

**FINANCIAL ASSISTANCE  
FUNDING OPPORTUNITY ANNOUNCEMENT**



**U. S. Department of Energy**

**Republic of the Marshall Islands Special Medical Care and  
Logistics Program**

**Funding Opportunity Number: DE-FOA-0000001**

**Announcement Type: Initial**

**CFDA Number: 81.108**

**Issue Date: 05/27/2008**

**Letter of Intent Due Date: Not Applicable**

**Pre-Application Due Date: Not Applicable**

**Application Due Date: 07/10/2008 at 11:59:59 PM Eastern Time**

## NOTE: NEW REQUIREMENTS FOR GRANTS.GOV

### Where to Submit

Applications must be submitted through Grants.gov to be considered for award. You cannot submit an application through Grants.gov unless you are registered. Please read the registration requirements carefully and start the process immediately. Remember you have to update your CCR registration annually. If you have any questions about your registration, you should contact the Grants.gov Helpdesk at 1-800-518-4726 to verify that you are still registered in Grants.gov.

### Registration Requirements

There are several one-time actions you must complete in order to submit an application through Grants.gov (e.g., obtain a Dun and Bradstreet Data Universal Numbering System (DUNS) number, register with the Central Contract Registry (CCR), register with the credential provider, and register with Grants.gov). See <http://www.grants.gov/GetStarted>. Use the Grants.gov Organization Registration Checklist at <http://www.grants.gov/assets/OrganizationRegCheck.pdf> to guide you through the process. Designating an E-Business Point of Contact (EBiz POC) and obtaining a special password called an MPIN are important steps in the CCR registration process. Applicants, who are not registered with CCR and Grants.gov, should allow at least 21 days to complete these requirements. It is suggested that the process be started as soon as possible.

**IMPORTANT NOTICE TO POTENTIAL APPLICANTS:** When you have completed the process, you should call the Grants.gov Helpdesk at 1-800-518-4726 to verify that you have completed the final step (i.e. Grants.gov registration).

### Questions

Questions relating to the registration process, system requirements, how an application form works, or the submittal process must be directed to Grants.gov at 1-800-518-4726 or [support@grants.gov](mailto:support@grants.gov). Part VII of this announcement explains how to submit other questions to the U.S. Department of Energy (DOE).

### Application Receipt Notices

After an application is submitted, the Authorized Organization Representative (AOR) will receive a series of five e-mails. It is extremely important that the AOR watch for and save each of the emails. It may take up to two (2) business days from application submission to receipt of email Number 2. When the AOR receives e-mail Number 5, it is their responsibility to follow the instructions in the e-mail to logon to IIPS and verify that their application was received by DOE. The titles of the five e-mails are:

- Number 1 – Grants.gov Submission Receipt Number
- Number 2 – Grants.gov Submission Validation Receipt for Application Number
- Number 3 – Grants.gov Grantor Agency Retrieval Receipt for Application Number
- Number 4 – Grants.gov Agency Tracking Number Assignment for Application Number
- Number 5 – DOE e-Center Grant Application Received

The last email will contain instructions for the AOR to register with the DOE e-Center. If the AOR is already registered with the DOE e-Center, the title of the last email changes to:

- Number 5 – DOE e-Center Grant Application Received and Matched

This email will contain the direct link to the application in IIPS. The AOR will need to enter their DOE e-Center user id and password to access the application.

**TABLE OF CONTENTS**

**PART I – FUNDING OPPORTUNITY DESCRIPTION .....4**

**A. SUMMARY .....4**

**PART II – AWARD INFORMATION .....10**

**A. TYPE OF AWARD INSTRUMENT ..... 10**

**B. ESTIMATED FUNDING ..... 10**

**C. MAXIMUM AND MINIMUM AWARD SIZE ..... 10**

**D. EXPECTED NUMBER OF AWARDS ..... 10**

**E. PERIOD OF PERFORMANCE ..... 10**

**F. TYPE OF APPLICATION..... 10**

**PART III - ELIGIBILITY INFORMATION .....11**

**A. COST SHARING {OR MATCHING}..... 11**

**PART IV – APPLICATION AND SUBMISSION INFORMATION .....12**

**A. ADDRESS TO REQUEST APPLICATION PACKAGE ..... 12**

**B. LETTER OF INTENT AND PRE-APPLICATION ..... 12**

**C. CONTENT AND FORM OF APPLICATION – SF 424 ..... 12**

**D. SUBMISSIONS FROM SUCCESSFUL APPLICANTS ..... 18**

**E. SUBMISSION DATES AND TIMES..... 18**

**F. INTERGOVERNMENTAL REVIEW..... 18**

**G. FUNDING RESTRICTIONS ..... 18**

**H. OTHER SUBMISSION AND REGISTRATION REQUIREMENTS ..... 19**

**PART V - APPLICATION REVIEW INFORMATION .....21**

**A. CRITERIA ..... 21**

**B. REVIEW AND SELECTION PROCESS ..... 21**

**C. ANTICIPATED NOTICE OF SELECTION AND AWARD DATES ..... 21**

**PART VI - AWARD ADMINISTRATION INFORMATION .....22**

**A. AWARD NOTICES..... 22**

**B. ADMINISTRATIVE AND NATIONAL POLICY REQUIREMENTS ..... 22**

**C. REPORTING ..... 24**

**PART VII - QUESTIONS/AGENCY CONTACTS .....25**

**A. QUESTIONS ..... 25**

**B. AGENCY CONTACT ..... 25**

**PART VIII - OTHER INFORMATION.....26**

**A. MODIFICATIONS ..... 26**

**B. GOVERNMENT RIGHT TO REJECT OR NEGOTIATE ..... 26**

**C. COMMITMENT OF PUBLIC FUNDS ..... 26**

**D. PROPRIETARY APPLICATION INFORMATION ..... 26**

**E. EVALUATION AND ADMINISTRATION BY NON-FEDERAL PERSONNEL..... 26**

**F. INTELLECTUAL PROPERTY DEVELOPED UNDER THIS PROGRAM..... 26**

**G. NOTICE OF RIGHT TO REQUEST PATENT WAIVER ..... 27**

**H. NOTICE REGARDING ELIGIBLE/INELIGIBLE ACTIVITIES ..... 27**

**APPENDICES/REFERENCE MATERIAL .....28**

## • PART I – FUNDING OPPORTUNITY DESCRIPTION

### A. Summary

- The US Department of Energy (DOE), under Public Law 108-188 and previous Public Laws, manages a medical care and environmental monitoring program including a logistical support component for selected Atolls in the Republic of the Marshall Islands along with an umbrella logistical organization:
- The special medical care component consists of an annual comprehensive medical screening examination program and treatment of tumors for 169 eligible persons (as of 1/1/08). The youngest patient is age 54 years old and the median age is about 60 years old in 2008. A more detailed age distribution is in Appendix A to this funding opportunity. The people live on 10 Atolls and islands in the Republic of the Marshall Islands, and in seven (7) US states. One hundred thirty-six (136) people live and reside on various Atolls and islands, 19 live in mainland US states and 14 live on three Hawaiian Islands. Detailed information on residence is in Appendix B. Medical examinations are performed near where people habitually reside. Since 1998, with few exceptions, medical referrals have been made to Straub hospital in Honolulu, Hawaii for the people living in the Marshall Islands and in Hawaii and to regional or community hospitals for those living on mainland US. The applicant may propose to conduct referrals at a qualified institution of their choosing. Referrals off-island may not be made to an institution outside of the Pacific Region. The annual medical screening and cancer care program includes a primary US Medical Specialty Board certified physician that serves as the physician-in-charge (PIC), as well as Majuro-based Chief of Clinical Services (CCS). The CCS must be certified by the Ministry of Health (MOH) Board of Licensure to practice medicine in that country. In addition, medical officers and nurse-translator services are provided as ancillary staff by the MOH under a memorandum of understanding and formal sub-contract between MOH and the program's operator. The medical program supports an outpatient clinic trailer in Majuro and on Kwajalein Island with regular hours. Excess time of the CCS is made available to the MOH and its Majuro hospital ex gratia. Major parts of the medical screening examination are performed on Kwajalein Island in the clinical trailer by MOH medical staff, laboratory procedures, colonoscopies and mammography are performed in the Kwajalein Island hospital by the U.S. Army's contractor, medical staff, under a DOE-U.S. Army Interagency Support Agreement (ISA). The Kwajalein hospital is a US government-owned contractor-operated hospital, under a U.S. Army-issued Base Support Contract.
- The logistical support component serves the majority of the operational needs of both the medical and environmental activities. The contractor supports operations within mainland US, between the mainland and Hawaii, and from Hawaii to the Marshall Islands, and within the Atolls and islands of the Republic of the Marshall Islands covering a 4,500 square mile area. Examples of logistical functions are activities related to transporting and shipping goods, supplies, and heavy equipment; moving housing and paying patients, escorts, and program staff; employment of temporary field workers, purchasing, maintaining and disposing of all high-value property used for program execution; and providing bilingual Marshallese/English speaking patient escorts and other translation services.
- Federal law requires that a US organization will do the work. The successful applicants shall have had experience in delivery of logistical services and or medical support services in the Pacific.

