



**University Corporation for Atmospheric Research**

**Request for Proposal (RFP) R15-20844**

**GLOBE Region Office  
Latin American and Caribbean Region**

**2 February 2015**

## 1.0 INTRODUCTION

The University Corporation for Atmospheric Research (UCAR) is a non-profit, research, and educational institution whose mission is to support, enhance, and extend the capabilities of the university community, nationally and internationally; to understand the behavior of the atmosphere and related systems and the global environment; and to foster the transfer of knowledge and technology for the betterment of life on Earth.

UCAR now comprises more than 100 member universities, affiliates and international affiliates. Collectively, they strengthen and promote professional interactions, collaborations, and collegiality in the broader community. UCAR's role in supporting and complementing the work of academia has grown to include new research, service, and education programs in the UCAR Community Programs (UCP). One of UCAR's UCP programs is the Global Learning and Observations to Benefit the Environment (GLOBE) program.

GLOBE is an interagency program funded by the National Aeronautics and Space Administration (NASA) and the National Science Foundation (NSF), supported by the National Oceanic and Atmospheric Administration (NOAA) and U.S. Department of State, and implemented through a cooperative agreement between NASA and UCAR. GLOBE is a cooperative effort of schools in partnership with colleges and universities, state and local school systems, and non-government organizations (NGO). Internationally, GLOBE is a partnership between the United States and over 100 countries that manage and support their unique national and regional program infrastructure and activities.

GLOBE is a worldwide community of students, teachers, scientists, and citizens working together to better understand, sustain, and improve Earth's environment at local, regional, and global scales. The mission of GLOBE is to promote the teaching and learning of science, enhance environmental literacy and stewardship, and promote scientific discovery. The goals of GLOBE are to:

- Improve student achievement across the curriculum with a focus on student research in environmental and Earth system science;
- Enhance awareness and support activities of individuals throughout the world to benefit the environment;
- Contribute to scientific understanding of Earth as a system; and
- Connect and inspire the next generation of global scientists.

The GLOBE Implementation Office (GIO), managed by UCAR, develops and supports the worldwide infrastructure for participating schools, scientists, and communities. Priorities include helping schools/teachers/students to connect with cutting edge science projects, supporting collaborative student research on the environment, identifying regional or community generated projects of highest priority to the GLOBE community, and suggesting strategies for program growth and long-term program sustainability.

The GIO strives to:

- Enable successful student research on the environment;

- Enhance education and outreach activities of sponsor-supported Earth system science projects;
- Facilitate program implementation by partners, teachers, students, scientists, and collaborating organizations;
- Promote the development of self-sustaining GLOBE regions and programs; and
- Provide effective management of GLOBE's technical and administrative infrastructure.

## 2.0 PROPOSAL REQUEST

UCAR is requesting proposals for the operation of a GLOBE Region Coordination Office (RCO) for the Latin American and Caribbean (LAC) region. The RCO will ensure support services to the region through the identification and employment of a Region Desk Coordinator and implement a transition to sustainable operations for their respective GLOBE Region. GLOBE continues its commitment to facilitate its international Partners to become self sustainable.

**NOTE: Proposals must be submitted on behalf of an incorporated NGO, agency, higher education institution, or similarly established entity. Individuals are not eligible to respond to this RFP.**

**The Offeror must be able to devote a minimum of one (1) full-time equivalent (professional staff) to the tasks defined in Attachment 1, Statement of Work – GLOBE Region Coordination Offices.**

**No member of the Offeror's Board of Directors (if one exists) may serve as a GLOBE Country Coordinator, Assistant Coordinator, or GLOBE Region Office Coordinator during the term of the subaward.**

Proposals must be submitted in accordance with the following Instructions to Offerors included as a part of this RFP. Failure to comply with these instructions or submission of an incomplete proposal may result in the rejection of the proposal.

This RFP is comprised of the following items:

1. UCAR Request for Proposal R15-20844 (this document)
2. Attachment 1, Statement of Work – GLOBE Region Coordination Offices
3. Attachment 2, UCAR Draft Subaward
4. Attachment 2(a), UCAR Draft Subaward (Schedule A, NASA Subrecipient Flow Down Requirements)
5. Attachment 2(b), UCAR Draft Subaward (Schedule C, Reporting and Deliverable Requirements)
6. Attachment 3, New Vendor Set-Up Form
7. Attachment 4, Financial Status Questionnaire
8. Any amendment which may be subsequently issued hereunder

## 3.0 INSTRUCTIONS TO OFFERORS

### 3.1 Proposal Due Date and Time

Proposals are due no later than 10:00 A.M. Mountain Standard Time (MST) on 27 February 2015.

