

Attachment 8

Additional Technical Proposal Instructions

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 should be presented in the order specified below.

These additional Technical Proposal instructions reflect the requirements of the RFP and provide specific instructions and formatting for the Technical Proposal. While Section L.2.b. of the RFP provides a generic set of Technical Proposal instructions applicable to all NIH solicitations, these additional Technical Proposal instructions are tailored to the specific requirements of the RFP. The information requested in these instructions should be used, along with Section L. to format and prepare the Technical Proposal, and should be used as a Table of Contents for your Technical Proposal. Offerors should follow the instructions requested here.

Offerors are advised to give careful consideration to the Statement of Work (SOW) and attachments, and Technical Evaluation Criteria in Section M, and the RFP as a whole in the development of their Technical Proposals.

Offerors should submit a proposal that addresses all five (5) items in the Statement of Work. If the proposed approach will involve a subcontracting arrangement, then the offeror shall include a letter of commitment from the subcontractor, plus documentation of subcontractor's expertise, qualifications and prior performance, as well as a narrative describing how the contractor will manage the subcontractor.

A detailed work plan should be submitted indicating how each aspect of the Statement of Work is to be accomplished. Your technical proposal should be in as much detail as you consider necessary to explain fully your proposed methods and rationale for their selection and should reflect a clear understanding of the nature of the work being undertaken. The technical proposal must also include information on how the project is to be organized, staffed, and managed. Information should be provided which will demonstrate your understanding of management of timeframes for planning and accomplishing the work to be performed.

Record and discuss specific factors not included elsewhere which support your proposal. Using specifically titled subparagraphs, items may include: Unique arrangements, equipment, etc., which none or very few organizations are likely to have which is advantageous for effective implementation of this project.

SPECIFICATIONS/INSTRUCTIONS FOR SUBMITTING TECHNICAL PROPOSALS

In the preparation of proposal, the following details shall aid in preparing your Technical Proposal. This is furnished for information only and is not to be considered restrictive for proposal purposes.

Reference Material

The following links provide reference material pertinent to this acquisition:

<http://healthservices.cancer.gov/seermedicare/> This is the NCI website that describes the SEER-Medicare data and has a fact sheet about the data. The website describes NCI's data release policies. The website also includes a section of technical support and a list of publications based on these data. <http://seer.cancer.gov/> is the main website for the Surveillance, Epidemiology and End Results (SEER) Program. It too will provide helpful information about the SEER Program and the data that has been developed through the life of the SEER program.

Additional Websites:

ICD-9 Codes <http://www.cdc.gov/nchs/icd/icd9.htm>
HCPCS codes <https://www.cms.gov/MedHCPCSGenInfo/>

The information below is provided as guidance in how to put your technical proposal together and the type of information that should be included in your proposal.

1. Personnel

Your proposal shall describe in detail all of the scientific and technical knowledge, about the SEER-Medicare data required to perform the tasks as described in the Statement of Work, of all the personnel proposed. The Project Director/Principal Investigator (PI) shall hold an MD or PhD degree, or have similar training and experience. The Technical Expert positions should have a Master in Public Health, Statistics or related field, or similar training and experience. In addition, the Project Director should have documented experience in training researchers in how to use the SEER-Medicare data or similar research areas. Both the Project Director and Technical Experts shall have experience in responding to technical questions from SEER-Medicare data users or similar research areas. The Project Director should be experienced in managing SEER-Medicare data or similar research data.

The offeror should discuss the educational background and experience of the Project Director and the Technical Expert(s) who shall be working on the project. The offeror should demonstrate specific expertise in analyzing SEER-Medicare data from the clinical and public health perspectives. The offeror should document their expertise with these data by providing a list of relevant publications or reports. In addition, the offeror should describe their depth of experience on activities similar to the SEER-Medicare data.

2. Organizational Experience

Although the expertise for this work shall come primarily from the Project Director and the Technical Expert, other members of the organization may be called upon in the event there is a complex question related to the SEER-Medicare data. The offeror should describe expertise and resources within their organization that can be used to address complex issues related to SEER-Medicare data. The offeror should also describe resources within their organization that can provide information about emerging issues related to changes in the SEER or Medicare data and Medicare coverage policies. The offeror should provide a list of contracts that the organization has been awarded in the past five (5) years for analyses or technical support related to the Medicare, SEER-Medicare or related data sets.

3. Technical Approach

The contract involves four tasks related to technical support for the SEER-Medicare data, as outlined in the Statement of Work.

a. Provide administrative support for the SEER-Medicare data use process (all years of the contract)

The offeror should describe their plan to undertake the reviews of SEER-Medicare papers and proposals. This plan should include a description of the staff that shall be involved in the review process, the length of time to complete a review and how problematic proposals or papers shall be handled by the offeror. The offeror should also describe the process of oversight for the work to determine that reviews are completed accurately and in a timely manner. The proposal should also address how the offeror shall supervise responses to insure that the comments are accurate, clearly written, and provided in a timely manner.

b. Provide technical information for SEER-Medicare data users (all years of the contract)

The offeror should provide a description for how technical questions shall be handled. This includes identifying which staff shall be responsible for responding to questions and resources that are available when the staff does not know the answer to a question. The proposal should also address how the offeror shall supervise responses to technical questions to insure that the answers are accurate, clearly written and provided in a timely manner.

c. Training

The offeror should describe their plan for creating the training materials. In addition, the offeror should describe how they plan to teach the course and to evaluate what methods are successful and which methods require modification.

d. Participate in the quality assessment of the biennial SEER-Medicare linkage (Only performed in Year 2, Year 4, and Year 5.)

The offeror should describe in their proposal the process that they shall undertake the assessment of the data quality tables. This includes identifying staff that are involved with the process and what supervision shall be in place to determine that the data quality assessment is completed thoroughly and in a timely manner.

e. Review and update the technical support portion of the SEER-Medicare Website (This review shall be performed in Year 2, Year 4, and Year 5.)

The offeror should describe their process for reviewing the SEER-Medicare Website page content. This should include identification of which staff shall be involved in the process and the amount of time devoted to the review. The offeror should describe the process for determining that the review is comprehensive and that the written comments are clear and informative.

4. Facilities and Equipment

The offeror should demonstrate access to telephones, computer resources that provide access to the internet, and photocopying equipment. The offeror should describe the facilities and equipment available to complete the tasks discussed in the Statement of Work.