

REQUEST FOR QUOTATION (THIS IS NOT AN ORDER)		THIS RFQ <input type="checkbox"/> IS <input checked="" type="checkbox"/> IS NOT A SMALL BUSINESS SET-ASIDE		PAGE 1 OF 23 PAGES		
1. REQUEST NUMBER 75N98026Q00122		2. DATE ISSUED 06/18/2026		3. REQUISITION/PURCHASE REQUEST NUMBER To be specified at time of award		
4. CERT. FOR NAT. DEF. UNDER BDSA REG. 2 AND/OR DMS REG. 1		RATING				
5a. ISSUED BY Office of Acquisition (OA), Office of the Director (OD), National Institutes of Health (NIH)				6. DELIVER BY (Date)		
5b. FOR INFORMATION CALL (NO COLLECT CALLS)						
NAME Rieka Plugge, rieka.plugge@nih.gov		TELEPHONE NUMBER AREA CODE NUMBER		7. DELIVERY <input checked="" type="checkbox"/> FOB DESTINATION <input type="checkbox"/> OTHER (See Schedule)		
8. TO:				9. DESTINATION		
a. NAME Interested Offerors		b. COMPANY		a. NAME OF CONSIGNEE NIH OA		
c. STREET ADDRESS				b. STREET ADDRESS 6701 Rockledge Drive		
d. CITY				c. CITY Bethesda		
e. STATE		f. ZIP CODE		d. STATE MD	e. ZIP CODE 20892	
10. PLEASE FURNISH QUOTATIONS TO THE ISSUING OFFICE IN BLOCK 5a ON OR BEFORE CLOSE OF BUSINESS (Date) 06/29/2026		IMPORTANT: This is a request for information and quotations furnished are not offers. If you are unable to quote, please so indicate on this form and return it to the address in Block 5a. This request does not commit the Government to pay any costs incurred in the preparation of the submission of this quotation or to contract for supplies or service. Supplies are of domestic origin unless otherwise indicated by quoter. Any representations and/or certifications attached to this Request for Quotation must be completed by the quoter.				
11. SCHEDULE (Include applicable Federal, State and local taxes)						
ITEM NUMBER (a)	SUPPLIES/SERVICES (b)		QUANTITY (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)
	RFQ Project Title: National Institutes of Health (NIH) Gateway to Research Opportunities for the Workforce (GROW) Program RFQ Attachments: Attachment 1 - Statement of Work & Appendix 1 Attachment 2 - Pricing Table Attachment 3 - NIH Invoice Instructions with IPP					
12. DISCOUNT FOR PROMPT PAYMENT			a. 10 CALENDAR DAYS (%)	b. 20 CALENDAR DAYS (%)	c. 30 CALENDAR DAYS (%)	d. CALENDAR DAYS NUMBER PERCENTAGE
NOTE: Additional provisions and representations <input checked="" type="checkbox"/> are <input type="checkbox"/> are not attached.						
13. NAME AND ADDRESS OF QUOTER			14. SIGNATURE OF PERSON AUTHORIZED TO SIGN QUOTATION		15. DATE OF QUOTATION	
a. NAME OF QUOTER						
b. STREET ADDRESS			16. SIGNER			
c. COUNTY			a. NAME (Type or print)		b. TELEPHONE	
d. CITY			e. STATE		f. ZIP CODE	
			c. TITLE (Type or print)		NUMBER	

SF-18 Continuation**SOLICITATION FOR NONCOMMERCIAL PRODUCTS/SERVICES (REVOLUTIONARY FAR OVERHAUL
(RFO) DEVIATION)****PART I – GENERAL INFORMATION****1.1. Posting Date: 6/18/2026****1.2. Introduction**

- a. This is a solicitation for noncommercial services prepared in accordance with [Revolutionary FAR Overhaul Part 13 - Simplified Procedures for Noncommercial Acquisitions](#). This announcement constitutes the only solicitation. Quotations are being requested, and a separate written solicitation will not be issued.
- b. Solicitation number 75N98026Q00122 titled National Institutes of Health (NIH) Gateway to Research Opportunities for the Workforce (GROW) Program is issued as a request for quotation (RFQ).
- c. This solicitation incorporates provisions and clauses by reference. The full text of provisions and clauses may be accessed electronically at www.acquisition.gov. All applicable FAR Parts and Agency Deviations (with Dates) including for Health and Human Services (HHS) may be accessed electronically at <https://www.acquisition.gov/far-overhaul/far-part-deviation-guide>.
- d. Set-Aside: None, Unrestricted
- e. NAICS Code: 611310 Colleges, Universities, and Professional Schools (Size Standard: \$34.5M)
- f. Product or Service Code (PSC): U005
- g. Defense Priorities and Allocations System (DPAS) is not applicable to this requirement.

1.3. Contracting Office and Contact Points

R&D and Professional Services, Division A

Office of Acquisition
Office of the Director
National Institutes of Health
6701 Rockledge Drive
Bethesda, MD 20892

Rieka Plugge
Contracting Officer
Email: rieka.plugge@nih.gov

1.4. Description of Services

The NIH Gateway to Research Opportunities for the Workforce (GROW) Program is a two-year training program designed to prepare students to become competitive applicants for research training programs at research-intensive institutions, such as the NIH Intramural research training programs, and similar programs at other R1 institutions. The NIH GROW Program is a research capacity-building initiative designed to enhance the research capacity at contracted institutions, increase student access to research opportunities, and support for STEM education in service of national competitiveness.

The NIH GROW Program has two distinct tracks based on career level: one for high school students and another for undergraduate students. Offerors may submit a quotation for only one track.

All interested quoters who submit a quote will conform to the requirements herein for the *National Institutes of Health (NIH) Gateway to Research Opportunities for the Workforce (GROW) Program* procurement. Refer to Solicitation Attachment No. 1 - Statement of Work (SOW) with Appendix A (Sample Schedule and Curriculum) for complete details and specifications (including deliverable and reporting requirements).

The government will offer a firm-fixed price (FFP) purchase order resulting from this solicitation to the responsible quoter(s) whose quotation, conforming to the solicitation, will be most advantageous to the government (as determined by the solicitation evaluation criteria). The government reserves the right to award one, up to ten (five per track), or no awards resulting from this solicitation.

The anticipated period of performance shall include one 12-month base period and one 12-month option period.

An offeror must meet a qualification requirement to be eligible for award for the undergraduate track. Refer to the mandatory criteria in Part II, 2.5. of the solicitation.

The place of performance shall be at the contractor site in the United States.

1.5. Terms and Conditions and Additional Contract Requirement(s)

- a. In responding to this RFQ, it is the respondent's responsibility to provide current, relevant, complete, and accurate information in their quotation.
- b. This RFQ does not commit the Government to pay any cost incurred in the submission of quotes-Quotations or make necessary studies or designs for the preparation thereof, nor to procure or contract for the products or services.
- c. The Contracting Officer is the only individual who can legally commit the Government to the expenditure of public funds in connection with this RFQ. Any other commitment, either explicit or implied, is invalid.
- d. A response to this RFQ is not to be considered an offer that can be accepted by the Government to form a binding contract. The actual purchase order is considered the offer by the Government to the contractor and the respondent's written acceptance of the purchase order, or the commencement of performance under the order, is the respondent's indication of their acceptance of the offer.
- e. In addition to the clauses and/or provisions of this RFQ, the resultant purchase order may include RFO 52.213-4, Terms and Conditions—Simplified Acquisitions (Noncommercial), and any other clauses and/or provisions and Deviations required by Public Law, Executive Order, or the Health and Human Services Acquisition Regulations (HHSAR) applicable to or in effect at the time of execution of the award.
- f. Potential award without discussions. The Government reserves the right to issue an award(s) without discussions if the Contracting Officer determines that the initial prices are fair and reasonable and that discussions are not necessary.
- g. If an award(s) will be made without conducting discussions, the respondent may be given the opportunity to clarify certain aspects of its Quotation to which the respondent has not previously had an opportunity to respond or to resolve minor or clerical errors.
- h. The RFQ may be amended or canceled, as necessary, to meet the Government's requirements.

- i. All documents and deliverables described in this RFQ and amendments or modifications, shall be submitted in a professional manner and in the prime respondent's letterhead. All work (hardware, software, and services) must be Year 2000 Compliant.
- j. The following Provisions and Clauses are either incorporated by reference or included in full text.:

FAR 52.252-1 Solicitation Provisions Incorporated by Reference (Feb 1998)

This solicitation incorporates one or more solicitation provisions by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. The offeror is cautioned that the listed provisions may include blocks that must be completed by the offeror and submitted with its quotation or offer. In lieu of submitting the full text of those provisions, the offeror may identify the provision by paragraph identifier and provide the appropriate information with its quotation or offer. Also, the full text of a solicitation provision may be accessed electronically at this/these address(es):

<https://www.acquisition.gov/>

(End of provision)

FAR 52.252-5 Authorized Deviations in Provisions (Nov 2020)

(a) The use in this solicitation of any Federal Acquisition Regulation (48 CFR Chapter 1) provision with an authorized deviation is indicated by the addition of "(DEVIATION)" after the date of the provision.

