

Date: May 26, 2012
To: Pre-Qualified Offerors, TCO 341 Teams
From: Dr. Susan Codone, MUSE-EI Subcontract Administrator
Subject: **Request for Proposals No. MU-2012-04**

INTRODUCTION

MUSE Engineering Improvements (MUSE-EI) invites offerors to submit a proposal to perform the project described under “Scope of Work” in Attachment D in the School of Engineering, Mercer University, Macon, GA. Proposals must be submitted in accordance with the requirements and conditions set forth herein and will be evaluated in a competitive environment.

SOURCE EVALUATION AND SELECTION PROCESS

The proposal evaluation criteria are outlined in Attachment C. Only these criteria will be used in evaluating proposals. Qualified faculty in MUSE-EI shall evaluate proposals. By submission of its proposal, the offeror hereby consents to the disclosure of its proposal contents to such personnel for the purpose of evaluation. There is no commitment made by MUSE-EI to award a contract to any offeror.

CONTRACT AWARD

It is the intent of MUSE-EI to award up to two fixed-price contracts under this RFP. MUSE-EI reserves the right not to make any awards under this solicitation. The award of contracts under this RFP is based on the availability of funds for FY 2012-2013.

CONTRACT DELIVERABLES

The deliverable item of the proposed contract will be the offeror’s described plan for providing the identified services to Mercer University, including schedule and cost. This plan shall be fully described and implementable.

PERIOD OF PERFORMANCE

The period of performance begins upon contract award and shall extend for one year. Work should be planned to be completed within 12 months, if practicable.

PROPOSAL INSTRUCTIONS

An original of each proposal shall be signed by the offeror and submitted in accordance with this Request for Proposal (RFP). The original of the offeror’s proposal shall be addressed to:

Dr. Susan Codone, Subcontract Administrator
MUSE-EI, SEB 242
School of Engineering
mailto:codone_s@mercer.edu

Voice: 478 361-5482

PROPOSALS WILL BE RECEIVED UNTIL **27 July**. PROPOSALS RECEIVED AFTER THIS DATE AND TIME SHALL BE DEEMED NON-RESPONSIVE TO THIS RFP AND WILL BE RETURNED TO THE OFFEROR.

Offerors intending to submit a proposal shall submit the attached **Notification of Intent** to MUSE-EI at the above address. Returning the Notification of Intent will assure that the offeror is entered into the proposal competition and receives all RFP updates.

NOTE: FAILURE TO SUBMIT A NOTIFICATION OF INTENT WITH A STATEMENT OF CAPABILITIES WILL PRECLUDE CONSIDERATION OF YOUR PROPOSAL.

QUESTIONS OR INQUIRIES

Please read the RFP carefully. All questions or inquiries regarding the RFP must be submitted in writing via e-mail to the Subcontract Administrator. Replies to questions (if considered appropriate) will be provided via e-mail to all offerors who submit a Notification of Intent.

BIDDER'S CONFERENCE

A bidder's conference will be held online. Specific elements of the proposed project and information relating to the Scope of Work will be addressed during this conference. Bidders will have the opportunity to ask questions, possibly with delayed answers if the bidder's conference is pre-recorded.

EXPENSES RELATED TO OFFEROR SUBMISSION

This RFP does not commit MUSE-EI or Mercer University to pay any costs incurred in the submission of a proposal or in making necessary studies or business plans for the preparation thereof.

DISCLAIMER

Neither Mercer University, nor MUSE-EI, nor any of their employees makes any warranty, expressed or implied, or assumes any legal liability or responsibility for accuracy, completeness, or usefulness of any of the information or data attached as appendices or otherwise provided herein as reference material.

CONTENTS OF THE RFP

This RFP consists of this memo and the following attachments:

1. Attachment A, Notification of Intent Form
2. Attachment B, Proposal Preparation
3. Attachment C, Proposal Evaluation Criteria
4. Attachment D, Scope of Work

ATTACHMENT A

**NOTIFICATION OF INTENT
RFP NO. MU SUMMER 2012**

Directions for Submission: Download this official document from the website, complete the required information, and email it to designated subcontract administrator.

Company name:

Principals' names, email addresses, and telephone numbers:

Title and brief description of proposed plan:

Please return to: Dr. Susan Codone, Subcontract Administrator, MUSE-EI
School of Engineering
Mercer University
Macon, GA 31207
codone_s@mercer.edu

OFFICIAL LETTER OF INTENT MUST BE RECEIVED BY Sunday, June 10. Late submissions are not accepted.

