

U.S. Department of Health and Human Services
National Institutes of Health
National Institute of Allergy and Infectious Diseases (NIAID)

RFP-NIH-NIAID-DEA-05-28
Scientific and Technical Support for NIAID

1. OFFERORS ARE RESPONSIBLE FOR ROUTINELY CHECKING THE FOLLOWING WEBSITE FOR ANY SOLICITATION AMENDMENTS. NO ADDITIONAL NOTIFICATION OF ANY AMENDMENTS WILL BE PROVIDED BY THIS OFFICE. http://www.niaid.nih.gov/contract/default.htm		
2. SECTION A – SOLICITATION/CONTRACT FORM -- PURCHASE AUTHORITY: FAR 1.602-1 NOTE: The issuance of this solicitation does not commit the government to an award.		
3. Issue Date: August 4, 2004	4. Due Date: September 20, 2004 Time: 4:00 p.m., EST	5. Small Bus. Set-Aside: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No 8(a) Set-Aside: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No NAICS #: <u>541710</u> (See Part IV, Section L.)
6. Just In Time: <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (See Part IV, Section L.)	7. Number of Awards: <input checked="" type="checkbox"/> Only 1 Award <input type="checkbox"/> Multiple Awards	8. Technical Proposal Page Limits: Number of Copies: <u>See SECTION J</u> Page Limitations: <u>150 pages</u> Electronic File Size: <u>5 mega-bytes</u>
9. Issued By: Elizabeth Shanahan Contracting Officer Contract Management Program, DEA NIH, NIAID 6700-B Rockledge Drive Room 3214, MSC 7612 Bethesda, MD 20892-7612	10. <input checked="" type="checkbox"/> NIAID reserves the right to make awards without discussion.	
	11. Options: <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes (See Part IV, Section L.)	12. Period of Performance: Base Period: 03/01/2005 – 02/28/2010 Option Period: 03/01/2010 – 02/28/2012
13. Primary Point of Contact: Name : Elizabeth Shanahan Phone: 301-594-6309 Fax: 301-402-0972 E-Mail: es219j@nih.gov	14. Secondary Point of Contact: Name: Barbara Shadrick Phone: 301-496-7288 Fax: 301-402-0972 E-Mail: bs92y@nih.gov	15. Protest Officer: Chief, CMP Address (see Block 9.)
16. COLLECT CALLS WILL NOT BE ACCEPTED. FACSIMILE SUBMISSIONS ARE NOT ACCEPTABLE.		
17. Offers will be valid for 120 days unless a different period is specified by the Offeror on the form entitled "Proposal Summary and Data Record, NIH-2043" (See SECTION J – Attachments)		
DELIVERY ADDRESS INFORMATION		
Hand Delivery or Overnight Service: Elizabeth Shanahan, Contracting Officer Contract Management Program, DEA NIAID, NIH 6700-B Rockledge Drive, Room 3214 Bethesda, MD 20817	18. U.S. Postal Service or an Express Delivery Service Elizabeth Shanahan, Contracting Officer Contract Management Program, DEA NIAID, NIH 6700-B Rockledge Drive, Room 3214, MSC 7612 Bethesda, MD 20892-7612	
19. The <u>Official Point of Receipt</u> for the purpose of determining timely delivery is the address provided in Block 19, above. The original paper copy with original signatures is the official copy for recording timely receipt. If the original paper copy of your proposal is not received by the Contracting Officer or Designee at the place and time specified, then it will be considered late and handled in accordance with HHSAR 352.215-70 entitled "Late Proposals and Revisions" located in this Solicitation. FACSIMILE SUBMISSION OF PROPOSALS IS NOT ACCEPTABLE.		

TABLE OF CONTENTS

SECTION A -- SOLICITATION/CONTRACT FORM COVER PAGE

BACKGROUND

STATEMENT OF WORK

NOTES TO OFFERORS

REPORTING REQUIREMENTS and OTHER DELIVERABLES

SECTIONS B – H -- UNIFORM CONTRACT FORMAT – GENERAL

SECTION I -- GENERAL CLAUSES and ADDITIONAL CLAUSES / SUBSTITUTED CLAUSES

ARTICLE I.1. General Clauses

ARTICLE I.2. Authorized Substitutions Of Clauses

ARTICLE I.3. Additional Contract Clauses

ARTICLE I.4. Additional Far Contract Clauses Included In Full Text

SECTION J -- LIST OF ATTACHMENTS

[includes proposal submission instructions, page limitations and electronic file size limitations]

**SECTION K -- REPRESENTATIONS AND CERTIFICATIONS AND OTHER STATEMENTS
OF OFFERORS OR QUOTERS (NEGOTIATED)**

SECTION L -- INSTRUCTIONS, CONDITIONS AND NOTICES TO OFFERORS

I. General Information

II. General Instructions

III. Technical Proposal Instructions

IV. Business Proposal Instructions

SECTION M -- EVALUATION FACTORS FOR AWARD

APPENDIX A – TECHNICAL PROPOSAL – TABLE OF CONTENTS

**(ALL OFFERORS ARE REQUIRED TO UTILIZE THIS FORMAT IN THE
PREPARATION OF THEIR TECHNICAL PROPOSAL)**

BACKGROUND

The mission of the Division of Extramural Activities (DEA) of the National Institute of Allergy and Infectious Diseases (NIAID) is to:

1. Maintain continuing assessment of patterns and trends in grant applications and contract proposals received, reviewed, and awarded and forecast future directions and their impact on the scientific community and on NIAID operations.
2. Advise the Institute Director and Institute extramural staff on research grants, cooperative agreements, contracts, and training programs and policies.
3. Provide guidance and instructional materials to extramural staff concerning policies and procedures for the conduct of extramural programs.,
4. Provide information and advice to applicants and awardees about opportunities for, and policies and procedures governing, extramural support.
5. Receive, administratively and scientifically code, store, and disseminate grant and contract materials and information.
6. Provide initial scientific merit review of Institute-initiated grants and contracts (PA, RFA and RFP), center, training and career development and program project grant and cooperative agreement applications.
7. Prepare final scientific and programmatic information for review by the National Advisory Allergy and Infectious Diseases Council and coordinate and manage all Council activities.
8. Represent the Institute on NIH extramural program policy committees and coordinate such policies within the Institute and with other NIH Institutes and Centers.
9. Provide grant and contract management and processing services for the NIAID.
10. Prepare and issue awarding and encumbrance documents for all NIAID extramural Programs.
11. Plan and direct programs for the development of research personnel, with emphasis on women, minorities, and the disabled in scientific areas and disciplines of special interest to NIAID.
12. Develop and maintain the necessary scientific, management, technical, and information sciences capabilities in the DEA to guide and implement the full spectrum of activities within the Division.

