



The Digital Manufacturing Institute

# **MxD REQUEST FOR PROPOSAL**

## **PPK OVERVIEW**

### **MxD-20-04:**

### **Getting Started and Maximizing Your ROI**

### **From Digital Manufacturing As A Small**

### **Manufacturer**

Revision 1.0 Release Date: April 9, 2020

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## I. RECORD OF CHANGE

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Revision	Date	Sections	Description
1.0	09 April 2020	N/A	Original

## II. INTRODUCTION

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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

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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, July 8, 2020. All Submissions should be made electronically to [projects@mxdusa.org](mailto:projects@mxdusa.org). Please include the RFP designation (e.g., "MxD-20-04 - <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 month 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](mailto:projects@mxdusa.org) by 5:00PM Central Time, May 14, 2020 with the following information:

***"Subject: MxD-20-04 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 20-04."*

### Pitch Session (OPTIONAL)

Additionally, MxD is hosting a Pitch Session where project teams and individuals looking to form teams will have an opportunity to pitch their project to MxD staff and others interested in teaming. Participation in this pitch session is encouraged, but not mandatory. Individuals who wish to attend must [register online](#). **In addition, individuals or teams who wish to share a pitch, must email [projects@mxdusa.org](mailto:projects@mxdusa.org) by 5:00PM May 15, 2020.**

Pitches will last no longer than 10 minutes. MxD will provide a presentation template. Presenters should focus on the vision for your solution and how it addresses the challenges described in the RFP. Time will be allotted for questions.

Presenters are encouraged, but not required, to attend the entire duration of the pitch session. A detailed schedule will be sent out on May 18, 2020. Anybody may RSVP for the event [online](#) but you must additionally email [projects@mxdusa.org](mailto:projects@mxdusa.org) if you plan on presenting.

There will be no official grading or evaluation of these pitch sessions. The proposal downselect occurs after full technical and cost proposals are submitted.

**NOTE:** By signing up to present a pitch deck, you agree to have your deck posted onto the MxD Membership Portal for teaming purposes. Additionally, you agree to share your contact information with MxD members for teaming purposes

Key Dates	
RFP Released	April 9, 2020
Teaming Interest Email Deadline	5PM CT - May 14, 2020
Pitch Session Signup Deadline	5PM CT – May 15,2020
Teaming Contact Info Disseminated by MxD	May 15, 2020
Pitch Session	10AM CT – May 20, 2020
Technical and Cost Proposal Due	5PM CT - July 8, 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
<b>Technical Proposal and Attachments</b>  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	

<b>Cost Proposal</b>  <b>ONE PER OFFEROR ORGANIZATION</b>	Cost Proposal Excel Sheet	Attachment 2a Project Cost Proposal Template.xlsm	
	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 by the Lead Organization. If the team will be contracting individually with MxD, all cost proposals should still be delivered in one package but 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**.
  1. MxD can enter into an Enterprise Award Agreement with the Lead Organization (Prime) and the Lead Organization can flow down the terms and conditions of the agreement to its subcontractors.
  2. MxD can enter into an Enterprise Award Agreement with each Offeror organization individually such that no Project Participant will be a contracting Lead Organization. All EAAs will share the same Statement of Work and Intellectual Property Management Plan.

Once the EAA is executed the project team can begin working on the project. When applicable, it is the sole responsibility of Offeror organizations to issue sub-awards to any subcontractors and to ensure team members are abiding by the terms and conditions within the EAA.

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.