



## REQUEST FOR PROPOSAL

### Evaluation Services to Support the Federal Demonstration Partnership's Strategic Plan

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#### **SECTION I - INTRODUCTION**

##### **1.1 Purpose**

The purpose of this Request for Proposals (RFP) is to invite entities who are experienced in various aspects of evaluations to perform an evaluation of the impact of the FDP on the research community. The evaluation is intended to cover the first half of Phase VII and will result in a report that will be due following the mid-point of Phase VII, which occurs on September 30, 2023.

Prospective evaluators are asked to submit a proposal that is responsive to this RFP *no later than April 30, 2023*. Details about the submission of proposals is found in Section VI.

##### **1.2 Background**

The Federal Demonstration Partnership (FDP) is a unique collaborative national research organization convened by and partially funded by a group of Federal research agencies through the National Academies of Science, Engineering and Medicine (NASEM). The FDP is an association of federal agencies, academic research institutions with administrative, faculty and technical representation, and research policy organizations that work to streamline the administration of federally sponsored research. The overarching goal of FDP is to ensure the health of the American research enterprise by striking an appropriate balance between the need to protect federal tax dollars used to support research with the need to freely conduct science and scientific inquiry.

Since FDP's beginning in 1988, the FDP has been structured around six-year phases. The FDP is currently in Phase VII, which will run through 2026. During Phase VII, the FDP seeks to capitalize on its strengths to create and demonstrate solutions for the systemic implementation of changes in federal guidelines, policies, and requirements aimed at improving the quality, oversight, and effectiveness of the federal investment in research. Through a process of goal setting for Phase VII, FDP now seeks to better **document FDP's impact on administrative efficiencies and effectiveness using qualitative and quantitative measures.**

The source of funding for this activity is largely federal funding received by the FDP as a series of subawards through NASEM. Therefore, awarded projects must adhere to federal requirements regarding contracting and management of federal funds.



## **SECTION II: SERVICES/SCOPE OF WORK**

### **2.1 Overview**

FDP is seeking a proposal for an external evaluation of the impact of the FDP on the research community. The evaluation will cover the first half of Phase VII and will result in a comprehensive report that can be shared internally and externally.

In seeking an external evaluation, FDP wishes to demonstrate positive impact on administrative efficiencies and effectiveness, including documenting the level of success in accomplishing FDPs vision and goals including:

- Determine the relevance and impact of specific FDP demonstrations;
- Provide information that will assist in enabling FDP to strengthen resources and infrastructure to sustain FDP growth; and
- Assure that accountability requirements to federal stakeholders are fulfilled.

### **2.2 Tasks**

FDP is seeking an evaluator to complete the following Tasks:

1. Design an evaluation plan that will result in a comprehensive report on the impact of the FDP on the research community for the first half of Phase VII (“Mid-Phase VII Evaluation Plan”), including:
  - a. Develop a list of Key Performance Indicators (KPIs) that will form the basis for data to be collected and analyzed;
  - b. Identify the specific types of data to be collected;
  - c. identify the individuals from whom the data will be collected; and
  - d. identify the methodology that will be used for data collection.
2. Work with the FDP Evaluation Working Group to execute the Mid-Phase VII Evaluation Plan. The Working Group should be involved in data collection to the greatest extent possible without interfering with the work of the evaluator.

### **2.3 Topics**

Specific discussion points and topics that may be included in the evaluation are:

- 2.3.1 Explicit program improvements that have been implemented after each faculty workload survey.
- 2.3.2 The critical and particular role that FDP plays in government-wide initiatives.
- 2.3.3 Number of demonstrations that have been planned, implemented, and/or completed each year and during each phase of FDP.
- 2.3.4 Actual projected/estimated cost savings to institutional and affiliate member



- 2.3.5 Discussion on the value of FDP to federal agencies.
- 2.3.6 Activities that have been implemented by FDP to increase the value of programming and outcomes to federal agencies.
- 2.3.7 Activities or initiatives that FDP has implemented that targets or assists institutions serving underrepresented groups, including young investigators.

