

Economic Development Partnership of Alabama Foundation

Request for Proposals

Alabama Virtual Site Project Solicitation Number 13-001

Closing Date: July 31, 2013, at 6:00 p.m. Central Time

Important Information

Deadline for receipt of proposals

Proposals must be received in their entirety no later than **6:00pm Central Time on July 31, 2013**. Proposals or proposal portions received later than the deadline will not be considered. The proposer is responsible for any time lags (e.g., email system delays) associated with the submission process.

Classified and proprietary information

Neither classified nor proprietary information may be included in any submitted proposals. Submission of a proposal is an implicit representation by the proposer that the proposal does not contain classified or proprietary information.

Points of Contact

For questions regarding programmatic and schedule aspects of this solicitation, contact:
Ms. Jennifer Braxton, 205-943-4708, jbraxton@edpa.org

For questions regarding technical aspects of this solicitation, contact:
Dr. Mikel Petty, 256-824-4368, pettym@uah.edu

Schedule

June 9, 2013	Draft Request for Proposals issued for public review and comment.
June 23, 2013	Public review and comment period ends. ¹
July 1, 2013	Final Request for Proposals issued.
July 31, 2013	Deadline for receipt of proposals, no later than 6:00pm Central Time.

Disclaimer

The Economic Development Partnership of Alabama Foundation does not commit to make any contract awards associated with this Request for Proposals. All possible awards associated with this Request for Proposals are subject to the availability of funds. The Economic Development Partnership of Alabama Foundation is not responsible for any monies expended by a proposer before the award of any contract.

¹ The public review and comment period described in this RFP has ended. The description and dates of that period have been intentionally left in this RFP as documentation of the process that has been followed.

Alabama Virtual Site Project
Request for Proposals
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1. INTRODUCTION

The Economic Development Partnership of Alabama Foundation (EDPA) is actively engaged in a variety of actions intended to strengthen, broaden, and expand economic activity in Alabama. EDPA's primary focus is helping the state attract and retain industry. EDPA fills a critical role in the industrial recruitment process by marketing and promoting Alabama as a business location, and by providing research, information and proposals to companies and consultants that are actively searching for a site. EDPA also works closely with Alabama communities and companies looking to become more competitive.

EDPA is currently executing a project sponsored by the United States Economic Development Administration. That project has several interrelated tasks centered on the goal of increasing the resilience of Alabama's economic activity when faced with a large-scale natural or artificial disaster. One of the component tasks requires the development of computer visualizations of a number of sites in Alabama that are significant in terms of economic activity. The visualizations will be used to promote Alabama's economic infrastructure and demonstrate that Alabama is an advantageous location for business activity.

EDPA is soliciting proposals from qualified proposers for the development of those computer visualizations. This Request for Proposals (RFP) is intended to describe the project for which proposals are requested. Following this introduction, this RFP has three main sections. The Scope of Work section describes the work to be done and the project deliverables in technical terms. The Proposal Content and Format section defines the intent of a proposal, details the proposal content requirements and the proposal format requirements, and describes the proposal evaluation criteria. The Proposal Process and Programmatic section describes the proposal process, and provides programmatic information related to the proposal and proposers.

The EDPA Foundation is an Equal Opportunity Employer. Minority-owned, women-owned, veteran-owned, tribal-owned, and all other categories of protected or disadvantaged businesses are encouraged to propose to this solicitation.

2. SCOPE OF WORK

This section describes the work to be done and the project deliverables in technical terms.

2.1 Overview of the work

The contractor² shall produce three dimensional (3D) digital models of both Alabama and several sites within Alabama. The Alabama model shall include the terrain surface and highway infrastructure for the entire state of Alabama. Interstate highways and state roads are required to be represented. It is preferred that interstate highways and federal highways be represented as geometric objects; other roads may be represented as imagery. More highway and road detail may be included at the proposer's option.

