



National Institutes of Health

Contract Resources

*For Historically Black Colleges & Universities
Interested in the National Institutes of Health*

The Path to Excellence & Innovation Initiative

NIH OFFICE OF ACQUISITION & LOGISTICS MANAGEMENT | SMALL BUSINESS PROGRAM OFFICE

Table of Contents

About the Path to Excellence & Innovation Initiative.....	2
Path to Excellence & Innovation Recommendations for HBCUs	3
NIH Contracting Resources	5
Federal Government Contracting Resources.....	7

About the Path to Excellence & Innovation Initiative

The Path to Excellence & Innovation (PEI) Initiative is a tremendous opportunity for the National Institutes of Health (NIH) to work more collaboratively with Historically Black Colleges and Universities (HBCUs).

The mission of the PEI Initiative is to empower HBCUs with the knowledge, resources, and skills they need to effectively and consistently compete for and win contracts from the NIH and thereby diversify revenue streams and create more research opportunities for those academic institutions.

Path to Excellence & Innovation Recommendations for HBCUs

HBCU Contracting Infrastructure

- A **Business Development** employee to research opportunities and solicitations, pursue potential clients, and establish relationships with customers in order to create revenue opportunities.
- A **Contracts Manager** to understand the Federal Acquisition Regulation requirements and maintain the integrity of the contract (regulations, requirement, and correspondences).
- A **Proposal/Technical Writer** tasked with developing a response to the requirements incorporated in the solicitation, person should understand the scope of work from a technical perspective and will work closely with the Contracts person to ensure proposal compliance.
- A **Cost Accounting Manager** who is knowledgeable in cost accounting standards and will work with the contracts person to provide adequate pricing for the proposal (*in some organizations this can be the contracts person*).
- **Administrative Support** to help facilitate efficient processes and ensure all invoices are submitted in accordance with contract requirements (*could be a student intern*).

PEI Initiative Recommendations: Procurement Ready Strategies

- Encourage senior leadership buy-in, such as including federal contracting in the university's strategic plan.
- Ensure that your university has an internal process in place and/or create the necessary job roles.
- Utilize a business partner to assist in seeking opportunities, responding to solicitations, and managing the contract.

PEI Initiative Recommendations: Relevant NIH Capabilities

- Biomedical Research and Development
- Information Technology
- Business & Professional Support Services
- Biomedical Research, Public Awareness, and Public Health Services
- Laboratory Services/Products
- Construction Services

PEI Initiative Recommendations: Relevant NIH NAICS Codes

- 541330: Engineering Services
- 541380: Testing Laboratories
- 541511: Custom Computer Programming Services
- 541512: Computer Systems Design Services
- 541513: Computer Facilities Management Services

- 541712: Research/Development in the Physical, Engineering, and Life Sciences
- 541611: Administrative Management/ General Management Consulting Services
- 611430: Professional/Management Development Training

Federal Contracting: Why HBCUs Should Contract with the Federal Government

- Federal contracts provide a sustainable revenue stream.
- Federal contracts can create more jobs on campus stimulating local economies and providing employment opportunities for students.
- Depending on the type of contract awarded, additional student and faculty research opportunities may help contribute to academic prestige.
- Public universities receive 43 percent of their revenues from grants, federal contracts, or appropriations on average, while HBCUs only receive approximately 1%.¹
- Private gifts, grants, and contracts make up a smaller percentage of overall revenue for private HBCUs relative to their non-HBCU counterparts (17% versus 25%).¹
- Within both public and private sectors, HBCU endowments lag behind those of non-HBCUs by at least 70%; this gap jeopardizes an HBCU's ability to buffer decreases in state and federal funding.¹

¹ <https://www.acenet.edu/News-Room/Pages/ACE-Brief-Illustrates-HBCU-Funding-Inequities.aspx>

NIH Contracting Resources

Capability Statement Resources

The two links below offer guidance on capability statement best practices.

1. [\[HHS\] How to Write a Good Capability Statement](#)
2. [\[HHS\] Template Capability Statement](#)

NIH Contracts versus Grants Webpage

Interested in exploring opportunities at NIH for research and development contract funding? Learn the basics of how contracts differ from grants, how you can find solicitations and submit your proposal, how they are submitted and evaluated, and more.

<https://grants.nih.gov/funding/contracts.htm>

NIH Consolidated Operations Acquisition Center(s)

NIH research and development and large station support contracting is conducted within the ten (10) operating Consolidated Operations Acquisition Center(s) (COAC).

<https://oamp.od.nih.gov/acquisition-offices>

NIH Guide for Grants and Contracts

Track the release of new funding opportunity announcements and notices that we publish in the NIH Guide for Grants and Contracts. *Subscribe to the Weekly Email Listserv.*

https://grants.nih.gov/grants/guide/listserv_dev.htm

NIH Path to Excellence & Innovation (PEI) ListServ

Join the PEI Listserv to receive a weekly distribution of active contract opportunities and learn about upcoming NIH, biomedical research, and contracting events.

<https://list.nih.gov/cgi-bin/wa.exe?SUBED1=PATHTOEXCELLENCEANDINNOVATION&A=1>

NIH Peer Review Process

The NIH peer review process forms the cornerstone of the NIH extramural research mission and seeks to ensure that applications submitted to the NIH are evaluated by scientific experts in a manner free from inappropriate influences

<https://grants.nih.gov/policy/peer/index.htm>

NIH Procurement Forecast

The NIH Procurement Forecast of Opportunities is updated and posted quarterly on the website below. The forecast includes opportunities from the 10 NIH COACs.

