



The Digital Manufacturing Institute

# MxD

## REQUEST FOR QUOTATION

Flexible Training Platform and  
Initial Content

21-36-06

Revision 1.0 Release Date: **May 3<sup>rd</sup>, 2022**

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## I. RECORD OF CHANGE

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Revision	Date	Sections	Description
1.0	May 3 <sup>rd</sup> , 2022	N/A	Original

## II. TIMELINE

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Deadline for submissions to be received	May 26 <sup>th</sup> , 2022
Follow up clarification meetings as needed	Throughout the submission phase
Feedback to participants	By June 15, 2022

## III. INTRODUCTION

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MxD: The Digital Manufacturing Institute is where innovative manufacturers go to forge their futures. In partnership with the Department of Defense, MxD (also referred to as the Institute) equips U.S. factories with the digital tools and expertise they need to begin building every part better than the last. MxD's core mission is to transform American manufacturing, by fully integrating the digital thread across the manufacturing enterprise to reduce overall manufacturing costs, stabilize and grow the manufacturing industrial base and improve US competitiveness.

MxD has invested over \$120 million in more than 85 applied research and development projects in areas including design, product development, systems engineering, future factories, agile and resilient supply chains, and cybersecurity.

MxD operates from a nearly 75,000-square-foot innovation center near downtown Chicago. Its future factory floor features some of the most advanced manufacturing equipment in the world, which partners can use for experimentation and training on everything from augmented reality to advanced simulation techniques.

MxD is also the DoD's National Center for Cybersecurity in Manufacturing which focuses on three key areas. First, it uses its factory floor as a demonstration area for existing cybersecurity technology. Second, it works to develop new tools to address very specific pain points for manufacturers. And third, it is working with industry and government to figure out how to get these tools to small and medium-sized manufacturers. All MxD projects must take cybersecurity into consideration.

This RFQ is publicly available on the MxD website at <https://mxdusa.org/projects/>. This public posting represents the official notification of a request to submit the required documents. Amendments to an MxD RFQ may be used to extend due dates, clarify procedural requirements, or modify technical requirements. If an updated RFQ is issued, the previous RFQ will be rescinded. Those interested in responding to this RFQ should carefully monitor the MxD website after an original posting, up to the time of the quotation submission date. Any revisions, amendments or updates will appear in the same section of the website as the original solicitation. It is the responsibility of the respondents to monitor the MxD RFQ updates and ensure that their quotation meets the solicitation requirements.

The Respondent to an RFQ is the non-Federal organization that submits a quotation in response to the RFQ. The Respondent is considered the Prime contractor. Any other companies involved are considered Subcontractors typical of a Prime/Subcontractor relationship. All Subcontractors are subject to flow-down clauses in the Prime contract as required by all government stipulations.

Any questions regarding this solicitation must be provided to [projects@mxdusa.org](mailto:projects@mxdusa.org). The questions will be sent to the appropriate MxD point of contact, and answers will be published on the MxD website, if appropriate.

# **TECHNICAL SUMMARY**



## IV. TECHNICAL SUMMARY

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### OVERVIEW AND BACKGROUND

The overall objective of The Rock Island Arsenal Modernization Program is to assess, develop, pilot, and implement a common set of processes and tools to modernize legacy manufacturing and maintenance facilities using the Joint Manufacturing and Technology Center (JMTC) at Rock Island Arsenal (RIA) as a surrogate. This initiative will help improve U.S. manufacturing and maintenance organizations and the JMTC's ability to manufacture, maintain, repair, and overhaul various ground systems and their associated components in a more efficient, effective, and affordable way.

These projects are considered pilots with the potential for subsequent work expected not only at Rock Island Arsenal but also other Department of Defense (DoD) facilities.

**Flexible Training Platform and Initial Content (21-36-06)** is one of several projects that comprise this RIA-JMTC modernization program.

### PROBLEM STATEMENT

As part of the Army's Organic Industrial Base (OIB), the Rock Island Arsenal (RIA) Joint Manufacturing and Technology Center (JMTC) exists to maintain unit readiness across the force and give the Army the ability to surge in support of contingencies. To support the facility's ability to provide flexible and responsive warfighter readiness solutions MxD is implementing a Flexible Training Platform and Initial Content Project. The training will be on-premises, on demand, be focused on micro-learning, and will run on the existing systems at RIA.

### OBJECTIVES

As part of the Change Management required to adapt and accelerate the transition to digital manufacturing, providing Rock Island Arsenal personnel with the basics of digital manufacturing and how it will benefit them, and the organization is critical in the transition.

