SMALL BUSINESS SOURCES SOUGHT NOTICE

Notice Number: **HHS-NIH-NCI-SBSS-TSB-17008-02**

Title: **PS-OC Network Bioresource Core Facility (PBCF)**

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 the 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 the responses to this Notice is solely within the discretion of the Government.

Interested parties are expected to review this Notice and the **draft Statement of Work (SOW)** to familiarize themselves with the requirements of this project; failure to do so will be at your firm's own risk.

Background:

The Office of Physical Sciences-Oncology (OPSO) currently houses the Physical Sciences-Oncology Centers (PS-OC) program. Each Physical Sciences-Oncology Center (PS-OC) has unique capabilities in terms of its physical science approach to studying cancer. In order to develop a common language among the Centers, a pilot project was proposed to utilize common cell lines and Standard Operating Procedures (SOPs) so that physical science metrics could be easily standardized across the PS-OC Network. To test the feasibility of providing an initial common benchmark, the pilot cell line project was initiated in November 2009. Participating laboratories within the PS-OC Network carried out and shared the results of a set of pilot experiments utilizing two (2) human breast cancer cell lines to facilitate inter-PS-OC communications and accelerate the understanding of PS-OC specific technologies and techniques. The cell lines were authenticated and distributed along with necessary cell culture reagents from a single laboratory to ensure that all participants were starting with the same biospecimens. Furthermore, a standard operating procedure was developed. Results of the cell line project were presented at the PS-OC First Annual Network Investigators' Meeting in April 2010 and also at a follow-up meeting in June 2010. A Network publication is anticipated as a result of this pilot project in 2011.

From the PS-OC pilot cell line project, it has become apparent that utilization of cell lines and tissues with common reagents and standard operating procedures is critical for cross comparison of data sets. *The PS-OC Program falls within the Physical Sciences-Oncology Network where the Physical Sciences-Oncology Network members are defined as investigators supported by the NCI OPSO and their collaborators*. Because members of the Physical Sciences-Oncology Network study at least sixteen (16) different types of cancer, there is need for the establishment of a PS-OC Network Bioresource Core Facility (PBCF). The PBCF shall be a centralized biodistributor and biorepository that serves to provide Physical Sciences-Oncology Network members with common, standardized stocks of authenticated cell lines and primary cells (non-malignant and cancerous), cell culture reagents and related SOPs upon request. The PBCF shall also have the capability to prepare and distribute extracts of RNA, DNA and protein from human cell lines, primary cells and tissues. Moreover, any modified cell lines could be deposited by Physical Sciences-Oncology Network members to the PBCF for authentication and distribution to collaborators within the Physical Sciences-Oncology Network. In coordination with the PBCF, designated members of the Physical Sciences-Oncology Network will assist in the maintenance of SOP development. The PBCF shall develop a website for use by the Physical Sciences-Oncology Network members to provide product information and to function as an online ordering system.

The requirement outlined in the attached draft statement of work (SOW) is a follow-on requirement for the NCI OPSO, and it shall continue to support both the mission of the PS-OC program and OPSO through providing a centralized resource of standardized biological specimens for Physical Sciences-Oncology Network members. The PBCF shall ultimately function to increase both the time and cost efficiency of the transfer of biological specimens to Physical Sciences-Oncology Network members.

Purpose and Objectives:

The purpose of this Small Business Sources Sought Notice is to identify qualified small business concerns, including 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 that are interested in and capable of performing the work described herein. The NCI does not intend to award a contract on the basis of responses received nor otherwise pay for the preparation of any information submitted.

As a result this SBSS Notice, the NCI may issue a Request for Quotation (RFQ). 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 Small Business 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.

If a RFQ is issued, the NCI anticipates that one (1) award may result from the issuance of the RFQ.

The goal of this project is to provide a central bioresource core facility, the PS-OC Network Bioresource Core Facility (PBCF), to all members of the Physical Sciences-Oncology Network. The PBCF shall serve as a biorepository and a distributor of standardized biospecimens and their molecular derivatives to the Physical Sciences-Oncology Network members. The intent is to procure this requirement as a commercial item purchase order.

Project Requirements:

Independently, and not as an agent of the Government, the Contractor shall perform the services described in the attached Draft Statement of Work (SOW). The Contractor shall provide qualified personnel, material, equipment and facilities not otherwise provided by the Government during performance of this contract.

Anticipated Period of Performance:

The anticipated period of performance for this requirement shall be a five (5) year period of performance with a one (1) year base and four (4) successive one (1) year option periods.

Other Important Considerations:

Draft Statement of Work:

A copy of the draft Statement of Work (SOW), which is subject to revisions, may be accessed on the NCI Office of Acquisitions Website at URL: http://rcb.nci.nih.gov/. Once there, click on Current Requests for Proposals.

NAICS Code and Size Standard;

In the event an RFQ is issued, North American Industry Classification System (NAICS) code 541990 with a dollar amount of $25.0 million is being considered.

