

WELCOME...

Thank you for your interest in doing business with SAIC-Frederick, Inc. at the National Cancer Institute at Frederick. Providing vital goods and services to our research community ultimately results from a partnership between the acquisition departments of SAIC-Frederick, Inc. and the vendor community providing the goods and services to support and enhance operations.

We, as SAIC-Frederick, Inc. employees, are dedicated to the delivery of quality scientific and technical products and services, contributing to the security and well-being of our communities. We believe high ethical standards are essential to the achievement of our individual and corporate goals. As such, we shall be fair and professional in all of our business dealings and shall honor our commitments to our business partners. We shall select vendors, suppliers, and subcontractors who will adhere to our ethical standards and commitments to quality products and services.

It is the mission of the acquisition departments to provide fair and equal treatments to all persons involved in procurement. All contracts for the purchase or lease of goods, services or construction are awarded through competitive bidding or negotiation, or through other processes established by Federal Procurement Regulation.

We hope this brochure will assist you to better understand how to do business with SAIC-Frederick, Inc.

INTRODUCTION

SAIC-Frederick, Inc., as the Operations and Technical Support Contractor to the National Institutes of Health–National Cancer Institute, operates the NCI-Frederick, a federally funded research and development center, under prime contract N01-CO-12400. Visit our Website for a full range of information about the center at: <http://web.ncifcrf.gov>. The NCI-Frederick is a government-owned, contractor-operated facility located at Fort Detrick, Frederick, MD. SAIC-Frederick, Inc. also provides acquisition services for the other prime contractors serving the center. The procurement activities purchase a wide variety of goods and services ranging from test tubes to multi-million dollar construction projects. There are three acquisition departments at the center. The **Purchasing Department** is responsible for all items and services commercially available to the general public. These include laboratory instruments, supplies and services, research chemicals, and reagents, animals and animal supplies, occupational clothing and protective materials, industrial instruments and materials, vehicle leasing and purchasing, office/administration items or services, and consultant agreements. The **Research Contracts** Department is responsible for items not commercially marketed, such as major research and development projects, technical services, and custom requirements. The **Construction Contracts** Department is responsible for design, construction and renovation projects, and real property leasing.

We encourage you to familiarize yourself with the Federal Acquisition Regulation which is available in full text on the Internet at: <http://www.acqnet.gov/far>

Questions about the NCI-Frederick acquisition functions should be addressed to the following:

Purchasing Department

Ms. Donna Follin
Manager, Purchasing Department
Bldg. 1050
SAIC-Frederick, Inc.
P.O. Box B
Frederick MD 21702
(301)846-1124 Tel
(301)846-5311 Fax

Research Contracts

Mr. Greg Davis
Manager, Research Contracts
SAIC-Frederick, Inc.
92 Thomas Johnson Drive
Suite 250
Frederick MD 21702
(301)228-4011 Tel
(301)228-4037 Fax

Construction Contracts

Mr. Chad Hildebrand
Manager, Construction Contracts
Bldg. 1050
SAIC-Frederick, Inc.
P.O. Box B
Frederick MD 21702
(301)846-5422
(301)846-6541

Specialized Research Services

Partnership
Biomedical
Laboratory
Industrial
Administrative
Consulting

Specialized Research Items

Laboratory Instruments and Supplies
Research Chemicals and Reagents
Animals and Animal Supplies
Occupational Clothing
Industrial Instruments and Materials
Office/Administration Items
Design, Construction and
Renovation Projects

Soliciting Involvement of:

Small Businesses
Small Disadvantaged Businesses
Woman-Owned Businesses
HUBZone Businesses
Veteran-Owned Businesses
Service-Disabled Veteran-
Owned Businesses
HBCU/MI

Helping
YOU to
Help **US**
Discover
a **Cure**

Improving
Vendor Participation
with SAIC-Frederick, Inc.,
the National Cancer
Institute at Frederick



Vendor Guide

<http://web.ncifcrf.gov>

SAIC
An Employee-Owned Company

SAIC-Frederick, Inc.
A Subsidiary of Science Applications
International Corporation

Ethics and Quality: Good Values...Good Business

PURCHASING METHODS

Formal Sealed Bids or Proposals

A requirement to procure a good or service is identified for which a bilateral agreement is in the best interest of the Government; a formal Sealed Invitation for Bid (IFB) or a Request for Proposal (RFP) will be issued. IFBs and RFPs may be advertised on *FedBizOpps*, <http://www.fedbizopps.com>, or posted on public bid boards at the procurement offices or at our Web site: <http://web.ncifcrf.gov/campus/als/rfp.stm>. Solicitations for formal Sealed Bids and Proposals are mailed to the vendors selected from the active vendor list for the good or service being sought. Vendors not included in the mailing can request a solicitation package for bid submission. Responses to formal Sealed Bids and Proposals are secured unopened until the date and time specified in the solicitation.

ATTENDANCE AT BID OPENINGS

You may attend Sealed Bid openings. You may inspect the following briefly at bid opening. No further information will be released following the bid opening until an award is made. If you are unable to attend the bid opening, you may request publicly available bid information by telephone.

Informal Quotations and Solicitations of Proposals

For goods and services qualifying under the Simplified Acquisition Procedures of FAR Part 12, SAIC-Frederick, Inc. may seek price quotations and proposals using techniques that are less stringent than for Formal Invitation for Bid and Request for Proposals. Informal Quotations and Proposals may be requested and received using telephone, facsimile or other unsealed methods of expediting the exchange of information between the vendor and SAIC-Frederick, Inc.