This "Flexible Training Platform and Initial Content Scoping" is focused on digital manufacturing and related technology and is intended to communicate the reasons for change and the subsequent benefits for affected RIA personnel. This should help reduce the barriers to change and enable a smoother transition.

The following sections highlight the minimum requirements proposed by MxD to meet the objectives of the project. However, MxD is open to receiving an expanded proposal with additional inputs if they are relevant to supporting the objectives while meeting budget and time constraints.

To support the key objectives of this project the proposal should try to prioritize the use of Commercial Off the Shelf (COTS) where possible.

### TECHNICAL REQUIREMENTS

The objectives of this project are to provide the following:

- The initial focus of the training should be an introduction to digital manufacturing
- Define microlearning curriculum format / experience
- Develop and implement a course template
- Content creation

- Develop a curriculum
- Develop content coursework content
  - Utilize existing coursework as applicable
  - Develop custom coursework specific to RIA needs
- Develop and implement a delivery method / training platform specific to RIA personnel; expect this to be an application. A consumer-off-the-shelf platform can be used as an application solution. However, cloud access and storage are not available. The delivery method platform must be installed, maintained, and operated completely on premises.
- Develop and implement a method to easily track status of individuals and the organization relevant to the course material; this can be part of the application
- Provide the means for RIA to edit existing content as well as add courses in the future
- Include maintenance of and updating the curriculum and coursework in the application
- Ensure the capability to include the training for other RIA projects as appropriate
  - Format requirements defined and communicated
  - Documentation for how to design courses so is seamless with other courses
- Download and work seamlessly with existing systems and networks at RIA
- Include cybersecurity integrity throughout the loading, accessing, conducting, and tracking of the training

Learning aspects should include:

- Time – duration limits for the training
- Curriculum – modules or structure to organize the training topics
- Content
  - List of coursework
  - Structure and requirements for each course
- Format – set format required for the on-line learning from sign-on page, content delivery, and status / tracking
- Cybersecurity integrity throughout the process

### 1. Curriculum and Coursework

The initial focus of the training should be an introduction into Digital Manufacturing. This is a broad topic so the training should be an overview and explain the benefits digital manufacturing including examples as appropriate. Change Management is critical to the transformation at RIA, so it is critical that everyone understand what is changing but also how. Included is how RIA personnel will benefit from the change.

A structured approach to the content delivered to RIA personnel is required to support this change. The curriculum must include elements that cover RIA processes and capabilities as appropriate. The next level of coursework must provide learning sessions that are within the training session time frame. The content should be related to the purpose of digital manufacturing covering how it is implemented and used to improve efficiency and effectiveness of the individual as well as RIA.

### 2. Application

The contractor will develop an application that contains the coursework and subsequent content. This application will include layers as appropriate that allows the user to navigate the

various levels including curriculum, coursework, tracking, and other pertinent levels of information.

- Contractor shall acquire or otherwise provide software application for course content delivery
- Contractor will install the application software on the NIPRnet where it can be access from
- Contractor shall ensure the application can be downloaded from the NIPRnet and run on:
  - Existing common machines
  - Existing machine being used by individuals (laptops)
  - Additional machines that may be required (to be specified)

### 3. Delivery and Tracking

The application will provide a user friendly method to access and use the training application. In addition, the application will also allow for the ability to access individual as well as consolidated status reports at appropriate reporting levels. Some aspects for delivery and tracking include:

- Contractor will ensure the appropriate RIA personnel can access and view training status and summary reports as assigned by the System Administrator
- Contractor will ensure the application includes a 'Help' section that include FAQ (Frequently Asked Questions) relative to the use of the application
- Contractor will include a section of the application that can be used by RIA personnel to link in additional resources if additional research or reading is requested by RIA personnel for any course
- Application software is to be tested and demonstrated to MxD and RIA personnel during development commissioning

### 4. Maintenance

The contractor will conduct training for RIA personnel on the maintenance, use, and updating of the installed systems to support future capability.