## **2.4 Deliverables**

In response to this RFP, evaluators should demonstrate their understanding of the required deliverables by providing the following:

- 2.4.1 Draft Detailed Mid-Phase VII Evaluation Plan. The plan should spell out the roles to be played by the evaluator(s) and the FDP Evaluation Working Group. The plan will be due within 45 days after the effective date of the contract.
- 2.4.2 Final Detailed Mid-Phase VII Evaluation Plan. This plan will be due within 90 days after the effective date of the contract.
- 2.4.3 Progress Reports. A Progress Report will be due on August 15, 2023
- 2.4.4 Final Evaluation Report. The FDP will review the Final Report and request any edits to correct or clarify the contents. This report should be provided in two formats – one that will enable FDP to suggest any edits and one that will be easily reproducible for distribution, both internally within the FDP and externally. The report will be due by January 31, 2024, the end date of the contract.

## **SECTION III: OTHER INFORMATION**

### **3.1. Price.**

It is anticipated that the evaluation will cost approximately \$50,000. Proposals exceeding this amount should be clearly justified in the proposal. The FDP Foundation will issue a firm fixed price contract.

### **3.2 Contract Term.**

The Contract term shall commence as of a date to be specified in the Contract and, unless sooner terminated in accordance with the Contract, shall end when all work authorized under the Contract has been successfully completed by the project end date, unless the Contract is terminated earlier or extended at the sole option of the FDP's Contract Officer.

### **3.3 Additional Services.**

The FDP may request ancillary or additional services as may be useful or necessary in the interest of the FDP for the above Scope of Work.



### **3.4 Disclosure.**

Proposals submitted in response to this RFP may be provided to government agencies or their representatives and to participants within the FDP for purposes of evaluation. Offerors must identify in writing those portions of their proposals, if any, which they deem to contain confidential or proprietary information.

### **3.5 Proposal Expenses.**

FDP and the Contract Officer are not responsible for any direct or indirect expenses that an Offeror may incur in preparing and submitting a proposal, participating in the evaluation process, or in consequence of this solicitation process for any reason.

### **3.6 Minority Business Enterprise (MBE) Program, Women Business Enterprise (WBE), and Small Business Enterprise (SBE) Program Participation.**

This RFP encourages applications from MBE/DBE/WBE/SBE organizations that meet the minimum qualifications to respond to this RFP.

### **3.7 Parties to the Contract.**

The contract to be entered into as a result of this RFP (the "Contract") shall be between the successful Offeror (the "Contractor") and the Federal Demonstration Partnership Foundation, on behalf of the Federal Demonstration Partnership and may be subject to NAS approval prior to Contract award.

### **3.8 Professional Liability Insurance.**

The Offeror shall agree to maintain in full force and effect during the term of the Contract usual and customary amounts of liability insurance coverage in connection with the performance or failure to perform services under the Contract.

### **3.9 Eligible Organizations.**

No entity may enter into a Contract with the FDP under this funding opportunity if the entity is listed in [www.SAM.gov](http://www.SAM.gov) as debarred, suspended, or otherwise excluded from receiving Federal funds.

### **3.10 Acceptance of Terms and Conditions.**

By submitting a proposal in response to this RFP:

- a. the Offeror accepts all of the terms and conditions set forth in this RFP;
- b. the Offeror, if selected for award, agrees that it will comply with all federal, State, and local laws applicable to its activities and obligations under the Contract;
- c. the Offeror shall be deemed to represent that it is not in arrears in the payment of any obligation due and owing the United States Government or any state, or any department or unit thereof, including, without limitation, the payment of taxes and employee benefits, and, if selected for award, that it shall not become so in arrears during the term of the Contract;



d. Offeror represents and warrants that it is not an organization that transacts with or provides resources or support to individuals and organizations associated with terrorism, and is in compliance with all U.S. Executive Orders and laws which prohibit transactions or the provision of resources and support to individuals and organizations associated with terrorism.

e. the Offeror, acknowledges that they are compliant with all applicable laws, rules, regulations, ordinances, orders or requirements and any governmental authority relating to the delivery of the Services specified in this Subcontract. Subcontractor shall neither discriminate nor permit discrimination in its operations or employment practices against any person or group of persons on the grounds of race, color, religion, national origin, or sex in any manner prohibited by law, nor shall Subcontractor engage in or permit sexual harassment of any person in any manner prohibited by law.

