

Sources Sought Notice

Sources Sought Notice No.: HHS-NIH-NCI-SBSS-PCPSB-5027-69

Title: National Cancer Institute (NCI), Division of Cancer Prevention (DCP), Protocol Information Office Support (PIO)

Description:

This is a Small Business Sources Sought (SBSS) 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; and (2) 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 the applicable NAICS code should not submit a response to this notice.

The NAICS code for this project is 541611.

The small business size standard is \$7M per annum.

Background:

The Division of Cancer Prevention (DCP), NCI, seeks support services for its Protocol Information Office whose mission is to facilitate the development of quality clinical trials; minimize the administrative burden related to clinical trial development, facilitate implementation and oversight for multiple clinical trials; and maintain clinical trial information in the DCP database systems.

Purpose and Objectives:

The purpose of this project is to provide continued support to the NCI, DCP, Protocol Information Office (PIO). It is the objective of this requirement to provide support services for the following project areas: 1) document abstraction, 2) file management, 3) clinical trial review support, 4) management of organizational data, and 5) PIO operational support.

Based on the responses received from this SBSS notice, the proposed project may be solicited as a Small Business Set-Aside. **THERE IS NO SOLICITATION AVAILABLE AT THIS TIME.** This SBSS is for information and planning purposes only and shall not be construed as a solicitation or as an obligation on the part of the Government.

Project Requirements:

Document Abstraction:

Review and abstract clinical trial information ensuring completeness of documents submitted. Track the progress of the documents for each clinical trial.

File Management:

Maintain complete and accurate electronic files, hard copy files, and regulatory files for

all DCP clinical trials in PIO database systems or PIO office suite.

Clinical Trial Review Support:

Provide support and coordinate details of clinical trial protocol review meetings. Evaluate existing review processes and recommend changes to improve efficiency and decrease length of review cycle.

Manage Organizational Data:

Manage and perform quality control of data relating to personnel, organizations, and the relationships of personnel to organizations for clinical trials in DCP database systems.

PIO Operational Support:

Provide operational support in multiple areas, including leveraging technology as users, preparing reports, documenting standard operating procedures, responding to inquiries, providing project meeting support, and providing administrative support for DCP clinical trials.

Quality Control:

Develop a quality control plan and procedures to assure compliance with work-scope.

Other Important Considerations: The small business entity must demonstrate the capability to provide contractor staff for work in a federally leased or owned facility located in Rockville, Maryland.

Anticipated Period of Performance:

The anticipated period of performance is for five years starting on or about September 2010. The contract may include three one-year award term options.

Capability Statement/ Information Sought:

Small businesses that believe that they have the ability to satisfy all of the above stated Project Requirements, and who meet the stated size standards, are encouraged to submit a capability statement. The capability statements will be evaluated based on the information provided in relation to the Project Requirements and the current in-house capacity to perform the work including: (a) staff availability, experience, and training; (b) prior completed projects of a similar nature; (c) corporate experience and management capabilities; and (d) examples of prior completed contracts, dollar value of the contracts, references, and other related information. On the first page of the capability statement, clearly state the small business concern's size status and type(s), name, address, point of contact, and DUNS number. The remainder of the capability statement should be tailored to the Project Requirements stated above and must demonstrate that similar work has been performed in the past, including the dollar value of that work.

Information Submission Instructions:

Capability statements should not exceed twenty (20), single-sided pages (including all attachments, e.g., resumes, charts, etc.), presented in single-spaced, 12-point font size minimum. All capability statements sent in response to this SOURCES SOUGHT notice must be submitted electronically (via

e-mail) to Donna Perry-Lalley, Contracting Officer Representative, at perryd@mail.nih.gov, in either MS Word, WordPerfect or Adobe Portable Document Format (PDF), by 3:30 pm Eastern time on January 6, 2010. All responses must be received by the specified due date and time in order to be considered. ANY RESPONSES RECEIVED AFTER THAT DATE AND TIME WILL NOT BE CONSIDERED.

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 provide feedback to respondents with respect to any information submitted. After a review of the responses received, a determination will be made as to whether the project will or will not be set-aside for small businesses. At a later date, a pre-solicitation synopsis and solicitation [Request for Proposal (RFP)] 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.

Primary Point of Contact:

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