



Leidos Biomedical Research, Inc.

<b>A. RFP NUMBER:</b> S14-075	<b>B. DATE ISSUED:</b> 02/28/2014
<b>C. ISSUED BY:</b> Leidos Biomedical Research, Inc. Research Contracts Dept. P.O. Box B 1050 Boyles Street, Fort Detrick Frederick, MD 21702	<b>D. ADDRESS OFFERS TO:</b>  Alexander Konev Leidos Biomedical Research, Inc. <a href="mailto:Alex.konev@nih.gov">Alex.konev@nih.gov</a>
<b>E. FOR INFORMATION REGARDING THIS SOLICITATION CONTACT:</b>	
<b>E.1. NAME:</b> Alexander Konev	<b>E.2. EMAIL:</b> <a href="mailto:Alex.konev@nih.gov">Alex.konev@nih.gov</a>
<b>IMPORTANT:</b>  F. To be considered for award, Offers must be received on dates specified in Section J.1 at the location specified in Block D. above by following the submission instructions provided throughout this RFP Document. Offers must be clearly identified with the solicitation number provided in Block A above.	

## G. Introduction

The National Cancer Institute Network on Biobehavioral Pathways in Cancer (the Network) accelerates the translation and communication of biobehavioral discoveries to advance clinical cancer care. The Network fosters research excellence through the integration and dissemination of relevant scientific discoveries and the identification, support, and communication of new research directions in the field of biobehavioral pathways in cancer. Additional information about the Network can be found at <http://cancercontrol.cancer.gov/brp/bbpsb/ncintwk-biophwys.html>.

Leidos Biomed, on behalf of the Network, is soliciting qualified sources to carryout short-term, small-scale pilot projects to 1) accelerate, expand, strengthen, or build knowledge of the molecular and/or signaling pathways by which psychological, behavioral, or social factors regulate cancer biology; and 2) use that knowledge to seed development of efficacious interventions to improve clinical outcome. The Network has specific interest in basic and translational projects that can inform the feasibility of using beta-blockers with conventional treatment regimens to control clinical disease in cancer patients, prevent recurrence post-treatment, and/or augment disease free survival. Pilot project proposals of outstanding scientific merit that complement the mission of the Network and introduce new investigators and novel methods, technologies, and interventions are sought.

This solicitation is issued by Leidos Biomedical Research, Inc. (Leidos Biomed), a wholly owned subsidiary of Leidos Corporation under its prime contract with the National Cancer Institute (NCI) at Frederick. The provisions and clauses contained herein and attached are influenced by and reflect the relationship of the parties in that Agreement, which was awarded and is administered under the provision of the Federal Acquisition Regulation (FAR).

## **H. Request for Proposal (RFP)**

This standing RFP is aimed to acquire qualified sources to 1) advance knowledge of the molecular and/or signaling pathways linking psychological, behavioral, or social factors to cancer biology; and 2) use that knowledge to seed development of efficacious interventions to improve clinical outcomes.

Proposals must articulate the translational relevance of the pilot project for cancer prevention, control, and/or clinical cancer care.

The goals of openly soliciting the proposals are to:

1. Facilitate research innovation and progress;
2. Promote high quality basic, clinical, and translational research;
3. Stimulate and solidify research collaborations with the Network; and,
4. Cultivate research careers of investigators interested in biobehavioral pathways in cancer.

### ***H.1. RFP Attachments***

The following are considered attachments to this RFP:

<b>Attachment No.</b>	<b>Document Description</b>
1	Statement of Objectives

The Statement of Objectives includes the general requirements, describes the mission of the Network and provides insight into the desired outcomes of the proposed projects.

### ***H.2. Eligibility***

While this RFP is open to all Offerors interested in submitting pilot project proposals to support the Network's mission, it is envisioned that Leidos Biomedical Research, Inc. will establish Agreements based on the evaluation of proposals submitted by the following target Offerors:

1. NIH defined new and early stage investigators  
[http://grants.nih.gov/grants/new\\_investigators/](http://grants.nih.gov/grants/new_investigators/)
2. Established investigators who want to refocus their research interests toward areas of scientific inquiry relevant to the Network Mission.

