



University Corporation for Atmospheric Research

Request for Proposal (RFP) R13-11659

2014 GLOBE Learning Expedition Hosting Opportunity

June 28, 2013

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 was created in the late 1950s by faculty from 14 leading universities to support and nourish the atmospheric sciences. These visionaries recognized the need for community observational and computational facilities and a world-class research staff, which together would allow the community to carry out complex, long-term scientific programs beyond the reach of individual universities.

In partnership with the National Science Foundation (NSF), they established the National Center for Atmospheric Research (NCAR). Since its inception UCAR has managed NCAR, on behalf of NSF, to address pressing scientific and societal needs involving the atmosphere and its interactions with the oceans, land, and Sun — what is now called Earth system science.

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) and Office of Education and Outreach (EO).

UCAR now comprises 78 member universities, 26 affiliates and 52 international affiliates. Collectively, they strengthen and promote professional interactions, collaborations, and collegiality in the broader community.

NCAR is a Federally Funded Research and Development Center (FFRDC) sponsored by the National Science Foundation (NSF). NCAR develops and maintains resources such as state-of-the-art computational facilities, computer models of weather and climate, radars, aircraft and instrumentation systems that are used by scientists around the world. UCP supplies real-time weather data to colleges and universities for use in the classroom, trains weather forecasters in the latest research results and technologies, and helps organize international experiments in remote areas of the world, among other services.

In FY 2012, UCAR expenditures were approximately \$244 million. The principal sponsor of UCAR is the National Science Foundation. Funds also come from multiple government and private sources both domestically and internationally.

2.0 PROPOSAL REQUEST

UCAR is issuing this Request for Proposal (RFP) to select a GLOBE country partner to host the 2014 GLOBE Learning Expedition (GLE).

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 R13-11659 (this document)
2. Attachment 1, "2014 GLOBE Learning Expedition Hosting Opportunity," dated June 27, 2013
3. Attachment 2, "Budget Guidelines"
4. Attachment 3, "Sample Subcontract S13-xxxxx"
5. Attachment 4, "Schedule B, NASA Subcontract Flow Down Requirements"
6. Attachment 5, "New Vendor Set-Up Form"

3.0 INSTRUCTIONS TO OFFERORS

3.1 Proposal Due Date and Time

Proposals are due no later than 2:00 P.M. Mountain Daylight Time (MDT) on Friday, August 2, 2013.

All questions concerning the requirements of this RFP must be submitted, via email, to the attention of the Contract Administrator listed below by 2:00 P.M. MDT on Friday, July 5, 2013. All questions with the corresponding answer will subsequently be distributed to all Offerors on Friday, July 12, 2013.

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: Patti Young, Contract Administrator
Contracts Office
P.O. Box 3000
Boulder, CO 80307-3000

University Corporation for Atmospheric Research
Attn: Patti Young, Contract Administrator
Contracts Office
3375 Mitchell Lane
Boulder, CO 80301

Voice: 303-497-2144

Email: pyoung@ucar.edu

Offerors shall submit one (1) signed original copy of the proposal to the UCAR Contracts Office as indicated in this RFP. To minimize the reproduction cost of the proposal, the Offeror shall submit one electronic copy of the proposal for distribution to the evaluating team members. Brochures or other printed material that cannot be submitted electronically shall be sent by the Offeror and received by the UCAR Subcontract Administrator no later than the proposal due date. For any material not submitted electronically, three (3) 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 volumes: Technical Volume, Business Volume, and Price 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, "2014 GLOBE Learning Expedition Hosting Opportunity," dated June 27, 2013.

The three proposal volumes should contain the following information.

3.3.1 Technical Volume

The technical volume shall include:

- A complete, itemized and detailed technical response to the requirements described in Attachment 1, "2014 GLOBE Learning Expedition Hosting Opportunity," dated June 27, 2013.
- Proposed Management Plan. Describe how the work will be organized, managed, and administered so as to meet specified requirements. Demonstrate the ability to accomplish the services being proposed under this RFP.
- Offeror's past experience hosting events or meetings of a similar size and nature. Provide a brief description of each event/meeting include the dates, size, and location of the event.
- Letters of endorsement from Offeror's respective Regional Governance Board.
- A proposed schedule for planning meetings, site visits, and status updates with UCAR.
- Identification of risks that affect the Offeror's ability to meet the agreed upon schedule and explanation of how Offeror plans to mitigate such risks.

3.3.2 Price Volume

The price volume shall be submitted in sufficient detail to enable UCAR to conduct an analysis to determine price reasonableness and fairness. **The selected Offeror will receive Seventy-Five Thousand United States Dollars (USD) (\$75,000) to assist with the costs of associated with completing the tasks listed in the Statement of Work.** This volume shall include:

- A complete, itemized and detailed response to the requirements described in Attachment 2, "Budget Guidelines."
- Proposed payment schedule. If Offeror's payment schedule requires payment prior to the completion of work, Offeror should include the following information: Offeror's financing condition and need to receive advance payments, Offeror's ability to perform the work without loss to UCAR, and proposed financial safeguards to protect UCAR's interest.
- UCAR is eligible for GSA discounts and educational discounts. Offeror must include a statement that the prices quoted do not exceed the prices charged to all other customers, including the U.S. Government (e.g. GSA) for like or comparable services and conditions for sale.

3.3.3 Business Volume

The business volume shall include:

- Information that demonstrates the stability and financial strength of the Offeror. Examples, listed in the order of preference, include: the most current audited financial statements/annual report, financial statements reviewed by independent CPA or otherwise independently corroborated, bank references and a current report from Dunn & Bradstreet (Comprehensive Insight Plus Report or DNBI Credit Advisor are acceptable).
- Statement of qualifications including information such as company brochures, development or expansion plans that directly affect the Offeror's proposal, awards or recognition received, history and number of years in business.
- Offeror's exceptions, if any, to the terms and conditions contained in Attachment 3, "Sample Subcontract S13-xxxxx" with corresponding explanations provided. Exceptions will be an integral component of the final weighted analysis of competitive bids. There will be no

negotiation of UCAR terms and conditions not previously noted in the Offeror's response to this RFP.

- Completed New Vendor Set-Up Form (Attachment 5).

3.4 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.

3.5 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.

3.6 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.

3.7 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 Subcontract 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.

3.8 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.

3.9 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 60 calendar days (Offeror may specify a longer time period) from the proposal due date specified in this RFP.

3.10 Acceptance of Terms and Conditions

Any agreement or subcontract 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.

3.11 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.

3.12 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.

3.13 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.

Milestone	Day	Date
RFP issued	Friday	June 28, 2013
RFP questions due to UCAR	Friday	July 5, 2013
All RFP questions and UCAR answers to Offerors	Friday	July 12, 2013
Proposals due to UCAR	Friday	August 2, 2013
Proposal clarification process completed with Offerors		Late August 2013
Contract awarded		Early September 2013

4.0 PROPOSAL EVALUATION AND AWARD FACTORS

Proposals will be evaluated on a best value basis considering the information contained in the technical, price, and business volumes. 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 herein.

UCAR may award a contract 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 solution and 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.

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)

No other evaluation or award guidance will be supplied to Offerors other than that provided in the RFP Documents. UCAR does not intend to grant debriefs to Offerors subsequent to receipt of proposals or contract award.