- Contractor shall provide training for RIA IT personnel (administrators) and operator personnel (users) on the install and maintenance of the application
- Contractor shall provide training for RIA IT personnel (administrators) on the maintenance and troubleshooting of the application
- Contractor shall provide training for RIA IT personnel (administrators) on how to edit existing coursework and add new courses to the curriculum
- Contractor shall provide training for RIA IT personnel (administrators) on how to track and monitor training progress

### 5. Cybersecurity Considerations and Requirements

- Application software shall be accessed with individual secured usernames and passwords
- Contractor will ensure only RIA personnel can access the training material
- Contractor will ensure only specified RIA personnel can access individual training records from the application



**A response to this RFQ must have a detailed, itemized breakdown of the minimum requirements outlined above and any additional inputs if they are relevant to supporting the objectives.**

**SCOPE OF WORK**

**Period of Performance:** 4 months

**Estimated start date:** 12/01/2022

The proposal shall include a Gantt chart detailing tasks and milestones required to achieve the project outcome.

A line-item breakdown of costs must be included in the proposal. Costs should be reasonable relative to current market rates and must adhere to any federal government guidelines. Costs that will continue after the end of the PoP, such as software as a service costs, must be noted in the proposal.

All hardware and software installed during the scope of this project are to be tested and demonstrated to MxD and RIA personnel during commissioning.

**Table 1: Technical Deliverables**

<b>Deliverable</b>	<b>Due</b>
Initial curriculum and coursework titles determined	Month 1
Application identified and approved	Month 1
Coursework content determined	Month 1
Coursework content entered into the application	Month 1
Alpha testing of training sessions conducted	Month 1
Ability to track training verified	Month 1
Application FAQ and Help sections completed	Month 1
Beta testing of entire application	Month 1
User guides and maintenance manuals editing existing courses and added new	Month 1
RIA training – full day training session	Month 3
RIA deployment	Month 4

# **PROGRAM OVERVIEW**



## **V. PROGRAM REQUIREMENTS**

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### **PROGRAM MANAGEMENT**

The selected Respondent will be awarded a contract as the Awardee. The Awardee is responsible for managing the project to ensure the team meets all the technical objectives and requirements as contracted based on the quotation. The Awardee will coordinate with the MxD point of contact (POC) for reporting purposes and for coordinating the integration at RIA-JMTC. The MxD POC will monitor technical performance and project costs relative to the associated contract. The Awardee will submit the reports listed below in Table 2 to their MxD POC to fulfill their reporting requirements. These reports will be accessed by the MxD Director of R&D Projects, MxD Director of Engineering, RIA-JMTC, the MxD POC and other authorized staff members in the course of their official duties.

### **PROJECT REQUIREMENTS**

All proposals must include a requirements verification cross reference matrix (VCRM). VCRM will include how the requirements will be verified (Analysis, Inspection, Demonstration, or Test) and when the requirements will be verified.

### **REPORTING**

The contractor is required to submit a weekly project status report which includes progress towards deliverables, including schedule and budget updates.

The contractor is required to submit a final project report which summarizes the scope of the project, accomplishments, challenges, and lessons learned. The final report shall also incorporate any/all test reports and a time-based summary of expenditures and milestones completion.



**Table 2: Program Deliverables**

<b>Deliverable</b>	<b>Description</b>	<b>Due</b>
<b>Program Review</b>	Summary of progress towards of objectives and deliverables.	Weekly
<b>VCRM</b>	Summary of how all requirements will be verified, when, and by who	30 days after contract award
<b>Technical Documents and Test Reports</b>	Per Technical Deliverables	Per Technical Deliverables
<b>Final Report</b>	Summary of the project to include accomplishments, challenges, and lessons learned	End of PoP
<b>Safety Accident/Incident Report</b>	Participants must report any major accident/incident (including fire) resulting in any one or more of the following situations: one or more fatalities or one or more disabling injuries; damage of Government property exceeding \$10,000; impact to Project planning or production schedules or degradation of the safety of equipment under contract. Such report will also identify potential hazards requiring corrective action.	Immediately on Occurrence
<b>Government Required Documentation</b>	Additional reporting based on government contractual requirements.	As Needed

**PERIOD OF PERFORMANCE REQUIREMENTS**

Estimated period of performance is **4 months** from contract award. MxD and RIA-JMTC are flexible on implementation time dependent on objectives quoted. However, there is no increase in funding beyond what was agreed to per contract.

**TRAVEL, FACILITY ACCESS AND INSURANCE REQUIREMENTS**

The RIA-JMTC is located in Rock Island, IL. All travel requirements and associated costs needed for execution of the objectives and deliverables must be included in the quotation. There is no increase in funding should additional travel be required to fulfill the agreed upon requirements. Proposals must include an estimate for required travel to RIA to perform all work as defined above.