The successful offeror shall be required to provide the necessary personnel and resources to assist the NIAID in executing the mission listed above.

**STATEMENT OF WORK
SCIENTIFIC AND TECHNICAL SUPPORT FOR NIAID**

New and expanding congressional mandates, changing Departmental and NIH policies, evolving information technologies, expanding research programs particularly in bio-defense and emerging infectious diseases, and NIAID's leadership role in reinvention at NIH have resulted in changing work loads and work patterns. As a result there is a need for continuing professional and technical services in a wide spectrum of disciplines in support of NIAID's extramural research programs.

Because the scope of NIAID's extramural research programs changes rapidly and frequently, the balance among WORK AREAS A, B, and C, below, will change over the period of this contract; therefore, the Contractor shall allow for flexibility in availability and assignment of Contractor staff.

Independently, and not as an agent of the Government, the Contractor shall furnish all the necessary services, qualified personnel, materials, equipment, and facilities, not otherwise provided by the Government under the terms of this contract, as needed to perform the work set forth below.

Specifically, the Contractor shall:

WORK AREA A. CONTRACT MANAGEMENT AND CORE SERVICES.

The Contractor's Project Manager and Deputy Project Manager shall meet weekly with DEA's Project Officer and shall meet monthly with senior staff to coordinate Contractor activities with evolving NIAID business practices.

Either the Contractor's Project Manager or Deputy Project Manager shall be on-site at DEA's office during regular business hours (8:30 am to 5:00pm) daily. Technical and administrative support for Contractor staff shall be provided by the Contractor.

Contractor Management Analysts, in conjunction with staff of the DEA Office of the Director, shall plan, design, and conduct analysis of patterns and trends in NIAID extramural programs. These analyses will be used to identify problems, to develop approaches to resolving those problems, and to develop new or revised business practices. The analyses will also be used to support training and staff development activities for the extramural staff of the NIAID.

Additionally, short duration administrative tasks (e.g., preparation of summary reports and action items resulting from the monthly meetings) may be undertaken by Contractor personnel. All Contractor staff shall be required to sign a non-disclosure agreement to meet NIH standards for protecting confidentiality of information and conflict of interest. Contractor staff shall be required to handle proprietary information in the strictest confidence and shall be bound by the same terms as the government in this respect.

WORK AREA B. DEVELOPMENT ACTIVITIES (EFFICIENCY AND EFFECTIVENESS ENHANCEMENT)

1. **INTERNET AND INTRANET.** Assist DEA in the development and testing of both DEA's and NIAID's Internet (WWW) and intranet sites. The DEA Internet site serves the NIAID and NIH staff, the scientific research community, and the public. The DEA intranet site serves NIAID staff. DEA must ensure that both staff of the NIAID and investigators and their institutions have needed information about the extramural research and research training programs of the NIAID and how and when to apply for support under those programs. DEA must provide tools for NIAID extramural staff to plan, manage, and administer extramural research and research training programs. DEA's intranet site focuses on providing these tools (standard operating procedures, policies, applications programs, instructions, forms and formats) in an integrated, easy to use system. The Contractor shall provide both programming services and content (writing, editing, graphics) development services.

a. The NIAID network environment is described as the following:

- 1) Microsoft BackOffice that .NET services, SQL Server 2000, Terminal Server, Transition Server, and connectivity to Oracle servers (IMPAC II), Cisco Remote access server, MS Remote access, etc.
- 2) Citrix Server for remote connectivity.
- 3) Windows 2000, XP, NT and Mac workstations.
- 4) UNIX servers and workstations for molecular modeling and other scientific computing.

- 5) ECM2 mass storage devices provide for on and offsite backup and data repository storage of critical NIAID data.
- 6) A variety of firewall and other protective devices.
- 7) Connectivity to the NIH ADB via 3270 emulation to exchange data between systems.
- 8) Google search appliances for Content Management.
- 9) Infrastructure includes: Wide Area Network Ethernet, with Cisco routers, Twisted Pair and Fiber Optic Ethernet for Local Area Networks, fiber optic interconnectivity between 8 Local Area Networks, switches, bridges, repeaters, transceivers, and network cards. In several locations, wireless connectivity is also provided. The network is running at 100MB switched to the desktop, and gigabit speeds between locations.
- 10) Mac, PC and UNIX workstations supporting collection of data from scientific equipment.
- 11) Network and personal printers.
- 12) Laptops for remote access.
- 13) Network protocols: TCP/IP, AppleTalk, and NetBEUI.
- 14) There are approximately 2,750 users.

b. The NIAID application environment is described as the following:

- 1) Microsoft BackOffice that includes XP and MAC operating systems, SQL 2000 Server, Transaction Server, Microsoft Internet Server, and connectivity to Oracle servers (IMPAC II) via the SQL server gateway.
- 2) Microsoft Office (Windows and MAC), Microsoft Active Pages, Microsoft .NET technologies, Visual Basic, Visual C++, Visual Studio, Visual InterDev, ODBC, OLE DB, ADO, Client/Server technology, SQL, Stored Procedures, ActiveX, COM, DCOM, etc.
- 3) Development techniques and creation of Intranet applications using FrontPage, VBScript, .NET Technologies, Active Pages and Microsoft SQL and IIS servers.
- 4) Graphical interfaces for Intranet using Adobe PhotoShop, Adobe Illustrator, etc

2. **RECORDS MANAGEMENT.** DEA is responsible for application and proposal receipt, assignment, and records management for the life of each application and proposal and each grant and contract award. The Contractor shall assist DEA in:

- a. streamlining and updating the current, mostly paper, processes for managing grant and contract records and move toward fully or principally electronic receipt and storage, and use of, grant and contract information. This shall entail incremental changes from paper handling, storage and distribution to design and implementation of system components that expand electronic communication and storage and are linked to NIH-wide systems including IMPAC II and Electronic Research Administration (eRA); and
- b. redesigning the records receipt and management processes and their implementation and in the scanning and indexing of historical grant and contract paper.

3. **ADVISORY COUNCIL AND COMMITTEES.** DEA develops the systems and procedures under which the National Advisory Allergy and Infectious Diseases Council operates. DEA provides application and initiative specific information to Council members and NIAID staff. The Contractor shall assist in the redesign, implementation, and maintenance of the NIAID's Council systems and procedures that are to be converted to fully electronic systems.

WORK AREA C. OPERATIONS ASSISTANCE.

