



**STATE OF LOUISIANA  
COASTAL PROTECTION AND RESTORATION  
AUTHORITY**

**REQUEST FOR PROPOSALS  
FOR**

**RESTORE Act  
CENTER OF EXCELLENCE**

**RFP #: 2503-14-08**

**APPLICATION DUE DATE/TIME: JANUARY 6, 2014**

**3:00 PM**

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## **1.0 GENERAL INFORMATION**

### **1.1 Purpose**

This Request for Proposals (RFP) is issued by the Coastal Protection and Restoration Authority (herein referred to as CPRA or the State) for the purpose of competitively vetting bona fide proposers interested in serving as Louisiana's Center of Excellence as defined by The Resources and Ecosystem Sustainability, Tourism Opportunities and Revived Economy of the Gulf Coast Act of 2011 (RESTORE Act). One proposer will be selected and named as Louisiana's Center of Excellence to administer grant funds that CPRA anticipates receiving as a result of the RESTORE Act.

### **1.2 Background**

In 2011, the U.S. Congress passed The Resources and Ecosystem Sustainability, Tourism Opportunities and Revived Economy of the Gulf Coast Act, referred to as the RESTORE Act. The RESTORE Act designates 2.5% of the total amount deposited into the Gulf Coast Restoration Trust Fund and 25% of the interest earned to be granted to the Gulf Coast states in equal shares for the purpose of establishing Center(s) of Excellence to conduct research only on the Gulf Coast Region.

Through this Request for Proposals, CPRA plans to select and establish one Center of Excellence which will be expected to develop a program to competitively distribute grants to other research institutions, internally and/or to consortia to conduct research relevant to Coastal Louisiana.

As defined in the RESTORE Act, the Center of Excellence shall focus on science, technology, and monitoring in at least one of the following disciplines:

- Coastal and deltaic sustainability, restoration and protection, including solutions and technology that allow citizens to live in a safe and sustainable manner in a coastal delta in the Gulf Coast Region
- Coastal fisheries and wildlife ecosystem research and monitoring in the Gulf Coast Region
- Offshore energy development, including research and technology to improve the sustainable and safe development of energy resources in the Gulf of Mexico
- Sustainable and resilient growth, economic and commercial development in the Gulf Coast Region
- Comprehensive observation, monitoring and mapping of the Gulf of Mexico

Research conducted by the Center of Excellence or its grantees should focus on issues pertinent to Louisiana with emphasis on advancing Louisiana's Coastal Master Plan. Where research is conducted outside of the State, it should show a clear connection to its relevance to Louisiana.

If interested, a research institute should submit a proposal that highlights the capacity and track record of the organization to successfully manage and administer large-scale research initiatives. CPRA will review the proposals and select the research entity that displays a thorough understanding of the intended research program and the capability to administer a large-scale grant program.

**IMPORTANT NOTE:** The funding from the RESTORE Act must be authorized for use by the Gulf Coast Ecosystem Restoration Council and/or the U.S. Department of Treasury before CPRA can state an amount or a date for availability. The rules and regulations of the RESTORE Act are not yet finalized, therefore, as provisions of the RESTORE are solidified, this RFP may be modified throughout the advertisement period. It is also possible that it could be cancelled and reissued at a later date.

### **1.3 Scope of Services**

Attachment 1 details the scope of services and deliverables/desired results that the State requires of the Contractor.

## **2.0 ADMINISTRATIVE INFORMATION**

### **2.1 Term of Contract**

The period of any contract resulting from this RFP is tentatively scheduled to begin on or about April 1, 2014 and continue through March 31, 2017. The State has authority to contract for up to three years upon approval by the State Division of Administration's Office of Contractual Review.

### **2.2 Pre-Proposal Conference**

NOT REQUIRED FOR THIS RFP.

### **2.3 Proposer Inquiries**

Written questions regarding the RFP requirements or Scope of Services must be submitted to the RFP Coordinator as listed below.

Renita Hoskins  
Contracts & Grants Administrator  
P.O. Box 94396  
Baton Rouge, LA 70804  
Phone: 225-342-4513  
Fax: 225-342-8700  
Email: [renita.hoskins@la.gov](mailto:renita.hoskins@la.gov)

The State will consider written inquiries and requests for clarification of the content of this RFP received from potential applicants. Written inquiries must be received by 3:00 P.M. CST on the date specified in the Schedule of Events. The State reserves the right to modify the RFP should a change be identified that is in the best interest of the State.