At the sites listed in the next section (not the entire state), the models shall also include geospecific representations of the actual buildings, structures, and detailed roads and sidewalks, and geotypical representations of the trees and other foliage present at the specified sites. Minimally, the modeled buildings should be recognizable as specific buildings, rather than a generic type of building, such as a warehouse or office building. Within the boundaries of the sites, roads and highways shall be represented as geometric objects, similar to the buildings. Beyond that minimum standard, the level of detail is up to the proposer, and will be considered in the proposal evaluation. The majority of the building models will be for existing buildings, but a small number of planned or conceptual buildings for a minority of the sites may be required. This information will be provided by EDPA with the details of each site.

Proposals should explain both the level of detail used for the terrain surface³ and the means of representation for the roads in the state terrain model and in the site models. Proposers should include examples of the level of detail they are proposing in their proposal.

The digital models must be suitable for generation of two types of visualizations of the sites: (1) still images of the sites, and (2) animated “flyover” videos of the sites. The contractor shall produce one flyover video for each site.

2.2 Sites to be modeled

The sites to be modeled are grouped into two categories: (1) large-scale and (2) small- to medium-scale. Large-scale projects include large buildings (1+ million square feet) and/or large campus settings (500 to 1,500 acres) with an average of three to six buildings per campus that vary in size. Assembly plants, hangar space, test tracks, rail yards, runways, large equipment, signage, geospecific details, and other site features of significance shall be modeled.

The following large-scale sites shall be modeled:

- Honda Manufacturing of Alabama – Lincoln, AL
- Hyundai Motor Manufacturing of Alabama – Montgomery, AL
- Mercedes-Benz US International – Vance, AL
- Toyota Motor Manufacturing of Alabama – Huntsville, AL

² At different points in this document, the person or organization providing the requested services is referred to as the “proposer” or the “contractor”. Both of these terms refer to the proposing organization. The different terms are used to clarify the different roles of the proposing organization during the process; “proposer” refers to the organization while it is preparing a proposal, and “contractor” refers to the successful proposer once EDPA has entered into a contract with it.

³ For example, if an elevation post representation is used for the terrain, the elevation post spacing should be stated.

- Future Airbus Final Assembly Line – Mobile, AL
- Airbus Engineering Center – Mobile, AL
- Mobile Aerospace Engineering – Mobile, AL
- Commercial Jet, Inc. – Dothan, AL
- Kaiser Aircraft Industries – Birmingham, AL
- United Launch Alliance – Decatur, AL
- Huntsville International Intermodal Center – Huntsville, AL
- Norfolk Southern Intermodal Center – McCalla, AL
- Ross Bridge Golf Course and Resort – Hoover, AL
- The Legends Golf Course and Conference Center – Prattville, AL
- Portions of Cummings Research Park – Huntsville, AL (contractor to propose which portions)
- Future I-10 Foley Beach Express Route – Foley, AL
- New Mobile Bay Bridge – Mobile, AL

Small- to medium-scale sites include smaller buildings (on average, less than 500,000 square feet) and/or smaller campus settings (less than 500 acres) with an average of one to three buildings per campus that vary in size. Industrial property, event venues, and museums are typical of these projects. Geotypical detail and other features of significance are part of the expected project outcomes.

The following small- to medium-scale sites shall be modeled:

- Future I-22 and I-65 connector and uncompleted segment – Birmingham, AL
- Three “AdvantageSite” industrial parks along the I-22 corridor – Guin, AL, Hamilton AL, Jasper, AL (including exit ramps and access roads)
- University of South Alabama Research Park – Mobile, AL
- Auburn University Research Park – Auburn, AL
- Southern Research Institute (Oxmoor Campus) – Birmingham, AL
- Alabama Robotics Technology Park – Tanner, AL
- EADS CASA North America – Mobile, AL
- Lockheed Martin – Troy, AL
- Sikorsky Aircraft Corporation – Troy, AL
- Bell Helicopter – Ozark, AL
- Helispec – Brantley, AL
- UTC Aerospace Systems (Aerostructures) – Foley, AL
- Future I-85 connector to I-65 - near Montgomery, AL

In addition to the sites listed, there will be at most sixty additional sites, at most six large-scale and forty to fifty small to medium-scale sites, to be identified by EDPA no later than two months after contract award. In addition, EDPA reserves the right to replace any site on the list with an alternative site of comparable scope and scale within sixty days after the contract award date.