**The awards are not intended to support established research programs. It is expected that research supported through this pilot program will provide critical preliminary data for future research projects.**

## **I. Agreement Type**

Given the breadth of possible proposals and the variety of sources from which they may originate, Leidos Biomedical Research, Inc. does not prescribe a particular Agreement type or other specifics that will be established during discussions that will occur between Leidos Biomedical, Inc. and Offerors. It is anticipated that, if selected upon review, the Offeror will be issued an Agreement using one of the contract types described in Federal Acquisition Regulation (FAR) Part 16 as agreed to through final negotiations. Prior to award, the appropriate Agreement type will be established and reflected in the awarded Agreement. Additionally, a copy of the Agreement Document will be provided in advance of award, so that the Offeror may review Leidos Biomedical Research, Inc. Terms and Conditions.

### ***I.1. Project Period of Performance***

Proposals are sought for projects that can be accomplished within the following timeframes:

1. Short term pilot studies with clear deliverables due by project end date of September 27, 2014.
2. Pilot projects up to twelve months beginning after September 27, 2014.

**Important:** Offerors shall adjust the deliverable schedule template included in Attachment 1 Statement of Objectives, Article E. Deliverables in accordance with the proposed project duration as outlined above and in alignment with the actual deliverables proposed.

## **J. Instructions to Offerors**

### ***J.1. General Information***

IMPORTANT:

PROPOSALS MUST BE SUBMITTED ELECTRONICALLY IN EITHER SEARCHABLE ADOBE ACROBAT, MICROSOFT WORD, OR MICROSOFT EXCEL FORMATS AS APPLICABLE. SAVED FILES MUST NOT EXCEED 15 MB IN SIZE; THIS MAY REQUIRE THAT A DOCUMENT BE BROKEN INTO TWO OR MORE SEPARATE FILES.

Proposals shall be submitted to Alexander Konev at [alex.konev@nih.gov](mailto:alex.konev@nih.gov) on the following date during Government Fiscal Year 2014:

**2:00PM (EASTERN) ON WEDNESDAY, APRIL 02, 2014**

A brief letter of intent to submit a proposal may be submitted to Alexander Konev at [alex.konev@nih.gov](mailto:alex.konev@nih.gov) two weeks in advance of the formal proposal submission on dates specified above. The letter may contain a brief summary of the pilot project, the project team and name of the individual or organization intending to submit a proposal.

All submissions must be clearly identified to include the Offeror's name, Principal Investigator's name (or Project Manager's name), and RFP number referenced in Block A.

Offerors who have a potential Conflict of Interest must notify Leidos Biomed in writing and provide a mitigation plan addressing the conflict **at least 2 weeks prior to the proposal submission.**

### ***J.2. Questions Regarding This Solicitation***

For inquiries about the Network mission, scope and scientific fit of your ideas with the Network Mission, contact Paige Green McDonald, Network Chair, by email at [mcdonalp@mail.nih.gov](mailto:mcdonalp@mail.nih.gov) or by phone at 240-276-6899.

For inquiries about the proposal submission process, contact Alex Konev, Leidos Biomedical Research, Inc., by email at [alex.konev@nih.gov](mailto:alex.konev@nih.gov) or by phone at 301-228-4323.

For inquiries about the administrative management of the Program, contact Mary Spinelli by email at [spinelliem@mail.nih.gov](mailto:spinelliem@mail.nih.gov) or by phone at 301-846-5837 or Christen Osburn by email at [osburnc@mail.nih.gov](mailto:osburnc@mail.nih.gov) or by phone at 301-846-6766.

### ***J.3. Proposal Instructions to Offeror***

To be considered responsive to this RFP, the Offeror must provide and/or complete the following minimum requirements of the Technical and Cost Proposal instructions. Upon proposal evaluation and the Network's interest in awarding an Agreement through Leidos Biomedical Research, Inc., administrative requirements will be communicated separately to successful Offerors by Leidos Biomedical Research, Inc. Subcontracts Administrator.

#### **J.3.a. TECHNICAL PROPOSAL REQUIREMENTS**

This document shall contain the Technical Proposal Document with all items completed as required below:

**1. Executive Summary**

Brief identification and qualifications for this RFP of your organization/team, including any Subcontractors and their roles. The purpose and anticipated end result of this proposal.

**2. Technical Approach**

Describe a sound scientific technical approach to the proposed work and critical technology challenges required for accomplishing proposed tasks. Describe any unique aspects of the approach, and why you believe it will be the most efficient and effective way of achieving project objectives. Describe how this approach will meet both project and overall objectives as described in the SOW. Describe how the proposed work meets the specific interests and/or mission of the

Network. If the approach includes other research institutions, please include a Memorandum of Understanding and identify their contractual relationship to your organization (if any MTA, CRADA, License Agreements are in place). In addition, if the approach includes the transfer or sharing of data or property owned by a third party, please include any applicable use agreements that clearly demonstrate your ability to utilize such third-party data/property.

