

Helping You to Help Us Discover a Cure

*Vendor Participation with SAIC-Frederick, Inc.,
National Cancer Institute at Frederick*

Vendor Guide

Ethics and Quality: Good Values...Good Business



WELCOME...

Thank you for your interest in doing business with SAIC-Frederick, Inc., the National Cancer Institute at NCI-Frederick. Providing vital goods and services to our research community ultimately results from a partnership between the acquisition departments of SAIC-Frederick, Inc. and the vendor community.

We, as SAIC-Frederick, Inc., employees, are dedicated to the delivery of quality scientific and technical products and services. We believe high ethical standards are essential to the achievement of our individual and corporate goals. As such, we shall be fair and professional in all of our business dealings and shall honor our commitments to our business partners.

INTRODUCTION

SAIC-Frederick, Inc., as the Operations and Technical Support Contractor to the National Institutes of Health–National Cancer Institute, operates NCI-Frederick, a federally funded research and development center. Visit our Web site for a full range of information about the center at: <http://web.ncifcrf.gov/about/businessopportunities.asp>. NCI-Frederick is a government-owned, contractor-operated facility located at Fort Detrick, Frederick, MD.

Three acquisition departments operate at the facility. The **Purchasing Department** is responsible for all items, laboratory and maintenance services commercially available to the general public. The **Research Subcontracts Department** is responsible for items not commercially marketed, such as major research and development projects, technical services, custom requirements, and consultant agreements. The **Construction Subcontracts Department** is responsible for design, construction, and renovation projects, and real property leasing.

Questions about the NCI-Frederick acquisition functions should be addressed to the following managers:

Purchasing Department

Ms. Donna Follin
Manager
SAIC-Frederick, Inc.
Bldg. 1050
P.O. Box B
Frederick, MD 21702
(301)846-1124 Tel
(301)846-5311 Fax

Research Subcontracts Dept.

Mr. Greg Davis
Manager
SAIC-Frederick, Inc.
92 Thomas Johnson Drive
Suite 250
Frederick, MD 21702
(301)228-4011 Tel
(301)228-4037 Fax

Construction Subcontracts Dept.

Mr. Chad Hildebrand
Manager
SAIC-Frederick, Inc.
Bldg. 1050
P.O. Box B
Frederick, MD 21702
(301)846-5422
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GETTING ON THE VENDOR LIST

You are encouraged to place your firm on our online Potential Vendor Database, http://web.ncifcrf.gov/bizopps/potential_vendor.asp after which your firm will be considered for future procurements.

VENDOR REQUIREMENTS

SAIC-Frederick, Inc. utilizes the government Acquisition Central website, <http://www.acquisition.gov>, and all vendors must be registered in the Central Contractor Registration (CCR), <http://www.ccr.gov> to receive an award. Annual representations and Certification requirements will also be met by registration in the Online Representations and Certifications Application (ORCA), <https://orca.bpn.gov>.

SMALL BUSINESS CONCERNS

Small, small disadvantaged, woman-owned, HUBZone (historically under utilized business zone), veteran-owned, DVET (service-disabled veteran-owned), and HBCU/MI (historically black colleges and universities/minority institutions), businesses are encouraged to participate in providing the facility's goods and services to NCI-Frederick. SAIC-Frederick, Inc. acquisition activities cooperate with federal agencies to facilitate the participation of these businesses in the procurement transactions of the facility.