

**ATTACHMENT 4  
PROPOSAL SUBMISSION CHECKLIST**

Note: this checklist is provided to assist offerors in preparing proposals; the offeror is responsible for reading all instructions in the solicitation; if there are any discrepancies, the solicitation instructions shall prevail.

<b>Reviewed/ completed</b>	<b>Instruction/Item</b>	<b>Reference in solicitation</b>
<input type="checkbox"/>	1) Proposal signed by authorized official, correct external packaging/marketing, no. of copies, shipping address, and sent in time for due date, etc.?	Section J – Attachment 1 – Packaging & and Delivery of Proposal; p. 32-33 in solicitation
<input type="checkbox"/>	2) Certify if proposal is predicated upon all the terms and conditions of this RFP (if not, specify what terms are unacceptable and why).	p. 32
<input type="checkbox"/>	3) Registered in the Central Contractor Registry (CCR) prior to award of a contract. <a href="http://www.ccr.gov">http://www.ccr.gov</a>	p.1
<input type="checkbox"/>	4) <u>Separation of Technical and Business Proposals</u> The proposal must be prepared in two parts: a "Technical Proposal" and a "Business Proposal." Each of the parts shall be separate and complete in itself so that evaluation of one may be accomplished independently of, and concurrently with, evaluation of the other.	p.39
<input type="checkbox"/>	5) Alternate Proposals?	p.39
<input type="checkbox"/>	6) Institutional Conflict of Interest policy certification provided in proposal?	p. 41-42
	<b>ORGANIZATION OF PROPOSAL</b>	
<input type="checkbox"/>	7) <b>COVER PAGE</b> (for Technical and Business Proposal) Include RFP title, number, name of organization, DUNS No., identification of the proposal part (i.e. <u>Technical</u> or <u>Business</u> ), and indicate whether the proposal is an original or a copy.	p. 38
	<b>TECHNICAL PROPOSAL ITEMS</b> (after cover page)	Instructions beginning p. 23
<input type="checkbox"/>	8) <u>NIH Form 1688-1</u> , Project Objective, as provided in Section J, Attachment 8, behind the Cover Page of each copy of the technical proposal	p. 29, 43
<input type="checkbox"/>	9) <u>Government Notice for Handling Proposals</u> – as provided in Section J, Attachment 7; place with the NIH 1688-1, behind the Cover Page of each copy of the proposal	p. 29, 43

<input type="checkbox"/>	10) Technical Proposal Table of Contents	
<input type="checkbox"/>	<p>11) <u>Detailed discussion of Statement of Work</u></p> <p>The offeror must submit a detailed explanation and discussion of the proposed objectives, technical approach, methods, and schedule for completion, and personnel to be utilized in conjunction with the tasks to be performed in achieving the project objectives. Proposals which merely restate the requirements of the Government's scope of work will not be eligible for award.</p> <p>For personnel, provide:</p> <ul style="list-style-type: none"> <li>• Resumes - Resumes of all key personnel are required. Each must indicate educational background, recent experience, specific or technical accomplishments, and a listing of relevant publications.</li> <li>• Summary of Related Activities – as provide in Section J, Attachment 6</li> </ul>	p. 44; See Attachment 3
<input type="checkbox"/>	<p>12) <u>Discussion of Other Considerations</u></p> <p>Examples: any agreements and/or arrangements with subcontractor(s) and their qualifications, unique arrangements, equipment, unusual operating procedures, other factors you feel are important and support your proposed research; recommendations for changing reporting requirements if such changes would be more compatible with the offeror's proposed schedules.</p>	p. 45
<input type="checkbox"/>	12) Care of Live Vertebrate Animals	p. 46-47
<input type="checkbox"/>	<p>13) IT Security including:  Offeror's Official Responsible for Information Security  NIST SP 800 53 Self Assessment  Draft Information System Security Plan</p>	p. 17, 18, 19, 20, 48, 49, 50, 51
<input type="checkbox"/>	14) Technical Proposal Cost Summary	p. 29, 39, Section J, Attachment 5
	BUSINESS PROPOSAL ITEMS (after Cover Page – use same cover page as no. 7, above, but marked “Business Proposal”)	Beginning on p. 51
<input type="checkbox"/>	15) Business Proposal Table of contents	
<input type="checkbox"/>	16) NIH 2043 completed	p. 1; p. 38-39; Section J, Attachment 9