<https://oamp.od.nih.gov/NIHSmallBusiness>

NIH Small Business Innovative Research/Small Business Technology Transfer (SBIR/STTR)

NIH SBIR and STTR programs are an integral source of capital for early stage U.S. small businesses that are creating innovative technologies to improve health. These programs help small businesses, and their partners, break into the federal research and development (R&D) arena, create life-saving technologies, and stimulate economic growth. The objective of Phase III, where appropriate, is for the small business to pursue commercialization objectives resulting from the Phase I/II R/R&D activities. Commercialization objectives encompass contract opportunities.

<https://sbir.nih.gov/about>

Federal Government Contracting Resources

Beta.sam.gov Learning Center

Contract Opportunities

Organizations within the federal government publish notices on proposed contract actions valued at more than \$25,000. These notices, or contract opportunities, cover announcements through official solicitations in the pre-award process. Anyone interested in doing business with the government can use this system to research active opportunities.

<https://beta.sam.gov/help/contract-opportunities>

Contract Data

Contract data is detailed post-solicitation and award data on contracts that have an estimated value of \$3,500 or more. You may use it to search public award data to find competitive information and build your business pipelines. You can learn when existing contracts expire and to help identify potential subcontracting opportunities. Federal agencies use this data to measure, analyze, and report on how federal contracting affects the U.S. economy and the success of policy.

<https://beta.sam.gov/help/contract-data>

The Department of Health & Human Services, Office of Small & Disadvantaged Business Utilization Resources

Get Ready to Do Business with HHS

<https://www.hhs.gov/grants/contracts/get-ready-to-do-business/index.html>

Capability Statement Tips & Template

<https://www.hhs.gov/grants/contracts/get-ready-to-do-business/write-a-capability-statement/index.html>

<https://www.hhs.gov/grants/contracts/get-ready-to-do-business/sample-capability-statement/index.html>

The Federal Acquisition Regulation (FAR)

The FAR is the primary regulation for use by all executive agencies in their acquisition of supplies and services with appropriated funds. It became effective on April 1, 1984, and is issued within applicable laws under the joint authorities of the Administrator of General Services, the Secretary of Defense, and the Administrator for the National Aeronautics and Space

Administration, under the broad policy guidelines of the Administrator, Office of Federal Procurement Policy, Office of Management and Budget.

The FAR precludes agency acquisition regulations that unnecessarily repeat, paraphrase, or otherwise restate the FAR, limits agency acquisition regulations to those necessary to implement FAR policies and procedures within an agency, and provides for coordination, simplicity, and uniformity in the Federal acquisition process. It also provides for agency and public participation in developing the FAR and agency acquisition regulation.

Unfamiliar with the FAR? Review the highlighted FAR parts below.

FAR Part	Title	Website Hyperlink
Six (6)	Competition Requirements	https://www.acquisition.gov/content/part-6-competition-requirements
Ten (10)	Market Research	https://www.acquisition.gov/content/part-10-market-research
Thirteen (13)	Simplified Acquisition Procedures	https://www.acquisition.gov/content/part-13-simplified-acquisition-procedures
Fifteen (15)	Contracting by Negotiation	https://www.acquisition.gov/content/part-15-contracting-negotiation
Sixteen (16)	Types of Contracts	https://www.acquisition.gov/content/part-16-types-contracts
Nineteen (19)	Small Business Programs	https://www.acquisition.gov/content/part-19-small-business-programs
Twenty-six (26)	Other Socioeconomic Programs	https://www.acquisition.gov/far/part-26#FAR_Subpart_26_3
Forty-four (44)	Subcontracting Policies and Procedures	https://www.acquisition.gov/far/part-44

Get Help with Government Contracting

Find out about the tools and support services available to help businesses contract with the government

<https://www.usa.gov/expand-business?source=busa>

How to Become a Federal Government Contractor

Learn how to get your business ready for Federal contracting!

<https://www.usa.gov/become-government-contractor>

NAICS Codes

The North American Industry Classification System (NAICS) is the standard used by Federal statistical agencies in classifying business establishments for the purpose of collecting, analyzing, and publishing statistical data related to the U.S. business economy.

<https://www.census.gov/eos/www/naics/>

Small Business Administration Contracting Guide

The SBA works with federal agencies in order to award 23 percent of prime government contract dollars to eligible small businesses. It also offers counseling and help to small business contractors. *Note: while the guide targets small businesses, the information is relevant to HBCUs interested in partnering with, or forming, small businesses.*

<https://www.sba.gov/federal-contracting/contracting-guide>

The White House Initiative on HBCUs: Engaging HBCUs in Contracting

The member agencies are committed to identifying and implementing sustainable interagency strategies to improve the conditions under which HBCUs compete for the full range of Federal opportunities.

<https://sites.ed.gov/whhbcu/federal-interagency-working-group/interagency-competitiveness-clusters/contracting/>

USASpending.gov

USASpending is the official open data source of federal spending information. We track how federal money is spent in communities across America and beyond. Learn more about government spending through interactive tools that explore elements of the federal budget, such as federal loan, grant, and contract data.

<https://www.usaspending.gov/>

The Path to Excellence & Innovation Initiative
<https://oamp.od.nih.gov/content/path-excellence-and-innovation>
[Subscribe to the PEI listserv](mailto:PEI@nih.gov)
PEI@nih.gov