agreements.

The successful offeror will be responsible for assuring that each Contractor/Subcontractor employee has completed the NIH Computer Security Awareness Training course at: <http://irtsectraining.nih.gov/> prior to performing any contract work, and thereafter completing the NIH-specified fiscal year refresher course during the period of performance of the contract. The successful offeror shall maintain a listing of all individuals who have completed this training and shall submit this listing to the Project Officer.

Additional security training requirements commensurate with the position may be required as defined in NIST Special Publication 800-16, Information Technology Security Training Requirements ( <http://csrc.nist.gov/publications/nistpubs/800-16/800-16.pdf>). This document provides information about information security training that may be useful to potential offerors.

e. Offeror's Official Responsible for Information Security

The offeror shall include in the "Information Security" part of its Technical Proposal the name and title of its official who will be responsible for all information security requirements should the offeror be selected for an award.

f. NIST SP 800 53 Self Assessment

The offeror must include in the "Information Security" part of its Technical Proposal, a completed Self-Assessment required by NIST Draft SP 800-53, Recommended Security Controls for Federal Information Systems. ( <http://csrc.nist.gov/publications> - under Special Publications).

Subcontracts: The offeror must include similar information for any proposed subcontractor that will perform under the SOW to (1) develop a Federal information system(s) at the offeror's/subcontractor's facility, or (2) host and/or maintain a Federal information system(s) at the offeror's/subcontractor's facility.

g. Draft Information System Security Plan

The offeror must include a draft Information System Security Plan (ISSP) using the current template in Appendix A of NIST SP 800 18, Guide to Developing Security Plans for Federal Information Systems ( <http://csrc.nist.gov/publications/nistpubs/800-18-Rev1/sp800-18-Rev1-final.pdf>). The details contained in the offeror's draft ISSP must be commensurate with the size and complexity of the requirements of the SOW based on the System Categorization determined above in subparagraph (b) Security Categories and Levels.

Subcontracts: The offeror must include similar information for any proposed subcontractor that will perform under the SOW with the offeror whenever the submission of an ISSP is required.

Note to Offeror: The resultant contract will require the draft ISSP to be finalized in coordination with the Project Officer no later than 90 calendar days after contract award. Also, a contractor is required to update and resubmit its ISSP to NIH every three years following award or when a major modification has been made to its internal system.

#### h. Common Security Configurations

The contractor shall ensure that any information technology acquired under this contract incorporates the applicable common security configuration established by the National Institute of Standards and Technology (NIST) at <http://checklists.nist.gov>.

#### i. References

1. Federal Information Security Management Act of 2002 (FISMA), Title III, E-Government Act of 2002, Pub. L. No. 107-347 (Dec. 17, 2002); <http://csrc.nist.gov/drivers/documents/FISMA-final.pdf>
2. DHHS Personnel Security/Suitability Handbook: <http://www.hhs.gov/ohr/manual/pssh.pdf>
3. NIH Computer Security Awareness Training Course: <http://irtsectraining.nih.gov/>

The following NIST publications may be found at the following site: <http://csrc.nist.gov/publications/>

[Note: The search tool on the left side of this page provides easy access to the documents.]

4. NIST Special Publication 800-16, Information Technology Security Training Requirements; and Appendix A-D
5. NIST SP 800-18, Guide for Developing Security Plans for Information Technology Systems
6. NIST SP 800-26, Revision 1, Computer Security
7. NIST SP 800-53, Revision 1, Recommended Security Controls for Federal Information Systems
8. NIST SP 800-60, Guide for Mapping Types of Information and Information Systems to Security Categories, Volume I; and Volume II, Appendices to Guide For Mapping Types of Information and Information Systems To Security Categories, Appendix C, and Appendix D
9. NIST SP 800-64, Security Considerations in the Information System Development Life Cycle
10. FIPS PUB 199, Standards for Security Categorization of Federal Information and Information Systems
11. FIPS PUB 200, Minimum Security Requirements for Federal Information and Information Systems

## c. BUSINESS PROPOSAL INSTRUCTIONS

### 1. Basic Cost/Price Information

The business proposal must contain sufficient information to allow the Government to perform a basic analysis of the proposed cost or price of the work. This information shall include the amounts of the basic elements of the proposed cost or price. These elements will include, as applicable, direct labor, fringe benefits, travel, materials, subcontracts, purchased parts, shipping, indirect costs and rate, fee, and profit.

### 2. Proposal Cover Sheet

The following information shall be provided on the first page of your pricing proposal:

1. Solicitation, contract, and/or modification number;
2. Name and address of Offeror;
3. Name and telephone number of point of contact;
4. Name, address, and telephone number of Contract Administration Office, (if available);
5. Name, address, and telephone number of Audit Office (if available);
6. Proposed cost and/or price; profit or fee (as applicable); and total;
7. The following statement: By submitting this proposal, the offeror, if selected for discussions, grants the contracting officer or an authorized representative the right to examine, at any time before award, any of those books, records, documents, or other records directly pertinent to the information requested or submitted.
8. Date of submission; and
9. Name, title and signature of authorized representative.

This cover sheet information is for use by offerors to submit information to the Government when cost or pricing data are not required but information to help establish price reasonableness or cost realism is necessary. Such information is not considered cost or pricing data, and shall not be certified in accordance with FAR 15.406-2.

### 3. Information Other than Cost or Pricing Data

- a. The information submitted shall consist of data to permit the Contracting Officer and authorized representatives to determine price reasonableness or cost realism, e.g., information to support an analysis of material costs (when sufficient information on labor and overhead rates is already available), or information on prices and quantities at which the offeror has previously sold the same or similar items.

Any information submitted must support the price proposed. Include sufficient detail or cross references to clearly establish the relationship of the information provided to the price proposed. Support any information provided by explanations or supporting rationale as needed to permit the Contracting Officer and authorized representative to evaluate the documentation.

[Unless otherwise stated in this solicitation, the information may be submitted in the offeror's own format.]

b. The information submitted shall be at the level of detail described below.

**1. Direct Labor**

Provide a time-phased (e.g., monthly, quarterly, etc.) breakdown of labor hours, rates, and cost by appropriate category. Key personnel will be separately estimated as above and identified. Give the basis for the estimates in each case.

**2. Materials**

Provide a consolidated price summary of individual material quantities included in the various tasks, orders, or contract line items being proposed and the basis for pricing (vendor quotes, invoice prices, etc.).

**3. Subcontracted Items**

Include parts, components, assemblies, and services that are to be produced or performed by others in accordance with offeror's design, specifications, or direction and that are applicable only to the prime contract. For each subcontract over \$550,000, the support should provide a listing by source, item, quantity, price, type of subcontract, degree of competition, and basis for establishing source and reasonableness of price, as well as the results of review and evaluation of subcontract proposals when required by FAR 15.404-3.

**4. Raw Materials**

Consists of material in a form or state that requires further processing. Provide priced quantities of items required for the proposal.

**5. Purchased Parts**

Includes material items not covered above. Provide priced quantities of items required for the proposal.

**6. Fringe Benefits**

Show fringe benefits as a separate line item. Include the rate(s) and/or method of calculating fringe benefits. Provide a copy of your fringe benefit rate or institutional guidelines.

**7. Indirect Costs**

Indicate how offeror has computed and applied offeror's indirect costs, including cost breakdowns, and provide a basis for evaluating the reasonableness of proposed rates. Indicate the rates used and provide an appropriate explanation. Where a rate agreement exists, provide a copy.

**8. Special Equipment**

If direct charge, list any equipment in accordance with Item (13) Other Administrative Data, subparagraph (2) Government Property of this Section L.2.c of this solicitation.

**9. Travel**

Provide the cost of travel including destination, duration, purpose, per diem, transportation, and the basis for pricing.

**10. Other Costs**

List all other costs not otherwise included in the categories described above (e.g., computer services, consultant services) and provide basis for pricing.

**4. Requirements for Cost or Pricing Data or Information Other than Cost and Pricing Data [FAR Clause 52.215-20 (October 1997)]**

*(a) Exceptions from cost or pricing data.*

*(1) In lieu of submitting cost or pricing data, offerors may submit a written request for exception by submitting the information described in the following subparagraphs. The Contracting Officer may require additional supporting information, but only to the extent necessary to determine whether an exception should be granted, and whether the price is fair and reasonable.*

*(i) Identification of the law or regulation establishing the price offered. If the price is controlled under law by periodic rulings, reviews, or similar actions of a governmental body, attach a copy of the controlling document, unless it was previously submitted to the contracting office.*

*(ii) Commercial item exception. For a commercial item exception, the offeror shall submit, at a minimum, information on prices at which the same item or similar items have previously been sold in the commercial market that is adequate for evaluating the reasonableness of the price for this acquisition. Such information may include*

*(A) For catalog items, a copy of or identification of the catalog and its date, or the appropriate pages for the offered items, or a statement that the catalog is on file in the buying office to which the proposal is being submitted. Provide a copy or describe current discount policies and price lists (published or unpublished), e.g., wholesale, original equipment manufacturer, or reseller. Also explain the basis of each offered price and its relationship to the established catalog price, including how the proposed price relates to the price of recent sales in quantities similar to the proposed quantities;*

*(B) For market priced items, the source and date or period of the market quotation or other basis for market price, the base amount, and applicable discounts. In addition, describe the nature of the market;*

*(C) For items included on an active Federal Supply Service Multiple Award Schedule contract, proof that an exception has been granted for the schedule item.*

*(2) The offeror grants the Contracting Officer or an authorized representative the right to examine, at any time before award, books, records, documents, or other directly pertinent records to verify any request for an exception under this provision, and the reasonableness of price. For items priced using catalog or market prices, or law or regulation, access does not extend to cost or profit information or other data relevant solely to the offeror's determination of the prices to be offered in the catalog or marketplace.*

*(b) Requirements for cost or pricing data. If the offeror is not granted an exception from the requirement to submit cost or pricing data, the following applies:*

*(1) The offeror shall prepare and submit cost or pricing data and supporting attachments in accordance with Table 15.2 of FAR 15.408.*

*(2) As soon as practicable after agreement on price, but before contract award (except for unpriced actions such as letter contracts), the offeror shall submit a Certificate of Current Cost or Pricing Data, as prescribed by FAR 15.406 2.*

*(End of provision)*

## 5. Salary Rate Limitation in Fiscal Year 2008

Offerors are advised that pursuant to P.L.110-161, no NIH Fiscal Year 2008 (October 1, 2007 - September 30, 2008) funds may be used to pay the direct annual salary of an individual through any contract awarded as a result of this solicitation at a rate in excess of the Executive Schedule, Level I\* (direct salary is exclusive of Overhead, Fringe Benefits and General and Administrative expenses, also referred to as "indirect cost" or "facilities and administrative (F&A) costs"). Direct salary has the same meaning as the term "institutional base salary." An individual's direct salary (or institutional base salary) is the annual compensation that the Contractor pays for an individual's appointment whether that individual's time is spent on research, teaching, patient care or other activities. Direct salary (or institutional base salary) excludes any income that an individual may be permitted to earn outside of duties to the Contractor.