1. **INTERNET AND INTRANET.** Assist DEA in maintenance of both DEA's Internet (WWW) and intranet sites which serve both the NIH staff and the research community.
2. **PEER REVIEW OF COMPETING APPLICATIONS AND PROPOSALS.** DEA is responsible for the planning, conduct, and documentation of the results of peer reviews for hundreds of grant and cooperative agreement applications and contract proposals annually. In support of this activity, the Contractor shall:
 - a. provide professional and technical support of peer reviews and related computer applications; provide the necessary personnel, materials and services to plan and monitor patterns and trends in peer reviews;
 - b. identify problems and issues and potential solutions;
 - c. maintain data bases of information associated with applications, proposals, and peer reviews; and
 - d. plan for convening panels of nationally recognized scientists organized to provide research grant application and/or contract proposal review in multiple research areas for which NIAID has responsibility.

In summary, support shall include:

- a. maintenance of databases and an electronic system for Internet-based peer reviews;
 - b. administrative and technical review of applications and proposals;
 - c. development and maintenance of peer review-related data systems, identification of individual and organizational conflicts of interest;
 - d. identification of panel members in consultation with NIAID Scientific Review Administrators (SRA); and
 - e. post-review services including preparation of vouchers for the reimbursement of panel members.
3. **GRANTS MANAGEMENT SUPPORT.** Professional grants management support activity shall involve reviewing grant applications to be awarded and providing auditing of financial data as well as policy process.
 4. **CONTRACTS MANAGEMENT SUPPORT.** DEA is responsible for all administrative and business management activities concerned with NIAID research contracts. The Contractor shall provide support to DEA in:
 - a. auditing contractor and offeror financial data;
 - b. reviewing comptroller general and court decisions affecting contract law and advise DEA on what we need to do to respond to those decisions for our RFPs, and
 - c. maintaining Contracts Management Program data systems so that the most current information is available.
 5. **SCIENTIFIC CODING FOR RESEARCH ACTIVITIES.** DEA is responsible for the review of NIAID intramural research projects and funded extramural research and research training awards and the assignment and entry of appropriate scientific terms and codes into a scientific data base. The Contractor shall assist the DEA in the review of scientific projects and the entry of scientific data about those projects.

WORK AREA D. SCIENTIFIC PROGRAM ASSISTANCE.

The DEA performs and supports a wide range of scientific, management and technical activities in an environment of changing legislative authorizations and appropriations, emerging scientific needs and opportunities, and evolving business management practices and information technologies. While this contract will support DEA, the Contractor may be required to perform similar work with other organizational components of NIAID that support and manage extramural research programs at the request of the DEA Project Officer and perform a variety of coordinating activities with not only other NIAID components but potentially with other Federal and private sector organizations.

1. **SCIENTIFIC CONSULTATION.** Support requests that may arise for a temporary consultant and/or specialist to be brought on for advice and input on a specified project. This support will be provided to the Division of AIDS (DAIDS), the Division of Allergy, Immunology and Transplantation (DAIT) and the Division of Microbiology and Infectious Diseases (DMID) in the different scientific areas (Allergy, Immunology, Transplantation, Infectious Diseases, AIDS, Bio-Defense, etc.) within the NIAID
2. **TECHNICAL AND/OR SCIENTIFIC ANALYSIS.** Support requests that may arise for technical analysis of data and/or scientific outcomes for DAIDS, DAIT and DMID.

[END OF STATEMENT OF WORK]

NOTES TO OFFERORS

A. SIZE AND SCOPE OF DEA ACTIVITIES

DEA Staff Size:	187
Applications and Proposals Received Annually:	9,000 to 11,000
Pending and Active Grant/Contract Files:	35,000 to 50,000
Research Initiatives Annually:	65 to 85 RFPs, RFAs, PAs
Peer Review Meetings Annually:	150 to 250
Applications/Proposals Peer Reviewed:	1,800 to 2,800
(Other NIAID Applications Peer Reviewed by CSR)	
Non-Government Peer Reviewers:	2,000 to 3,500
Competing Grants/Contracts Awarded Annually:	2,200 to 2,600
Noncompeting Grants/Contracts Awarded Annually:	4,000 to 5,000
Advisory Council Meetings Annually:	Three
Advisory Council Members:	25

B. INTERNET (WWW) SITES FOR BACKGROUND INFORMATION

Background information for potential offerors about NIAID research programs and operations and NIH policies, procedures, and systems used by DEA in the planning, implementation, and administration of extramural research programs is found at the following sites:

- NIH Grants and Funding Opportunities: <http://grants1.nih.gov/grants/>
- NIH Electronic Research Administration: <http://grants1.nih.gov/grants/era/era.htm>
- NIH IMPAC II: http://impacii.info.nih.gov/tools/system/system_index.cfm
- NIAID Internet Home page: <http://www.niaid.nih.gov/default.htm>
- NIAID Funding Opportunities (created and maintained by DEA): <http://www.niaid.nih.gov/ncn/>

C. SCOPE AND VALUE OF CONTRACTOR SUPPORT

Because the scope of NIAID's extramural research programs changes rapidly and frequently, the balance among WORK AREAS A, B, and C will change over the period of this contract. Therefore, Contractor flexibility in availability and assignment of Contractor staff will be important. The following table presents the government's best estimate of the range of the types and levels of support in full time equivalents (FTEs) for the entire contract period; the mix of types of support may differ significantly in contract Years 2 through 5 and the Option Years.

1. Equipment

All offerors should include in their Business Proposals a total of \$72,000 per year for the purchase of electronic data processing supplies and equipment for Contractor use in off-site facilities.

2. Estimated Direct Cost

The Government estimates that the **DIRECT COSTS** [total cost excluding fixed fee and fringe benefits, indirect costs and G&A.) for performing the activities presented in the Work Statement will be about \$6,400,000 annually with an inflation factor applied to the out years. Therefore, the total DIRECT COST is estimated to be approximately \$50,000,000, if and to the extent the two-year Option should be exercised. These estimates are provided for the offerors' information only and are not to be considered restrictive for proposal purposes. Offerors must propose reasonable, realistic costs based on the technical approach taken in response to the Work Statement.

3. Estimated Effort and FTEs

NOTE: From 30 to 50 Contractor staff members will be provided with workstations in DEA offices.

