



## DEPARTMENT OF HEALTH & HUMAN SERVICES

Memorandum  
National Institutes of Health  
National Cancer Institute

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15 April 2016

**TO:** Interested Parties

**SUBJECT:** Draft Request for Proposals (DRFP) No. N01CO72400-11 for the Re-Competition of the NCI's Contract for the Federally Funded Research and Development Center (FFRDC)/Frederick National Laboratory for Cancer Research (FNLCR)

The purpose of this DRFP is to obtain comments and suggestions from interested parties in an effort to improve the solicitation and facilitate an understanding of the Government's requirements. Comments and suggestions may assist in refining or clarifying the Government's Request for Proposals (RFP). The Government does not plan to post responses to any questions or comments pertaining to the DRFP; however, the Government will establish a process for receiving and responding to questions pertaining to the RFP.

The DRFP can be found on the FNLCR Acquisition portal at: <http://ncioa.cancer.gov/oa-internet/fnlcr/index.html#/documents/Acquisition> and through the Federal Business Opportunities web page (FBO) at: <http://www.fbo.gov>. In addition, interested parties should review all information and documentation available on the FNLCR Acquisition Portal (<http://ncioa.cancer.gov/oa-internet/fnlcr/index.html#/home>) and identify any additional reference materials that would facilitate preparation of proposals.

The FNLCR Acquisition Portal is intended to serve as a comprehensive website to provide information and updates concerning the FFRDC/FNLCR re-competition. Please be advised this website does not serve as the Government's official governmentwide point of entry (GPE). All formal announcements concerning this competition will be announced at minimum, to FedBizOpps ( <http://www.fbo.gov> ). Information posted to FedBizOpps takes precedence over information provided on this website.

Interested parties should thoroughly examine the DRFP. In particular, attention should be given to the following areas:

1. Award Fee Plan. The Government is interested in feedback on the Award Fee Plan in terms of its functionality, weightings, and the overall Award Fee Approach to incentivize exceptional performance.

2. Section L - Instructions, Conditions, and Notices to Offerors. Are the instructions provided in Section L sufficient to describe what is required for proposal submission?
3. Section M - Evaluation Factors for Award.
  - a. Are the evaluation factors for award clearly stated? If not, what is unclear and how can they be improved to provide more clearly stated expectations for offerors?
  - b. Are there other discriminating factors for the evaluation criteria that should be considered?
4. Attachment 4 - Transition Task Order Statement of Work. (This is task order is anticipated for award with the base contract)
  - a. Does the Transition Task Order Statement of Work provide sufficient details and adequate assumptions to facilitate the preparation of proposals? If not, what additional information is needed to be able to propose (e.g. work specifications, technical assumptions, historical data, etc.)?
5. Attachment 5 - Sample Task Order 1 Statement of Work. This is for evaluation purposes only.
  - a. Does the Sample Task Order 1 Statement of Work provide sufficient details and adequate assumptions to facilitate the preparation of proposals? If not, what additional information is needed to be able to propose (e.g. work specifications, technical assumptions, historical data, etc.)?
6. Attachment 6 - Sample Task Order 2 Statement of Work. This is for evaluation purposes only.
  - a. Does the Sample Task Order 2 Statement of Work provide sufficient details and adequate assumptions to facilitate the preparation of proposals? If not, what additional information is needed to be able to propose (e.g. work specifications, technical assumptions, historical data, etc.)?
7. Attachment 10 - Additional Technical Proposal Instructions.
  - a. Are the instructions provided sufficient to describe what is required for proposal submission?
  - b. Are the technical assumptions and technical details provided sufficient to facilitate the preparation of technical proposals on the following: Transition Task Order, Sample Task Order 1, and Sample Task Order 2?
8. Attachment 17 - Additional Business Proposal Instructions.
  - a. Are the instructions provided sufficient to describe what is required for proposal submission?

- b. Please provide any additional cost assumptions and cost details that would facilitate the preparation of cost proposals on the following: Transition Task Order, Sample Task Order 1, and Sample Task Order 2?
9. Does the Draft RFP and the FNLCR Acquisition Portal, Virtual Library (<http://ncioa.cancer.gov/oa-internet/fnlcr/index.html#/home>) contain all of the information needed to reasonably prepare a proposal for the work detailed in the Draft RFP, including all attachments? If not, what additional information is needed to be able to propose (e.g. technical assumptions, historical data, etc.)?
10. Please identify any other recommendations you may have.

**All comments and suggestions must be submitted to the FNLCR Acquisition Team via e-mail at: [FNLCR\\_ACQinfo@nih.gov](mailto:FNLCR_ACQinfo@nih.gov) no later than 4:30PM Eastern Daylight Time (EDT), May 30, 2016 with the subject line entitled: "Response to DRFP". *All comments must be submitted in the Microsoft Excel format provided entitled "DRFP Comment Template", separated by Draft RFP Sections.* Please do not make any alterations to the Microsoft Excel formatting with the exception of inserting additional rows as needed.**

THIS IS A DRAFT RFP. PROPOSALS SHALL NOT BE SUBMITTED IN RESPONSE TO THIS DRAFT RFP. ANY REQUEST FOR PROPOSALS WILL BE RELEASED AT A LATER DATE. THE RFP, WHEN RELEASED, MAY BE SUBSTANTIALLY DIFFERENT BASED ON CHANGES MADE IN RESPONSE TO FEEDBACK.