

Amendment #3
to RFP-NIH-NIAID-DAIT-BAA-05-10
" Modeling Immunity for BioDefense "

Amendment to Solicitation No.:	NIH-NIAID-DAIT-BAA-05-10
Amendment No.:	3
Amendment Date:	November 16, 2004
RFP Issue Date:	August 20, 2004
Proposal Due Date:	December 2, 2004 at 4:00 P.M. local time (changed)
Issued By:	Carl A. Newman Contracting Officer DHHS/NIH/NIAID Contract Management Program 6700-B Rockledge Drive Room 3214, MSC 7612 Bethesda, Maryland 20892-7612
Point of Contact:	Robert J. Singman, Contract Specialist 301-451-2607 rsingman@niaid.nih.gov
Name and Address of Offeror:	To All Offerors

The date for receipt of proposals **HAS BEEN EXTENDED to December 2, 2004 at 4:00 P.M. local time**. Offerors shall acknowledge receipt of this amendment by noting, on the face page of the original technical and business proposal, that the offer has been prepared in accordance with the original solicitation and all its amendments. Failure of the offeror to submit this acknowledgement may result in the rejection of your offer. Except as provided herein, all terms and conditions of the solicitation remain unchanged and in full force and effect.

In addition to the due date change, this amendment increases the page limitation of the technical proposal from 100 pages to 175 pages.

The increase page limit may be used to document the Human Subject Protocols (i.e. IRB-approved protocol and the investigators brochure) or any other part of the technical proposal as the offeror deems necessary. The maximum page limitation for the Statement of Work remains 10 single spaced pages.

The following changes are hereby made to the solicitation:

1. The RFP Cover Sheet **Block 2 Due Date** is hereby revised to December 2, 2004 at 4:00 P.M. local time.
2. The RFP Cover Sheet **Block 6 Technical Proposal Page Limits** is hereby revised to increase the Technical Proposal page limits to 175 pages.
3. The revised solicitation pages are attached with the changes text bolded, italic and underlined.

END OF AMENDMENT 3 TO RFP NIH-NIAID-DAIT-BAA-05-10

BROAD AGENCY ANNOUNCEMENT DESCRIPTION

You are invited to submit a proposal in accordance with the requirements of this BROAD AGENCY ANNOUNCEMENT (BAA) (NIH-NIAID-DAIT-BAA-05-10) entitled “Modeling Immunity for BioDefense.” The Broad Agency Announcement is authorized by FAR 6.102 and further described in FAR 35.106 as well as the NIH Manual Issuance 6035, Broad Agency Announcements. A BAA is a general announcement of an agency’s research interest and constitutes a solicitation. The intent of a BAA is to encourage the submission of creative and innovative approaches to specific research areas identified by the Government.

A proposal submitted in response to this BAA must present a detailed technical and cost proposal designed to meet the Research and Technical Objectives described in this announcement. The proposal must be signed by an official authorized to contractually commit the submitting organization.

The Statement of Work, including the specific work requirements and performance specifications, is developed and defined by the Offeror, not the Government. The Statement of Work should not exceed ten (10) single spaced-pages in length within the technical proposal, which is **limited to one hundred seventy-five (175) pages total**.

Proposals are not evaluated against a specific Government need, as in the case of a conventional Request for Proposal (RFP), since they are not submitted in accordance with a common Statement of Work issued by the Government. Instead, Research and Technical Objectives are provided in the BAA that describe the research areas in which the Government is interested. Proposals received as a result of the BAA are evaluated by a Scientific Review Group (SRG) in accordance with the Evaluation Criteria specified in the BAA.

There is no Source Selection Determination utilized under the BAA process. All the competing proposals are ranked on the basis of their respective relevance and scientific merit. The score assigned by the SRG is considered the final score. An Order of Merit Ranking is established by the Contracting Officer in lieu of a Competitive Range.

Negotiations are conducted with those Offerors in the Order of Merit Ranking whose proposals would comprise the best group of contractors to fill the NIAID’s needs for this project based on technical merit, available funds, scientific priority, and programmatic balance. During negotiations, there is an opportunity to refine the proposed Statement of Work in consultation with the Project Officer, including the incorporation of the comments of the SRG, as appropriate. At the conclusion of negotiations with the Offerors selected from the Order of Merit Ranking, those Offerors are allowed the opportunity to submit a Final Proposal Revision (FPR) to address weaknesses in the proposal, based on issues identified by the SRG and to revise costs as may be appropriate.

It is anticipated that multiple awards will result from this announcement and these awards will be multi-year, cost-reimbursement, and completion type contracts. The NIAID anticipates awarding up to three (3) contracts based on technical merit, available funds, scientific priority, and programmatic balance. Awards are expected to be made on or about July 29, 2005. The NIAID estimates that the average annual total cost (direct and indirect cost combined) for these contracts is \$1 million to \$2 million per contract. However, it is anticipated that the total cost for each award may vary substantially depending upon the scope of the project and the technical objectives of the award. The length of time for which funding is requested should be consistent with the nature and complexity of the proposed research. The maximum period of performance is five (5) years.