CONTRACTOR ACTIVITY AREA	CONTRACTOR SERVICE/ITEM	TOTAL FTEs		EDUCATION/KEY SKILLS NEEDED
		MIN FTEs	MAX FTEs	
WORK AREA A				
	Project Manager	1	1	Directing comparable efforts
	Deputy Project Manager	1	1	Experience in day to day management and operations of support services contracts
	Management Analyst	2	3	MBA, MPA, MPH, MS with data formulation and analysis training and/or experience
	Technical/Administrative Support	2	3	Internet experience; competent in WORD, EXCEL
WORK AREA B				
Activity 1. Internet/Intranet	WEB-Based Applications Programmer	3	5	SQL language, Microsoft SQL server experience, Active Server Pages experience, Microsoft Interdev, Seagate Crystal Reports
	Senior Computer Scientist	2	3	NIAID/DEA computer applications design, development, programming, and maintenance
	WEB Developer	2	4	Design and writing/editing skills; advanced HTML experience; working knowledge of graphics packages, Browsers (Explorer, Netscape); Adobe files generation
Activity 2. Records Management	WEB-based Applications Programmer	1	2	Microsoft Visual C++ with ATL library, SQL language, Microsoft SQL Server, Seagate Crystal Reports
Activity 3. Council & Committees	WEB-based Applications Programmer	1	1	Microsoft Visual C++ with ATL library, SQL language, Microsoft SQL Server, Seagate Crystal Reports
WORK AREA C				
Activity 4. Internet/Intranet	WEB Structure and Formats (graphics and text)	2	4	Design and maintenance of WEB-sites
	Science and Technical Writing/Editing; Training Materials Development	5	8	Technical writing/editing; biomedical science writing/editing
Activity 5. Peer Review	Scientific Review Administrator (SRA) Equivalent	7	9	Biomedical Science Doctorate; NIH or comparable Peer Review Experience desirable
	Science and Technical Writing/Editing	2	4	MS in Technical writing/editing; and/or biomedical science training/ writing/editing
	Scientific Review Specialist Equivalent	6	9	BA/BS or higher degree. Experience with NIH grants and peer review processes and data systems desirable
	Data Manager	2	3	Education/experience with Internet systems. Experience with biomedical research and NIH and NIAID peer review desirable.

Activity 6. Grants Management	Grants Management Specialist Equivalent	6	9	BA/BS or higher. Experience with NIH Grants Management or other Federal Discretionary Grants Management
Activity 7. Contracts Management	Auditor	2	3	Experience with auditing government contract proposals and Contractor costs
	Contracts Law Specialist	1	1	Strong background in administrative and contracts law and regulations
	WEB-based Applications Programmer	2	3	Microsoft Visual C++ with ATL library, SQL language, Microsoft SQL Server, Seagate Crystal Reports
Activity 8. Scientific Coding for Research Activities	Scientific Coding Specialist	1	2	Background in biological science with laboratory research experience
Activity 9. Council & Committees	Data Entry - CM Module (IMPAC II)/Records Maintenance and Data Analysis	1	1	General clerical and computer applications experience

D. NIAID On-Site Details (This information may be provided as an “Advance Understanding” in any resultant contract.)

1. The NIAID DEA is located at 6700-B Rockledge Drive, Bethesda, Maryland 20817. The Contractor staff will not be required to pay for on-site parking at this address.
2. Because this is a Federal Government installation, Contractor work hours are restricted to 6:30 AM to 6:00 PM, Monday through Friday.
3. Access to workspace will be limited because it is located within a Federal facility and the employee’s work schedule will include the below listed 10 Federal Holidays, as well as any unscheduled **emergency** facility closings as determined by the Office of Personnel Management.
 - New Year’s Day (January 1)
 - Martin Luther King, Jr.’s, Birthday (Third Monday in January)
 - Presidents’ Day (Third Monday in February)
 - Memorial Day (Last Monday in May)
 - Independence Day (July 4)
 - Labor Day (First Monday in September)
 - Columbus Day (Second Monday in October)
 - Veterans Day (November 11)
 - Thanksgiving Day (Fourth Thursday in November)
 - Christmas Day (December 25)

If the holiday falls on a Saturday, the preceding Friday is the holiday. If the holiday falls on a Sunday, the following Monday is the holiday.

When Inauguration Day falls within the regularly scheduled tour of duty of an employee in the Metropolitan Washington, DC area, it is observed as a holiday.

4. Offerors are advised to review their overhead structures, as well as employee leave policies in order to address the Federal Holidays mentioned above, and address these differences in their business proposal.
5. Offerors shall ensure that their Human Resources Policies and Procedures address issues relating to employees working in federal facilities relative to protection of government property, security, confidentiality, and conflict of interest issues.

REPORTING REQUIREMENTS

ARTICLE C.2. REPORTING REQUIREMENTS

The Contractor shall submit electronically to the Contracting Officer and to the Project Officer technical progress reports covering the work accomplished during each reporting period. These reports are subject to technical inspection and requests for clarification by the Project Officer. These shall be brief and factual and prepared in accordance with the following format:

A. TECHNICAL REPORTS

In addition to the Deliverables (see B. below), the Contractor shall prepare and electronically submit the following reports.

1. Business Management Monthly Report – A brief (1 to 3 page) summary of the monthly business management meeting, highlighting action items.
2. Semiannual Progress Report – This report shall summarize progress and status, problems, and plans for the next six months for each of the activity areas identified in the Statement of Work, to be limited to no more than three pages of information for each activity. The report shall include the following information:
 - a. Activity Title
 - b. Contractor Staff Assigned
 - c. Progress
 - d. Problems
 - e. Plans for the Next Half Year
 - f. Semiannual and Cumulative Expenditures for this Activity
 - g. Planned Expenditures for the next Six Months
3. Final Progress Report - The Final Semiannual Report together with any Final Deliverables (see B., below) will serve as the Contractor's Final Technical Report. This report shall be due on/before the completion date of the contract. This report shall cover the last six months of contract activity and be outlined in the same format as the semiannual report.

B. OTHER DELIVERABLES

In addition to the Technical Reports specified in A. above, the Contractor shall deliver the following to the Government Project Officer:

1. Computer Applications and All Source Codes Developed under This Contract*
2. Website(s) Materials Developed under This Contract
3. Documentation for Procedures Developed under This Contract
4. Computers and Computer Equipment purchased with Government funds (when requested by the Project Officer or at the end of the Contract period of performance).
5. Work Products in each of the Contract's Activity Areas

* Note: FAR Clauses 52.227-14, Rights in Data - General, 52.227-16, Additional Data Requirements, and 52.227-19, Commercial Computer Software- Restricted Rights, will be incorporated into the resultant contract.

If the Contractor becomes unable to deliver the reports or other products specified hereunder within the period of performance because of unforeseen difficulties, notwithstanding the exercise of good faith and diligent efforts in performance of the work, the Contractor shall give the Contracting Officer immediate written notice of any anticipated delays with the reasons therefor. The Contractor shall provide a new date for submission of the deliverable, subject to the approval of the Contracting Officer and Project Officer.