<input type="checkbox"/>	17) Representations and Certifications	p. 31, 36, 60
<input type="checkbox"/>	18) Disclosure of Lobbying Activities, OMB Form SF-LLL	See Section J, Attachment 13
<input type="checkbox"/>	19) Basic Cost/Price Information  The business proposal must contain sufficient information to allow the Government to perform a basic analysis of the proposed cost or price of the work. This information shall include the amounts of the basic elements of the proposed cost or price. These elements will include, as applicable, direct labor, fringe benefits, travel, materials, subcontracts, purchased parts, shipping, indirect costs and rate, fee, and profit.	Beginning on p. 51
<input type="checkbox"/>	20) Formats for Submission of Line Item Summaries  The detailed breakdown shall be in the format as shown on the form <u>Breakdown of Proposed Estimated Cost (plus fee) and Labor Hours</u> (Section J, Attachment 10). For each separate cost estimate, the offeror must furnish a breakdown by cost element as indicated above. In addition, summary total amounts shall be furnished. In the event the RFP cites specific line items, by number, a cost breakdown for each line item must be furnished.	Beginning on p. 51
<input type="checkbox"/>	21) Narrative discussion of how the cost proposal was developed, by each cost category – the assumptions used, the source of the data used as a basis for developing estimated costs (e.g., price lists, quotes/proposals, current salary records, current indirect cost agreements, inflationary increases and the basis)	Beginning on p. 51
<input type="checkbox"/>	22) Salary Rate Limitation in Fiscal Year 2008  The current Fiscal Year Executive Level I Salary Rate should be adhered to in the preparation of your proposal. All costs associated with any resultant contract award shall be in compliance with the current Fiscal Year Executive Level I Salary rates.  LINK TO EXECUTIVE SCHEDULE SALARIES : <a href="http://www.opm.gov/oca/07tables/html/ex.asp">http://www.opm.gov/oca/07tables/html/ex.asp</a>	p. 14, 17, 56
<input type="checkbox"/>	23) <u>Property</u> It is HHS policy that Contractors will provide all property necessary for contract performance. Exception may be granted based upon justification provided by the offeror.  State why the property is essential to contract performance and whether the property will be used exclusively for this contract. Describe other alternatives (e.g., purchase, lease, etc.) pursued	p. 57

	and why they were not viable options.	
<input type="checkbox"/>	24) <u>Government Property in your possession?</u> The offeror shall identify Government property in its possession which it proposes to use in the performance of the prospective contract.	p. 57
<input type="checkbox"/>	25) Submission of Electronic Funds Transfer Information with Offer, FAR Clause 52.232-38 (MAY 1999)  The offeror shall provide, with its offer, information that is required to make payment by electronic funds transfer (EFT) under any contract that results from this solicitation.	p. 58
<input type="checkbox"/>	26) <u>Financial Capacity</u>  The offeror shall indicate if it has the necessary financial capacity, working capital, and other resources to perform the contract without assistance from any outside source. If not, indicate the amount required and the anticipated source.	p. 58
<input type="checkbox"/>	27) Qualifications of the Offeror  You are requested to submit a summary of your "General Experience, Organizational Experience Related to this RFP, Performance History and Pertinent Contracts.	p. 59
<input type="checkbox"/>	28) <u>Subcontractors</u> If subcontractors are proposed, please include a commitment letter from the subcontractor detailing item specified in the solicitation.	p. 60
<input type="checkbox"/>	29) Travel Policy  <b><i>This document is INCLUDED in the "Just In Time" procedures. Specific instructions for the submission of this document are outlined in SECTION L.1. of this RFP.</i></b>  All offerors included within the competitive range will be required to submit one copy of their written travel policy. A written travel policy for any proposed subcontractors shall also be submitted at that time. If an offeror (or any proposed subcontractor) does not have a written travel policy, the offeror shall so state.	
<input type="checkbox"/>	30) Mandatory Qualification Criteria  Discussion of any mandatory qualification criteria and any evidence/documentation supporting the offeror's qualifications.	