This does not preclude the offeror from absorbing that portion of an employee's annual salary (plus the dollar amount for fringe benefits and associated indirect costs) that exceeds a rate of the Executive Schedule, Level I\*. The salary rate limitation set by P.L. 110-161 applies only to Fiscal Year 2008 funds, however, salary rate ceilings for subsequent years may be included in future DHHS appropriation acts. Multi-year contracts awarded pursuant to this solicitation may be subject to unilateral modifications by the Government if an individual's annual salary exceeds any salary rate ceiling established in future appropriations acts. The Executive Schedule, Level I\* annual salary rate limitation also applies to individuals proposed under subcontracts, however it does not apply to consultants. P.L. 110-161 states in pertinent part:

"None of the funds appropriated in this Act for the National Institutes of Health, the Agency for Healthcare Research and Quality, and the Substance Abuse, and Mental Health Services Administration shall be used to pay the salary of an individual through a grant or other extramural mechanism at a rate in excess of Executive Level I\*."

**LINK TO EXECUTIVE SCHEDULE SALARIES:** <http://www.opm.gov/oca/08tables/pdf/ex.pdf>

**\*Note to Offerors:** The current Fiscal Year Executive Level I Salary Rate should be adhered to in the preparation of your proposal. All costs associated with any resultant contract award shall be in compliance with the current Fiscal Year Executive Level I Salary rates.

## 6. Small Business Subcontracting Plan

If the proposed contract exceeds a total estimated cost of \$550,000 for the entire period of performance, the offeror shall be required to submit an acceptable subcontracting plan in accordance with the terms of the clause entitled "Small Business Subcontracting Plan," FAR Clause No. 52.219-9, incorporated herein by reference in the Solicitation, See SECTION J - LIST OF ATTACHMENTS, BUSINESS PROPOSAL ATTACHMENTS of this RFP for an example of such a plan.

- a. THIS PROVISION DOES NOT APPLY TO SMALL BUSINESS CONCERNS.
- b. The term "subcontract" means any agreement (other than one involving an employer-employee relationship) entered into by a Federal Government prime Contractor or subcontractor calling for supplies or services required for the performance of the original contract or subcontract. This includes, but is not limited to, agreements/purchase orders for supplies and services such as equipment purchase, copying services, and travel services.
- c. The offeror understands that:
  1. No contract will be awarded unless and until an acceptable plan is negotiated with the Contracting Officer which plan will be incorporated into the contract, as a material part thereof.
  2. An acceptable plan must, in the determination of the Contracting Officer, provide the maximum practicable opportunity for Small Businesses, Small Disadvantaged Businesses, Women-Owned Small businesses, HUBZone Small Businesses, Veteran-Owned Small

Businesses, and Service Disabled Veteran-Owned Small Businesses to participate in the performance of the contract.

3. If a subcontracting plan acceptable to the Contracting Officer is not negotiated within the time limits prescribed by the contracting activity and such failure arises out of causes within the control and with the fault or negligence of the offeror, the offeror shall be ineligible for an award. The Contracting Officer shall notify the Contractor in writing of the reasons for determining a subcontracting plan unacceptable early enough in the negotiation process to allow the Contractor to modify the plan within the time limits prescribed.
  4. Prior compliance of the offeror with other such subcontracting plans under previous contracts will be considered by the Contracting Officer in determining the responsibility of the offeror for award of the contract.
  5. It is the offeror's responsibility to develop a satisfactory subcontracting plan with respect to Small Business Concerns, Small Disadvantaged Business Concerns, Women-Owned Small Business Concerns, HUBZone Small Business Concerns, Veteran-Owned Small Business Concerns, and Service Disabled Veteran-Owned Small Business Concerns that each such aspect of the offeror's plan will be judged independent of the other.
  6. The offeror will submit, as required by the Contracting Officer, subcontracting reports in accordance with the instructions thereon, and as further directed by the Contracting Officer. Subcontractors will also submit these reports to the Government's Contracting Officer or as otherwise directed, with a copy to the prime Contractor's designated small and disadvantaged business liaison.
- d. Each plan must contain the following:
1. Goals, expressed in terms of percentages of total planned subcontracting dollars, for the use of Small, Small Disadvantaged, Women-Owned, HUBZone, Veteran-Owned, and Service Disabled Veteran-Owned Small Business Concerns as subcontractors.
  2. A statement of total dollars planned to be subcontracted. A statement of total dollars to be subcontracted to each of the following type of small business concerns: Small, Small Disadvantaged, Women-Owned, HUBZone, Veteran-Owned, and Service Disabled Veteran-Owned Small Businesses.
  3. A description of the principal types of supplies and services to be subcontracted with an identification of which supplies and services are expected to be subcontracted to Small, Small Disadvantaged, Women-Owned, HUBZone, Veteran-Owned and/or Service Disabled Veteran-Owned Small Business Concerns.
  4. A description of the method used to develop the subcontracting goals.
  5. A description of the method used to identify potential sources for solicitation purposes.
  6. A statement as to whether or not indirect costs were included in establishing subcontracting goals. If they were, a description of the method used to determine the proportionate share of indirect costs to be incurred with Small, Small Disadvantaged, Women-Owned, HUBZone, Veteran-Owned, and Service Disabled Veteran-Owned Small Businesses.
  7. The name of the individual employed by the offeror who will administer the offeror's subcontracting program and a description of his/her duties.
  8. A description of the efforts the offeror will make to assure that Small, Small Disadvantaged, Women-Owned, HUBZone, Veteran-Owned, and Service Disabled Veteran-Owned Small Businesses have an equitable chance to compete for subcontracts.
  9. Assurances that the offeror will include in all subcontracts the contract clause "Utilization of Small Business Concerns." Assure that all subcontractors, other than small businesses, in excess of \$550,000 adopt a plan similar to the plan agreed upon by the offeror.

10. Assurances that the offeror (and any required subcontractors) will cooperate in studies or surveys as required and submit required reports (Individual Subcontract Reports (ISRs) and Summary Subcontract Reports (SSRs) to the Government.
11. List the types of records the offeror will maintain to demonstrate procedures that have been adopted to comply with the requirement and goals in the plan, including establishing source lists. Also, the offeror shall describe its efforts to locate Small, Small Disadvantaged, Women-Owned, HUBZone, Veteran-Owned, and Service Disabled Veteran-Owned Small Businesses and award subcontracts to them.

For additional information about each of the above elements required to be contained in the subcontracting plan, see FAR Clause 52.219-9, Small Business Subcontracting Plan, and the Sample Subcontracting Plan which is provided as an attachment to this RFP in SECTION J.

HHS expects each procuring activity to establish minimum subcontracting goals for all procurements. The anticipated minimum goals for this RFP are as follows:

30% for Small Business; 11% for Small Disadvantaged Business; 5% for Women-Owned Small Business; 3% for HUBZone Small Business; and 3% for Veteran-Owned Small Business and Service-Disabled Veteran-Owned Small Business.

## 7. HUBZone Small Business Concerns

Small Business offerors located in underutilized business zones, called "HUBZones," will be evaluated in accordance with FAR Clause 52.219-4, NOTICE OF PRICE EVALUATION PREFERENCE FOR HUBZONE SMALL BUSINESS CONCERNS, which is incorporated by reference in ARTICLE I.3. of this solicitation. Qualified HUBZone firms are identified in the Small Business Administration website at <http://www.sba.gov/hubzone>.

## 8. Extent of Small Disadvantaged Business Participation

In accordance with FAR Subpart 15.304(c)(4), the extent of participation of Small Disadvantaged Business (SDB) concerns in performance of the contract in the authorized NAICS Industry Subsectors shall be evaluated in unrestricted competitive acquisitions expected to exceed \$550,000 (\$1,000,000 for construction) subject to certain limitations (see FAR 19.1202-1 and 19.1202-2(b)). The dollar amounts cited above include any option years/option quantities that may be included in this solicitation. The definition of a "small disadvantaged business" is cited in FAR 19.001.

The factor entitled "Extent of Small Disadvantaged Business Participation" as set forth under the Evaluation Criteria in Section M shall be used for evaluation purposes.

The Department of Commerce determines, on an annual basis, by Subsectors, as contained in the North American Industry Classification System (NAICS) codes, and region, if any, the authorized SDB procurement mechanisms and applicable factors (percentages). The NAICS codes can be found at: <http://www.sba.gov/size>

The Department of Commerce website for the annual determination for NAICS codes\* is: <http://www.arnet.gov/References/sdbadjustments.htm>.

*\* Note: Public Law 103-355 which authorized the SDB Price Evaluation Adjustment (PEA) and associated percentages/factors expired on December 9, 2004, therefore, the percentages shown at this website are no longer applicable.*

Offerors shall include with their offers, SDB targets, expressed as dollars and percentages of total contract value, in each of the applicable, authorized NAICS Industry Subsector(s). The applicable authorized NAICS Industry Subsector(s) for this project is (are) identified elsewhere in this RFP. A total target for SDB participation by the Prime Contractor, that includes any joint ventures and team members, shall be provided as well as a total target for SDB participation by subcontractors.



In addition, offerors must provide information that describes their plans for meeting the targets set forth in their proposal. **This information shall be provided in one clearly marked section of the Business Proposal, which shall describe the extent of participation of SDB concerns in the performance of the contract.**

If the evaluation factor in this solicitation includes an SDB evaluation factor or subfactor that considers the extent to which SDB concerns are specifically identified, the SDB concerns considered in the evaluation shall be listed in any resultant contract. Offerors should note that addressing the extent of small disadvantaged business participation **is not in any way intended to be a substitute** for submission of the subcontracting plan, if it is required by this solicitation. An example of the type of information that might be given (in addition to the narrative describing the plan for meeting the targets) follows:

#### EXAMPLE

##### Targets for SDB Participation - NAICS Industry Subsector 223

	<b>SDB Percentage of Total Contract Value</b>	<b>SDB Dollars</b>
Total Contract Value- \$1,000,000	25%	\$250,000
SDB Participation by Prime	10%	\$100,000
(Includes joint venture partners and team arrangements)*		
SDB Participation by subcontractors	15%	\$150,000

\*Note: FAR Subpart 9.6 defines "Contractor team arrangements" to include two or more companies forming a partnership or joint venture to act as a potential Prime Contractor, or a potential Prime Contractor who agrees with one or more companies to have them act as its subcontractors on a specific contract or acquisition program. For purposes of evaluation of the SDB participation factor, FAR 19.1202-4 requires that SDB joint ventures and teaming arrangements at the prime level be presented separately from SDB participation by subcontractors.