Awardee and / or its authorized subcontractor(s) will need to access the RIA-JMTC facility to perform the necessary onsite installation work as outlined in this RFQ. Awardee and / or its authorized subcontractor(s) must meet any terms and conditions for access as set forth by RIA-JMTC.

**OWNERSHIP OF DELIVERABLES AND INTELLECTUAL PROPERTY**

The contract will be a work for hire relationship. It is expected that the solution to meet the objectives will be a commercially available solution. Any existing, background intellectual property (IP) remains the property of the IP owner. Ownership and other rights in new IP produced as a result of the work performed under this contract will be determined at the time of contracting.



## FUNDING REQUIREMENTS

MxD will award a contract type resulting from this RFQ that is most appropriate to the specific procurement and selected Awardee. MxD reserves the right to fund all, some, or none of the quotations received under issued RFQs. Final award amounts will be determined accordingly based on quotations received, subsequent evaluations, and final agreement between MxD and the Awardee.

**Cost share is not required for this contract.** However, cost share is encouraged to support the Institute's mission.

MxD recognizes the difficulty in completing a final, fixed-price quotation without additional information or site visits for certain projects. Therefore, **clearly document and explain all assumptions used to generate the quotation.**

If down selected, the Respondent will have the opportunity to gather additional details and revise the quotation. The Respondent must then submit substantiating documentation for costs (including any cost share). MxD will complete a comprehensive cost analysis (including cost reasonableness and cost realism) prior to contract award.

Neither MxD nor the U.S. Government has any responsibility for costs associated with development, submissions, or pre-award negotiations for this quotation and subsequent contract.

## VI. ELIGIBILITY

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### MxD MEMBERSHIP

This RFQ is open to the public; any organizations regardless of membership status may submit a quotation in response to this RFQ. **Membership in MxD is not required to be awarded a contract as a result of this RFQ.**

If a Respondent or Awardee wishes to promote their affiliation with MxD as a result of this RFQ or subsequent award, MxD membership is required. This can include participation in workshops, social media promotion, and networking with other members. MxD membership does not grant rights to publish association with the project. Publication of association with the project will be subject to terms to be determined at the time of contracting.

Any Respondents who are non-MxD members are encouraged to review the Membership Agreement prior to submission and to direct questions to MxD's Director of Business Development, Tony Papke ([tony.papke@mxdusa.org](mailto:tony.papke@mxdusa.org)). For more information on how to become a MxD Member, please visit the MxD Membership page on our website.

Federally Funded Research and Development Centers (FFRDCs) and Government entities (Government/National laboratories, military educational institutions, etc.) are subject to applicable direct competition limitations and cannot propose to RFQs in any capacity unless they address the following conditions:

- FFRDCs or Government entities may not exclusively respond to this RFQ.
- FFRDCs must clearly demonstrate that the proposed work is not otherwise available from the private sector and must also provide a letter on letterhead from their sponsoring organization citing the specific authority establishing their eligibility to compete with industry and propose to solicitations utilizing Government funding.



- Government entities must clearly demonstrate that the work is not otherwise available from the private sector and provide written documentation citing the specific statutory authority, as well as, where relevant, contractual authority, establishing their ability to propose to solicitations utilizing government funding.

Government agencies interested in participating in MxD RFQs as a respondent or subcontractor should notify MxD in advance of the RFQ submission. For RFQs utilizing federal funding, special agreements and considerations may need to be implemented to enable participation.

### **NOTIFICATION OF PARTICIPATION BY NON-U.S. CITIZENS**

Award shall be granted only to U.S. companies, firms, organizations, institutions, or other entities organized or existing under the laws of the United States, its territories, or possessions (as defined in Section 120.15 of International Traffic in Arms Regulations, 22 CFR § 120 et. seq. (“ITAR”)).

**It is a requirement that work related to the Award must be completed in the U.S. by people legally authorized to work in the U.S.** All proposed participation by non-U.S. Citizens must be disclosed to MxD on Attachment 1 Non-U.S. Citizens at least 60 days prior to proposed participation. Written approval of non-U.S. Citizens must be received by the Awardee from MxD prior to commencing work.

## **VII. QUOTATION EVALUATION**

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### **EVALUATION PROCESS**

An MxD Evaluation Board (EB) will review and evaluate each submitted quotation utilizing the evaluation criteria specified in the following section.