### B. Background – Medical Component:

- Radioactive fallout from the 1954 United States' thermonuclear test codenamed Bravo in the Marshall Islands resulted in high exposures among 253 Marshallese people (hereinafter referred to as patients) on Rongelap and Utrök Atolls. Since 1956, DOE and its predecessor agencies have provided focused medical care to these patients. Beginning in 1957 and ending in the 1980's, a second group of patients similar in age and gender to the exposed, who were not on these atolls at the time of Bravo, were included in the program; they received only an annual screening examination. Beginning in the early 1990s, the second group was combined with the mandated group and now receive the same medical services. One hundred sixty-nine (169) patients are enrolled in the program in FY 2008. Within DOE, this special medical care program is currently under the Office of Health, Safety and Security, Office of Health and Safety (HS-10), Office of International Health Studies (HS-14).
- In 1995, DOE transitioned, from a vessel-based medical program, to land-based medical program centered at Kwajalein Island. The land-based approach has improved medical care delivery for the patient population in the Marshall Islands. The land-based approach makes available, at the US Army facility on Kwajalein Island, a contractor operated hospital known as the Kwajalein hospital. Secondary medical care, more sophisticated diagnostic equipment and improved laboratory capabilities are available at this hospital. For example: US Food and Drug Administration-certified mammography equipment; other medical equipment that permits immediate follow-up; colonoscopies, and emergency surgery. Land-based medical clinics in Majuro and on Kwajalein Island make the program resources more available to patients. The land-based system includes annual visits to infirm patients in their homes at Majuro, Ebeye, Mejjatto and Utrök Islands.
- DOE patients with medical conditions that can be effectively managed in the Marshall Islands either are treated by the medical personnel at the Kwajalein hospital, or are referred to the Ministry of Health (MOH) health service units for treatment at the Ebeye (an island adjacent to Kwajalein Island) or Majuro hospitals. DOE patients with potential radiation-related medical findings that cannot be diagnosed or managed in the Marshall Islands are referred to Honolulu for evaluation and treatment. Patients residing in mainland US states are referred to clinics and hospitals near their place of residence.
- After more than 50 years of medical monitoring, the most prevalent health effect has been related to thyroid function and the appearance of thyroid-related nodules and thyroid cancer, nearly all prior to 1980. The major non radiation-related diseases seen in the Rongelap and Utrök people have been Type II diabetes, hypertension, cardiovascular diseases, and their associated complications. Fifty percent of the Marshallese adult population have Type II diabetes and most hospitalizations are due to diabetes and co-morbid conditions.
- There are two health programs, in addition to the DOE program, providing medical care in the Republic of the Marshall Islands that the Recipient will interact with; see Appendix C for a short description of each program.

### **C. Description - Medical Component Requirements**

The Applicant is required to describe how they will provide the following:

- Continuous medical coverage in Majuro Town, Kwajalein and Ebeye Islands to the eligible Rongelap and Utrök patients, sufficient to cover the annual comprehensive medical screening examinations and referrals for diagnosis and treatment of tumors among the approximately 140 affected Marshallese citizens living in-country; provide about 30 annual examinations and any necessary referrals for persons living in CONUS, in Hawaii, or in other countries. Continuous medical coverage indicates the presence in Majuro of a CCS available for regular office hours

throughout the year. The minimum qualifications of the CCS and MO are: accredited medical school, training, U.S. medical specialty board certified or Marshall Islands Medical Licensing Board certified, with significant experience working on Pacific islands health issues; knowledge of Marshallese culture, customs, and language highly-desired.

- Documentation of medical malpractice and comprehensive general liability for program physicians and how you will document this for volunteer medical specialists.
- Protecting the privacy of patient medical information by applying local, state and federal regulations on medical record protection. Informed consent forms shall include language for the routine sharing of medical information with DOE case managers (A case manager is defined as HS-10 official). There are three (3) purposes for requiring access by DOE case managers to the medical records: Evaluation of adequacy and appropriateness of care; legal documentation describing the care rendered; and verification of services for which the program is being billed. The form shall be in English and in the written Marshallese language. The final informed consent form is subject to prior approval by the DOE Office of Health and Safety.
- Donation of CCS excess clinical hours to MOH in such ways that benefit the Marshall Islands; and a plan for collaborating and coordinating medical care delivery with local Marshallese health care providers;
- Serving home bound in-country patients on a regular basis;
- Delivery of targeted medical screening examinations in accordance with recommendations of recognized US standards of practice such as: the American Cancer Society, American College of Physicians, US Preventive Services Task Force of the Department of Health and Human Services when such screening procedures are available in-country;
- Purchasing and managing pharmaceuticals, consumables and durable medical supplies. See Appendix E for the current formulary and disposable clinical supplies. The application must include a basic OTC supplement kit to be provided upon request at the completion of a patient's annual examination or during a non-routine clinic visit;
- Purchasing and managing clinic and medical office equipment. It is expected that available diagnostic and office equipment will be transferred to the new recipient (if new) to the fullest extent possible; these are shown in Appendix F. Provide a list and reason for purchasing any new equipment;
- Providing continuous quality control and assurance in the program as a whole
- Maintaining a working programmatic relationship with existing medical providers in the Marshall Islands, MOH and the Kwajalein Hospital, including the 177 Health Care Program, to help implement the DOE special medical care program. See Appendix G for the services that must be purchased by recipient from MOH and Appendix H for services from Kwajalein hospital and the US Army command;
- Consolidating, storing, managing and retaining current patient medical records and medical program operational records. This would also include a description of how the confidentiality of patient medical information and records will be protected, and assuring that patient informed consent is obtained in writing. Protection must be consistent with US law for patients seen in the United States and with Marshallese law for patients seen in the Marshall Islands.
- Informing patients and their family members about the special medical care program activities and findings. Advising them on the known relationships between health behaviors, radiation dose,

other important factors and their health;

- Establishing partnerships with local health care providers and providing informal training of Marshallese health care professionals. This includes details about identifying and engaging unpaid volunteer medical specialists for short visits to the Marshall Islands. Travel, lodging and per-diem are, at US government rates;
- Maintaining of the patient database, organized by patient identification number that contains the year of birth; age at diagnosis for tumors; month and year of newly diagnosed tumors and other major medical problems. The program is currently licensed to use "Practice Partner and it is expected that this continue;"
- Preparing a quarterly and annual program report to DOE containing for in-country, Hawaii and Continental United States:
  - Number of patients scheduled for examination and of those how many completed the examination within 30-60-90 days.
  - A table of patient referrals by reason for referral, whether or not they received a second medical opinion before treatment and the total logistical and medical cost for each
  - A table showing the cause for each death
  - Number of in-home visits
  - Names of islands visited and community encounters
  - Medical quality improvement and audit results
  - Continuing Medical Education activities
  - Names and specialty of volunteer physicians who made visits
  - Opportunities for improvements and important issues.
- An approach for controlling program costs.

For referrals:

- Coordinating benefits with MOH when referring patients residing in the Marshall Islands for diagnosis and treatment of tumors. The authority for authorizing and paying for treatment of medical conditions not related to a tumor rests with MOH. Appendix D contains a brief list of services currently purchased in Honolulu for the referrals to assist in proposal preparation only;
- Coordinating referral activities with the DOE case manager by: providing copies of patient medical records and their medical history for case manager review before authorizing treatment (program doctors shall not tell patients they are entitled to or will receive specific services before case management review and shall not tender an opinion to a patient, their family or escort that their particular condition was caused by nuclear testing because eligibility for treatment is not based on a determination of exposure to ionizing radiation from nuclear testing);
- Obtaining an independent second opinion in writing from a clinical oncologist concerning the diagnosis, treatment options and patient prognosis in cases where the condition is serious enough to immediately threaten a patient's life or when adjunct medical care may be required, such as radiation therapy, chemotherapy, long-term immune suppression or organ transplantation;

- Ensuring that a patient coordinator/translator is present when the diagnosis and treatment options are presented to the patient, their family or representative for purposes of informed consent;
- Ensuring that medical providers follow the Special Medical Care Program policy of offering only those treatment options that a patient is qualified to receive under National Coverage Determinations of the U.S. Centers for Medicare and Medicaid Services where applicable. The DOE Chief Medical Officer will review each referral to verify that policy requirements were followed;

#### **D. Background – Logistics Component.**

Logistics is the planning, designing, organizing and supporting business operations for the program, and includes procurement, purchasing, inventory, warehousing, distribution, transportation, customer services, financial services and human resources. The program's logistics group currently supports both medical and environmental monitoring activities in the US and in the Republic of the Marshall Islands. Because the logistics program supports the environmental monitoring program, the successful applicant will need to provide the basic logistical needs of the environmental monitoring program. The current logistics program headquarters is located in Honolulu, Hawaii with additional staff in the Republic of the Marshall Islands. The specialty areas in Honolulu include travel arrangements; medical coordination for referrals and patient support both in Hawaii and on the Continental United States; equipment purchases, management and fabrication; facilities management; providing and paying field site workers and the salaries of the whole body counter technicians. For additional detailed information, see Appendix I for the special medical program and Appendix J for the environmental monitoring program as it is currently configured. While the appendices provide information on how the current program is configured, applicants may propose to conduct referrals to an institution other than the hospital that is currently being used. If a different institution is selected, details shall be addressed in the application.

#### **E. Description - Logistics Component Requirements**

##### **The applicant shall provide the following logistical services for the Medical component:**

- Transportation for 136 people in-country from their residence to the place of their annual medical screening examination on both Majuro and Kwajalein Islands and facilitate their stay, including arranging and paying for lodging, providing cash per-diem payments for meals and incidentals and other assistance at US federal government rates.
- Support services for the 33 patients residing in the US utilizing stipends and mileage payments since nearly all the examination facilities are located within 30 miles of the patient's residence, and do not typically require overnight stays.
- Home visits for the few patients who are home bound and cannot travel.
- "Fit-for-travel" medical examinations for patient's escorts. The logistics provider is the final authority for selecting escorts.
- Payments for travel and housing; medical costs for medical referrals to Honolulu, Hawaii for in-country patients and their escorts or translators. Similar payments for patients in the US for travel to regional medical centers within the US. The basic services provided in Honolulu, Hawaii, for off-island referrals to Honolulu, are shown in Appendix D.
- Appropriate short- and long-term living quarters and arrangements, when it is medically necessary, for a patient to remain for an extended period of time in Honolulu, Hawaii or other city as directed.

The purpose is to provide adequate facilities at reasonable cost to the program.

- Arranging and paying for travel and per-diem costs of volunteer (unpaid) medical specialists travelling to the Marshall Islands.
- Leasing and maintenance of clinical spaces for medical examinations in-country.
- Purchasing and managing equipment for the two clinics in Majuro Town and on Kwajalein Island.

