

**AMENDMENT OF NIAID SOLICITATION
“MANAGEMENT OF INFORMATION RESOURCES ON THERAPEUTIC AGENTS
FOR HIV AND OPPORTUNISTIC INFECTIONS”**

Solicitation Number: RFP-NIH-NIAID-DAIDS-07-27

Amendment Number: FOUR (4)

Amendment Issue Date: Friday, July 13, 2007

Proposal Due Date: (Changed) **Thursday, August 9, 2007 at 4:00 PM, Local Time**

Issued By: Eileen Webster-Cissel
Contracting Officer
NIAID, NIH, DHHS
Office of Acquisitions, DEA
6700-B Rockledge Drive
Room 3214, MSC 7612
Bethesda, Maryland 20892-7612

Point of Contact: Eileen Webster-Cissel, Contracting Officer
E-mail: webstere@niaid.nih.gov

This amendment revises the due date for submission of proposals, the estimated award date and the date by which questions must be submitted to the Contracting Officer.

Offerors must acknowledge receipt of this amendment by identifying this amendment number and date of the amendment on each copy of the offer submitted. Failure to receive your acknowledgement may result in the rejection of your offer. Except as provided herein, all terms and conditions of the solicitation remain unchanged and in full force and effect.

Offerors who submitted proposals previously should review the amendment and determine if revisions to their proposals are needed. If revisions are to be submitted, they must be received by the due date and time specified above. If no revisions to a previously submitted proposal will be made, Offerors must indicate this in writing to the Contracting Officer by the due date and time specified above.

RFP NIH-NIAID-DAIDS-07-27 is hereby revised as follows:

Item 4 of the RFP cover page, proposal due date and time are hereby changed to read as follows:

Due Date: August 9, 2007 Time: 4:00 p.m., local time

Item 12 of the RFP cover page, Period of Performance, is hereby replaced with the following:

Up to 7 years beginning on or about **April 1, 2008.**

Section L, paragraph 1.d, TYPE OF CONTRACT AND NUMBER OF AWARD(S), is hereby replaced with the following:

It is anticipated that one (1) award will be made from this solicitation and that the award will be made on/about **April 1, 2008**.

It is anticipated that the award from this solicitation will be a cost-reimbursement, completion type contract with a period of performance of seven (7) years, and that incremental funding will be used [see Section L.2.c. Business Proposal Instructions].

Section L. b., Technical Proposal Instructions, paragraph (7), Technical Questions, is hereby revised to change the closing date for receipt of questions to July 27, 2007.

(7) Technical Questions

Offerors should submit all technical questions concerning this solicitation in writing to the Contracting Officer. NIAID should receive all questions no later than **4:00 p.m., local time, on July 27, 2007**. NIAID will answer questions which may affect offers in an amendment to the solicitation. NIAID will not reference the source of the questions.

SECTION J – LIST OF ATTACHMENTS - Attachment 1, is revised to change the name of the Contracting Officer to whom proposals will be submitted.

<u>Attachment No.</u>	<u>Title</u>	<u>Location</u>
Attachment 1	Packaging and Delivery of the Proposal Revised 7/13/07	End of Amendment 4

END OF AMENDMENT #4 to RFP-NIH-NIAID-DAIDS-07-27

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:

**"RFP NO. NIH-NIAID-DAIDS-07-27
TO BE OPENED BY AUTHORIZED GOVERNMENT PERSONNEL ONLY"**

B. PAPER COPIES and CD-Rom to:

If Hand Delivery or Express Service	If using U.S. Postal Service
Eileen Webster-Cissel Contracting Officer Office of Acquisitions, DEA, NIAID, NIH 6700-B Rockledge Drive, Room 3214, MSC 7612 Bethesda, Maryland 20817	Eileen Webster-Cissel 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: Cover 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. *If documents are submitted using Adobe .pdf, the document should 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.

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- Print setup should be single-sided on standard letter size paper (8.5 x 11" in the U.S., A4 in Europe).

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. Files on CDs should be named using the following format:

Company name / RFP number / technical / ** /date

** if multiple files are submitted for the technical proposal, please include the name of the section in the file name.

EXAMPLE: XYX Company/07-16/Technical/Approach/3-6-06

Company name / RFP number / business / ** / date

** if multiple files are submitted for the business proposal, please include the name of the section in the file name.

EXAMPLE: XYX Company/07-16/Business/Staffing/3-6-06

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 THE SAME.

Document	Number of Copies	Page Limits
Technical Proposal and all Appendices	<p><u>PAPER</u> One (1) unbound SIGNED ORIGINAL. Five (5) unbound COPIES</p> <p><u>ELECTRONIC FILES ON CD</u> Twenty (20) Compact Disks containing an electronic copy of the Technical Proposal (including all Appendices) in a Portable Document Format (PDF)</p>	Not to Exceed <u>200</u> pages
Business Proposal	<p><u>PAPER</u> One (1) unbound SIGNED ORIGINAL. Five (5) unbound COPIES</p> <p><u>ELECTRONIC FILES ON CD</u> Three (3) Compact Disks containing an electronic copy of the Business Proposal in a Portable Document Form (PDF).</p>	N/A

Breakdown of Proposed Estimated Cost using Electronic Cost Proposal EXCEL Workbook	This Attachment to the Business Proposal should be submitted as a separate EXCEL file on the Business Proposal Compact Disk. See Section J, Attachment entitled Breakdown of Proposed Estimated Costs (plus Fee) with Excel Spreadsheet to access the Excel Workbook.	N/A
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