### **3.11 Certifications.**

The Offeror shall certify that, to the best of its knowledge, the price information submitted is accurate, complete, and correct as of the Closing Date, and if negotiations are conducted as of the date of "best and final offer."

The Offeror shall complete the required certifications included as Appendices in this RFP.

### **3.12 Ownership of Deliverables and Branding.**

All deliverables, including the copyrights included therein, shall be owned by the Federal Demonstration Partnership Foundation and will be branded with the Federal Demonstration name and logos.

## **SECTION IV – EVALUATION PROCEDURES**

### **4.1 Qualifying Proposals.**

The Contract Officer will review each proposal for compliance with the minimum qualifications set forth in "Offeror's Minimum Qualifications" listed Section 4.4.2.

### **4.2 Deviations and Negotiation.**

The Contract Officer shall have the sole right to determine whether any deviation from the requirements of this RFP is substantial in nature, and the Contract Officer may reject non-conforming proposals. In addition, the Contract Officer may waive minor irregularities in proposals, allow an Offeror to correct minor irregularities, and negotiate with responsible Offerors in any manner deemed necessary or desirable to serve the best interests of the Project.

### **4.3 Evaluation.**

Proposals shall be evaluated by a review committee composed of technical experts and facilitated by the Contract Officers. Evaluation will be made on the basis of the evaluation criteria discussed below and may include any oral presentation that may be required by the FDP Officer, through a recommendation by the technical review committee. The Contract Officers reserve the right to recommend an Offeror for contract award based upon the Offeror's proposal without oral presentations or further discussion. However, the Contract Officers may engage in further discussion if he or she determines that it might be beneficial. In such case, the Contract Officers will notify



those responsible Offerors with whom further discussion is desired. In addition, the Contract Officers may permit qualified Offerors to revise their proposals by submitting “best and final” offers.

#### **4.4 Evaluation Considerations.**

##### **4.4.1 Evaluation Criteria.**

Proposals by Offerors who meet the minimum qualifications as set forth in 4.4.2 will be evaluated by the FDP Evaluation Committee on the basis of the following factors:

- a. Proposed Approach. Evaluation of the work to be performed to accomplish the goals outlined in the Scope of Work.
- b. Proposed Team (Specific Individual(s) Responsible for Performance of Contract). Evaluation of the qualifications, reputation, and compatibility with needs of the FDP and the Project of the individual or individuals who will perform the Contract.
- c. Experience of Offeror. Evaluation of the quality and quantity of the Offeror's experience and expertise in the areas proposed, supported by references.
- d. Capacity. Evaluation of the Offeror's ability and commitment to meet timeline for the Project.
- e. Cost Effectiveness/Price. Fixed hourly rate and number of hours to be devoted to the project to support the total Price, which supports the scope of work and is appropriate and cost-effective. Ensure compliance with federal procurement guidelines (Federal funds will support this work), including Title 2 CFR 200. Cash and in-kind match are not required but leveraging funds to make a project more robust is encouraged.

##### **4.4.2 Qualifications of Bidder.**

The bidder should demonstrate the following skills:\*

Experience engaging with and developing evaluation materials for non-profit or governmental organizations (include any relevant samples of such materials with application).

Possesses the skills to suggest effective approaches and subject matter expertise to go beyond what is written in the RFP to achieve desired results for this project, including:

- Demonstrated ability to distill key information into compelling written reports, provide clear/concise oral presentations, develop briefing materials for similar audience(s), etc. (provide examples)
- Demonstrated experience in facilitating discussions and coordinating efforts and meetings with a wide range of stakeholders (e.g., state/federal agencies, NGOs, institutions of higher ed). Ability to facilitate interviews, focus groups and/or use other social science techniques to gather input from diverse groups
- Competency in data analyses and statistical expertise and experience collecting, assembling, quality assuring, analyzing, and disseminating data, include deriving insights and inform processes, from disparate sources



Relevant experience completing projects of similar size and scope; Bidder must list three examples of similar projects completed in the past five years.