(b) The use in this solicitation of any FAR provision with an authorized deviation is indicated by the addition of "(DEVIATION)" after the name of the regulation.

(End of provision)

The following Federal Acquisition Regulation (FAR) and Health and Human Services Acquisition Regulation (HHSAR) solicitation provisions apply to this acquisition:

Offerors must complete entity-level representations and certifications online in the System for Award Management (SAM) in accordance with [RFO Provision 52.204-7](#), System for Award Management – Registration.

FAR 52.217-5 Evaluation of Options (July 1990)

Except when it is determined in accordance with FAR [17.206\(b\)](#) not to be in the Government's best interests, the Government will evaluate offers for award purposes by adding the total price for all options to the total price for the basic requirement. Evaluation of options will not obligate the Government to exercise the option(s).

(End of provision)

[HHSAR 352.239-73 Electronic Information and Technology Accessibility Notice](#) (Dec 2015)

FAR 52.252-2 Clauses Incorporated by Reference (Feb 1998)

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this/these address(es):

<https://www.acquisition.gov/>

(End of clause)

FAR 52.252-6 Authorized Deviations in Clauses (Nov 2020)

(a) The use in this solicitation or contract of any Federal Acquisition Regulation (48 CFR Chapter 1) clause with an authorized deviation is indicated by the addition of "(DEVIATION)" after the date of the clause.

(b) The use in this solicitation or contract of any FAR clause with an authorized deviation is indicated by the addition of "(DEVIATION)" after the name of the regulation.

(End of clause)

The following Federal Acquisition Regulation (FAR) and Health and Human Services Acquisition Regulation (HHSAR) clauses apply to this acquisition and are incorporated by reference (IBR):

1. [RFO 52.213-4 Terms and Conditions—Simplified Acquisitions \(Noncommercial\) \(Deviation\)](#)
2. [52.203-17 Contractor Employee Whistleblower Rights](#) (Nov 2023)
3. [52.203-19 Prohibition on Requiring Certain Internal Confidentiality Agreements or Statements](#) (Jan 2017)
4. [52.024-13 System for Award Management—Maintenance](#) (DEVIATION DATE)
5. [52.204-10 Reporting Executive Compensation and First-Tier Subcontract Awards](#) (DEVIATION DATE)
6. [52.209-6 Protecting the Government's Interest When Subcontracting With Contractors Debarred, Suspended, Proposed for Debarment, or Voluntarily Excluded](#) (DEVIATION DATE)
7. [52.222-3 Convict Labor](#) (DEVIATION DATE)
8. [52.222-35 Equal Opportunity for Veterans](#) (DEVIATION DATE)
9. [52.222-36 Equal Opportunity for Workers with Disabilities](#) (DEVIATION DATE)
10. [52.222-37 Employment Reports on Veterans](#) (DEVIATION DATE)
11. [52.222-41 Service Contract Labor Standards](#) (Aug 2018)
12. [52.222-50 Combating Trafficking in Persons](#) (DEVIATION DATE)
13. [52.222-55 Minimum Wages for Contractor Workers Under Executive Order 14026](#) (Jan 2022)
14. [52.222-62 Paid Sick Leave Under Executive Order 13706](#) (Jan 2022)
15. [52.232-1 Payments](#) (Apr 1984)
16. [52.232-8 Discounts for Prompt Payment](#) (Feb 2002)

17. [52.232-11](#) Extras (Apr 1984)
18. [52.232-25](#) Prompt Payment (Jan 2017)
19. [52.232-33](#) Payment by Electronic Funds Transfer-System for Award Management (Oct 2013)
20. [52.232-39](#) Unenforceability of Unauthorized Obligations (Jun 2013)
21. [52.232-40](#) Providing Accelerated Payments to Small Business Subcontractors (Mar 2023)
22. [52.233-1 Disputes](#) (DEVIATION DATE)
23. [52.233-3 Protest after Award](#) (DEVIATION DATE)
24. [52.233-4 Applicable Law for Breach of Contract Claim](#) (DEVIATION DATE)
25. [52.240-91 Security Prohibitions and Exclusions](#) (DEVIATION DATE)
26. [52.244-6 Subcontracts for Commercial Products and Commercial Services](#) (DEVIATION DATE)
27. [352.227-70 Publications and Publicity](#) (Dec 2015)
28. [352.239-74 Electronic and Information Technology Accessibility](#) (Dec 2015)

*** The full text of provisions and clauses may be accessed electronically at www.acquisition.gov. All applicable FAR Parts and Agency Deviations including for Health and Human Services (HHS) may be accessed electronically at <https://www.acquisition.gov/far-overhaul/far-part-deviation-guide>.***

The following Federal Acquisition Regulation (FAR) and Health and Human Services Acquisition Regulation (HHSAR) clauses and other articles apply to this acquisition and are included in full text:

FAR 52.217-9 Option to Extend the Term of the Contract (MAR 2000)

(a) The Government may extend the term of this contract by written notice to the Contractor within the current period of performance; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 10 days before the contract expires. The preliminary notice does not commit the Government to an extension.

(b) If the Government exercises this option, the extended contract shall be considered to include this option clause.

(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed 24 months.

(End of clause)

CONTRACTING OFFICER REPRESENTATIVE (COR)

The following Contracting Officer Representative (COR) will represent the Government for the purpose of this contract:

[To be specified at time of award]

The COR is responsible for: (1) monitoring the Contractor's technical progress, including the surveillance and assessment of performance and recommending to the Contracting Officer changes in requirements; (2) interpreting the statement of work and any other technical performance requirements; (3) performing technical evaluation as required; (4) performing technical inspections and acceptances required by this contract; and (5) assisting in the resolution of technical problems encountered during performance.

The Contracting Officer is the only person with authority to act as agent of the Government under this contract. Only the Contracting Officer has authority to: (1) direct or negotiate any changes in the statement of work; (2) modify or extend the period of performance; (3) change the delivery schedule; (4) authorize reimbursement to the Contractor for any costs incurred during the performance of this contract; (5) otherwise change any terms and conditions of this contract; or (6) sign written licensing agreements. Any signed agreement shall be incorporated by reference in the contract.

The Government may unilaterally change its COR designation.

KEY PERSONNEL, HHSAR 352.237-75 (December 2015).

The key personnel specified in this contract are considered to be essential to work performance. At least 30 days prior to the contractor voluntarily diverting any of the specified individuals to other programs or contracts the Contractor shall notify the Contracting Officer and shall submit a justification for the diversion or replacement

and a request to replace the individual. The request must identify the proposed replacement and provide an explanation of how the replacement's skills, experience, and credentials meet or exceed the requirements of the contract (including, when applicable, Human Subjects Testing requirements). If the employee of the contractor is terminated for cause or separates from the contractor voluntarily with less than thirty days' notice, the Contractor shall provide the maximum notice practicable under the circumstances. The Contractor shall not divert, replace, or announce any such change to key personnel without the written consent of the Contracting Officer. The contract will be modified to add or delete key personnel as necessary to reflect the agreement of the parties.

(End of clause)

The following individuals are considered to be essential to the work being performed hereunder:

Name	Title
<i>[To be specified at time of award]</i>	Program Co-Coordinator
<i>[To be specified at time of award]</i>	Program Co-Coordinator

PART II – ADDITIONAL QUOTER INFORMATION AND INSTRUCTIONS

2.1. Closing Response Date/Time: 6/29/2026, 9:00 A.M., Eastern Standard Time (EST)

2.2. General Information

- a. Responses to this RFQ will be evaluated to determine the contractor(s) that can best meet the Government's needs at the best value. The evaluation results in assessment of the respondent's ability to successfully accomplish the requirement. Therefore, the Contractor should read the RFQ carefully before preparing their response. The offer should be practical, clear, and concise; and should comprehensively address the requirements of this RFQ.
- b. Assumptions, conditions, or exceptions with any of the terms and conditions of this RFQ must be noted. If not noted, the Government will assume that no assumptions, conditions, or exceptions are made, and the respondent agrees to comply with all the terms and conditions as set forth in the RFQ.
- c. Information requested herein must be furnished in writing fully and completely in compliance with the RFQ. The information requested and the manner of submittal is

- essential to permit prompt evaluation of all offers on a fair and uniform basis. Simple statements of compliance (i.e., “understood”; “will comply”) or phrases such as “standard procedures will be used” or “well known techniques will be utilized” and other generalities, without the detailed description of how compliance will be met, may not be considered sufficient evidence that the Quotation can technically meet the project requirements. Accordingly, any Quotation in which material information requested is not furnished or where indirect or incomplete answers or information are provided may be considered not acceptable.
- d. Respondents may, at their discretion, submit alternate Quotations or Quotations that deviate from the RFQ provided that a Quotation for performance of work, as specified in the SOW, is also submitted. The alternate Quotation may be considered if overall performance would be improved or not be compromised and if it is in the best interest of the Government. Alternate Quotations or deviations from any requirements of this RFQ must be clearly identified.
 - e. The quote must be signed by an official authorized to bind the respondent’s organization.
 - f. The Government may request clarifying information from the respondent as it relates to its Quotation.
 - g. The Government reserves the right to reject any or all offers or any part thereof and to waive any minor informality or irregularity in offers received.

