



P.O. Box 519
Crested Butte, CO 81224
Phone: 970.349.7231
Fax: 970.349.7231
www.rmbll.org

REQUEST FOR PROPOSAL

LAB BUILDING REPLACEMENT

Grant Compliance and Record Retention Officer

August 2, 2010



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INTRODUCTION AND BACKGROUND

PURPOSE OF THE REQUEST FOR PROPOSAL

The Rocky Mountain Biological Laboratory at Gothic (RMBL) was established in 1928 and has become an internationally known facility that supports research into biological phenomena in the Rocky Mountains outside of Crested Butte, Colorado. Located at approximately 9700 feet above sea level, RMBL provides facilities that support research in the Alpine and sub-Alpine zones as well as supporting work at lower elevations in the neighboring region.

RMBL anticipates receiving funding from the National Science Foundation (NSF) for the construction of a new building to replace existing research space at the Gothic townsite.

- The project is contingent on funding that has not been formally confirmed. Confirmation is anticipated in late September 2010.
- Funding for this project through the NSF is being provided under terms of the American Recovery and Reinvestment Act of 2009 (ARRA) (Public Law 111-5) and is subject both to the reporting requirements of the legislation as well as the conditions of NSF granting. Additional information about these requirements maybe obtained on the World Wide Web using links that are provided below.
- The scope of reporting and record keeping include but are not necessarily limited to:
 - NSF National Science Foundation American Recovery and Reinvestment Act of 2009 (ARRA) Award Term.
 - Reporting and Registration Requirements under Section 1512 of the ARRA.
 - Recovery Act Transactions listed in Schedule of Expenditures of Federal Awards and Recipient Responsibilities for Informing Sub-recipients. Pursuant to 2 CFR 215, "Uniform Administrative Requirements for Grants and Agreements" and OMB A-102 Common Rules provisions, recipients agree to maintain records that identify adequately the source and application of Recovery Act funds.
 - The Single Audit Act Amendments of 1996 and OMB Circular A-133, "Audits of States, Local Governments, and Non-Profit Organizations," recipients agree to separately identify the expenditures for Federal awards under the Recovery Act on the Schedule of Expenditures of Federal Awards (SEFA) and the Data Collection Form (SF-SAC) required by OMB Circular A-133. This shall be accomplished by identifying expenditures for Federal awards made under Recovery Act separately on the SEFA, and as separate rows under Item 9 of Part III on the SF-SAC by CFDA number, and inclusion of the prefix "ARRA-" in ARRA Terms and Conditions (5/09) Page 3 identifying the name of the Federal program on the SEFA and as the first characters in Item 9d of Part III on the SF-SAC.
 - Reporting that Protects State and Local Government and Contractor Whistleblowers under Section 1553 of the ARRA.
 - ARRA Provision 1604 Regarding Limit on Funds.

The reporting activities and associated record keeping are part of RMBL's ongoing grant management responsibility. In the issuance of this RFP RMBL is focused on securing help in identifying the additional record keeping and reporting requirements that RMBL is and will be

responsible for in the administration of a grant of funds from the ARRA and flowing through the NSF.

RMBL is seeking to identify and select an outside firm or independent individual to perform the activities listed above, to set up a system to retain the records needed to comply with the requirements on which the grant funding is contingent and to actively work with the RMBL Administration and Project Team to insure compliance with these provisions. The remainder of this document provides additional information that will allow a service provider to understand the scope of the effort and develop a proposal in the format desired by RMBL.

SOURCES OF INFORMATION ABOUT NSF/ARRA PROJECT REPORTING and DOCUMENTARY REQUIREMENTS

The following are a few selected sources from the World Wide Web. This list is not exhaustive and offerors are encouraged to seek additional information using these sources as starting points.

Full Text of the Legislation= http://frwebgate.access.gpo.gov/cgi-bin/getdoc.cgi?dbname=111_cong_bills&docid=f:h1enr.pdf

“This Act may be cited as the “American Recovery and Reinvestment Act of 2009”.

ARRA website = <http://www.recovery.gov/Pages/home.aspx>

NSF Announcement = http://www.nsf.gov/funding/pgm_summ.jsp?pims_id=503380

NSF Solicitation = <http://www.nsf.gov/pubs/2009/nsf09562/nsf09562.pdf>

NSF FAQ's = <http://www.nsf.gov/pubs/2009/nsf09038/nsf09038.jsp>

NSF Terms and conditions=http://www.nsf.gov/publications/pub_summ.jsp?ods_key=arra0509

NSF Information Page = <http://nsf.gov/recovery/>

NSF Reporting = <http://nsf.gov/recovery/reporting.jsp>

Federal register, OMB Section 1512 Req. = <http://edocket.access.gpo.gov/2009/pdf/E9-7317.pdf>

ADMINISTRATIVE

CONTRACTUAL CONTACT

Any questions regarding contractual terms and conditions or proposal format must be directed to:

Name	Robyn Edwards
Address	P.O. Box 519, Crested Butte, CO 81224
Phone	970-349-7231
FAX	970-349-7481
Email	plant@rmb1.org

DUE DATES

All proposals are due by 5:00pm on Monday August 30, 2010 and should be delivered by electronic means in Portable Document Format (.pdf) E-mail proposals to plant@rmb1.org

Any proposal received at the designated location after the required time and date specified shall be considered late and non-responsive. Late proposals will not be evaluated.