EDPA will define each site’s boundary (as a line on a satellite image) for the contractor, if necessary. EDPA will provide detailed information regarding which buildings to model on each site, the amount of required outdoor detail for the site, and other site-specific clarifications two months after the contract award date. Unless otherwise specified by EDPA, the buildings within the defined boundaries of the sites are required. Buildings outside the site boundaries but

potentially visible in the flyover video may be included at the proposer's option. The proposer should state whether or not such buildings will be included.

For all existing buildings, the contractor is expected to secure any photographs necessary to model the buildings. For non-public sites, EDPA will secure the permission for the contractor to go on-site to take photos, and where possible, accompany or provide a local economic developer to accompany the contractor to the site. For any future buildings, EDPA will collect the drawings from the site and provide them to the contractor. For many buildings on the sites, EDPA already possesses and will provide latitude/longitude coordinates. If EDPA does not already have coordinates for a building, the contractor must secure them.

During the solicitation process, proposers must make a written request to EDPA and secure written permission from EDPA before contacting any entities or organizations in the list of sites to be modeled for any reason related to this RFP.

2.3 Deliverables

The contractor shall deliver the following work products:

1. Digital models. Digital data files constituting a 3D model of each site, including the terrain surface, buildings, structures, roads and sidewalks, trees and other foliage, and optionally notional automobile traffic typically present at the sites. The data files shall be unlocked and accessible to EDPA and its designees using a software package identified by the contractor. All aspects of the digital models must be included in the delivered files. Licenses for EDPA and its designees to reuse the digital files for any purpose and to transfer them to other persons and organizations shall be provided. The specific model and file formats are at the proposer's discretion. The proposal should state all model and file formats that will be delivered. Non-proprietary industry standard formats will be preferred over proprietary or non-standard formats in the proposal evaluation.
2. Flyover videos. One animated "flyover" video for each site. The content (length, visual angles, flight path description) of each video will be defined by EDPA. The flyover route for a site will be specified by EDPA after the 3D models for the site have been completed.⁴ Once downloaded to the viewer's local computer, playback of a video shall begin promptly. The time between clicking the play button and the playback should not be so long that the viewer loses interest. Once the animation playback starts, it must play at no less than 30 frames per second and run smoothly without excessive buffering and stall-outs. Faster playback rates and smooth animation will be considered very favorably.⁵ Existing flyover videos as examples of the quality expected can be found at the on-line addresses below. These example videos should be considered to be examples of the minimum level of detail, resolution, and playback performance required. Additional detail and resolution will be considered in the proposal evaluation.

Downtown Evergreen: http://youtu.be/755Nna1x_20

Choctaw Point: <http://www.youtube.com/watch?v=wj6bZ5ZbrHc&feature=youtu.be>

Rivercane Development: <http://youtu.be/hZwqEtpGwic>

⁴ This is because the appearance of the models for a site is expected to influence the choice of flight path.

⁵ Note there is no constraint or requirement with respect to how long it takes to create the videos, because the videos will be created off-line, i.e., in advance of when the viewer watch them. This implies that the flight path for each video is fixed at the time the video is created and is not viewer controllable.