3. **Team and Key Personnel**

Introduce your organization and/or team here. Give an overview of the capabilities brought to address this effort. Describe what key personnel are required to accomplish the proposed project and how key personnel meet the eligibility criteria 1) NIH defined new and early stage investigators and/or 2) Established investigators who want to refocus their research interests toward areas of scientific inquiry relevant to the Network Mission. Resume summaries for key personnel should be included in this section, and full resumes in the Appendix. The percentage of time each key person is bid should be clearly indicated here.

4. **Experience and Past Performance**

If projects of similar nature to the one being proposed have been conducted in the past, please provide a summary of the outcomes.

5. **Project Plan**

If known at the time of proposal submission, describe in summary form the set of tasks that will be performed in order to accomplish project objectives. Detail the methods for producing deliverables, allocation of staff, and other resources necessary to produce deliverables, and associated timelines.

6. **Management Approach**

Describe your project management approach and what control mechanism you can put in place to track progress and ensure project schedules will be met in according to agreed-upon schedules. Describe your overall risk mitigation strategy.

If Subcontractors are a part of the proposed team, please describe management controls that can be put in place for managing those second tier parties as part of the overall project.

7. **Appendix**

Include applicable key staff resumes and any supporting information that you feel is relevant to the proposed project in meeting the overall Mission of the Network.

In summary, the Offerors must provide proposals that clearly demonstrate the Offeror's current capabilities to meet each of the various requirements as established in RFP Attachment 1 – Statement of Objectives. Responses shall be focused, succinct, and free of extraneous data or information.

**IMPORTANT:**

Technical proposals shall not include cost or pricing information.

**J.3.b. COST (OR PRICE) PROPOSAL**

Requirements:

Understanding the innovative and experimental nature of the potential projects proposed, Offerors are requested to submit a Cost (or Price) Proposal that provides a budgetary estimate for the project proposed to the best of their ability based on the information available at the time of proposal submission.

Budget estimates provided in response to this RFP will be used for planning and evaluation purposes. Any requests from Offerors to revise the original budget estimate, resulting from changes requested to the original technical approach during subcontract negotiations, may be considered but these requests from Offerors must be accompanied by a detailed explanation of the nature and impact of the change and the need for monetary adjustment.

**NOTE:** For the FY 2014 Network Announcement, the number of anticipated awards is contingent upon the availability of funds and the number of meritorious proposals submitted. The expectation is to award small pilot projects up to a maximum of \$75,000 per project total inclusive of indirect costs as applied in accordance with any negotiated rate agreements or OMB prescriptions. Costs proposed must be commensurate with technical tasks bid and relevant to the proposed research project only. Offerors may submit more than one concept provided they are scientifically distinct.

**K. Proposal Evaluation Criteria**

***K.1. Basis for Award***

Leidos Biomedical Research, Inc. intends to award an Agreement(s) resulting from this RFP to the responsible organization(s) whose offer(s) conforming to the RFP will be of the best value to Leidos Biomedical Research, Inc. and the Network, price and other factors considered. Although technical factors are of paramount consideration in the award of an Agreement, cost and/or price is also important to the overall award decision.

### ***K.2. Potential Award Without Discussions***

Leidos Biomedical Research, Inc. reserves the right to award an Agreement without discussions if the Contracting Officer determines that the initial offer(s) are fair and reasonable and that discussions are not necessary. Therefore, the Offeror's initial offer should contain the Offeror's best terms from a price and technical standpoint. However, Leidos Biomedical Research, Inc. reserves the right to conduct discussions if later determined by the Contracting Officer to be necessary. Leidos Biomedical Research, Inc. may reject any or all offers; accept other than the lowest priced offer; and waive informalities and minor irregularities in offers received.

The assessment of the offers received in response to this RFP will be carefully considered against the needs of Leidos Biomedical Research, Inc. and the Network. This assessment is not intended to be a solely mechanical or mathematical analysis of an offer, but rather the product of both objective and subjective measurements and judgments of the source selection officials after consideration of the relevant information.

### ***K.3. Proposal Evaluation Factors***

Evaluation of the offers submitted will be considered against the following evaluation factors.