## 9. Other Administrative Data

### a. Property

1. It is HHS policy that Contractors will provide all property necessary for contract performance. Exception may be granted to provide Government property (Government-furnished or Contractor-acquired), but only when approved by the Contracting Officer. If the offeror requests that Government property be provided, other than that specified under "Government Furnished Property," below, the proposal must include a comprehensive justification addressing the following items:
  - a. State why the property is essential to contract performance and whether the property will be used exclusively for this contract.
  - b. Describe other alternatives (e.g., purchase, lease, etc.) pursued and why they were not viable options.

## 2. Government Property

The offeror shall identify Government property in its possession which it proposes to use in the performance of the prospective contract as follows:

- a. A list or description of all Government property that the offeror or its subcontractors propose to use on a rent-free basis. The list shall identify the accountable contract under which the property is held and the authorization for its use (from the Contracting Officer having cognizance of the property);
- b. The dates during which the property will be available for use (including the first, last, and all intervening months) and, for any property that will be used concurrently in performing two or more contracts, the amounts of the respective uses in sufficient detail to support prorating the rent;
- c. The amount of rent that would otherwise be charged in accordance with FAR 52.245-9, Use and Charges; and
- d. The voluntary consensus standard or industry leading practices and standards to be used in the management of Government property, or existing property management plans, methods, practices, or procedures for accounting for property.

**NOTE: The Contracting Officer will consider any potentially unfair competitive advantage that may result from the Contractor possessing Government property, and for evaluation purposes only, adjust the offers using a rental equivalent evaluation factor, as appropriate.**

### **b. Submission of Electronic Funds Transfer Information with Offer, FAR Clause 52.232-38 (MAY 1999)**

*The offeror shall provide, with its offer, the following information that is required to make payment by electronic funds transfer (EFT) under any contract that results from this solicitation. This submission satisfies the requirement to provide EFT information under paragraphs (b)(1) and (j) of the clause at 52.232 34, Payment by Electronic Funds Transfer Other than Central Contractor Registration.*

- (1) The solicitation number (or other procurement identification number).*
- (2) The offeror's name and remittance address, as stated in the offer.*
- (3) The signature (manual or electronic, as appropriate), title, and telephone number of the offeror's official authorized to provide this information.*
- (4) The name, address, and 9 digit Routing Transit Number of the offeror's financial agent.*
- (5) The offeror's account number and the type of account (checking, savings, or lockbox).*
- (6) If applicable, the Fedwire Transfer System telegraphic abbreviation of the offeror's financial agent.*
- (7) If applicable, the offeror shall also provide the name, address, telegraphic abbreviation, and 9 digit Routing Transit Number of the correspondent financial institution receiving the wire transfer payment if the offeror's financial agent is not directly on line to the Fedwire and, therefore, not the receiver of the wire transfer payment.*

*(End of Provision)*

**c. Financial Capacity**

The offeror shall indicate if it has the necessary financial capacity, working capital, and other resources to perform the contract without assistance from any outside source. If not, indicate the amount required and the anticipated source.

**d. Incremental Funding**

An incrementally funded cost-reimbursement contract is a contract in which the total work effort is to be performed over a multiple year period and funds are allotted, as they become available, to cover discernible phases or increments of performance. The incremental funding technique allows for contracts to be awarded for periods in excess of one year even though the total estimated amount of funds expected to be obligated for the contract are not available at the time of the contract award. If this requirement is specified elsewhere in this RFP, the offeror shall submit a cost proposal for each year. In addition, the following provision is applicable:

**Incremental Funding, HHSAR 352.232-75 (January 2006)**

(a) It is the Government's intention to negotiate and award a contract using the incremental funding concepts described in the clause entitled Limitation of Funds as specified in FAR 52.232-22. Under the clause, which will be included in the resultant contract, initial funds will be obligated under the contract to cover the first year of performance. The Government intends to allot additional funds up to and including the full estimated cost of the contract for the remaining years of performance by contract modifications. However, the Government is not obligated to reimburse the Contractor for costs incurred in excess of the periodic allotments, nor is the Contractor obligated to perform in excess of the amount allotted.

(b) The Limitation of Funds clause to be included in the resultant contract, as specified in FAR 52.232-22, shall supersede the Limitation of Cost clause found in the Section I, Contract Clauses.

(End of provision)

**e. Facilities Capital Cost of Money, FAR 52.215-16, (June 2003)**

*(This is applicable if you are a commercial organization.)*

*(a) Facilities capital cost of money will be an allowable cost under the contemplated contract, if the criteria for allowability in FAR 31.205-10(b) are met. One of the allowability criteria requires the prospective Contractor to propose facilities capital cost of money in its offer.*

*(b) If the prospective Contractor does not propose this cost, the resulting contract will include the clause Waiver of Facilities Capital Cost of Money.*

*(End of Provision)*

*If the offeror elects to claim this cost, the offeror shall specifically identify or propose it in the cost proposal for the contract by checking the appropriate box below.*

**[ ] Fac Cap Cost of Money (Has)***The prospective Contractor **has** specifically identified or proposed facilities capital cost of money in its cost proposal and elects to claim this cost as an allowable cost under the contract. Submit Form CASB-CMF (see FAR 31.205-10).*

[ ] *Fac Cap Cost of Money (Has Not) **has not** specifically identified or proposed facilities capital cost of money in its proposal and elects not to claim it as an allowable cost under the contract.*

## 10. **Qualifications of the Offeror**

You are requested to submit a summary of your "General Experience, Organizational Experience Related to this RFP, Performance History and Pertinent Contracts."

### a. **General Experience**

General experience is defined as general background, experience and qualifications of the offeror. A discussion of proposed facilities which can be devoted to the project may be appropriate.

### b. **Organizational Experience Related to the RFP**

Organizational experience is defined as the accomplishment of work, either past or on-going, which is comparable or related to the effort required by this RFP. This includes overall offeror or corporate experience, **but not** the experience and/or past performance of individuals who are proposed as personnel involved with the Statement of Work in this RFP.

### c. **Performance History**

Performance history is defined as meeting contract objectives within **delivery** and **cost schedules** on efforts, either past or on-going, which is comparable or related to the effort required by this RFP.

### d. **Pertinent Contracts**

Pertinent contracts is defined as a listing of each related contract completed within the last three years or currently in process. The listing should include: 1) the contract number; 2) contracting agency; 3) contract dollar value; 4) dates contract began and ended (or ends); 5) description of contract work; 6) explanation of relevance of work to this RFP; 7) actual delivery and cost performance versus delivery and cost agreed to in the contract(s). For award fee contracts, separately state in dollars the base fee and award fee available and the award fee actually received. The same type of organizational experience and past performance data should be submitted.

### e. **Pertinent Grants**

List grants supported by the Government that involved similar or related work to that called for in this RFP. Include the grant number, involved agency, names of the grant specialist and the Science Administrator, identification of the work, and when performed.

You are cautioned that omission or an inadequate or inaccurate response to this very important RFP requirement could have a negative effect on the overall selection process. Experience and past performance are factors which are relevant to the ability of the offerors to perform and are considered in the source selection process.

## 11. **Subcontractors**

If subcontractors are proposed, please include a commitment letter from the subcontractor detailing:

- a. Willingness to perform as a subcontractor for specific duties (list duties).
- b. What priority the work will be given and how it will relate to other work.
- c. The amount of time and facilities available to this project.

- d. Information on their cognizant field audit offices.
- e. How rights to publications and patents are to be handled.
- f. A complete cost proposal in the same format as the offeror's cost proposal.

Note: Organizations that plan to enter into a subcontract with an educational concern under a contract awarded under this RFP should refer to the following Web Site for a listing of clauses that are required to be incorporated in Research & Development (R&D) subcontracts with educational institutions:

<http://ocm.od.nih.gov/contracts/rfps/FDP/FDPclausecover.htm>

## 12. **Proposer's Annual Financial Report**

A copy of the organization's most recent annual report must be submitted as part of the business proposal.

## 13. **Representations and Certifications - SECTION K**

One copy of SECTION K (which includes FAR Clause 52.204-8 Annual Representations and Certifications) shall be completed and be signed by an official authorized to bind your organization. Additionally, a completed copy of SECTION K shall be submitted from any proposed subcontractor. SECTION K can be found at: <http://rcb.cancer.gov/rcb-internet/wkf/sectionk.pdf>

## 14. **Travel Costs/Travel Policy**

### a. **Travel Costs - Commercial**

Costs for lodging, meals, and incidental expenses incurred by Contractor personnel shall be considered to be reasonable and allowable to the extent they do not exceed on a daily basis the per diem rates set forth in the Federal Travel Regulations, General Services Administration (GSA). Therefore, if travel costs are applicable and proposed by offerors, please be advised that they shall be calculated using the per diem rate schedule as established by GSA. Reimbursement of travel costs under any contract awarded from this RFP shall be in accordance with FAR 31.205-46.

### b. **Travel Policy**

One copy of the offeror's (and any proposed subcontractor's) written travel policy shall be included in the business proposal (original only). If an offeror (or any proposed subcontractor) does not have a written travel policy, the offeror shall so state.

## SECTION M - EVALUATION FACTORS FOR AWARD

### 1. GENERAL

Proposals will be evaluated against the following four evaluation factors in the order of importance: technical, cost, past performance, and Small Disadvantaged Business (SDB) participation. Although technical factors are of paramount consideration in the award of the contract, cost/price, past performance, and SDB participation are also important to the overall contract award decision. All evaluation factors other than cost or price, when combined, are significantly more important than cost or price. The estimated cost of an offer must be reasonable for the tasks to be performed and will be subject to analysis by the Government.

The merit of each technical proposal will be evaluated by a peer review group. The Government reserves the right to convene multiple peer review groups to evaluate proposals. Offerors must demonstrate in their proposals that they have the necessary expertise and capabilities for conducting the proposed research. The evaluation will be based on the demonstrated capabilities of the offerors in relation to the needs of the project as set forth in the BAA. Each proposal must demonstrate the feasibility of successful implementation of its approach and its relevance to the Research and Technical Objectives of the BAA. Offerors must submit information sufficient to evaluate their proposals based on the detailed criteria.

Following the peer review, the Government will establish an Order of Merit Ranking of all proposals. Negotiations are conducted with offerors selected from the Order of Merit Ranking to address identified weaknesses, questions, and areas for clarification, as well as to refine the proposed Statement of Work. The selection of proposals for award is based upon the evaluation factors, importance to the agency programs (programmatic balance), and fund availability.

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. HUMAN SUBJECT EVALUATION

This research project involves human subjects. NIH Policy requires:

#### a. Protection of Human Subjects from Research Risks

The offeror's proposal must address the involvement of human subjects and protections from research risk relating to their participation, or provide sufficient information on the research subjects to allow a determination by NCI that a designated exemption is appropriate.

If you claim that this research should be considered exempt from coverage by the Federal Regulations at 45 CFR 46, the proposal should address why you believe it is exempt, and under which exemption it applies.

