# STATEMENT OF NEED (SON)

## 1.0 TITLE

PV-WAVE Software Runtime Site License Renewal for NIH

## 2.0 BACKGROUND

This acquisition is for 1-year renewal of existing multi-user software runtime license for Deployment of PV-Wave Advantage Software for the Center for Cancer Research (CCR), National Cancer Institute (NCI), DHHS. This renewal will provide the government with the software key necessary to operate the license on or after 02/24/2023and will also provide OEM telephone support.

The software license software key is to be valid for the period 02/24/2024 – 02/23/2025.

This license is necessary to operate in-house developed software that is written using PV-WAVE Advantage programming language and libraries. The in-house software is used by more than 40 members of the Experimental Immunology Branch (EIB/CCR/NCI) to analyze flow cytometry data. The software will not operate without a current PV-WAVE Advantage license. The benefit to the government is that users of the EIB Flow Cytometry Facility will be able to continue analyzing data and thus continue ongoing research projects.

## 3.0 TYPE OF ORDER

This is a Firm Fixed-Price Purchase Order.

## 4.0 SPECIAL ORDER REQUIREMENTS

## 4.1 PRODUCT FEATURES/SALIENT CHARACTERISTICS

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

- Product Number = PVWA-PWAD-DEP-SPXX-SMS
  Product Name = PV-WAVE Advantage Std Platform Deploy STD M&S-Renewal
  Start Date: 02/24/2024 End Date: 02/23/2025
  License Number = 201212075812
  Type = Floating, Unit = 1

- Product Number = PVWA-PWAD-DEP-SPXX-SUB
  Product Name = PV-WAVE Advantage Std Platform Deploy Sub-License Renewal
  Start Date: 02/24/2024 End Date: 02/23/2025
  License Number = 201212108238
  Type = Floating, Unit = 1

- Product Number = PVWA-PWAD-DEV-SPXX-SMS
  Product Name = PV-WAVE Advantage Std Platform Develop STD M&S-Renewal
  Start Date: 02/24/2024 End Date: 02/23/2025
  License Number = 2012121075814
  Type = Floating, Unit = 1

## 4.2 DELIVERY / INSTALLATION

Software key to be delivered within 7 days of purchase order award. Software key to be delivered digitally via email to Computer Systems Manager of the EIB:
Donald Plugge
plugged@mail.nih.gov

## 4.3 TRAINING

Not applicable.

## 5.0 PAYMENT

One time payment in full shall be made following digital delivery of software key. 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:

ELECTRONIC INVOICING INSTRUCTIONS
**To All National Institutes of Health (NIH) Contractors/Vendors:**
This notification is effective on **Wednesday April 1, 2020.**
The current national emergency and the need to protect Federal and Contractor staff has resulted in a change to NIH's invoice submission process. Effective Wednesday, April 1, 2020, all NIH contractors/vendors invoices should be sent electronically via email to the NIH Office of Financial Management (OFM) and the NIH Contracting Officer (CO) using the below electronic submission instructions.
On March 30, 2020, Governor Hogan issued a stay-at-home order for the state of Maryland where residents should not leave their homes unless it is for an essential purpose. Stay-at-home orders were also issued by the state of Virginia and the District of Columbia.
Therefore, any mailed contractor/vendor invoices will be processed by NIH; however, significant delays are expected due to staff teleworking and complying with the stay-at-home orders. It is important that NIH contractors/vendors follow the below procedures in order to ensure smooth processing of invoices and timely payment.
**Contractor/Vendor Electronic Invoice Submission to the Office of Financial Management (OFM):**
**The Contractor/Vendor shall:**

- Send the invoice to the NIH centralized invoice email box: invoicing@nih.gov
- Follow the below format in the email subject line, which is a **must (**Note: The

keywords and separating bars in **bold** must be present to identify the information.**)**

**Vendor:** name of the contractor/vendor|**PO:** Contract Number/Task Order Number|**Invoice:**9999999

- Ensure that the body of the email and attached invoice must both include the contractor/vendor's correspondence email address in the below format (**bolded information must be present to identify information**):
  **Correspondence email address:** xyz@abc.com
  **Note:** See screenshot example below
- Follow the system size limits that apply to the email and each invoice: individual email attachments cannot exceed 5 megabytes each; and the email plus all attachments cannot exceed a total of 30 megabytes.
- Clearly identify a valid and complete contract number on each invoice
- Clearly identify a valid and complete order number on each invoice
- Clearly identify an accurate DUNS number on each invoice
- Not include confidential information such as Social Security Numbers (do not include TIN if it is a Social Security Number)
- Send one (1) invoice per email

The date/time that a valid invoice is submitted electronically to the email box (invoicing@nih.gov) will be the same date/time logged as that the invoice is received by NIH.

**Please do not hand-deliver invoices to any NIH office.** Please follow the above electronic submission instructions until further notice. In addition, please note that your contract or order will not be modified to reflect the above changes to the invoicing instructions. Failure to follow the above electronic submission instructions may result in invoice processing delays.

**For Questions?** Inquiries regarding the status of invoices such as receipt of invoices, due date, or payment of invoices should be directed to the OFM Commercial Accounts Branch, Customer Service Office at 301-496-6088. The office is open Monday-Friday from 8:30 am to 4:30 pm (eastern prevailing time). The Customer Service Office is closed daily between 12:00 pm to 1:00 pm (eastern prevailing time).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.