

# HAWAII RENEWABLE ENERGY DEVELOPMENT VENTURE FULL PROPOSAL PROCESS

Full proposals shall consist of a completed HREDV Application Form Packet (for the applicable program) and a detailed project proposal which will include the following sections:

## I. TECHNICAL PROPOSAL

- Cover Page: This should include the words “Technical Proposal” and the following:
  - Title of Proposal
  - HREDV Technology Category (i.e. solar, bioenergy, wind, energy efficiency, smart grid, vehicle)
  - Identity of Prime Offeror and complete list of subcontracts, if applicable.
  - Technical Contact (name, address, phone/fax, e-mail)
  - Administrative Contact (name, address, phone/fax, e-mail)
  - Duration of Effort
- Table of Contents
- Statement of Work: A statement of work (SOW) clearly detailing the scope and objectives of the effort and the technical approach. It is anticipated that the proposed SOW will be incorporated as an attachment to the resultant award instrument. To this end, such proposals must include a severable attachment to the self-standing SOW without any proprietary restrictions, which can be attached to the contract or agreement award. Include a detailed listing of the technical tasks/subtasks organized by month or quarter.
- Project Schedule and Milestones: A summary of the schedule of events and milestones.
- Assertion of Data Rights: Include here a summary of any proprietary rights to pre-existing results, prototypes, or systems supporting and/or necessary for the use of the research, results, and/or prototype. Any data rights asserted in other parts of the proposal that would impact the rights in this section must be cross-referenced. If there are proprietary rights, the Offeror must explain how these affect its ability to deliver research data, subsystems and toolkits for integration. Additionally, Offerors must explain how the program goals are achievable in light of these proprietary limitations. If there are no claims of proprietary rights in pre-existing data, this section shall consist of a statement to that effect.
- Deliverables: A detailed description of the results and products to be delivered.

**II. COST PROPOSAL** – Consisting of a cover page and two parts. Part 1 will provide a detailed cost breakdown of all costs by cost category by calendar or government fiscal year, funded requested and cost share. Part 2 will provide a cost breakdown by task/sub-task corresponding to the task numbers in the proposed Statement of Work. Cost share must be included in the overall cost proposal, and detailed by cost category in Part 1 and by task/sub-task in Part 2.

- Cover Page: The words “Cost Proposal” should appear on the cover page in addition to the following information:
  - Title of Proposal
  - Identity of Prime Offeror and complete list of subcontracts, if applicable
  - Technical Contact (name, address, phone/fax, e-mail)
  - Administrative Contact (name, address, phone/fax, e-mail)
  - Duration of Effort
  - Declaration of accounting methodology: cash, modified cash or accrual
- Part 1: Detailed breakdown of all costs by cost category by calendar or government fiscal year.
  - Direct Labor: Individual labor category or person, with associated labor hours and unburdened direct labor rates.
  - Indirect Costs: Fringe benefits, overhead, G&A (must show base amount and approved rate), or attach current DCAA or DCMA letter.
  - Travel: Number of trips, destination, duration, etc. If trip is to mainland, then specific justification for trip is required.
  - Subcontract: A cost proposal as detailed as the Offeror’s cost proposal will be required to be submitted by the subcontractor. The subcontractor’s cost proposal can be provided in a sealed envelope with the Offeror’s cost proposal or will be requested from the subcontractor at a later date.
  - Consultant: Provide consultant agreement or other document which verifies the proposed loaded daily/hourly rate.
  - Materials: Materials should be specifically itemized with costs or estimated costs. An explanation of any estimating factors, including their derivation and application, shall be provided. Include a brief description of the Offeror’s procurement method to be used (competition, engineering estimate, market survey, etc.).
  - Other Direct Costs: Particularly any proposed items of equipment or facilities. Equipment and facilities generally must be furnished by the contractor/recipient. (Justifications must be provided when government funding for such items is sought.) Include a brief description of the Offeror’s procurement method to be used (competition, engineering estimate, market survey, etc.).
  - No fee/profit or FCCM will be allowed.

- Part 2: Cost breakdown by task/sub-task using the same task numbers in the Statement of Work.
  - Any additional information (charts, pictures, formulas, etc.)
- Cost-Share: The HREDV cost sharing requirements are bound by law enacted with the Energy Policy Act of 2005. In short, the requirements are as follows:
  1. 0% for education, outreach, paper studies, purely computational analyses, etc. - anything that lacks an R&D or demonstration component
  2. 20% for R&D projects, where the term R&D generally applies to laboratory scale or bench top work to prove the feasibility of a concept
  3. 50% for demonstration or deployment work, where pilot-scale or commercial-scale units are built, tested and installed

The U.S. Department of Energy will work with HREDV to make the final determination for cost-share requirements based on the proposed tasks. The total project cost, including HREDV funded and cost-share will be a contractual commitment by the applicant.

**III. MANAGEMENT APPROACH** – A discussion of the overall approach to the management of this effort, including brief descriptions of the total organization; use of personnel; project/function/subcontractor relationships; government research interfaces; and, planning, scheduling and control practice. Identify which personnel and subcontractors (if any) will be involved. Include a description of the facilities that are required for the proposed effort.

The company business plan should be attached and updated as part of the project effort. Additionally, a product development plan and/or commercialization/transition plan should be addressed as part of the project effort.

A copy of the organizational conflict of interest and applicable personal conflict of interest policies and procedures shall be submitted as an attachment to the submission. Additional contracting and/or certification requirements established by the federal government or PICHTR shall be completed and submitted as part of the full proposal submission.

HREDV will hold a meeting on January 6<sup>th</sup>, 2010 from 10-11:30 at the Manoa Innovation Center to go over the federal forms and proposal requirements. Full proposals are due to [hredv@pichtr.org](mailto:hredv@pichtr.org) by noon on January 22<sup>nd</sup>, 2010.