Excellent written and oral communication skills.

\*The bidder does not need to be familiar with the Federal Demonstration Partnership.

## **SECTION V: PROPOSAL FORMAT**

### **5.1 Project Narrative.**

Submit a project narrative that includes answers to the questions below. The project narrative should not exceed five (5) pages of text and should be organized as follows:

- a. List the title of your application.
- b. Provide the following information for the Offeror and individuals providing the services:
  - Legal name and address
  - Unique Entity ID (UEI) number (the federal government transitioned from a DUNS (Dun & Bradstreet) number to a UEI).
  - Names of all individuals providing the services and number of years of experience in such areas.
- c. Describe your organization and experience.
- d. Proposed Approach. Your proposal for how to accomplish the goals and outcomes/deliverables for the Scope of Work.

### **5.2 Deliverables and Payment.**

The contract will be a fixed price contract with milestone deliverables. Provide a deliverables schedule using the table format below, including details for each deliverable format.

DELIVERABLE	DATE OF DELIVERY	AMOUNT
Draft Evaluation Plan	45 days after signature	TBD
Final Evaluation Plan	90 days after signature	TBD
Final Mid-Phase VII Evaluation Report	January 31, 2024	Payment upon acceptance of Report.

### **5.3 Qualifications.**

Respond to the Qualifications in Section 4.4. Resumes of key personnel should be included in the application but will not be considered in the Project Narrative's five-page limit.



#### **5.4 References.**

Include the names, phone numbers and email addresses of three references.

#### **5.5. Additional Information.**

Add any other information the Offeror considers relevant to a fair evaluation of its experience and capabilities.

### **SECTION VI: SUBMISSION INFORMATION**

#### **6.1 Principal Solicitation Contracting Officers**

Offerors must submit proposals to the representatives and email address provided below:

Sara Pietrzak  
500 Fifth St. NW  
Washington, DC 20001  
[spietrzak@nas.edu](mailto:spietrzak@nas.edu)

#### **6.2 Cancellation**

This RFP may be canceled in whole or in part, and any proposal may be rejected in whole or in part at the discretion of the Contract Officer. In addition, the Contract Officer has the right to negotiate separately with any Offeror in any manner which will best serve the interests of the Trust. The Contract Officer may waive any mandatory condition or minimum qualifications that such action is in the best interest of the FDP.

#### **6.3 Proposal Closing Date.**

For full consideration, submit your proposal by the Closing Date of **April 30, 2023**.

#### **6.4 Validity of Proposal.**

The proposal submitted in response to this RFP will include a fixed price that will be irrevocable for a period of 90 days from the Closing Date, unless modified during negotiations.





**Appendix 1**

**Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion  
Lower Tier Covered Transactions**

***Instructions for Certification***

1. By signing and submitting this contract or proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or had become erroneous by reason of changed circumstances.
4. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meaning set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. The term "principals" includes, but is not limited to, officers, directors, owners, partners, and principal investigators. You may contact the person to which this proposal or contract is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by signing and submitting this contract or proposal that should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from covered transactions, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of



Parties Excluded from Federal Procurement and Nonprocurement Programs.

Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

8. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

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**Certification Regarding Debarment, Suspension, Ineligibility and Voluntary  
Exclusion Lower Tier Covered Transactions**

(1) The prospective lower tier participant certifies, by signing and/or submission of this proposal or contract, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

(2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Name of Vendor, Contractor, or Subgrantee: \_\_\_\_\_

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

Name of Authorized Signatory: \_\_\_\_\_

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

Date: \_\_\_\_\_



**Appendix 2**

**Certification Regarding Lobbying**

**Certification for Contracts, Grants, Loans, and Cooperative Agreements**

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

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Signature

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Title

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Organization