The reviewers will evaluate the proposal with regard to four issues: Risks to Human Subjects, Adequacy of Protection Against Risks, Potential Benefits of the Proposed Research to the Subjects and Others, and Importance of the Knowledge to be Gained. See Section L for a complete discussion of what is required to be addressed for each of these issues. Based on the response to this criterion, this section of the proposal may be rated "unacceptable" (i.e., concerns are identified as to the protections described against risk to human subjects or no discussion is found regarding protections against risk to human subjects) or "acceptable." If the reviewers find that this portion of the proposal is "unacceptable" they will provide a narrative supporting their finding.

If the Government includes your proposal in the competitive range (for competitive proposals), or if the Government holds discussions with the selected source (for sole source acquisitions), you will be

afforded the opportunity to address the concerns raised by the reviewers. You will be able to further discuss and/or clarify your position until submission of your Final Proposal Revision (FPR). Once discussions are closed with the submission of your FPR, if your proposed plan for the protection of human subjects from research risks is still found to be unacceptable, then your proposal may not be considered further for award.

**b. Women and Minorities**

Women and members of minority groups and their subpopulations must be included in the study population of research involving human subjects, unless a clear and compelling rationale and justification are provided indicating that inclusion is inappropriate with respect to the health of the subjects or the purpose of the research. In addition, for NIH-Defined Phase III clinical trials, all proposals and/or protocols must provide a description of plans to conduct analyses, as appropriate, to detect significant differences in intervention effect (see NIH Guide [http://grants.nih.gov/grants/funding/women\\_min/guidelines\\_amended\\_10\\_2001.htm](http://grants.nih.gov/grants/funding/women_min/guidelines_amended_10_2001.htm) , Definitions - Significant Difference) by sex/gender, racial/ethnic groups, and relevant subpopulations, if applicable, unless the Government has specified that this solicitation involves a sex/gender specific study or a single or limited number of minority population groups. The proposal also must include one of the following plans:

- Plans to conduct valid analysis to detect significant differences in intervention effect among sex/gender and/or racial/ethnic subgroups when prior studies strongly support these significant differences among subgroups,

**OR**

- Plans to include and analyze sex/gender and/or racial/ethnic subgroups when prior studies strongly support no significant differences in intervention effect between subgroups (representation of sex/gender and/or racial/ethnic groups as subject selection criterion is not required; however, inclusion and analyses are encouraged),

**OR**

- Plans to conduct valid analyses of the intervention effect in sex/gender and/or racial/ethnic subgroups (without requiring high statistical power for each subgroup) when the prior studies neither support nor negate significant differences in intervention effect between subgroups.

Also, the proposal must address the proposed outreach programs for recruiting women and minorities as participants.

Reviewers will consider the areas covered here and in Section L of the solicitation in narrative form in their evaluation. Some of the issues they will evaluate include:

- whether the plan proposed includes minorities and both genders in adequate representation
- how the offeror addresses the inclusion of women and members of minority groups and their subpopulations in the development of a proposal that is appropriate to the scientific objectives of the solicitation
- the description of the proposed study populations in terms of sex/gender and racial/ethnic groups and the rationale for selection of such subjects
- if exclusion is proposed, that the rationale is appropriate with respect to the health of the subjects and/or to the purpose of the research.
- In addition, for gender exclusion, the reviewers will examine the rationale to determine if it is because:

- the purpose of the research constrains the offeror's selection of study participants by gender (e.g., uniquely valuable stored specimens or existing datasets are single gender; very small numbers of subjects are involved; or
- overriding factors dictate selection of subjects); or
- gender representation of specimens or existing datasets cannot be accurately determined, and this does not compromise the scientific objectives of the research.
- For minority group exclusion, the reviewers will examine the rationale to determine if those minority groups are excluded because:
  - inclusion of those groups would be inappropriate with respect to their health; or
  - inclusion of those groups would be inappropriate with respect to the purpose of the research.
- For NIH-defined Phase III clinical trials, reviewers will also consider whether there is an adequate description of plans to conduct analyses to detect significant differences of clinical or public health importance in intervention effect(s) by sex/gender and/or racial ethnic subgroups when the intervention effect(s) is expected in the primary analyses, or if there is an adequate description of plans to conduct valid analyses of the intervention effect in subgroups when the intervention effect(s) is not expected in the primary analyses.

If you determine that inclusion of women and minority populations is not feasible, you must submit a detailed rationale and justification for exclusion of one or both groups from the study population with the technical proposal. The Government will review the rationale to determine if it is appropriate with respect to the health of the subjects and/or the purpose of the research

Based on the evaluation of the response to this criterion, this section of the proposal may be rated "unacceptable" (i.e., no discussion can be found regarding the proposed gender/minority inclusion plans, or concerns are identified as to the gender or minority representation, or the proposal does not adequately address limited representation of one gender or minority; or the plan is not in accordance with NIH policy guidelines) or "acceptable." See Section L of the solicitation for the requirements of women/minorities inclusion. If the reviewers find that this portion of the proposal is "unacceptable" they will provide a narrative supporting their finding.

If the Government includes your proposal in the order of merit ranking (for competitive proposals), or if the Government holds discussions with the selected source (for sole source acquisitions), you will be afforded the opportunity to address the concerns raised by the reviewers. You will be able to further discuss and/or clarify your position until submission of your Final Proposal Revision (FPR). Once discussions are closed with the submission of your FPR, if your proposed plan for the inclusion/exclusion of women and minorities is still found to be unacceptable, then your proposal may not be considered further for award.

### c. **Children**

Children (i.e. individuals under the age of 21) must be included in all human subject research unless there are clear and compelling reasons not to include them.

Your proposal must include a description of plans for including children. If you plan to exclude children from the required research, your proposal must present an acceptable justification for the exclusion. If you determine that exclusion of a specific age range of child is appropriate, your proposal must also address the rationale for such exclusion. Also, the plan must include a description of the expertise of the investigative team for dealing with children at the ages included, of the appropriateness of the available facilities to accommodate the children, and the inclusion of a sufficient number of children to contribute to a meaningful analysis relative to the purpose/objective of the solicitation. Also, see Section L of the solicitation for further specific requirements on inclusion of children.



Based on the reviewers' evaluation of the offeror's response, this section of the proposal may be rated "unacceptable" (i.e., no discussion can be found regarding the proposed inclusion plans for children; or concerns are identified as to the offeror's response regarding the inclusion of children; or the plan is not in accordance with NIH policy guidelines) or "acceptable." If the reviewers find that this portion of the proposal is "unacceptable" they will provide a narrative supporting their finding.

If the Government includes your proposal in the order of merit ranking competitive range (for competitive proposals), or if the Government holds discussions with the selected source (for sole source acquisitions), you will be afforded the opportunity to address the concerns raised by the reviewers. You will be able to further discuss and/or clarify your position until submission of your Final Proposal Revision (FPR). Once discussions are closed with the submission of your FPR, if your proposed plan for the inclusion of children is still found to be unacceptable, then your proposal may not be considered further for award.

### **3. EVALUATION OF DATA SHARING PLAN**

The offeror's plan for the sharing of final research data shall be assessed for appropriateness and adequacy.

If your proposal does not include a plan or if the plan in your proposal is considered "unacceptable," and the Government includes your proposal in the order of merit ranking (for competitive proposals), or if the Government holds discussions with the selected source (for sole source acquisitions), you will be afforded the opportunity to further discuss, clarify or modify your data sharing plan during discussions and in your Final Proposal Revision (FPR). If your data sharing plan is still considered "unacceptable" by the Government after discussions, your proposal may not be considered further for award.

### **4. EVALUATION OF PLAN FOR SHARING MODEL ORGANISMS FOR BIOMEDICAL RESEARCH**

The offeror's proposal must address the plans for sharing model organisms, OR state appropriate reasons why such sharing is restricted or not possible. Offerors must also address as part of the sharing plan if, or how, they will exercise their intellectual property rights while making model organisms and research resources available to the broader scientific community. The discussion areas regarding intellectual property outlined in Section L should be addressed.

If your proposal does not include a plan, appropriate reasons for restricting sharing, or, if the plan in your proposal is considered "unacceptable," and the Government includes your proposal in the order of merit ranking (for competitive proposals), or if the Government holds discussions with the selected source (for sole source acquisitions), you will be afforded the opportunity to further discuss, clarify or modify your plan for sharing model organisms during discussions and in your Final Proposal Revision (FPR). If your plan for sharing model organisms is still considered "unacceptable," or your justification for restricting sharing is still considered inappropriate by the Government after discussions, your proposal may not be considered further for award.

## 5. TECHNICAL EVALUATION CRITERIA

The evaluation criteria are used by the technical evaluation committee when reviewing the technical proposals. The criteria below are listed in the order of relative importance with weights assigned for evaluation purposes, however, the subfactors within each criterion are of equal importance and will be given equal consideration.

OFFERORS AND REVIEWERS ARE ADVISED TO REFER TO THE ATTACHMENT ENTITLED "ADDITIONAL TECHNICAL PROPOSAL INSTRUCTIONS" OF THIS SOLICITATION PACKAGE FOR GUIDANCE AND INFORMATION RELATED TO THE PREPARATION OF TECHNICAL PROPOSALS.

CRITERIA	WEIGHT
<b>CRITERION 1: SCIENTIFIC AND TECHNICAL MERIT</b>	<b>55</b>
<p>A. Appropriateness and completeness of the Offeror's Statement of Work (SOW) to fulfill the requirements of the solicitation.</p> <p>B. Adequacy, feasibility, and scientific and technical merit of the offeror's Scientific and Technical Approaches to successfully complete the overall research and technical objectives of the BAA .</p> <p>C. Adequacy and feasibility of proposed techniques and approaches that demonstrate both an awareness of and solutions for resolving potential methodological and inferential problems related to epitope identification and validation.</p> <p>D. Ability of the proposed research to increase knowledge and understanding of T cell epitopes and host response to NIAID Category A, B or C Priority Pathogens or emerging/ re-emerging infectious diseases.</p>	
<b>CRITERION 2: SCIENTIFIC AND TECHNICAL PERSONNEL</b>	<b>20</b>
<p>A. <u>Principal Investigator (PI)</u> : Appropriateness and adequacy of the education, training, experience, expertise, qualifications, and effort of the proposed PI to successfully administer a project of this size and complexity.</p> <p>B. <u>Project Manager</u> : Appropriateness and adequacy of the education, training, experience, expertise, and qualifications to oversee and manage a project of comparable size and complexity including appropriate time commitment.</p> <p>C. <u>Scientific and Technical Personnel</u> : Appropriateness and adequacy of the education, training, experience, expertise, qualifications and effort of all proposed scientific and technical personnel, including any proposed subcontractors and consultants, to accomplish the research and technical objectives.</p>	
<b>CRITERION 3: PROJECT MANAGEMENT</b>	<b>15</b>
<p>A. Adequacy of the management approach in terms of staffing, organization, communication among staff and with the Government, responsibilities, leadership, and lines of authority, as well as management of subcontracts and consultants.</p> <p>B. Adequacy and feasibility of plans, which are practical, sound and timely, for the collection, management, security, and dissemination of data.</p> <p>C. Adequacy of plans to participate in the Contract Initiation meetings and annual program meetings; and plans to provide assistance in establishing the EDWG post award.</p>	

CRITERIA	WEIGHT
<p>D. Adequacy of the proposed methods of coordination, monitoring, and central management of all activities; including appropriate plans for obtaining, adding, or deleting personnel, facilities, and/or equipment, as needed, to ensure progress.</p> <p>E. Adequacy and feasibility of proposed timeline for the project illustrating a logical and attainable sequence of proposed events.</p>	
<b>CRITERION 4: FACILITIES</b>	<b>10</b>
Availability and adequacy, including safety and security, of the necessary facilities, equipment, and other resources for the contractor and all subcontractors to successfully execute the proposed research.	
<b>TOTAL POSSIBLE POINTS:</b>	<b>100</b>

## 6. PAST PERFORMANCE FACTOR

An evaluation of offerors' past performance information will be conducted prior to any communications with offerors leading to establishment of the order of merit ranking. However, this evaluation will not be conducted on any offeror whose proposal will not be admitted to the order of merit ranking on the basis of the results of the evaluation of factors other than past performance.