- Technical Approach – project alignment with the Network's mission and requirements and potential to contribute preliminary data for future research project grant applications submitted to the National Cancer Institute for peer review and funding consideration upon completion of the Subcontract with Leidos Biomed. Proposed project(s) will be evaluated for scientific merit as it fits into the overall Network mission.
- Team and Key Personnel
- Experience and Past Performance
- Project Plan and Work Breakdown Structure
- Management
- Cost Reasonableness

The Network and Leidos Biomedical Research, Inc. appropriate staff evaluate and recommend proposals for award. Pilot project proposals will be subject to both scientific and programmatic review. The Network Steering Committee in conjunction with Leidos Biomedical Research, Inc. [the Source Evaluation Group (SEG) will oversee and assess the scientific merit of all project proposals. The SEG will enlist additional reviewers with expertise relevant to particular proposals as required. Reviewers will use the criteria outlined above and will rank proposals based on their scientific merit. The SEG will make final award recommendations. Once the final award recommendation is completed, a subcontract with Leidos Biomedical Research, Inc. will be established with the institution.

## **Attachment 1: Statement of Objectives**

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## **A. Background**

### ***A.1. General***

The National Cancer Institute Network on Biobehavioral Pathways in Cancer (the Network) accelerates the translation and communication of biobehavioral discoveries to advance clinical cancer care. The Network fosters research excellence through the integration and dissemination of relevant scientific discoveries and the identification, support, and communication of new research directions in the field of biobehavioral pathways in cancer. Additional information about the Network can be found at <http://cancercontrol.cancer.gov/brp/bbpsb/ncintwk-biophwys.html>.

Leidos Biomed, on behalf of the Network, is soliciting qualified sources to carryout short-term, small-scale pilot projects to 1) accelerate, expand, strengthen, or build knowledge of the molecular and/or signaling pathways by which psychological, behavioral, or social factors regulate cancer biology; and 2) use that knowledge to seed development of efficacious interventions to improve clinical outcome. The Network has specific interest in basic and translational projects that can inform the feasibility of using beta-blockers with conventional treatment regimens to control clinical disease in cancer patients, prevent recurrence post-treatment, and/or augment disease free survival. Pilot project proposals of outstanding scientific merit that complement the mission of the Network and introduce new investigators and novel methods, technologies, and interventions are sought.

## **B. Objectives**

A priority of the Network is to 1) advance knowledge of the molecular and/or signaling pathways linking psychological, behavioral, or social factors to cancer biology; and 2) use that knowledge to seed development of efficacious interventions to improve clinical outcome. Proposals must articulate the translational relevance of the pilot project for cancer prevention, control, and/or clinical cancer care.

The goals of the Network Project Program are to:

1. Facilitate research innovation and progress;
2. Promote high quality basic, clinical, and translational research;
3. Stimulate and solidify research collaborations with the Network; and,
4. Cultivate research careers of investigators interested in biobehavioral pathways in cancer.

## **C. Requirements**

The Network seeks pilot project proposals that:

1. Are congruent to the Network Mission;
2. Encourage the development or use of emerging methodologies and technologies that will advance research on biobehavioral pathways in cancer;

3. Allow rapid acquisition and/or analysis of proof-of-principle data to proceed with full-scale investigations;
4. Show promise for future research initiatives related to the Network's long term mission; and,
5. Articulate the potential to contribute to cancer prevention, control, and clinical cancer care.

Basic and translational projects that can inform the feasibility of using beta-blockers with conventional treatment regimens to control clinical disease in cancer patients, prevent recurrence post-treatment, and/or augment disease free survival are of particular interest.

In addition, Subcontractor organizations/investigators successfully evaluated to proceed with formal Agreement award shall comply with the following:

1. Subcontractor Principal Investigators will become Network affiliated investigators and enter into a Participants Agreement.
2. Subcontractors must participate in Network meetings virtually and in person as requested.
3. Subcontractors must comply with Leidos Biomedical Research, Inc. subcontract requirements.
4. Subcontractors are expected to present results of research findings funded through a subcontract with Leidos Biomedical Research, Inc. at scientific meetings, use results as preliminary data in at least one grant application submitted to the National Cancer Institute, and/or publish findings in scholarly peer-reviewed journals.
5. Subcontractors must be open to receiving scientific guidance provided by Leidos Biomed and Network members. Guidance will be formally provided by Leidos Biomed upon review and discussion with the Subcontractor, the NCI and the Network members.

\*Note: Publication of the results of research funded by the Network must be reviewed by the Network and Leidos Biomed prior to formal submission. This includes abstracts, posters and manuscripts. All publications must include the following language:

The below information will be part of the Terms and Conditions in all subcontract documents.

For Abstracts/Presentations:

"Funded by the National Cancer Institute (NCI) Contract No. HHSN261200800001E and the NCI Network on Biobehavioral Pathways in Cancer."