**The applicant shall provide the following logistical services to support the Environmental Monitoring component:**

- Management and maintenance of a Honolulu, Hawaii logistics staging facility of approximately 2,500 square feet (similar to the current facility in Building T3225 on Hickam Air Force Base used as headquarters space until December 2008 when the facility must be vacated, recipient must obtain new space) for shipping, receiving and office storage; maintain office space and high-speed internet connectivity in the headquarters facility for the DOE Marshall Islands Program manager. Manage and maintain: Echo Pier office on Kwajalein Island used for office space, shipping, receiving and storage; a facility that can be used for office space, storage, bioassay sample stabilization, and whole body counting (the current Logistics Support Contractor houses these items in the Majuro Town office in the Pacific International, Inc. Business Complex) ; the Bikini Island Field Station used as a minor construction and mechanic shop, kitchen and dining facility, office and lodging facilities; the Rongelap Island Temporary Camp is used for kitchen and dining, lodging, office, storage, whole body counting and bioassay sample stabilization; and the Enewetak Radioecology Facility on Enewetak Island used for whole body counting, and bioassay sample collection and stabilization.
- Travel support including: Coordination and purchase of airfare, aircraft charters, vessel charters and lodging west of Honolulu, Hawaii; scheduling the use of vessels and aircraft to move personnel, supplies and equipment to and from remote field sites;
- Assisting the environmental monitoring group in recruiting, selecting, training, paying and providing other travel support for Whole Body Counter technicians.
- Employing local labor needed to assist in the collection and preparation of agricultural samples; to augment program scientists; and to maintain the Bikini Field Station, Rongelap Camp and Enewetak Facility.
- Coordinating local labor payroll with local governments and lease payments to landowners where facilities are located.

**The applicant shall provide a plan for the following general logistical services:**

- Arranging and paying conference facility (meeting rooms) costs for the DOE annual meeting with the Republic of the Marshall Islands and acting as meeting host for registration and information;
- Marshallese translators and transcription services;
- Managing the logistics equipment in Honolulu and Republic of the Marshall Islands including vehicle leasing and maintenance. See Appendix K for a short list of equipment.

## **PART II – AWARD INFORMATION**

### **A. TYPE OF AWARD INSTRUMENT**

- DOE anticipates awarding cooperative agreements under this program announcement (See Section VI.B.2 Statement of Substantial Involvement)

### **B. ESTIMATED FUNDING**

- The Administration has requested approximately \$3,800,000 in FY 2008 for this program. The actual level of funding, if any, depends on the appropriations for this program.

### **C. MAXIMUM AND MINIMUM AWARD SIZE**

- Ceiling (i.e., the maximum amount for an individual award made under this announcement):  
\$ NONE
- Floor (i.e., the minimum amount for an individual award made under this announcement):  
\$ NONE

### **D. EXPECTED NUMBER OF AWARDS**

- **DOE anticipates making approximately one award under this announcement.**
- ANTICIPATED AWARD SIZE
- DOE expects to fund up to \$ 3,800,000 per year for up to five years. If requested levels are higher, applicants must justify need for more funds consistent with the ceiling on individual awards described in paragraph C above.

### **E. PERIOD OF PERFORMANCE**

- DOE anticipates making awards that will run for up to five years.

### **F. TYPE OF APPLICATION**

- DOE will accept new and renewal applications under this announcement. Renewal applications are requests for additional funding for a period subsequent to that provided by a current award. Renewal applications compete with all other applications and must be submitted by any established due date/deadline or at least six months before additional funding is required if there is no specified due date/deadline. In preparing a renewal application, applicants should assume that reviewers will not have access to previous applications. The application should be developed as fully as though the applicant were applying for the first time. The application must include all the information required for a new project, plus the project narrative section should discuss the results from prior work.

## PART III - ELIGIBILITY INFORMATION

### ELIGIBLE APPLICANTS

- All types of entities are eligible to apply, except other Federal agencies, Federally Funded Research and Development Center (FFRDC) Contractors, and nonprofit organizations described in section 501(c)(4) of the Internal Revenue Code of 1986 that engaged in lobbying activities after December 31, 1995.

#### A. COST SHARING {or MATCHING}

- Cost sharing is not required.

### OTHER ELIGIBILITY REQUIREMENTS

- **Federally Funded Research and Development Center (FFRDC) Contractors.** FFRDC contractors are not eligible for an award under this announcement, but they may be proposed as a team member on another entity's application subject to the following guidelines:

Authorization for non-DOE FFRDCs. The Federal agency sponsoring the FFRDC contractor must authorize in writing the use of the FFRDC contractor on the proposed project and this authorization must be submitted with the application. The use of a FFRDC contractor must be consistent with the contractor's authority under its award and must not place the FFRDC contractor in direct competition with the private sector.

- FFRDC Contractor Effort:

Responsibility. The applicant, if successful, will be the responsible authority regarding the settlement and satisfaction of all contractual and administrative issues, including but not limited to, disputes and claims arising out of any agreement between the applicant and the FFRDC contractor.

## PART IV – APPLICATION AND SUBMISSION INFORMATION

### A. ADDRESS TO REQUEST APPLICATION PACKAGE

- Application forms and instructions are available at Grants.gov. To access these materials, go to <http://www.grants.gov>, select “Apply for Grants,” and then select “Download Application Package.” Enter the CFDA and/or the funding opportunity number located on the cover of this announcement and then follow the prompts to download the application package.

### B. LETTER OF INTENT AND PRE-APPLICATION

#### 1. Letter of Intent.

- Letters of Intent are not required.

#### 2. Pre-application

- Pre-applications are not required. However, should the applicant wish to visit the Republic of the Marshall Islands in advance of submitting an application they may do so on their own, at their own expense and with the full realization that local air transportation beyond Majuro City and Kwajalein Island is severely limited and may not be available

### C. CONTENT AND FORM OF APPLICATION – SF 424

You must complete the mandatory forms and any applicable optional forms (e.g., SF-LLL-Disclosure of Lobbying Activities) in accordance with the instructions on the forms and the additional instructions below. **Files that are attached to the forms must be in Adobe Portable Document Format (PDF) unless otherwise specified in this announcement.**

#### 1. SF 424 - Application for Federal Assistance

Complete this form first to populate data in other forms. Complete all required fields in accordance with the pop-up instructions on the form. To activate the instructions, turn on the “Help Mode” (Icon with the pointer and question mark at the top of the form). The list of certifications and assurances referenced in Field 21 can be found on the DOE Financial Assistance Forms Page at [http://management.energy.gov/business\\_doe/business\\_forms.htm](http://management.energy.gov/business_doe/business_forms.htm) under Certifications and Assurances.

#### 2. Other Attachments Form

Submit the following files with your application and attach them to the Other Attachments Form. Click on “Add Mandatory Other Attachment” to attach the Project Narrative. Click on “Add Optional Other Attachment,” to attach the other files.

- **Project Narrative File - Mandatory Other Attachment**

The project narrative must not exceed 50 pages, including cover page, table of contents, charts, graphs, maps, photographs, and other pictorial presentations, when printed using standard 8.5” by 11” paper with 1 inch margins (top, bottom, left, and right). EVALUATORS WILL REVIEW ONLY THE NUMBER OF PAGES SPECIFIED IN THE PRECEDING SENTENCE. The font must not be smaller than 11 point. Do not include any Internet addresses (URLs) that provide information necessary to review the application. See Part VIII.D for instructions on how to mark proprietary application information. Save the information in a single file named “Project.pdf,” and click on “Add Mandatory Other

Attachment” to attach.

The project narrative must include:

- Project Objectives. This section should provide a clear, concise statement of the specific objectives/aims of the proposed project.
- Merit Review Criterion Discussion. The section should be formatted to address each of the merit review criterion and sub-criterion listed in Section V. A. Provide sufficient information so that reviewers will be able to evaluate the application in accordance with these merit review criteria. **DOE WILL EVALUATE AND CONSIDER ONLY THOSE APPLICATIONS THAT ADDRESS SEPARATELY EACH OF THE MERIT REVIEW CRITERION AND SUB-CRITERION.**
- Relevance and Outcomes/Impacts: This section should explain the relevance of the effort to the objectives in the program announcement and the expected outcomes and/or impacts. The justification for the proposed project should include a clear statement of the importance of the project in terms of the utility of the outcomes and the target community of beneficiaries.
- Roles of Participants: For multi-organizational or multi-investigator projects, describe the roles and the work to be performed by each participant/investigator, business agreements between the applicant and participants, and how the various efforts will be integrated and managed.
- Facilities And Other Resources: Identify the facilities (e.g., office, laboratory, computer, etc.) to be used at each performance site listed and, if appropriate, indicate their capacities, pertinent capabilities, relative proximity, and extent of availability to the project. Describe only those resources that are directly applicable to the proposed work. Provide any information describing the other resources available to the project such as machine and electronics shops.
- Equipment: List important items of equipment already available for this project and, if appropriate, note the location and pertinent capabilities of each. If you are proposing to acquire equipment, describe comparable equipment, if any, already at your organization and explain why it cannot be used.
- Bibliography And References, If Applicable: Provide a bibliography for any references cited in the Project Narrative section. This section must include only bibliographic citations.
- **Project Summary/Abstract File**

The project summary/abstract must contain a summary of the proposed activity suitable for dissemination to the public. It should be a self-contained document that identifies the name of the applicant, the project director/principal investigator(s), the project title, the objectives of the project, a description of the project, including methods to be employed, the potential impact of the project (i.e., benefits, outcomes), and major participants (for collaborative projects). This document must not include any proprietary or sensitive business information as the Department may make it available to the public. The project summary must not exceed one (1) page when printed using standard 8.5” by 11” paper with 1” margins (top, bottom, left and right) with font no smaller than 11 point. Save this information in a file named “Summary.pdf,” and click on “Add Optional Other Attachment” to attach.

- **Resume File**

Provide a resume for each key person proposed, including subrecipients and consultants if they meet the definition of key person. A key person is any individual who contributes in a substantive, measurable way to the execution of the project. Save all resumes in a single file named "bio.pdf" and click on "Add Optional Other Attachment" to attach. The biographical information for each resume must not exceed 2 pages when printed on 8.5" by 11" paper with 1 inch margins (top, bottom, left, and right) with font no smaller than 11 point and should include the following information, if applicable:

Education and Training. Undergraduate, graduate, and postdoctoral training; provide institution, major/area, degree, and year.

Professional Experience: Beginning with the current position list, in chronological order, professional/academic positions with a brief description.

Publications. Provide a list of up to 10 publications most closely related to the proposed project. For each publication, identify the names of all authors (in the same sequence in which they appear in the publication), the article title, book or journal title, volume number, page numbers, year of publication, and website address if available electronically.

Patents, copyrights, and software systems developed may be provided in addition to or substituted for publications.

Synergistic Activities. List no more than 5 professional and scholarly activities related to the effort proposed.

- **SF 424 A Excel, Budget Information – Non-Construction Programs File**

You must provide a separate budget for each year of support requested and a cumulative budget for the total project period. Use the SF 424 A Excel, "Budget Information – Non Construction Programs" form on the DOE Financial Assistance Forms Page at [http://management.energy.gov/business\\_doe/business\\_forms.htm](http://management.energy.gov/business_doe/business_forms.htm).

