

APPENDIX III

REQUEST FOR PROPOSAL (RFP) TO HOST THE SECRETARIAT FOR THE INTERNATIONAL NEUROINFORMATICS COORDINATING FACILITY (INCF)

Complete bids are due no later than October 15, 2005

This document describes the procedures to be followed to submit a bid to host the INCF Secretariat. Further details can be found in the INCF *Understanding* and the INCF Business Plan, both of which should be consulted when preparing a bid.

ROLE AND PURPOSE

The INCF Secretariat Host is to provide the location, facilities and services agreed to in an arrangement between it and the INCF Governing Board. The services are to cover staff management, financial management, accountancy, legal assistance, etc. The INCF Secretariat Host is to house the INCF Secretariat and manage it in accordance with the laws in force in the country of the INCF Secretariat Host. The INCF Secretariat Host is also to obtain or provide legal status for the INCF.

AGREEMENT PERIOD

The initial agreement for the Secretariat Host is to be for a period of five years. At the Governing Board's option, the agreement may be extended for additional periods or an **RFP**? announced to the participating governments. It is intended that either party, the INCF Secretariat or Host, without due cause, can terminate this arrangement by providing six months written notice.

ELIGIBILITY

A bid should be submitted on behalf of the government of a country that intends to be a Participant of the INCF.

LEGAL STATUS OF SECRETARIAT

The INCF Secretariat Host is responsible for ensuring that the INCF Secretariat is accorded a legal status in the Host country, so that it can, for example, make contracts, and acquire and dispose of property. This status should preferably be an entity such a non-profit organization with tax-free status consistent with the laws of the country.

EXPENDITURES COVERED DIRECTLY BY INCF

1. **Executive Secretary**—Salaries and benefits
2. **Other Personnel**—Salaries and benefits for other personnel, as authorized by the Governing Board
3. **Travel**
 - INCF Secretariat staff
 - Members of Groups

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4. Other

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- Legal, Intellectual Property Rights and other consultants, as necessary.
- Workshops, meetings, and training.
- Purchase and maintenance of any specialized equipment authorized by the Governing Board.
- Any other costs related to the operations of the Secretariat, which are approved by the Governing Board.

OPTIONAL FACILITIES/SERVICES TO BE PROVIDED BY THE SECRETARIAT HOST

The Secretariat Host is to have the option to provide three (3) classes of services to support the INCF Secretariat and overall INCF work program. This listing is not exclusive but meant to provide examples of important areas of support. It is expected that the bid is to also include relevant items that are not mentioned but deemed valuable by the host.

1. Facilities

- Space and furnishings — including offices and general work areas to support Secretariat staff of at least ten (10) persons, classroom/conference space, space for visiting scientists and students, off-site temporary housing for visiting scientists and students, desks, chairs, and whiteboards.
- Utilities — including lighting, electrical (conditioned power), cooling, and heat.
- Communications infrastructure.
- Computing infrastructure.
- Office equipment.
- General facilities infrastructure — including housekeeping services, signage, parking for staff and visitors, postal services, storage, and security.

2. Administration

- Financial services — including general accounting, payroll, inventory, purchasing, audit, tax compliance, and legal compliance. (Electronic/online infrastructure required.)
- Donations and grants management and business development.
- Clerical staff.
- Computing and communications infrastructure services — including ISP and LAN maintenance.
- Contracting services — including the ability to make, accept, and manage contracts with third parties.
- Human Resource Management.

3. Management

- Recruitment and hiring — including the capacity to competitively recruit personnel from the information sciences segment and the ability to hire non-nationals on a non-discriminatory basis.
- Benefits — including health insurance, a convertible retirement program, sick leave, vacation leave, education and childcare, etc.
- Equal-opportunity recruitment policy.
- Non-discrimination employment policy.

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OTHER DESIRABLE ATTRIBUTES

Additional desirable attributes of the Secretariat Host would include:

- Placement of the Secretariat within, or with easy access to, a relevant research organization.
- Proximity and ready availability of information technology and neuroscience research resources, including a good library and open access to on-line journals.
- Proximity or easy access to other international organizations.
- Proximity to an international airport.
- Convenient ground transportation.
- Access to language classes and cultural orientation classes.
- Access to convention planning/hosting capabilities.

SUBMITTAL GUIDELINES

Proposal responses must include the following information:

1. Background

A description of the proposed host organization, including its location and physical and managerial capabilities.