2.3. Submission Instructions

All quotations (business and technical volumes) must be sent to the contracting officer via email at rieka.plugge@nih.gov by the closing date and time specified herein. Refer to 1.8. below for supplemental quotation submission instructions.

The solicitation number 75N98026Q00122 and the quoter’s company name must be referenced in the subject line of the email transmission. The quote must be signed by an authorized signatory authority of the company

This is an unrestricted solicitation for noncommercial services as defined herein. The government intends to award a purchase order as a result of this solicitation that will include the terms and conditions set forth herein. To facilitate the award process, all quotes must include a statement regarding the terms and conditions herein as follows:

“The terms and conditions in the solicitation are acceptable to be included in the award document without modification, deletion, or addition.”

OR

“The terms and conditions in the solicitation are acceptable to be included in the award document with the exception, deletion, or addition of the following:”

Quoters must list exception(s) and rationale for the exception(s). Quotations that reject the terms and conditions of the solicitation may be excluded from consideration.

Quoters are responsible for submitting quotations, and any modifications, revisions, or withdrawals, so as to reach the Government office designated in the solicitation by the time specified in the solicitation. The quoter agrees to hold the prices in its offer firm for 30 calendar days from the date specified for receipt of offers, unless another time period is specified in an addendum to the solicitation. Faxed quotes will not be accepted.

Any Quotation, modification, or revision that is received at the designated Government office after the exact date and time specified for receipt of Quotations is “late” and may not be considered, at the discretion of the Contracting Officer. Quotations received “late” may not be evaluated or considered for award and may be returned to the offeror.

Acceptable evidence to establish the time of receipt at the Government installation includes the time/date stamp of that installation on the Quotation wrapper, other documentary evidence of receipt maintained by the installation, or oral testimony or statements of Government personnel.

If an emergency or unanticipated event interrupts normal Government processes so that Quotations cannot be received at the Government office designated for receipt of Quotations by the exact time specified in the solicitation, and urgent Government requirements preclude amendment of the solicitation closing date, the time specified for receipt of Quotations will be deemed to be extended to the same time of day specified in the solicitation on the first work day on which normal Government processes resume.

All responsible sources may submit a quotation, which will be considered by the agency.

2.4. Request for Clarification and Vendor Questions

All questions regarding this solicitation requirements must be submitted in writing via e-mail to the contracting officer, rieka.plugge@nih.gov, by 3:00 P.M., EST, on 6/22/2026.

When submitting requests for clarification, respondents must cite the relevant section, paragraph, and page number. Questions should be written in a way that enables clear understanding of the respondents' issues or concerns. Statements expressing opinions, sentiments, or conjectures are not considered valid inquiries and will not be provided with a response. Further, respondents are reminded that the Contracting Officer will not address hypothetical questions aimed at receiving a potential evaluation decision.

Respondents may submit no more than eight (8) questions for clarification.

Written responses to the questions will be provided to all respondents through an amendment to the solicitation on Contract Opportunities on www.SAM.gov.

Government responses to questions shall be provided via an amendment to the solicitation posted to www.SAM.gov.

2.5. Supplemental Quotation Submission Instructions

Quoters' responses to the solicitation shall be provided in two separate volumes as follows:

Volume	Format	Page Limitation
Volume 1 – Business Volume	PDF and Excel	None
Volume 2 – Technical Volume	PDF	No more than 30 pages, size 12 font, excluding cover page, table of contents and CVs/resumes.

All quoters must submit one (1) copy of each volume with its quotation.

Supplemental instructions are as follows:

I. Quotation – Business Volume

- a. Quotations submitted shall contain a firm-fixed price for the Base Period, Option Period One (1), and a total firm-fixed price sum for both Periods combined. The Government is requesting a quote to obtain a successfully completed summer program (with related activities outlined in the Statement of Work). Therefore, the total firm-price of the base period is your institution's quoted cost to

complete the base period activities as outlined in the Statement of Work. The total firm-fixed price of Option Period One (1) is your institute's quoted cost to complete the Option Period One (1) activities as outlined in the Statement of Work. Since this is a firm-fixed price, Offeror's are not expected to provide estimated line by line cost element details that may be common in a cost reimbursable type requirement.

NOTE: Food and beverage cannot be reimbursed through federal appropriated dollars in this requirement. Quotes should not include any food and beverage costs. Any food and beverages provided during the period of performance is at the cost of the contractor and not with contract funds.

Refer to Solicitation Attachment 2 for the quotation pricing table format as part of the Business Volume submission.

Contract Line Item No.	Description	Total Firm-Fixed Price (FFP)
1	Base Period for National Institutes of Health (NIH) Gateway to Research Opportunities for the Workforce (GROW) Program Base Period (12-months)	\$ _____
2001	Option Period One (1) for National Institutes of Health (NIH) Gateway to Research Opportunities for the Workforce (GROW) Program Option Period One (1) (12-months)	\$ _____
Total FFP Inclusive of the Base and all options if exercised:		\$ _____

b. Past Performance Information

Quoters should include the following information as part of their Business Volume. A list of up to three federal contracts completed during the past eight years or that are currently being performed that is relevant or similar to the work within this Statement of Work. This may include those entered into by the Federal Government, agencies of state and local governments and commercial concerns. Quoters may also submit past performance information regarding predecessor companies, key personnel who have relevant experience or subcontractors that will perform major or critical aspects of the requirement when such information is relevant to the instant acquisition. For the purposes of

this solicitation, a "major subcontract" is defined as a subcontract award in excess of \$150,000.

Include the following information for each contract or subcontract listed:

1. Name of Contracting Organization
2. Contract Number (for subcontracts, provide the prime contract number and the subcontract number)
3. Contract Type
4. Total Contract Value
5. Description of Requirement
6. Contracting Officer's Name and Telephone Number
7. Program Manager's Name and Telephone Number
8. North American Industry Classification System (NAICS) Code

The Government is not required to contact all references provided by the quoter.

The Government may also review final performance evaluations for each Offeror in the Contractor Performance Assessment Reporting System (CPARS) as part of its evaluation of past performance.

II. Quotation – Technical Volume

Quoters Technical Volume will be evaluated against the technical evaluation factors contained in the Technical Evaluation Criteria herein the solicitation. It is important that Quoters Technical Volume have sufficient information to evaluate against the technical evaluation factors. A detailed proposal of your summer course and yearlong program must be submitted for review, outlining the deliverables listed in the SOW and how each task will be achieved.

This should include:

- All proposed personnel with their CVs or resumes,
- A plan for student recruitment and the program's selection process to attract highly qualified candidates,
- A weekly schedule/curriculum for the summer course and all of the activities for the academic year with possible speakers and seminar/workshop titles,
- A tentative agenda for the program's opening and closing activities,
- Sample lesson/lecture plans with proposed science and professional development activities, the required laboratory materials or computer

software, possible speakers/lecturers, and learning objectives for each activity,

- The drafted program evaluation(s), and
- A student tracking plan for all who completed the summer course and yearlong program.

All of these specifics included in the technical volume will be reviewed prior to the start of the program.

Your technical volume will be evaluated by a technical evaluation panel and scored based on the “Technical Evaluation Criteria” that is included herein this solicitation. Therefore, offerors should ensure the information within their technical proposal is sufficient in detail and tailored to the evaluation factors and Statement of Work.

Technical Volume Format

The suggested outline for the technical plan is as follows:

- a. Work Scope
- b. Objectives. State the overall objectives and the specific accomplishments you hope to achieve. Indicate the rationale for your plan, and relationship to comparable work in progress elsewhere. Review pertinent work already published which is relevant to this project and your proposed approach. This should support the scope of the project as you perceive it.
- c. Approach. Discuss the possible or probable outcome of approaches proposed.
- d. Methods. Describe in detail the methodologies you will use for the project, indicating your level of experience with each, areas of anticipated difficulties, and any unusual expenses you anticipate.
- e. Schedule. Provide a schedule for completion of the work specified in the statement of work. Performance schedules shall be indicated for phases or segments, as applicable, as well as for the overall program. Schedules shall be shown in terms of calendar months from the date of authorization to proceed or, where applicable, from the date of a stated event, as for example, receipt of a required approval by the Contracting Officer. Unless the request for quotes indicates that the stipulated schedules are mandatory, they shall be treated as desired or recommended schedules.

