

**Packaging and Delivery of Proposals for  
Registration, Storage and Distribution of Chemicals and Drugs for  
Pre-Clinical Discovery Evaluation and Development  
— for Use with Electronic Contract Proposal Submission (eCPS) System**

**I. PROPOSAL SUBMISSION**

A. The National Cancer Institute (NCI) currently requires proposals to be submitted via three methods:

1. Hardcopy (considered to be the official version)
2. Disc (CD or DVD)
3. Online

Notes:

- *Proposals submitted via facsimile or e-mail will not be acceptable.*
- *Hardcopy, DISCs and online proposals must be identical.*

**II. Hardcopy and DISCS (CD or DVD)**

Your proposal shall be organized as specified in SECTION L.2. General Instructions.

**A. Shipment and marking shall be as indicated below.**

**EXTERNAL PACKAGE MARKING**

In addition to the address cited below, mark each package as follows:

**“RFP NO: N02CO57005-94”**

**TO BE OPENED BY AUTHORIZED GOVERNMENT PERSONNEL ONLY”**

**PLEASE READ THE FOLLOWING INFORMATION CAREFULLY:**

**NUMBER OF COPIES**

TECHNICAL PROPOSAL: 1 ORIGINAL AND 6 COPIES TO:

BUSINESS PROPOSAL: 1 ORIGINAL AND 6 COPIES TO:

<b>If hand-delivered or delivery service</b>	<b>If using U.S. Postal Service</b>
Alexis D. Hudak Contracting Officer NCI Office of Acquisitions, TSB Riverside Five, Suite 400 8490 Progress Drive, Rm 4037 Frederick MD 21701-4998	Alexis D. Hudak Contracting Officer NCI Office of Acquisitions, TSB Riverside Five, Suite 400 8490 Progress Drive, Rm 4037 Frederick MD 21701-4998

\*THE ORIGINALS MUST BE READILY ACCESSIBLE FOR DATE STAMPING PURPOSES.

Offerors are responsible for submitting proposals, and any modifications or revisions, so as to reach the Government office designated above by the date and time specified in the solicitation. If your proposal is not received by the date and time specified in the solicitation, it will be considered a “late proposal,” in accordance with **FAR Clause 52.215-1 Instructions to Offerors – Competitive Acquisition**.

#### **B. Discs – Creating and Naming Files:**

1. Create one PDF file of your Technical Proposal, including all attachments. The Technical Proposal should be created in a PDF format that enables word searches to the maximum extent practicable. Forms and/or documents requiring signatures may be scanned, but must be merged into the Technical Proposal PDF file.
2. The Business Proposal must be comprised of the following files:
  - a. The first file must be a PDF of your Business Proposal, with all attachments, including the Solicitation Section J, Attachment entitled “[Breakdown of Proposed Estimated Costs \(plus Fee\) with Excel Spreadsheet](#).” The Business Proposal should be created in a PDF format that enables word searches to the maximum extent practicable. Forms and/or documents requiring signatures may be scanned and merged into the Business Proposal PDF file.
  - b. The remaining files must be the “Breakdown of Proposed Estimated Costs (plus Fee) with Excel Spreadsheet” in its original Excel format, not PDF. Multiple Excel files may be included, as necessary.
3. A separate Disc must be submitted for the Technical Proposal and Business Proposal. *Offerors who submit both Technical and Business Proposals on the same Disc will be required to resubmit the proposals on separate Discs.*
4. Each of the proposals, Technical and Business, must be separate and complete in itself, so that evaluation of one may be accomplished independently of, and concurrently with, evaluation of the other.
5. **File naming convention:** It is required that the filenames for both your Technical Proposal, Business Proposal, and Excel Workbook include the name of the offeror, the solicitation number, and the type of proposal (i.e., Technical, Business, or Excel Workbook).

Examples:

Technical Proposal: *XYZ Company\_NIHAI2012001\_Technical.pdf*

Business Proposal: *XYZ Company\_NIHAI2012001\_Business.pdf*

Excel Workbook: *XYZ Company\_NIHAI2012001\_Business.xlsx*

### **III. ONLINE SUBMISSION OF ELECTRONIC PROPOSALS**

#### **A. eCPS PROPOSAL SUBMISSION PROCESS.**

1. Follow the “*How to Submit an Electronic Proposal*” instructions provided on the eCPS website at: <https://ecps.nih.gov/NCI/home/howto>
2. In addition to discs, offerors are required to submit an electronic copy of proposals online through the NCI electronic Contract Proposal Submission (eCPS) website at: <https://ecps.nih.gov/NCI>.

3. **\*Important Note: The registration process within the eCPS website may take up to three days. Please keep in mind when preparing for the proposal cutoff date and time.**

**IV. FORMATTING, NUMBER OF COPIES, AND PAGE LIMITATIONS:**

A. Formatting for proposals submitted online through eCPS:

1. Proposals may not include links to internet web site addresses (URLs) or otherwise direct readers to alternate sources of information.
2. Font size must be 10 to 12 points.
3. Spacing should be no more than 15 characters per inch. Within a vertical inch, there must be no more than six lines of text.
4. Margins must be at least one-inch on all sides.
5. Each of the proposals, Technical and Business, must be separate and complete in itself, so that evaluation of one may be accomplished independently of, and concurrently with, evaluation of the other.
6. **Failure to adhere to the formatting requirements above may impact whether your proposal is reviewed in its entirety.**

B. Number of copies and applicable page limitations:

1. Total page count does not include: Title and Back Page; Table of Contents; Section Dividers that do not contain information other than title of Section.
2. **Pages in excess of this limitation will be removed from the proposal and will not be considered.**

**NUMBER OF COPIES AND APPLICABLE PAGE LIMITATIONS**

Document	Number of Copies	Page Limits
<b>Technical Proposal</b>	<p><b><u>HARDCOPY</u></b> One original containing wet signatures of the Technical Proposal (including all Attachments)</p> <p><b><u>DISC (i.e., CD or DVD)</u></b> One (1) Disc containing one electronic copy of the Technical Proposal (including all Attachments)</p> <p><b><u>ONLINE (using the eCPS website)</u></b> One (1) electronic copy of the Technical Proposal (including all Attachments)</p>	N/A

<p><b>Business Proposal</b></p>	<p><b><u>HARDCOPY</u></b>  One original containing wet signatures of the Business Proposal</p> <p><b><u>DISC (i.e., CD or DVD)</u></b>  One (1) Disc containing two files, as instructed in section II.B above.</p> <p><b><u>ONLINE (using the eCPS website)</u></b>  One (1) submission containing two files, as instructed below.</p> <ol style="list-style-type: none"> <li>1. One (1) electronic PDF copy of the Business Proposal (with all Attachments including the PDF rendering of the <b><u><a href="#">Breakdown of Proposed Estimated Costs (plus Fee) with Excel Spreadsheet</a></u></b>).</li> <li>2. One (1) Electronic Cost Proposal Excel Workbook <b>See Solicitation Section J, Attachment entitled Breakdown of Proposed Estimated Costs (plus Fee) with Excel Spreadsheet to access the Excel Workbook.</b> Microsoft Excel 2007 version or later is required.</li> </ol>	<p>N/A</p>
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