The award document will be tailored to the final negotiations with the selected Offeror(s) and modified as appropriate for the type of contractor organization, cost and/or fee arrangements, and other elements as negotiated prior to award.

RESEARCH AND TECHNICAL OBJECTIVES

This section presents the technical objectives that the Government seeks to achieve through this BAA. Proposals should explain how the Offeror will contribute to these overall objectives. In contracts awarded as a result of this BAA, the Statement of Work will be the Statement of Work proposed by the Offeror and negotiated and accepted by the Government.

When preparing proposals in response to this BAA, offerors must review the “Technical Proposal Instructions for Broad Agency Announcements” included in Section L, Part III and the “Evaluation Factors for Award” included in Section M of this RFP for additional information.

PACKAGING/DELIVERY/ELECTRONIC SUBMISSION OF THE PROPOSAL

Please refer to <http://www.niaid.nih.gov/contract/eproposal.htm> for delivery instructions for the submission of both PAPER and ELECTRONIC COPIES of your proposal.

PAPER SUBMISSION: The paper copy is the official copy for recording timely receipt of proposals.

ELECTRONIC SUBMISSION: In addition to the paper submission, you are requested to submit your proposal electronically through the CRON (Contracts Review Online) in accordance with the instructions provided at the above-referenced weblink. You must certify that both the original paper and electronic versions of the proposal are identical.

The electronic submission is solely for the benefit of the Agency. Such submission is still in a "test" stage, and the electronic submissions may or may not be utilized, at the sole discretion of the Agency.

SUBMISSION OF PROPOSALS BY FACSIMILE IS NOT ACCEPTABLE. -- SUBMISSION OF ONLY ELECTRONIC PROPOSALS WITHOUT PAPER COPIES IS NOT ACCEPTABLE.

WARNING: You are advised to read and carefully follow the instructions listed in this RFP. Failure to adhere to these instructions and to the specified limitations for size of paper and electronic proposals may result in the rejection of your proposal.

NUMBER OF COPIES:

Document	Number of Copies	Page Limits	File Size
Technical Proposal	One (1) unbound SIGNED ORIGINAL. One (1) unbound COPY Twenty (20) bound copies.	<i>Limited to not-to-exceed 175 pages.</i>	Limited to not-to-exceed 5 mega-bytes
Business Proposal	One (1) unbound SIGNED ORIGINAL. One (1) unbound COPY Ten (10) bound copies.	Limited to not-to-exceed 150 pages	Limited to not-to-exceed 5 mega-bytes
Representations and Certifications	One (1) Original required to be submitted with the Original Business Proposal. (Extra copies are optional.)	N/A	N/A
All offerors are required to submit three (3) CDs that each contain electronic versions of all proposal information (both technical and business – clearly named). If information appended to the paper version is not available electronically, the CD shall contain a file listing all documents that are submitted in paper format only. The offeror shall include certification that the documents provided electronically match the paper version of those same documents.		Technical Proposal: 2 Compact Discs (CDs) Business Proposal: 1 Compact Disc (CD)	

THE TECHNICAL PROPOSAL LIMIT INCLUDES: Appendices, Attachments, Operating Manuals, Non-Scannable Figures or Data, Letters of Intent, etc.. ANY PORTIONS OF YOUR PROPOSAL NOT AVAILABLE ELECTRONICALLY ARE ALSO CONSIDERED TO BE INCLUDED IN THE TOTAL PAGE LIMITATION. PAGES IN EXCESS OF THIS LIMITATION WILL BE REMOVED FROM THE PROPOSAL AND WILL NOT BE READ OR EVALUATED.

HOW TO PREPARE AND SUBMIT AN ELECTRONIC PROPOSAL

PAGE LIMITS -- THE **TECHNICAL PROPOSAL** IS LIMITED TO NOT-TO-EXCEED 175 PAGES. PAGES THAT ARE 2-SIDED WILL COUNT AS 2 PAGES. [THIS PAGE LIMIT INCLUDES: Statement of Work, Appendices, Attachments, Operating Manuals, Non-Scannable Figures or Data, Letters of Intent, etc.]. ANY PORTIONS OF YOUR PROPOSAL NOT AVAILABLE ELECTRONICALLY ARE ALSO CONSIDERED TO BE INCLUDED IN THE TOTAL PAGE LIMITATION. PAGES IN EXCESS OF THIS LIMITATION WILL BE REMOVED FROM THE PROPOSAL AND WILL NOT BE READ OR EVALUATED.

Note that although *150 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.**

ELECTRONIC SUBMISSION – To submit a proposal electronically under this RFP, offerors will need to prepare the proposal on a word processor or spreadsheet program (for the business portion) and convert them to Adobe Acrobat Portable Document Format (.pdf). THE TECHNICAL PROPOSAL AND BUSINESS PROPOSAL MUST BE CONTAINED ON SEPARATE FILES which must be identified as either TECHNICAL or BUSINESS and include some recognizable portion of the ORGANIZATION NAME.

