



Request for Proposal
Biosafety Level 4 Laboratory Consultant

Biosafety Program
Community Initiatives Bureau

1/1/2025

I. Overview

The Boston Public Health Commission (BPHC) is the local public health department for the City of Boston. BPHC's mission is to protect, preserve, and promote the health and well-being of all Boston residents, particularly the most vulnerable.

BPHC's Biosafety Program is seeking a biosafety consultant (individuals, consultant teams, and companies are invited to submit a proposal) to assist the Biosafety Program in providing oversight and regulation of biological research laboratories in the City of Boston, including Boston University's National Emerging Infectious Diseases Laboratories (NEIDL) Biosafety Level 4 (BSL-4) and Animal Biosafety Level 4 (ABSL-4) facility.

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 granted a permit to the NEIDL to conduct research with select agents and toxins (risk groups 3 and 4 agents) at Biosafety Level 3 (BSL-3)/Animal Biosafety Level 3 (ABSL-3), and BSL-4/ABSL-4. The BPHC's Biosafety Program Office conducts routine laboratory inspections to monitor compliance with the BPHC's 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 written 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 Biosafety Consultant will also facilitate the Boston Biosafety Working Group (quarterly) meetings, as needed, and submit written summaries of discussions and recommendations to the BPHC's Biosafety Program Office. The Biosafety Consultant will participate in regularly scheduled onsite laboratory inspections of the BSL-4 and ABSL-4 laboratory facility and hold regular meetings with NEIDL and BPHC staff.

As part of BPHC's efforts to have an equitable procurement process, BPHC will consider and encourage under-represented businesses including Minority-owned Business Enterprises (MBE), Women-owned Business Enterprises (WBE), Veteran-owned Business Enterprises (VBE), Service-disabled Veteran owned Business Enterprises (SDVOBE), Disability-owned Business Enterprise (DOBE), Lesbian Gay Bisexual Transgender Business Enterprises (LGBTBE), and local businesses to apply to this RFP.

All service contracts awarded by BPHC may be subject to the City of Boston's living wage ordinance. This ordinance requires that all employees working on sizable city contracts earn an hourly wage that is sufficient for a family of four to live at or above the federal poverty level. This wage amount, called the living wage, is recalculated annually. For more information, visit <https://www.boston.gov/worker-empowerment/living-wage-division>.

II. Scope of Service

The Biosafety Program seeks a qualified Biosafety Consultant to support various aspects of the oversight and regulation of the biological research laboratories in Boston including:

- **Inspect BSL-4/ABSL-4 Facility:**

In collaboration with the BPHC Biosafety Program Team, conduct laboratory inspections (at least 2 annual routine and any non-routine inspections required due to unexpected circumstances) of the BSL-4/ABSL-4 laboratory spaces and supporting areas; verify inventory (high-risk agents and Select Agents or Toxins) and records (standard procedures, operations logs, etc.); tour/inspect BSL-4/ABSL-4 related facilities (HVAC, EDS, tissue digester, etc.); and participate in interviews of selected laboratory researchers and support staff. Each inspection takes place over the course of 3 consecutive days on site.

Submit a written inspection report, including completed standardized facility inspection checklists to verify that BSL-4/ABSL-4 laboratories follow acceptable national biosafety, biocontainment and security practices.

- **Review NEIDL Work Practices and Documents/Records:**

Review institutional training modules and records and laboratory work practices to verify compliance with NEIDL written institutional policies and procedures, biosafety/biocontainment plan, security plan, incident response plan, and Select Agent requirements as part of the inspection process and on an ad hoc basis. Provide guidance to BPHC and the Boston Biosafety Committee on the NEIDL facility operations.

- **Review Research Projects/Protocols:**

Review new BSL-3/ABSL-3 and BSL-4/ABSL-4 research projects and protocol amendments, 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. Review inactivation validation procedures and records to ensure compliance with the CDC's Federal Select Agent Program guidance.

- **Facilitate Committee Meetings:**

Facilitate the Boston Biosafety Committee meetings (held quarterly, either virtually or in person at the BPHC offices) and submit written summaries of meeting discussions and recommendations of the Committee.

