Guidance on Request for Proposal Requirements.

For all documents except the Budget XLS file, please adhere strictly to these document requirements:

.PDF Only;
Size 11 Arial font minimum;
One-inch margins all around minimum.

Technical Abstract: Applicant shall provide a short narrative (500 words or less) suitable for publication to the web upon award, describing the proposed project. Include Proposal Title in bold. (Do not capitalize all letters in the title.) Please use Arial 11 pt font.

Technical Proposal: Technical Proposal must include:

- Proposal Title
- Technical Work Scope Identification
- Proposed Scope Description
- Logical path to accomplishing scope including descriptions of tasks
- Milestones and Deliverables
- Schedule: Define timelines for executing the specified work scope
- Unique challenges to accomplishing the work and innovations expected to mitigate such challenges
- Information, data, plans or drawings necessary to explain the details of the Offeror's proposal
- Quality Assurance: Describe the applicable QA requirements and how they will be met.

The Technical Proposal shall NOT include:

- Cost and pricing information
- Identification, by individual name or name of institution, any teaming partner
- Official name or title of facilities used to execute scope. (You may describe the facility by function and/or technical attributes such as an accelerator, a test reactor, etc.)
- In the Technical Proposal section of the submittal every effort is to be made to mask the identity of the organizations performing the work, to enable an objective review of the proposal independent of who is performing the work. To support this goal, in the Technical Proposal section of the proposal partnering organizations will be identified using the generic title of each organization.

FAQ: How do I distinguish between the various entities conducting the scope of work if I can't refer to them by name?

You may refer to them as "Partner one", Professor one", "Lead PI, "Collaborating PI" , "Industry Partner 1" and "National Lab Partner" or any other designation you prefer.

FAQ: Are references included in the 10 page limit?

Yes.

Guidance: Technical Expertise

Technical Expertise and Qualifications: Offeror shall name all teaming partners and their proposed roles and responsibilities. For the principle investigator from each partnering organization and other key personnel, the Offeror shall provide brief vitae that lists:

- Contact information;
- Academic and professional credentials;
- Relevant professional history;
- Five recent relevant publications or commensurate professional experiences.

Guidance: Pricing

Pricing: Submit core information using the spreadsheet and associated guidance provided on the R&D RFP website. The spreadsheet shall be submitted with the file name 10-xxx (your RPA number) budget form.xls. A copy of the spreadsheet is provided as RFP Budget Form example.xls (see "Principal Investigators" tab at www.ne-up.org/)

Offeror shall submit a cost proposal on the basis of fully burdened hourly labor rates for each of the labor categories proposed. Offeror's rates shall include only those labor costs required by law and may not unfairly burden CAES or the Government with overhead, profit and other factors already accounted for in standard labor rates. Offeror's fully burdened rates shall include, but not be limited to, the following:
Offeror's overhead, e.g., the cost of maintaining places of business, fringe benefits, statutory benefits, other direct and indirect costs
Costs of owning, renting, leasing, operating, and maintaining equipment and services typically required in the staffing support business, e.g., telephones (fixed and mobile), pagers, faxes, office machines (computers, copiers, fax machines, filming equipment, plotters, printers, servers, networks, data ports for customer electronic access, data storage and retrieval systems, filing systems, furniture, developing and maintaining Offeror's standards/guides and procedures.

- Costs of normal and customary human resource and department manager functions, e.g., staff oversight, employee performance assessments, awards, promotions, transfers, disciplinary actions, and terminations.
- Costs for routine business mail and express delivery (for delivery within three business days).
- Costs for routine printing jobs.

Use form available on RFP website (a properly filled out example is also provided)

- Use a separate Excel worksheet for each partner; upload a single Excel workbook that includes all required worksheets.

Teaming Guidance: Partnering with minority serving institutions such as Historically Black Colleges and Universities and/or minority serving institutions is encouraged. The following link provides the list of minority institutions: http://www.ed.gov/about/offices/list/ocr/edlite-minorityinst.html.
Furthermore, including young researchers on application teams is encouraged.