

PART III – PROPOSAL AND SUBMISSION INFORMATION (ALL TOPIC AREAS)

A. ADDRESS TO REQUEST PROPOSAL PACKAGE

Proposals must be submitted through the DOE Industry Interactive Procurement System (IIPS) at <http://e-center.doe.gov>. Instructions on how to submit a proposal or a proposal amendment and how to register, submit questions, and view questions and answers are located in Appendix D and on the web site at <http://e-center.doe.gov>: click on the Help button. (Also see Section H of Part III below.)

B. LETTER OF INTENT AND PRE-PROPOSAL

1. Letter of Intent

Letters of Intent are not required.

2. Pre-proposal

A pre-proposal is not required.

C. CONTENT AND FORM OF PROPOSAL

You must complete the mandatory forms and any applicable optional forms, in accordance with the instructions on the forms and the additional instructions below, as required by this PA.

Files that are attached to the forms must be in Adobe Portable Document Format (PDF) unless otherwise specified in this announcement. IIPS is currently phasing out the use of the PureEdge software and transitioning to using Adobe Reader software. DOE will not begin using the Adobe forms until January 2009. As the closing date and time for this PA is after the DOE transition date, an application package using the Adobe forms will not be posted at time of PA issuance. Once DOE has transitioned to the Adobe forms, an amendment to the PA will be posted to provide the Adobe forms. The information requested in the PA will not change with the use of the Adobe forms and does not preclude Offerors from working on the technical narrative and other required information identified in the PA.

Note that IIPS requires Offerors to use the compatible version of Adobe Reader software to complete an IIPS Adobe application package. To ensure you have the IIPS compatible version of Adobe Reader, visit the download software page at http://www.grants.gov/help/download_software.jsp

Offerors submitting for multiple Topic Areas must provide separate, complete proposal packages for each Topic Area under which they wish to compete. Proposals must be clearly marked by Topic Area.

Field Work Proposal (DOE Form No 412.1)

Offerors must complete and submit a DOE Field Work Proposal (FWP) for the proposed project. The FWP should be prepared in accordance with the requirements in DOE Order 412.1 Work Authorization System. DOE O 412.1 is available at

(http://management.energy.gov/documents/DOE_O_412_1.doc). Save this FWP in a PDF file named “Proposal.pdf”.

a. Project Summary/Abstract File

The project summary/abstract must contain a summary of the proposed activity suitable for dissemination to the public. It should be a self-contained document that identifies the name of the offeror, the project director/principal investigator(s), the project title, the objectives of the project, a description of the project, including methods to be employed, the potential impact of the project (i.e., benefits, outcomes), and major participants (for collaborative projects).

The project summary/abstract must specify the Topic Area to which the project is applying. Offerors are cautioned that this document should not include any proprietary information, trade secrets, or other confidential business, financial or sensitive information, since this summary may be subject to public disclosure under the Freedom of Information Act (FOIA). The project summary must not exceed 1 page when printed using standard 8.5” by 11” paper with 1” margins (top, bottom, left and right) with font not smaller than 11 point. Save this information in a file named “Summary.pdf”.

b. Project Narrative File - Mandatory Other Attachment

The project narrative must not exceed 20 pages, including cover page, table of contents, charts, graphs, maps, photographs, and other pictorial presentations, when printed using standard 8.5” by 11” paper with 1 inch margins (top, bottom, left, and right). EVALUATORS WILL REVIEW ONLY THE NUMBER OF PAGES SPECIFIED IN THE PRECEDING SENTENCE. The font must not be smaller than 11 point. Do not include any Internet addresses (URLs) that provide information necessary to review the proposal. See Part II Section – Other Information, D (per respective Topic Area) for instructions on how to mark proprietary proposal information. Save the information in a single file named “Project.pdf.”

The project narrative must include:

- Project Objectives.
This section should provide a clear, concise statement of the specific objectives/aims of the proposed project.
- Merit Review Criterion Discussion.
This section should be formatted to address each of the merit review criterion and sub-criterion listed in Part II, PROPOSAL REVIEW INFORMATION, SECTION A (of the respective Topic Area section). Provide sufficient information so that reviewers will be able to evaluate the proposal in accordance with these merit review criteria. DOE WILL EVALUATE AND CONSIDER ONLY THOSE PROPOSALS THAT ADDRESS SEPARATELY EACH OF THE MERIT REVIEW CRITERIA AND SUB-CRITERIA.
- Project Timetable:
This section should outline as a function of time, year by year, all the important activities or phases of the project, including any activities planned beyond the project period. Successful offerors must use this

project timetable to report progress.