**The Government will consider shortened lead time for program implementation. NINDS recognizes that the NIH GROW Program described in the base year may not be initiated during the traditional summer period. For the Base Year only, the Contractor may administer the required 7-8 weeks of curriculum during late summer and/or the fall semester. The curriculum requirements, learning objectives, and overall scope of work remain unchanged. Adjustments to the program calendar should be coordinated with and approved by the Contracting Officer's Representative (COR). For the Option Year, the Contractor shall conduct the program as originally intended, consisting of 7-8 weeks during the summer period. All other terms and conditions of the Statement of Work remain unchanged.*

- f. Personnel. Describe the experience and qualifications of personnel who will be assigned for direct work on this project. Information is required which will show the composition of the task or work group, its general qualifications, and recent experience with similar equipment or programs.

Resumes for personnel should be provided. Each resume should not exceed more than two pages in length.

2.6. Evaluation of Quotes and Award Determination

- a. The Government will evaluate all responses received using the evaluation criteria as set forth in Evaluation Criteria herein. Each response will be evaluated in strict conformity with the evaluation factors, utilizing written critiques. The evaluation will be based upon the demonstrated capabilities of the prospective contractor(s) in relation to the needs of the project as set forth in the RFQ and Statement of Work.
- b. The price quoted will also be evaluated. A price reasonable determination will be made, and a best value analysis will be performed. The best value analysis will take into consideration the results of the technical evaluation and price evaluation. The Government will award a purchase order resulting from this solicitation to the responsible offeror whose offer conforming to the solicitation will be most advantageous to the Government, price and other factors considered.
- c. All aspects of the quote are subject to discussion, including price, technical approach and terms and conditions. At the completion of discussions, the contractor will ensure their technical volume and business volume reflects the mutual understanding of the requirement and if requested, submit a revised technical plan and price quote to the Contracting Officer. The Technical Volume should consist of the contractor's intent and approach to this effort.

- d. The Government may request clarifying information from the contractor, as it relates to its quote.
- e. If an award(s) will be made without conducting discussions, contractors may be given the opportunity to clarify certain aspects of their quote or to resolve minor or clerical errors.
- f. The Government reserves the right to make a single award, multiple awards, or no award at all because of this RFQ. In addition, the RFQ may be amended or canceled as necessary to meet the Government's requirements.
- g. Offerors should review the attached Supplemental Quotation Instructions herein.

2.7. Evaluation Criteria

Award(s) will be made to the quoter(s) whose quotation(s) offer the best value and will be most advantageous to the government, considering technical capability, personal qualifications, recruitment and retention, past performance, and price. The Government reserves the right to award one, multiple, or no purchase orders resulting from this requirement.

Offerors must address all aspects of the SOW in their Quotation to the requirements for technical factors 1, 2 and 3. Offerors must provide sufficient information to allow evaluation of the quotation against the Technical Evaluation Criteria listed below.

Offerors are advised and cautioned that quotations will be evaluated solely on the information provided in the quotation unless otherwise noted. Failure to provide any of the information required by the solicitation will result in a less than favorable evaluation of an Offerors quotation.

The government will evaluate submissions based on the following evaluation criteria:

- I. Mandatory Evaluation Criteria (Pass/Fail)

For the undergraduate track, eligible institutions must (1) award undergraduate degrees (B.S. and B.A.) in biomedical sciences, (2) have received less than \$6 million per year in NIH R01 support (total funding) in each of the preceding three fiscal years, and (3) enroll at least 25% of undergraduate students supported by Pell grants based on the most recent two years of data available from the Integrated Postsecondary Education Data System (IPEDS) database maintained by the National Center for Education Statistics. R01 support data will be confirmed using the NIH RePORTER. Factors that cannot be used to make eligibility decisions for program participants include race, ethnicity, or sex (including gender identity, sexual orientation, or transgender status).

II. Technical Evaluation Criteria

The technical evaluation criteria listed below will be used by a technical evaluation panel to evaluate and rate quoter's technical volume. These criteria are listed in the order of their relative importance with points.

<u>TECHNICAL EVALUATION CRITERIA</u>
<p><u>Factor 1: Technical Capability</u></p> <p>The Offeror's quotation shall address each area of the statement of work requirements in sufficient detail to demonstrate a clear understanding of the statement of work and compliance with requirements. Technical Capability should also include organizational capability (experience) as indication of an offeror's ability to successfully perform the statement of work.</p> <ul style="list-style-type: none"> (a) Capability of offeror to successfully provide both a clinical/translational and basic research program, to include access to clinical and basic research facilities. (b) Offeror's demonstrated history of working with development of students at institutions that have a historical focus of serving students from American Indian/Alaska Native (AI/AN) communities (for the high school track) or college students from resource limited institutions (RLIs) (for the undergraduate track).

Factor 2: Personnel Qualifications

The Offeror's quotation shall be evaluated for level of conformance to the key personnel qualifications and personnel qualifications identified in the Statement of Work. Contractor's Quotation shall contain a resume/CV for each proposed staff member.

Factor 3: Recruitment & Retention Plan

Offeror's quotation shall be evaluated on its ability to meet the recruitment of students outlined in the Statement of Work. The Offeror should address in their Quotation how they will recruit the appropriate number of students and provide a plan for the retention of students. This includes an explanation for how an Offeror would find a capable replacement student for the Base Period and Option Period One (1) activities in the event a student does not remain in the Program.

Technical quotations will be evaluated using a summary adjectival rating in accordance with the following scale:

Excellent

The Quotation has exceptional merit and reflects an excellent approach which will clearly result in the superior attainment of all requirements and objectives. This clearly achievable approach includes several advantageous characteristics of substance, and very few disadvantages, which can be expected to result in outstanding performance. The risk of unsuccessful performance is very low as the Quotation provides solutions which are unquestionably feasible and practical. These solutions are further considered very low risk in that they are exceptionally clear and precise, fully supported, and demonstrate a clear understanding of the requirements. Risk Level: Very Low

Good

The Quotation demonstrates a sound approach which is expected to meet all requirements and objectives. This sound approach includes advantageous characteristics of substance, and few relatively minor disadvantages, which collectively can be expected to result in satisfactory performance. The risk of unsuccessful performance is low as the Quotation contains solutions which are considered feasible and practical. These solutions are further considered to reflect low risk in that they are clear and precise, supported, and demonstrate an understanding of the requirements. Risk Level: Low

Acceptable

The Quotation demonstrates an approach which is capable of meeting all requirements and objectives. The approach includes both advantageous and disadvantageous characteristics of substance, where the advantages are not outweighed by the disadvantages. Collectively, the advantages and disadvantages are likely to result in acceptable performance. The risk of unsuccessful performance is moderate, as the Quotation solutions are generally feasible and practical. These solutions may also be considered to reflect moderate risk in that they may be somewhat clear and precise, partially supported, and/or demonstrate a general understanding of the requirements. Risk Level: Neutral

Marginal

The Quotation demonstrates an approach which may not be capable of meeting all requirements and objectives. The approach has disadvantages of substance and advantages, which if they exist, are outweighed by the disadvantages. Collectively, the advantages and disadvantages present a low or questionable likelihood of resulting in satisfactory performance. The risk of unsuccessful performance is high as the Quotation contains solutions which may not be feasible and practical. These solutions may also be considered to reflect high risk in that they lack clarity and precision, are generally unsupported, and/or do not demonstrate a complete understanding of the requirements. Risk Level: High

Unacceptable

The Quotation demonstrates an approach which, based on a very high risk, will very likely not be capable of meeting all requirements and objectives. This approach has several disadvantages of substance, and advantages which, if they exist, are outweighed by disadvantages.

Collectively, the advantages and disadvantages are unlikely to result in satisfactory performance. The risk of unsuccessful performance is very high as the Quotation contains solutions which are not feasible and practical. The solutions may also be considered to reflect very high risk in that they lack any clarity or precision. Risk Level: Very High

III. Past Performance

Past Performance will be evaluated to assess an Offeror's ability to successfully perform the requirements identified in the solicitation based

on recent and relevant past performance information provided as part of the Quoter's Business Volume. The Government is not required to contact all references provided by the quoter as part of its business volume submission. The Government may also consider information obtained through other sources such as reviewing final performance evaluations in the Contractor Performance Assessment Reporting System (CPARS).

IV. Price

The Government will evaluate the prices quoted to determine reasonableness.

Technical and past performance, when combined, are significantly more important than cost or price.

