

**Adenoviral Reference Material Working Group  
Donation of Supplies or Other Services  
In Response to RFP 3.0**

**INTRODUCTION AND SUMMARY**

The American Type Culture Collection (ATCC), a not-for-profit corporation, is pleased to offer its services for providing labeled vials to the organization responsible for Vialing and Freezing the final virus material, should the ATCC be selected as the Repository for the material. It is envisioned that the ATCC's primary contribution to the development of an adenovirus reference reagent will be the management of the repository; however, it will facilitate inventory management if the distribution vials have ATCC labels with ATCC item numbers that will correspond with the catalog number listed for the item on the ATCC web-site.

The ATCC has for the past 75 years sought to support biomedical research by fostering the exchange of reagents, the use of standard strains in research laboratories, and the curation of the information associated with the physical holdings. Since the formation of the Animal Virus Collection in 1950, the ATCC has maintained a close link with the virology community. While the role of the ATCC in maintaining repositories of a wide-range of biologics is well recognized, less known is its role in curating the associated informatics through the development of new tools for capturing, linking and viewing data. For example, the ATCC Bioinformatics group has for a number of years been working with the ICTV and other members of the virology community to develop better descriptors for coding virus information on into databases. This linkage of information with reference reagents increases the value of each, and allows researchers access to the authentic reference strain required to repeat or extend the underlying experimental work. Also those wishing to carry out new studies with a reference strain are able to have confidence that it will be possible to draw appropriate comparisons with previous work based on the same strain or clone.

Importantly the ATCC is experienced not only in long-term preservation of biologics, but also the regulatory, shipping and security issues associated with biohazards. ATCC has strict policies and procedures in place to ensure that cultures are distributed only to qualified organizations and researchers with legitimate and justifiable scientific uses for these materials. It was the ATCC's expertise in all facets of repository management that allowed the ATCC to win the contract to manage the CDC's CASPER repository in Lawrenceville, GA.

ATCC ships cultures direct to all countries in the world except those restricted by U.S. law. For the convenience of our customers, ATCC has appointed LGC Ltd. as distributor in Europe, Summit Pharmaceuticals International Corporation as distributor in Japan, and KORAM Biotech Corporation as distributor in South Korea.

For the collective reasons described above we believe the uniquely valuable reference vials of adenovirus type 5, developed by the Adenoviral Reference Material Working Group and contractors selected to produce this material, should be distributed by the ATCC. ATCC can maximize the availability of the reagents to the community, and insure their long-term curation. Most importantly, the ATCC's current policy is to maintain collections of accessioned materials in perpetuity. This long-term commitment to the preservation of strains and reagents is unique to the ATCC.

**BID FORMS AND PROPOSAL DOCUMENTATION**

**The Bid Submission Form (RFP 3.0) description of Item for Submission, General Requirements for Bidding, and required documents follow. The documentation consists of the description of the material/service that is offered.**

**Adenoviral Reference Material Working Group  
Submission Form  
Donation of Supplies or Other Services  
RFP 3.0**

Item for Submission

Adenovirus Reference Material will be produced in a series of donated activities including production of a virus bank, production of purified formulated bulk reference material, and vialing/freezing of reference material. Suppliers may propose donations of reagents or equipment, or donors may provide other services, such as testing.

General Requirements for Bidding

Proposal should include as much detailed information about the proposed donation as possible. Proposal should include clearly stated limitations or intended/best use of reagents or equipment. If for testing services, the bid should indicate what tests and for which activities the testing service is offered. A description of the test method should be provided.

For reagents and equipment, the donor should indicate when material would be available for use and include information on how they propose to transfer the material to the end user.

For testing service donations, the donor should indicate the amount of time required from receipt of a specific test article until provision of final report(s).

Documentation Requirements

To support requirements listed above.

**Please complete the following fields:**

***Contact Information – RFP 3.0***

Contact Individual:	Charles Buck
Institution:	ATCC
Address:	10810 University Blvd Manassas, VA 20110
Phone Number:	703-365-2724
Email Address:	<a href="mailto:Cbuck@atcc.org">Cbuck@atcc.org</a>

***Donation of Supplies and Other Services Information – RFP 3.0***

Please indicate if your institution is also submitting proposals for the other activities:

- Donation of Cell Bank
- Donation of Ad5 Wild-type Virus
- Ad5 Wild-type Virus Bank Production
- Ad5 Wild-type Purified, Formulated Bulk Production
- Donation of Repository Services
- Vialing of Ad5 Wild-type Reference Material

*Please attach:* Information related to the proposed donation

Submit this completed form and all attached information for receipt **by February 28, 2001** to the address below. Electronic submissions are encouraged. Final decisions will be communicated by or about March 31, 2001. Please note that all information submitted will be publicly available. Please do not mark any information confidential, as we cannot honor that request. Please provide an estimate of the cost and market value of goods and/or services donated.

**Williamsburg BioProcessing Foundation**  
**Attn: Adenovirus Reference Material Working Group**  
**4015 Killam Avenue**  
**Norfolk, VA 23508**

**PH: 757-423-8823**  
**FAX: 757-423-2065**

**EMAIL: [advector@wilbio.com](mailto:advector@wilbio.com)**

Proposed Donation:

As noted in the introduction, should the ATCC be selected as the repository for the Adenovirus Reference Reagent, then the ATCC would propose to offer its services for providing labeled vials to the organization responsible for Vialing and Freezing the final virus material, should the ATCC be selected as the Repository for the material. While it is envisioned that the ATCC's primary contribution to the development of an adenovirus reference reagent will be the management of the repository, it will facilitate inventory management if the distribution vials have ATCC labels with ATCC item numbers that will correspond with the catalog number listed for the item on the ATCC web-site.

The suggested vials are standard 1.8ml NUNC plastic vials (368632), which are routinely used for the present holdings of the ATCC Animal Virus Collection. Other vials are available and the possibility of their use can be discussed. The labels (whether provided on vials or separately) are polyester labels with freezer adhesive that maintains adherence at high and low temperature. Lettering is applied by a thermal transfer print process that results in legible labels stable at high and low temperatures and with good chemical resistance. Information provided on the label includes an ATCC item (catalog) number, a batch number and an item description--Adenovirus Type 5 in this instance.