

AAV Reference Material Working Group
Bid Submission Form
Donation of Repository Services, RFP 5.0

Adeno-associated virus Reference Material (AAVRM) vials are intended to be stored at less than -55°C until shipped under proper conditions to requesters. Bid will also provide for appropriate storage of vials of the titrating cell bank and vector plasmid bank vials, and of the vial reference material and distribution during the characterization phase.

General Requirements for Bidding

Repository should have the capacity to store 5000 to 10,000 X 1 mL vials at < -55°C, approximately 100 to 200 x 1 mL titrating cell bank vials under liquid nitrogen vapor phase, and 50 X 1 mL vector plasmid cell bank vials at < -55°C. All freezers and other equipment used for this project must be validated and have appropriate temperature monitoring, alarm, and recording capability. All deviations must be reported to the AAV Working Group Chairperson.

The bidder should indicate the minimum amount of time the institution can commit to providing repository and distribution services.

Proposals should include information regarding:

- shipment capability
- experience with export and import of viral materials
- experience of personnel or personnel certification in IATA/OT and any other applicable regulations
- personnel experience with requested processing
- distribution plan
- cost analysis
- proposed cost recovery
- tracking procedures that will be used for receipt of the materials being deposited

The bid should also address prevention of catastrophic loss of stored materials, including information on the possibility of storing material in multiple pieces of equipment, and the availability of emergency back-up power, etc.

The bid should indicate the amount of time required from receipt of the vial reference material until the ability to distribute vials for the characterization phase. Please include the documentation you will need to support the requirements listed above.

Please complete the following fields:

Contact Information – RFP 5.0

Contact Individual:	
Institution:	
Address:	
Phone Number:	
Email Address:	

Please indicate if your institution is also submitting proposals for other project activities.

Please attach:

1. Institution Capability Statement
2. Cost analysis and cost recovery proposal
3. Distribution plan
4. Information/experience in shipping
5. Institution Capability Statement

Submit this completed form and all attached information for receipt by _____ to the address below. Electronic submissions are encouraged. Final decisions will be communicated by or about _____. Please note that all information submitted will be publicly available. Please do not mark any information confidential, as we cannot honor that request. Please include an estimated cost and market value for goods and services donated.

BioProcess Technology Network
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