Please note that the electronic submission does not replace the requirement to submit a signed, unbound original paper copy of both your Technical and Business Proposal, along with any required unbound duplicate copies. These paper originals should be mailed or hand-delivered to the address provided in this attachment and must be received on/before the closing date and time.

Please note the two (2) electronic PDF files to be submitted are limited to the size of 5 MB. However, the size of the technical proposal is limited to the page limitation language outlined above. For purposes of assessing compliance with the page count, technical proposals will be viewed using the print function of the Adobe Acrobat Reader, Version 4.0 (or higher).

Formatting Requirements:

Do not embed sound or video (e.g., MPEG) files into the proposal documents. The evaluation system does not have the capability to read these files.

Documents must be converted to a .pdf searchable format.

Keep graphics embedded in documents as simple as possible. Complex graphics require longer periods for the computers used in the evaluation system to draw, and redraw these figures and scrolling through the document is slowed significantly.

Type density and size must be 10 to 12 points. If constant spacing is used, there should be no more than 15 cpi, 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 set to 1 inch around.

Paper size should not exceed 8-1/2 x 11. Larger paper sizes will be counted as 2 pages.

Limit colors to 256 colors at 1024 x 768 resolution; avoid color gradients.

Simplify the color palette used in creating figures.

Be aware of how large these graphics files become. Large files are discouraged.

Limit scanned images as much as possible.

Limit appendices and attachments to relevant technical proposal information (e.g., SOPs, pertinent manuals, non-scannable figures or data, resumes, letters of commitment/intent).

SUBMISSION OF “PROPOSAL INTENT RESPONSE SHEET”:

Upon receipt by the Contracting Officer of the “Proposal Intent Response Sheet”, offerors will be provided, via e-mail correspondence, specific electronic access information and electronic proposal transmission instructions. For this reason, it is imperative that all offerors who are intending to submit a proposal in response to this RFP contact the Contract Specialist identified in this RFP and complete and submit the attached “Proposal Intent Response Sheet” by the date provided on that Attachment.

SECTION L - INSTRUCTIONS, CONDITIONS, AND NOTICES TO OFFERORS

1. Technical Proposal

The technical proposal page limit is one hundred seventy-five (175) pages total, including the statement of work. The Statement of Work should not exceed ten (10) single spaced pages in length within the technical proposal.

The Technical Proposal consists of two major sections:

SECTION ONE - The Statement of Work which delineates each step or task to be carried out after award of the contract in order to accomplish the proposed research.

SECTION TWO - The Detailed Proposal which consists of three parts:

- (1) Part 1 - a separate Technical Plan which describes the proposed approach, methodology, and outcome in detail, including preliminary data and other documentation supporting the proposed research project;
- (2) Part 2 - Personnel - a description of the experience and qualifications of proposed personnel and a discussion of how the project will be organized and managed; and,
- (3) Part 3 - Other Considerations.

SECTION ONE - Offeror's Proposed Statement of Work (*Maximum limit-10 pages*)

In contracts awarded under this Broad Agency Announcement, the Statement of Work will be the Statement of Work proposed by the offeror and negotiated and accepted by the NIAID. This section of the offeror's Technical Proposal should outline the steps to be taken by the contractor during performance of the contract. The offeror's proposed Statement of Work should begin as follows:

"Independently, and not as an agent of the Government, the Contractor shall furnish all necessary services, qualified professional, technical, and administrative personnel, material, equipment and facilities, not otherwise provided by the Government under the terms of this contract, as needed to perform the tasks set forth below. Specifically the Contractor shall:"

The opening paragraph should be followed by a full Statement of Work describing each step that the contractor shall perform after the award of the contract, including: the tasks that will be performed to carry out the research project; how these tasks will be accomplished; and the time frame within which each task will be accomplished. Each step described in the Statement of Work will begin with the words "The Contractor shall..." Where appropriate, divide the Statement of Work into separate tasks and subtasks. An outline format should be used. Briefly describe the work related to each task and describe the tasks in the sequence in which they will be carried out. More in depth descriptions of the proposed work should be provided in SECTION TWO of your Technical Proposal. The Statement of Work should also include a description of all items to be delivered to the Government during performance of the contract, such as progress reports, financial reports, end products, and deliverables.

SECTION TWO - Part 1-Technical Plan (*recommended limit-25 pages*)

(1) Objectives

State the overall objectives and the specific accomplishments you hope to achieve. Indicate the rationale for your plan, and its relationship to comparable work in progress elsewhere or as part of your own studies. Review pertinent work already published which is relevant to this project and your proposed approach. Provide a list of references to document published work cited in the proposal. Place the list at the end of SECTION TWO, Part 1. This section of the Technical Plan should support the scope of the project as you propose it to be accomplished, and as outlined in your proposed Statement of Work.

(2) Approach

Use as many subparagraphs, appropriately titled, as needed to clearly describe the general plan of work. Discuss phasing of research including rationale, experimental design, achievable milestones, and the possible or probable outcome(s) of the proposed approaches. Describe alternate approaches to be used if the primary approaches are unsuccessful. In addition, indicate the role of subcontractors in the plan of work, if applicable.