

NATIONAL INSTITUTE ON ALCOHOL ABUSE AND ALCOHOLISM

**REQUEST FOR PROPOSAL NUMBER: NIAAA-07-04**

**Amendment No. 001**

Date of Issuance: April 23, 2007

The above numbered Request for Proposal (RFP) is amended as set forth below: The hour and date specified for receipt of Offerors **remains unchanged: May 4, 2007 at 3:00 p.m. Eastern Prevailing time.**

Offerors MUST acknowledge receipt of the amendment prior to the hour and date specified in the solicitation or as amended, by separate letter, telegram, or Electronic Mail which includes a reference to the RFP and Amendment number(s). For your convenience, the Proposal Intent Response Form is provided in Section J – List of Attachments of this RFP, for this purpose. **FAILURE OF YOUR ACKNOWLEDGMENT MAY RESULT IN REJECTION OF YOUR OFFER.**

**This Amendment revises the RFP as stated below:**

**I.** The following are questions submitted by potential offeror(s) and the Government's Responses:

**Question 1:** "Under the Personnel section of the Technical Proposal, the instructions state to submit copies of resumes for Key Personnel. Is it acceptable to submit an abbreviated CV or an NIH Biosketch in lieu of a resume?"

**Response:** Yes, it is acceptable to submit either an abbreviated CV or a NIH Biosketch in lieu of a resume.

**Question 2:** "Under the Business Proposal, I need guidance as to how much travel will be associated with being awarded the contract. i.e how often do you anticipate the PI will have to go to NIH for meetings?"

**Response:** It is anticipated that no more than one trip per year may be required for the PI to go to NIH for meetings.

**Question 3:** "Under the Business Proposal I need clarification regarding man hours. In year 01 the RFP estimates a total of 3,220 man hours. Are the man hours based on 2,080 work hours (full time) in a year?"

**Response:** Yes.

**Question 5:** "Do the man hours listed in the proposal include paid time off?"

**Response:** No.

**Question 6:** "Can we exceed 3,220 man hours in the first year?"

**Response:** Yes. The estimate is not meant to be restrictive. Offerors may propose labor categories and FTEs based on their best estimate to perform the Statement of Work.