SCHEDULE OF EVENTS

Event	Date
1. RFP Publication	08/16/10
2. Proposal Due Date	08/30/10
3. Target Date for Review of Proposals	09/03/10
4. Anticipated decision and selection of Vendor(s)	09/10/10
5 Anticipated commencement date of work Note that this is absolutely contingent on formal notice of award from the NSF.	09/30/10

GUIDELINES FOR PROPOSAL PREPARATION

PROPOSAL SUBMISSION

Selection of a compliance officer resulting from this RFP will be based upon the most compelling presentation of qualifications and experience and that which in the sole opinion of the RMBL will best serve their needs and preserve their interests.

RMBL reserves the right to:

- Reject any or all offers and discontinue this RFP process without obligation or liability to any potential proposer,
- Accept other than the lowest priced offer,
- Award a contract on the basis of initial offers received, without discussions or requests for best and final offers.

A proposal shall be submitted in several parts as set forth below. Please confine submission to those matters sufficient to define qualifications and experience and to provide an adequate basis for RMBL's evaluation.

Proposals received in response to this RFP will be incorporated into the final agreement between RMBL and the selected provider. The submitted proposals are suggested to include each of the following sections:

1. Executive Summary
2. Approach and Methodology
3. Project Deliverables
4. Project Management Approach
5. Appendix: References
6. Appendix: Individual or Company Overview

The detailed requirements for each of the above-mentioned sections are outlined below.

DETAILED RESPONSE REQUIREMENTS

EXECUTIVE SUMMARY

This section will present a high-level synopsis of the offeror's responses to the RFP. The Executive Summary should be a brief overview of the engagement, and should identify the main features and benefits of the proposed work .

SCOPE, APPROACH, AND METHODOLOGY

This section should include a description of each kind of ability being requested and indicate sound understanding of the tasks required to meet the record keeping and reporting goals stated.

- Familiarity with federal grant reporting requirements
- Ability to study and discover record keeping and reporting requirements related to this granting source.
- Willingness to identify records required and ability to communicate clearly with other project participants.
- Facility with recording keep and ability to build a system to retain those records required for this project.
- Ability to develop and communicate an approach for enumerating requirements that must be met.
- Include descriptions of the types of reports used to communicate and provide detailed information on records and information required. Description of the means and methods to be employed in record retention and organization. Method for management of periodic reporting requirements.

DELIVERABLES

COMPILED RECORDS

At the commencement of the project the selected provider shall develop and provide to RMBL a written plan for fully meeting the project record keeping and reporting requirements to insure complete compliance with Federal rules. The purpose of this document will be to help communicate with other team members as well as set out a basis for achieving compliance. This document will provide the basis for the report required at conclusion of the project and will include a schedule for project reporting.

During the course of the project copies of reports, letters, documentation in general, related to communication with the Granting Agency and the Federal Government both generated and received will be retained and organized in accordance with a consistent and logical schema that will be communicated to other project team members. In addition documents from other project sources that need to be retained as part of the grant documentation will be identified, obtained and included in the record.

At the conclusion of the project these materials will be provided to RMBL in a form suitable for storage and facilitating location of various records as needed in the future.

DETAILED REPORT

A report that enumerates each requirement including reference to its statutory source will be provided that indicates how RMBL has complied. Include a summary matrix of periodic reports that have been filed to meet project requirements.

PROJECT MANAGEMENT APPROACH

Discuss the method and approach used to manage the overall project and client correspondence. Briefly describe how the engagement proceeds from beginning to end.

APPENDIX: REFERENCES

Provide three current or recent references for which you have performed similar work.

APPENDIX: PROJECT STAFFING

Include biography(ies) and relevant experience of key staff and management personnel. Describe the qualifications and relevant experience of the types of staff that would be assigned to this project by providing biographies for those staff members.

APPENDIX: COMPANY OVERVIEW

Provide the following for yourself or for your company, :

- Official registered name (Corporate, D.B.A., Partnership, etc.), address, main telephone number, toll-free numbers, and facsimile numbers.
- Key contact name(s), title(s), address (if different from above address), direct telephone and fax numbers. Website and E-mail address.
- Person authorized to contractually bind the organization for any proposal against this RFP.
- Brief history, including year established and number of years your company has been involved in projects of similar type.

EVALUATION FACTORS FOR AWARD

CRITERIA

Any award to be made pursuant to this RFP will be based upon the proposal with appropriate consideration given to technical, cost, and management requirements. Evaluation of offers will be based upon the offeror's response to the RFP and subsequent interview which may be conducted by telephone or in person, or both.

The following elements will be the primary considerations in evaluating all submitted proposals and in the selection of a Compliance and Record Retention Officer:

1. Completion of all required responses in the correct format.
2. The extent to which qualifications and experience fulfills RMBL's stated requirements as set out in this RFP.
3. An assessment of the Offeror's ability to deliver the needed assistance and leadership in accordance with the specifications set out in this RFP.
4. The Offeror's stability, experience, and record of past performance in delivering such services.

RMBL may, at their discretion and without explanation to the prospective Offerors, at any time choose to discontinue this RFP without obligation to such prospective Offerors.