SECTION F - DELIVERIES

ARTICLE F.1. DELIVERIES

Satisfactory performance of the final contract shall be deemed to occur 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. Items 1., 2., and 3., below, as described in SECTION C, ARTICLE C.2. shall be delivered electronically to the Contracting Officer and the Project Officer’s e-mail addresses as shown in paragraph b. below and in accordance with and by the dates specified in this paragraph a.. Item 4. shall be addressed and delivered to the Project Officer’s address listed in paragraph b., below:

Item	Description	Quantity	Delivery Schedule
1.	Business Management Monthly Report	Original – C.O. 1 copy – P.O.	15 th of the month following each monthly reporting period.
2.	Semiannual Progress Report	Original – C.O. 1 copy – P.O.	30 th of the month following each 6-month period.
3.	Final Progress Report	Original – C.O. 1 copy – P.O.	On/before the completion date of the contract.
4.	Other Deliverables	1 copy – P.O.	As requested.

- b. Addressees:

Project Officer DEA, NIAID, NIH
6700-B Rockledge Drive, Room 2145
Bethesda, MD 20892
Phone: [to be identified at time of award]
Fax: [to be identified at time of award]
e-mail: [to be identified at time of award]

Contracting Officer RRCB, CMP, DEA, NIAID, NIH
6700-B Rockledge Drive, Room 3214, MSC 7612
Bethesda, MD 20892-7612
Phone: 301-496-0612
Fax: 301-480-5253
e-mail: eshanahan@niaid.nih.gov

PART I - THE SCHEDULE

SECTIONS B - H -- UNIFORM CONTRACT FORMAT - GENERAL

A Sample Uniform Contract Format may be found at the following website:

<http://rcb.cancer.gov/rcb-internet/wkf/sample-contract.htm>

PART II – CONTRACT CLAUSES

SECTION I - CONTRACT CLAUSES

THE FOLLOWING PAGES CONTAIN A LISTING(S) OF GENERAL CLAUSES WHICH WILL BE APPLICABLE TO MOST CONTRACTS RESULTING FROM THIS RFP. HOWEVER, THE ORGANIZATIONAL STRUCTURE OF THE SUCCESSFUL OFFEROR(S) WILL DETERMINE THE SPECIFIC GENERAL CLAUSES LISTING TO BE CONTAINED IN THE CONTRACT(S) AWARDED FROM THIS RFP.

ARTICLE I.1. GENERAL CLAUSES

The complete listing of these clauses may be accessed at: <http://rcb.cancer.gov/rcb-internet/clauses/clauses.html>

The following General Clause Listings 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:

GENERAL CLAUSES FOR A COST-REIMBURSEMENT RESEARCH AND DEVELOPMENT CONTRACT

ARTICLE I.2. AUTHORIZED SUBSTITUTIONS OF CLAUSES

No additional or supplemental Authorized Substitutions of Clauses are applicable to this solicitation. See **I.2 Authorized Substitutions of Clauses** of SECTION I at <http://rcb.cancer.gov/rcb-internet/wkf/sectioni.pdf> for the general listing of Authorized Substitutions of Clauses.

ARTICLE I.3. ADDITIONAL CONTRACT CLAUSES

ITEM 25: FAR Clause **52.217-6, Option for Increased Quantity** (MARCH 1989), is applicable to this solicitation.

ITEM 48: FAR Clause **52.227-17, Rights in Data--Special Works** (JUNE 1987), is applicable to this solicitation.

No additional or supplemental Additional Contract Clauses are applicable to this solicitation. See **I.3 Additional Contract Clauses** of SECTION I at <http://rcb.cancer.gov/rcb-internet/wkf/sectioni.pdf> for the general listing of Additional Contract Clauses.

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

No additional or supplemental Additional FAR Contract Clauses Included in Full Text are applicable to this solicitation. See **I.4. Additional FAR Contract Clauses Included in Full Text** of SECTION I at <http://rcb.cancer.gov/rcb-internet/wkf/sectioni.pdf> for the general listing of Additional FAR Contract Clauses Included in Full Text.

PART III - LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACHMENTS

SECTION J - LIST OF ATTACHMENTS

The following Attachments are provided in full text with this Solicitation:

PACKAGING AND DELIVERY OF PROPOSALS: (<http://www.niaid.nih.gov/contract/eproposal.htm#pack>)

HOW TO PREPARE AN ELECTRONIC PROPOSAL: (<http://www.niaid.nih.gov/contract/eproposal.htm#electronic>)

PROPOSAL INTENT RESPONSE SHEET [SUBMIT ON/BEFORE: September 6, 2004] (Attached to this listing)

NOTE: Your attention is directed to the "Proposal Intent Response Sheet". If you intend to submit a proposal, you must complete this form and return it to this office via fax or e-mail on or before the date identified above. The receipt of this form is critical as it contains information essential for CMP's coordination of the electronic submission and review of proposals.

RFP FORMS AND ATTACHMENTS:

THE RFP FORMS/ATTACHMENTS LISTED BELOW ARE AVAILABLE IN A VARIETY OF FORMATS AND MAY BE VIEWED OR DOWNLOADED DIRECTLY FROM THIS SITE:

<http://www.niaid.nih.gov/contract/ref.htm>

APPLICABLE TO TECHNICAL PROPOSAL (INCLUDE THESE DOCUMENTS/FORMS WITH YOUR TECHNICAL PROPOSAL):

- **Technical Proposal Cover Sheet**
- **NIH-1688-1, Project Objectives**
- **Technical Proposal Cost Information**
- **Summary of Related Activities**
- **Government Notice for Handling Proposals**
- **Information Technology Systems Security - Prospective Offeror Non-Disclosure Agreement**

APPLICABLE TO BUSINESS PROPOSAL (INCLUDE WITH YOUR BUSINESS PROPOSAL):

- **NIH-2043, Proposal Summary and Data Record**
- **Breakdown of Proposed Estimated Cost (plus fee) and Labor Hours**
- **Offeror's Points of Contact**

TO BECOME CONTRACT ATTACHMENTS (INFORMATION ONLY):

- **NIH(RC)-4: Invoice/Financing Request and Contract Financial Reporting Instructions for NIH Cost-Reimbursement Type Contracts**
- **NIH(RC)-7: Procurement of Certain Equipment, (OMB Bulletin 81-16)**
- **Report of Government Owned, Contractor Held Property**
- **Disclosure of Lobbying Activities, OMB Form LLL**

PACKAGING/DELIVERY/ELECTRONIC SUBMISSION OF THE PROPOSAL

Please refer to <http://www.niaid.nih.gov/contract/eproposal.htm> for delivery instructions for the submission of both PAPER and ELECTRONIC COPIES of your proposal.