3. Additional video tools. Software tools that enable EDPA to create additional videos using the delivered digital models. EDPA uses Windows-based computers. It has several Windows versions installed, including Windows 7. If the proposer's deliverables will be version-specific, the version required should be stated in the proposal. The delivered tools may be proprietary or non-proprietary, but if proprietary the contractor shall grant EDPA an indefinite and unrestricted license to use the tools and the contractor shall provide a price quote to provide licenses of the same tools to other members of the Alabama economic development community. The contractor shall provide to EDPA and its designees training regarding how to create the videos as well as documentation of the process.
4. (Optional) Contractor-specified products or services. Additional products or services related to this effort not specified herein may be offered by the contractor at the contractor's discretion and at the contractor's customary prices. No additional products or services are required. The way in which the additional produces or services enhance the objectives of this effort should be explained in the proposal. The additional products or services should not be provide or performed, as applicable, without the prior written consent of EDPA.

2.4 Other technical requirements

Additional technical requirements for the delivered work products are:

1. All buildings, structures, roads, and parking lots in the digital models shall be geospecific. The buildings in each site model should match the buildings at the modeled site in terms of number, size, location, shape, and appearance.
2. All landscaping, trees, foliage, and other outdoor details may be geospecific or geotypical at the contractor's discretion, unless otherwise specified by EDPA. The sites shall be shown during daylight in the summer season in sunny weather conditions, unless otherwise specified by EDPA.
3. There may be site-specific constraints or requirements not covered by previous requirements. For example, automobiles may be required in the outdoor storage area of an automotive manufacturer, and if so, the automobiles in the model shall be produced by that manufacturer, e.g., there should not be Chevrolets on the Mercedes lot.
4. Other details of the digital models may be geotypical, unless otherwise specified.
5. The contractor shall identify the software tools that will be used to prepare the models, images, and flyovers, the file formats in which they will be delivered, and any software required by EDPA or its designees to access, visualize, and modify the models, images, and flyovers after delivery.
6. The deliverables shall allow creation of still images of the sites from any location and angle.
7. The deliverables shall allow the creation of additional animated "flyover" videos of the sites, beyond those required to be delivered, as seen from a viewpoint moving through and over the site, with dynamic changes in altitude, movement speed, direction of movement, and view direction all possible.
8. The ability to place one or more text boxes, based on underlying geocoded data, in each video is required. EDPA will provide the content of the text boxes for each site. The contractor must create the video so that the text box content is readable by the view during video replay.

3. PROPOSAL CONTENT AND FORMAT

This section defines the intent of a proposal, details the proposal content requirements and the proposal format requirements, and describes the proposal evaluation criteria.

3.1 Proposal fundamentals

The proposal must provide sufficient information to demonstrate to EDPA that the proposed work will produce deliverables that serve the purposes EDPA has defined for them, that the work will be done to high standards of quality, that the work will be completed in a timely fashion, and that the will be performed in a cost effective manner. Any person or organization considering submitting a proposal in response to this RFP should first determine that they have the capability to deliver products that meet EDPA's requirements.

3.2 Proposal format

To be compliant with this RFP, proposals shall be formatted as follows:

1. In writing, as a digital document in Portable Document Format (PDF) format.
2. Written in the English language.
3. Printable on standard letter size (8 ½ x 11 inch) paper.
4. 1 inch margins on all sides of all pages.
5. Main text of proposal using 12-point typeface size. Limited use of 10-point typeface size permitted for footnotes, figures, tables, and similar. Any text smaller than 10-point will not be read or considered. Standard typefaces (Time New Roman and/or Arial) are preferred.
6. Main text may be single-spaced.
7. Pages numbered at the bottom of each page, excluding the title page.
8. Each part of the proposal separately compliant with the part's length limit (given in the next section); i.e., unused page count in one part of the proposal is not transferrable to another part. Blank pages may be included for formatting reasons at the proposer's discretion and do not count against the page limit.

3.3 Proposal structure

Proposals submitted in response to this RFP should have the following parts:

Part 1: Proposal Cover Sheet (1 page)

Part 2: Technical Information (less than or equal to 10 pages)

Part 3: Programmatic Information (less than or equal to 5 pages)

Part 4: Supplemental Information (less than or equal to 10 pages)

Details regarding each part are in the following sections.