The EB may consist of recognized experts from industry and academia and key government stakeholder representatives (when appropriate). MxD representatives, such as the Director of R&D Projects, Director of Engineering, MxD POC, may participate in and lead EB meetings. All members of the EB will need to meet strict standards of personal and organizational conflict of interest. The evaluators may be supported by subject matter experts to review and comment upon the proposed work.

Through its deliberations, the EB will determine “selectability” of each quotation. Selectability determination incorporates average EB judgement of objective compliance, budget availability, and overall perceived value. The EB will identify a list of quotations that are “selectable for negotiation” to the MxD POC. The Director of R&D Projects and the Director of Engineering, with the consultation of MxD POC, will determine which subset of the proposed quotations deemed “selectable for negotiation” will be down selected for negotiations. This determination will take into account the EB’s recommendation, funding availability, alignment with MxD’s mission and strategic goals as well as external stakeholder requirements (when applicable).



### EVALUATION CRITERIA

Each quotation is evaluated by a specific set of criteria. Below are the quotation evaluation criteria for this RFQ:

<b>Quotation Evaluation Criteria</b>
<p><b>Requirements Compliance</b></p> <ul style="list-style-type: none"> <li>• <i>Quoted solution clearly addresses all mandatory objectives identified in RFQ</i></li> <li>• <i>Clear identification of assumptions, risks, and mitigations</i></li> <li>• <i>Complete and clear itemization of all requirements</i></li> <li>• <i>Program management plan meets requirements in the RFQ</i></li> </ul>
<p><b>Respondent Qualifications</b></p> <ul style="list-style-type: none"> <li>• <i>Respondent and any proposed subcontractors highly qualified to accomplish objectives with clear delineation of roles and responsibilities</i></li> <li>• <i>Respondent and any subcontractors have unique capabilities that are directly associated with the target technology</i></li> </ul>
<p><b>Cost Factors</b></p> <ul style="list-style-type: none"> <li>• <i>Quoted costs are reasonable and realistic for the proposed work effort</i></li> <li>• <i>Quoted costs are competitive relative to other commercial offerings</i></li> <li>• <i>Value is maximized through inclusion of optional cost share and objectives</i></li> </ul>

## VIII. PROJECT AWARDS

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### CONTRACT

The award of this contract will be subject to the requirements of the Collaboration Agreement between National Center for Manufacturing Sciences and MxD. All contractual negotiations related to RFQs will be executed by MxD. Funds will be distributed to the Awardee selected through the evaluation/selection process utilizing a contract appropriate to the procurement.

### FINAL REVISIONS

MxD reserves the right to negotiate the cost and scope of the proposed work with a Respondent that has been down selected prior to award. MxD will facilitate the creation of a Statement of Work with the Respondent including technical scope modifications and program management aspects. The Respondent and subcontractors, if any, who intend to pursue selection are required to participate in the revision process prior to award. For example, MxD may request that the organizations revise the quotation to better align to RFQ requirements.

### SUBMISSION DETAILS

Each Respondent must submit their quotation (including Attachment 1) no later than 5:00PM Central Time, May 26<sup>th</sup>, 2022. All submissions must be made electronically to [projects@mxdusa.org](mailto:projects@mxdusa.org). Please include the RFQ designation: "21-36-06 Flexible Training Platform and Initial Content Quotation <Respondent / Company>" for the file name and in the subject line of the email.



## IX. REFERENCES AND ACRONYMS

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**Table 3: References**

<b>Document Title</b>	<b>Document Number</b>
US Code of Federal Regulation	N/A

**Table 4: Acronyms**

COTS	Commercial Off the Shelf
DoD	Department of Defense
EB	Evaluation Board
FAQ	Frequently Asked Question
FFRDC	Federally Funded Research and Development Center
IP	Intellectual Property
ITAR	International Traffic in Arms Regulations
JMTC	Joint Manufacturing and Technology Center
OIB	Organic Industrial Base
PoC	Point of Contact
PoP	Period of Performance
RFQ	Request for Quote
RIA	Rock Island Arsenal
VCRM	Verification Cross Reference Matrix



# Attachment 1

## Certification of Non-U.S. Citizens

\_\_\_ There is NO participation by Non-U.S. Citizens proposed for this effort

\_\_\_ The following Non-U.S. Citizen(s) are participating in this effort:

Non-U.S. Citizen Name, Contact Info	Country of Citizenship	Primary Employment Location	Employer	US Work Authorization (Visa, Green Card, Etc)	Justification*

\*The Justification section should clearly outline the rationale behind the individual's request for participation, the type of data they will have access to, and other pertinent information regarding their skill set/expertise.