

ADDITIONAL BUSINESS PROPOSAL INSTRUCTIONS

In addition to the instructions and format requirements for the Business Proposal that are contained in Section L of the solicitation, the information presented in this attachment is intended to provide uniform cost assumptions that apply to the solicitation.

Offerors are advised to give careful consideration to the Statement of Work, all reference material provided as attachments, the technical evaluation criteria, and, the RFP as a whole, in the development of your proposal. The information requested here should be used as further guidance for the development of your Business Proposal.

BUSINESS PROPOSAL

SECTION 1 – PROPOSAL COVERSHEET – Form NIH-2403 – PROPOSAL SUMMARY AND DATA RECORD

SECTION 2 – COST OR PRICE SUPPORT

Section L of the RFP specifies the minimum documentation requirements for cost data and all cost related support. All related documentation should be included in the proposal in a clearly marked section. Cost and Pricing support should be provided for all proposed subcontractors.

1. Sample Task Order Budgets:

Please provide budgets for each of the following Sample Task Orders.

- Sample Task Order – In Silico/cell free high throughput screens. *Assume no animals will be used.*
- Sample Task Order – mechanistic studies following screens of Chemopreventive agents *In vitro*. *Assume no animals will be used.*
- Sample Task Order – mechanistic studies following screens of Chemopreventive agents *In vivo*. *Assume that 200 rodents(mice and rats)* will be used/per year.*
- Sample Task Order – Pharmacokinetics and pharmacodynamics in experimental animals. *Assume that 200 rodents(mice and rats)* will be used/per year.*

* Assume \$24,000 per year to purchase rodents.

Note: Actual task order budgets will be negotiated at the time of issuance.

The following uniform cost assumptions shall be used by all offerors in preparation of their cost proposal.

2. Assume the following:

Travel

- Assume one (1) staff member will be required to meet with the Contracting Officer's Representative (COR) one (1) time each year. The meeting will last one day. The meeting will be held in Rockville, Maryland.
- Assume two (2) staff members will be allowed to travel to a scientific meeting one (1) time each year. Assume costs for (2) travelers, three (3) night stay and travel must be within the United States.
- Travel assumption is not per Task Order, but per contract year and travel to scientific meetings will only be allowable based on progress for presentation of specific Task Order projects.