

Posting Date: December 8, 2020

Closing Date: December 18, 2020 4:00 p.m. ET

Reference Number: 21-007120

To: NCI Bid Board

From: Tanya Alfred  
NCI CCR P-ARC  
Tanya.alfred@nih.gov

Subject: NCI Bid Board Posting – Service Agreement

The Center for Cancer Research (CCR) is the largest division of the National Cancer Institute (NCI) intramural research program. The mission of CCR is to improve the lives of all cancer patients by solving important, challenging and neglected problems in cancer research and patient care through a world-leading basic, translational and clinical research and patient care program. An institutional focus on high-risk and long-term projects, unmet needs, and pursuit of unexplored ideas. Research to eliminate cancer health disparities. Leadership and coordination of national disease networks and development of technology resources for the cancer community. Partnerships with academic institutions, commercial entities and patient advocacy groups.

The CCR seeks to procure Software upgrades for six (6) workstations.

The National Cancer Institute plans to purchase Software upgrades for six (6) workstations from AB Sciex. This is not a request for competitive quotation. However, if any interested party believes it can meet the attached requirements, it may submit a statement of capabilities. The capability statement must be in writing and must contain information and material in sufficient detail to allow NCI to determine if the party can fully meet this requirement. The capability statement must be received in the contracting office by 4:00 PM on December 18, 2020 ET. A determination by the Government not to compete this requirement based upon responses to this notice is solely within the discretion of the Government. Information received will be considered solely for the purpose of determining whether to conduct a competitive procurement.

Sole Source Justification:

There is only one source available. This is also a direct replacement of existing equipment from the same vendor. The two workstations are optimized by the original manufacturer/vendor that operates the two SCIEX mass spectrometers. There are no other vendors that can provide workstations, software and support to operate these two SCIEX mass spectrometers.

Attached Documents:

SF18  
Statement of Work  
FAR Clause 52.213-4 Simplified Acquisitions Terms and Conditions (JAN 2014) is applicable and available in full text upon request

<b>REQUEST FOR QUOTATION</b> <i>(THIS IS NOT AN ORDER)</i>		THIS RFQ <input type="checkbox"/> IS <input type="checkbox"/> IS NOT A SMALL BUSINESS SET-ASIDE		PAGE OF PAGES	
1. REQUEST NUMBER	2. DATE ISSUED 12/08/2020	3. REQUISITION/PURCHASE REQUEST NUMBER 21-007120	4. CERT. FOR NAT. DEF. UNDER BUSA REG. 2 AND/OR DMS REG. 1		RATING
5a. ISSUED BY NIH/NCI-CCR P-ARC			6. DELIVER BY (Date) 12/21/2020		
5b. FOR INFORMATION CALL (NO COLLECT CALLS)			7. DELIVERY <input checked="" type="checkbox"/> FOB DESTINATION <input type="checkbox"/> OTHER (See Schedule)		
NAME Tanya Proctor, Purchasing Agent		TELEPHONE NUMBER AREA CODE NUMBER 240 760-7733		9. DESTINATION	
8. TO:			a. NAME OF CONSIGNEE Cody PEER 301-451-4982		
a. NAME		b. COMPANY		b. STREET ADDRESS 9000 Rockville Pike Bldg 10 RM 5A01	
c. STREET ADDRESS			c. CITY Bethesda		
d. CITY		e. STATE	f. ZIP CODE	d. STATE	e. ZIP CODE
				MD	20892
10. PLEASE FURNISH QUOTATIONS TO THE ISSUING OFFICE IN BLOCK 5a ON OR BEFORE CLOSE OF BUSINESS (Date) 12/18/2020		IMPORTANT: This is a request for information and quotations furnished are not offers. If you are unable to quote, please so indicate on this form and return it to the address in Block 5a. This request does not commit the Government to pay any costs incurred in the preparation of the submission of this quotation or to contract for supplies or service. Supplies are of domestic origin unless otherwise indicated by quoter. Any representations and/or certifications attached to this Request for Quotation must be completed by the quoter.			
<b>11. SCHEDULE (Include applicable Federal, State and local taxes)</b>					
ITEM NUMBER (a)	SUPPLIES/SERVICES (b)	QUANTITY (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)
001	Part # 5059983 Analyst 1.7 Acquisition Upgrade License		2 ea	0.00	\$0.00
002	Part # 5081021 SCIEX OS-MQ 2.0 Upgrade - Quant Only Processing Pe		2 ea	0.00	\$0.00
003	Part # ABSX SOFTWARE PLUS Software Plus Plan AU24721011		1 ea	0.00	\$0.00
004	Part # ABSX SOFTWARE PLUS Software Plus Plan AU24061008		1 ea	0.00	\$0.00
005	Part # 5074068 SCIEX Alpha Workstation 2020 (Triple/Trap) Upgrade		2 ea	0.00	\$0.00
12. DISCOUNT FOR PROMPT PAYMENT <input type="checkbox"/>		a. 10 CALENDAR DAYS (%)	b. 20 CALENDAR DAYS (%)	c. 30 CALENDAR DAYS (%)	d. CALENDAR DAYS NUMBER PERCENTAGE
NOTE: Additional provisions and representations <input type="checkbox"/> are <input type="checkbox"/> are not attached.					
13. NAME AND ADDRESS OF QUOTER			14. SIGNATURE OF PERSON AUTHORIZED TO SIGN QUOTATION		15. DATE OF QUOTATION
a. NAME OF QUOTER			16. SIGNER		b. TELEPHONE
b. STREET ADDRESS					
c. COUNTY			a. NAME (Type or print)		AREA CODE
d. CITY		e. STATE	f. ZIP CODE	c. TITLE (Type or print)	
				NUMBER	