3.4 Part 1: Cover Sheet

The proposal cover sheet shall be one (1) page. It shall contain the following information:

1. Name of the proposing person or organization
2. Title of the proposal
3. Title of the solicitation
4. Date and/or version number of the proposal (to distinguish the proposal from any later submissions of revised proposals)
5. Brief (200 words or less) technical abstract of the proposal
6. Statement of the total cost of the proposed work

3.5 Part 2: Technical Information

The Technical Information part of the proposal shall be no longer than ten (10) pages. It shall contain the following information:

1. Overview: “Executive Summary” level description of the technical approach.
2. Data sources and collection: Sources from which data needed for the visualizations will be secured, and process that will be used to collect or acquire the data.
3. Software tools: Identification and brief description of all software tools to be used.
4. Technical process: Step-by-step description of the technical process to be used to develop the visualization.
5. Testing, validation, and quality control: Description of when and how visualizations and other work products will be validated for visual accuracy and technical compliance.
6. Deliverables: Complete list of all work products to be delivered, including software, data files, and documents.
7. Additional information: Additional information of a technical nature at the proposer’s discretion (within the length limit).

3.6 Part 3: Programmatic Information

The Programmatic Information part of the proposal shall be no longer than five (5) pages. It shall contain the following information:

1. Management approach. Descriptions of the methods and processes to be used to manage the project.
2. Project plan and schedule. Plan for the proposed work, which may include tasks, subtasks, and milestones, and must include deliverable delivery dates.
3. Project cost: Overall, the project cost section should report the total price for the proposed work and provide enough cost breakdown detail to demonstrate that the price as given is realistic, carefully considered, and reliable.

Cost should be given separately for each of four cost components:

1. Terrain: Base layer of terrain surface for the entire state of Alabama, not just sites.
2. Listed sites: Development of 3D visualization models for the sites explicitly listed in this RFP (listed in section 2.2).
3. Undetermined sites: Development of 3D visualization models for sites to be named later (described but not listed in section 2.2). At the proposer’s discretion, this price may be broken down by building and by acre for landscaping, foliage, and roads.
4. Management: Project management over the duration of the project.

For each of the cost components, include estimated labor, supplies and materials costs, purchase costs for special purpose or dedicated equipment including computers and computer peripherals, licensing charges for software tools, subcontractor and consultant fees, and travel costs. Labor costs should be listed by person, including each person’s name, hourly rate, and number of hours to the extent possible. For labor to be performed by personnel not yet identified, provide labor costs by labor category, e.g., “Photographer” or “Visual modeler”.

Table 1 shows a preferred format for summarizing project costs in a proposal. The columns are the four cost components listed earlier and the rows are the cost categories identified earlier. Proposers are requested to summarize their project cost using this table.

Categories	3D Terrain	Sites Listed in RFP	Undetermined Sites	Project Management	Total
Personnel/Labor					
Fringe					
Travel					
Equipment					
Supplies/Materials					
Software					
Contractual/Subcontract					
Other					
Indirect					
Total					

Table 1. Project cost summary.

3.7 Part 4: Supplemental Information

The Supplemental Information part of the proposal shall be no longer than ten (10) pages. It shall contain the following information:

1. Key personnel. Resumes or professional biographies for the project’s technical lead (i.e., Principal Investigator) and programmatic lead (i.e., Program Manager), as well as professional biographies for any other key performers.
2. Labor categories. Job descriptions and minimum requirements for education and experience for all labor categories referred to in the cost estimate, i.e., minimum qualifications that will be met by unnamed employees who will be working on the project in those categories.
3. Past performance. Descriptions of past and current work relevant to the proposed work that demonstrate the proposer’s ability to perform the proposed work. The descriptions may include images as well as text. The inclusion of samples from both a large-scale high-budget project and a small-scale low-budget project is strongly preferred. In addition, the proposer’s submission of a draft visualization of the I-22 / I-65 connector in Birmingham will be looked upon favorably. Modeling the connector as it will appear once completed is preferred. All modeling examples should be provided in .MOV or MPEG format (or other formats viewable with Windows media player) and delivered via Drop Box or by File Transfer Protocol (FTP).
4. Facilities and equipment. Identify any facilities and equipment available to the proposer that is of special relevance to the proposed work. For any facilities or equipment listed, state where it will be physically located during the proposed work.
5. Subcontractors and consultants. Identify any subcontractors or consultants that will contribute to the project, and state what portions of the proposed work they will perform.

