

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 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 personnel (with highlights of any items that are directly related to the project); 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.

1. Type size must be 10 to 12 points.
2. 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.
3. Print margins must be at least one inch on each edge of the paper.
4. Print setup should be single-sided on standard letter size paper (8.5 x 11").
5. Offerors shall **NOT** use 8.5 x 14 legal size paper.
6. Proposals shall **NOT** include links to Internet Web site addresses (URLs) or otherwise direct readers/reviewers to alternate sources of information.
7. Additional appendices may be added as needed.
8. 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

1. 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.
2. PROJECT OBJECTIVES (NIH FORM 1688-1)
3. GOVERNMENT NOTICE FOR HANDLING PROPOSALS
4. PROPOSAL SUMMARY AND DATA RECORD (NIH-2043)
5. TABLE OF CONTENTS

Note to Offerors: Beginning May 25, 2008, the offeror shall include the applicable PubMed Central (PMC) or NIH Manuscript Submission reference number when citing publications that arise from its NIH funded research.

SECTION 2: Technical Discussions

1. Quality of Personnel and Experience

- A. Overview: Describe the experience and qualifications of personnel who will be assigned for direct work on this project with particular attention to the qualifications on which proposals will be evaluated, as described in the technical evaluation criteria. Information is required that will show the composition of the work group, its general qualifications, and recent experience with similar projects. Including experience in clinical trials processes, in both scientific and administrative aspects, especially if any are in oncology is important to include.

The contractor should provide a team that includes the following personnel:

- i. Contract Lead(s) [such as Senior Program Manager, and Senior Information Specialist(s)] (Key Personnel)

List the name of the Contract Lead(s) responsible for overall implementation of the contract and who will serve as the offeror's key contact for technical aspects of the project.

The Government intends that based on the offeror's proposed approach other staff in addition to the Contract Lead(s) may be considered to be key persons. This will be determined during negotiations.

- ii. Professional Support [such as Information Specialists and Protocol Project Managers]

Provide information demonstrating the involvement of Professional Support meeting the qualifications described in the technical evaluation criteria.

- iii. Other Team Members as necessary to fulfill the Statement of Work

- B. Time Allocation and Availability: Indicate the approximate percentage of total time each could be made available for this contract and specifically to which tasks each employee would be assigned. Also demonstrate that Contractor employees will be available on short notice, and under conditions of multiple and competing tasks. For any proposed personnel who are not assigned 100% of their time to this project, describe how you can assure their availability when needed.

Within the total level of effort, offerors should indicate the specific level of effort that they consider appropriate for each function outlined in the Statement of Work.

- C. Personnel Ranking Matrix: Provide a Personnel Ranking Matrix that indicates the hierarchical line of supervisory authority, and indicate which contractor employee(s) will perform the various tasks, including cross-training for coverage of personnel.
- D. Resumes or Curriculum Vitae, Estimated Time, and Letters of Commitment: Provide complete, detailed resumes or Curriculum Vitae of the Contract Lead(s) and all other senior level personnel that will indicate their educational background, recent relevant experience, and professional accomplishments. Include dates, places, and names of

previous employers, and any related training. State the estimated time to be spent on the project. For all proposed personnel who are not currently members of the offeror's staff, a letter of commitment is required; a resume does not meet this requirement. For personnel proposed as "backup" personnel to key positions, Curriculum Vitae or resumes should be provided.

OFFERORS SHOULD ASSURE THAT THE PRINCIPAL INVESTIGATOR, AND ALL OTHER PERSONNEL PROPOSED, 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.

- E. Subcontractors or Consultants: List names, titles, and proposed duties of personnel, if any, who will be required on a subcontract or consultant basis. The technical areas, character, and extent of subcontract or consultant activity should be indicated and the anticipated sources should be specified and qualified. Commitment letters for use of consultants and other personnel to be hired must include:
 - i. The specific items or expertise they will provide.
 - ii. Their availability to the project and the amount of time anticipated.
 - iii. Willingness to act as a consultant
 - iv. How rights to publications and patents will be handled.