## STATEMENT OF NEED (SON)

**Instructions: This document should be used for the acquisition of PRODUCTS. Instructions for completion are in red, and should be excluded in the completed document.**

### 1.0 TITLE

SCIEX Computer Upgrades

### 2.0 BACKGROUND

The NCI Clinical Pharmacology Program (CPP) provides intramural support for pharmacology for both preclinical and clinical studies. The CPP has a bioanalytical facility that houses five instrument system platforms (HPLC with mass spectrometers) to quantify drug concentrations. In clinical studies, these drug concentration measurements are vital to ensuring patients are receiving optimal doses. Therefore, proper maintenance and upkeep of these instrument system platforms are crucial. Each instrument system platform (hardware) is operated by a computer workstation that runs software to communicate and execute commands. Currently, the CPP has two SCIEX mass spectrometer instrument system platforms that are being run by computer workstations using Windows XP operating system. Windows XP is outdated, has long been considered obsolete, and most importantly is no longer supported by NCI CBIIT. Therefore, these two SCIEX mass spectrometer computer workstations need computer upgrades. Because the hardware itself is 11 years old, a specialized computer workstation that can run the most up-to-date operating system (Windows 10), yet still communicate with the 11-year old hardware, additional software upgrades on the new computer workstation are required as well. As the hardware is manufactured and supported by SCIEX, only SCIEX can provide the computer workstations and software that can communicate with this hardware.

### 3.0 TYPE OF ORDER

This is a Firm Fixed-Price Purchase Order.

### 4.0 SPECIAL ORDER REQUIREMENTS

#### 4.1 PRODUCT FEATURES/SALIENT CHARACTERISTICS

*This section should include firm product requirements for award, inclusive of hardware and/or software specifications, AND WHY (e.g. dimensions of laboratory, compatibility with existing instrumentation, etc.).*

The following product features/characteristics are required for this requirement:

- **Computer workstation (the computer tower itself)**
- **Software upgrade to Analyst v1.7 that can communicate with hardware**

## STATEMENT OF NEED (SON)

- **Software upgrade to SCIEX OS-MQ, a quantitation program that can convert raw digital signals measured by the hardware into drug concentration data that can be used for adjusting patient doses**
- **1-year coverage for all software platforms and computer workstations**

### 4.2 DELIVERY / INSTALLATION

*Insert all applicable information for delivery (e.g. delivery address, Govt POC name and phone number and delivery timeframe - "item shall be delivered within \_\_\_ days of purchase order award, etc.)*

Delivery of items should be addressed to:

NCI Clinical Pharmacology Program

c/o Cody J. Peer

10 Center Drive, Room 5A03

Bethesda, MD 20892

Ph: 240-858-3204

M: 301-590-5497

[Cody.peer@nih.gov](mailto:Cody.peer@nih.gov)

### 4.3 TRAINING

No installation or training is required.

### 5.0 PAYMENT

Payment shall be made quarterly in arrears. Payment authorization requires submission and approval of invoices to the COR and NIH OFM, in accordance with the payment provisions listed below:

The following clause is applicable to all Purchase Orders, Task or Delivery Orders, and Blanket Purchase Agreement (BPA) Calls: PROMPT PAYMENT (JUL 2013) FAR 52.232-25. Highlights of this clause and NIH implementation requirements follow:

#### I INVOICE REQUIREMENTS

- A. An invoice is the Contractor's bill or written request for payment under the contract for supplies delivered or services performed. A proper invoice is an "Original" which must include the items listed in subdivisions 1 through 12, below, in addition to the requirements of FAR 32.9. If the invoice does not comply with these requirements, the Contractor will be notified of the defect within 7 days after the date the designated billing office received the invoice (3 days for meat, meat food products, or fish, and 5 days for perishable agricultural commodities, dairy products, edible fats or oils) with a statement of the reasons why it is not a proper invoice. (See exceptions under II., below.) Untimely notification will be taken into account in the computation of any interest penalty owed the Contractor.