Options. The Government will evaluate offers for award purposes by adding the total price for all options to the total price for the basic requirement. The Government may determine that an offer is unacceptable if the option prices are significantly unbalanced. Evaluation of options shall not obligate the Government to exercise the option(s).

A written notice of award or acceptance of an offer, mailed or otherwise furnished to the successful quoter(s) within the time for acceptance specified in the offer, shall result in a binding contract without further action by either party. Before the offer's specified expiration time, the Government may accept an offer (or part of an offer), whether or not there are negotiations after its receipt, unless a written notice of withdrawal is received before award.

2.8. Award Date and Number of Awards

It is anticipated that none, one or multiple (up to 5 per track) firm-fixed price type purchase order awards will be made from this solicitation and that the award(s) will be made on or about 7/06/2026. Awardees shall comply with the NIH Invoice and Payment Instructions w/ IPP (Refer to Solicitation Attachment 3), which shall be incorporated as an attachment to any resultant purchase order award made.

The anticipated period of performance shall include one 12-month base period and one 12-month option period.

PART III - SOLICITATION ATTACHMENTS

Attachment 1	Statement of Work w/ Appendix A (Sample Schedule and Curriculum)
Attachment 2	Quotation (Business Volume) – Pricing Table Format
Attachment 3	NIH Invoice and Payment Instructions w/ IPP (MAR 2023)

PART III - SOLICITATION ATTACHMENTS

Attachment 1 - Statement of Work w/ Appendix A (Sample Schedule and Curriculum)

STATEMENT OF WORK (SERVICES) (SOW)

GENERAL INFORMATION

Title of Project:

The National Institutes of Health (NIH) Gateway to Research Opportunities for the Workforce (GROW) Program

Statement of Need and Purpose:

The NIH Gateway to Research Opportunities for the Workforce (GROW) Program is a two-year training program designed to prepare students to become competitive applicants for research training programs at research-intensive institutions, such as the NIH Intramural research training programs, and similar programs at other R1 institutions. The NIH GROW Program is a research capacity-building initiative designed to enhance the research capacity at contracted institutions, increase student access to research opportunities, and support for STEM education in service of national competitiveness.

The NIH GROW Program has two distinct tracks based on career level: one for high school students and another for undergraduate students. **Offerors may submit an quotation for only one track.**

- **NIH GROW Program: High School Track:** The purpose of the high school track is to prepare and train high school students from American Indian/Alaska Native (AI/AN) communities to be competitive applicants for future summer research training programs, with the broader goal of increasing the number of AI/AN professionals in the biomedical workforce who can contribute to the health and well-being of AI/AN communities. NIH seeks colleges, universities, and medical schools uniquely situated near AI/AN communities that are suited to administer the NIH GROW Program and provide a scholarly scientific and research curriculum to a cohort of high school students from AI/AN communities.
 - The NIH GROW program expects offerors to design a program for rising junior and senior high school students who intend to pursue a career in STEM-M (science, technology, engineering, math, and medicine).
 - For the high school track, eligible institutions must be situated near AI/AN communities and have an established relationship with members of the AI/AN community.
 - Offerors are required to develop a program that includes a seven- to eight-week summer program, along with at least one enrichment activity in both the fall and spring. Both the summer program and enrichment activities should promote strong mentor/mentee relationships within the institution as well as provide opportunities for students to network with scientists in the local community. A comprehensive curriculum should introduce students to both clinical and basic research, key areas of biology such as neuroscience and mental health, professional development and career opportunities in biomedical research and STEM-M fields, as well as a Traditional Knowledge component that must be presented by a Native American community member or researcher.
- **NIH GROW Program: Undergraduate Track:** The purpose of the undergraduate track is to prepare college students from resource limited institutions (RLIs) to become competitive applicants for summer research programs at research-intensive institutions. NIH seeks RLIs that are suited to administer the NIH GROW Program and provide a scholarly scientific and research curriculum to a cohort of undergraduate students.
 - The NIH GROW program expects offerors to design a program for rising freshman and sophomore undergraduate students (preferred career stage) who have little or no prior research experience and intend to pursue a career in STEM-M. However, rising junior and senior undergraduates may also participate as long as an appropriate curriculum is offered for this audience.

- For the undergraduate track, eligible institutions must (1) award undergraduate degrees (B.S. and B.A.) in biomedical sciences, (2) have received less than \$6 million per year in NIH R01 support (total funding) in each of the preceding three fiscal years, and (3) enroll at least 25% of undergraduate students supported by Pell grants based on the most recent two years of data available from the Integrated Postsecondary Education Data System (IPEDS) database maintained by the National Center for Education Statistics. R01 support data will be confirmed using the NIH RePORTER. Factors that cannot be used to make eligibility decisions for program participants include race, ethnicity, or sex (including gender identity, sexual orientation, or transgender status).
- Offerors are required to develop a program that includes a seven- to eight-week summer program, along with at least one enrichment activity in both the fall and spring. The summer program and enrichment activities should promote strong mentor/mentee relationships within the institution as well as provide opportunities for students to network with scientists in the local community. A comprehensive curriculum should introduce students to both clinical and basic research, key areas of biology such as neuroscience, mental health, and community health across various diseases, as well as professional development and career opportunities in biomedical research and STEM-M fields.

Background Information and Objective:

The NIH GROW Program, formerly known as the National Institute of Neurological Disorders and Stroke (NINDS) Undergraduate Summer Research Preparatory Program, provides funding to contracted sites to implement either a two-year program designed to prepare high school students from AI/AN communities or undergraduate students from RLIs to become competitive applicants for future research training program.

In recent years, graduate programs increasingly expect incoming students to have substantial research experience prior to matriculation. However, even pre-college and undergraduate summer programs have raised the bar and now expect applicants to have significant prior scientific experience. High school students from AI/AN communities and undergraduates from RLIs often experience limited access, exposure, and opportunities to engage in biomedical research, as well as a lack of awareness about available research programs. Since disadvantages tend to be cumulative, this lack of an entry point often prevents the talented students from these communities from progressing into summer research programs at research-intensive institutions and the eventual research investigator pathway.

While NIH offers funding mechanisms for training, these mechanisms largely fund a competitive pool of research-active and -intensive schools that already have a base of established grant-funded research mentors, research infrastructure, and feasibility/preliminary data for the design of their training program. The NIH GROW Program aims to bridge this gap by providing contracted sites the support needed to develop a competitive research training program at their institution. This program will provide students from AI/AN communities and RLIs the opportunity to participate in biomedical research and receive guidance from experienced researchers to become competitive applicants for future research opportunities. Moreover, a goal of the NIH Strategic Plan is to develop, maintain, and renew scientific human resources that will ensure the nation's capability to prevent disease and increase health for all. Expanding the pipeline of new trainees through both tracks of the NIH GROW Program aligns directly with this mission. The high school track of the NIH GROW program also supports the NIH Tribal Health Research Office Strategic Plan by increasing awareness of NIH research and training opportunities among AI/AN communities. By fostering greater participation in biomedical research, the program encourages more AI/AN students to pursue careers in health and science to serve their communities. The NIH GROW program is specifically designed to expand access to biomedical research opportunities for students who have not previously been exposed to such experiences and who may lack access to research training. Through this program, students will gain technical and analytical skills, engage in professional development seminars, and participate in career-planning activities.

The objective of the NIH GROW program is to offer high school students from AI/AN communities and college students from RLIs a broad range of introductory research experiences, establishing a strong

foundation of scientific and research skills and competencies. Contracted sites for the NIH GROW program must design a career-stage-appropriate program for their selected track that includes a seven- to eight-week summer program along with one enrichment activity in both the fall and spring. Offerors are required to develop a comprehensive summer curriculum that includes, but is not limited to, the following:

- **Hands-on research experience:** Student participants should have exposure to basic and clinical laboratory experiences, allowing them to acquire new technical and analytical research skills. The students shall learn laboratory techniques commonly used in biomedical research, develop skills on planning and performing experiments and analyzing data effectively, maintain a laboratory notebook, and read and evaluate scientific literature. Establishing partnerships with local medical schools or clinical facilities are highly recommended to achieve the program's goals.
- **Research seminars and journal clubs:** The curriculum should include a science lecture series, offering students the opportunity to engage with the institution's faculty and distinguished local scientists, while exploring various scientific fields and emerging technologies. Programs are also highly encouraged to host a weekly scientific journal club with informal discussions about current events related to scientific developments and human health.
 - For the high school track only, the curriculum must include a Traditional Knowledge component that must be presented by a member of the Native community.
 - For the undergraduate track only, the curriculum must include discussions on community health in various areas of biology, including neuroscience, to learn how health in different communities is affected by different diseases and medical conditions that are often more prevalent in rural and densely populated communities.
- **Professional development and academic support:** The program should provide students with academic support, mentorship, and career readiness seminars on topics such as time management, scientific writing, oral communication, leadership skills, resume building, how to present a poster, writing a cover letter, and applying to summer research programs.