You may request funds under any of the Object Class Categories as long as the item and amount are necessary to perform the proposed work, meet all the criteria for allowability under the applicable Federal cost principles, and are not prohibited by the funding restrictions in this announcement (See PART IV, G). Save the information in a single file named "SF424A.xls," and click on "Add Optional Other Attachment" to attach.

- **Budget Justification File**

You must justify the costs proposed in each Object Class Category/Cost Classification category (e.g., identify key persons and personnel categories and the estimated costs for each person or category; provide a list of equipment and cost of each item; identify proposed subaward/consultant work and cost of each subaward/consultant; describe purpose of proposed travel, number of travelers, and number of travel days; list general categories of supplies and amount for each category; and provide any other information you wish to support your budget). Provide the name of your cognizant/oversight agency, if you have one, and the name and phone number of the individual responsible for negotiating your indirect rates. If cost sharing is required, you must have a letter from each third party contributing cost sharing (i.e., a party other than the organization submitting the application) stating that the third party is committed to providing a specific minimum dollar amount of cost sharing. In the budget justification, identify the following information for each third party contributing cost sharing: (1) the name of the

organization; (2) the proposed dollar amount to be provided; (3) the amount as a percentage of the total project cost; and (4) the proposed cost sharing – cash, services, or property. By submitting your application, you are providing assurance that you have signed letters of commitment. Successful applicants will be required to submit these signed letters of commitments. Save the budget justification information in a single file named “Budget.pdf,” and click on “Add Optional Other Attachment” to attach.

- **Subaward Budget File(s)**

You must provide a separate budget (i.e., budget for each budget year and a cumulative budget) for each subrecipient that is expected to perform work estimated to be more than \$100,000 or 50 percent of the total work effort (which ever is less). Use the SF 424 A Excel for Non Construction Programs or the SF 424 C Excel for Construction Programs. These forms are found on the DOE Financial Assistance Forms Page at [http://management.energy.gov/business\\_doe/business\\_forms.htm](http://management.energy.gov/business_doe/business_forms.htm). Save each Subaward budget in a separate file. Use up to 10 letters of the subrecipient’s name (plus .xls) as the file name (e.g., ucla.xls or energyres.xls), and click on “Add Optional Other Attachment” to attach.

- **Budget for DOE Federally Funded Research and Development Center (FFRDC) Contractor, if applicable**

If a DOE/NNSA FFRDC contractor is to perform a portion of the work, you must provide a DOE Field Work Proposal in accordance with the requirements in DOE Order 412.1 Work Authorization System. This order and the DOE Field Work Proposal form are available at [http://management.energy.gov/business\\_doe/business\\_forms.htm](http://management.energy.gov/business_doe/business_forms.htm). Use up to 10 letters of the FFRDC name (plus .pdf) as the file name (e.g., lanl.pdf or anl.pdf), and click on “Add Optional Other Attachment” to attach.

- **Project Management Plan**

This plan should be formatted to include the following sections with each section to include the information as described below:

A. Executive Summary: Provide a description of the project that includes the objective, project goals, and expected results. For purposes of the application, this information is included in the Project Narrative and should be simply copied to this document for completeness, so that the Project Management Plan is a stand-alone document.

B. Risk Management: Provide a summary description of the proposed approach to identify, analyze, and respond to perceived risks associated with the proposed project. Project risk events are uncertain future events that, if realized, impact the success of the project. As a minimum, include the initial identification of significant technical, resource, and management issues that have the potential to impede project progress and strategies to minimize impacts from those issues.

C. Milestone Log: Provide milestones for each budget period (or phase) of the project. Each milestone should include a title and planned completion date, Milestones should be quantitative and show progress toward budget period and/or project goals.

[Note: During project performance, the Recipient will report the Milestone Status as part of the required quarterly Progress Report as prescribed under Attachment 4, Reporting Requirements Checklist. The Milestone Status will present actual performance in comparison with Milestone Log, and include:

- (1) the **actual** status and progress of the project,
- (2) specific progress made toward achieving the project's milestones, and,
- (3) any proposed changes in the project's schedule required to complete milestones.

- **ORGANIZATIONAL CONFLICTS OF INTEREST DISCLOSURE-ADVISORY AND ASSISTANCE SERVICES**

(a) Organizational conflict of interest means that because of other activities or relationships with other persons, a person is unable or potentially unable to render impartial assistance or advice to the Government, or the person's objectivity in performing the contract work is or might be otherwise impaired, or a person has an unfair competitive advantage.

(b) An applicant notified that it is the apparent successful applicant shall provide the statement described in paragraph (c) of this provision. For purposes of this provision, "apparent successful applicant" means the proposer selected for final negotiations or, where individual contracts are negotiated with all firms in the competitive range, it means all such firms.

(c) The statement must contain the following:

(1) A statement of any past (within the past twelve months), present, or currently planned financial, contractual, organizational, or other interests relating to the performance of the statement of work. For contractual interests, such statement must include the name, address, telephone number of the client or client(s), a description of the services rendered to the previous client(s), and the name of a responsible officer or employee of the applicant who is knowledgeable about the services rendered to each client, if, in the 12 months preceding the date of the statement, services were rendered to the Government or any other client (including a foreign government or person) respecting the same subject matter of the instant solicitation, or directly relating to such subject matter. The agency and contract number under which the services were rendered must also be included, if applicable. For financial interests, the statement must include the nature and extent of the interest and any entity or entities involved in the financial relationship. For these and any other interests enough such information must be provided to allow a meaningful evaluation of the potential effect of the interest on the performance of the statement of work.

(2) A statement that no actual or potential conflict of interest or unfair competitive advantage exists with respect to the advisory and assistance services to be provided in connection with the instant contract or that any actual or potential conflict of interest or unfair competitive advantage that does or may exist with respect to the contract in question has been communicated as part of the statement required by (b) of this provision.

(d) Failure of the applicant to provide the required statement may result in the applicant being determined ineligible for award. Misrepresentation or failure to report any fact may result in the assessment of penalties associated with false statements or such other provisions provided for by law or regulation.

D. Funding and Costing Profile: Provide a table (the Project Funding Profile) that shows, by budget period, the amount of government funding going to each project team member. Also provide a table (the Project Costing Profile) that projects, by month, the expenditure of

government funds for the first budget period, at a minimum.

E. **Project Timeline:** Provide a timeline of the project (similar to a Gantt chart) broken down by each task and subtask, as described in the Statement of Project Objectives. The timeline should include for each task, a start date, and end date. The timeline should show interdependencies between tasks and include the milestones that are identified in the Milestone Log (Section C).

F. **Success Criteria at Decision Points:** Provide success criteria for each decision point in the project, including go/no-go decision points and the conclusions of budget periods and the entire project. The success criteria should be objective and stated in terms of specific, measurable, and repeatable data. Usually, the success criteria pertain to desirable outcomes, results, and observations from the project.

[Note: As the first task in the Statement of Project Objectives, successful applicants will revise the version of the Project Management Plan that is submitted with their applications by including details from the negotiation process. This Project Management Plan will be updated by the Recipient as the project progresses, and the Recipient must use this plan to report schedule and budget variances.]

- Save this plan in a single file named “pmp pdf,” and click on “Add Optional Other Attachment” to attach.

### 3. SF-LLL Disclosure of Lobbying Activities

If applicable, complete SF- LLL. Applicability: If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the grant/cooperative agreement, you must complete and submit Standard Form - LLL, "Disclosure Form to Report Lobbying."

#### Summary of Required Forms/Files

Your application must include the following documents:

Name of Document	Format	File Name
Application for Federal Assistance – SF424	Form	N/A
Other Attachments Form: Attach the following files to this form:	Form	N/A
Project Narrative File	PDF	Project.pdf
Project Summary/Abstract File	PDF	Summary.pdf
Resume File	PDF	Bio.pdf
SF 424A File - Budget Information for Non-Construction Programs	Excel	SF424A.xls
Budget Justification File	PDF	Budget.pdf

Subaward Budget File(s)	Excel	See Instructions
Budget for FFRDC Contractor, if applicable	PDF	See Instructions
Project Management Plan, if applicable	PDF	See Instructions
SF-LLL Disclosure of Lobbying Activities, if applicable.	Form	N/A

**D. SUBMISSIONS FROM SUCCESSFUL APPLICANTS**

If selected for award, DOE/NNSA reserves the right to request additional or clarifying information for any reason deemed necessary, including, but not limited to:

- Indirect cost information
- Other budget information
- Name and phone number of the Designated Responsible Employee for complying with national policies prohibiting discrimination (See 10 CFR 1040.5)
- Representation of Limited Rights Data and Restricted Software, if applicable
- Commitment Letter from Third Parties Contributing to Cost Sharing, if applicable

**E. SUBMISSION DATES AND TIMES**

**1. Pre-application Due Date**

- Pre-applications are not required.

**2. Application Due Date**

- Applications should be received by 07/10/2008, not later than 11:59:59 PM Eastern Time. You are encouraged to transmit your application well before the deadline. The Grants.gov Helpdesk is not available after 9:00 PM Eastern Time. APPLICATIONS RECEIVED AFTER THE DEADLINE WILL NOT BE REVIEWED OR CONSIDERED FOR AWARD.

**F. INTERGOVERNMENTAL REVIEW**

- This program is not subject to Executive Order 12372 – Intergovernmental Review of Federal Programs.

**G. FUNDING RESTRICTIONS**

Cost Principles Costs must be allowable in accordance with the applicable Federal cost principles referenced in 10 CFR part 600. The cost principles for commercial organization are in FAR Part 31.

Pre-award Costs Recipients may charge to an award resulting from this announcement pre-award

costs that were incurred within the ninety (90) calendar day period immediately preceding the effective date of the award, if the costs are allowable in accordance with the applicable Federal cost principles referenced in 10 CFR part 600. Recipients must obtain the prior approval of the contracting officer for any pre-award costs that are for periods greater than this 90 day calendar period.

Pre-award costs are incurred at the applicant's risk. DOE is under no obligation to reimburse such costs if for any reason the applicant does not receive an award or if the award is made for a lesser amount than the applicant expected.