## STATEMENT OF NEED (SON)

1. Vendor/Contractor: Name, Address, Point of Contact for the invoice (Name, title, telephone number, e-mail and mailing address of point of contact).
2. Remit-to address (Name and complete mailing address to send payment).
3. Remittance name must match exactly with name on original order/contract. If the Remittance name differs from the Legal Business Name, then both names must appear on the invoice.
4. Invoice date.
5. Unique invoice #s for all invoices per vendor regardless of site.
6. NBS document number formats must be included for awards created in the NBS: Contract Number; Purchase Order Number; Task or Delivery Order Number and Source Award Number (e.g., Indefinite Delivery Contract number; General Services Administration number); or, BPA Call Number and BPA Parent Award Number.
7. Data Universal Numbering System (DUNS) or DUNS + 4 as registered in the Central Contractor Registration (CCR).
8. Federal Taxpayer Identification Number (TIN). In those exceptional cases where a contractor does not have a DUNS number or TIN, a Vendor Identification Number (VIN) must be referenced on the invoice. The VIN is the number that appears after the contractor's name on the face page of the award document.
9. Identify that payment is to be made using a three-way match.
10. Description of supplies/services that match the description on the award, by line billed.\*
11. Freight or delivery charge must be billed as shown on the award. If it is included in the item price do not bill it separately. If identified in the award as a separate line item, it must be billed separately.
12. Quantity, Unit of Measure, Unit Price, Extended Price of supplies delivered or services performed, as applicable, and that match the line items specified in the award.\*

\* NOTE: If your invoice must differ from the line items on the award, please contact the Contracting Officer before submitting the invoice. A modification to the order or contract may be needed before the invoice can be submitted and paid.

B. Shipping costs will be reimbursed only if authorized by the Contract/Purchase Order. If authorized, shipping costs must be itemized. Where shipping costs exceed \$100, the invoice must be supported by a bill of lading or a paid carrier's receipt.

C. Mail an original and 1 copy of the itemized invoice to:

National Institutes of Health  
Office of Financial Management, Commercial Accounts  
2115 East Jefferson Street, Room 4B-432, MSC 8500  
Bethesda, MD 20892-8500

For inquiries regarding payment call: (301) 496-6088

In order to facilitate the prompt payment of invoices, it is recommended that the vendor submit a photocopy of the invoice to the "Consignee" designated for the acquisition in blocks 6A – 6E of the face page of the Order/Award document.

## II. INVOICE PAYMENT

## STATEMENT OF NEED (SON)

- A. Except as indicated in paragraph B., below, the due date for making invoice payments by the designated payment office shall be the later of the following two events:
  - 1. The 30th day after the designated billing office has received a proper invoice.
  - 2. The 30th day after Government acceptance of supplies delivered or services performed.
- B. The due date for making invoice payments for meat and meat food products, perishable agricultural commodities, dairy products, and edible fats or oils, shall be in accordance with the Prompt Payment Act, as amended.

### III. INTEREST PENALTIES

- A. An interest penalty shall be paid automatically, if payment is not made by the due date and the conditions listed below are met, if applicable.
  - 1. A proper invoice was received by the designated billing office.
  - 2. A receiving report or other Government documentation authorizing payment was processed and there was no disagreement over quantity, quality, or contractor compliance with a term or condition.
  - 3. In the case of a final invoice for any balance of funds due the contractor for supplies delivered or services performed, the amount was not subject to further settlement actions between the Government and the Contractor.
- B. Determination of interest and penalties due will be made in accordance with the provisions of the Prompt Payment Act, as amended, the Contract Disputes Act, and regulations issued by the Office of Management and Budget.

### IV. PROVIDING ACCELERATED PAYMENT TO SMALL BUSINESS SUBCONTRACTORS, FAR 52.232-40 (DEC 2013)

- a) Upon receipt of accelerated payments from the Government, the Contractor shall make accelerated payments to its small business subcontractors under this contract, to the maximum extent practicable and prior to when such payment is otherwise required under the applicable contract or subcontract, after receipt of a proper invoice and all other required documentation from the small business subcontractor.
- b) The acceleration of payments under this clause does not provide any new rights under the prompt Payment Act.

Include the substance of this clause, include this paragraph c, in all subcontracts with small business concerns, including subcontracts with small business concerns for the acquisition of commercial items.