Enrichment activities offered during the academic year should offer activities related to mentoring opportunities, professional development, college readiness, career exploration, or preparation for applying to the summer research programs in future years. Contracted sites are expected to host a cohort of 10-15 students each year (base and option year). Possible topics for a program will be provided in the attached sample curriculum, but each offeror is expected to tailor the curriculum to their student population, career level, and the existing resources at the institution. Only in-person or hybrid (combination of in-person and virtual) programs will be considered.

The objective of this contract is to provide comprehensive training to high school students from AI/AN communities and undergraduate students from RLIs, equipping them with the necessary research experience to become competitive applicants to summer research programs at the NIH or other research research-intensive institutions following completion of the NIH GROW program. Broad objectives of the contract goals include:

- Enhance confidence to participate in biomedical research/STEM-M fields
- Foster greater interest in pursuing STEM-M bachelor's or graduate degrees
- Expand knowledge of pathways to clinical and/or biomedical research careers
- Strengthen the sense of community between peers, program faculty and staff, and NIH officials.

Period of Performance:

Award(s) are anticipated to be made on or about July 6, 2026. The anticipated period of performance shall include one 12-month base period and one 12-month option period.

The Base Period is expected to include the following:

- Seven- to eight-week summer program for summer 2026 (refer to appendix A for a sample schedule and curriculum)
- One-day enrichment activity for fall 2026

The Option Period 1 will include the following:

- One-day enrichment activity for spring 2027
- Seven- to eight-week summer program for summer 2027

SCOPE OF WORK

General Requirements:

Independently and not as an agent of the Government, the Contractor shall furnish all the necessary services, qualified personnel, material, equipment, and facilities, not otherwise provided by the Government as needed to perform the Statement of Work below:

Specific Requirements:

Contract Type: A firm-fixed-price type purchase order with one option period is anticipated.

Eligibility Institutions

For the NIH GROW Program High School Track, contractors must be situated near AI/AN communities. The contractor must also have demonstrated extensive experience working with AI/AN communities, providing program support services, and coordinating programs to increase scientific experience. The Contractor must have evidence of an ongoing relationship with the Tribal community for whom they will provide this training program.

For the NIH GROW Program Undergraduate Track, contractors must:

- Award undergraduate degrees (B.S. and B.A.) in biomedical sciences.
- Have received less than \$6 million per year in NIH R01 support (total funding) in each of the preceding three fiscal years. R01 support data will be confirmed using the NIH RePORTER.
- Enroll at least 25% of undergraduate students supported by Pell grants based on the most recent two years of data available from the Integrated Postsecondary Education Data System (IPEDS) database maintained by the National Center for Education Statistics.

The Contractor must also have demonstrated extensive experience working with students from RLIs, providing program support services, and coordinating programs to increase scientific experience. The contractor must have evidence of an ongoing relationship with the RLI community for whom they will provide this training program.

Program Participants

For the NIH GROW Program High School Track, contractors will be expected to conduct a research training program for 10-15 rising high school juniors living on an AI/AN reservation or near the Tribal community, who are interested in pursuing a career in STEM-M. Program participants must be able to attend the Base Period summer program and fall enrichment activity. All program participants are eligible to return for the Option Period One spring enrichment activity and summer program. If any students who participated in the Base Period do not return for Option Period One, the Contractor must replace them with a capable rising high school senior to participate in the Option Period One summer program. The Contractor shall coordinate with student participants to determine a schedule that maximizes participation for the fall and spring enrichment activities.

For the NIH GROW Program Undergraduate Track, the contractor will be expected to conduct a research training program for 10-15 rising freshman and sophomore undergraduate students (preferred) who have little or no prior research experience and intend to pursue a career in STEM-M. Rising juniors and seniors in undergraduate programs may also participate as long as an appropriate curriculum is offered for this audience. All program participants must be recruited from an RLI. Any recruitment of students who are not specifically enrolled at an RLI is subject to approval from the Contract Officer's Representative. The contractor should make their best efforts to retain the same group of students who participated in the Base Period during Option Period One. However, in the event a student who participated in the Base Period summer program elects not to participate in the Option Period One summer program, the

contractor shall recruit and replace the departing student with an undergraduate student capable of meeting the requirements of the more advanced curriculum in the Option Period One summer program.

Program Curriculum

For both program tracks, the 12-month Base Period summer program will be based on the attached sample curriculum and schedule. The Base Period (year 1) of the contract will include a:

- Seven- to eight-week Base Period summer program
- One-day fall enrichment activity that builds off the Base Period summer program
- One-day spring enrichment activity that builds off the Base Period summer program

For both program tracks, the contractor is expected to develop their own curriculum for Option Period One summer program which is more advanced and builds off the lessons learned in the Base Period summer program. The 12-month Option Period One (year 2) of the contract will include a:

- Seven- to eight-week Option Period One summer program

The contractor will be expected to host a welcome and farewell ceremony for their summer program participants. Contractors shall provide student participants a certificate following the completion of the NIH GROW Program at the farewell ceremony.

Delivery or Deliverables (for both tracks, unless stated otherwise):

The contractor shall:

- (1) Identify qualified key personnel to coordinate the NIH GROW Program, ensuring that all key personnel have the appropriate expertise and experience in biomedical research to administer the program (travel personnel as needed).
- (2) Define and identify all required supplies (both administrative and scientific) as well as all curriculum needs for the entire two-year program.
- (3) *High school track only:* Coordinate with local Tribal high schools in the region to identify qualified personnel who can assist in recruiting rising high school juniors.
- (4) *Undergraduate track only:* Coordinate the recruitment 10-15 rising freshmen and sophomore college students from RLIs capable of participating in the Base Period summer program and fall activity. Students who are recruited shall be capable of returning for the Option Period One spring activity and summer program.
- (5) Coordinate local travel/transportation for students to the summer program and enrichment activities, if necessary
- (6) Create the Base Period and Option Period One summer curriculum and schedule, including a list of seminars, workshops, and speakers.
- (7) Provide a list of student enrichment activities planned for the academic year. At least two activities, such as professional development workshops, career sessions, and/or scientific lectures, are required throughout the program: one during the fall of the Base Period and one during the spring of Option Period One.
- (8) Provide a tentative agenda for both the summer welcome and farewell ceremonies to the NIH Contract Officer's Representative (COR).
- (9) Coordinate with local universities and/or medical schools to provide a laboratory and/or clinical environment to host the summer program activities.
- (10) *High school track only:* Coordinate with local universities to provide oversight for a Traditional Knowledge activity
- (11) *Undergraduate track only:* Coordinate with local universities to identify qualified personnel to provide oversight on community health component of the curriculum to teach about various diseases and medical conditions that are prevalent in local community environment.
- (12) Provide all final training program materials, schedules, and curriculum to the NIH COR for review and approval prior to the start of the NIH GROW Program.
- (13) Create weekly and final program evaluations for the summer program for participant feedback, collecting data on the program's effectiveness and areas of improvement of the program, student learning outcomes, satisfaction of training activities offered (both scientific and professional development), the quality of teaching/classroom environment, administrative processes, , etc. All

evaluation results/data should be submitted to the NIH COR at the end of the Base Period and Option Period One summer programs.

- (14) Track all participant's academic progression and successes for at least 2-4 years after completing the NIH GROW Program. This could include if the student consistently maintained a strong GPA during their high school and/or college years (3.0 or above), pursued a science major throughout their four years of college, graduated from the university/college with a B.S. or B.A. in the sciences, and/or participated in the NIH Summer Internship Program (SIP) or an equivalent summer research training program as an undergraduate or beyond.

LEVEL OF EFFORT:

The Contractor shall furnish services, qualified personnel, materials, equipment, and facilities, not otherwise provided by the Government under the terms of this contract. The Contractor must have extensive experience in providing academic support services to high school students in AI/AN communities or college students from RLIs as well as coordinating scientific research projects in the areas of biology.

The Contractor must oversee the curriculum in its entirety and provide the personnel for all employment needs of the program. A sample curriculum for each track will be provided by NINDS, and coordination with the institution's science departments and other local universities and medical schools are highly recommended for access to laboratory and clinical facilities as well as the curriculum development for various scientific topics such as neuroscience, mental health, and community health.

GOVERNMENT RESPONSIBILITIES

No access to government facility required. Government will not provide any space or equipment to contract personnel.

REPORTING REQUIREMENTS

Final training materials, program schedule, and curriculum will be provided to the COR for review prior to the start of the course.

