

## ATTACHMENT 2

### PACKAGING AND DELIVERY OF PROPOSAL

Read all instructions on this page and in the RFP before mailing or submitting forms, proposals or CDs.

Your proposal will have **two separate parts**.

- Business proposal
- Technical proposal

In addition, several other forms are required -- see the RFP and the table below for details.

You will submit your proposal in **two formats**: paper and CDs.

- **The paper proposal with original signatures is the official, legally binding copy. There are no acceptable substitutes.**
- The CD versions of the proposal are for the benefit of BARDA. Electronic versions may or may not be used for review, at the discretion of BARDA.

**As a potential Offeror, you must routinely check the FedBizOpps for amendments because we do not notify you directly of changes.**

Send your proposal to BARDA at the address below. If you have any questions, ask the primary or secondary BARDA contacts specified in the RFP.

**Hand written proposals will not be accepted.**

**PAPER SUBMISSION**: The paper copy is the official copy for recording timely receipt of proposals.

**SUBMISSION OF PROPOSALS BY FACSIMILE IS NOT ACCEPTABLE**

**WARNING: You are advised to read and carefully follow the instructions listed in this RFP. Failure to adhere to these instructions and to the specified limitations for size of paper and electronic proposals may result in the rejection of your proposal. Proposals will not be returned to the Offeror.**

**NUMBER OF COPIES:**

| Document   | Number of Copies  | Page Limits  | File Size |
|--|---|--|-----------|
| Technical Proposal   | One (1) bound SIGNED ORIGINAL.<br>Three (3) copies bound in three ring binders<br>Eight (8) CDs | Limited to not-to-exceed <b>50</b> Pages                                       | Unlimited |
| Technical Proposal Appendices<br><br>All materials shall be available electronically (i.e. SOPs, Pertinent Manuals, Figures or Data, and Letters of Collaboration/Intent). | One (1) bound SIGNED ORIGINAL.<br>Three (3) copies bound in three ring binders<br>Eight (8) CDs | This information is included in the total page limitation of <b>500</b> pages. | Unlimited |

|                                    |   |     |           |
|------------------------------------|---|-----|-----------|
| Business Proposal                  | One (1) bound SIGNED ORIGINAL.<br>Three (3) bound copies in three ring binders<br>Eight (8) CDs   | N/A | Unlimited |
| Representations and Certifications | Provide representations and certifications electronically via the SAM website ( <a href="https://www.acquisition.gov">https://www.acquisition.gov</a> ) | N/A | N/A       |

**TECHNICAL PROPOSAL PAGE LIMITS INCLUDE:** The technical approach to be used by the Offeror(s) in order to implement the requirements stated in the Statement of Work.

**TOTAL PAGE COUNT DOES NOT INCLUDE:** Cover and Back Page; Table of Contents; Section Dividers that do not contain information other than title of Section; Resumes; Required Forms; and Draft Security Plan

**PAGES IN EXCESS OF THIS LIMITATION WILL BE REMOVED FROM THE PROPOSAL AND WILL NOT BE PROVIDED TO THE REVIEWERS TO BE READ OR EVALUATED.**

**COURIER DELIVERIES WILL BE TO THE FOLLOWING ADDRESS:**

**Attn:**

**Sherica Teshome**

**Contract Specialist**

HHS/ASPR/AMCG

330 Independence Ave. SW Rm G644

Washington, D.C. 20201

Phone: (202) 205-5919

Email: Sherica.Teshome@hhs.gov

**HAND DELIVERY OF PROPOSALS:**

**OFFERORS MUST CONTACT THE CONTRACTING OFFICER VIA EMAIL, AT LEAST TWO WEEKS BEFORE PROPOSAL DUE DATE FOR SPECIFIC INSTRUCTIONS ON MAKING HAND DELIVERIES.**