

**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: FIVE (5)

Amendment Issue Date: Thursday, July 26, 2007

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

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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 to indicate that the 200 page limitation includes all appendices and attachments with the exception of documentation related to IT Systems Security. The RFP, **ATTACHMENT 6, APPENDIX A, ADDITIONAL TECHNICAL PROPOSAL INSTRUCTIONS FORMAT FOR TECHNICAL PROPOSAL – TABLE OF CONTENTS**, is revised as follows:

Page 1, fifth paragraph, is amended to read as follows:

Offerors are reminded that the total page limitation for the entire technical proposal package is 200 pages including all appendices and attachments, with the exception of documentation related to IT Systems Security. Documentation related to IT Systems Security should be included as an attachment or

appendix to the Technical Proposal. Any pages in excess of this limit will be expunged from the Technical Proposal and will not be considered in the technical review.

ATTACHMENT 6, APPENDIX A, ADDITIONAL TECHNICAL PROPOSAL INSTRUCTIONS FORMAT FOR TECHNICAL PROPOSAL – TABLE OF CONTENTS – page 4, SECTION 6, TABLE OF CONTENTS FOR DOCUMENTATION REQUIRED UNDER SECTION L OF THE SOLICITATION, paragraph entitled “IT Systems Security,” is hereby revised to read as follows:

IT Systems Security

Section L of the RFP specifies the minimum documentation requirements for IT Systems security. All related documentation should be included as a clearly marked appendix or as an attachment to the Technical Proposal.

SECTION J – LIST OF ATTACHMENTS - Attachment 6, is revised in indicated above and replaced with the attached document dated 7/25/07.

<u>Attachment No.</u>	<u>Title</u>	<u>Location</u>
Attachment 6	Appendix A, Additional Technical Proposal Instructions Format For Technical Proposal – Table Of Contents Packaging and Delivery of the Proposal, Revised 7/25/07	End of Amendment 5

END OF AMENDMENT #5 to RFP-NIH-NIAID-DAIDS-07-27

**MANAGEMENT OF INFORMATION RESOURCES ON THERAPEUTIC AGENTS FOR
HIV AND OPPORTUNISTIC INFECTIONS
RFP NIH-NIAID-DAIDS-07-27, AMENDMENT 5**

**APPENDIX A - ADDITIONAL TECHNICAL PROPOSAL INSTRUCTIONS
FORMAT FOR TECHNICAL PROPOSAL – TABLE OF CONTENTS**

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 shall be presented in the order specified below.

The following additional Technical Proposal instructions reflect the requirements of the RFP and are meant to provide additional instructions as well as a uniform format for Technical Proposals. The information requested in these instructions shall be used as a guide for formatting and preparing the Technical Proposal. Offerors shall follow the instructions in Section L of the solicitation, and include the information requested in this appendix.

Offerors are advised to give careful consideration to the Statement of Work, all reference material, appendices and attachments, the Technical Evaluation Criteria, and, the RFP as a whole, in the development of their Technical Proposals.

Offerors who propose subcontracts to perform portions of the Statement of Work shall clearly identify the specific tasks for which they plan to utilize subcontractors, as well as the method and level of integration between the prime and subcontractor(s), and the expected advantages of such an approach.

Offerors are reminded that the total page limitation for the entire technical proposal package is 200 pages including all appendices and attachments, with the exception of documentation related to IT Systems Security. Documentation related to IT Systems Security should be included as an attachment or appendix to the Technical Proposal. Any pages in excess of this limit will be expunged from the Technical Proposal and will not be considered in the technical review.

TECHNICAL PROPOSAL – TABLE OF CONTENTS

SECTION 1

- 1. PROPOSAL TITLE PAGE. Include RFP title and number, name of organization, DUNS number, proposal part, and identify if the proposal is an original or a copy.**
- 2. PROJECT OBJECTIVES (NIH FORM 1688-1)**
- 3. GOVERNMENT NOTICE FOR HANDLING PROPOSALS**
- 4. PROPOSAL SUMMARY AND DATA RECORD (NIH-2043)**
- 5. TABLE OF CONTENTS**

SECTION 2 – SCIENTIFIC AND PROFESSIONAL PERSONNEL

The Technical Proposal should include all information relevant to document education, training, accomplishments, and relevant experience of all proposed personnel, as well as the percentage of time each will be committed to the project. This includes staff of the Offeror and all proposed subcontractors and consultants. Resumes, endorsements, and explanations of previous efforts should reflect length and variety of experience in similar tasks and should clearly demonstrate specific accomplishments. Documentation should include all previous and current projects of a

similar nature, including the contract number or grant number, the sponsoring agency, the Project Officer, and a description of the project. Limit CVs to three (3) pages for the Principal Investigator and two (2) pages for all other key personnel. Provide selected references for publications relevant to the scope of the RFP.

