



The Digital Manufacturing Institute

MxD REQUEST FOR PROPOSAL

PPK OVERVIEW

MxD-19-13: Human Workflow Digital Twin

Revision 1.0 Release Date: December 3rd, 2019

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I. RECORD OF CHANGE

Revision	Date	Sections	Description
1.0	3 rd December, 2019	N/A	Original

II. INTRODUCTION

The Proposal Preparation Kit (PPK referenced as the Kit) includes a PPK overview document and attached proposal templates and references. The PPK Overview provides background and guidance for the preparation of required forms and instructions needed to submit to an MxD Request for Proposal. The PPK Overview offers detailed instructions on how to respond to this RFP and provides attachments with the required proposal templates. It is intended to provide the basic information necessary for assembling complete and compliant proposals and to help explain those areas that usually generate the most questions from Offerors.

NOTE: MxD recommends Offerors review the Request for Proposal Technical Summary & Program Overview prior to the PPK.

III. SUBMISSION INSTRUCTIONS

Each project team which is planning on submitting a full technical and cost proposal must submit their Technical Proposal (pdf) and Cost Proposal no later than 5:00PM Central Time, February 28, 2020. All Submissions should be made electronically to projects@mxdusa.org. Please include the RFP designation (e.g., "MxD-<xx>-<xx> – <RFP Title> - <Offeror Names> - <Proposal Title>") in the subject line of the email.

To facilitate project teaming, MxD will request contact information from parties interested in teaming during the first two-and-a-half weeks of the proposal period. MxD will then disseminate the compiled list of contacts to the responders via email. If you are interested in submitting your contact info to this distributed list, please email projects@mxdusa.org by 5:00PM Central Time, December 20th, 2019 with the following information:

“Subject: MxD-XX-XX RFP Teaming

[Organization Name]

[Name of Contact]

[Email address of contact]

[1 sentence description of expected contributions to Offeror Proposal]

I agree to have the information herein disseminated to other organizations that have indicated interest in teaming for MxD’s RFP XX-XX.”

Key Dates	
RFP Released	12/02/2019
Teaming Interest Email Deadline	12/20/2019

Teaming Contact Info Disseminated by MxD	12/20/2019
Technical and Cost Proposal Due	5PM CT 02/28/2020

The following sections provide guidance on how to develop the necessary documentation required to submit to this RFP and how it will be evaluated. Below are the documents (organized by PPK folder) that must be completed and submitted by the due date:

Required Proposal Documentation			
Title	Document	Template	Submitted
Technical Proposal and Attachments ONE PER TEAM	Technical Proposal	Attachment 1a MxD Technical Proposal Template.docx	
	Resume of the Principal Investigator	N/A	
	Resumes of Key Technical Performers	N/A	
	Letters of Commitment	N/A	
	Intellectual Property Management Plan	Attachment 1b MxD IP Management Plan.xlsx	
Cost Proposal ONE PER OFFEROR ORGANIZATION	Cost Proposal Excel Sheet	Attachment 2a Project Cost Proposal Template.xlsx	
	Cost Narrative	Attachment 2b Cost Narrative Template.docx	
	Certification of Foreign Firms, Travel and Non-U.S. Citizens	Attachment 2c MxD Foreign Firms, Travel, & Non-U.S. Citizens.docx	

Instructions for completing these documents are provided as following:

- The instructions for completing the Technical Proposal are in the Technical Proposal template provided in the PPK folder. All questions are required, and attachments should be included.
- All Offerors must submit one completed IP Management Plan (Excel Sheet) for the entire team with the Proposal. Instructions for completing the IPMP are provided in the template. The IPMP must contain Background Intellectual Property (BIP), Project (Foreground) IP, and assertions of limited rights to the Government.
- Please reference the MxD Cost Proposal Development Guide for instructions on how to develop the Cost Proposal. An example Cost Proposal Excel Sheet and Cost Narrative are provided for reference. Substantiating documentation should be submitted to MxD with the Proposal. MxD needs a detailed cost proposal and cost proposal narrative from every Offeror organization on the project. Offerors should deliver all individual Cost Proposals to MxD through one submission. No summary or “roll-up” cost proposal is needed, as MxD will contract individually with each Offeror organization.
- Please **review** the EAA prior to submission **but do not submit it with the proposal**. MxD will execute EAAs with every Offeror organization individually (i.e. MxD will function as the Project Prime/Lead) and all EAAs will share the same Statement of Work and Intellectual Property Management Plan.

Proposals that do not include the minimum requirements identified in the RFP and this PPK will be deemed non-responsive and will not be evaluated.