PAPER SUBMISSION: The paper copy is the official copy for recording timely receipt of proposals.

ELECTRONIC SUBMISSION: In addition to the paper submission, you are requested to submit your proposal electronically through the CRON (Contracts Review Online) in accordance with the instructions provided at the above-referenced weblink. You must certify that both the original paper and electronic versions of the proposal are identical.

The electronic submission is solely for the benefit of the Agency. Such submission is still in a "test" stage, and the electronic submissions may or may not be utilized, at the sole discretion of the Agency.

SUBMISSION OF PROPOSALS BY FACSIMILE IS NOT ACCEPTABLE. -- SUBMISSION OF ONLY ELECTRONIC PROPOSALS WITHOUT PAPER COPIES IS NOT ACCEPTABLE.

WARNING: You are advised to read and carefully follow the instructions listed in this RFP. Failure to adhere to these instructions and to the specified limitations for size of paper and electronic proposals may result in the rejection of your proposal.

NUMBER OF COPIES:

Document	Number of Copies	Page Limits	File Size
Technical Proposal	One (1) unbound SIGNED ORIGINAL. One (1) unbound COPY Twenty (20) bound copies.	Limited to not-to-exceed 150 pages.	Limited to not-to-exceed 5 mega-bytes
Technical Proposal Appendices All materials not available electronically (i.e. SOPs, Pertinent Manuals, Non-scannable Figures or Data, and Letters of Collaboration/Intent).	One (1) unbound SIGNED ORIGINAL. One (1) unbound COPY Twenty (20) bound copies.	This information is included in the total page limitation of 75 pages.	N/A
Business Proposal	One (1) unbound SIGNED ORIGINAL. One (1) unbound COPY Ten (10) bound copies.	Limited to not-to-exceed 150 pages	Limited to not-to-exceed 5 mega-bytes
Representations and Certifications	One (1) Original required to be submitted with the Original Business Proposal. (Extra copies are optional.)	N/A	N/A
All offerors are required to submit three (3) CDs that each contain electronic versions of all proposal information (both technical and business – clearly named). If information appended to the paper version is not available electronically, the CD shall contain a file listing all documents that are submitted in paper format only. The offeror shall include certification that the documents provided electronically match the paper version of those same documents.		Technical Proposal: 2 Compact Discs (CDs) Business Proposal: 1 Compact Disc (CD)	

THE TECHNICAL PROPOSAL LIMIT INCLUDES: Appendices, Attachments, Operating Manuals, Non-Scannable Figures or Data, Letters of Intent, etc.. ANY PORTIONS OF YOUR PROPOSAL NOT AVAILABLE ELECTRONICALLY ARE ALSO CONSIDERED TO BE INCLUDED IN THE TOTAL PAGE LIMITATION.

PAGES IN EXCESS OF THIS LIMITATION WILL BE REMOVED FROM THE PROPOSAL AND WILL NOT BE READ OR EVALUATED.

HOW TO PREPARE AND SUBMIT AN ELECTRONIC PROPOSAL

ELECTRONIC SUBMISSION – To submit a proposal electronically under this RFP, offerors will need to prepare the proposal on a word processor or spreadsheet program (for the business portion) and convert them to Adobe Acrobat Portable Document Format (.pdf). THE TECHNICAL PROPOSAL AND BUSINESS PROPOSAL MUST BE CONTAINED ON SEPARATE FILES which must be identified as either TECHNICAL or BUSINESS and include some recognizable portion of the ORGANIZATION NAME.

Please note that the electronic submission does not replace the requirement to submit a signed, unbound original paper copy of both your Technical and Business Proposal, along with any required unbound duplicate copies. These paper originals should be mailed or hand-delivered to the address provided in this attachment and must be received on/before the closing date and time.

There is a limit of ten (10) megabytes to the size (MB) of the two electronic PDF files to be submitted; however, the size of the technical proposal is limited to the page limitation language outlined above. For purposes of assessing compliance with the page count, technical proposals will be viewed using the print function of the Adobe Acrobat Reader, Version 4.0 (or higher).

Formatting Requirements:

- Do not embed sound or video (e.g., MPEG) files into the proposal documents. The evaluation system does not have the capability to read these files.
- Documents must be converted to a .pdf [searchable](#) format.
- Keep graphics embedded in documents as simple as possible. Complex graphics require longer periods for the computers used in the evaluation system to draw, and redraw these figures and scrolling through the document is slowed significantly.
- Type density and size must be 10 to 12 points. If constant spacing is used, there should be no more than 15 cpi, whereas proportional spacing should provide an average of no more than 15 cpi. There must be no more than six lines of text within a vertical inch. Margins must be set to 1 inch around.
- Paper size should not exceed 8-1/2 x 11. Larger paper sizes will be counted as 2 pages.
- Limit colors to 256 colors at 1024 x 768 resolution; avoid color gradients.
- Simplify the color palette used in creating figures.
- Be aware of how large these graphics files become. Large files are discouraged.
- Limit scanned images as much as possible.
- Limit appendices and attachments to relevant technical proposal information (e.g., SOPs, pertinent manuals, non-scannable figures or data, resumes, letters of commitment/intent).
- Total Page count does **not** include: 1 Cover and Back Page; 1 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.
- One cover page, one back page and divider tabs that only contain section identifier, may be excluded from the total page count.

SUBMISSION OF “PROPOSAL INTENT RESPONSE SHEET”:

Upon receipt by the Contracting Officer of the “Proposal Intent Response Sheet”, offerors will be provided, via e-mail correspondence, specific electronic access information and electronic proposal transmission instructions. For this reason, it is imperative that all offerors who are intending to submit a proposal in response to this RFP contact the Contract Specialist identified in this RFP and complete and submit the attached “Proposal Intent Response Sheet” by the date provided on that Attachment.

