

TITLE OF PROPOSAL

Name of organization submitting proposal

This proposal is submitted to MxD Project Call MxD-XX-XX



Primary POC

Address of organization

Address of organization

Email address of POC

Phone number for POC

Date of submission: \_\_\_\_\_\_\_\_\_\_\_\_

Proposal Team Lead certifies that, if selected for award, the Proposal Team Lead will abide by the terms and conditions of the MxD Membership Agreement.

[signature]

Organization Approver Name

Title of Approver

[signature]

Submitter Name

Title of Submitter

This technical proposal will be used by MxD, the Government, MxD members and evaluation team members for purposes of evaluating and selecting as well as for any other purposes MxD, in its sole discretion, deems appropriate; provided, however, an award recipient may provide a redacted copy of the technical proposal. The proposed redacted version must be received by MxD within 14 calendar days following down-selection notification and MxD will determine, in its sole discretion, whether each proposed redaction is reasonable. Failure to provide such redacted version will be deemed consent to use of the full (non-redacted) version. For the avoidance of doubt, MxD or the Government shall not be restricted from using any data or other information within a technical proposal if such data or other information was already in the possession of MxD or the Government or was obtained elsewhere without restriction.

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# MxD Membership Agreement and EAA Acknowledgment

Please reference the requirements set forth in the RFP regarding the Membership Agreement and Enterprise Award Agreement.

**Membership Agreement**

If one or more participants are NOT MxD Members, the following acknowledgment must be signed:

I understand that if the Membership Agreement is not fully executed with every participant within 30 days of notification of project down selection, MxD may at its own discretion rescind project award.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name of Lead Representative Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Lead Representative

**Enterprise Award Agreement**

I understand that if the EAA is not fully agreed with the proposal team lead within 60 days of down selection notification, MxD may at its discretion rescind project award.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name of Lead Representative Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Lead Representative

# Project Summary

[Please list the Proposal Team members who will be participating as awardees/subrecipients on this project (not including consultants).]

|  |  |
| --- | --- |
| Project Participants | Location |
| *Org Name* (Proposal Team Lead) | *City, State* |
| *Org Name* | *(Include primary work location for all people* |
|  | *who would perform work on the project)* |
|  |  |
|  |  |
|  |  |

|  |  |
| --- | --- |
| Period of Performance |  |
| Total MxD Funding Budget |  |
| Total Cost Share Budget |  |
| Initial TRL |  |
| Target (End) TRL |  |

# Executive Summary

*Provide a 250-word summary of the proposal.*

# Problem Statement & MxD Relevance

*The problem statement section is limited to 2 pages.*

|  |
| --- |
| Identify what will be developed if this project is awarded and explain how it will address each of the technology gaps and use cases identified in the RFP. |

[Insert Answer Here]

# Methodology

*The methodology section is limited to 10 pages.*

|  |
| --- |
| Define the technical baseline (existing software, research, technology, etc.) from which the technical development will begin and identify the initial Technology Readiness Level (TRL). |

[Insert Answer Here]

|  |
| --- |
| Define the future state of the primary final deliverable or technology and ending TRL. |

[Insert Answer Here]

|  |
| --- |
| Describe the specific approach used to develop the solution and achieve the proposed results in sufficient technical detail to facilitate verification and validation. Clearly identify any assumptions or baseline conditions, such as existing software or other infrastructure. |

[Insert Answer Here]

|  |
| --- |
| Describe how the proposed solution will be tested and validated. Clearly identify any assumptions beyond what is outlined in the RFP. |

[Insert Answer Here]

|  |
| --- |
| Please use this space to provide any additional information or assumptions not addressed in the questions above. |

[Insert Answer Here]

|  |
| --- |
| Please list the Technical Deliverables that will be produced including the required deliverables listed in the RFP. |

|  |  |  |  |
| --- | --- | --- | --- |
| **Project Deliverable (add rows as needed)** | **Format of Delivery to MxD** | **Description of Deliverable** | **Deliverable**  **Due Date (Month #)** |
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| Please list the Key Performance Indicators (KPI) or metrics that will be used during testing to validate successful technology development and deployment. |

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| --- | --- | --- |
| **KPI/Metric** | **Present State (if applicable)** | **Future State (Project Goal)** |
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# Transition Plan

*The transition plan section is limited to 3 pages.*

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| List all challenges and risks that need to be addressed to develop and transition the technology (e.g., technical challenges, business and cultural challenges, standards that may not yet be developed/implemented, etc.). Include any challenges or barriers to scaling up and/or commercialization. |

[Insert Answer Here]

|  |
| --- |
| Describe how the Proposal Team plans to sustain the solution beyond the project period of performance (e.g. support and maintenance, follow-on research). Identify commercialization partners and/or transition opportunities that the team will pursue. Describe how the Proposal Team will employ customer discovery methodology. |

[Insert Answer Here]