Official responses to all questions submitted by potential applicants will be posted at <http://www.prd1.doa.louisiana.gov/OSP/LaPAC/pubMain.cfm>, [www.dnr.louisiana.gov/contracts](http://www.dnr.louisiana.gov/contracts), and <http://coastal.la.gov/index.cfm?md=pagebuilder&tmp=home&nid=159&pnid=78&pid=191&catid=0&elid=0>.

Only Renita Hoskins, Contracts & Grants Administrator has the authority to officially respond to proposer’s questions on behalf of the State. Any communications from any other individuals are not binding to the State.

## 2.4 Definitions

TERM	DEFINITION
Contractor	An institution that is awarded a contract
Proposal	A response to an RFP
Proposer	A firm or individual who responds to an RFP
RFP	A request for proposals
Shall, Must, or Will	Denotes mandatory language; a requirement that must be met without alteration
Should, Can, or May	Denotes desirable, non-mandatory language

## 2.5 Schedule of Events

Event	Date
Advertise RFP/Post for Public Comment (at least 30 days)	October 18, 2013
Deadline for receipt of comments and written inquiries	December 2, 2013
Deadline to respond to inquiries	December 16, 2013
Deadline for receipt of proposals	January 6, 2014 3:00 p.m.
Oral Presentations (if required)	January 16- 17, 2014
Award Announcement	February 14, 2014

**NOTE: The State of Louisiana reserves the right to change this schedule of RFP events, as it deems necessary.**

## 3.0 PROPOSAL INFORMATION

### 3.1 Eligibility

Nongovernmental entities and consortia in the Gulf Coast Region including public and private institutions of higher learning are eligible to submit a proposal. As stated in the purpose, Louisiana will be selecting one entity to serve as Louisiana’s Center of Excellence. The Center of Excellence will be responsible for establishing cooperative relationships with other research and nongovernmental institutions. The selected institution must have and maintain a strong institutional reputation for utilizing best practices and ethical standards.

### **3.2 Determination of Responsibility**

Determination of the proposer's responsibility relating to this RFP shall be made according to the standards set forth in LAC 34:136. The State must find that the selected proposer:

- Has adequate financial resources for performance, or have the ability to obtain such resources as required during performance;
- Has the necessary experience, organization, technical qualifications, skills, and facilities, or has the ability to obtain them;
- Is able to comply with the proposed or required time of delivery or performance;
- Has a satisfactory record of integrity, judgment, and performance; and
- Is otherwise qualified and eligible to receive an award under applicable laws and regulations.

### **3.3 Right to Prohibit Award**

In accordance with the provisions of R.S. 39:2192, in awarding contracts after August 15, 2010, any public entity is authorized to reject a proposal or bid from, or not award the contract to, a business in which any individual with an ownership interest of five percent or more, has been convicted of, or has entered a plea of guilty or nolo contendere to any state felony or equivalent federal felony crime committed in the solicitation or execution of a contract or bid awarded under the laws governing public contracts under the provisions of Chapter 10 of Title 38 of the Louisiana Revised Statutes of 1950, professional, personal, consulting, and social services procurement under the provisions of Chapter 16 of this Title, or the Louisiana Procurement Code under the provisions of Chapter 17 of this Title.

### **3.4 RFP Addenda**

The State reserves the right to change the schedule of events or revise any part of the RFP by issuing an addendum to the RFP at any time. Addenda, if any, will be posted at <http://wwwprd1.doa.louisiana.gov/OSP/LaPAC/pubMain.cfm>, [www.dnr.louisiana.gov/contracts](http://www.dnr.louisiana.gov/contracts), and

<http://coastal.la.gov/index.cfm?md=pagebuilder&tmp=home&nid=159&pnid=78&pid=191&catid=0&elid=0>

It is the responsibility of the applicant to check the website for addenda to the RFP, if any.

### **3.5 Waiver of Administrative Informalities**

The State reserves the right, at its sole discretion, to waive minor administrative informalities contained in any proposal.