CREATE ADOBE PDF ONLINE -- Adobe will allow you to create 5 documents on a trial for free. If you want to use the site regularly it costs \$10/month or \$100/year. Please link to the following URL for information:

<https://createpdf.adobe.com/index.pl/3847995518.39272?BP=IE>

LOG-IN / TRANSMISSION INSTRUCTIONS:

1. Log-in Site: Will be provided by the Contract Specialist after receipt of the “Proposal Intent Response Sheet”
2. Log-in Name: Will be provided by the Contract Specialist via e-mail.
3. Log-in Password: Will be provided by the Contract Specialist via e-mail.
4. Procedure -- When your proposal is completed and converted to a PDF file using Adobe Acrobat, it is ready to be transmitted electronically. You must upload separate Technical and Business Proposal Files. It is recommended that proposals be transmitted a few days before the due date so that you will have sufficient time to overcome any transmission difficulties.
 - You must have Explorer 3.1 or higher.
 - It is essential that you use antiviral software to scan all documents.
 - Click on “Sign On” and enter your log-in name and password.
 - Click on “Browse” to locate your saved files on your computer.
 - Click on “Upload Proposal” after you have located the correct file.
 - After a file is uploaded, a link to the file will appear under “Upload Files” at the bottom of the screen. Click on that link to view the uploaded file.
 - If you experience difficulty in accessing your documents, please contact the appropriate NIH contracts office immediately.
 - If you wish to revise your proposal before the closing date and time, simply log in again and re-post.

USER ACCESS TO THE POSTING SITE WILL BE DENIED AFTER THE RFP CLOSING DATE AND TIME PROVIDED WITH THIS RFP OR ITS MOST RECENT AMENDMENT(S).

PROPOSAL INTENT RESPONSE SHEET

RFP No.: NIH-NIAID-DEA-05-28
RFP Title: Scientific and Technical Support for NIAID

Please review the attached Request for Proposal. Furnish the information requested below and return this page by September 6, 2004. Your expression of intent is not binding but will greatly assist us in planning for proposal evaluation.

Since your proposal will also be submitted electronically, please include the name and e-mail of the individual to whom the electronic proposal instructions, login code, and password should be provided.

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:
CMP, NIAID, NIH
Room 3214
6700-B Rockledge Drive, MSC 7612
Bethesda, MD 20892-7612
Attn: Elizabeth Shanahan
RFP-NIH-NIAID-DEA-05-28
FAX# (301) 402-0972
Email : es219j@nih.gov

PART IV – REPRESENTATIONS AND INSTRUCTIONS

SECTION K - REPRESENTATIONS, CERTIFICATIONS AND OTHER STATEMENTS OF OFFERORS

Representations, Certifications, and Other Statements of Offerors or Quoters (Negotiated).

1. REPRESENTATIONS AND CERTIFICATIONS

The Representations and Certifications required by this particular acquisition can be accessed electronically from the INTERNET at the following address:

<http://rcb.cancer.gov/rcb-internet/forms/rcneg.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.

IF YOU INTEND TO SUBMIT A PROPOSAL, YOU MUST COMPLETE AND SUBMIT ONE ORIGINAL OF THE REPRESENTATIONS AND CERTIFICATIONS AND SUBMIT IT AS PART OF YOUR ORIGINAL BUSINESS PROPOSAL. ADDITIONALLY, A COMPLETED ORIGINAL MUST BE SUBMITTED FOR ANY PROPOSED SUBCONTRACTORS.

SECTION L - INSTRUCTIONS, CONDITIONS, AND NOTICES TO OFFERORS

See: [APPENDIX A – TECHNICAL PROPOSAL – TABLE OF CONTENTS](#)
(ALL OFFERORS ARE REQUIRED TO UTILIZE THIS FORMAT IN THE PREPARATION OF THEIR TECHNICAL PROPOSAL)

The following information is specific to this solicitation and is provided to supplement and/or complete the associated ITEMS presented at the SECTION L website at <http://rcb.cancer.gov/rcb-internet/wkf/sectionl.pdf>

I. GENERAL INFORMATION

ITEM 2: Alternate I, of FAR Clause 52.215-1, INSTRUCTIONS TO OFFERORS-COMPETITIVE ACQUISITION, is applicable to this solicitation.

ITEM 6: NOTICE OF SMALL BUSINESS SET-ASIDE, is applicable to this solicitation.

ITEM 9: 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 NAICS Code is 541710
- (2) The small business size standard is 500 employees.

ITEM 12: TYPE OF CONTRACT AND NUMBER OF AWARD(S)

It is anticipated that one award will be made from this solicitation and that the award will be made on/about March 1, 2005.

It is anticipated that the award(s) from this solicitation will be a multiple-year cost-reimbursement, completion type contract with a base period of performance of 5 years plus one, two-year Option, and that incremental funding will be used [see Section L, PART IV - Business Proposal Instructions].

ITEM 14: ESTIMATE OF EFFORT

It is expected that a completion type contract will be awarded as a result of this RFP. To assist you in the preparation of your proposal, the Government considers the effort to be approximately 74.6 Full Time Equivalent (FTEs). This information is furnished for the offeror's information only and is not to be considered restrictive for proposal purposes. Refer to "Notes to Offerors" for a table of estimated staffing and labor mix.

ITEM 17: COMPARATIVE IMPORTANCE OF PROPOSALS

You are advised that paramount consideration shall be given to the evaluation of technical proposals. All evaluation factors other than cost or price, when combined, are significantly more important than cost or price. The relative importance of the evaluation factors is specified in SECTION M of this solicitation. However, the Government reserves the right to make an award to the best advantage of the Government, cost and other factors considered.

ITEM 21: LATE PROPOSALS AND REVISIONS, HHSAR 352.215-70, is applicable to this solicitation.

II. GENERAL INSTRUCTIONS

ITEM 24: Potential Award Without Discussions, is applicable to this solicitation.

ITEM 38: Salary Rate Limitation in Fiscal Year 2004, is applicable to this solicitation.

ITEM 41: Past Performance Information is applicable to this solicitation and the following information is provided to supplement this item to assist in proposal preparation:

Past Performance information shall be submitted as part of the Business proposal.

A list of the last five (5) contracts completed during the past three (3) years and the last contracts awarded currently in process that are similar in nature to the solicitation workscope.

ITEM 50: Prohibition on Contractor Involvement with Terrorist Activities, is applicable to this solicitation.

ITEM 51: Solicitation Provisions Incorporated by Reference: The following provisions are applicable to this solicitation.

Submission of Offers in the English Language, FAR Clause 52.214-34, (April 1991).

Submission of Offers in U.S. Currency, FAR Clause 52.214-35, (April 1991).

Order of Precedence-Uniform Contract Format, FAR Clause 52.215-8, (October 1997).

Preaward On-Site Equal Opportunity Compliance Evaluation, (Over \$10,000,000), FAR Clause 52.222-24, (February 1999).

III. TECHNICAL PROPOSAL INSTRUCTIONS

ITEM 53: Project Objectives, NIH-1688-1, is applicable to this solicitation.

IV. BUSINESS PROPOSAL INSTRUCTIONS

ITEM 58: Proposal Cover Sheet, is applicable to this solicitation.