## H. OTHER SUBMISSION AND REGISTRATION REQUIREMENTS

### 1. Where to Submit

- **APPLICATIONS MUST BE SUBMITTED THROUGH GRANTS.GOV TO BE CONSIDERED FOR AWARD.** Submit electronic applications through the "Apply for Grants" function at [www.Grants.gov](http://www.Grants.gov). If you have problems completing the registration process or submitting your application, call Grants.gov at 1-800-518-4726 or send an email to [support@grants.gov](mailto:support@grants.gov).

### 2. Registration Process

- You must COMPLETE the one-time registration process (all steps) before you can submit your first application through Grants.gov (See [www.grants.gov/GetStarted](http://www.grants.gov/GetStarted)). **We recommend that you start this process at least three weeks before the application due date.** It may take 21 days or more to complete the entire process. Use the Grants.gov Organizational Registration Checklists at <http://www.grants.gov/assets/OrganizationRegCheck.pdf> to guide you through the process. **IMPORTANT:** During the CCR registration process, you will be asked to designate an E-Business Point of Contact (EBIZ POC). The EBIZ POC must obtain a special password called "Marketing Partner identification Number" (MPIN). When you have completed the process, you should call the Grants.gov Helpdesk at 1-800-518-4726 to verify that you have completed the final step (i.e., Grants.gov registration).

### 3. Application Receipt Notices

After an application is submitted, the Authorized Organization Representative (AOR) will receive a series of five e-mails. It is extremely important that the AOR watch for and save each of the emails. It may take up to two (2) business days from application submission to receipt of email Number 2. When the AOR receives email Number 5, it is their responsibility to follow the instructions in the email to logon to IIPS and verify that their application was received by DOE. You will need the Submission Receipt Number (email Number 1) to track a submission. The titles of the five e-mails are:

- Number 1 - Grants.gov Submission Receipt Number
- Number 2 - Grants.gov Submission Validation Receipt for Application Number
- Number 3 - Grants.gov Grantor Agency Retrieval Receipt for Application Number
- Number 4 - Grants.gov Agency Tracking Number Assignment for Application Number
- Number 5 – DOE e-Center Grant Application Received

The last email will contain instructions for the AOR to register with the DOE e-Center. If the AOR is already registered with the DOE e-Center, the title of the last email changes to:

- Number 5 – DOE e-Center Grant Application Received and Matched

This email will contain the direct link to the application in IIPS. The AOR will need to enter their DOE e-Center user id and password to access the application.

## **Part V - APPLICATION REVIEW INFORMATION**

### **A. CRITERIA**

#### **1. Initial Review Criteria**

- Prior to a comprehensive merit evaluation, DOE will perform an initial review to determine that (1) the applicant is eligible for an award; (2) the information required by the announcement has been submitted; (3) all mandatory requirements are satisfied; and (4) the proposed project is responsive to the objectives of the funding opportunity announcement.

#### **2. Merit Review Criteria**

DOE will evaluate applications based upon the following criteria in descending order of importance (100 points total):

- Competency of key professional and managerial personnel (30 points)
- Reasonableness of the technical proposal (30 points)
- Reasonableness of the financial and cost-control proposal (25 points)
- Reasonableness of the approach to working with the Marshallese and their officials (15)

### **B. REVIEW AND SELECTION PROCESS**

#### **1. Merit Review**

- Applications that pass the initial review will be subjected to a merit review in accordance with the guidance provided in the "Department of Energy Merit Review Guide for Financial Assistance and Unsolicited Proposals." This guide is available under Financial Assistance, Regulations and Guidance at <http://www.management.energy.gov/documents/meritrev.pdf>.

#### **2. Selection**

- The Selection Official will consider the merit review recommendation, program policy factors, and the amount of funds available.

#### **3. Discussions and Award**

- The Government may enter into discussions with a selected applicant for any reason deemed necessary, including but not limited to: (1) the budget is not appropriate or reasonable for the requirement; (2) only a portion of the application is selected for award; (3) the Government needs additional information to determine that the recipient is capable of complying with the requirements in 10 CFR part 600; and/or (4) special terms and conditions are required. Failure to resolve satisfactorily the issues identified by the Government will preclude award to the applicant.

### **C. ANTICIPATED NOTICE OF SELECTION AND AWARD DATES**

- DOE anticipates notifying applicants selected for award by the end of September 2008 and making awards by 11/30/08.

## Part VI - AWARD ADMINISTRATION INFORMATION

### A. AWARD NOTICES

#### 1. Notice of Selection

- DOE will notify applicants selected for award. This notice of selection is not an authorization to begin performance. (See Part IV.G with respect to the allowability of pre-award costs.)

Organizations whose applications have not been selected will be advised as promptly as possible. This notice will explain why the application was not selected.

#### 2. Notice of Award

- A Notice of Financial Assistance Award issued by the contracting officer is the authorizing award document. It normally includes either as an attachment or by reference: (1). Special Terms and Conditions; (2). Applicable program regulations, if any; (3). Application as approved by DOE/NNSA.; (4). DOE assistance regulations at 10 CFR part 600, or, for Federal Demonstration Partnership (FDP) institutions, the FDP terms and conditions; (5). National Policy Assurances To Be Incorporated As Award Terms; (6). Budget Summary; and (7). Federal Assistance Reporting Checklist, which identifies the reporting requirements.

### B. ADMINISTRATIVE AND NATIONAL POLICY REQUIREMENTS

#### 1. Administrative Requirements

The administrative requirements for DOE grants and cooperative agreements are contained in 10 CFR part 600 (See: <http://ecfr.gpoaccess.gov>), except for grants and cooperative agreements made to Federal Demonstration Partnership (FDP) institutions. The FDP terms and conditions and DOE FDP agency specific terms and conditions are located on the National Science Foundation web site at [http://www.nsf.gov/awards/managing/fed\\_dem\\_part.jsp](http://www.nsf.gov/awards/managing/fed_dem_part.jsp).

#### 2. Special Terms and Conditions and National Policy Requirements

##### **Special Terms and Conditions and National Policy Requirements**

The DOE Special Terms and Conditions for Use in Most Grants and Cooperative Agreements are located at [http://management.energy.gov/business\\_doe/business\\_forms.htm](http://management.energy.gov/business_doe/business_forms.htm).

The National Policy Assurances To Be Incorporated As Award Terms are located at DOE [http://management.energy.gov/business\\_doe/business\\_forms.htm](http://management.energy.gov/business_doe/business_forms.htm).

All professional travel, except for purposes of direct patient care and to meet with DOE, must be part of the annual work plan and is subject to review and approval by the DOE program manager. Examples of professional travel are continuing education, professional meetings and conferences.

The recipient and its agents represent the government of the United States and are, therefore, prohibited from speaking on behalf of the Government of the Republic of the Marshall Islands, or local governments, and preparing written documents intended to support their national policies and interests. Any communications by recipients directly or indirectly about the program or the US government must be cleared in advance with the DOE Marshall Islands Program Manager.

The recipients owe their primary professional allegiance to the United States Department of

Energy, and their primary commitment of time and professional energies should be to deliver logistical services, to provide annual medical examinations to people mandated by Congress and their treatment for tumors. Professional and personal relationships with the Republic of the Marshall Islands government officials and local logistics and medical service providers outside of the conduct of the DOE mission can result in conflicts regarding the use of time and energy which represent conflicts of commitment.

Therefore, the recipients may not represent, advise or prepare work products for the use of the Government of the Republic of the Marshall Islands (GRMI) or their agents on any matter related to the DOE program mission that are included in this award or as required in the Compact of Free Association Amendments Act of 2003 and earlier public laws. This requirement precludes preparing congressional testimony or petitions and providing information to the Nuclear Claims Tribunal. All contacts from any source requesting such information must be reported to DOE within one working day of the occurrence for a decision about its appropriateness. All presentations, about activities conducted under this award, given in public or in private meetings must be submitted to DOE no less than 10 working days in advance of the presentation. Any requests by the GRMI or the Nuclear Claims Tribunal must be submitted to HS-10 on official letterhead.

Research activities are not part of this award and resources shall not be used for that purpose unless research is required by DOE.

The recipient must notify the DOE Program Manager of any meetings with Marshallese officials at least five (5) working days before any meeting. A report of all such meetings shall be electronically transmitted to the DOE Marshall Islands Program Manager.

Because the Marshall Islands Program will continue indefinitely, it is paramount that clinic equipment and electronic devices such as computers, computer servers, leased software and examination equipment remain in the custody of the Program. Equipment purchases with a value of more than \$1,000 must be approved by DOE. When this agreement terminates, disposition of office equipment with a replacement value of more than \$1,000 and all medical equipment will be negotiated with DOE.

The operator may donate excess equipment and supplies to the Government of the Republic of the Marshall Islands upon approval of DOE and in coordination with the U.S. Ambassador in Majuro.

#### **Intellectual Property Provisions**

The standard DOE financial assistance intellectual property provisions applicable to the various types of recipients are located at [http://www.gc.doe.gov/techtrans/sipp\\_matrix.html](http://www.gc.doe.gov/techtrans/sipp_matrix.html).

- **Statement of Substantial Involvement**

DOE will provide programmatic direction, policy guidance, and oversight of the special medical care program through its participation in project activities in the field, in recipient's Community Meeting/Advisory Group process, in any significant interfacing by recipient with governmental and political authorities, both at the national and local levels, and in reviewing recipient's agreements with health care organizations and NGOs in the Marshall Islands. DOE will continue to be responsible for providing all pertinent medical records and lists of participants who are entitled to receive congressionally-mandated care under the DOE's Marshall Islands Medical Care Program.

DOE will provide a Technical Representative & Field Liaison Officer, located at Honolulu, HI, and/or in the Marshall Islands (on temporary duty, i.e., TDY,) as is necessary and appropriate to fulfill DOE's role of substantial involvement: i.e., by monitoring, reviewing, and overseeing, as well as participating in significant, and special medical care program activities. DOE will convene periodic meetings with recipient, attend one, weekly staff meeting per month in Honolulu, communicate regularly by e-mail, and receive/review Quarterly Progress and Financial reports, as well as an Annual Report related to the accomplishment of program objectives, activities, community interface and medical education initiatives, etc.

### **C. REPORTING**

Reporting requirements are identified on the Federal Assistance Reporting Checklist, DOE F 4600.2, attached to the award agreement. See the NETL Business Page at <http://www.netl.doe.gov/business/forms/FederalAssistanceReportingChecklistExample> for the proposed Checklist for this program.