Capability Statement/Information Sought:

Tailored Capability Statements shall demonstrate a clear understanding of all tasks specified in the attached draft Statement of Work (SOW). Tailored Capability Statements for this requirement shall also address the following:

An offeror shall demonstrate through its technical approach and protocols a clear understanding of the Statement of Work (SOW).

a. Overall plan for meeting the objectives outlined in the Statement of Work.
b. Documented capability in procurement of biospecimens, managing a biorepository and performing biospecimen authentication tests.

c. Documented availability of at least 31 types of immortalized human cell lines that are previously authenticated and readily available for distribution including the following types of non-tumorigenic epithelial cell lines: 1 breast, 1 prostate, 1 pancreatic, and 1 lung; and the following types of cancer cell lines: 5 breast, 5 prostate, 2 brain, 3 ovarian, 2 pancreatic, 6 colorectal, and 2 non-small cell lung along with B-lymphoblasts from each of the 2 non-small cell lung cancer patients (required cell lines as stated in Appendix 1 to the SOW).
d. Documented availability of immortalized nonmalignant human cell lines of the following five (5) tissues: esophagus, liver, prostate, breast, and lung.
e. Documented availability of tumor and normal matched cell line pairs established from the same patient for the following 4 cancer types: lung, breast, skin, and bone.
f. Documentation of experience in harvesting and processing of human and mouse tissue samples, experience in processing different types cancers from human and mouse tissue, macrodissection, sample portioning and tissue imaging.
g. Documented availability of sera, media and reagents necessary for in vitro culture of human immortalized cell lines.
h. Documented experience in utilizing standard operating procedures (SOPs) in accordance with the NCI Office of Biorepository and Biospecimen Research (OBBR) Best Practices Guidelines to extract molecular derivatives (RNA, DNA, and protein) from tumor and normal samples and serve as a centralized source to distribute cell derivatives to other laboratories.
i. Documented experience with secure database and website development to: provide NCI COTR with a status of the distribution of all research materials within the Physical Sciences-Oncology Network and inventory updates; allow for NCI COTR to view orders in real time and to view and update the list of Physical Sciences-Oncology Network members; and allow Physical Sciences-Oncology Network members to view the available biospecimens, reagents, and biorepository services and to place orders.
j. Documented expertise and experience of proposed personnel is demonstrated in each of the following areas: cell culture, molecular biology, biochemistry, basic imaging, tissue processing, database management, and website development. Additional description of proposed administrative structure/management necessary for successful oversight, budgetary operations and communication with other potential sequencing sources and the NCI.
k. Documented capability at time of award to provide a cost effective solution for tissue collection, processing and distribution of tissue derivatives and plans for additional personnel for scaling up the project, as needed.
l. Documented track record of senior personnel to improve technology and/or methodology including, but not limited to, experience in developing optimized SOPs in accordance with the NCI Office of Biorepository and Biospecimen Research (OBBR) Best Practices Guidelines.
m. Demonstrate the capacity for training personnel to accomplish tasks described in SOW.

n. Documented experience in working with collaborators or other partners to receive tissues and execution of Material Transfer Agreements (MTAs) and Transfer Addendums (TA).
o. Documented experience in working with collaborators, partners and/or other laboratories to develop and optimize standard SOPs in accordance with the NCI Office of Biorepository and Biospecimen Research (OBBR) Best Practices Guidelines that minimize variability at all points in the tissue processing pipeline.
p. Contingency plans for replacing Project Key Personnel.
q. Documentation of current facilities and equipment available at time of award to be used under this contract at the prime contractor and any subcontractor's site (if applicable), including in-house state of the art in vitro mammalian cell culture facilities, liquid nitrogen storage tanks, freezers at -80°C and -20°C, and refrigerators at 4°C.
r. Clearly demonstrate the current capability and past experience in managing a biorepository including biospecimen storage management, tracking and logistics, shipping and receiving, analyte distribution, request processing and recipient feedback capture to the level as required in the SOW.
s. Documented informatics capacity to track the status of potential and incoming samples ("supply chain"), quality control metrics and common data elements required for each sample through a Laboratory Information Management System (LIMS). Feasibility of offerors approach for a failsafe system that will ensure patient privacy with regards to specific data elements related to clinical informatics, as applicable.
t. Demonstrate the adequacy of physical space to house service components in close proximity.
u. Clearly demonstrate the availability and acceptability of equipment to perform the work scope including robotics, computers for informatics and data management, and appropriate sample storage. Contingency plans regarding need to replace equipment or for maintenance and repair of equipment.
v. Provide details on plans for making facilities and equipment available for this project, including time requirements.
w. Clearly demonstrate via documentation, experience in accession, authentication and distribution of cell lines and primary cells, and biorepository management.
x. Demonstrate ability and experience to provide project management, including ability to meet deadlines and re-assign staff.
y. Detailed description of the priority of this project in relation to other corporate projects.

Information Submission Instructions:

1. **Page Limitations:**

Interested qualified small business organizations should submit a tailored capability statement for this requirement not to exceed twenty (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 and in the draft SOW. 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 (preferably 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.

2. **Number of Copies:**

   All capability statements sent in response to this SMALL BUSINESS SOURCES SOUGHT notice must be submitted electronically (via e-mail) to Robin M. Irving, Contracting Officer, at irvingr@mail.nih.gov and Mandie S. White, Contract Specialist, at whitems@mail.nih.gov in MS Word, WordPerfect or Adobe Portable Document Format (PDF). Facsimile responses will not be accepted.

3. **Common Cut-Off Date:**

   Electronically submitted tailored capability statements are due no later than 3:00PM (Eastern Prevailing Time) on June 27, 2011. ***CAPABILITY STATEMENTS RECEIVED AFTER THIS 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 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).