3.8 Proposal evaluation criteria

All proposals received will be evaluated competitively. Each proposal will be evaluated on its own merit. Proposal evaluators will base their conclusions only on information contained in the proposal. Proposers should not assume that the evaluators are acquainted with the proposer’s organization or any specific key personnel involved. Selection will be based on best value to EDPA considering the following factors; each factor’s weight in the total evaluation is given.

1. Technical merit: Effectiveness and reliability of the proposed technical approach and its likelihood of producing usable and high-quality deliverables; 45%.
2. Qualifications: Experience and past performance of the proposed personnel, including technical and programmatic leads, supporting staff, and subcontractors and consultants; 30%.
3. Cost: Reasonableness and soundness of the cost relative to the proposed work; 25%.

4. PROPOSAL PROCESS AND PROGRAMMATICS

This section describes the proposal process, and provides programmatic information related to the proposal and proposers.

4.1 Proposal process and questions about this solicitation

This RFP will be publicly released for two separate periods, a 14-day review and comment period and a 30-day proposal period.⁶ During the review and comment period, interested parties may contact either the Programmatic or Technical Point of Contact on an informal basis via telephone, electronic mail, or any suitable other communications method. The content of those discussions will remain confidential. However, comments and suggestions provided during those discussions may be used to modify the RFP prior to the 30-day proposal period, and EDPA reserves the right to do so without compensation to the person or organization providing the comment or suggestion. Provision of comments or suggestions regarding the RFP by persons or organizations to either EDPA or UAHuntsville will be considered implicit permission to use them to modify the RFP.

During the 30-day proposal period, all questions should be submitted to either the Programmatic or Technical Point of Contact in writing (hardcopy, digital document, or electronic mail). Those questions along with the answers to them will be posted on-line and accessible to any interested party. However, the person or organization submitting the questions will not be identified. Proposals may be submitted at any time during the 30-day proposal period. Proposers may submit a proposal and then later submit a revised proposal that replaces the previously submitted proposal, and they may do so as often as they like. The last proposal received during the 30-day proposal period will be evaluated.

Proposals received no later than the end of the 30-day proposal period will first be assessed for compliance with the proposal content and format requirements. Those proposals considered to be compliant will then be evaluated for technical quality and programmatic value. During the evaluation of proposals, EDPA reserves the right to directly contact proposers to resolve questions regarding their proposals. Those evaluation questions and answers, if any, may be proposal-specific and possibly competition-sensitive and will not be made public by EDPA. EDPA intends to select a successful proposal and notify the successful and unsuccessful proposers within seven days of the end of the proposal period, but this time frame is not guaranteed. EDPA will be assisted in the proposal evaluation process by the University of Alabama in Huntsville (UAHuntsville). The final decision regarding the successful and unsuccessful proposals will be made by EDPA.

EDPA intends to award a contract based on this RFP as quickly as possible once the successful proposer has been selected and proposers (successful and unsuccessful) have been notified. However, proposers should allow up to 30 days after the closing date to complete the contract negotiation process, and proposed prices should be effective for at least that period of time.

Proposal schedule

June 9–June 23 Public review and comment period

⁶ The Open Response Draft Period described in this RFP has ended. The description and dates of that period have been intentionally left in this RFP as documentation of the process that has been followed.