## **PART VII - QUESTIONS/AGENCY CONTACTS**

### **A. QUESTIONS**

Questions regarding the content of the announcement. Questions regarding the content of the announcement should be submitted through the "Submit Question" feature of the DOE Industry Interactive Procurement System (IIPS) at <http://e-center.doe.gov>. Locate the solicitation on IIPS and then click on the "Submit Question" button at the top. Enter required information. You will receive an electronic notification that your question has been answered. DOE will try to respond to a question within 3 days, unless a similar question and answer have already been posted on the website.

Responses to questions. Responses to questions may be viewed through the "View" Questions" feature, button at the top of the IIPS page. If no questions have been answered, a statement to that effect will appear at the top of the page. You should periodically check "View Questions" for new questions and answers.

Questions regarding how to submit questions or view responses can be e-mailed to the IIPS HELP Desk at [helpdesk@pr.doe.gov](mailto:helpdesk@pr.doe.gov) or by calling 1 (800) 683-0751.

Questions relating to the registration process, system requirements, how an application form works, or the submittal process must be directed to Grants.gov at 1-800-518-4726 or [support@grants.gov](mailto:support@grants.gov). DOE/NNSA cannot answer these questions.

### **B. AGENCY CONTACT**

Name: Ron Barnes  
E-mail: [ron.barnes@eh.doe.gov](mailto:ron.barnes@eh.doe.gov)  
FAX: 301-903-6584  
Telephone (Optional): 301-903-1244

## **PART VIII - OTHER INFORMATION**

### **A. MODIFICATIONS**

Notices of any modifications to this announcement will be posted on Grants.gov and the DOE Industry Interactive Procurement System (IIPS). You can receive an email when a modification or an announcement message is posted by joining the mailing list for this announcement through the link in IIPS. When you download the application at Grants.gov, you can also register to receive notifications of changes through Grants.gov.

### **B. GOVERNMENT RIGHT TO REJECT OR NEGOTIATE**

DOE reserves the right, without qualification, to reject any or all applications received in response to this announcement and to select any application, in whole or in part, as a basis for negotiation and/or award.

### **C. COMMITMENT OF PUBLIC FUNDS**

The Contracting Officer is the only individual who can make awards or commit the Government to the expenditure of public funds. A commitment by other than the Contracting Officer, either explicit or implied, is invalid.

### **D. PROPRIETARY APPLICATION INFORMATION**

Patentable ideas, trade secrets, proprietary or confidential commercial or financial information, disclosure of which may harm the applicant, should be included in an application only when such information is necessary to convey an understanding of the proposed project. The use and disclosure of such data may be restricted, provided the applicant includes the following legend on the first page of the project narrative and specifies the pages of the application which are to be restricted:

“The data contained in pages \_\_\_\_\_ of this application have been submitted in confidence and contain trade secrets or proprietary information, and such data shall be used or disclosed only for evaluation purposes, provided that if this applicant receives an award as a result of or in connection with the submission of this application, DOE shall have the right to use or disclose the data herein to the extent provided in the award. This restriction does not limit the government’s right to use or disclose data obtained without restriction from any source, including the applicant.”

To protect such data, each line or paragraph on the pages containing such data must be specifically identified and marked with a legend similar to the following:

“The following contains proprietary information that (name of applicant) requests not be released to persons outside the Government, except for purposes of review and evaluation.”

### **E. EVALUATION AND ADMINISTRATION BY NON-FEDERAL PERSONNEL**

In conducting the merit review evaluation, the Government may seek the advice of qualified non-Federal personnel as reviewers. The Government may also use non-Federal personnel to conduct routine, nondiscretionary administrative activities. The applicant, by submitting its application, consents to the use of non-Federal reviewers/administrators. Non-Federal reviewers must sign conflict of interest and non-disclosure agreements prior to reviewing an application. Non-Federal personnel conducting administrative activities must sign a non-disclosure agreement.

### **F. INTELLECTUAL PROPERTY DEVELOPED UNDER THIS PROGRAM**

Patent Rights. The government will have certain statutory rights in an invention that is conceived or first actually reduced to practice under a DOE award. 42 U.S.C. 5908 provides that title to such inventions vests in the United States, except where 35 U.S.C. 202 provides otherwise for nonprofit organizations or small business firms. However, the Secretary of Energy may waive all or any part of the rights of the United States subject to certain conditions. (See “Notice of Right to Request Patent Waiver” in paragraph G below.)

Rights in Technical Data. Normally, the government has unlimited rights in technical data created under a DOE agreement. Delivery or third party licensing of proprietary software or data developed solely at private expense will not normally be required except as specifically negotiated in a particular agreement to satisfy DOE’s own needs or to insure the commercialization of technology developed under a DOE agreement.

#### **G. NOTICE OF RIGHT TO REQUEST PATENT WAIVER**

Applicants may request a waiver of all or any part of the rights of the United States in inventions conceived or first actually reduced to practice in performance of an agreement as a result of this announcement, in advance of or within 30 days after the effective date of the award. Even if such advance waiver is not requested or the request is denied, the recipient will have a continuing right under the award to request a waiver of the rights of the United States in identified inventions, i.e., individual inventions conceived or first actually reduced to practice in performance of the award. Any patent waiver that may be granted is subject to certain terms and conditions in 10 CFR 784.

Domestic small businesses and domestic nonprofit organizations will receive the patent rights clause at 37 CFR 401.14, i.e., the implementation of the Bayh-Dole Act. This clause permits domestic small business and domestic nonprofit organizations to retain title to subject inventions. Therefore, small businesses and nonprofit organizations do not need to request a waiver.

#### **H. NOTICE REGARDING ELIGIBLE/INELIGIBLE ACTIVITIES**

Eligible activities under this program include those which describe and promote the understanding of scientific and technical aspects of specific energy technologies, but not those which encourage or support political activities such as the collection and dissemination of information related to potential, planned or pending legislation.

**APPENDICES/REFERENCE MATERIAL**

**Appendix A. Medical Program Patients by Age Group and Gender: FY 2008**

Age in Years	Female and Male	Female	Male
54-59	81	45	36
60-69	58	30	28
70-79	22	11	11
80 and older	8	6	2
Total	169	92	77
<i>Median age</i>	60 years		

**Appendix B. Medical Program Patients by Residence: FY 2008**

<b>Residence</b>	<b>Total</b>
<i>Marshall Islands</i>	<i>136</i>
Ailinglaplap	2
Ailuk	1
Arno	1
Ebeye	36
Jaluit	2
Majuro Town	63
Mejatto	18
Mejit	2
Utrök	10
Wotje	1
<i>Continental United States</i>	<i>19</i>
Arkansas	2
California	6
Iowa	1
Missouri	1
Oregon	5
Utah	4
<i>Hawaii</i>	<i>14</i>
Total	169

## Appendix C. Medical Programs Serving the Republic of the Marshall Islands: FY 2008

*The RMI Ministry of Health (MOH) program* is the national health care program for approximately 55,000 people. This is funded by the United States Department of the Interior under Public Law 108-188 health sector grant. Medical care is delivered at primary and secondary care facilities on Ebeye Island Kwajalein Atoll and Majuro Atoll (urban Majuro Town and Laura community), with smaller dispensaries in the remote outer islands, providing limited primary care and pharmaceutical capabilities. Short wave radio is the primary means of inter-atoll communications, and medical emergencies are transported by air from the outer islands to the Ebeye Hospital (through Kwajalein Island) or Majuro Town Hospital. Available RMI medical facilities and services include: Local dispensaries at Utrök and Mejatto that provide limited medicine and first aid, and are staffed by a junior, Medical Officer, medical personnel with MEDEX or “barefoot-doctor” level training and experience (i.e., between a regional nurse and nurse practitioner, or physician’s assistant). Short-wave radio communications are maintained between the dispensaries and the off-island medical health care providers (up to 300 miles distant) to discuss serious medical conditions.

- A 34-bed community hospital is available with limited capabilities in a community of 14,000 living on Ebeye (an island of approximately 4 square miles located 2 miles from Kwajalein Island where the US Army Contractor-operated hospital facility that serves the base personnel is located). A 75 bed hospital is available with limited capabilities to serve 30,000 living in Majuro Atoll. This hospital also receives referrals from the entire national population of 55,000. The DOE clinic trailer is on the hospital grounds. The new hospital’s Phase II section may offer leased space within the hospital complex for the DOE’s clinic in the future.

*The RMI “177 Health Care Program” (177 HCP)* serves the comprehensive, health care needs of 15,000 people, principally from the four nuclear-affected atolls. This program is under the aegis of the US Department of the Interior, but governed by a local Board of Directors consisting of the elected Senators of the Four Atolls (Bikini, Enewetak, Rongelap, and Utrök). The current operator of the program is Trinity Health Care International, Inc. People enrolled in the DOE Special Medical Program are also entitled to coverage in the 177 HCP program for conditions not covered by the Special Medical Program. The 177 HCP program provides basic health care and limited referrals off-island. This program is in transition, receives only sporadic funding and offers only limited services. The government of the Republic of the Marshall Islands is currently seeking permanent funding for the 177 HCP program. DOE program [physicians continue to work closely](#) with 177 HCP staff with respect to off-island referrals because we share responsibility with 177 HCP for managing patient needs not covered by P.L. 108-188.

## **Appendix D. Patient Medical Referral Services in Honolulu, Hawaii and Medical Services the Continental United States (CONUS) by Provider: FY 2008.**

The information in this Appendix is for general information and does not constitute a requirement for a successful application.

The *logistics support operator* provides the sub-contract for comprehensive medical services for patients that have radiation-related diseases who are referred to Honolulu, Hawaii for care. Major features of the sub-contract:

- Providing nuclear medicine diagnostic imaging and techniques, diagnostic and radiation therapy facilities, chemotherapy, pathology, advanced surgical services, and pharmacy services.
- Providing rehabilitation services.
- Referring patients with diseases diagnosed as "non radiation-related" (not related to a tumor) back to the Republic of the Marshall Islands' MOH via its medical coordinator located in Honolulu, Hawaii.
- Providing a price list as the basis for charges.

The current referral hospital is accredited by the Joint Commission for Accreditation of Health Care Organizations.

In the future, off-island referrals may be made to other hospitals in Hawaii or in other countries.