# Team Qualifications

*The team qualifications section is limited to 2 pages. Supporting information, including resumes and letters of commitment, shall be included as appendices.*

|  |
| --- |
| Describe each Proposal Team member’s key contributions and level of effort in the table below. |

|  |  |  |
| --- | --- | --- |
| **Project Participant** | **Role and Key Contribution** | **Relative Level of Effort** |
| *Organization #1* |  | *50% (for example)* |
| *Organization #2* |  | *25%* |
| *Organization #3* |  | *15%* |
| *Organization #4* |  | *10%* |
|  |  | **100%** |

|  |
| --- |
| Describe the Proposal Team’s qualifications to complete the scope of work outlined in this technical proposal and to meet the requirements of the RFP. |

[Insert Answer Here]

# Program Management Plan

*The program management plan section is limited to 2 pages.*

|  |
| --- |
| For each major task, please identify the responsibility level for each Proposal Team member. At a minimum, this list should include tasks outlined in the RFP. |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Responsibility Assignment Matrix** | | | | | |
| **Major Tasks** | **RACI (Responsible, Accountable, Contributor, Informed)** | | | | |
| **Org 1** | **Org 2** | **Org 3** | **Org 4** | **Org 5** |
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| Detail a Project Gantt Chart by modifying and adding to the phase/milestone structure below. Technology development and testing will occur in one-month-long iterative technology development phases/sprints that will each culminate in a technical review. Please identify primary development, integration, testing, or validation tasks for the technology increments that will be demonstrated and evaluated at the end of each phase. The project duration must be reasonable for the scope outlined by the RFP. |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Project Gantt Chart** | | | | | | | | | | | | | |
| **Phase/Milestone** | **Duration**  **[months]** | **Month** | | | | | | | | | | | |
| **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** | **12** |
| MxD Enterprise Award Agreement Fully Executed | 0 |  |  |  |  |  |  |  |  |  |  |  |  |
| (If applicable, execution of subcontracts) | Approx. 2 mon |  |  |  |  |  |  |  |  |  |  |  |  |
| Kickoff | 0 |  |  |  |  |  |  |  |  |  |  |  |  |
| Technical Requirements Definition | 1 |  |  |  |  |  |  |  |  |  |  |  |  |
| Transition Plan Preliminary Development | 1 |  |  |  |  |  |  |  |  |  |  |  |  |
| Test Plan Identified | 0 |  |  |  |  |  |  |  |  |  |  |  |  |
| Tech Development Phase 1: [Primary Task] | 1 |  |  |  |  |  |  |  |  |  |  |  |  |
| Tech Development Phase 2: [Primary Task] | 1 |  |  |  |  |  |  |  |  |  |  |  |  |
| Tech Development Phase 3: [Primary Task] | 1 |  |  |  |  |  |  |  |  |  |  |  |  |
| Tech Development Phase 4: [Primary Task] | 1 |  |  |  |  |  |  |  |  |  |  |  |  |
| Tech Development Phase 5: [Primary Task] | 1 |  |  |  |  |  |  |  |  |  |  |  |  |
| … |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Tech Test & Validation Phase 1: [Goal] | 1 |  |  |  |  |  |  |  |  |  |  |  |  |
| Tech Test & Validation Phase 2: [Goal] | 1 |  |  |  |  |  |  |  |  |  |  |  |  |
| … |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Technology Implementation, Integration, Validation Complete | 0 |  |  |  |  |  |  |  |  |  |  |  |  |
| Transition Plan execution |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Deliverables preparation for delivery |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Final Presentation preparation for delivery |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Reports and closeout forms preparation for delivery |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Project Closeout Complete |  |  |  |  |  |  |  |  |  |  |  |  |  |

# Cost Factors

*The cost factors section is limited to 1 page.*

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| --- |
| Complete the Cost Realism Table which serves as a summary of the proposed cost factors to be used for technical evaluation. |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Cost Realism Table**  **\*To be completed by Proposal Team and evaluated by Technical Evaluators** | | | | |
| Cost Element | Federal Cost | Cost Share | Total | Brief Explanation or Description |
| Organization #1  Labor Hours  Materials | $75,000  *1000 hrs*  *$0k* | $100,000  *500 hrs*  *$10k* | $175,000  *1500 hrs*  *$10K* | *1000 hrs of engineering and 500 hours of program management;*  *Testing & Validation materials* |
| Organization #2  Labor Hours  Materials |  |  |  |  |
| Organization #3  Labor Hours  Materials |  |  |  |  |
| Organization #4  Labor Hours  Materials |  |  |  |  |
| Indirect Costs | $25,000 | $25,000 | $50,000 |  |
| TOTAL | $150,000 | $160,000 | $310,000 |  |

# Appendices

|  |
| --- |
| The following appendices should provide information about the Proposal Team’s technical qualifications and business commitment. At minimum, please provide resumes for Principal Investigators of each Proposal Team member and key technical and business personnel who will be performers or stakeholders in this project. Please also provide signed letters of commitment from each organization for support of proposal and the proposed cost share amount. |

## Appendix A: Resumes of Principal Investigators

## Appendix B: Resumes of Key Technical Performers

## Appendix C: Letters of Commitment

*Please provide letters of commitment from each participant with commitment to become MxD members if not already members and to proposed cost share.*