

STATEMENT OF WORK

Title: RADx Innovation Funnel for BP MedTech Sprinter Cohort 6 – Award Management

Period of Performance:

To Be Determined (6 months)

Location of Performance:

The Contractor shall perform work offsite from NIH facilities.

Contract Type:

Firm-Fixed-Price

Introduction:

The goal of the latest RADx Innovation Funnel for BP MedTech is to accelerate the development of medical devices to diagnose and treat disorders involving the nervous system. To support rapid technology development, funding mechanisms must be efficient, agile, and scalable. The review and management of funding awards remains a critical component of the initiative and requires expertise in project management, subcontracting, and financial management. Responsibilities for this requirement will cover pre-award negotiations, award execution, post-award management and payments, and ongoing IT and legal resource support. Expertise in reviewing and negotiating of milestones/timelines for biomedical research and development awards is required, along with establishing terms & conditions, and execution of awards. Resources for ongoing oversight and support for milestone-based award contracts are required, including financial management capabilities to process invoices and payments. The objective of this requirement is to provide pre-award and post-award management support services to the RADx Innovation Funnel for devices to diagnose and treat disorders involving the nervous system.

Throughout the duration of the RADx Innovation Funnel, it is anticipated that up to 20 projects will be selected for funding. Each project will be supported at \$100,000 total cost, and last for 20 weeks. Completion of the Sprinter award will precede the end of the period of performance of this contract, allowing for final reports and preparations for a Deep Dive presentation.

Key performance indicators (KPIs) include, but are not limited to, the following:

- Award support for research and development projects, as measured by the timeliness of pre-award processes and demonstration of clear communications.
- The output of the services will be measured by the timeliness of milestone risks and payments.

NOTE: Offerors are expected to propose additional KPIs and include continuous improvement processes.

Technical Requirements (Duties/Tasks):

Specifically, the Contractor shall successfully perform the following specialized support Tasks:

TASK 1: STANDARD OPERATING PROCEDURES

The contractor shall generate a set of Standard Operating Procedures specific to the requirements of

each Task Order (TO). This includes tasks supported across the innovation funnel network, covering interactions and workflows among the Coordination Center, Commercialization Center, and Validation Center. The Standard Operating Procedures will be reviewed annually and updated as needed.

TASK 2: AWARD MANAGEMENT

The Contractor shall be responsible for the award of up to 20 subcontracts or agreements for Sprinter de-risking projects from the latest RADx Innovation Funnel on BP MedTech. These support services include, and are not limited to, the following:

- a. Preparation of various pre-award documentation like statements of work/needs, specifications, cost estimates, and acquisition plans.
- b. Collaborate with the Coordination Center on solicitation, receipt and collection of proposals, process for review of proposals, and award selection.
- c. Preparation of draft contract with terms and conditions and any contract attachments.
- d. Conduct negotiations regarding milestones, timelines, and costs, if needed.
- e. Execution of contract awards to various vendors.
- f. Monitoring contractor performance including, but not limited to reviewing contract deliverables such as invoices and reviewing requests for modification of the terms and conditions of contracts/orders.
- g. Complete the close out of award and de-obligation of any unused funds.
- h. Ongoing technical and administrative support of the TO, such as budget, communications, and reports.
- i. All support shall be performed in accordance with the HHS provision, *Security and Privacy Language for Information and IT Procurements*.

Deliverables and Reporting Requirements:

Deliverable	Due Date	Deliver to
Provide monthly reports	Monthly	COR
Standard Operating Procedures	Reviewed annually and updated as needed	COR