### **3.6 Proposal Rejection/RFP Cancellation**

Issuance of this RFP in no way constitutes a commitment by the State to award a contract/grant. The State reserves the right to accept or reject, in whole or part, all proposals submitted and/or cancel this announcement if it is determined to be in the State's best interest. The State reserves the right to make a partial award and delete some services from the scope of work.

### **3.7 Withdrawal of Proposal**

A proposer may withdraw a proposal that has been submitted at any time up to the date and time the proposal is due. To accomplish this, a written request signed by the authorized representative of the proposer must be submitted to the RFP Coordinator.

### **3.8 Ownership of Proposal**

All materials submitted in response to this request shall become the property of the State. Selection or rejection of a proposal does not affect this right.

### **3.9 Proprietary Information**

Only information which is in the nature of legitimate trade secrets or non-published financial data may be deemed proprietary or confidential. Any material within a proposal identified as such must be clearly marked in the proposal and will be handled in accordance with the Louisiana Public Records Act, R.S. 44: 1-44 and applicable rules and regulations. Any proposal marked as confidential or proprietary in its entirety may be rejected without further consideration or recourse.

### **3.10 Cost of Preparing Proposals**

The State shall not be liable for any costs incurred by proposers prior to issuance of or entering into a contract. Costs associated with developing the proposal, preparing for oral presentations, and any other expenses incurred by the Proposer in responding to this RFP are entirely the responsibility of the Proposer and shall not be reimbursed in any manner by the State.

### **3.11 Errors and Omissions in Proposal**

The State will not be liable for any errors in proposals. The State reserves the right to make corrections or amendments due to minor errors identified in proposals by State or the Proposer. The State, at its option, has the right to request clarification or additional information from the proposers.

### **3.12 Contract Award and Execution**

The State reserves the right to enter into a contract without further discussion of the proposal submitted based on the initial offers received.

The State reserves the right to contract for all or a partial list of services offered in the proposal.

The selected Proposer shall be expected to enter into a contract within ninety (90) calendar days of announcing award. If the selected Proposer fails to sign the final contract within (90) calendar days of delivery, the State may elect to cancel the award and award the contract to the next-highest-ranked Proposer.

### **3.13 Code of Ethics**

Applicants are responsible for determining that there will be no conflict or violation of the Ethics Code if their company is awarded the contract. The Louisiana Board of Ethics is the only entity which can officially rule on ethics issues.

## 4.0 RESPONSE INSTRUCTIONS

### 4.1 Proposal Submission

Proposers who are interested in providing services under this RFP shall submit a proposal containing the information specified in this Section. The completed proposal with original signatures by an authorized representative must be received in hard copy (printed) version by the deadline specified in the Schedule of Events. Fax or email submittals will not be accepted.

Proposals must be received on or before the date and time specified in the Schedule of Events. Applicants mailing their proposals should allow sufficient mail delivery time to ensure receipt of their proposals by the time specified.

Proposals should be labeled:

Proposal Name: RESTORE Act Center of Excellence

Proposal Due Date: (date from schedule of events in RFP section 2.3)

Proposals may be mailed through the U.S. Postal Service to:

Renita Hoskins

Contracts & Grants Administrator

P.O. Box 94396

Baton Rouge, LA 70804

Fax: 225-342-8700

Phone: 225-342-4513

Email: [renita.hoskins@la.gov](mailto:renita.hoskins@la.gov)

For courier delivery, the street address is 617 N. 3<sup>rd</sup> Street, 12<sup>th</sup> Floor, Room 1271, Baton Rouge, Louisiana 70802 and the telephone number is 225-342-4513. It is solely the responsibility of each Proposer to ensure that their proposal is delivered at the specified place and prior to the deadline for submission. Proposals received after the deadline will not be considered.

### 4.2 Proposal Format

The State requests that the Original Proposal and five (5) copies be submitted to the CPRA at the address specified. The Original Proposal shall contain original signatures; the Original Proposal should be clearly marked or differentiated as "ORIGINAL PROPOSAL" to distinguish from the copies of the proposal.

The Original Proposal will be retained by the State for incorporation by reference in any award resulting from this RFP. The Original Proposal must be signed by those company officials or agents duly authorized to sign proposals on behalf of the organization. The person signing the proposal must be:

- A current corporate officer, partnership member, or other individual specifically authorized to submit a proposal as reflected in the appropriate records on file with the secretary of state, if the proposer is a corporation; or;
- An individual authorized to bind the company as reflected by a corporate resolution, certificate or affidavit; or
- Identified in other documents indicating authority which are acceptable to the State.