Government Purchase Cards

Purchasing authority has been delegated to some of the requesting areas to use the Purchase Card. The purchase card is a VISA card and can be used like any regular credit card.

COMPLETING BIDS

Read the Invitation for Bid in its entirety. Be certain you understand it. *FAILURE TO READ THIS DOCUMENT WILL NOT RELIEVE YOU OF ANY CONTRACTUAL RESPONSIBILITY. THE BID YOU SIGN MAY BECOME A BINDING CONTRACT.*

Identify all requirements for Signatures, Certificates, Enclosures. Acknowledge any amendments. Incomplete submissions could result in disqualification.

- Do not make changes or deletions in provisions of the solicitation. This may render your submittal non-responsive. Use the solicitation form for your response.

PREPARING RESPONSES

Award may be made based on initial offers. Therefore, your initial response should contain your best terms from a cost or price and technical standpoint. Negotiations may be conducted before award. This offers some flexibility in terms such as Delivery Requirements, F.O.B. and other provisions. However, the guiding principles should be followed.

RESPONSES IN GENERAL

Be aware of the date and time your response is due and the proper location or address for submission. *IT IS YOUR RESPONSIBILITY TO BE CERTAIN THAT RESPONSES ARE RECEIVED BY SAIC-FREDERICK, INC. PRIOR TO THE DATE AND TIME SPECIFIED.*

ONE MINUTE LATE IS LATE!

If there are any mandatory pre-bid, pre-proposal conferences or site visits, you must be present or your response will not be considered for award. If samples or other submittals are required, they must be submitted. Prepare your response with a typewriter or ink. All changes to your response must be lined through in ink and initialed in ink by the person signing the document. Do not use white out. Failure to correctly modify your bid may be grounds for disqualification. The bid must be signed in ink. Keep a copy of your response before mailing or returning it. Clearly identify your response with the file number, the description of the product or services and the date/time.

DOUBLE-CHECK BEFORE SEALING

Before you seal the envelope, double-check the following:

- * Are all the computations correct?
- * Is the response signed in ink by the person authorized to bind the company in a contract?
- * Are errors and modifications properly corrected?
- * Are all certificates and enclosures required by the solicitation included?

RECEIPT OF FORMAL PROPOSALS

The response of Requests for Proposals are opened and recorded at the date and time of closing that is given in the RFP. No portions of RFPs are publicly read or opened to public inspection until after award has been made.

NO BID RESPONSES

Failure to respond to three successive solicitations with either a bid or a statement of "NO BID" may be grounds for removal from the Bidders List. Periodically, the Vendor Database will be purged and updated, at which time vendors may be requested to re-apply.

WITHDRAWAL OF BIDS DUE TO MISTAKE IN BID

Bids may be withdrawn only when the provisions of FAR 14.407 are met. SAIC-Frederick, Inc., in its capacity at the NCI-Frederick, is authorized to purchase from GSA Schedules but is not required to use the GSA Schedules.

DISPUTES

Buyer and Seller agree to first enter into negotiations to resolve any controversy, claim or dispute arising under or relating to orders. The parties agree to negotiate in good faith to reach a mutually agreeable resolution within a reasonable period of time. If good faith negotiations are unsuccessful, Buyer and Seller agree to resolve the dispute by binding and final arbitration in accordance with the Commercial Arbitration Rules of the American Arbitration Association then in effect.

TAX STATUS

The State of Maryland has issued Direct Payment # 3 to SAIC-Frederick, Inc., for all vendor purchases for the NCI-Frederick. A copy of this certificate is available to vendors upon request. SAIC-Frederick, Inc., is authorized to make direct sales tax payments to the State of Maryland.

GETTING ON THE VENDOR LIST

With this booklet is a packet of pertinent business information, including the Basic Vendor Data Sheet. The information on the Basic Vendor Data Sheet is necessary to place your firm on the computerized list for goods and services you wish to supply to the NCI-Frederick. Complete the Basic Vendor Data Sheet accurately and legibly (type or print), fold it, affix postage and return it per the Instruction Sheet in the packet. Once all of the required information is received, your firm will be included on the vendor list.

SMALL BUSINESS CONCERNS

Small, Small Disadvantaged, Woman-Owned, HUBZone, Veteran-Owned, Service-Disabled Veteran-Owned and HBCU/MI businesses are encouraged to participate in providing the center's goods and services. SAIC-Frederick, Inc. acquisition activities cooperate with federal agencies to facilitate the participation of these businesses in the procurement transactions of the center. Procurement personnel use the Pro-Net, <http://www.pro-net.sba.gov>, and DOD Central Contractor Registration, [www.http://ccr2000.com](http://www.ccr2000.com), as well as attend conferences and trade shows supported by Small, Small Disadvantaged, Woman-Owned, HUBZone, DVET, and HBCU/MI businesses in order to maximize use of these businesses. When lower tier subcontracting is appropriate, use of Small, Small Disadvantaged, Woman-Owned, HUBZone, DVET, and HBCU/MI businesses is mandated on SAIC-Frederick, Inc. subcontracts in accordance with federal guidelines. Any Small, Small Disadvantaged, Woman-Owned, HUBZone, DVET, or HBCU/MI business seeking assistance in understanding or completing any solicitation should contact the appropriate department as listed in the brochure Introduction.