

**PRE-PROPOSAL CONFERENCE  
FOR REQUEST FOR PROPOSALS  
NIH-NICHD-NCS-07-11  
NATIONAL CHILDREN'S STUDY  
MARCH 7, 2007**

**NICHD Contracts Management Branch  
Office of Acquisitions, NIDDK**



# Summary

- Introduction Of Nichd Staff/ Conference Procedures
- Exchanges With Offerors Before Receipt Of Proposals
- Fedbizopps And Future RFP Amendments
- Purpose Of Pre-proposal Conference
- Proposal Intent Response Sheet
- Acquisition Schedule
- Small Business Subcontracting Plan
- Principal Investigator(s) – (Pi)
- Type Of Contract
- Options And Option Location Budgets
- Administrative Issues
- Questions



# NICHD Staff:

## NAME:

## TITLE:

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**Contracting Officer,  
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Management Branch**

**Elizabeth Osinski**

**Contracting Officer,  
NICHD Contracts  
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**Ruth Brenner, MD, MPH**

**Project Officer, NICHD**

**Peter Scheidt, MD**

**Director, NCS, NICHD**

**Dave Songco**

**Chief, Information  
Officer, NICHD**

**Alan Fleischman, MD**

**Ethics Advisor**



# Exchanges with offerors Before Receipt of Proposals

- **To avoid creating an unfair competitive advantage, the slides for this conference as well as any questions, and the answers will be posted via RFP amendment as soon as practicable after the conference.**
- **After release of the solicitation, the Contracting Officer must be the focal point of any exchanges with potential Offerors**



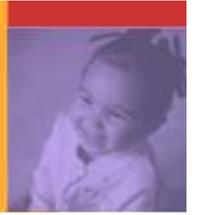
# FEDBIZOPPS.GOV and Future RFP Amendments

**Questions and Answers concerning  
this RFP and any future amendments  
will be posted on this url.**

**[http://www.fbo.gov/spg/HHS/NIH/  
NICHD/RFP%2DNIH%2DNICHD%2D  
NCS%2D07%2D11/listing.html](http://www.fbo.gov/spg/HHS/NIH/NICHD/RFP%2DNIH%2DNICHD%2DNCS%2D07%2D11/listing.html)**



# Purpose of Pre-proposal Conference:



- **Improve potential offerors' understanding of the requirement**
- **Allow potential offerors to judge whether or how they can fulfill the Government's requirements**
- **Enhance the Government's ability to obtain quality services at reasonable prices**
- **Increase efficiency in offeror's proposal preparation**
- **Facilitate efficiencies in proposal evaluation, negotiation and contract award.**



# Proposal Intent Response Sheet

- **Due March 21, 2007**
- **Assists the Government to identify Scientific Peer Reviewers**
- **Submit separate sheets for BASE and each OPTION**
- **FAX or Email to Fred Ettehadieh, Contracting Officer,**

**FAX: 301-402-3676**

**Email: [fe19w@nih.gov](mailto:fe19w@nih.gov)**



# Acquisition Schedule

<b>Pre-Solicitation Notice</b>	<b>February 15, 2007</b>
<b>Release of RFP</b>	<b>March 1, 2007</b>
<b>Cut-off date for RFP Questions (Written or E-mail)</b>	<b>March 29, 2007</b>
<b>Proposals Due</b>	<b>April 17, 2007</b>
<b>Notification of Offerors in the Competitive Range</b>	<b>June 2007</b>
<b>Technical/Business Questions/ Negotiations/Site Visits</b>	<b>June – July 2007</b>
<b>Final Proposal Revisions Due</b>	<b>July - August 2007</b>
<b>Contract Awards</b>	<b>September 2007</b>

**A general timeline is provided for your planning purposes.**

**The Government reserves the right to award a contract without discussions if the Contracting Officer determines that the initial prices are fair and reasonable and that discussions are not necessary.**



# Small Business Subcontracting Plan



- HHS minimum Small Business Subcontracting Goals:
  - 23% for Small Business
  - 5% for Small Disadvantaged Business
  - 5% for Women-Owned Small Business
  - 3% for HUBZone Small Business
  - 3% for Veteran-Owned Small Business and Service-Disabled Veteran-Owned Small Business.



# Principal Investigator(s) – (PI)



- Must have one PI at prime contractor site for oversight of entire project.
- May have Co-PIs at locations. (Dr. Brenner to address in her presentation).
- Unlike a grant, the Multiple PI model has not been implemented for contracts and therefore cannot be proposed on this project.



# Type of Contract



- **Cost-Reimbursement Completion- See Attachment 8 – Estimate of Effort for guidance. Unlike a Grant, offerors can vary the individual cost categories during contract performance to manage the contract in accordance with the allotted funds and the total estimated cost of the contract.**
- **Five-Year – Incrementally funded with potential Options**



# OPTIONS AND OPTION LOCATION BUDGETS

- Offerors may propose on as many option locations for which they meet the mandatory criteria.
- Propose option location budgets to start at the beginning of Year 2. (At this time it has not been determined when options will be exercised).
- Option location budgets must be separate for each location.
- Option location budgets should be included in the main business proposal but as stand alone budgets and tabbed separately.



# Administrative Issues

**PRIMARY POINT OF CONTACT: Fred Ettehadieh, Contracting Officer; Phone (301) 435-6961; E-mail: [fe19w@nih.gov](mailto:fe19w@nih.gov)**

**SECONDARY POINT OF CONTACT: Elizabeth Osinski, Contracting Officer; Phone (301) 435-6947; E-mail: [eo43m@nih.gov](mailto:eo43m@nih.gov)**

**If you have additional questions and wish to submit them in writing, or via e-mail, your questions must be received by March 29, 2007 in order for us to coordinate a response and post the RFP amendment in a timely manner.**



# Questions:

After presentations by Drs. Brenner and Scheidt