The *special medical care program operator* provides the sub-contract for annual comprehensive screening examinations, referral services and pharmacy services, for patients habitually residing in CONUS. Major features of the sub-contract:

- The sub-contractor is a national, health-care facilitating organization with a network of participating clinics that operate within commuting distance of the patients.
- Providing nuclear medicine diagnostic imaging and techniques, diagnostic and radiation therapy facilities, chemotherapy, pathology, advanced surgical services, and pharmacy services.
- Providing rehabilitation services.
- Referring patients with diseases diagnosed as "non radiation-related" (not related to a tumor) back to their personal physician or local, health care provider.

## Appendix E. Special Medical Program Pharmaceutical Formulary and Disposable Supplies: 2008

The information in this Appendix is for general information and does not constitute a requirement for a successful application.

PHARMACEUTICALS	DISPOSABLE SUPPLIES
Acetamenophen (Tylenol), 325 mg, 1000/bottle	Syringes without needles, 1 cc,100/each
Albuterol Inhalation Aerosol, .083%, 25/box	Syringes without needles, 1 cc, 100/each
Albuterol NEB Solution, 25 x 3ml	Syringe LL, 3 cc, 100/box
Allopurinol, 300 mg, 1000/bottle	Syringe, 5 cc, 100/box
Aspirin, 325 mg, 1000/bottle	Accutest strips, 50/box, Testing Glucose
Atenolol, 100 mg, 100/bottle	Alcohol Swab, 100/box
Atenolol, 50 mg, 100/bottle	Bandage, 3/4", 100/box
Atrovent Inhaler, 12.9 gm, 200 metered actuations	Caps for 20 dram vials, 100/bag
Avapro, 150mg, 90/bottle	Caps for 30-60 dram vials, 100/bag
Azmecort Inhaler, 20 gm, 240 metered actuations	CardioSens Ultra Premium, Disposable Resting ECG Electrodes, 100/box
Bacitracin Ointment, 30 gm, 1oz.	Cervical Scrapers,
Beconase AQ nasal spray, 25 gm, 180 metered sprays	Cotton Tip applicators
Calcitriol, 0.25 mcg, 100/bottle	DCA2000 Hemoglobin A1C Reagent Kit
Calcium Carbonate GL, 60/bottle	Disposable Vaginal Specula, Large, 10/pk
Calcium Carbonate, 10 gr, 1000/bottle	Disposable Vaginal Specula, Medium, 10/pk
Clotrimazole Cream 1%, 30 gm	Disposable Gowns, 3-ply tissue, 30"x42", 50/per case
Clotrimazole, 1% cream, 1 oz. (Athlete's foot cream)	Exam Gloves, Large size, 100/box
Daily Vitamins with Beta carotene, 100/bottle, Item #68	Exam Gloves, Medium size, 100/box
Digoxin, 0.25 mg, 100/bottle	Exam paper, Tablet Set
Enalapril, Maleate tablets, 10 mg, 1000/per bottle	Fleet Enema, 4.5 oz
Enalapril, Maleate tablets, 20 mg, 100/per bottle	Gauze Sponge, 2"x2", 200/pack
Ferrous Sulfate, 325 mg, 100/bottle	Gauze Sponge, 4"x4", 200/pk
Furosemide, 40mg, 1000/bottle	Glass slide mailers
Glucophage, 500 mg, 500/bottle	Glucometer Test Strips
Glyburide (Micronase) Non-micronized, 5 mg, 1000/bottle	Hemocult cards with developers, 100/box

Guiatuss Tussin DM Expectorant, Cough Supressant, Alcohol Free, 4 fl. oz.	Histofreeze H60, 5 mm Mixed Cryosurgical
Hydrochlorothiazide, 25 mg, 1000/bottle	Lancet, 200/box
Hydrocortisoe Cream, 30gm	Needle, 23g x 1
Hydrogen Peroxide, 12 x 8oz case	Occult Blood Test (Hemo cards), Catalog #300
Hydroxizine, 25 mg, 100/bottle	Pap Pak Cyto-Pap smear Collection Kit (Cytology Kit)
Ibuprofen, 400 mg, 500/bottle	Screw-Loc Clear Vu Vial, 20 drams, 180/per case
Influenza Vaccine, 10-Dose vial, 2006-2007	Screw-Loc Clear Vu Vial, 30 drams, 135/per case
Ipratropium Bromide NEB Solution, 25/box	Screw-Loc Clear Vu Vial, 40 drams, 95/per case
Kenalog, 40 mg/10ml	Smooth Exam Table Paper, 21"x225', 12/rolls per case
Lipitor, 10 mg, 90/per bottle	Thermoscan Pro 4000 Type 6021
Lipitor, 20 mg, 90/per bottle	Wavicie, 1 gallon
Marcaine, 0.5%, 50 ml	Xylocaine with EPI 1%, 20 ml
Metaformin (Generic for Glucophage), Hydrochloride tablets, 500 mg, 500/bottle	Xylocaine, 1%, 50ml
Metaformin, Hydrochloride tablets, 850 mg, 1000/bottle	
Milk of Magnesia, Saline Laxative, Antacid, 12 fl. oz.	
Mintox (Maalox) , 12 fl oz.	
Nasal Decongestant, Phenylephrine, Non-drowsy, 10 mg, 18/bx	
Phenylephrine, 10mg, 18/box	
Pink Bismuth for Stomach relief (Kaopectate) 8 oz.	
Pneumovax vaccine, 2.5 ml	
Pneumovax-23, 5-Dose vial	
PPD 5TU 5ML, 50 test	
Premarin, 0.625 mg, 100/bottle	
Pseudoephedrine, 60 mg, 100/bottle	
Ranitidine, 150 mg, 500/bottle	
Rocaltrol (Generic), 0.25 mg, 100/bottle	
Sulfacetamide Drops 10%, 15 ml [EYE ANTIBACT]	
Synthroid, Levothyroxine sodium tablets, 100 mcg, 1000/bottle	
Synthroid, Levothyroxine sodium tablets, 125 mcg, 1000/bottle	

Synthroid, Levothyroxine sodium tablets, 150 mcg, 1000/bottle	
Synthroid, Levothyroxine sodium tablets, 175 mcg, 1000/bottle	
Synthroid, Levothyroxine sodium tablets, 200 mcg, 1000/bottle	
Synthroid, Levothyroxine sodium tablets, 50 mcg, 1000/bottle	
Synthroid, Levothyroxine sodium tablets, 75 mcg, 1000/bottle	
Tetanus/Diphtheria Adult (DECAVAC) 10-Dose vial, 5 ml	
Triamcinolone Cream, 0.1%, 30gm	
Vitamin D 400IU, 100/bottle	
Vitamin, One-a-Day, 100/bottle	

**Appendix F. Medical Program Equipment that Conveys to the Recipient.**

The information in this Appendix is for general information and does not constitute a requirement for a successful application. Applicants may propose additional new or replacement equipment.

<b>Acquisition Date</b>	<b>Location</b>	<b>Description</b>	<b>Vendor or Manufacturer</b>	<b>Model</b>
5/27/1999	Majuro	Flexible sigmoidoscope universal light source		CLV-U40
5/27/1999	Kwajalein	Flexible sigmoidoscope universal light source		CLV-U40
2/29/2000	Honolulu	Computer server		ALR 8200
4/14/2000	Honolulu	Computer server		7210
8/1/2000	Honolulu	Bio freezer		Enviro-Scan 8523
2/1/2001	Honolulu	Practice Partner Software and Set Up	Physician Micro Systems	Practice Partner EMR Sys
3/8/2001	Honolulu	Computer server		7400 SERVER NMS & APC SMA
4/1/2001	Honolulu	Practice Partner Software and Set Up	Physician Micro Systems	Original 7.2 upgraded to 9.1.2 a/o 2007
4/9/2001	Honolulu	Network Firewall abd Renite Access Performance	Secure Technology Hawaii	VPN-1
6/21/2001	Majuro	Hand held ultrasound system		180 PLUS
6/21/2001	Kwajalein	Hand held ultrasound system		180 PLUS
4/25/2002	Honolulu	Appointment Scheduling Software	Physician Micro Systems	Original 7.2 upgraded to 9.1.2 a/o 2007
10/1/2007	Majuro	Hi-Lo Multi-position Treatment Table	Hausman	6052 electric 3-section tilt

**Appendix G. Elements of the Memorandum of Understanding (MOU) Between the Government of the Republic of the Marshall Islands Through the Ministry of Health (MOH) and [the Recipient] for Medical Officers (MO) and Nurse Coordinators (NC)**

The current MOU contains the names, positions and titles of two (2) MOs and two (2) NCs seconded to the Special Medical Program, on a cost reimbursement basis, based on submitted invoices.

- One MO is full-time and one is half-time; both NC's are half-time.

The MOU specifies:

- The annual salary base,
- The negotiated cost differential for Ebeye Island ,
- Social Security and Health Fund taxes,
- Monthly and annual salary and benefits, and
- Cost of residence on Kwajalein Island and children's educational costs.

The MOU, in the near future, will include the cost of leasing clinical space at Majuro and Ebeye Hospitals.

## **Appendix H. Elements of the Memorandum of Understanding (MOU) Between the U.S. Department of Energy (DOE) and the U.S. Army, Kwajalein Atoll (USAKA) Reagan Test Site: FY 2008**

The U.S. Army supports, on a reimbursable and non-interference basis, the DOE medical and radiological missions in the Marshall Islands by providing:

- Billeting and food services/meal cards for mission personnel, staff, contractor, and sponsored mission members, medical translators, authorized patients and their approved escorts, and related, non-US personnel.
- Surface, sea and air transportation as necessary and available; physicians and medical personnel as necessary and available,
- Assistance in coordinating annual examinations of the DOE patients per agreed protocols;
- Maintenance of requisite medical records, files, reports, and data collection, as requested by DOE.
- Medical services through the Kwajalein Hospital (partial list):
  - Laboratory services
  - Ultrasound, diagnostic imaging services
  - Mammography screening. The mammography screening service requires a “maintenance-of-service” payment of \$50,000 per annum to USAKA, in addition to all other support costs incurred under the MOU.
  - X-ray screening
  - Diagnostic colonoscopy
  - Limited emergency surgery (e.g., appendectomy, amputations for advanced diabetic conditions)
  - Pharmacy services
  - Inpatient care and treatment.
- Housing for DOE contractor sponsored employees
  - School tuition for DOE contractor sponsored employee dependents.
- Supply purchases for DOE environmental and medical programs:
  - Subsistence
  - Fuel
  - Office and cleaning supplies
  - Personal Protective Equipment
  - Building materials and supplies
- Repair and maintenance services for DOE equipment such as pickup truck, sedan, small boat and forklift.