ITEM 59: Information Other than Cost or Pricing Data, is applicable to this solicitation.

This information may be submitted in the offeror's own format.

ITEM 61: Cost and Pricing Data is applicable to this solicitation.

Subparagraph 3. Formats for Submission of Line Item Summaries:

The format specified in SECTION L at <http://rcb.cancer.gov/rcb-internet/wkf/sectionl.pdf> is applicable to this solicitation.

ITEM 67: Incremental Funding, is applicable to this solicitation.

ITEM 69: Certification of Visa's for Non-U.S. Citizens, is applicable to this solicitation.

SECTION M - EVALUATION FACTORS FOR AWARD

1. GENERAL

Selection of an offeror for contract award will be based on an evaluation of proposals against three factors. The factors in order of importance are: technical, cost and past performance. Although technical factors are of paramount consideration in the award of the contract, past performance and cost/price are also important to the overall contract award decision. All evaluation factors other than cost/price, when combined, are significantly more important than cost or price. The trade-off process described in FAR 15.101-1 may be employed. This process permits tradeoffs among cost/price and non-cost factors and allows the Government to consider award to other than the lowest priced or highest technically rated offeror. In any event, the Government reserves the right to make an award(s) to that offeror whose proposal provides the best overall value to the Government.

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. EVALUATION OF OPTIONS

It is anticipated that any contract(s) awarded from this solicitation will contain option provision(s) and period(s).

In accordance with FAR Clause 52.217-5, Evaluation of Options, (July 1990), the Government will evaluate offers for award purposes by adding the total price for all options to the total price for the basic requirement, except when it is determined in accordance with FAR 17.206(b) not to be in the Government's best interests. Evaluation of options will not obligate the Government to exercise the option(s).

3. 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.

Proposals submitted in response to this RFP will be evaluated based on the following factors. Proposals will be judged solely on the written material provided by the Offeror and the information gathered by the Contracting Officer concerning past performance. It is anticipated that one award will be made as a result of this acquisition, dependent on the availability of funds.

CRITERIA

WEIGHT

A. Technical Ability to Accomplish the Contract

40 points

1. Understanding of the scope and purpose of the contract.
2. Suitability, adequacy and feasibility of methods and approaches to accomplish the activities in the statement of work, including plans for tracking and monitoring projects; quality control; budget control; compliance with deadlines; managing concurrent activities; and staffing adjustments necessary to meet the needs of DEA;

B. Competence and Availability of Personnel

45 points

1. Suitability and adequacy of the experience, training, expertise, and availability of proposed peer review personnel (SRA equivalents) for their proposed assignments.
2. Suitability and adequacy of the experience, training, expertise, and availability of IT personnel (Internet/Intranet and Records Management) for their proposed assignments.

3. Suitability and adequacy of the experience, training, expertise, and availability of the balance of personnel (technical, clerical, logistic, audit, etc.) for their proposed assignments.

(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. (If absent, no credit will be given for those people; a resume does not meet this requirement.) For any proposed subcontractors, letters of commitment are also required.)

C. Management Plan and Corporate Resources

15 points

1. Suitability and adequacy of the experience of the company with work related to that outlined in this RFP.
2. Feasibility and adequacy of plans for maintaining a stable, experienced staff that will provide DEA with continuity of personnel who are experienced and knowledgeable about DEA and its activities.
3. Suitability of the offerors policies and procedures as they relate to the oversight of working in government spaces.
4. Clarity and feasibility of organizational relationships including consultants and subcontractors.

TOTAL TECHNICAL SCORE

100 POINTS

4. PAST PERFORMANCE FACTOR

An evaluation of offerors' past performance information will be conducted prior to any communications with offerors leading to establishment of the competitive range. However, this evaluation will not be conducted on any offeror whose proposal will not be admitted to the competitive range 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 the 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 all available and 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.

APPENDIX A

TECHNICAL PROPOSAL -- TABLE OF CONTENTS FORMAT

THE BELOW TEMPLATE SHALL BE USED AS THE TABLE OF CONTENTS FOR YOUR TECHNICAL PROPOSAL AND ALL INFORMATION IN YOUR TECHNICAL PROPOSAL SHOULD BE PRESENTED IN THE ORDER SPECIFIED BELOW.

YOU ARE REMINDED THAT THE TOTAL PAGE LIMITATION FOR THE ENTIRE TECHNICAL PROPOSAL PACKAGE IS 150 PAGES. PLEASE REFER TO THE FOLLOWING LINK FOR SPECIFIC PROPOSAL PREPARATION INSTRUCTIONS WITH REGARD TO PAGE LIMITATIONS:

<http://www.niaid.nih.gov/contract/eproposal.htm#electronic>

THESE ADDITIONAL TECHNICAL PROPOSAL INSTRUCTIONS REFLECT THE REQUIREMENTS OF THE RFP AND ARE MEANT TO PROVIDE A CLEAR UNDERSTANDING OF THE INTENT OF THIS SOLICITATION.

OFFERORS ARE ADVISED TO GIVE CAREFUL CONSIDERATION TO THE STATEMENT OF WORK, ALL REFERENCE MATERIAL PROVIDED AS APPENDICES AND ATTACHMENTS, AND THE TECHNICAL EVALUATION CRITERIA IN THE DEVELOPMENT OF YOUR PROPOSAL.

TECHNICAL PROPOSAL COVER SHEET

TECHNICAL PROPOSAL TABLE OF CONTENTS

SUMMARY OF OBJECTIVES AND METHODS

State the proposal's broad, long-term objectives and specific aims. Describe concisely the design and methods for achieving these goals. DO NOT EXCEED ONE PAGE in providing the summary. Identify the RFP number, institution, and Principal Investigator in the summary.

a. TECHNICAL APPROACH (for accomplishing all requirements of the Statement of Work)

1. Objectives
2. Approach
3. Methods
4. Schedule

b. PERSONNEL

(List by name, title, department and organization, and detail each person's qualifications and role in the contract.)

Provide narrative for:

1. Project Manager / Deputy Project Manager
2. Other Professional (Scientific and Technical) Staff
3. Additional Personnel (e.g., support, subcontractors, consultants)

(Note: Identify Key Personnel and include a **2 page biosketch/resume** and the form entitled "Summary of Related Activities".)

c. FACILITIES AND RESOURCES

(List/describe all equipment, facilities and other resources available for this project; attach "Technical Proposal Cost Information" form)

1. Management Plan
2. Corporate Resources

d. OTHER CONSIDERATIONS

(Provide brief narrative of any unique arrangements, policies, etc)

e. APPENDICES

(List each Appendix; Appendices must be clear and legible, and easily located.)