June 24–June 30	Preparation of final RFP
July 1–July 31	Proposal period
August 1–August 6	Evaluation of proposals
August 7	Notification of proposers

4.2 Proposal submission

Proposals should be submitted via electronic mail to the EDPA Programmatic Point of Contact as a single digital document in Portable Document Format (PDF) format. The proposer is responsible for any time lags (e.g., email system delays) associated with the submission process. The proposer is advised to contact the EDPA Programmatic Point of Contact via telephone to confirm receipt of a proposal after submission.

4.3 Debriefing

A proposer not selected for an award may submit a written (hardcopy, digital document, or electronic mail) request for a debriefing. The request should be sent to the EDPA Programmatic Point of Contact. Proposers who request a debriefing within 30 days of being notified that their proposal was not selected for award will receive a debriefing. Requests for debriefings submitted after 30 days may or may not be honored at EDPA’s discretion. The debriefing itself may be written, verbal, or some combination of both, at EDPA’s discretion. The debriefing may be provided by EDPA, UAHuntsville, or some combination of both, at EDPA’s discretion.

4.4 Award information

EDPA intends to award a single contract based on this RFP. However, EDPA reserves the right to award no contract or more than one contract based on availability or non-availability of funding, expertise of the proposers, proposal costs, and other considerations. If two or more contracts are awarded, each contract’s scope of work will be specified and agreed upon during contract negotiations for that contract.

EDPA intends to award a firm fixed price contract based on this RFP. By submitting a proposal, the proposer agrees to assume the risk of any project cost overrun.

4.5 Performance requirements

A subcontract is any agreement, other than one involving an employer-employee relationship, entered into by a contractor of a funding agreement calling for supplies or services for the performance of the original funding agreement. This includes consultants. A minimum of two-thirds of the proposed work must be carried out by the proposing firm, i.e., at most one-third of the proposed work may be performed by a subcontractor to the proposer. (There is no requirement that any work be performed by a subcontractor.) The percentage of work is usually measured by both direct and indirect costs, although proposers planning to subcontract a significant fraction of their work should verify how it will be measured with the EDPA Programmatic Point of Contact during contract negotiations. All work must be performed by the proposer and its subcontractors, if any, within the United States. The proposer and all subcontractors, if any, must be U. S. companies.

4.6 Conflicts of interest

Contract awards to organizations owned by (all or in part) or employing current or previous employees of EDPA or UAHuntsville could create possible conflicts of interest. Proposing firms with such employees should disclose them in their proposal. Owners or employees who are graduates but not former employees of UAHuntsville need not be disclosed.

4.7 Classified and proprietary information

Classified information is information that has been designated by a responsible government agency with the authority to do so as Secret, Top Secret, For Official Use Only, or any other classification that restricts public access to the information. Proprietary information is information that the proposal considers to constitute a trade secret, proprietary commercial or financial information, or confidential personal information.

Neither classified nor proprietary information may be included in any submitted proposals. Submission of a proposal is an implicit representation by the proposer that the proposal does not contain classified or proprietary information.

4.8 Promotional materials

The inclusion of promotional and non-project related discussion in the proposals is discouraged. Additional information not related to the project provided via Universal Resource Locator (URL) links or on computer disks, CDs, DVDs, video tapes or any other medium will not be considered in the proposal evaluation.

4.9 Prior, current, or pending support for similar proposals or awards

It is unacceptable to enter into multiple contracts requiring essentially equivalent efforts. If there is any question concerning prior, current, or pending support of similar proposals or awards, it must be disclosed to EDPA as early as possible. Failure to do so constitutes sufficient grounds for termination of contract.

4.10 Fraud and false statements

Knowingly and willfully making any false, fictitious, or fraudulent statements or representations in a proposal may be a felony under the Federal Criminal False Statement Act (18 U.S.C. Sec 1001), punishable by a fine of up to \$10,000, up to five years in prison, or both.

4.11 Adequate accounting system

In order to reduce risk to the proposer and avoid potential contracting delays, it is required that companies interested in pursuing a contract under this RFP have an adequate accounting system per General Accepted Accounting Principles (GAAP), Generally Accepted Government Auditing Standards (GAGAS), Federal Acquisition Regulation (FAR) and Cost Accounting Standards (CAS) in place.