All questions concerning the requirements of this RFP must be submitted, via email, to the attention of the Contract Administrator listed below by 10:00 A.M. MST on 17 February 2015. All questions with the corresponding answer will subsequently be distributed to all Offerors on 20 February 2015.

### 3.2 Proposal Submission

The proposal and all related materials should be submitted to the appropriate address below:

If mailed, send it to the following address:	If hand carried or sent by private commercial carrier, deliver it to the following address:
University Corporation for Atmospheric Research Attn: Amy Smith, Contract Administrator Contracts P.O. Box 3000 Boulder, CO 80307-3000	University Corporation for Atmospheric Research Attn: Amy Smith, Contract Administrator Contracts 3090 Center Green Drive Boulder, CO 80301
Voice: 303-497-8872 Fax: 303-497-8501 Email: <a href="mailto:asmith@ucar.edu">asmith@ucar.edu</a>	

Offerors shall provide a signed proposal to the Contract Administrator as indicated in this RFP. Offerors may submit proposals either electronically or in hard copy. **If the proposal is submitted electronically, each of the three volumes of the proposal (i.e., Technical, Price, Business) shall be provided as separate PDF files with one PDF per volume, including any attachments, appendices, etc.** Printed materials that cannot be submitted electronically shall be sent by the Offeror and received by the UCAR Contract Administrator no later than the proposal due date. For any material not submitted electronically, six (6) copies should be provided for distribution to the Evaluation Selection Team (EST).

Acceptable media for electronic submission are either on ISO 9660 compliant CD-ROM or DVD-ROM; or via email attachment for items less than 20 MBytes in size. Preferred formats for electronic submission of proposal materials are Adobe PDF, Microsoft Word, and Microsoft Excel.

### 3.3 Proposal Content

The proposal shall consist of three (3) volumes: Technical Volume, Price Volume, and Business Volume. UCAR’s proposal evaluation process separates the technical assessment from the business-price assessment; therefore no pricing information should be provided in the Technical Volume. The information supplied in each volume should be detailed and sufficient enough for UCAR to make an informed assessment of the Offeror’s capability to perform the work as specified herein and in Attachment 1, Statement of Work – GLOBE Region Coordination Offices.

The three (3) proposal volumes should contain the following information.

#### 3.3.1 Technical Volume

**The technical volume shall be limited to ten (10) pages.** The technical volume shall provide narrative information for each of the following areas:

- Describe Offeror’s organization’s capability, including a description of your organization’s experience or knowledge of the GLOBE program and previous experience supporting GLOBE program initiatives.
- A complete, itemized and detailed technical response to each requirement set forth in Attachment 1, Statement of Work – GLOBE Region Coordination Offices; formatted to sequentially state each requirement, followed by the Offeror’s approach to be used.
- A plan for staffing and initial implementation of the RCO, including information on institutional and physical office location.
- Outline specific strategies to maintain records, maintain website and communications, and keep program data up to date.
- Evidence of relevant management experience in the type of work proposed and a commitment to the accomplishment of the project. A brief summary of the applicable projects undertaken by the Offeror and completed under the direction of the person who will be the RCO Coordinator shall be provided.
- Evidence that proposed staff possess the skills and knowledge required for the project tasks. The statements of qualifications must explain how the training, education and experiences of the proposed staff qualify them to successfully implement the RCO. **(Excluded from page limit requirement.)**
- Identification of risks and how the Offeror plans to mitigate these risks to ensure that the Offeror can meet the requirements.
- Letters of support from the region and the organization/agency where the RCO will be located as follows: No more than 3-5 letters of support. It is required that no more than one letter may come from the Country Coordinator of the country in which the Offeror resides. Other letters should come from Country Coordinators from other countries or from organizations who have worked with the Offeror in the past. **(Excluded from page limit requirement.)**

### 3.3.2 Price Volume

The price volume shall be submitted in sufficient detail to enable UCAR to conduct an analysis to determine cost reasonableness and fairness. The annual budget is limited to a maximum of \$92,800 U.S. Dollars (\$185,600 U.S. Dollars total for the two year proposal). UCAR is limiting the reimbursement for ordinary and necessary travel expenses to the cost of one (1) coach-class ticket per meeting for attendance at the GLOBE Regional Meetings and the Annual Partner Meetings as described in Attachment 1, Statement of Work – GLOBE Region Coordination Offices. In addition, indirect cost rates are limited to a maximum of 10% unless the Offeror has an indirect rate agreement with the U.S. Government. This volume shall include:

- A budget table detailing all costs in US Dollars for:
  - Salaries (including hourly rates and position title for each individual) and benefits
  - Materials and supplies (examples: office supplies, workshop supplies, computer supplies <\$5,000.00 U.S.)
  - Purchased services (examples: office space and facility costs, subcontracts, postage and shipping, rentals and leases)
  - Travel
  - Indirect Costs (if charged as a percentage rate, please provide calculation or list of included expenses)

- In-kind contributions by the proposing organization, if any (examples: office space, administrative support, etc.)
- Budget justification providing a detailed description and breakdown of all budget items and explaining their use in meeting the requirements described in Attachment 1, Statement of Work – GLOBE Region Coordination Offices.
- Indirect rate agreement letter with U.S. Government, if applicable.

### 3.3.3 Business Volume

The business volume shall include:

- History and number of years in business, development or expansion plans that directly affect the Offeror’s proposal, and award and/or recognition received.
- Offeror’s exceptions, if any, to the Terms and Conditions contained in Attachment 2, UCAR Draft Subaward, shall be noted as redlines within the attachments with corresponding explanations provided. Note: No exceptions will be allowed to the requirements contained in Attachment 2(a), UCAR Draft Subaward (Schedule A, NASA Subrecipient Flow Down Requirements).
- Confirmation that the Offeror can and will comply with the requirements contained in Attachment 2(b), UCAR Draft Subaward (Schedule C, Reporting and Deliverable Requirements).
- Completed and signed Attachment 3, New Vendor Set-Up Form.
- Completed and signed Attachment 4, Financial Status Questionnaire
- Offeror’s Dun & Bradstreet D-U-N-S number. Offerors may obtain a D-U-N-S number through the following website: <http://fedgov.dnb.com/webform/CCRSearch.do?val=1>

### 3.4 Schedule

The following schedule represents the dates the Offeror should use for planning purposes. UCAR may make changes to this schedule at any time in its sole discretion.

<b>Milestone</b>	<b>Day</b>	<b>Date/Timeframe</b>
RFP issued		2 February 2015
Offeror’s list of pre-proposal conference attendees due to UCAR		10 February 2015
Pre-proposal conference		12 February 2015
Questions from RFP due to UCAR		17 February 2015
Questions and answers distributed to Offerors		20 February 2015
Proposals due to UCAR		27 February 2015
Proposal clarification process completed with Offerors		13 March 2015
Oral presentations (if required)	--	Late March 2015
Completion of evaluations and notification to Offerors	--	Early April 2015
NASA approval	--	May 2015
Subaward issued	--	Late May 2015

### 3.5 Pre-Proposal Conference

UCAR will conduct a pre-proposal conference on Monday, 12 February 2015 at 11:00 a.m. Mountain

Time. The conference will be held via Skype. The call is expected to last no more than one hour. Instructions for participating via Skype are following:

Download Skype (a free download from skype.com). Send request from Skype to director.globe to be added to Tony Murphy's Skype contacts prior to the call. Allow 1-2 days prior to the pre-proposal conference to be added. Five minutes prior to the start of the pre-proposal conference, log into Skype and click on director.globe to place the call. This will be an audio call only.

The names and titles of all attendees must be provided to the UCAR Contract Administrator no later than Tuesday, 10 February 2015. Each Offeror must bear its own costs for participating in the pre-proposal conference.

Offerors are cautioned that, notwithstanding any remarks or clarifications given at the pre-proposal conference, all terms and conditions of this RFP remain unchanged unless they are changed by written amendment to the RFP. If the information provided during the pre-proposal conference creates ambiguities, it is the responsibility of the Offeror to seek clarifications by submitting questions to the UCAR Contract Administrator prior to the due date for RFP questions.

### **3.6 Authority to Commit the Offeror**

The person signing the Offeror's proposal must have the authority to commit the Offeror to all of the provisions of the proposal.

### **3.7 Proprietary or Confidential Information**

Any information in the Offeror's proposal which is considered to be proprietary, trade secrets, commercial or financial information that is privileged or confidential or of a personal nature should be specifically marked and identified as such.

### **3.8 Expenses Related to Proposal Submission**

UCAR will not pay any expense incurred in the preparation or delivery of any proposal submitted in response to this RFP.

