



Request for Quote (RFQ) Economic Impact Report

Objective

The goal of this project is to create a credible and authoritative public report on the economic impact of brain-related research in the United States. While there have been several reports on the economic impact of public investments in biomedical research, there have been few specific to the neuroscience field.

The report will identify and define key indicators to measure and methods to assess the economic impact of brain-related research in the United States. The indicators should include (but may not be limited to):

- The amount of federal investment in brain-related research through the National Institutes of Health, National Science Foundation and other federal agencies.
- The number of people employed in the field. This would include researchers but also should include other employees whose positions are related directly to the research enterprise.
- A geographic breakdown of economic and employment impact.
- The number of institutes involved in brain-related research.
- An estimate of undergraduate, graduate, post-graduate and medical students pursuing brain-research related training or careers.

In addition to assessing the current economic scope of neuroscience research in the United States, the report should put the current investment in historical context. To the extent that information is available about past investments in this area, the report should identify trends relevant to the public or policymakers' understanding of how the current state of neuroscience research compares with previous years. In consultation with the retained consultant, the Committee will provide final direction on data analysis breadth and priorities.

Milestones

- Start date of project April 11, 2012
 - Draft report submitted by May 16, 2012
 - Final report submitted by June 15, 2012
 - These dates are set to accommodate internal processes; there will be little to no flexibility on deadlines.
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Key Dates

This RFQ is governed by the following schedule and milestones:

Invitation to respond to RFQ goes out selected vendors	Monday March 12, 2012
Vendor Answer & Question Period	March 13 – March 23, 2012
RFQ responses due at 5:00pm	Friday March 30, 2012
Vendor Selection	Early April

Registration

All Bidders that will submit an offer in response to this RFP are required to register with SfN. To register, the bidder must send an e-mail containing a point of contact, statement of intent to file a proposal, and the bidder's e-mail address to ptroxell@sfn.org by 5 pm EDT March 23, 2012.

Supplier Questions

Questions may be e-mailed to ptroxell@sfn.org until 12:00 PM EDT on March 23, 2012. Written questions should be directly tied to the RFP by the writer. Questions should be asked in constructive order, from beginning to end, following the organization of the RFP.

NOTE: Registered bidders are NOT to contact any SfN associate directly without first clearing it with the Procurement Manager. You can contact the Procurement Manager at 202-962-4028. Anyone caught violating this rule risks being eliminated from the RFP process.

Deliverables

The report should be designed for public distribution with a policy-maker, nonscientific audience in mind. After completion of data analysis, a narrative report, not to exceed 3500 words plus charts and graphs, will be completed. Editorial support will include two rounds of revisions based on input from SfN leadership and staff.

Price Proposal

Detail the precise manner by which SfN would expect to be compensated and estimated total cost. Include a cost breakdown for all required tasks (anticipated project budget between \$25,000 to \$30,000).

General Information

- Neither SfN nor its representatives shall be liable for any expenses a bidder incurs in connection with preparation of a response to this RFP. Applicants should prepare their proposals simply and economically, providing a straightforward and concise description of the bidder's ability to meet the requirements of this RFP.
- The issuance of this RFP does not commit SfN to award a contract, to pay any costs incurred in the preparation of a proposal in response to this request or to actually procure the requested services.
- SfN reserves the right to reject any or all the RFP applications submitted in response to this solicitation, due to the lack of responsiveness, changes in SfN's operating objectives, lack of funding, or for any reason determined by SfN and at the sole discretion of SfN.
- Time Extension: SfN may for good and sufficient reason extend the response deadline, in which case all potential bidders will receive an addendum setting forth the new time and date.
- Request for Additional Information: Prior to the final selection, bidders may be required to submit additional information that SfN deems necessary to further evaluate the bidder's qualifications. As part of the evaluation process, bidders shall furnish such additional information as SfN may reasonably require.
- Denial of Reimbursement: SfN will not reimburse bidders for any costs associated with the preparation and submission of a proposal or for any travel or other costs that are incurred.

- SfN will not be liable for any costs incurred by the bidder in connection with interviews (i.e., travel, accommodations, etc.) conducted as part of the evaluation or negotiation process.
- **Gratuity Prohibition:** Bidders shall not offer any gratuities, favors, or anything of monetary value to any associate at SfN for the purpose of influencing consideration of this proposal. If an SfN associate solicits a gratuity, the bidder is obligated to inform SfN's Deputy Executive Director.
- **Right of Withdrawal:** A proposal may not be withdrawn before the expiration of one hundred and eighty (180) days from the proposal due date.
- **Right of Negotiation:** SfN reserves the right to negotiate with the selected bidder the exact terms and conditions for a contract.
- **Liability and Insurance:** The selected bidder shall purchase and maintain insurance in the amounts and types as needed for the protection from claims caused by the contractor's personnel or work, or by any subcontractor performing work for the contractor.
- **Legal Compliance:** In connection with the furnishing of supplies of performance of work under the contract, the contractor agrees to comply with the Fair Labor Standard Act, Equal Opportunity Employment Act, and all other applicable Federal and State laws, regulations and executive orders to the extent that the same may be applicable.
- **Disqualification:** No award will be made to any bidder, person or party, parent or subsidiary that is de-barred from providing services to the federal or state government, or with which SfN has an outstanding claim against or a financial dispute.
- **Performance and Approval of Sub-Consultants:** The bidder will perform the project as an independent contractor and not as an agent or employee of SfN. The bidder shall secure written permission from SfN before subcontracting any part of the project. Such permission should be obtained during the proposal evaluation stage.
- **Licenses, Permits & Taxes:** The price or prices for the work shall include full compensation for all taxes, permits, etc. that the bidder is or may be required to pay. SfN is a tax exempt entity.
- **Minority/Women Business Enterprise (MWBE) Policy:** It is the policy of SfN to provide minority and women owned business enterprises with equal opportunity for participating in the selling of goods and services to SfN. In cases where a bidder plans to sub-contract a portion of the work, it is required to make "A Good Faith Effort" to engage qualified MWBEs for such work. Bidders shall keep records of such efforts, when applicable, that are adequate to permit a determination of compliance with this requirement. If subcontracting is involved in the proposal, a Proposed Schedule of Minority/Women Business Enterprise Participation shall also be submitted.
- **Revisions to this RFP:** In the event it becomes necessary to clarify or revise this RFP, such clarification or revision will be by addendum. Any RFP addendum will be distributed to all registered bidders via the e-mail provided.

Bidder Responsibility: The bidder assumes sole responsibility for the complete effort required in the RFP. No special consideration shall be given after bids are opened because bidder's failure to be knowledgeable of all the requirements of the RFP. By submitting a proposal in response to this RFP, the bidder represents that it has satisfied itself, from its own investigation, of all the requirements of this RFP