2. Technical Approach and Understanding of the Project

The proposal should address each area of the Statement of Work in a manner which describes the offeror's approach to the particular task and methods of quality control for the various tasks. The proposal should include:

- A. **Objectives.** A statement of the overall objectives of the project, as envisioned by the offeror.
- B. **Approach.** An outline of the proposed technical approach that would be used in conjunction with the tasks to be performed to achieve the objectives which fulfill the Government requirements.

Use as many subparagraphs, appropriately titled, as needed to clearly outline the plan of work and methods of quality control for the various tasks. Describe in detail the methodologies you will use for the projects, indicating your level of experience with each, areas of anticipated difficulties, how you might deal with these difficulties and how you have dealt with similar challenges in the past, any unusual expenses you anticipate, and describe allocation of personnel in sufficient detail to permit evaluation of the proposal in terms of the adequacy and availability, as needed, of all staff to be assigned to the areas of the Statement of Work.

The offeror must demonstrate the capabilities/structure/resources to handle and prioritize simultaneous work assignments in a secure, flexible and user-friendly environment while still maintaining high quality work. Describe how you will deal with prioritizing multiple tasks of relatively high priority.

- C. **Schedule.** Provide a schedule for completion of the work and delivery of items specified in the statement of work. Schedules shall be shown in terms of calendar months from the date of authorization to proceed.

- D. **Phase-In.** Offerors other than the incumbent are required to provide detailed plans and timetable for a phase-in, which will describe the Contractor's strategy for taking over work from the incumbent Contractor, if required, to ensure continuity of CTIMS services. The plan must include plans for provision of key personnel; transfer of relevant files, records, materials, and data; transition of all activities from the incumbent Contractor. Moreover, the cost for the transition and move shall be provided as a separate budget as well as a category in the total estimated budget.

3. **Organizational Experience**

The offeror should demonstrate 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. Include documentation with specific reference to applicable contract numbers, dates of agreements and dollar volume. This documentation should include clear and concise description of these project(s) and should indicate the project sponsor (e.g., pharmaceutical company, government contract or grant, etc.). For each of the described projects, references (including phone numbers) should be provided. Offerors should describe how the organization has recruited and retained employees for these projects.

4. **Facilities and Equipment**

The offeror shall provide information regarding the facilities and equipment available for use on this project, or shall clearly describe how they will be available at the start of the project. The offeror must have computers and software compatible with NCI sufficient to meet all contract requirements and must clearly describe the nature and availabilities of such facilities.

The offeror shall provide information regarding that the work shall be conducted in other than NCI facilities and the contractor will be required to provide suitable office space and equipment to permit their staff to perform off-site file maintenance and storage, managerial and report preparation, and record keeping functions.

If the work is to be performed in more than one location, describe the inter-relationships, organization and personnel of the respective facilities.

Additional Information

- Proposals which merely offer to conduct a program in accordance with the requirements of the Government's scope of work will not be eligible for award. The offeror must submit an explanation of the proposed technical approach in conjunction with the tasks to be performed in achieving the project objectives.
- The technical evaluation is conducted in accordance with the weighted technical evaluation criteria by an initial review panel. This evaluation produces a numerical score (points) which is based upon the information contained in the offeror's proposal only.

Other Considerations

- Record and discuss specific factors not included elsewhere which support your proposal. Use specifically titled subparagraphs to address issues which may include:
- Any agreements and/or arrangements with subcontractor(s). Provide as much detail as necessary to explain how the statement of work will be accomplished within this working relationship.
- Unique arrangements, equipment, etc., which none or very few organizations are likely to have which is advantageous for effective implementation of this project.
- Equipment and unusual operating procedures established to protect personnel from hazards associated with this project.
- Other factors you feel are important and support your proposed research.
- Recommendations for changing reporting requirements if such changes would be more compatible with the offeror's proposed schedules.