ATTACHMENT B

PROPOSAL PREPARATION INSTRUCTIONS RFP NO. MU SUMMER 2012

The offeror's proposal shall describe all the tasks, activities, and plans associated with the project at the School of Engineering, Mercer University. At a minimum, the proposal shall include the following:

1. Letter of Transmittal
2. Executive Summary
3. Introduction
4. Technical Approach
5. Operations Plan

The proposal, **including title page, table of contents, and body, shall be limited to 22 pages.** Appendices (diagrams, charts, data, résumés) must be limited to no more than **5 pages.** Each page shall be formatted to include one-inch margins, single spacing, and 12-point type.

Offerors shall make periodic Progress Reports to the Subcontract Administrator throughout the proposal development process, as directed.

ATTACHMENT C

PROPOSAL EVALUATION CRITERIA RFP NO. MU SUMMER 2012

The following criteria will be used to evaluate proposals.

1. INTRODUCTION

- Does the introduction clearly define the problem and provide background on the problem or opportunity?
- Is the purpose of the proposal clearly stated?
- Is the offeror's credibility established?
- Is there an overview provided for the remainder of the proposal?

2. TECHNICAL APPROACH

- Does the proposal explain specifically and in detail what the offeror's plan will provide and exactly what it will accomplish?
- Are the objectives and rationale for the proposed solution provided?
- Are the resources required to implement the proposed solution clearly identified?
- Is the quality of the proposed equipment and facilities excellent and well documented?
- Have the offerors clearly stated who will perform the work (staffing)?
- What criteria will be used to measure the success of the proposed solution?

Location. A site survey of the facility or area shall be conducted, if required, and the results reported in this proposal by offerors. Please explain specifically how the proposed solution will be completed, and why this solution is superior.

- Is the physical layout efficient?
- Are the equipment and facilities identified?
- Has the offeror included a floor plan or site plan that shows the overall dimensions of the area that will be built or renovated and the arrangement of items within that area?

3. OPERATIONS PLAN

- Are the methods to implement the plan well designed, with milestones and checkpoints clearly described?
- Is the budget realistic, complete, and justified?
- Is the plan for quality control clear and usable?

Reviewers will base their conclusions only on information contained in the proposals. It cannot be assumed that the reviewers are acquainted with any of the offerors or their prior work or accomplishments.

ATTACHMENT D

STATEMENT OF WORK RFP NO. MU SUMMER 2012

Background

Mercer University is a faith-based institution of higher learning that seeks to achieve excellence and scholarly discipline in the fields of liberal learning and professional knowledge. The institution is guided by the historic principles of religious and intellectual freedom, while affirming religious and moral values that arise from the Judeo-Christian understanding of the world. A private educational institution founded in 1833, Mercer is the only independent university in the Southeast that combines programs in liberal arts, business, engineering, medicine, theology, pharmacy, nursing, education, and law. Mercer has more than 65,000 alumni who live in all 50 states and in more than 70 countries around the world.

Mercer University School of Engineering (MUSE) aspires to be recognized as the premier teaching institution among all engineering colleges. Towards that goal, MUSE-EI seeks ways to continually improve the environment for teaching and learning. Additionally, MUSE has successfully submitted proposals for changes in the past that have benefited Mercer University's overall educational environment and academic mission.

Scope of Work

Offerors are solicited under the terms and conditions of this RFP to submit a proposal for one of the following projects at the Engineering School.

Proposals will be evaluated as specified in the source evaluation criteria. Proposals must be submitted as specified in the RFP.

Proposal Projects for 2012 Summer

- 1. Kickstarter Creative Projects**—The Mercer Engineering Research Center (MERC) is interested in generating additional small or short-term proposals to complement their current research. Using www.kickstarter.com, MERC would like to help selected 341 proposal teams generate a project idea for the proposal that could actually be funded by investors who frequent the kickstarter website. Many times, small projects are funded through kickstarter.com, and MERC would perform the work necessary to complete the project, employing the Mercer students who originated the project idea if they are available for part-time employment. Potential projects are educational video games, ebooks, websites, etc. Take a look at www.kickstarter.com to see examples of successful projects. MERC will provide designated 341 groups with help in generating project ideas and estimating potential costs. This proposal option will allow you to create your own original project – one that could potentially be funded, completed, and distributed via the Internet as an open-source, free product. This kind of project creation and development provides a real-world entrepreneurial project experience related to your degree at Mercer. MERC representatives will attend an online bidder’s conference to explain the possibilities of this idea.

Deliverables Schedule

- June 10** Letter of Intent due
- July 23** Red Team Debriefing due to authoring team
- July 23** Oral presentations during Webex discussion
- July 27** Proposals due