The Base and Option One Period Final Report must be provided to the COR for review within a month after the completion of the summer component of the program and should include:

- A list of student participants,
- Finalized selected personnel with CVs attached,
- All training and courses materials used in the program,
- Finalized detailed schedule/curriculum for both the summer program and enrichment activities,
- Participant feedback on the overall satisfaction with the program, as well as specific comments on what did and did not work well for the different program components.
- Pre- and post-assessments of skills acquired by the participant during this program along with aspects related to the development of their interest in a science career.
- Academic progress of all program participants (e.g., number of students enrolled in the program, number of students who renewed for option year, number of students who conferred STEM degree, number of students who applied and participated in NIH SIP or equivalent program, number of students who presented at a national conference, number of students who pursued a graduate degree in STEM)
- A list of research projects completed by each student participant
- Future plans to sustain and/or improve program impact

Note for high school track: any data from the high school track must receive approval from Tribal leaders before being published.

OTHER CONSIDERATIONS

Travel:

Program coordinators are required to be onsite during the entire program. Some coordinators may have travel to the program site. Contractor shall arrange transportation for students, as needed. This is a day program and thus, any contractor that provides overnight accommodations is at their own cost/expense and assumes the risk.

Food and Beverage:

No Government obligated funding is to be used for food and beverage. Anything the contractor provides is at their own cost/expense.

Key Personnel:

KEY PERSONNEL, HHSAR 352.237-75 (December 2015).

The key personnel specified in this contract are considered to be essential to work performance. At least 30 days prior to the contractor voluntarily diverting any of the specified individuals to other programs or contracts the Contractor shall notify the Contracting Officer and shall submit a justification for the diversion or replacement and a request to replace the individual. The request must identify the proposed replacement and provide an explanation of how the replacement's skills, experience, and credentials meet or exceed the requirements of the contract (including, when applicable, Human Subjects Testing requirements). If the employee of the contractor is terminated for cause or separates from the contractor voluntarily with less than thirty days' notice, the Contractor shall provide the maximum notice practicable under the circumstances. The Contractor shall not divert, replace, or announce any such change to key personnel without the written consent of the Contracting Officer. The contract will be modified to add or delete key personnel as necessary to reflect the agreement of the parties.

(End of clause)

The following individuals are considered to be essential to the work being performed hereunder:

Name	Title
<i>[To be specified at time of award]</i>	Program Co-Coordinator
<i>[To be specified at time of award]</i>	Program Co-Coordinator

For the **High School Track**, contracted sites must ensure their programs are staffed with the following key personnel:

- **Two Program Co-Coordinators** – Both program coordinators must have experience working with the AI/AN populations.
 - At least one program coordinator must have either a MD, PhD, or MD/PhD.
 - At least one program coordinator must have experience with or knowledge of Traditional Knowledge. They must conduct the Traditional Knowledge component as part of the provided curriculum and must be involved throughout the entirety of the Program.

NIH does not require the following to be identified as key personnel as part of the program pursuant to , HHSAR 352.237-75; however, contracted sites must ensure their programs are staffed with the following as part of the offer.

- **Two Classroom Peer Mentors/Presenters:** Peer mentors must be pre-med or graduate students associated with a local university.
- **For Clinical Experience - Two Classroom Presenters:** Presenters must be medical students or medical personnel and have experience working with AI/AN communities or similar populations.
- **For Basic Science Experience - Two Classroom Presenters:** Presenters must be versed in basic research skills and have experience working with AI/AN communities or similar populations.
- **One High School Counselor:** The high school counselor must be from a local Tribal-run high school.

For the **Undergraduate Track**, contracted sites must ensure their programs are staffed with the following key personnel:

- **Two Program Co-Coordinator:** at least one program coordinator must have either a MD, PhD, or MD/PhD degree whereas both coordinators should have experience working at RLIs, specifically with undergraduate advising, biomedical research experience, and/or teaching expertise in any area of biological sciences.

NIH does not require the following to be identified as key personnel as part of the program pursuant to , HHSAR 352.237-75; however, contracted sites must ensure their programs are staffed with the following as part of the offer.

- **Two Group Leaders:** group leaders will be responsible for day-to-day operational, logistical, and administrative activities. Both group leaders must have experience working at RLIs, specifically with undergraduate advising, biomedical research experience, and/or teaching expertise in any area of biological sciences.
- **Two Peer Mentors:** both peer mentors must be either a medical or graduate student or postdoctoral trainee who are actively involved in biomedical research at a local university and display a strong commitment to mentoring students from RLI communities.
- **For Clinical Experience - Two Classroom Presenters:** Presenters must be medical students or medical personnel and have experience working with RLIs or similar populations.
- **For Basic Science Experience - Two Classroom Presenters:** Presenters must be versed in basic research skills and have experience working with RLIs or similar populations.

All personnel must be available from 8am to 5:30 pm, local time during the summer program. Key personnel must have relevant experience in biomedical research and/or clinical practice in a biology-related field, as required for the roles specified above. The contractor shall provide an appropriate labor mix to conduct the one-day fall activity and one-day spring activity.

Information System Security Plan:

N/A

Data Rights:

N/A

Section 508—Electronic and Information Technology Standards:

Section 508 of the rehabilitation Act of 1973 requires that the Federal agencies' electronic and information technology (EIT) is accessible to people with disabilities. The Federal Acquisition Regulations (FAR) Final Rule for section 508 (EIT Accessibility) can be found at www.section508.gov and at the

Access Board's Web site at <https://www.access-board.gov/> . The contractor must state that it will comply with the requirements of Section 508.

Publications and Publicity:

Contractor will not publish any info obtained from performance of this statement of work without prior written approval from the Contracting Officer.

Confidentiality of Information:

The Contractor will treat all NIH research data and information as confidential.

Appendix A

- 1) Sample Schedule and Curriculum

Statement of Work – Appendix A

NIH Gateway to Research Opportunities for the Workforce (GROW) Program

Base Year Sample Curriculum (2025)

Summer Program Daily Routine

8:00 am – 9:00 am	Transport to program location
9:00 am – 12:00 pm	Morning Session
12:00 pm – 1:00 pm	Lunch
1:00 pm – 4:00 pm	Afternoon Session
4:00 pm – 5:00 pm	Transport home

Summer Program Scheduled Activities

Week 1

	Monday	Tuesday	Wednesday	Thursday	Friday
Location:	University/College	University/College	University/College	University/College	University/College
Morning Session	Welcome Ceremony	Biology Lectures (e.g., cells and their function, genetics, nutrition, overview of different body systems)			Professional Development Activity: Time Management
Afternoon Session	Professional Development Activity/Academic Support Session	Biology Lab Activities/Journal Club			Guest Speaker/Mentoring Activity
Required Personnel	All program key personnel	AM: Group leaders and lecturers PM: Group leaders and lab instructors			AM: Group leaders PM: Guest lecturers or peer mentors

Week 2

	Monday	Tuesday	Wednesday	Thursday	Friday
Location:	University/College	University/College	University/College	University/College	University/College
Morning Session	Neuroscience Lectures (e.g., brain anatomy and physiology, neurochemistry, methods of research, senses, movement, sleep, learning and memory, neurological disorders)				Professional Development Activity: Science Writing
Afternoon Session	Neuroscience Lab Activities/Journal Club				Guest Speaker/Mentoring Activity
Required Personnel	AM: Group leaders and lecturers PM: Group leaders and lab instructors				AM: Group leaders PM: Guest lecturers or peer mentors

Week 3

	Monday	Tuesday	Wednesday	Thursday	Friday
Location:	University/College	University/College	University/College	University/College	University/College
Morning Session	Mental Health Lectures (e.g., mental health & wellness, affective disorders, schizophrenia)		Complementary Medicine Lectures		Professional Development Activity: Building Leadership Skills
Afternoon Session	Mental Health Lab Activities/Journal Club		Complementary Medicine Lab Activities/Journal Club		Guest Speaker/Mentoring Activity

Required Personnel	AM: Group leaders and lecturers PM: Group leaders and lab instructors	AM: Group leaders and lecturers PM: Group leaders and lab instructors	AM: Group leaders PM: Guest lecturers or peer mentors
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Week 4

	Monday	Tuesday	Wednesday	Thursday	Friday
Location:	Medical School	Medical School	Medical School	Medical School	University/College
Morning Session	Introduction to Medicine and Health (e.g., introduction to medical field, lectures on clinical neuroscience, overview of different medical professions, bioethics)				Professional Development Activity: Public Speaking
Afternoon Session	Interactive Clinical Activities/Journal Club				Guest Speaker/Mentoring Activity
Required Personnel	AM: Group leaders and lecturers PM: Group leaders and lab instructors				AM: Group leaders PM: Guest lecturers or peer mentors

Week 5

	Monday	Tuesday	Wednesday	Thursday	Friday
Location:	University/College	University/College	University/College	University/College	University/College
Morning Session	Community Health Lectures (e.g., stroke, Alzheimer's disease, maternal health, environmental health)				Professional Development Activity: Resume Building
Afternoon Session	Community Health Lab Activities/Journal Club				Guest Speaker/Mentoring Activity
Required Personnel	AM: Group leaders and lecturers PM: Group leaders and lab instructors				AM: Group leaders PM: Guest lecturers or peer mentors

