

# INDUSTRIAL MACROMOLECULAR CRYSTALLOGRAPHY ASSOCIATION

March 2, 2004

Dear Sir or Madam:

Subject: Request for Proposal (RFP) based on IMCA Scope of Work for Operation of the Industrial Macromolecular Crystallography Association Collaborative Access Team (IMCA-CAT) Beamline.

You are invited to furnish a proposal for meeting this requirement. Your attention is directed to the enclosed material, which contains documents defining the requirements for this RFP. Electronic copies of this material may be obtained from the IMCA web site.

The Industrial Macromolecular Crystallography Association Collaborative Access Team (IMCA-CAT) is an organization charged by the Industrial Macromolecular Crystallography Association (IMCA) to design, build, and operate an experimental facility at the Advanced Photon Source (APS) at Argonne National Laboratory. The mission of IMCA-CAT is to provide an outstanding support environment for macromolecular crystallography by developing and operating an efficient, reliable, high-throughput facility at which confidential and proprietary experiments can be readily and easily accommodated.

IMCA is an association of pharmaceutical companies committed to the use of macromolecular crystallography as a tool in drug discovery and product development. IMCA's nine member companies are Abbott, BristolMyers-Squibb, GlaxoSmithKline, Lilly, Merck, Novartis, Pfizer, Schering Plough, and 3-Dimensional Pharmaceuticals.

A tour of the work site will be made available upon request subject to signing a confidentiality agreement. Nothing said or represented during such tours shall be deemed to modify RFP requirements unless followed by a written amendment issued to all prospective proposal submitters.

## EXPLANATION OR INTERPRETATION OF RFP DOCUMENTS/PROPOSAL DUE DATE

Any prospective proposal submitter desiring an explanation or interpretation of the solicitation, specifications, etc., must request it in writing by close of business (5:00 P.M.), May 21, 2004. Oral explanations or instructions will not be binding. Any information given a prospective proposal submitter concerning this solicitation will be furnished promptly to all other prospective proposal submitters as an amendment to the solicitation, if that information is necessary in submitting proposals or if the lack of it would be prejudicial to other prospective proposal submitters. Proposals are due by close of business (5:00 P.M.), June 1, 2004. **The proposal should not exceed twenty pages.** The following enclosures describe the scope of the project

and provide information to assist in the development of your proposal.

Enclosure No. 1: IMCA Statement of Work

Enclosure No. 2: Appendix A - Facilities Description

Enclosure No. 3: Appendix B - Evaluation Criteria

Enclosure No. 4: Appendix C - Confidentiality Agreement for Release of Additional Information

Enclosure No. 5: Appendix D - Certain Terms to be Included in the Contract

Enclosure No. 6: Appendix E - Form of Contractor Employee Confidentiality Agreement

Enclosure No. 7: Instructions for High Risk Service Contractor Environment, Safety and Health Requirements. PD-107 (Rev. Jan-2000)

## GENERAL INSTRUCTIONS

Your immediate requirements are: 1) submission of a proposal for staffing, managing, operating and developing the IMCA-CAT Beamline, including its General User Program; 2) submission of the Appendix C Confidentiality Agreement if you wish to receive additional information or tour the facilities; and 3) submission of changes or waiver/deletion requests to this RFP with basis of such request (as applicable; if any). Based upon your submission(s) and determination by the IMCA for any subsequent award, a potential contract may be transmitted to you.

### Statement of Work

Enclosure No. 1 a statement describing the scope of the project. This enclosure is provided for your information and review. Any request for deviation or waiver from terms or conditions provided herein must be addressed in writing with your response. Your request must specify the particular term or condition that you desire altered, changed, or deleted. Identify the basis of your request.

### Facilities Description

Enclosure No. 2 represents the current state and extent of the IMCA-CAT facilities.

### Confidentiality Agreement

Enclosure No. 4 must be completed and returned as a condition of receiving confidential information or touring the facilities.

### Certain Contract Terms

Enclosure No. 5 sets forth certain specific terms that will be included in the contract.

### Employee Confidentiality Agreement

Enclosure No. 6 is the current form of employee confidentiality agreement required of all IMCA-CAT staff personnel, and is the form of confidentiality agreement referred to in Enclosure No. 5.

### Rights in Proposal Data

Proposal submitters should indicate on the fore page, and all subsequent pages of their proposal, any sections, paragraphs, or areas that they consider to be proprietary or otherwise consider confidential. IMCA is not liable for disclosure or use of proposal contents, data or information not so marked, and may use or disclose for any purpose any such contents, data and information not marked as proprietary or confidential. Unless restricted, information submitted in response to this RFP and subsequently used for procurement purposes may become subject to public disclosure.

### Authorized Contracting Representatives and Key Personnel

Proposals should identify the proposed key individual(s) performing the project, and the individual(s), (name, title, and telephone number) who will represent the contractor in any ensuing negotiations and be authorized to contractually bind the contractor.

### Correspondence Submissions, Communications, and Due Date

Your proposal shall be submitted in electronic format to the following address as soon as possible, but no later than the close of business, local prevailing time, June 1, 2004. Three signed hard copies of the proposal should arrive no later than June 7, 2004. Hand carry or deliver by other means to:

Robert T. Nolte, Ph.D.  
IMCA Supervisory Board Chair  
GlaxoSmithKline, Inc  
5 Moore Drive, Room V136.1B  
Research Triangle Park, NC 27709-3398

Email: [Robert.T.Nolte@gsk.com](mailto:Robert.T.Nolte@gsk.com)  
Fax: (919) 483-3411  
Phone: (919) 483-6909

Your proposal should be effective through September 30, 2004. Facsimile responses may be sent to Dr. Nolte, with originals included in the proposal submission.

All communications or questions of a contractual nature related to this RFP should be directed to Dr. Nolte at the above address. IMCA may choose to forward technical questions to appropriate IMCA-CAT personnel for response.

#### Award Authority

The IMCA reserves the right to accept any proposal or reject all proposals if that is determined to be in the best interest of the IMCA. Award may be made without discussion; and hence, your proposal should be submitted initially on the most favorable terms. Proposed award is based on a continuing program requirement and the issuance of obligational authority from the IMCA supervisory board. Any subsequent award issued by the IMCA shall be constituted in writing from authorized representatives of the IMCA. The IMCA supervisory board is the only body that can legally commit the IMCA to the expenditure of funds in connection with this proposed procurement.

#### Evaluation Criteria for Contractor Proposals

Enclosure No. 3 identifies the criteria that will be used to evaluate the merit of the proposals received in response to this RFP. Proposal submitters may be required to make a formal presentation to the IMCA supervisory board.

#### Basis for Award

Any award resulting from this solicitation will be made to that responsible proposal submitter whose proposal, in the sole opinion of the IMCA supervisory board, best conforms to this RFP and will be most advantageous to the IMCA considering the factors specified in Enclosure No. 3.

#### Proposal Preparation Cost

This Request for Proposal does not commit the IMCA to pay any cost for the preparation and submission of a proposal.

All questions, comments, and correspondence should be directed to the undersigned at the address specified above or by telephone or e-mail.

Sincerely,

Robert T. Nolte, Ph.D.  
Chairman, IMCA Supervisory Board