Proposals should be submitted in accordance with Attachment II of this RFP.



### 4.3 Cover Letter

A cover letter should be submitted on the Proposer's official business letterhead explaining the intent of the Proposer.

### 4.4 Certification Statement

The Proposer must sign and submit the Certification Statement shown in Attachment III.

## 5.0 PROPOSAL CONTENT

Proposals should be submitted as specified in Attachment II, and should include sufficient information to satisfy evaluators that the Proposer has the appropriate experience and qualifications to perform the scope of services as described herein. Proposers should respond to all requested areas.

Proposers are encouraged to submit proposals in a concise, orderly fashion that includes complete and appropriate comment, documentation, and submittals to address the RFP requirements. Each Proposer is solely responsible for the clarity and completeness of their proposal.

### 5.1 Veteran-Owned and Service-Connected Small Entrepreneurships (Veteran Initiative) and Louisiana Initiative for Small Entrepreneurships (Hudson Initiative) Programs Participation

Each should address how the institution will meet the following:

The State of Louisiana Veteran and Hudson Initiatives are designed to provide additional opportunities for Louisiana-based small entrepreneurships (sometimes referred to as LaVet's and SE's respectively) to participate in contracting and procurement with the State. A certified Veteran-Owned and Service-Connected Disabled Veteran-Owned small entrepreneurship (LaVet) and a Louisiana Initiative for Small Entrepreneurships (Hudson Initiative) small entrepreneurship are business that have been certified by the Louisiana Department of Economic Development. All eligible vendors are encouraged to become certified. Qualification requirements and online certification are available at [https://smallbiz.louisianafoward.com/index\\_2.asp](https://smallbiz.louisianafoward.com/index_2.asp).

A current list of certified Veteran-Owned and Service-Connected Disabled Veteran-Owned and Hudson Initiative small entrepreneurships may be obtained from the Louisiana Economic Development Certification System at [https://smallbiz.louisianafoward.com/index\\_2.asp](https://smallbiz.louisianafoward.com/index_2.asp). Additionally, a list of Hudson and Veteran Initiative small entrepreneurships, which have been certified by the Louisiana Department of Economic Development and who have opted to register in the State of Louisiana LaGov Supplier Portal [https://lagoverpvendor.doa.louisiana.gov/irj/portal/anonymous?guest\\_user=self\\_reg](https://lagoverpvendor.doa.louisiana.gov/irj/portal/anonymous?guest_user=self_reg) may be accessed from the State of Louisiana Procurement and Contract (LaPAC) Network <https://wwwprd.doa.louisiana.gov/osp/lapac/vendor/srchven.asp>. When using this site, determine the search criteria (i.e. alphabetized list of all certified vendors, by commodities, etc.) and select SmallE, VSE, or DVSE.

If the Proposer is not a certified small entrepreneurship as described herein, but plans to use a certified small entrepreneurship(s), the Proposer shall include in their proposal the names of their certified Veteran Initiative or Hudson Initiative small entrepreneurship subcontractor(s), a description of the work each will perform, and the dollar value of each subcontract.

During the term of the contract and at expiration, the Contractor will also be required to report to Veteran-Owned and Service-Connected Disabled Veteran-Owned and Hudson Initiative small entrepreneurship subcontractor or distributor participation and the dollar amount of each.

The statutes (R.S. 39:2171 et seq.) concerning the Veteran Initiative may be viewed at <http://www.legis.state.la.us/lss/lss.asp?doc=671504>; and the statutes (R.S. 39:2001 et seq.) concerning the Hudson Initiative may be viewed at <http://www.legis.state.la.us/lss/lss.asp?doc=96265>. The rules for the Veteran Initiative (LAC 19:VII. Chapters 11 and 15) and for the Hudson Initiative (LAC 19:VIII Chapters 11 and 13) may be viewed at <http://www.doa.louisiana.gov/osp/se/se.htm>.

## 6.0 EVALUATION AND SELECTION

### 6.1 Evaluation Team

The evaluation of proposals will be accomplished by an Evaluation Team, to be designated by CPRA, which will determine the proposal most advantageous to the State, taking into consideration the list of criteria set forth in the RFP.