The evaluation will be based on information obtained from references provided by the offeror, other relevant past performance information obtained from other sources known to the Government, and any information supplied by the offeror concerning problems encountered on the identified contracts and corrective action taken. The government will assess the relative risks associated with each offeror. Performance risks are those associated with an offeror's likelihood of success in performing the acquisition requirements as indicated by that offeror's record of past performance.

The assessment of performance risk is not intended to be a product of a mechanical or mathematical analysis of an offeror's performance on a list of contracts but rather the product of subjective judgment by the Government after it considers relevant information.

When assessing performance risks, the Government will focus on the past performance of the offeror as it relates to all acquisition requirements, such as the offeror's record of performing according to specifications, including standards of good workmanship; the offeror's record of controlling and forecasting costs; the offeror's adherence to contract schedules, including the administrative aspects of performance; the offeror's reputation for reasonable and cooperative behavior and commitment to customer satisfaction; and generally, the offeror's business-like concern for the interest of the customer.

The Government will consider the currency and relevance of the information, source of the information, context of the data, and general trends in the offeror's performance.

The lack of a relevant performance record may result in an unknown performance risk assessment, which will neither be used to the advantage nor disadvantage of the offeror.

## 7. 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 used 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 offeror's Small Disadvantaged Business Participation Targets will be evaluated before determination of the order of merit ranking. Evaluation of SDB participation will be assessed based on consideration of the information presented in the offeror's proposal. 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.

Offers will be evaluated on the following sub-factors:

- a. Extent to which SDB concerns are specifically identified
- b. Extent of commitment to use SDB concerns
- c. Complexity and variety of the work SDB concerns are to perform
- d. Extent of participation of SDB concerns in terms of the value of the total acquisition.

## PACKAGING AND DELIVERY OF THE PROPOSAL

**PAPER SUBMISSION:** The paper copy is the official copy for recording timely receipt of proposals.

**SUBMISSION OF PROPOSALS BY FACSIMILE OR E-MAIL IS NOT ACCEPTABLE.**

### A. EXTERNAL PACKAGE MARKING:

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

**"BAA-NIAID-DAIT-NIHAI20080032 Large Scale T Cell Epitope Discovery"**

**"TO BE OPENED BY AUTHORIZED GOVERNMENT PERSONNEL ONLY"**

### B. PAPER COPIES and CD-Rom to:

<b>If Hand Delivery or Express Service</b>	<b>If using U.S. Postal Service</b>
Thomas P. Hastings Contracting Officer Office of Acquisitions, DEA, NIAID, NIH 6700-B Rockledge Drive, Room 3214, MSC 7612 Bethesda, Maryland 20817	Thomas P. Hastings Contracting Officer Office of Acquisitions, DEA, NIAID, NIH 6700-B Rockledge Drive, Room 3214, 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 HHSAR 352.215-70, Late Proposals and Revisions (NOV 1986).

### C. NUMBER OF COPIES:

**TOTAL PAGE COUNT DOES NOT INCLUDE:** Title and Back Page; NIH-2043; Table of Contents; Section Dividers that do not contain information other than title of Section.

**PAGES THAT ARE 2-SIDED WILL COUNT AS 2 PAGES.**

#### **FORMATTING AND LAYOUT:**

Use your usual word processing and spreadsheet programs to prepare and format the technical and business proposals.

**Documents submitted using Adobe .pdf shall be submitted using a .pdf searchable format.**

- Type size must be 10 to 12 points.
- Type spacing should be no more than 15 characters per inch. Within a vertical inch, there must be no more than six lines of text.
- Print margins must be at least one inch on each edge of the paper.
- Print setup should be single-sided on standard letter size paper (8.5 x 11" in the U.S., A4 in Europe).
- **Proposals shall NOT include links to Internet Web site addresses (URLs) or otherwise direct readers to alternate sources of information.**

**CREATING AND NAMING ELECTRONIC FILES:**

1. A separate CD should be submitted for the Technical Proposal and Business Proposal information.  
*Offerors who submit both Technical and Business Proposals on the same CD will be required to resubmit them on separate CDs.*

2. It is preferred that the Technical Proposal be submitted as *one electronic file document*.

**Note:** if multiple files are submitted for either proposal, please include the name of the section in the file name.

*EXAMPLE: XYX Company-07-16-Technical-Approach-3-6-06*

3. CDs should be named using the following format:

**Technical Proposal:** *Company name-RFP number-technical-date*

**Business Proposal:** *Company name-RFP number-business-date*

**THE NUMBER OF COPIES AND APPLICABLE PAGE LIMITATIONS REQUIRED OF EACH PART OF YOUR PROPOSAL ARE AS SPECIFIED BELOW.**

**PAGES IN EXCESS OF THIS LIMITATION WILL BE REMOVED FROM THE PROPOSAL AND WILL NOT BE PROVIDED TO THE REVIEWERS TO BE READ OR EVALUATED.**

**OFFERORS MUST CERTIFY THAT THE INFORMATION IN THE PAPER AND ELECTRONIC COPIES IS EXACTLY THE SAME.**

Document	Number of Copies	Page Limits
<b>Technical Proposal and all Appendices</b>	<p><b><u>PAPER</u></b>                      One (1) unbound SIGNED ORIGINAL.                      Four (4) unbound COPIES</p> <p><b><u>ELECTRONIC FILES ON CD</u></b>                      Fifteen (15) Compact Disks containing an electronic copy of the Technical Proposal (including all Appendices)</p>	<b>Not to Exceed 150 pages (inclusive of all Attachments and Appendices)</b>
<b>Business Proposal</b>	<p><b><u>PAPER</u></b>                      One (1) unbound SIGNED ORIGINAL.                      Four (4) unbound COPIES</p> <p><b><u>ELECTRONIC FILES ON CD</u></b>                      Fifteen (15) Compact Disks containing an electronic copy of the Business Proposal</p>	N/A
<b>Breakdown of Proposed Estimated Cost using Electronic Cost Proposal EXCEL Workbook</b>	<p>This Attachment to the Business Proposal should be submitted as a separate EXCEL file on the Business Proposal Compact Disk.</p> <p>See Section J, Attachment entitled <a href="#">Breakdown of Proposed Estimated Costs (plus Fee) with Excel Spreadsheet</a> to access the Excel Workbook.</p>	N/A

**PROPOSAL INTENT RESPONSE SHEET**

**RFP No.:** BAA-NIAID-DAIT-NIHAI2008032

**RFP Title:** Large Scale T Cell Epitope Discovery

Please review the attached Request for Proposal. Furnish the information requested below and return this page by **October 1, 2008**. 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):**

\_\_\_\_\_  
\_\_\_\_\_

**\*Name of individual to whom electronic proposal instructions should be sent:**

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**E-Mail Address:** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_

**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:

OA, DEA, NIAID, NIH  
6700-B Rockledge Drive, Room 3214, MSC 7612  
Bethesda, MD 20892-7612

Attn: Thomas P. Hastings  
BAA-NIAID-DAIT-NIHAI200832  
FAX# (301) 480-4672  
Email: phastings@niaid.nih.gov

## **ATTACHMENT 3: BROAD AGENCY ANNOUNCEMENT DESCRIPTION**

### **LARGE SCALE T CELL EPITOPE DISCOVERY RFP-BAA-NIHAI200832**

#### **BROAD AGENCY ANNOUNCEMENT INFORMATION**

You are invited to submit a proposal in accordance with the requirements of this BROAD AGENCY ANNOUNCEMENT (BAA). The BAA is authorized by Federal Acquisition Regulation (FAR) 6.102 and further described in FAR 35.016 as well as the NIH Policy Manual, Manual Chapter 6035, Broad Agency Announcements. A BAA may be used as a solicitation mechanism for basic and applied research directed toward advancing the state-of-the-art or increasing knowledge or understanding and that part of development not related to the development of a specific system or hardware procurement. BAA's are general in nature identifying areas of research interest and shall only be used when meaningful proposals with varying technical/scientific approaches can be reasonably anticipated.

Offers submitted in response to this BAA must present detailed technical and business proposals designed to meet the Research and Technical Objectives described. The Statement of Work, including the specific technical requirements and performance specifications, is developed and proposed by the offeror, not the Government.

Proposals are NOT evaluated against each other since they are not submitted in accordance with a common Statement of Work issued by the Government. Instead, Research and Technical Objectives are provided in the BAA that describe the research areas in which the Government is interested. Proposals received in response to the BAA are evaluated in accordance with Evaluation Factors for Award specified in Section M. The NIAID will assess whether the work proposed should be redirected, removed, and/or whether schedule or budget adjustments should be made. As a result, during discussions with offerors, the NIAID reserves the right to modify or delete proposed milestones, decision points, research plans, process, schedule, budget or product. The selection of proposals for award is based upon the evaluation factors, importance to the agency programs (programmatic balance), and fund availability.

The NIAID estimates that the average annual total cost (direct and indirect costs combined) is \$1 million per award. However, it is anticipated that the total cost for the award(s) may vary depending upon the scope of the project and the technical objectives of the award(s). The length of time for which funding is requested should be consistent with the nature and complexity of the proposed research. The period of performance proposed by an offeror should not exceed 5 years.