Week 6

	Monday	Tuesday	Wednesday	Thursday	Friday
Location:	University/College	University/College	University/College	University/College	University/College
Morning Session	Substance Use Disorder Lectures		Stress Lectures (e.g., stress and your immune system, stress and growth, stress and your heart, stress management)		Professional Development Activity: Writing a Cover Letter
Afternoon Session	Substance Use Disorders Lab Activities/Journal Club		Stress Lab Activities/Journal Club		Guest Speaker/Mentoring Activity
Required Personnel	AM: Group leaders and lecturers PM: Group leaders and lab instructors		AM: Group leaders and lecturers PM: Group leaders and lab instructors		AM: Group leaders PM: Guest lecturers or peer mentors

Week 7

	Monday	Tuesday	Wednesday	Thursday	Friday
Location:	University/College	University/College	University/College	University/College	University/College
Morning Session	High School Track: Traditional Knowledge Component Undergraduate Track: Connecting Science and Culture Lectures				Program wrap-up/ Conduct final program survey
Afternoon Session	Professional Development Activity: How to make a poster	Professional Development Activity: How to make a poster	Professional Development Activity: Poster presentation	Professional Development Activity: Applying to	Farewell Ceremony

			(3-minute talks)	Summer Internship Programs	
Required Personnel	AM: Group leaders and lecturers PM: Group leaders	AM: Group leaders and lecturers PM: Group leaders	AM: Group leaders and lecturers PM: Group leaders	AM: Group leaders and lecturers PM: Group leaders	All program key personnel

Attachment 2 - Quotation (Business Volume) – Pricing Table Format

Attachment 2 - Pricing Table

Instruction to Quoter: Complete all highlighted cells below, save this spreadsheet, and submit with your response to the RFQ.

Contractor's Entity Name:

Contractor's SAM UEI Number:

RFQ Number: 75N98026Q00122

	Price
Base Period for National Institutes of Health (NIH) Gateway to Research Opportunities for the Workforce (GROW) Program Base Period (12-months)	
Base Period for National Institutes of Health (NIH) Gateway to Research Opportunities for the Workforce (GROW) Program Option Period One (1) (12-months)	
TOTAL FFP QUOTED \$ -	

Attachment 3 - NIH Invoice and Payment Instructions w/ IPP (MAR 2023)

Invoice and Payment Provisions (Vendor has Transitioned to IPP)

The following clause is applicable to all Purchase Orders, Task or Delivery Orders, and Blanket Purchase Agreement (BPA) Calls: **Prompt Payment** (Jan 2017) FAR 52.232-25. Highlights of this clause and NIH implementation requirements follow:

I. Invoice Requirements

- A. An invoice is the Contractor's bill or written request for payment under the contract for supplies delivered or services performed. A proper invoice is an "Original" which must include the items listed in subdivisions 1 through 12, below, in addition to the requirements of FAR 32.9. If the invoice does not comply with these requirements, the Contractor will be notified of the defect within 7 days after the date the designated billing office received the invoice (3 days for meat, meat food products, or fish, and 5 days for perishable agricultural commodities, dairy products, edible fats, or oils) with a statement of the reasons why it is not a proper invoice. (See exceptions under II., below.) Untimely notification will be considered in the computation of any interest penalty owed the Contractor.
1. Vendor/Contractor: Name, Address, Point of Contact for the invoice (Name, title, telephone number, e-mail and mailing address of point of contact).
 2. Remit-to address (Name and complete mailing address to send payment).
 3. Remittance name must match exactly with name on original order/contract. If the Remittance name differs from the Legal Business Name, then both names must appear on the invoice.
 4. Invoice date.
 5. Unique invoice #s for all invoices per vendor regardless of site.
 6. NBS document number formats must be included for awards created in the NBS: ContractNumber; Purchase Order Number; Task or Delivery Order Number and Source Award Number (e.g., Indefinite Delivery Contract number; General Services Administration number); or, BPA Call Number and BPA Parent Award Number.
 7. Unique Entity Identifier (UEI) which is in the System for Award Management (SAM) and replaces the Dun & Bradstreet Data Universal Numbering System (DUNS) number.
 8. Federal Taxpayer Identification Number (TIN). In those rare cases where a Contractor does not have a UEI number or TIN, a Vendor Identification Number (VIN) must be referenced on the invoice. The VIN is the number that appears after the contractor's name on the face page of the award document.
 9. Identify that payment is to be made using a three-way match.
 10. Description of supplies/services **that match** the description on the award, by line billed.*
 11. Freight or delivery charge must be billed as shown on the award. If it is included in the item price do not bill it separately. If identified in the award as a separate line item, it must be billed separately.
 12. Quantity, Unit of Measure, Unit Price, Extended Price of supplies delivered or services performed, as applicable, and that **match** the line items specified in the award.*

NOTE: If your invoice must differ from the line items on the award, please contact the Contracting Officer before submitting the invoice. A modification to the order or contract may be needed before the invoice can be submitted and paid.

Shipping costs will be reimbursed only if authorized by the Contract/Purchase Order. If authorized, shipping costs must be itemized. Where shipping costs exceed \$100, the invoice must be supported by a bill of lading or a paid carrier's receipt.

- B. The Contractor shall submit invoices to the Department of Treasury's Invoice Processing Platform (IPP) at <https://www.ipp.gov> with a copy to the approving official, as directed below.

The Contractor shall submit a copy of the electronic invoice to the following Approving Official (Contracting Officer) and Contracting Officer Representative:

Approving Official: Contracting Officer

Name- _____ Email Address-

Contracting Officer Representative

Name- _____ Email Address-

II. Invoice Payment

- A. Except as indicated in paragraph B., below, the due date for making invoice payments by the designated payment office shall be the later of the following two events:
1. The 30th day after the designated billing office has received a proper invoice.
 2. The 30th day after Government acceptance of supplies delivered or services performed.
- B. The due date for making invoice payments for meat and meat food products, perishable agricultural commodities, dairy products, and edible fats or oils, shall be in accordance with the Prompt Payment Act, as amended.

III. Interest Penalties

- A. An interest penalty shall be paid automatically, if payment is not made by the due date and the conditions listed below are met, if applicable.
1. A proper invoice was received by the designated billing office.
 2. A receiving report or other Government documentation authorizing payment was processed and there was no disagreement over quantity, quality, or Contractor compliance with a term or condition.
 3. In the case of a final invoice for any balance of funds due the Contractor for supplies delivered or services performed, the amount was not subject to further

settlement actions between the Government and the Contractor.

- B. Determination of interest and penalties due will be made in accordance with the provisions of the Prompt Payment Act, as amended, the Contract Disputes Act, and regulations issued by the Office of Management and Budget.

IV. PROVIDING ACCELERATED PAYMENT TO SMALL BUSINESS SUBCONTRACTORS, FAR 52.232-40 (Mar 2023).

(a)

- (1) In accordance with 31 U.S.C. 3903 <https://www.govinfo.gov/link/uscode/31/3903> and 10 U.S.C. 3801 <https://www.govinfo.gov/link/uscode/10/3801> , within 15 days after receipt of accelerated payments from the Government, the Contractor shall make accelerated payments to its small business subcontractors under this contract, to the maximum extent practicable and prior to when such payment is otherwise required under the applicable contract or subcontract, after receipt of a proper invoice and all other required documentation from the small business subcontractor.
- (2) The Contractor agrees to make such payments to its small business subcontractors without any further consideration from or fees charged to the subcontractor.

(b) The acceleration of payments under this clause does not provide any new rights under the Prompt Payment Act.

(c) Include the substance of this clause, including this paragraph (c), in all subcontracts with small business concerns, including subcontracts with small business concerns for the acquisition of commercial products or commercial services.

(End of clause).

V. HHSAR 352.232-71 Electronic Submission of Payment Requests (February 2, 2022).

(a) *Definitions.* As used in this clause—

Payment request means a bill, voucher, invoice, or request for contract financing payment with associated supporting documentation. The payment request must comply with the requirements identified in FAR 32.905(b), “Content of Invoices” and the applicable Payment clause included in this contract.

(b) Except as provided in paragraph (c) of this clause, the Contractor shall submit payment requests electronically using the Department of Treasury Invoice Processing Platform (IPP) or successor system. Information regarding IPP, including IPP Customer Support contact information, is available at www.ipp.gov or any successor site.

(c) The Contractor may submit payment requests using other than IPP only when the Contracting Officer authorizes alternate procedures in writing in accordance with HHS procedures.

(d) If alternate payment procedures are authorized, the Contractor shall include a copy of the Contracting Officer's written authorization with each payment request.

(End of clause).