### 6.2 Oral Presentations

The CPRA, at its sole discretion, may require all proposers reasonably susceptible of being selected for the award to provide an oral presentation of how it proposes to meet CPRA's program objectives. Commitments made by Proposer at the presentation, if any, will be considered binding. Based upon new or revised information received in the presentation, using the same criteria in initial scores, the original scores that were assigned in the initial evaluation may be adjusted.

### 6.3 Evaluation and Review

The evaluation of all proposals deemed eligible, as defined in Section 3.2, will be conducted by the Evaluation Team according to the following criteria:

Criteria	Maximum Score
Technical and Administrative Approach	35
Experience and Capacity	30
Cost	25
Hudson/Veteran Small Entrepreneurship Program	10
<b>Total Score</b>	<b>100</b>

➤ Technical and Administrative Approach (35 points)

- Proposed methodology to effectively accomplish the Scope of Services.
- Understanding of multi-disciplinary research needs and priorities and focus areas as described in the RESTORE Act.
- Ability to develop programmatic strategies, goals and objectives.
- Proposed conceptual timeline listing tasks, durations and milestones needed for the successful completion of the project.
- Ability to identify, organize and manage peer-review processes and expert review panels.
- Demonstrated understanding of success metrics, and how to identify and track programmatic metrics.
- Proposed strategy for data standards and management
- Ability to develop collaborative partnerships with a wide-variety of types of organizations.
- Demonstrated ability to effectively accomplish the administrative responsibilities associated with the Scope of Services.
- Description of contracting mechanisms and accountability.
- Proposed methodology for financial and project management.
- Evidence of best practices and ethical standards used in financial tracking and reporting.
- Ability to operate in a flexible and nimble manner.

➤ Experience and Capacity (30 points)

❖ Institutional Experience and Capacity

- Evidence of the Proposer's history and commitment to Louisiana.
- Evidence of the Proposer's capability to apply and commit staff and equipment successfully to the program and to complete activities in a timely manner.
- Ability of the organization to operate within multiple disciplines as described in Section 1605(d) of the RESTORE Act.
- Past experience in performing projects similar in scope and function to the proposed Scope of Services.
- The proposer's expressed knowledge of, familiarity and compliance with state and federal regulations.
- Evidence of financial stability.

❖ Staff Experience

- Educational background, academic degrees and professional associations of key personnel.
- Demonstrated research experience of key technical staff.
- Demonstrated training and work experience of key administrative and project management staff.
- Staff experience with similar grant programs (with current or former employers)
- Ability to expand staff capacity quickly for unaddressed needs.

➤ Cost (25 points)

The Proposer's budget will be subjectively reviewed to determine the reasonableness of the proposer's cost to administer the grant program relative to the value of the proposed services, its reasonableness as compared to other proposals submitted, the reasonableness of personnel costs based upon the quality and level of services provided by each, and the necessity for equipment and overhead costs, if applicable.

➤ Veteran-Owned and Service-Connected Small Entrepreneurships (Veteran Initiative) and Louisiana Initiative for Small Entrepreneurships (Hudson Initiative) Programs Participation (10 points)

Ten percent(10%) of the total evaluation points on this RFP are reserved for proposers who are themselves a certified Veteran or Hudson Initiative small entrepreneurship or who will engage the participation of one or more certified Veteran or Hudson Initiatives small entrepreneurships as subcontractors.

Reserved points shall be added to the applicable proposers' evaluation score as follows:

Proposer Status and Reserved Points

- Proposer is a certified small entrepreneurship: Full amount of the reserved points
- Proposer is not a certified small entrepreneurship but has engaged one or more certified small entrepreneurships to participate as subcontractors or distributors. Points will be allocated based on the following criteria:
  - The number of certified small entrepreneurships to be utilized
  - The experience and qualifications of the certified small entrepreneurship(s)
  - The anticipated earnings to accrue to the certified small entrepreneurship(s)

#### 6.4 **Announcement of Award**

Only one proposer will be selected to serve as Louisiana's Center of Excellence. The proposal with the highest score will be recommended to the CPRA Executive Director for selection.

