



The Digital Manufacturing Institute

MxD REQUEST FOR PROPOSAL

PPK OVERVIEW

MxD-20-11: Emerging Technology in Manufacturing & Cybersecurity Research in Manufacturing

Revision 1.0 Release Date: July 9, 2020

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TABLE OF CONTENTS

I.	Record of Change.....	3
II.	Introduction	3
III.	Submission Instructions	3

I. RECORD OF CHANGE

Revision	Date	Sections	Description
1.0	17 July 2020	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 White Paper. 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 White Paper Technical Summary & Program Overview prior to the PPK.

III. SUBMISSION INSTRUCTIONS

Each project team which is planning on submitting to this call must submit their White Paper (pdf) no later than 5:00PM Central Time, September 3, 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. Project teams that fail to submit a white paper by the required date and time identified in the RFP will not be evaluated.

Key Dates	
RFP Released	07/17/2020
White Papers Due	5 PM CT 09/03/2020
Downselection Notification	09/22/2020
Full Proposal Due	October 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
White Paper and Attachments	White Paper 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	
	Certification of Foreign Firms, Travel and Non-U.S. Citizens	Attachment 1c MxD Foreign Firms, Travel, & Non-U.S. Citizens.docx	

Instructions for completing these documents are provided as following:

- The instructions for completing the White Paper are in the White Paper 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.
- All Offering organizations must complete a copy of the Certification of Foreign Firms, Travel and Non-U.S. Citizens form. Instructions for completing this document are provided in the template.
- Please **review** the EAA prior to submission **but do not submit it with the proposal.**

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.