Facilitate the Boston Biosafety Working Group meetings (held quarterly, either virtually or in person at the BPHC offices) and submit written summaries of discussions and recommendations to the BPHC's Biosafety Program Office

III. RFP Timeline	
Monday, February 17, 2025	RFP Legal Notice publication in The Boston Globe
Tuesday, February 18, 2025	Request for Proposal available online at www.boston.gov/bid-listings at 10AM EST . RFP will also be disseminated via email to relevant networks.
Friday, March 14, 2025	Questions are due in writing by 5:00 PM EST to SMuchohi@bphc.org Subject: Vendor Name – Questions for RFP Biosafety Level 4 Laboratory Consultant
Monday, March 24, 2025	Responses to questions will be posted by 5:00 PM EST on www.boston.gov/bid-listings
Friday, May 2, 2025	Proposal due by 5:00 PM EST via email to: RFR@bphc.org Subject: Vendor Name - RFP Biosafety Level 4 Laboratory Consultant Proposal
Monday, June 9, 2025	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).
Tuesday, July 01, 2025	Contract Period Begins
Wednesday, June 30, 2027	Contract Period Ends

IV. Minimum Qualifications

Qualified respondents must have one or more staff members assigned to this contract (specify and provide documentation in the response to this RFP) who meet the following requirements:

- Master's or doctorate degree in biomedical sciences, public health, or relevant scientific field.

- Training and certification to enter BSL-4/ABSL-4 lab space. Must have a minimum of 2 years of experience working in BSL-4/ABSL-4 facilities. Experience in academic/research laboratory settings in the United States is preferred, but international experience will be considered.
- Knowledge of operation and regulation of BSL-4/ABSL-4 facilities in the United States including knowledge of the Federal Select Agent Program requirements and Dual Use Research of Concern (DURC).
- Federal Select Agent Program security clearance and ability to pass a background check to access a Biosafety Level 4 facility.
- Prior experience as a biosafety officer or similar role at a BSL-3 or BSL-4 facility strongly preferred.

V. Proposal Requirements

Proposal must be submitted as a single PDF document not to exceed 10 pages (excluding the appendix) in single spaced 12-point font with 1-inch margins consisting of the following:

1. Description of the applicant (individual or organization) including relevant experience related to BSL-3/ABSL-3 and BSL-4/ABSL-4 research facilities such as inspecting or regulating such facilities, performing a biosafety role at such facilities, or reviewing research projects/protocols. Please document ability to meet the minimum qualifications above in preparing this document. Include any other relevant subject matter expertise, and experience facilitating professional working groups and preparing technical reports.
2. Names, contact information, and brief biographical sketches of personnel who will be involved in supporting the contract. This must include the name(s) and relevant qualifications of the person(s) who will conduct on-site inspection of BSL-4/ABSL-4 lab spaces.
3. Detailed 2-year project budget spanning the period July 1, 2025, through June 30, 2027 including costs for specific activities within the scope of service. Include the hourly or per activity rate, travel, and all other related expenses. The total budget may not exceed \$40,000 per fiscal year inclusive of all direct and indirect costs. The BPHC's fiscal year is July 1 through June 30.
4. Names and contact information for three relevant professional references or prior clients. Include brief description of services provided to these professional references.
5. An appendix (not included in the page limit) containing curriculum vitae/resumes of key personnel on the contract.

VI. Period of Performance and Location

The Biosafety Consultant is expected to perform services in the period of July 1, 2025 through June 30, 2027 under the terms and conditions of the contract. Locations of activities will include:

- On-site meetings (up to 10 per year) at BPHC offices located at 1010 Massachusetts Avenue, Boston, MA 02118 or other locations within the City of Boston. Some or all of these meetings may be conducted virtually and the budget should reflect costs for that option and the differential for on-site meetings.
- On-site inspection (2 per year, each 3 days in duration) at the BSL-4/ABSL-4 facility located on the Boston University Medical Campus at 620 Albany Street, Boston, MA 02118
- Virtual/online meetings
- Email correspondence and submission of reports and documents for review as needed

Hours will primarily be between 9am-5pm Monday through Friday. The Boston Biosafety Committee quarterly meetings are held 5:30-7pm on a weekday. The Boston Biosafety Working Group quarterly meetings are generally held 1:00–2:30 pm on a weekday. Work will include email and telephone communication and in-person or virtual meetings. The Biosafety Consultant must be able to attend non-routine meetings or respond to laboratory incidents or emergencies during the evenings or weekends at the BPHC offices, the NEIDL, or virtually as needed.

Qualified respondents must meet the following reporting requirements:

- Preparation and submission of written inspection reports
- Preparation and submission of written meeting notes and summaries
- Preparation and submission of written assessments of research protocols and document reviews
- Timely submission of invoices for services provided

VII. Submission Instructions

Please submit your Proposal by email as a single PDF file attachment on or before Friday, May 2, 2025, at **5:00PM EST**. Submit via email to: RFR@bphc.org.

Proposals must be received no later than Friday, May 2, 2025, 5:00 PM EST