

**Attachment #10**  
**Draft Technical Evaluation Criteria**

The evaluation criteria are used by the technical evaluation committee when reviewing the technical proposals. The criteria below are listed with weights assigned for evaluation purposes.

**PERSONNEL**

Important factors include specific qualifications, pertinent expertise, and relevant experience, including a documented mix of appropriate personnel available to work with databases that require data security and who have developed procedures to assure confidentiality of data.

- A. Capabilities and Experience of the Principal Investigator/Project Director (25)
- (1) Documentation to support the proposed Principal Investigator/Project Director's (PI/PD) education, training, and experience in managing complex data management projects in a biomedical research environment on a similar size and scope of this project
  - (2) Documentation to support the proposed PI/PD's experience in supervisory and coordination duties on similar projects. He/she should possess overall management capabilities which would permit the effective implementation and coordination of all aspects of the project. The PI/PD shall have a minimum of three years experience within the last 5 years in the management of similar projects of the magnitude of this project.
  - (3) Documentation to support the proposed PI/PD's understanding of medical terminology, systems design, programming and statistics and the ability to communicate with the biomedical research community and statisticians. This includes documentation of some statistical training, preferably at the Masters level, to ensure that routine statistical analyses can be planned with NCI statisticians and carried out under the supervision of the PI/PD. The PI must have a Bachelor's degree in a field related to the duties required. A M.S. is preferred for the PI, but is required only if the PI is also the statistician.
  - (4) Documentation to support the proposed PI/PD's ability to commit appropriate time to project activities and to the on-site supervision of the professional and support staff involved in the project.
  - (5) Documentation to support the proposed PI/PD's ability to set priorities for competing tasks, assign appropriate staff to the tasks, and provide the necessary follow-up, according to agreed upon timelines.
- B. Capabilities and Experience of Professional and Support Staff (25)
- (1) At least one (1) member of the project team shall have qualifications which equip him or her to serve as a Co-Principal Investigator. This

individual shall have a technical background similar enough to that required for the principal investigator that the Co-PI is able to assume hands-on responsibility for supervising project activities during the absence of the Principal Investigator. A current C.V. for this individual shall be provided.

- (2) Suitability of the proposed professional staff in the technical aspects of data management as described in the Statement of Work.
- (3) Documentation to support training and experience of the proposed professional staff in system design, high-level computer programming, and the production of statistical tabulations and graphs and technical and user documentation. Describe their training and experience in programming with high level languages (R, Matlab, C, Fortran) as well as their experience in using graphics packages such as SAS-GRAPH, and statistical packages such as Splus, SAS and BDMP. In addition, provide documentation of training and experience of proposed staff in mathematics and statistics. At least one member of the professional staff must have statistical training at the Master's level. At least one (1) other member must have a B.S. in a biological science.
- (4) Documentation to support experience of the proposed professional staff with developing and using software for IBM compatible personal computers (PC) and in mainframe systems in an environment such as the NIH Center for Information Technology (CIT) or a similar environment in terms of size and scope.
- (5) Documentation to support experience of the proposed professional staff in the design and maintenance of web-based computerized data storage and retrieval systems and in working with databases that require data security (password-protected).
- (6) Documentation to support experience of the proposed support staff in data processing, text editing and quality control, interactive systems, and the use of medical terminology as well as training in the biological sciences.
- (7) Documentation to support the availability of appropriate staff.

### **TECHNICAL APPROACH**

- C. Technical Approach (30)
- (1) Demonstration of the understanding of the Statement of Work. Mere repetition of the material in the RFP does not constitute a satisfactory response.
  - (2) Proposed technical approach and methodologies for completing the tasks described in the Statement of Work

- (3) Evidence of an awareness of specific problems and requirements in performing data management support in a biomedical/biostatistical research environment.
- (4) Approaches for responding to requests for data management and high-level programming support on short notice with concentrated effort of the appropriate staff.
- (5) Appropriateness of personnel to accomplish the project requirements.
- (6) In fulfilling the requirement of the Statement of Work, this project requires the development of data management systems and data management activities for special projects and reports that involves close interaction with the NCI. These reports are often required with very short turn-around time. Interactions with the COTR cannot be effectively carried out by telephone or electronic communications because they frequently involve joint review and modification of documents and forms. These interactions are most effectively carried out through face-to-face communications. The offeror shall demonstrate how these meetings can be accomplished within a twenty-four hour notice by NCI.

#### **CAPABILITIES AND RESOURCES OF THE COMPANY**

D. Capabilities and Resources of the Company (20)

- (1) Documentation to support the experience of the organization with similar data management support functions of this size and magnitude.
- (2) Documentation to support the availability of additional staff with the appropriate expertise to support heavy workload periods and to provide backups for proposed personnel.
- (3) Description of experience of the organization in biomedical computing applications and data management activities, programming, web-based database design and maintenance, technical writing, documentation standards, and graphics preparation for use in technical reports.
- (4) Description of availability and overall suitability of facilities and equipment.