4.12 Duration, delivery, and payment timeline

The desired project end date is December 29, 2013. Delivery of all products by that date is highly preferred. Proposers should indicate explicitly whether or not they can meet that date in their proposals. Proposers that can not deliver all products by that date should state in their proposal what deliverables will be delivered by that date and when the remaining deliverables will be delivered. Delivery dates will be considered during proposal evaluation.

During contract negotiations, EDPA and the successful proposer will develop and agree upon a delivery plan for all deliverables. The successful proposer (i.e., the contractor) will be expected to deliver completed deliverables per the delivery plan. Those deliveries will take place during monthly meetings with EDPA at the EDPA offices in Birmingham AL. At those meetings the deliverables will be delivered, demonstrated, and reviewed. EDPA will provide monthly payment after receipt and approval of all deliverables due during a month.

4.13 Intellectual property

With prior written approval of EDPA, the contractor may copyright material developed for this project. The successful proposer must award EDPA and its stakeholders a royalty-free license to use any copyrighted material.

Successful proposers may retain the principal worldwide patent rights to any invention developed for this project. The successful proposer must award EDPA and its stakeholders a royalty-free license for any such invention's use.

Rights in technical data, including software, developed under the terms of any contract resulting from proposals submitted in response to this RFP generally remain with the contractor, except that EDPA obtains a royalty-free license to use such technical data only for EDPA purposes during the period commencing with the contract award and ending five years after completion of the project under which the data were generated. Upon expiration of the five-year restrictive license, EDPA has unlimited rights in the project data. During the license period, EDPA will not release or disclose project data to any person other than its stakeholders except as expressly permitted by the contractor or required by law.

4.14 Other contract requirements

Upon award of a contract, the contractor will be required to make certain legal commitments through acceptance of various contract clauses. The list that follows is illustrative of the types of provisions that may be required. This is not a complete list of provisions to be included in the contract, nor does it contain specific wording of these clauses. Proposers will have the opportunity to fully examine the contract clauses during contract negotiations.

1. Standards of work: Work performed under the contract must conform to high professional standards.
2. Inspection: Work performed under the contract is subject to EDPA inspection and evaluation at all reasonable times.
3. Examination of records: EDPA shall have the right to examine any directly pertinent records of the contractor involving transactions related to this contract.
4. Default: EDPA may terminate the contract if the contractor fails to perform the work contracted.
5. Termination for convenience: The contract may be terminated at any time by EDPA if it deems termination to be in its best interest, in which case the contractor will be compensated for work performed.
6. Contract work hours: The contractor may not require an employee to work more than eight hours a day or forty hours a week unless the employee is compensated accordingly (that is, receives overtime pay).
7. Equal opportunity: The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin.

8. Affirmative action for veterans: The contractor will not discriminate against any employee or applicant for employment because he or she is a disabled veteran.
9. Affirmative action for handicapped: The contractor will not discriminate against any employee or applicant for employment because he or she is physically or mentally handicapped.
10. Officials not to benefit: No member of or delegate to the Alabama State Legislature or United States Congress shall benefit from the contract.
11. Covenant against contingent fees: No person or agency has been employed to solicit or secure the contract upon an understanding for compensation except bona fide employees or commercial agencies maintained by the contractor for the purpose of securing business.
12. Gratuities: The contract may be terminated by EDPA if any gratuities have been offered to any representative of EDPA to secure the contract.
13. Patent infringement: The contractor shall report each notice or claim of patent infringement based on the performance of the contract.
14. American made equipment and products: When purchasing equipment or a product under the contract, items made in the United States should be purchased whenever possible.
15. Publication approval: EDPA review and approval will be required prior to any dissemination or publication of information related to or stemming from the contract, except within and between the contractor and any subcontractors.

END OF DOCUMENT