## **ATTACHMENT 4: BACKGROUND and INTRODUCTION**

### **LARGE SCALE T CELL EPITOPE DISCOVERY RFP-BAA-NIHAI2008032**

Research supported and conducted by the National Institute of Allergy and Infectious Diseases (NIAID), National Institutes of Health (NIH), strives to understand, treat and ultimately prevent the myriad infectious, immunologic, and allergic diseases that threaten millions of human lives. The NIAID Division of Allergy, Immunology, and Infectious Diseases (DAIT) promotes and supports research to enhance the understanding of basic immunology, and the etiology, treatment and prevention of immune mediated diseases. As a part of its continuing biodefense effort, NIAID announces a Large Scale T Cell Epitope Discovery Program. The goal of the program is to identify immune epitopes that are important in protection of humans from infectious diseases with a focus on NIAID Category A, B, and C priority pathogens and emerging and re-emerging infectious diseases (listed at <http://www3.niaid.nih.gov/research/topics/emerging/list.htm>).

Protein-derived T cell epitopes can be identified by multiple approaches including peptide mapping, screening of synthetic peptide libraries, generation and screening of recombinant DNA expression libraries, and the elution and chemical identification of naturally-occurring epitopes from MHC molecules using high performance liquid chromatography coupled with mass spectrometry. Peptide mapping and the screening of synthetic peptide libraries provide critical information, but may not identify naturally occurring ligands. Elution and sequencing methods have the advantage of providing direct information about peptide generation and MHC selection. The latter methods are useful in identifying cytotoxic T cell epitopes, but are generally less effective in defining helper T cell epitopes due to the decreased binding affinity and size variability of MHC class II-binding peptides.

Novel pathogen-derived non-peptidic ligands such as lipid, carbohydrate, glycolipid, and other compounds are capable of stimulating potent immunogenic responses from T cells. Methods directed at determining non-peptide T cell ligands, such as thin-layer and high performance liquid chromatography, mass spectrometry, and nuclear magnetic resonance, have been used to identify these molecules, but have not been adapted for high-throughput analysis.

Methods for predicting T cell epitopes are also available. One method uses information derived from the identification of "peptide-binding motifs" for MHC alleles to develop binding algorithms. Another method utilizes artificial neural networks which provide an opportunity to analyze amino acid preferences at specific sites within a peptide sequence that are influenced by the properties of amino acids at other sites. Prediction of peptide binding has also utilized MHC structure analysis. Here the three-dimensional crystal structure of an MHC molecule is used to model peptide homology and fit. Examination of peptide processing steps within the MHC class I antigen processing pathway, and the contributions of each processing event to the generation of a peptide epitope, have also been used as predictors of peptide presentation. Methods to predict the sequences or structures of non-peptidic epitopes have not yet been described.

In 2003/2004 NIAID competed the Large Scale Antibody and T Cell Epitope Discovery Program ([RFP-NIH-NIAID-DAIT-03-043](#), and [04-039](#)) and funded fourteen contracts in 2004. Twelve contracts are experiment-based, with eleven focusing on T cell epitope discovery and one on B cell epitope discovery. The remaining two contracts support development of T cell epitope prediction algorithms.

The current contractors have provided valuable immune epitope information to the research community including identification of over 700 T cell epitopes and produced novel or improved T cell epitope prediction algorithms for a number of major histocompatibility class I alleles. Immune epitope information and predictive algorithms are submitted to the NIAID-supported Immune Epitope Database and Analysis Resource (IEDB) ([www.ImmuneEpitope.org](http://www.ImmuneEpitope.org)) for public distribution.

This solicitation differs from the previous solicitations in that it **only** focuses on the identification and validation of immunodominant and subdominant T cell epitopes, which bind MHC class I, MHC class II, or non-classical MHC/HLA molecules (e.g., HLA-E, HLA-F, HLA-G, H-2M, H-2Q, H-2T, CD1). Identification of B cell epitopes will be recompeted in a separate accompanying solicitation, B cell Epitope Discovery and Mechanisms of Antibody Protection, RFP-BAA-NIHAI200831.

National security and health care needs underscore the urgency for the development of protective immune-based therapies and vaccines, as well as diagnostics, against agents of bioterrorism. In addition, emerging and re-emerging infectious diseases continue to pose major health threats to the worldwide population. The discovery and validation of novel T cell epitopes will facilitate the design and development of vaccines; improved immune-based therapeutics; and diagnostic tools for the prevention, treatment and detection of such infections, by providing critical information needed to select MHC-peptide or other MHC-ligand complexes that induce T cell activation for the generation and maintenance of protective immunity. In addition, this Large Scale T cell Epitope Discovery Program serves as an important component of NIAID-supported research programs that are focused on elucidating the basic mechanisms of immune protection.

## ATTACHMENT 5: RESEARCH AND TECHNICAL OBJECTIVES

### LARGE SCALE T CELL EPITOPE DISCOVERY RFP-BAA-NIHAI200832

#### RESEARCH and TECHNICAL OBJECTIVES

This section presents the technical objectives that the NIAID seeks to achieve through this BAA. Proposals should explain how the Offeror shall contribute to these objectives. In contracts awarded as a result of this BAA, the Statement of Work shall be proposed by the Offeror and **negotiated and accepted by the NIAID**.

The primary purpose of this initiative is to establish and support several highly interactive, multi-disciplinary teams focused on large scale discovery of T cell epitopes associated with microorganisms responsible for emerging and re-emerging infectious diseases and potential agents of bioterrorism and their toxins (listed as NIAID Emerging and Re-Emerging Diseases and NIAID Category A, B, and C Priority Pathogens at <http://www3.niaid.nih.gov/research/topics/-emerging/list.htm>). It is anticipated that the multi-disciplinary teams will minimally include immunologists with the appropriate expertise in epitope identification and validation and microbiologists and/or virologists with expertise in the target pathogen(s).

Investigators may include additional non-NIAID Emerging and Re-Emerging Diseases and NIAID Category A, B, and C Priority Pathogens for study provided at least 50% of the pathogens are NIAID Emerging and Re-Emerging Diseases and/or NIAID Category A, B, and C Priority Pathogens. A clearly identified list of all pathogens to be studied and a justification for the choice of pathogen(s) should be provided for those pathogens not listed as NIAID Emerging and Re-Emerging Diseases or NIAID Category A, B, and C Priority Pathogens.

Offerors **must** propose a research program to include the following:

- A. **Epitope Identification.** Research conducted under this initiative shall include one or more types of T cell epitope discovery. Examples include but are not limited to: discovery of cytotoxic T cell epitopes presented by MHC class I molecules; discovery of helper T cell epitopes presented by MHC class II molecules; and discovery of peptide or non-peptide epitopes/ligands presented by non-classical MHC molecules. State-of-the-art technologies, such as, but not limited to: computer-based epitope prediction algorithms, genome-wide scanning, proteomics, mass spectrometry, and expression or peptide/ligand library screens to conduct epitope identification shall be used. Identification of immune epitopes that contribute to protective immunity in humans is **strongly** encouraged.
- B. **Epitope Validation.** Validation studies of all newly discovered epitopes for their reactivity with T cells *in vitro* and/or *in vivo* are required to demonstrate the immunogenicity/antigenicity or diagnostic potential of all newly defined T cell epitopes shown to bind to classical or non-classical MHC molecules. Methods may include, but are not limited to: ELISA; ELISpot; intracellular cytokine assays; T cell proliferation assays; CTL assays (e.g., chromium release, measurement of perforin production, other methods of measuring cytotoxic activity); MHC class I or class II tetramer staining; and *in vivo*

challenge and protection studies (animal models only). Appropriate animal models may be used/developed, with a justification of how the animal studies are directly related to human immunity. Although animal models may be used in these validation studies, the use of human samples is **strongly** encouraged.

- C. **Epitope Submission.** All epitope information and computer software (computational tools, mathematical models, and predictive algorithms) under the contract shall be submitted to the IEDB ([www.ImmuneEpitope.org](http://www.ImmuneEpitope.org)) to facilitate access and use of these data and tools by the broader research community. The IEDB will evaluate the computer software submitted prior to hosting on the website. Tool evaluation metrics are posted at the IEDB website.

Offerors also may, but are **not** required to propose the following:

- D. **Novel Methods.** The initiative also promotes, *but does not require* the development of novel or improved high-throughput screening methods for T cell epitope identification, with an emphasis on novel screening methods for the identification of T helper cell epitopes, or peptide and non-peptide epitopes/ligands that bind to non-classical MHC (e.g., HLA-E, HLA-F, HLA-G, H-2M, H-2Q, H-2T, CD1).
- E. **Novel Algorithms/Models.** This initiative also supports, *but does not require* the development of robust mathematical models/algorithms for predicting T cell epitopes to MHC class II molecules, non-classical MHC molecules, or under-represented MHC class I molecules. New or improved methods may include, but are not limited to: advanced algorithms and mathematical models for predicting epitope generation, and/or host immune responses to particular T cell epitopes; and development of algorithms, mathematical models, and artificial neural network programs based on specific biological, biochemical, or physical features of epitopes (such as their genomic sequence, amino acid sequence, *in vivo* processing and presentation events, and/or antigen or epitope structure).

This solicitation will **not** support the following activities:

- Clinical trials. However, the use of human samples from ongoing trials or other sources is strongly encouraged.
- Development of technologies, models, or algorithms without direct application to T cell epitope discovery or validation.
- T cell epitope discovery in the absence of validation studies.
- Studies solely focused on product development.
- Validation of previously identified T cell epitopes in the absence of the discovery and validation of new epitopes.
- Discovery and validation of MHC class I pox virus T cell epitopes.
- Development of MHC class I epitope prediction algorithms for well characterized MHC class I molecules as defined by an area under the relative operating characteristic curve, (AUC) score of 0.900 for epitope prediction

quality. Well characterized MHC class I molecules include: H-2 Db, H-2 Dd, H-2 Kd, H-2 Ld, HLA A\*0101, HLA A\*0201, HLA A\*0202, HLA A\*0203, HLA A\*0206, HLA A\*0301, HLA A\*1101, HLA A\*2601, HLA A\*2901, HLA A\*3101, HLA A\*3301, HLA B\*0702, HLA B\*0801, HLA B\*1501, HLA B\*2705, HLA B\*5401, HLA B\*5801.

Through the Large Scale T Cell Epitope Discovery Program, the NIAID plans to fund multiple proposals that address the research areas listed above. It is important that the funded research teams interact to exchange ideas and share information on technical objectives, progress, and impediments, and where appropriate, establish research collaborations. To encourage information exchange among the contractors and with the Government, the NIAID will organize a Contract Initiation Meeting and Annual Program Meetings. These meetings are to be attended by the Principal Investigator of each funded project, and up to 3 additional personnel from each project. The meetings will also be attended by staff from the B cell Epitope Discovery and Mechanisms of Antibody Protection contracts and the IEDB contract to foster interactions among these programs. Additional NIAID staff may attend the meetings (including the Contracting Officer, and other NIH program staff). An Epitope Discovery Working Group (EDWG), composed of external scientists, will also attend the annual program meetings. The main purpose of the EDWG is to advise the Project Officer on the operations and scientific progress of all of the contracts awarded under this BAA and make recommendations regarding future directions. Post award, NIAID staff will determine if individual EDWGs or a single EDWG for both the Large Scale T cell Epitope Discovery and the B cell Epitope Discovery and Mechanisms of Antibody Protection Programs will be established.

