



Community Initiatives Bureau

**Request for Proposal
Biosafety Level 4 Laboratory Consultant**

May 24, 2019

Request For Proposal Timeline	
Friday, May 24, 2019	Request for Proposal available online at www.bphc.org
Thursday, May 30, 2019	Questions are due in writing by 5:00 PM to SMuchohi@bphc.org Subject: Biosafety Level 4 Laboratory Consultant
Friday, May 31, 2019	Responses to questions will be posted by 5:00 PM on www.bphc.org
Friday, June 07, 2019	Proposal due by 5:00 PM to Simon Muchohi at SMuchohi@bphc.org
Friday, June 14, 2019	Notification of Decision: Desired date for notification of award to proposer, however, BPHC has the discretion to extend this date without notice. The contract(s) results from this RFP shall be in effect when all necessary contract documentation is fully executed by BPHC and awarded vendor(s).
Monday, July 01, 2019	Contract Period Begins

The Boston Public Health Commission (BPHC) Environmental Health & Occupational Division (Biosafety Program) is seeking a biosafety consultant to assist the Biosafety Program in key aspects of oversight and regulation of Boston University's National Emerging Infectious Diseases Laboratories (NEIDL) Biosafety Level 4 (BSL4) facility located in the City of Boston.

The BPHC granted a permit to the NEIDL in December 2017 for the BSL-4 laboratory space. The Centers for Disease Control and Prevention (CDC) Federal Select Agent Program has granted a permit to the NEIDL to conduct research with select agents and toxins (risk group 3 and 4 agents) at BSL-3 and BSL-4/Animal Biosafety Level 4 (ABSL-4) laboratories. The Biosafety Program Office conducts routine laboratory inspections to monitor compliance with the BPHC regulations and identify deviations from acceptable laboratory safety, biocontainment, or security practices.

The biosafety consultant will review institutional training modules and records, review and verify compliance with documented institutional policies and Standard Operating Procedures (SOPs) and provide guidance to BPHC and the Boston Biosafety Committee on the NEIDL facility operations. The biosafety consultant will review new research protocols and protocol amendments, facilitate the Boston Biosafety Committee meetings, and submit written summaries of discussions and recommendations of the Committee. The consultant will participate in regularly scheduled laboratory inspections of the BSL-4 laboratory facility and hold regular meetings with NEIDL and BPHC staff.

Scope of Service

The key responsibilities of the consultant will include:

- **Project Review:** Review new BSL-3 and BSL-4/ABSL-4 research projects, in consultation with the BPHC’s Biosafety Program Office and the Boston Biosafety Committee and provide input on risk assessment and safety of the proposed research.
- **Work Practices and Records Review:** Review laboratory work practices and training records and verify compliance with NEIDL written institutional policies and procedures, biosafety/biocontainment plan, security plan, incident response plan, and Select Agent requirements.
- **Emergency Exercise Planning & Response:** Participate in the planning and execution of drills and exercises conducted at the BPHC-permitted biological research laboratories coordinated by the City of Boston emergency responders.
- **Inspect BSL-4/ABSL-4 Facility:** Inspect BSL-4/ABSL-4 laboratory spaces and other supporting areas; verify inventory and records (high-risk agents and Select Agents or Toxins); and tour BSL-4/ABSL-4 related facilities (HVAC, EDS, tissue digester, etc.). Develop a written inspection report, including completed standardized inspection checklists to verify that BSL-4/ABSL-4 laboratories are in compliance with acceptable national biosafety/biocontainment and security practices.
- **Facilitate Meetings:** Attend and facilitate Boston Biosafety Committee meetings and submit written summaries of meeting notes on the discussions and recommendations of the Committee.

Reporting

Qualified respondents must meet the following reporting requirements:

- Develop written reports or review issues related to biosafety training, biological laboratory permitting, compliance and written procedures, biosafety issues within the City of Boston and applicable Federal and State regulations and guidelines and national biosafety standards.

Qualifications

Qualified respondents must meet the following requirements:

- Master’s or doctoral degree in a biomedical science, public health, or relevant scientific field.
- A minimum of two years of Biosafety Level 4 research experience.
- Knowledge of maximum containment (Biosafety Level 4) facility, Federal Select Agent Program requirements and Dual Use Research of Concern (DURC).
- Ability to pass background check for access to a Biosafety Level 4 facility, including Federal Select Agent security clearance.

Period and Time of Performance

- The consultant is expected to perform services on or about July 1, 2019 through June 30, 2021 under the terms and conditions of the contract. The Boston Public Health Commission will review the second year to continue activities based on funding availability, including sole discretion to extend the contract. The Commission will determine the appropriate amount of fees per consultant depending on the level of service provided.
- Hours will primarily be between 9am-5pm Monday through Friday. Work will include email and telephone contact in addition to in-person meetings. The consultant must be able to attend non-routine meetings or events during the evenings or weekends at the BPHC or the Boston University's National Emerging Infectious Diseases Laboratories (NEIDL).

Proposal Requirements

Proposal must consist of the following:

- A cover letter including a brief description of relevant experience reviewing BSL-3/ABSL-3 or BSL-4/ABSL-4 research projects and inspecting BSL-4/ABSL-4 laboratory facilities.
- Curriculum Vitae/Resume(s) or biographical sketches of key personnel involved in the project.
- Names and contact information for three relevant professional references. Include brief description of services provided to these professional references.
- Detailed two-year budget from July 1, 2019 through June 30, 2021, which must include costs specific to activities within the scope of service including hourly rate, travel, and other related expenses. The total budget shall not exceed US\$ 35,000 per fiscal year inclusive of indirect costs.

Submission Instructions

Qualified respondent must submit proposal as a single PDF file via email to:

Simon Muchohi

Director of Biological Safety

Boston Public Health Commission

SMuchohi@bphc.org

Proposals must be received no later than 5:00 PM Friday June 7, 2019