2. Plan

An analysis of how the proposed Secretariat is to meet the requirements of this solicitation and the requirements stated within the INCF *Understanding* and Business Plan, including:

- An explanation of how the host organization will accommodate the needs of the INCF Secretariat and which of the required capabilities, if any, is to be outsourced. The bid should identify a legal entity and tax status in the host country that is to be closely associated with INCF and, as specified in a legal agreement with INCF, may provide certain facilities, infrastructure and services needed to carry out the work program. The initial agreement for the Secretariat Host is to be for a period of five years. At the Governing Board's option, the agreement is to be extended for additional periods.
- A detailed description of the space being offered and its availability.
- A description of additional amenities or other items the bidder is offering, if any (e.g., additional staff members paid for by the Secretariat Host, additional Internet or computer equipment, etc.)
- A detailed description of the organizational relationship between the INCF and the Secretariat and the host organization, including how and when the INCF and the Secretariat is to obtain separate legal status. The bid should describe the proposed legal status of the INCF and the Secretariat, which should allow it to carry out the work program under the orders and authority of the Governing Board. The INCF and the Secretariat should be able to receive and disburse funds, enter into contracts for goods and services, hold title to property, and hire personnel as needed.
- The bid should specify the employment status of the staff, including rights, benefits and pension rights (if any). Provisions should be made for hiring staff of any nationality. The personnel management provisions (hiring, review, termination, etc.) should be described. The potential employment status of staff spouses should be specified. The bid should describe the status of the INCF officers and professional staff, as well as technical and support staff.
- The bid should describe the process for receiving, holding, managing and accounting for funds from contributing countries and other entities. The process for receiving in-kind contributions should also be specified. The bid should specify how goods and services would be purchased at the request of INCF under the authority of the Governing Board. This should include disbursements for personnel, consultants, equipment and supplies, travel, etc.
- The bid should include a brief description of other national facilities and initiatives, which are complementary or competing with the goals of the INCF and the potential for future interactions.

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3. Budget

An analysis of the funds that the submitting country is offering to commit to the Secretariat and assurance that these funds are in fact available.

CRITERIA FOR EVALUATION AND SELECTION OF SECRETARIAT HOST

The Secretariat Host is to be chosen by the Governing Board. The bidders for the INCF Secretariat Host are required to demonstrate their capacity to provide for institutional arrangements that conform to the closest extent possible, under their respective domestic laws, to the criteria for the INCF Secretariat Host, INCF Secretariat and Executive Secretary, as outlined in the INCF *Understanding*, Business Plan and in the Request for Proposal to Host the Secretariat for the International Neuroinformatics Coordinating Facility Secretariat, and that satisfy any other criteria required by the Governing Board.

Criteria for the selection of the Secretariat Host is to include, but not be limited to, the following:

- The Proposal itself as an example of the Bidder's work (such as the details or completeness in responding to all aspects of the RFP).
- Proximity and ready availability of information technology and neuroscience research resources, including a good library and open access to on-line journals.
- The Bidder's organizational ability to provide the services listed in this RFP.
- The Bidder's technical approach and project organization, as presented in response to this RFP.
- The additional amenities and financial support offered by the Bidder.
- The experience of the Bidder in hosting other international programs.

PROCEDURE FOR SUBMITTING A BID

Bids should be provided, both on paper and in digital form, in a sealed envelope to the Executive Secretary of the GSF, postmarked by . The Executive Secretary of the GSF is to notify the bidder when the materials have been received.

PROCEDURE FOR THE REVIEW OF PROPOSALS

The Executive Secretary of the GSF is to convene an international committee of four to five members comprised of experts in this administrative area including expertise in neuroscience, computer science, international scientific organizations and science administration. The proposals are to be sent to the committee prior to their sitting down together to review the applications. At the review meeting each application is to be discussed by the reviewers and evaluated using the criteria outlined in this document. A brief critique written jointly is to be provided for each proposal delineating its strengths and weaknesses. A summary review of the top three proposals are to be provided to the Governing Board detailing the rationale for the selection and ranking within one month following their receipt.

PROCEDURE FOR SELECTING THE SECRETARIAT HOST

The Governing Board is to receive copies of the three top-ranked proposals as well as the reviews from the review committee. The Governing Board is to meet within two weeks of receipt and is to select the host country based on this material.