### **3.9 Amendments**

If this RFP is amended, then all terms and conditions that are not modified shall remain the same. The Offeror must acknowledge receipt of any amendment to this RFP explicitly via email to the Contract Administrator or by signing and returning the amendment notification by letter or facsimile. Acknowledgment must be received by the time and at the place specified for receipt of proposals. If the RFP is amended, the Offeror will be given a reasonable amount of time to submit a revised proposal, if required.

### **3.10 Late Submissions, Modifications, and Withdrawal of Proposals**

Any proposal or modification to a proposal received after the receipt deadline will not be considered unless it is deemed to be in the best interest of UCAR. The Offeror must provide proof that the proposal was delayed for causes beyond the Offeror's control. A late modification of an otherwise successful proposal

that makes its terms more favorable to UCAR will be considered at any time it is received and may be accepted at UCAR's discretion.

Proposals may be withdrawn, by written notice, or received at any time before the deadline for receipt of proposals.

### **3.11 Period for Acceptance of Proposals**

The Offeror agrees to furnish any or all items at the price set forth in the Offeror's proposal if this proposal is accepted within one hundred twenty (120) calendar days (Offeror may specify a longer time period) from the proposal due date specified in this RFP.

### **3.12 Acceptance of Terms and Conditions**

Any subaward issued as a result of this RFP shall be subject to the requirements, including terms and conditions, contained herein. Any exception to the terms and conditions specified in this RFP must be stated in the proposal. There will be no negotiation of terms and conditions not stated in the proposal.

### **3.13 Place of Performance**

The place of performance shall be at the Offeror's facilities. Offeror should clearly identify in the proposal the primary location where services will be conducted.

### **3.14 Taxes**

UCAR is a non-profit organization and maintains an exemption status from any federal, state, or local sales, use or similar tax applicable to the purchase or use of any goods and/or services to be furnished under this proposal. In the event that any U.S. taxes are not subject to the exempt status and are levied against any goods and/or services provided, the Offeror shall itemize those taxes and furnish this tax information as a separate line item of the cost/price volume. The final negotiated price will not include U.S. taxes determined to fall under the exemption category. The Offeror will make a best effort to obtain all necessary exemptions. UCAR will provide the Offeror any necessary support documentation. Offerors are responsible for any foreign taxes.

### **3.15 Oral Presentations**

Prior to final selection, Offerors whose proposals are determined to be in the competitive range may be required, in UCAR's sole discretion, to provide oral presentations to UCAR to describe the Offeror's proposed services in response to this RFP. All of the team's proposed key personnel for the work should be present and available to answer questions from the evaluation team.

Oral presentations, if required, will be scheduled in late-March and will be held via web conference. Each Offeror selected to provide an oral presentation will be allotted a maximum of sixty (60) minutes, followed by thirty (30) to sixty (60) minutes for questions and discussion.



The Offeror is expected to present specific information regarding technical knowledge, proposed approach, including applicable methodologies and frameworks, proposed schedule, and expertise to the UCAR evaluation team concerning its capability to perform the work.

#### **4.0 PROPOSAL EVALUATION AND AWARD FACTORS**

Proposals will be evaluated on a best value basis considering the information contained the proposals. One award will be made to the highest rated, most responsive, responsible Offeror whose proposal, conforming to the requirements of this RFP, will be the most advantageous to UCAR, considering the factors specified.

UCAR may issue a subaward on the basis of initial proposals received without discussions. Therefore, each proposal should contain the Offeror's best terms from a price and technical standpoint. UCAR expressly reserves the right to reject any proposal on the grounds of information provided regarding business and technical organization, financial and other resources, or business experience, as compared with the services proposed.

UCAR reserves the right to waive any informalities or technicalities relative to any or all proposals if it is determined to be in the best interest of UCAR to do so.

No other evaluation or award guidance will be supplied to Offerors other than that provided herein. UCAR does not intend to grant debriefs to Offerors subsequent to receipt of proposals or issuance of a subaward.

The evaluation process may be conducted in two phases as follows:

##### **Phase 1:**

Factors to be evaluated include, but are not limited to, the following criteria (listed in the order of importance to UCAR):

1. Technical (see subsection 3.3.1 for details)
2. Price (see subsection 3.3.2 for details)
3. Business (see subsection 3.3.3 for details)

Upon completion of the Phase 1 proposal evaluations, the evaluating team members may require oral presentations from the Offerors that submitted proposals within the competitive range and will notify all Offerors accordingly.

##### **Phase 2 (Optional):**

Evaluations of the oral presentations will be taken into consideration along with the Phase 1 evaluations. UCAR reserves the right to complete its evaluation without the conduct of oral presentations if it is considered to be in the best interest of the project and award process.