## ATTACHMENT 6: ADDITIONAL TECHNICAL PROPOSAL INSTRUCTIONS

### LARGE SCALE T CELL EPITOPE DISCOVERY RFP-BAA-NIHAI200832

**It is strongly recommended that offerors use the following template as the Table of Contents for the Technical Proposal. All information presented in the Technical Proposal should be presented in the order specified below.**

These Additional Technical Proposal Instructions reflect the requirements of the BAA and provide specific instructions and formatting for the Technical Proposal. While Section L.2.b. of the BAA provides a generic set of Technical Proposal instructions applicable to all NIH R&D solicitations, these Additional Technical Proposal Instructions are tailored to the specific requirements of the BAA. The information requested in these instructions should be used along with Section L of the BAA to format and prepare the Technical Proposal, and should be used as a Table of Contents for your Technical Proposal. Offerors should follow the instructions in Section L of the BAA, and include the information requested here.

Offerors are advised to give careful consideration to the Broad Agency Announcement Description, Background and Introduction, Research and Technical Objectives, all reference materials and attachments, the Technical Evaluation Criteria in Section M, and the BAA as a whole in the development of their Technical Proposals.

Offerors proposing subcontracts and/or consultants to perform portions of the Statement of Work should clearly identify the specific tasks for which they plan to utilize subcontractors and/or consultants, as well as the method and level of integration/coordination between the prime Contractor and all proposed subcontractors and/or consultants, and the expected advantages of such an approach.

**Offerors must refer to the BAA Attachment entitled "Packaging and Delivery of the Proposal," which details strict guidelines, including page limitations, formatting and layout of proposals, and prohibits the offerors use of links to internet web site addresses (URLs) to direct readers to alternate sources of information.**

### TECHNICAL PROPOSAL – TABLE OF CONTENTS

#### GENERAL NOTES

1. **PROPOSAL TITLE PAGE.** Include BAA title and number, name of organization, DUNS number, proposal part, and identify if the proposal is an original or a copy.
2. **GOVERNMENT NOTICE FOR HANDLING PROPOSALS** (See SECTIONS J and L of the BAA.)
3. **TABLE OF CONTENTS** (Each offeror's Technical Proposal shall include a Table of Contents.)

4. **OVERVIEW** (3 page maximum)

Provide a brief description of the proposed project, including:

- A. A summary of the scope of the activities proposed, including a 1-2 sentence summation of the concept the offeror is proposing for their Large Scale T Cell Epitope Discovery Program.
- B. A list of the proposed prime contractor key personnel with degrees and titles.
- C. A list of the proposed subcontractors and consultants and any key subcontractors personnel with degrees and titles.
- D. A brief summary of the relative roles to be performed by the prime contractor (offeror) and any proposed subcontractor(s) or consultant(s).
- E. A brief description of the facilities and other resources to be made available by the offeror and any proposed subcontractors.

5. **STATEMENT OF WORK FORMAT** (10 page maximum)

Offeror(s) are required to provide a Statement of Work in their proposal. The Statement of Work shall be developed by each offeror based on the information in the Attachment entitled "Research and Technical Objectives," and shall consist of two parts: (1) Scope, and (2) Technical Requirements. Provided below is an outline of the Statement of Work format that should be used by all offeror(s) in the preparation of their Technical Proposals. The headers and subheaders may be adjusted to match the requirements as proposed in each offeror's individual technical proposal.

Contracts awarded as a result of this BAA will include the Statement of Work proposed by the offeror, as negotiated and accepted by the Government. Offeror(s) will be required to perform the activities and provide the resources appropriate to the scope of their specific negotiated Statement of Work.

The opening paragraph under the Technical Requirements section of the Statement of Work shall be followed by a description of all activities that the Contractor shall perform after the award of the contract. The Technical Requirements shall include all activities required to effectively implement the project and shall include a description of all items to be delivered to the Government during performance of the contract, such as progress reports, financial reports, end products, and other deliverables, along with a timetable for their delivery.

***[NOTE TO OFFEROR: Each offeror shall provide detailed specifications of the requirement utilizing the following sample Statement of Work. Any tasks or subtasks that are not applicable to your proposed effort should be deleted. Any tasks or subtasks specific to your proposed effort not addressed below shall be added.]***

***[See Statement of Work outline on next page]***

### **SAMPLE STATEMENT OF WORK**

*Each offeror is suggested to provide detailed specifications of the requirement utilizing the following sample Statement of Work outline of tasks and subtasks.*

#### **1. SCOPE**

**Instruction to offerors:** Provide a brief description (one to two paragraphs) of the overall project and objectives in broad terms that indicates the size and magnitude of the proposed effort.

#### **2. TECHNICAL REQUIREMENTS**

***[NOTE TO OFFEROR: The Technical Requirements shall begin with the following introductory paragraph.]***

Independently, and not as an agent of the Government, the Contractor shall furnish all necessary services, qualified professional, technical, and administrative personnel, material, equipment and facilities, not otherwise provided by the Government under the terms of this contract, as needed to perform the tasks set forth below. Specifically, the Contractor shall conduct the following activities:

- A. EPITOPE IDENTIFICATION**
- B. EPITOPE VALIDATION**
- C. EPITOPE SUBMISSION**
- D. NOVEL METHODS (IF APPLICABLE)**
- E. NOVEL ALGORITHM/ MATHEMATICAL MODEL DEVELOPMENT (IF APPLICABLE)**
- F. SCIENTIFIC, TECHNICAL, MANAGEMENT, AND ADMINISTRATIVE TEAM**
- G. PROJECT MANAGEMENT**
  - 1. STAFFING, ORGANIZATION, COMMUNICATION, ETC**
  - 2. PROJECT TIMELINES**
  - 3. CONTRACT INITIATION MEETING AND ANNUAL PROGRAM MEETINGS**
  - 4. INPUT FOR THE ESTABLISHMENT OF AN EPITOPE DISCOVERY WORKING GROUP (EDWG).**

#### **6. TECHNICAL DISCUSSIONS**

IN ADDITION TO THE GUIDANCE IN SECTION L OF THE BAA, THIS SECTION OF YOUR TECHNICAL PROPOSAL SHOULD INCLUDE DOCUMENTATION TO DEMONSTRATE HOW YOU WILL ACCOMPLISH THE WORK DETAILED IN YOUR STATEMENT OF WORK. IT IS RECOMMENDED THAT YOUR PROPOSAL BE ORGANIZED IN ACCORDANCE WITH THE ORDER OF YOUR STATEMENT OF WORK AND THE TECHNICAL EVALUATION CRITERIA PROVIDED IN SECTION M.



ADDITIONALLY, PLEASE ENSURE THAT YOUR TECHNICAL PROPOSAL ADDRESSES THE FOLLOWING:

The pages in this section shall include:

- A detailed description of the proposed studies
- Curriculum vitae, qualifications, and effort of key scientific personnel
- A project management plan
- A description of the available facilities and resources

#### **A. SCIENTIFIC AND TECHNICAL APPROACH (30 page maximum)**

In this section of the Technical Proposal, the offerors shall provide a detailed description of the rationale, approach, technologies, and possible caveats and alternatives (as needed) that will be pursued to identify and validate the identified T-cell epitopes, as outlined below. For studies involving animal models, the investigator should provide a justification in this section for the use or development of the proposed animal models. This justification should also describe how the use of animal models will result in the identification of human T cell epitopes related to NIAID Category A, B, or C priority pathogens and/or pathogens causing emerging and re-emerging infectious diseases.

Studies that propose additional non-NIAID Category A, B, or C priority pathogens and/or pathogens causing emerging and re-emerging infectious diseases **must** include: 1) 50% NIAID Category A, B, or C priority pathogens and/or pathogens causing emerging and re-emerging infectious diseases and 2) justification for how these studies are related to NIAID Category A, B, or C priority pathogens and/or pathogens causing emerging and re-emerging infectious diseases. The investigator should clearly identify **all** proposed pathogens to be included in studies.

For studies involving human subjects, the investigator should clearly state the source of human subject materials being used. If samples are obtained from a separately funded clinical trial, a copy of the consent form from the trial and a letter of support from the trial director should be included in the Human Subjects section of the proposal. *Note:* This program will **not** provide funds to support a clinical trial.

##### **a. EPITOPE IDENTIFICATION**

A detailed description of:

1. The existing or novel methods, technologies, and other procedures to identify T cell epitopes from NIAID Category A, B, or C priority pathogens and/or pathogens causing emerging and re-emerging infectious diseases that bind MHC class I, MHC class II, or non-classical MHC molecules. Identification of immune epitopes that contribute to protective immunity in humans is strongly encouraged.

Existing methods may include, but are not limited to:

- Screening of synthetic peptide libraries
- Elution and sequencing of peptide epitopes from MHC and non-classical MHC molecules

- Binding studies of peptides and ligands to MHC and non-classical MHC molecules
  - Evaluation of antigen or pathogen mutants with respect to their ability to bind to MHC or non-classical MHC molecules or to stimulate T cell responses
  - Algorithms or mathematical models to predict epitopes from genome or protein sequences, and lipid or carbohydrate structures.
2. The rationale for the proposed experimental system(s) chosen for epitope identification.
3. The development or improvement of novel methods or novel algorithms/mathematical models if applicable (NOTE: development of novel methods or novel algorithms/mathematical models is not required for this BAA).

These methods may include, but are not limited to:

- Biochemical or genetic approaches that would be broadly applicable to the discovery of human T cell epitopes
- Screening assays that provide knowledge of epitope generation *in vivo* (e.g., post-translational modifications, processing, presentation, and recognition by appropriate T cells)
- Algorithms and mathematical models for predicting epitope generation, epitope recognition by T cells, MHC binding, and/or host immune responses to particular T cell epitopes
- Development of algorithms, mathematical models, and artificial neural network programs based on specific biological, biochemical, or physical features of epitopes (such as their genomic sequence, amino acid sequence, *in vivo* processing and presentation events, and/or antigen or epitope structure).

**b. EPITOPE VALIDATION**

A detailed description of:

The methods to validate the antigenicity or diagnostic potential of all newly defined T cell epitopes shown to bind to MHC molecules and elicit an immunogenic T cell response using *in vitro* and/or *in vivo* methods, including, but not limited to:

- ELISA
- ELISpot
- Intracellular cytokine assays
- T cell proliferation assays
- CTL assays (e.g., chromium release, measurement of perforin production, other methods of measuring cytotoxic activity)
- MHC class I or class II tetramer staining
- *In vivo* challenge and protection studies.

