

Sources Sought Notice

Sources Sought Notice No: HHS-NIH-NCI-SBSS-ETSB-21000-74

Title: Support Services for the Pharmaceutical Management Branch

This is a Small Business Sources Sought Notice. This is **NOT** a solicitation for proposals, proposal abstracts, or quotations. The purpose of this notice is to obtain information regarding (1) the availability and capability of qualified small business sources (2) whether they are small businesses, HUBZone small businesses; service-disabled, veteran-owned small businesses; 8(a) small businesses, veteran-owned small businesses; woman-owned small businesses or small disadvantaged businesses and (3) their size classification relative to the North American Industry Classification system (NAICS) code for the proposed acquisition. Your responses to the information requested will assist the Government in determining the appropriate acquisition method, including whether a set-aside is possible. An organization that is NOT considered a small business under applicable NAICS code should NOT submit a response to this notice.

A determination by the Government not to compete this requirement as a set-aside based upon responses to this Notice is solely within the discretion of the Government.

The NAICS code for the project is 518210.

The small business size standard is \$25 Million.

Background

The Pharmaceutical Management Branch (PMB), Cancer Therapy Evaluation Program (CTEP) of the Division of Cancer Treatment and Diagnosis (DCTD) provides comprehensive support for the management and distribution of investigational agents for CTEP sponsored clinical trials. This support includes, but is not limited to, acquisition, inventory management, order authorization and record maintenance for all CTEP IND agents and a limited number of commercially available agents distributed under Clinical Supplies Agreements. PMB also oversees the distribution of confidential Investigator Brochures for our IND agents. PMB maintains registration required for investigators to participate in protocols sponsored by multiple programs within the DCTD. PMB provides comprehensive pharmaceutical information and pharmaceutical review for protocols sponsored by programs throughout the DCTD.

Purpose and Objectives

The purpose of this acquisition is to provide primary support to Government staff within PMB in addition to support across multiple programs throughout the DCTD.

As a result of this Sources Sought Notice, the NCI may issue a Request for Proposal (RFP). There is no solicitation available at this time. However, should such a requirement materialize, no basis for claims against NCI shall arise as a result of a response to this Sources Sought Notice

or the NCI's use of such information as either part of our evaluation process or in developing specifications for any subsequent requirement.

Project Requirements:

The Contractor shall demonstrate its ability to provide the following tasks: facilitate the management and distribution of all agents supplied on CTEP supported clinical trials with respect to inventory control, order authorization and associated document management, management of the investigator and associate registration processes, management of the Enterprise Core Module and associated Help Desk, provide PMB pharmacists with the necessary reports concerning agents usage to facilitate the proper management of their portfolio of agents and facilitate the authorization and distribution of investigational agents for compassionate use, i.e., Special Exceptions and Treatment Use/Treatment Referral Center Protocols.

In addition to providing the PMB with the necessary support resources as outlined above, the Contractor will be expected to provide word processing, data entry, photocopying, filing, telephone, faxing, scanning and other clerical support. Space is provided at PMB (the Government site), currently at 6130 Executive Boulevard, Rockville Maryland for 10 FTEs. The site includes computers, telephone, scanning fax and copy equipment needed by on-site personnel to perform the activities. The Contractor will be expected to provide and maintain an off-site location including all equipment necessary for that site, for other personnel and file storage. Investigator and associate registration work is done at the contractor site and agent related activities are handled at the government site. It is expected that the Project Manager and one (1) investigational registration specialist will be located at the government site.

Anticipated Period of Performance:

The anticipated period of performance for the proposed contract is 1/1/2012 through 12/31/2017.

Description of Information to be include in the Capability Statement:

Tailored capability statements shall demonstrate a clear understanding of all tasks specified in the Project Requirements section. Specifically, tailored capability statements for this requirement shall demonstrate the ability to provide knowledgeable professionals and demonstrate a technical understanding.

How to Submit a Response:

1. Page Limitations:

Interested, qualified Small business organizations should submit a tailored capability statement for this requirement not to exceed 20 single sided pages including all attachments, resumes, charts, etc.(single spaced, 12 point font minimum) that clearly details the firm's ability to perform the aspects of the Notice described above. All proprietary information should be marked as such. Tailored capability statements should

also include an indication of current certified small business status; this indication should be clearly marked on the first page of your capability statement. (preferable placed under the eligible small business concern's name and address) as well as the eligible small business concern's name, point of contact, address and DUNS number. Responses will be reviewed only by NIH personnel and will be held in a confidential manner.

2. **Due Date:**

Tailored capability statements are due no later than 3:30 p.m. (EST) on May 4, 2011.

3. **Number of Copies and Delivery Point:**

Please submit one (1) electronic copy of your response to oh4o@nih.gov.

Point of Contact:

Inquiries concerning this Notice may be directed to:

Odessa S. Henderson

Contracting Officer

Email: oh4o@nih.gov

Phone: 301-435-3812

Disclaimer and Important Notes: This notice does not obligate the Government to award a contract or otherwise pay for the information provided in response. The Government reserves the right to use information provided by respondents for any purpose deemed necessary and legally appropriate. Any organization responding to this notice should ensure that its response is complete and sufficiently detailed to allow the Government to determine the organization's qualifications to perform the work. Respondents are advised that the Government is under no obligation to acknowledge receipt of the information received or to provide feedback to respondents with respect to any information submitted. After review of the responses received, a pre-solicitation synopsis and solicitation may be published in Federal Business Opportunities. However, responses to this notice will not be considered adequate responses to a solicitation.

Confidentiality: No proprietary, classified, confidential, or sensitive information should be included in your response. The Government reserves the right to use any non-proprietary technical information in any resultant solicitation(s).