For Journal Articles/Manuscripts

"This project has been funded in whole or in part with federal funds from the National Cancer Institute, National Institutes of Health, under Contract No. HHSN261200800001E. The content of this publication does not necessarily reflect the views or policies of the Department of Health and Human Services, nor does mention of trade names, commercial products, or organizations imply endorsement by the U.S. Government. This research was supported by the National Cancer Institute Network on Biobehavioral Pathways in Cancer."

**D. Conformance and Compliance: Program Policies and Practices**

The proposal must conform to the Network’s mission and key requirements.

**E. Deliverables**

The Subcontractor may suggest a list of deliverables and due dates following the format below based on the Technical Proposal Requirements outlined in Section J.3.a. of this RFP Document. The final schedule will be agreed to by the Leidos Biomed TPM and the Subcontractor based on the Subcontractor’s proposed cost and proposed delivery schedule.

***E.1. Deliverable Summary and Due Dates***

Note: Offerors are expected to complete the table below according to their specific project objectives and in accordance with the project duration as outlined in Article I.1. Project Period of Performance of this RFP Document. At a minimum, all offerors will be required to submit quarterly progress reports and a final progress report. In addition, offeror will be required to present to the Network demonstrating the use of findings that come from this support.

<b>Deliverable</b>	<b>Due Date</b>
Monthly Progress Reports	Required for short term pilot projects
Quarterly Progress Reports	Quarterly
Final Progress Report	Within 30 days of Subcontract completion
If results are meritorious, submit an abstract or manuscript to a scientific conference or peer reviewed journal.	Ongoing
Demonstration of the use of project findings at scientific meetings, in grant applications, and/or in scholarly peer reviewed journals (as noted under Project Requirements) to the Network during the subcontract performance as well as after subcontract completion. Offerors are to notify the NCI when such findings are utilized and are required to respond to NCI’s inquiries regarding the use of findings upon completion of a subcontract with Leidos Biomed.	Prior to subcontract end date and as requested after subcontract completion.

## ***E.2. Deliverable Descriptions and Acceptance Criteria***

The proposed deliverables and respective acceptance criteria will be agreed upon based on the submitted proposal and resulting Subcontract type, delivery schedule and proposed budget.

### **E.2.a. General Acceptance Criteria**

- In addition to specific acceptance criteria listed above, general quality measures, as set forth below, will be applied to each deliverable received from the Subcontractor under this Statement of Objectives.
- Accuracy – Deliverables shall be accurate in presentation, technical content, and adherence to accepted elements of style.
- Clarity – Deliverables shall be clear and concise. Any/all diagrams shall be easy to understand and be relevant to the supporting narrative.
- Consistency to Requirements – All deliverables must satisfy the requirements of this Statement of Objectives.
- Timeliness – Deliverables shall be submitted on or before the due date specified in this Statement of Objectives or the PMP, or submitted in accordance with a later scheduled date determined by the Government.

## **F. Reporting Requirements**

### ***F.1. Quarterly Progress Report***

Subcontractor shall submit quarterly progress reports describing the technical progress made to date in relation to the funds expended in the format described below:

- Subcontractor Name and Address
- Name of Person Submitting the Report
- Subcontract Number
- Report Date
- Period Covered by the Report
- A comprehensive Summary of Objectives performed during reporting period

**A progress report template will be provided to the offeror upon subcontract execution.**

## ***F.2. Final Report***

Subcontractor shall submit a Final Report within 30 days of subcontract completion and shall include the following:

- Subcontractor Name and Address
- Name of Person Submitting the Report
- Subcontract Number
- Report Date
- Period Covered by the Report
- A comprehensive Summary of Work performed during reporting period
- A detailed summary of how results have been used or are anticipated to be used for scientific meetings, grant applications, and/or scholarly peer reviewed journals (as noted under Project Requirements). The offeror is asked to notify the NCI when results and findings are used after the subcontract completion.

**A final progress report template will be provided to the offeror upon subcontract execution.**

## **G. Place of Performance**

The majority of the work will be performed at the vendor's facilities. However, the Leidos Biomed TPM may ask that specific tasks, such as presentations of research results, be performed at other locations.

## **H. Period of Performance**

Given the breadth of possible proposals, Leidos Biomedical Research, Inc. does not prescribe a particular period of performance. Based on the evaluation of the proposed projects, compliance with fiscal year regulations and delivery schedule of the project, the final period of performance will be established during discussions that will occur between Leidos Biomedical, Inc. and Offerors.

## **I. Government Furnished Data, Materials, or Equipment**

To Be Determined.