1. **Principal Investigator:** Describe the experience, training, expertise, qualifications, and percentage of effort of the Principal Investigator proposed to lead and direct the activities to be carried out under this contract. The Principal Investigator should have education and experience commensurate with his/her expected role including experience and training in one or more of the following: medicinal chemistry/biology, microbiology or virology. In addition, the Principal Investigator should have documented expertise in the computer science aspects of database software/hardware similar to that used under this contract. Describe this individual's capacity to monitor progress, assess performance, identify performance problems and implement corrective actions. Describe experience in leading and directing projects of comparable content and complexity and familiarity with past and current microbiological research in the areas of HIV and opportunistic infections (OI), antivirals, and other antimicrobials.
2. **Key Scientific and Professional Personnel:** Describe the experience, training, expertise and qualifications, as well as percentage of effort, for all proposed key scientific and professional personnel, including subcontractors and consultants. This includes scientific and technical expertise and knowledge and familiarity in: past and current microbiological research in the area of HIV and OI, antivirals, and other antimicrobials, in vitro assays and animal models for testing antimicrobial efficacy; conducting on-line literature searches in appropriate chemical and biological databases; qualifications to serve as a resource to NIAID Division of AIDS for advice on the computer science requirements of the contract; and expertise in relational databases and preparation/formatting of text and graphic data for Web site inclusion.
3. **Data Entry and IT Personnel:** Describe the experience, training, expertise, qualifications, and percentage of effort, for all proposed data entry and IT personnel, including subcontractors and consultants. This includes scientific and technical expertise and knowledge in: chemical structures and data entry, quality control and database management. Describe previous experience in preparation of text and graphic data in html and gif format for Web site inclusion and with the use and maintenance of ORACLE and Molecular Design (MDL) or similar software for database management.

SECTION 3 - TECHNICAL APPROACH

Technical Proposals shall describe specifically how the Offeror shall fulfill each of the items in the SOW.

Literature Surveillance (SOW Task 2)

Provide a plan/technical approach to survey a broad base of literature sources and for selection of citations that contain chemical and biological information on experimental therapies for HIV and OI. Describe previous experience with the preparation of scientific citation lists.

Abstraction of Data and Updating of Databases (SOW Task 3)

Describe the approach for identifying and abstracting relevant chemical and biological information related to HIV and OI experimental therapies, and for updating the corresponding chemical and biological databases. Delineate the process to be used to determine the validity and authenticity of the identified relevant data.

Maintenance of a Literature Citation Database (SOW Task 4)

Provide a plan/technical approach for maintaining and updating the literature citation database.

Maintenance of the Publicly Available Web Database (SOW Task 5)

Describe how the Offeror will maintain the availability of the public Web database to the public without interruption. Describe procedures to update the Web database through the transfer of information from the chemical and biological databases.

Software/Hardware Maintenance, Development and Provision of Security (SOW Task 6)

Describe the software/hardware maintenance and development procedures to be used for updating and for maintenance of the databases, quality control, disaster recovery, security and confidentiality of the data. Describe procedures to ensure industry best practices are followed in the development and maintenance of software. Discuss potential problems/obstacles and solutions/approaches to be used to ensure a reliable, efficient, fully operational and responsive data management system.

Assembly of Preclinical Information Search Requests (SOW Task 7)

Describe the technical approach for performing preclinical information search requests requiring substructure or full structure chemical searches. For each of the following search requests, provide the search strategy including the literature sources, the rationale for selecting the most promising chemical structure, the chemical structure, and mode of action if any, and a reference citation.

1. A fused quinoline ring system with anti-HIV activity
2. A fused quinoline ring system with anti-TB activity
3. A fused benzoquinone natural product with anti-HIV activity
4. A fused isoquinoline ring system with anti-HIV activity

SECTION 4 – PROJECT MANAGEMENT

1. Provide a plan for project organization, staffing, and management in relation to the implementation, conduct, monitoring and completion of the tasks identified in the Statement of Work. Describe in detail the responsibilities and level of effort of all proposed personnel who will be assigned to the contract, including proposed subcontractors and consultants and an administrative framework (including an organization chart) indicating clear lines of authority and responsibility for all proposed personnel.
2. Provide a detailed work plan with proposed time schedules satisfactory for achieving contract objectives and procedures for maintaining quality control over the implementation and operation of the contract.
3. Describe the organization's ability to provide appropriate trained personnel, and timely, flexible resources for the project to meet contract requirements. Discuss organizational experience in computerized chemical databases management, maintenance, and quality control. Discuss how projects are prioritized within the Offeror's organization, the level of priority this contract would receive, and procedures for initiation of contract requirements in a timely manner. Provide documentation of prior success in the timely completion of comparable tasks.

4. Discuss how the Principal Investigator will communicate contract progress and interact with the Project Officer and Contracting Officer to effectively monitor and manage the contract.
5. Describe the procedures that will be employed to safeguard confidentiality and intellectual property of data and materials provided to you by third parties or the Government, as well as data generated, during the performance period of the contract.

SECTION 5 - FACILITIES AND RESOURCES

The Technical Proposal shall document the availability and adequacy of facilities, equipment, space and other resources necessary to carry out the Statement of Work, including:

- a. a description of the location and features of the proposed facilities including a detailed floor plan and a list of equipment and resources dedicated to the project; and
- b. identification and description of all support resources (including IT systems) which will be required to effectively complete the contract requirements.

SECTION 6 - TABLE OF CONTENTS FOR DOCUMENTATION REQUIRED UNDER SECTION L OF THE SOLICITATION

Data Sharing Plan

Section L of the RFP specifies the minimum documentation requirements for Data Sharing. All related documentation shall be included in the proposal in this clearly marked section.

IT Systems Security

Section L of the RFP specifies the minimum documentation requirements for IT Systems security. All related documentation should be included as a clearly marked appendix or as an attachment to the Technical Proposal.