PROPOSAL PREPARATION

General Instructions:

Proposals shall be submitted in accordance with Request for Proposal (RFP) No. 561298. Proposals shall be prepared simply and economically and shall provide a straightforward, concise delineation of the information required. Emphasis should be on completeness and clarity. Elaborate brochures or other presentations are neither required nor desired.

Proposals shall be organized into three separate electronic files:

- Volume 1, Business Proposal
- Volume 2, Technical Proposal
- Volume 3, Pricing Proposal

Proposals shall be signed by a representative of the Offeror authorized to enter into legally binding commitments.

All proposals shall be prepared in a font size not less than 12 point. Emails with electronic data are limited to a maximum of 25 MB per email; if multiple emails are submitted (for example), identify them as Volume 1 of 3, Volume 2 of 3, etc. Do not send zipped files.

Incomplete or partial responses in any material respect, affecting the acceptability of the proposal, will not be considered. Failure to respond or follow the instructions regarding the organization, content, layout, or format of the proposal may result in the Offeror’s proposal being considered deficient.

Proposals shall be valid for a minimum of 120 days after the final proposal due date.

Volume 1, Business Proposal - Do not include any pricing information in this file

Organization shall be as follows:

Cover Page (1-2 pages)

1. Company Name/Division/Proposal Team Names
2. Include RFP number and Title of Proposal
3. Business/Administrative point-of-contact name, title, telephone, and email address
4. Technical point-of-contact name, title, telephone, and email address
5. Small business qualification status (if any)
6. Country where business is owned and operated; must be located in USA or Canada

Business Forms (No page limit)

1. Signed Request for Proposal (RFP)
a. Any exceptions to the provisions listed in the RFP shall be clearly listed and explained.


4. A Small Business Subcontracting Plan in accordance with the General Provision 52.219-9 (applicable to large business).

5. Provide evidence of adequate financial resources required to manage this project.

**Volume 2, Technical Proposal – Do not include any pricing information in this volume**

Organization shall be as follows:

The Technical Proposal shall correspond with the requirements listed in the Statement of Work (Attachment 3) and the Evaluation Criteria (Attachment 2) and be organized as follows:

**Section 1:**
Complete Mandatory Requirements Checklist located in Attachment 5 (Forms).

**Section 2:**
The Offeror shall provide detailed documentation of its experience with the design, modification, and FAA certification of Part 25 aircraft. Offerors shall include detailed descriptions of their prior experience with CRJ-200 or similar aircraft. Include descriptions of the project management approach(s) used on past aircraft modifications, their engineering processes, and approach to airworthiness certification with FAA. Include the identified proposal team’s experience working together and explain how their team’s previous and unique experience make them ideally suited to successfully respond to this request.

**Team Experience and Qualifications**

1. Provide the proposal team’s years of experience. Provide the experience of each team member. Also, provide the proposal team’s experience working together, as a team, and on previous design and modification projects, as detailed in the Statement of Work.

2. Provide each proposal team member’s current standardization certifications held (e.g. AS9100, AS9110, ISO9001, FAA Safety Management System). If submitting as a team, identify the current certification of each team member.

3. Describe how the proposal team’s qualifications are amply suited to meet the contract and FAA certification requirements on time. If an Organization Designation Authorization (ODA), provide current ODA program authorization areas and function codes held. Explain how this ODA is relevant to the successful
completion of this project. Describe the assigned Designated Engineering Representative’s qualifications and their role in project’s FAA certification and approval.

**Engineering Experience and Technical Expertise**

1. Describe the proposal team’s experience with modification projects that include mounting wing pylons and fuselage extremities. The proposal team shall have completed at least five successful modifications in the past ten years of which at least two include the mounting of wing pylons and/or fuselage extremities (protruding at least 6 inches) on a Part 25 jet aircraft. The proposal must include excerpts from documentation used for design and FAA certification for the modified aircraft to show the ability for continued operations under a Standard Airworthiness Certificate via STC. Provide at least two examples (pictures and short description), indicate the aircraft and year the modifications were performed. Include the team used to complete the modifications and their involvement. Demonstrated experience with wing pylons and fuselage extremities is preferred.

2. Describe the proposal team’s experience with modification projects that include interior cabin layout. The proposal team shall have completed at least five successful modification in the past ten years of which at least two include interior cabin layout and electrical modification in the general areas listed in the Statement of Work (SOW). The proposal must include excerpts from documentation used for design with FAA certification for the modified aircraft to show the ability for continue operations under a Standard Airworthiness Certificate via STC. Provide at least two examples (pictures and short description), indicate the aircraft and year the modifications were performed. Include the team used to complete the modifications and their involvement.

**Project Management Experience/Schedule**

1. Provide examples of the Project Manager’s previous project experience. Battelle is specifically interested in projects that include similar modifications, e.g. external wing modifications, internal electrical modifications; design and certification of an Supplemental Type Certification on Part 25 aircraft. Battelle is also interested in the successful execution of work, in collaboration, of the identified companies within the proposal team. The Contractor shall provide a detailed schedule showing the order in which the Contractor proposes to perform the work and the dates on which the contractor contemplates starting and completing the salient features and activities of the work, including Interim Milestones (IM). The schedule shall include a time phased activity plan.
Approach to Design

1. **Wing Pylon** - Show creativity and innovation within the design proposal to provide a high level of confidence that the proposal team understands the requirements specified in the SOW, that they will be able to accomplish the work, and they will meet the timeline specified above. For external modification, show Offeror’s proven track record of producing pre-modification performance projections for post modification performance, and post-modification performance charts for modifications that altered the drag coefficient of the aircraft.

2. **Fuselage Aperture Design** - Show creativity and innovation within the design proposal to provide a high level of confidence that the proposal team understands the requirements specified in the SOW, that they will be able to accomplish the work, and they will meet the timeline specified above. For external modification, show Offeror’s proven track record of producing pre-modification performance projections for post modification performance, and post-modification performance charts for modifications that altered the drag coefficient of the aircraft.

3. **Electrical Design** - Show creativity and innovation within the design proposal to provide a high level of confidence that the proposal team understands the requirements specified in the SOW, that they will be able to accomplish the work, and they will meet the timeline specified above. For external modification, show Offeror’s proven track record of producing pre-modification performance projections for post modification performance, and post-modification performance charts for modifications that altered the drag coefficient of the aircraft.

4. **Internal Modifications Design** - Show creativity and innovation within the design proposal to provide a high level of confidence that the proposal team understands the requirements specified in the SOW, that they will be able to accomplish the work, and they will meet the timeline specified above. For external modification, show Offeror’s proven track record of producing pre-modification performance projections for post modification performance, and post-modification performance charts for modifications that altered the drag coefficient of the aircraft.

**Volume 3, Pricing Proposal**

The Total Maximum Price (TMP) for this project is $8,800,000.00 and shall include all taxes, duty, and any other costs required to ensure safe performance of the work. Offerors are required to identify in their proposals the ability to meet the base modifications scope, and the specific options (if any) in order of listed priority. Battelle anticipates a milestone-based payment schedule.

With respect to the price proposal, Offerors will receive additional points for each of the specified options that can be completed for the TMP of $8,800,000.00. Options are listed in the order of precedence, and if proposed must be proposed in that order.

*NOTE: Offerors are notified that proposed pricing above the TMP may result in the offeror being considered non-responsive.*