The State will notify the successful proposer and proceed to negotiate terms for final contract. Unsuccessful proposers will be notified in writing accordingly. The evaluation factors, points, evaluation team member names, and the completed evaluation summary and recommendation report will be made available to all interested parties after the Award letter has been issued.

Any proposer aggrieved by the proposed award has the right to submit a protest in writing to the head of the agency issuing the proposal within 14 days after the award has been announced by the agency.

The award of a contract is subject to the approval of the Division of Administration, Office of Contractual Review.

## 6.5 Confidentiality

All financial, statistical, personal, technical and other data and information relating to the State's operation which are designated confidential by the State and made available to the contractor in order to carry out this contract, or which become available to the contractor in carrying out this contract, shall be protected by the contractor from unauthorized use and disclosure through the observance of the same or more effective procedural requirements as are applicable to the State. The identification of all such confidential data and information as well as the State's procedural requirements for protection of such data and information from unauthorized use and disclosure shall be provided by the State in writing to the contractor. If the methods and procedures employed by the contractor for the protection of the contractor's data and information are deemed by the State to be adequate for the protection of the State's confidential information, such methods and procedures may be used, with the written consent of the State, to carry out the intent of this paragraph. The contractor shall not be required under the provisions of the paragraph to keep confidential any data or information which is or becomes publicly available, is already rightfully in the contractor's possession, is independently developed by the contractor outside the scope of the contract, or is rightfully obtained from third parties.

Under no circumstance shall the contractor discuss and/or release information to the media concerning this project without prior express written approval of the State

## **ATTACHMENT I: SCOPE OF SERVICES**

This Scope of Services addresses the technical and administrative requirements for a research institution to serve as Louisiana's Center of Excellence under the Coastal Protection and Restoration Authority (CPRA) and as defined by Section 1605 of The Resources and Ecosystem Sustainability, Tourism Opportunities and Revived Economy of the Gulf Coast Act, referred to as the RESTORE Act. The RESTORE Act designates 2.5% of the total amount deposited into the Gulf Coast Restoration Trust Fund and 25% of the interest earned to be granted to the Gulf Coast states in equal shares for the purpose of establishing Center(s) of Excellence to conduct research only on the Gulf Coast Region.

As Louisiana's established Center of Excellence, the Contractor shall serve as the granting organization for the Section 1605 RESTORE Act funding. This Scope of Services shall establish the relationship between the Contractor as the Center of Excellence and CPRA.

The Contractor shall conduct the following activities:

- Coordinate with the State to develop goals and objectives for the research program.
- Develop a research strategy and competitive grant process that includes guidelines and grant requirements, selection criteria and confidential expert review, and reporting requirements.
- Develop collaborative partnerships with academia, business/industry, governmental and non-profit organizations and encourage collaboration through a research strategy.
- Distribute limited resources in accordance with the established goals, objectives and research strategy to various research entities in an effective and efficient manner.
- Maintain high standards and methodologies, utilize best practices and maintain high ethical standards.
- Manage all contract management activities, including reporting, with expert reviewers and grant recipients.
- Provide technical expertise in multiple disciplines to assist the program.
- Provide administrative and financial oversight for a large-scale grant program, which could include: invoice and billing activities, accounting and auditing services, reporting and tracking, and overall grant administration to ensure compliance with all state and federal requirements.
- Provide anticipated administrative rates and/or costs anticipated being necessary to perform center of excellence duties as identified in the RESTORE Act.
- Develop and track success metrics.
- Form a multi-discipline Center of Excellence Review Board responsible for providing review and guidance on the research strategy, grant selection, and performance evaluation.

## ATTACHMENT II: PROPOSAL CONTENT

PROPOSALS NOT CONTAINING THE MANDATORY INFORMATION REQUIRED IN THIS SECTION WILL BE CONSIDERED UNACCEPTABLE AND WILL NOT BE EVALUATED BY THE STATE. PROPOSALS RECEIVED IN RESPONSE TO THIS RFP BECOME THE PROPERTY OF THE STATE AND WILL NOT BE RETURNED.

