

REQUEST FOR PROPOSALS (RFP) No. NIH-NINDS-14-01

Project Title: “Clinical Support Services for the Clinical and Research Efforts of the NINDS Stroke Branch, Section on Stroke Diagnostics and Therapeutics, NINDS, NIH”

ISSUE DATE: April 9, 2014

DATE DUE: June 9, 2014

Ladies and Gentlemen:

The National Institute of Neurological Disorders and Stroke (NINDS), NIH, invites you to submit a proposal in response to the requirements of the enclosed Request for Proposals (RFP) No. NIH-NINDS-14-01.

THIS ACQUISITION IS ISSUED ON A FULL AND OPEN COMPETITIVE BASIS. We anticipate making two contract awards under this RFP and the resultant contracts will be cost-reimbursement, level of effort type awards with a base period of one-year, plus four additional one-year term options. Please refer to Articles B.2, C.1, and H.6 of the Uniform Contract Format Schedule for complete terms and conditions and specifications governing this aspect of the proposed contract.

Prospective offerors are also advised that this RFP does represent a competitive follow-on of work currently being performed at Suburban Hospital under NINDS Contract No. HHSN 271201300039C and MedStar Health Research Institute under NINDS Contract No. HHSN271201300038C.

The North American Industry Classification System (NAICS) code that best describes this requirement is 622110. The small business size standard is \$35.5 million.

This RFP has been prepared in accordance with the Uniform Contract Format prescribed for Government wide application by the Federal Acquisition Regulation (FAR). The Uniform Contract Format is both a Request for Proposal and a contract award document. Any resulting contract will consist of Parts I, II, and III of the Uniform Contract Format.

Your attention is particularly directed to Part IV, which contains instructions, provisions, and evaluation factors for the submission and review of proposals.

It is your responsibility to monitor the web page: <http://www.FedBizOpps.gov/>, **OR** the NINDS public web site at http://www.ninds.nih.gov/funding/areas/contracts_management_branch/index.htm , for any amendments that might be issued under this RFP. A separate notice of any RFP amendments, to individual sources, **will not be made.**

An original and six (6) copies each of the technical and business proposals must be received by the Contracting Officer, no later than 5:00 P.M. (Eastern Standard Time) on **June 9, 2014**, at the following addresses. *The original technical and business proposals shall be signed by an official authorized to bind your organization.*

If hand-delivered or sending your proposal via an overnight delivery service, e.g., Federal Express, DHL, etc, your proposal must be delivered to the following address:

Contracting Officer
Office of Acquisitions, Neurosciences
NINDS R&D CMB, NIDA, NIH
6001 Executive Boulevard, Suite 3287
Rockville, Maryland 20852

If mailing your proposal through the U.S. Postal Service your proposal must be sent to the following address:

Contracting Officer
Office of Acquisitions, Neurosciences
NINDS R&D CMB, NIDA, NIH
6001 Executive Boulevard, Suite 3287
Bethesda, Maryland 20892-9531

If you deliver your proposal in person, you will be required to provide photo identification and provide a name and telephone number of the individual being visited, (in this case Annette Carter or Laurie Leonard who may be contacted at (301) 496-1813), at our buildings' guard station. You will then need to personally bring the proposals to Suite 3287. Proposals must **NOT** be left with the guard.

Your proposal must be prepared in accordance with **Section L** entitled "Instructions, Conditions, and Notices to Offerors", **Section C** entitled "Statement of Work", and will be evaluated pursuant to **Section M** entitled "Evaluation Factors for Award". **Please be aware that Section L 2.c.- Business Proposal Instructions, paragraph 1, Budget Structure, does require submission of the "Total Cost Summary" and individual itemized budget sheets in both hard copy and CD Microsoft Excel® format.** Do not send encrypted files.

The business proposal must contain a detailed breakdown of costs as specified in Section J, Attachment No. 7. In addition, and of special importance, offerors must use and/or consider, in preparing their business proposal, the performance objectives and types of personnel specified in Section L.1(d) and C.1 Statement of Work of the RFP. Offerors shall respond with technical and business proposals for the entire requirement, which includes a base one-year contract with four additional one-year term option periods.

Your proposal must provide a contact name and telephone number, your company name and complete mailing address. Furthermore, FAR Clause 52.204-7, System for Award Management (SAM), paragraph (b)(1), which will be made a part of any resultant contract under this RFP, requires that a prospective awardee be registered in the SAM database prior to award, during performance, and through final payment of any contract. In addition, your organization's Tax Identification Number (TIN) and Dun & Bradstreet Number must be provided. Please note that FAR Provision 52.204-6 Data Universal Numbering System (DUNS) Number requires you to submit a DUNS number for your company along with your offer. Contact information for Dun and Bradstreet is provided in the FAR provision 52.204-6. Please include this information on the first page of your business proposal.

This RFP does not commit the Government to pay any costs for the preparation and submission of a proposal. It is also brought to your attention that the Contracting Officer is the only individual who can legally commit the Government to expenditure of public funds in connection with this proposed acquisition.

Any and all questions concerning this RFP should be sent in writing and directed to either Annette Carter, Contracting Officer, at cartera@mail.nih.gov or Laurie Leonard, Contracting Officer, at ll44s@nih.gov.

Sincerely yours,

NINDS R&D Contracts Management Branch
Office of Acquisitions, Neurosciences, NIDA/NIH