

REQUEST FOR PROPOSALS

SPECIFIC AND TECHNICAL CONDITIONS FOR THE CONTRACTING OF A LABORATORY FOR ANALYSES OF MELATONIN AND CORTISOL IN SALIVA SAMPLES OF THE EPHOR PROJECT

(FILE NUM. 08-2023)

I. Purpose

The purpose of this Request for Proposals is to invite suppliers to submit proposals for the contracting of a laboratory to carry out melatonin and cortisol analyses in the saliva samples collected in the framework of the EPHOR project, WP7, studies on day and night shift workers.

All the technical specifications contained in this document are considered to be part of the minimum requirements and do not exclude any other needs for compliance with the purpose of the service contracted.

II. Scope

Background

Experimental and epidemiological evidence shows that long-term disruption of endogenous circadian rhythms, in particular due to exposure to light during the biological night, may be associated with a wide range of common non-communicable diseases (NCDs), including cancers, cardiovascular diseases and major metabolic disorders (obesity and type 2 diabetes). The prevalence of circadian disruption in human populations is high. It is a priority to establish the long-term impact of circadian disruption on health, to further examine which biological pathways drive these associations and to create population and individual prevention policies across all age groups. There is a need for better insights in relevant exposure metrics and biological pathways. We will be measuring several biomarkers. Because night shift work can influence hormone levels and can also alter inflammatory responses, we will be measuring several hormones at various times throughout the day and will also be measuring cytokines/chemokines and growth factors to assess changes in the profile of these biomarkers in night shift workers compared to day shift workers.

ISGlobal's (Barcelona Institute for Global Health) mission is to improve global health and promote health equity through excellence in research and the translation and application of knowledge. To achieve this goal, we are examining how night shift affects health to determine the extent of adverse health effects due to this occupational exposure and to propose policy recommendations to reduce these negative health outcomes.

In the framework of the EPHOR project (<https://www.ephor-project.eu/>), ISGlobal is leading fieldwork among a cohort of Spanish night and day shift workers and coordinating the fieldwork at 3 other clinical centers across Europe.

Object of the procurement

ISGlobal is looking for a laboratory to analyze the level of melatonin, cortisol, and steroid hormones, in order to better understand the mechanisms that can explain the harmful relationship between night shift work and health.

The key deliverables are:

1. To determine melatonin at the endogenous levels present in saliva (pg/mL) in 800 samples from the EPHOR project;
2. To determine cortisol and related metabolites (cortisone 20 α -DHF, 20 β -DHF, 20 α -DHE, 20 β -DHE) at the endogenous levels present in saliva (ng/mL) in 800 samples from the EPHOR project;
3. To determine steroid hormones (11-dehydrocorticosterone, Androstenedione, Testosterone, Progesterone) at the endogenous levels present in saliva (ng/mL) in 800 samples from the EPHOR project;
4. To ensure the quality and robustness of the results;
5. To prepare a traceable database containing the concentration obtained;
6. To advise the participants regarding sample collection and storage;
7. To help in the biological interpretation of the results.

III. Contract Responsible

ISGlobal will appoint a person responsible for relations with the supplier (the "Contract Responsible"), who will coordinate with the entity's staff and who will channel communications between the two parties.

IV. Management of work and quality control

ISGlobal and the laboratory coordinator will establish by common agreement a calendar of communications that will consist of bi-weekly or monthly progress calls.

Regardless of these scheduled calls, the Contract Responsible and the project management team may meet at any time if any of the two parties considers it appropriate, depending on the progress of the work hired. At any meeting the responsible person may choose to bring additional participants from ISGlobal if considered convenient. Monthly reports will be provided by the awarded supplier.

V. Required qualifications

The laboratory should meet these requirements;

- Demonstrated experience in the determination of melatonin
- Demonstrated experience in the determination of steroid hormones
- Adequate analytical facilities to perform the requested number of analysis
- Demonstrated experience in saliva analysis
- Previous experience in projects related with circadian disruption is preferred
- Preferably, having experience in the biological interpretation of hormone dysregulation.

VI. Period of execution and delivery of reports

The execution of the work will be carried out over a period of 18 months. The current agreement would cover the 18 months, provided ISGlobal is successful in delivering the samples to be analyzed.

VII. Essential contractual obligations

The following will be considered as essential obligations of the awarded supplier:

- Ensure all samples are kept in a safe place
- Report any problems encountered during analyses
- Monthly report on progress of the work
- Delivery of final results
- Provide batch analysis protocol

- Provide QC/QA documentation

VIII. Duration and start date

The duration of the contract will be of 18 months.

The estimated start date of the contract is April 1, 2023.

IX. Estimated value

The contract budget is set to a maximum amount of 80,000.00 euros (EUR), excluding taxes. The amount will not exceed this budget in any case. Consequently, for non-exempt suppliers, the final price of the contract will be the budget amount plus the corresponding Value Added Tax (VAT).

X. Method of payment

The laboratory will periodically provide reports on the number of samples analyzed. Payment will always be made upon invoice, within 30 days of invoice date, by bank transfer:

- First payment: 40%
- Second payment (6 months): 30%
- Final payment upon completion of work: 30%

XI. Advertising

The present Request for Proposals document will be published in the Suppliers section of the contracting entity's website: <https://www.isglobal.org/en/contrataciones>.

XII. Procurement procedure:

The selection procedure will be made complying with the internal procurement regulations of the contracting entity, as provided in sections VIII and IX of the Procurement Manual.

XIII. Nature of the contract

This contract is considered a private contract and is subject to private law, governed by the contract and attached documentation, and by the applicable civil and commercial legislation.

XIV. Submission of proposals

Interested applicants are invited to submit a comprehensive proposal, addressing the needs described in the Request for Proposals document, to the following e-mail address: contrataciones@isglobal.org.

Proposals must be sent in one single consolidated document in PDF format.

The deadline for the submission of proposals is set on March 29, 2023, at 1:00 PM.

Barcelona, March 3, 2023