For studies involving animal models, the investigator should provide a justification in this section for the use or development of

the proposed animal models. This justification should also describe how the use of animal models will result in the validation of human T cell epitopes related to NIAID Category A, B, or C priority pathogens and/or pathogens causing emerging and re-emerging infectious diseases. For studies involving human subjects, the investigator should clearly state the source of human subject materials being used. If samples are obtained from a separately funded clinical trial, a copy of the consent form from the trial and a letter of support from the trial director should be included in the Human Subjects section of the proposal (See Section E - Other Considerations, below). *Note:* This program will **not** provide funds to support a clinical trial.

c. **EPITOPE SUBMISSION**

A description of:

1. The capabilities of the contractor to prepare and submit data to the IEDB in XML format (<http://www.immuneepitope.org/schema/IEDBSchema.xsd>).
2. The plan to submit detailed epitope submission information and epitope prediction tools to the IEDB ([www.ImmuneEpitope.org](http://www.ImmuneEpitope.org)) within six (6) months following completion of verification and validation studies.

All contractors supported by the Large Scale T cell Epitope Discovery Program shall submit detailed epitope information to the IEDB ([www.ImmuneEpitope.org](http://www.ImmuneEpitope.org)) describing each newly identified epitope along with a summary of the results of the studies validating epitope antigenicity. Submissions shall include epitope identification software tools (such as predictive algorithms, mathematic models, and artificial neural network programs). Contractors will have to register with the IEDB (free registration) in order to submit data (submission information available at: <http://www.immuneepitope.org/home.do>). The current IEDB submission format requires use of XML to transfer datasets to the IEDB. The current IEDB submission schema is available at the website (<http://www.immuneepitope.org/schema/IEDBSchema.xsd>).

The following immune epitope information and epitope prediction tools shall be submitted to the IEDB ([www.ImmuneEpitope.org](http://www.ImmuneEpitope.org)):

- a. epitope sequence, and any post-translational modifications important for epitope recognition or antigen processing
- b. pathogen species and strain from which the epitope was identified
- c. antigen from which the epitope was derived
- d. MHC allele(s) that binds and presents the epitope
- e. epitope identification methods
- f. validation methods (e.g., test recognition by T cells, and role in protective immunity) and summary of results
- g. Extensive annotation may also be required, as determined in consultation with the Project Officer. This annotation may include: MHC/peptide binding affinity; three-dimensional

- structure of the antigen or epitope; pathogen replication state in which the epitope is expressed; and disease state in which the epitope is expressed or recognized by the host.
- h. For any research involving development and testing of algorithms, mathematical models and neural networks for predicting T cell epitopes and/or host immune responses to pathogens (NOTE: development of novel or improved methods or algorithms/models is **not** required for this BAA): the algorithms, mathematical models, and/or artificial neural networks shall be submitted in a format that allows the scientific community to use these tools in their individual research projects for epitope prediction or modeling/predicting host immune responses to pathogens. Documentation and a tutorial on use of the computational tool shall be included with the submission. Tools shall be submitted to the IEDB for consideration to add the tools to the website for public use. Please provide an alternative method for supplying public access to the tool in the event that the IEDB decides not to host the tool.

To the extent possible, the Contractor shall provide software under a license certified by the Open Source Initiative (<http://www.opensource.org/licenses/>) to guarantee the right to read, redistribute, modify and freely use the software. In addition, these computational tools shall have a user interface that allows the broader scientific community, including those with limited bioinformatics expertise, to use the tools in their individual research projects.

## **B. SCIENTIFIC AND TECHNICAL PERSONNEL**

### **a. Principal Investigator (PI)**

Describe the training, education, experience, and qualifications of the PI as well as the percentage of the total time the PI will be committed to the project. Please provide the following documentation:

- CV (3-5 pages maximum)
- Qualifications and relevant training
- Previous experience with projects of similar size and complexity (limited to the past 5 years)
- References to relevant publications
- Availability for the proposed project (percent effort to commit to the project)
- Summary of related activities, including ability to: assess progress in accordance with established tasks and timelines; recommend modifications to research programs based on new information and/or new and improved approaches and technologies; ability to keep projects on time and on budget; and ability to assess performance, identify performance problems, and design and implement remedial actions when necessary.

### **b. Project Manager**

Describe the training, education, experience, and qualifications of the project manager proposed, as well as the percentage of the total time this person will be committed to the project. Please provide the following documentation:

- CV (3 pages maximum)
- Qualifications and relevant training
- Previous experience with projects of similar size and complexity (limited to the past 5 years)
- References to relevant publications
- Availability for the proposed project (percent effort to commit to the project)
- Summary of related activities, including ability to: coordinate, monitor, and manage contract activities, including management of subcontracts and consultants to ensure project goals are met and timelines are kept; and effectively communicate with the project team and the Government.

c. **Key Scientific and Technical Personnel**

Describe the training, education, experience, and qualifications of the senior scientific and technical personnel proposed, as well as the percentage of the total time each will be committed to the project. This includes staff of the Offeror and all proposed subcontractors. Please provide the following documentation:

- Key Scientific and Technical Personnel CVs (limit CVs to 2-3 pages per person)
- Qualifications and relevant training
- Previous experience with projects of similar size and complexity (limited to the past 5 years)
- References to relevant publications
- Availability for the proposed project (percent effort to commit to the project)
- Summary of related activities

**C. PROJECT MANAGEMENT**

- a. Provide a plan for project organization, staffing, and management in relation to the planning, initiation, implementation, conduct, monitoring, and completion of tasks identified in the Statement of Work. Describe in detail the responsibilities and level of effort for all proposed personnel who will be assigned to the contract, including proposed subcontractors and consultants, and administrative and technical framework indicating clear lines of authority and responsibility for all proposed personnel.
- b. Describe project management systems that will be used to track activities and to keep multiple activities on time and on budget.
- c. Develop a timeline for completion of major tasks for the project.
- d. Outline how the contract Principal Investigator will communicate progress towards the proposed goals and objectives to the NIH Project Officer and Contracting Officer and how the Principal Investigator will communicate, monitor, and manage the project both internally and externally (e.g., at subcontractor facilities), including methods for prioritization of important project tasks, and process for addressing performance or technical issues/problems.

- e. Provide plans for participating in the Contract Initiation meeting and annual meetings. [NOTE REGARDING POST AWARD ACTIVITIES: The Contract Initiation meeting will be organized by the NIAID and will take place within three (3) months of contract award. Principal Investigators will be notified of the date of the meeting within 14 calendar days of the contract award and are required to attend. Up to three (3) additional personnel from each awarded contract may attend this meeting. The EDWG, IEDB contractors, contractors from the T cell epitope discovery contracts, and additional NIH extramural staff will also attend this meeting. Scheduling of annual meetings is coordinated with contractor input.]
- f. Describe the criteria that will be used to select possible candidate for the EDWG, including the types of expertise that the offeror recommends be present in the EDWG. **The Offeror shall not name any potential EDWG members in the proposal or contact any potential members.** [NOTE REGARDING POST AWARD ACTIVITIES: The contractor will provide the Project Officer within fourteen (14) calendar days of contract award, a list of six (6) recommended leading scientists knowledgeable in the multiple research areas related to the contract. The composition of the EDWG shall be proposed by the Contractor and shall be subject to approval by the Project Officer prior to distribution of invitations by the Project Officer to the proposed EDWG members. The total number of EDWG members shall not exceed seven (7). After award, the Project Officers for the T cell Epitope Discovery and the B cell Epitope Discovery Programs will decide if individual EDWGs for each program or a single EDWG for both programs will be established.]

#### **D. FACILITIES**

The Technical Proposal should document availability and adequacy, including safety and security, of facilities, equipment, space, and other resources necessary to carry out the Statement of Work, including:

- a. Location and features of facilities including a floor plan and a list of equipment and resources dedicated to the project for the prime Contractor and any proposed subcontractors (lease or ownership information should be provided).
- b. Identification and description of ALL support resources (including Information Technology systems) which will be required to effectively complete the technical requirements of the contract.

## **E. OTHER CONSIDERATIONS**

Section L of the BAA provides minimum documentation requirements for the following items. The required information described in Section L should be assembled together in clearly marked sections of the Technical Proposal. Refer to Section L of the BAA for specific requirements. In some cases, offerors may be asked to provide documentation which is in addition to the minimum requirements identified in Section L.

**A. Human Subjects**

**B. Care of Live Vertebrate Animals**

**C. Biological Agents or Toxins**

**D. Sharing Research Data (Plan)**

**E. Sharing of Model Organisms for Biomedical Research (Plan)**

## ATTACHMENT 7: UNIFORM COST ASSUMPTIONS

### LARGE SCALE T CELL EPITOPE DISCOVERY RFP-BAA-NIHAI200832

**In addition to the instructions and format requirements for the proposal that are contained in Section L of the BAA, the information presented in this attachment is intended to provide uniform cost assumptions that apply to the subject BAA.**

Offerors are advised to give careful consideration to the Broad Agency Announcement Description, Background and Introduction, Research and Technical Objectives, all reference material provided as attachments, the technical evaluation criteria, and, the BAA as a whole, in the development of your proposal. The information requested here should be used as further guidance for the development of your proposal. Offerors should consider and include the information requested here, as well as **any other** information which will benefit the proposal.

#### UNIFORM COST ASSUMPTIONS

##### 1) Technical Cost Assumptions

For budget estimating purposes, the Offeror should assume the following:

All Animal Models developed under this contract should be made available to the research community through existing public repositories such as Jackson Labs ([www.jax.org](http://www.jax.org)), the NIAID-Taconic Exchange Program ([www.taconic.com/wmspage.cfm?parm1=1437](http://www.taconic.com/wmspage.cfm?parm1=1437)), or the Mutant Mouse Regional Resource Centers ([www.mmrrc.org](http://www.mmrrc.org)). Offerors shall assume responsibility for shipping costs of the animals to the facility, and may also include acceptance costs, as applicable (for example – average cost for type 3 submission to MMRRC is \$6000/strain).

##### 2) Travel

- A) Contract Initiation Meeting: Travel and per diem costs for the Principal Investigator and no more than three (3) other personnel to attend the two (2) day Contract Initiation Meeting to be held in the Bethesda, Maryland area.
- B) Annual Program Meetings: Travel and per diem costs for the same number of contract personnel and two (2) Epitope Discovery Working Group (EDWG) members to attend the two (2) day annual program meetings to be held in the Bethesda, Maryland area or location designated by the Project and Contracting Officers.
- C) Scientific Meetings: Travel and per diem for a total of four (4) scientific meetings per year, not including the annual program meetings or Contract Initiation Meeting, to be shared among the contract and subcontract



personnel, as deemed appropriate by the Principal Investigator (e.g., 4 staff to 1 meeting per year, or 2 staff to 2 meetings per year, etc).