

## **ADDITIONAL TECHNICAL PROPOSAL INSTRUCTIONS**

All Offers must adhere to the following page limitations, type density, and sizing:

**TECHNICAL PROPOSAL:** Not-to-exceed a total of 100 pages

Exceeding the page limits will result in removal of excess pages prior to review of proposal. Type density and size must be 10 to 12 points. If constant spacing is used, 15 cpi (characters per inch) or fewer shall be used, 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 no less than ½ inch around, exclusive of headers and footers.

Appendices shall not exceed a total of 50 single-sided pages or 25 double-sided pages. Pages in excess of the limitation will be deleted and will be neither read nor evaluated. Each page of the technical proposal must be numbered sequentially. Offerors are encouraged to limit the overall size of the technical proposal, inclusive of appendices, attachments, etc.

Although no page limit has been placed on the business proposal, offerors are encouraged to limit its content to only those documents necessary to provide adequate support for the proposed costs.

A detailed technical plan must be submitted in the Offeror's Technical Proposal indicating how each aspect of the Statement of Work (SOW) is to be accomplished. Your proposed approach shall explain your ability to perform each of the tasks listed in the attached Statement of Work and should be described in detail. The Technical Proposal should reflect a clear understanding of the nature of the work being undertaken. This should include a description of the personnel involved in the accomplishment of each individual task; the facilities required to accomplish each task; the equipment and supplies required to accomplish each task; and the time requirements. Any subcontracts planned to accomplish tasks listed in the Statement of Work should also be described.

The technical discussion included in the technical proposal should respond to the items set forth below:

### **1. Statement of Work**

#### **Objectives**

State the overall objectives and the specific accomplishments you hope to achieve. Indicate the rationale for your plan, and relation to comparable work in progress elsewhere. Review pertinent work already published which is relevant to this project and your proposed approach. This should support the scope of the project as you perceive it.

- i. The technical proposal shall contain a technical description of how all required work will be accomplished on a day-to-day basis. In addition, a discussion which indicates the methods by which the offeror proposes to interface with and provide coordination of program operations with the COR and employee supervisors.
- ii. Discussion of the degree to which the on-site project coordinator (Supervisory Physicist) will be authorized to act on behalf of the contractor in responding to the requests of the NIH Project Officer (COR). Demonstrate lines of authority for the proposed contract including, the authority delegated to the on-site project coordinator, their relationship to the organization and assignment of responsibility for the contract effort.
- iii. Quality Control Plan: Provide a plan for quality control which includes:
  - The methodology that will be used to monitor performance of the on-site work;
  - A system for periodic inspection and timely identification and correction of deficiencies;
  - A plan for maintaining and monitoring work compliance with all laws and regulations pertaining to the work;
  - A system for performing radiation therapy treatments, perform and verify dosimetry treatments, and the provision of physics services.
  - A system for evaluating employee's performance
- iv. Describe your plan for recruiting and replacing staff during periods of turnover or extended staff absence. Also explain your plan for continuing education/training of staff to adjust to ROB needs or advances in technology.

- v. Discussion of a feasible plan to the orderly transition from the current contract upon award of the new contract. The offeror must propose, in a separate part of the technical proposal, a transition plan.

### **Personnel Requirements**

Describe the experience and qualifications of personnel who will be assigned for direct work on this program. Information is required which will show the composition of the task or work group, its general qualifications, and recent experience with similar equipment or programs. Special mention shall be made of direct technical supervisors and key personnel, and the approximate percentage of the total time each will be available for this contract.

The offeror shall identify and provide resumes including bibliography of all professional personnel and key personnel assigned to this project. For each professional employee list name, position, letter of commitment (if not currently on staff), education, relevant experience, significant publications, and other special qualifications bearing on the individual's ability to perform on this project. Specify the role of each person and project hours to be spent on the project. A discussion of the availability of supporting staff shall be included.

**Offerors should assure that all proposed staff shall not be committed on federal grants and contracts for more than a total of 100% of their time. If the situation arises where it is determined that a proposed employee is committed for more than 100% of his or her time, the government will require action on the part of the offeror to correct the time commitment.**

### **Organization Experience**

Offerors should describe in detail prior experience of the organization in furnishing services similar to each area described in the Statement of Work. The proposal should include sufficient information to demonstrate the previous effectiveness of the firm in similar or related work.

## **2. Technical Evaluation**

Proposals will be technically evaluated in accordance with the factors, weights, and order of relative importance as described in the Technical Evaluation Criteria.

## **3. Other Considerations**

Record and discuss specific factors not included elsewhere which support your proposal. Using specifically titled subparagraphs, items may include:

- i. Unique arrangements which none or very few organizations are likely to have which is advantageous for effective implementation of this project.
- ii. Experience with equipment and unusual operating procedures established to protect personnel from hazards associated with this project.
- iii. Other factors you feel are important and support your proposed research.