### A. VOLUME I. TECHNICAL PROPOSAL (ONE ORIGINAL and FIVE COPIES)

1. Complete the attached Certification Statement (ATTACHMENT III).
2. Table of Contents: Proposals should include a paginated table of contents to facilitate locating the information included.
3. Abstract: Proposals should include a concise abstract of about 250 words stating the proposer's overview of the project and the proposed method of implementation.
4. Technical Discussion: This section should be presented in as much detail as practical and include the following:

#### A. Executive Summary

This section should serve to introduce the research institute and acknowledge the scope of the proposal. It should include administrative information including, at a minimum, response date, proposer contact name and telephone number, and the stipulation that the proposal is valid for a time period of ninety (90) calendar days from the date of submission.

#### B. Technical and Administrative Approach

The proposer should demonstrate the technical approach to developing and implementing a research strategy and program, including expert review. The proposer should also demonstrate the administrative approach to managing a grant program, including ease of contracting, financial management, and timely reporting. This section must also include the proposed approach to performing necessary administrative responsibilities and the approach for management of audits and software that might be utilized.

#### C. Experience & Capacity

This section should provide a detailed discussion of the proposer's prior experience in working on projects similar in scope and function to the proposed contract. Proposers should describe their experience in other states or in corporate/governmental entities of comparable size and diversity with three references from those entities, including names, email addresses and telephone numbers for those references.

The proposer should include a positive statement of compliance with state and federal regulations. The proposer should describe any prior engagements in which the proposing institution assisted a governmental entity in administration of a grant program and any other projects/programs relating to this subject. The Proposer should provide names and phone numbers for references for all such engagements.

The proposer should provide detailed information about the experience and qualifications of the proposer's assigned personnel considered key to the success of the project. Since the proposals are being evaluated on the strength of the singular research institution, key personnel should include only those individuals employed by the prime institution. The proposer should demonstrate the necessary experience, knowledge and capacity to manage the grant program proposed. Expertise should include technical experts in multiple disciplines, as well as administrative and project management expertise.

Curriculum vitae (CVs) or resumes should be submitted for all key personnel that includes all relevant experience. For the proposer's staff, this information should also include education, training, technical and research experience, functional experience, specific dates and names of employers, relevant and related experience, past and present projects with dates and responsibilities and any applicable certifications. This should also specifically include the role and responsibilities of each person on this project, their planned level of effort, their anticipated duration of involvement, and their on-site availability.

#### **D. Cost Proposal**

Proposer must submit a proposed budget including salaries, and any other costs associated with administering a grant program, for each of the three years of the contract. Also, the proposer must include the overhead cost/rate if one will be charged.



**ATTACHMENT III: CERTIFICATION STATEMENT**

The undersigned hereby acknowledges she/he has read and understands all requirements and specifications of the Request for Proposals (RFP), including attachments.

**OFFICIAL CONTACT-** The State requests that the proposer designate one person to receive all documents and the method in which the documents are best delivered. Identify the Contact name and fill in the information below: (Print Clearly)

Date: \_\_\_\_\_ Official Contact Name: \_\_\_\_\_

A. E-mail Address: \_\_\_\_\_

B. Facsimile Number with area code: (\_\_\_\_\_) \_\_\_\_\_

C. US Mail Address: \_\_\_\_\_

Proposer certifies that the above information is true and grants permission to the State or Agencies to contact the above named person or otherwise verify the information I have provided. By its submission of this proposal and authorized signature below, proposer certifies that:

- (1) The information contained in its response to this RFP is accurate;
- (2) Proposer complies with each of the mandatory requirements listed in the RFP and will meet or exceed the functional and technical requirements specified therein;
- (3) Proposer accepts the procedures, evaluation criteria, mandatory contract terms and conditions, and all other administrative requirements set forth in this RFP.
- (4) Proposer's quote is valid for at least ninety (90) calendar days from the date of proposer's signature below;
- (5) Proposer understands that if selected as the successful proposer, he/she will have ninety (90) calendar days from the date of delivery of final contract in which to complete contract negotiations, if any, and execute the final contract document.
- (6) Proposer certifies, by signing and submitting a proposal for \$25,000 or more, that their company, any subcontractors, or principals are not suspended or debarred by the General Services Administration (GSA) in accordance with the requirements in OMB Circular A-133. (A list of parties who have been suspended or debarred can be viewed via the internet at [www.epls.gov](http://www.epls.gov).)

Authorized Signature: \_\_\_\_\_

Typed or Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

\_\_\_\_\_/\_\_\_\_\_  
SIGNATURE of Proposer's Authorized Representative      DATE

