

ADDITIONAL TECHNICAL PROPOSAL INSTRUCTIONS

The following additional Technical Proposal instructions are meant to provide additional instructions as well as a uniform format for technical proposals. The information requested in these instructions should be used as a guide for formatting and preparing the proposal. Offerors should follow the instructions in Section L of the solicitation, plus include the information requested in this Attachment.

Offerors are advised to give careful consideration to the Statement of Work (SOW), all reference material, and attachments, the technical evaluation criteria, and the RFP as a whole, in the development of their Technical Proposal.

Offerors who propose subcontracts to perform portions of the Statement of Work should clearly identify the specific sections for which they plan to utilize subcontractors, as well as the method and level of integration between the prime and subcontractor(s), and the expected advantages of such an approach.

The Government encourages the offerors to be complete but succinct in the presentation and to limit the total number of pages for the entire proposal to **150 pages**.

TOTAL PAGE COUNT DOES INCLUDE: Principal Investigator's (PI's) Resume/*Curriculum Vitae* (CV), with highlights of any items that are directly related to the subject project, indicated by preceding them with a double asterisk (**).

TOTAL PAGE COUNT DOES NOT INCLUDE (some of which may be added as appendices): Table of Contents; Section Dividers that do not contain information other than title of Section; Resumes/CVs of other key personnel (same information and format as used for the PI); certificates and licensures, examples of protocols, Standard Operating Procedures (SOP), Health and Safety Manual, letters of commitment by proposed consultants and subcontractors.

FORMATTING AND LAYOUT:

Use your usual word processing and spreadsheet programs to prepare and format the technical and business proposals.

Documents submitted using Adobe .pdf shall be submitted using a .pdf searchable format.

- Type size must be 10 to 12 points.
- Type spacing should be no more than 15 characters per inch. Within a vertical inch, there must be no more than six lines of text.
- Print margins must be at least one inch on each edge of the paper.
- Print setup should be single-sided on standard letter size paper (8.5 x 11").
- Offerors shall **NOT** use 8.5 x 14 legal size paper.
- Proposals shall **NOT** include links to Internet Web site addresses (URLs) or otherwise direct readers/reviewers to alternate sources of information.
- Additional appendices may be added as needed.

- The proposal with pagination, including appendices, shall be formatted sections, cross referenced, and include a detailed Table of Contents with page references.

Please provide a CD with the electronic copy of the Technical Proposals in .pdf readable format.

TECHNICAL PROPOSAL – TABLE OF CONTENTS

General Instructions

SECTION 1

- A. PROPOSAL TITLE PAGE. Include RFP title and number, name of organization, DUNS number, proposal part, and identify if the proposal is an original or a copy.
- B. PROJECT OBJECTIVES (NIH FORM 1688-1)
- C. GOVERNMENT NOTICE FOR HANDLING PROPOSALS
- D. PROPOSAL SUMMARY AND DATA RECORD (NIH-2043)
- E. TABLE OF CONTENTS

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.

SECTION 2: MANDATORY QUALIFICATION CRITERIA

The offeror should include all information that documents and/or supports the mandatory qualification criterion in one clearly marked section of its technical proposal.

This section related to the Mandatory Qualification Criteria must be listed in the Table of Contents with a page reference.

SECTION 3 TECHNICAL DISCUSSIONS

A. PERSONNEL

The Technical Proposal should include all information relevant to document individual training, education, experience, qualifications and expertise necessary for the successful completion of all contract requirements. Clearly identify who is to be assigned as Key Personnel. Limit Curriculum Vitae (CVs) for Key Personnel to 2-3 pages and provide selected references for publications relevant to the scope of the RFP, and include experience with projects of similar scope, size and complexity carried out by the Offerer and any proposed subcontractors over the past three (3) years. CVs for all non-key Personnel shall be limited to one-page.

1. Principal Investigator: Describe the education, training, experience, expertise, qualifications, and percentage of effort of the proposed Principal Investigator (PI), to lead and direct the activities to be carried out under this contract. The PI should document previous managerial experience with a project of similar size and scope. The qualifications and experience of the PI should be discussed in terms of how they are appropriate to the management of any planned subcontracts. Discuss how the technical and operational planning and implementation will be managed by the PI.
2. Additional Personnel: Offerors staff should include experienced key personnel and additional staff that can support and compliment key personnel in achieving the project goals and areas.
3. Staffing plan: A staffing plan/matrix outlining areas of responsibility, reporting and level of effort shall be provided. The staffing plan shall demonstrate cross training and back-up coverage.

B. TECHNICAL APPROACH

Offerors shall submit a proposal that addresses all areas in the Statement of Work. Only proposals from offerors who demonstrate the capability to perform all aspects of the Statement of Work, either at their institution or through their subcontractors, will be considered for award. If the proposed approach will involve a subcontracting arrangement, then the offeror shall include a letter(s) of commitment from the subcontractor(s), plus documentation of subcontractor's expertise, qualifications and prior performance, as well as a narrative describing how the contractor will manage the subcontractor(s).

See also the Additional Business proposal Instructions regarding development of budgets for each Task Area.

C. FACILITIES AND EQUIPMENT

The contractor shall provide a description of their facilities and equipment that will be provided to support all facets of the proposal. The Contractor shall emphasize facilities, equipment, processes, and procedures that will be suitable for in vitro studies involving HIV and other human and non-human primate retroviruses.

D. ORGANIZATIONAL EXPERIENCE

Discuss prior experience with projects of similar size and scope to those outlined within each section of the SOW.

Subcontracts - In the event that the offeror does not have facilities, equipment, or personnel for performing any component of the described in each section, then the offeror shall be prepared to implement the work through a suitable subcontractor(s). The proposal shall include the sub-contractors prior experience with projects of similar size and scope to those which they are assigned. Letters of commitment from and qualifications of all proposed subcontractors shall be included in the proposal. The offeror shall describe any previous working relationship with proposed subcontractors. Furthermore, the offeror shall address how they will handle privity of contract issues, i.e., the offeror should explain how information will flow between the NCI, the prime contractor (offeror), and any subcontractors since the prime contractor's presence is required for any discussions.