Kwajalein Island is a high security facility and as a condition of this support, USAKA security rules apply to all who enter the island.

- Rules cover personal behavior while on the island.
- Rules require prior permission to enter for Ebeye Island residents travelling to Kwajalein Island by boat.
- Rules violations may result in suspension of visiting rights and shopping privileges.

## **Appendix I. Detailed Description of Logistical Support Elements for the current Department of Energy Marshall Islands Special Medical Care Program: FY 2008.**

The information in this Appendix is for general information and does not constitute a requirement for a successful application.

### **Medical Transportation**

- Provides all logistics to transport and support medical program personnel to the Marshall Islands, which is currently limited to travel, lodging and per diem costs west of Honolulu.
- Provides all logistics to transport and support ambulatory patients and their authorized medical escorts to medical facilities at Kwajalein Island and Majuro Town.
- Provides all logistics to transport medical personnel for subsidiary home visits to non-ambulatory patients at Mejatto, Ebeye, Utrök, and Majuro Town.
- Provides transportation and support to RMI medical personnel assigned to participate in the DOE special medical care program. Arranges Air Marshall Islands or chartered boats used to transport patients to Mejatto from Kwajalein and Ebeye Island.
- Provides cargo services to transport medical supplies to and from Honolulu to the Marshall Islands.
- Provides ground transportation for referred patients and their authorized family escorts to and from hotel to medical facility while in Honolulu.

### **Patient Referrals**

Operates and provides all logistics and support services for patients referred to the Straub Hospital and Clinic located in Honolulu, Hawaii. The services provided include:

- Bilingual Marshallese/English speaking escorts to accompany patients.
- Coordination of patient travel and medical appointment schedules.
- Lodging and per diem arrangements and expenses.
- Coordination of medical services, as required.

### **Medical Program Coordination and Integration**

- Issues and monitors the Straub Hospital and Clinic medical services for referral patients through a subcontract.
- Implements terms and conditions, including payments and collections under DOE's agreements with other agencies, and instrumentalities of the RMI.
- Interfaces and coordinates with the U.S. Army at Kwajalein Island to provide the following in accordance with a Memorandum of Understanding between DOE and the U.S. Army (see Appendix H)
- Hospital services such as the negotiated lump sum rate for the continuation of the mammography unit at Kwajalein.
- Clinic trailer rentals.
- Housing, lodging, and dining facilities for patients and medical team members.
- Leasing of clinic trailer, as appropriate
- Public notification and announcements associated with DOE program visits.
- Ferry services between Kwajalein and Ebeye Islands at no cost.

- Assists in the coordination of annual medical examinations for the Hawaii and CONUS patients. Provides stipends for completed annual medical examinations for CONUS, Maui and Hawaii island patients.

### **Medical Utilities and Maintenance**

- Provides or arranges for the maintenance and repairs of medical trailer facilities at Majuro Town and Kwajalein.
- Arranges for telephone (including long distance), IT services, electricity, water, and sewer for the Majuro Town medical trailer.
- Arranges for telephone (including long distance), IT services for the Kwajalein medical trailer. Electricity, water, and sewer are provided at no cost.

## **Appendix J. Logistics Organization and Functional Requirements in Support of the Department of Energy Marshall Islands Environmental Monitoring Program: FY 2008.**

Provide logistic and other support to the U.S. Department of Energy (DOE) Marshall Islands Environmental Monitoring Program. This includes travel coordination and purchase of airfare, aircraft charters, vessel charters, and lodging west of Honolulu, Hawaii including Lawrence Livermore National Laboratory (LLNL) personnel. Provide and maintain office space, lodging, dining, shop repair, laboratory, and storage facilities owned by the Bikini local government per mutual agreement between the Bikini local government and DOE/HS. Schedule the use of vessels and aircrafts to move personnel, supplies, and equipment in support of DOE Environmental Monitoring Field Mission. Provide local labor needed to assist LLNL personnel in the collection agricultural samples, sample preparation, or to augment the laboratory technical staff. Maintain bases of operations at Hickam Air Force Base (AFB), Hawaii; and the Republic of the Marshall Islands (RMI) atolls of Kwajalein, Majuro, Bikini, and Rongelap. This shall include year-round maintenance of the scientific experimental plots and sampling equipment at Bikini Atoll.

### **Facility Management Requirements (Also shown above)**

The logistics operator currently operates and maintains the following facilities:

- Building T3225, Hickam AFB, Honolulu, Hawaii. This facility is used for office space, shipping and receiving, and office storage.
- Current logistics contractor administrative space on Hickam AFB, Honolulu is 3,200 square feet with 9,000 square feet of outside storage and paved area for cargo staging and parking. The administrative space includes; 7 offices, a conference room that accommodates 32 people, and a library/files/supply room.
- The logistics operator provides an office with furniture and broadband communications links for the DOE program manager in Honolulu.
- The lease agreement with the U.S. Air Force for the facility is about to expire and new commercial leased space options in Honolulu are under consideration.
- Echo Pier, Kwajalein, USAKA. This facility is used for office space, shipping and receiving, and storage.
- Pacific International, Inc., Business Complex, Majuro, RMI. This facility is used for office space, storage, bioassay stabilization, and whole body counting.
- Bikini Field Station, Bikini Atoll, RMI. This field station is used as a minor construction shop, mechanic shop, kitchen/dining area, office, and lodging facility. LLNL has a field laboratory and storage also.
- Rongelap Temporary Camp, Rongelap Atoll, RMI. Used for kitchen/dining, storage, office, lodging facility, and whole body counting/bioassay stabilization.
- Enewetak Radioecology Facility, Enewetak Atoll, RMI. Used for whole body counting and bioassay collection/stabilization.

### **Organization Structure and Functions**

Staff functions include Project Management, Project Control, Information Services, and Administrative Services.

- The Project Manager, located in the continental United States, is responsible for providing day-to-day leadership of assigned personnel and management of the project to ensure that the project scope is executed on schedule, within budget, and to an acceptable standard of quality to the customer.
- The Operations Manager is responsible for overseeing the day-to-day activities of the project, as well as coordinate communication with the Project Manager and the DOE Program Manager who works out of the offices in Honolulu, Hawaii (see: 1) a) (2) above).
- The Field Station Manager, along with the Assistant Field Station Managers, is responsible for the equipment and facilities at both the Bikini and Rongelap Atolls located in the Marshall Islands and works out of the Bikini Field Station.
- The Travel Support Coordinator is responsible for the travel activities for the program and works out of the Honolulu office.
- The Equipment/Materials Coordinator is responsible for material purchases and freight activities for the program and works out of the Honolulu office.
- The Administrative Staff is responsible for the administrative and other duties as required and works out of the Honolulu office.
- The RMI Sites Coordinator is responsible for the daily activities for the program in the Marshall Islands and works out of the Kwajalein office.
- The Majuro Support Office Coordinator is responsible for the daily activities for the program on the Majuro Atoll.
- The Field Support Personnel are responsible for the day-to-day support of the facilities, equipment at Enewetak, Rongelap, and Bikini.
- The Whole Body Counting Technicians are responsible for the daily whole body counting and bioassay collections (if applicable) at Enewetak, Rongelap, and Majuro.

### **Coordinate Work with Key Supporting Organizations (Including Subcontractors)**

- Lawrence Livermore National Laboratory – The principal task requires radiological monitoring of the environment for resettlement by local communities. The environmental monitoring program may require transport of heavy equipment and labor to remote locations using sea-going vessels and operation of field camps for the party. Equipment leasing and transportation are within the logistical operations component. We expect one or two annual environmental missions. The logistics contractor must provide the support within the constraints of the overall level of funding for this offer. Logistics component staff assists in collecting, storing and processing 24-hour urine samples, assists in shipment of urine samples to US laboratories for analysis. No more than 50 samples per year, including reference samples are anticipated.
- United States Army Kwajalein/Reagan Test Site – Provides operational and logistical support to assist DOE to fulfill program requirements mandated under the Compact of Free Association Amendments Act of 2003, 48 U.S.C. 1901 et seq.

### **Provide Project-Specific Training**

- The work as described requires basic training for the workers at the remote site at the various Marshall Island atolls and the workers providing facility and equipment maintenance for both the Hawaii office and remote locations. Basic training is also required for the workers conducting logistic operations support.
- Specific training courses and safety training requirements can be found in the individual's training plan, as well as project-specific work packages.

**Appendix K. Logistics Program Basic Equipment Inventory: Current Configuration, FY 2008.**

The information in this Appendix is for general information and does not constitute a requirement for a successful application. Most of the items in the category "Equipment" flow to the new provider for stewardship, maintenance and replacement.

Category	Description	Honolulu	Majuro	Kwajalein	Bikini Island	Enewetak Island	Utrik Island
Automotive							
	Cars/trucks/passenger vans	2	1	2	2	1	0
Computer							
	Desktop/laptop systems	4	3	1	1	2	0
	Printer	4	3	1	1	2	0
Copier							
	Copiers	1	2	1	1	1	0
Electrical							
	Battery back-up systems	2	1	0	0	1	0
Equipment							
	Telephone systems	1	0	0	0	0	0
	Cellular/Satellite phones	5	3	2	1	1	0
	Audio/visual	1	1	1	1	1	0
	Compressors	0	0	0	1	0	0
	Exhaust hoods	0	1	0	1	1	0
	Food Preparation	no	no	no	yes	yes	no

	Fire Protection	yes	yes	yes	yes	yes	no
	Hazard detection	yes	yes	yes	yes	yes	no
	Janitorial	yes	yes	yes	yes	yes	no
	Hoisting	no	no	no	yes	no	no
	Forklifts/tractors/loaders	1	0	1	1	0	0
	Scales and balances	yes	yes	yes	yes	yes	no
	Spare parts	no	no	no	yes	no	no
	Water craft/engines/trailers	0	0	1	1	0	0
	Warehouse	yes	no	yes	no	no	
	Welding	no	no	no	yes	no	no
Furniture							
	Office equipment & furniture	yes	yes	yes	yes	yes	no