The above listed components of your Project Narrative combined, must be within the Narrative page limit specified above. Documents listed below may be included as clearly marked appendices to your Narrative and will not count towards the Project Narrative page limit. Please note that some of the required documents listed below may have their own page limits to which you must adhere.

c. Resume File

Provide a resume for each key person proposed, including subawardees and consultants if they meet the definition of key person. A key person is any individual who contributes in a substantive, measurable way to the execution of the project. Save all resumes in a single file named “resume.pdf”. Each resume must not exceed 2 pages when printed on 8.5” by 11” paper with 1 inch margins (top, bottom, left, and right) with font not smaller than 11 point and should include the following information, if applicable:

Education and Training. Undergraduate, graduate and postdoctoral training, provide institution, major/area, degree and year.

Professional Experience: Beginning with the current position list, in chronological order, professional/academic positions with a brief description.

Publications. Provide a list of up to 10 publications most closely related to the proposed project. For each publication, identify the names of all authors (in the same sequence in which they appear in the publication), the article title, book or journal title, volume number, page numbers, year of publication, and website address if available electronically.

Patents, copyrights and software systems developed may be provided in addition to or substituted for publications.

Synergistic Activities. List no more than 5 professional and scholarly activities related to the effort proposed.

Of the key personnel identified in this file, indicate the Principal Investigator(s) (PI). If multiple PIs are proposed, the offeror must provide the information indicated in Part II, ELIGIBILITY INFORMATION, Section D. as part of this file.

The resume file does not have a page limitation.

d. Budget File

SF 424 A Excel, Budget Information – Non-Construction Programs File

You must provide a separate budget for each year of support requested and a cumulative budget for the total project period. Use the SF 424 A Excel, “Budget

Information – Non Construction Programs” form on the Offeror and Recipient Page at http://management.energy.gov/business_doe/business_forms.htm. You may request funds under any of the Object Class Categories as long as the item and amount are necessary to perform the proposed work, meet all the criteria for allowability under the applicable Federal cost principles, and are not prohibited by the funding restrictions in this announcement (See PART III, G.). Save the information in a single file named “SF424A.xls”.

e. Letters of Commitment

You must have a letter from each third party contributing cost sharing (i.e., a party other than the organization submitting the proposal) that proposes to provide all or part of the required cost sharing. **All Letters of Commitment must be attached to the Project Narrative File.** The letter must state that the third party is committed to providing a specific minimum dollar amount of cost sharing. In the budget justification, identify the following information for each third party contributing cost sharing: (1) the name of the organization; (2) the proposed dollar amount to be provided; (3) the amount as a percentage of the total project cost; and (4) the proposed cost sharing – cash, services, or property. Letters of Commitment from parties participating in the project, exclusive of vendors, who will not be contributing cost share, but will be integral to the success of the project must be included as part of this Appendix to the Narrative. Letters of Commitment will not count towards the Project Narrative page limit.

f. Subaward Budget File(s)

You must provide a separate budget (i.e., budget for each budget year and a cumulative budget) for each subawardee that is expected to perform work estimated to be more than \$100,000 or 50 percent of the total work effort (whichever is less). Use the SF 424A Excel for Non Construction Programs or the SF 424C Excel for Construction Programs. These forms are found on the Offeror and Recipient Page at http://management.energy.gov/business_doe/business_forms.htm. Save each Subaward budget in a separate file. Use up to 10 letters of the subawardee’s name (plus .xls) as the file name (e.g., ucla.xls or energyres.xls).

g. Budget for Federally Funded Research and Development Center (FFRDC) Sub-Recipient File, if applicable

If a FFRDC sub-recipient is to perform a portion of the work, you must provide a DOE Field Work Proposal in accordance with the requirements in DOE Order 412.1 Work Authorization System. This order and the DOE Field Work Proposal form are available at the following link:

<http://www.management.energy.gov/documents/o4121.pdf>. Use up to 10 letters of the FFRDC name (plus .pdf) as the file name (e.g., lanl.pdf or anl.pdf).

h. Authorization for non-DOE or DOE FFRDCs

Save the Authorization for non-DOE or DOE FFRDCs, as specified in Part III.C. Other Eligibility Requirements, in a single file named “FFRDC_Auth.pdf”.

Summary of Required Forms/Files

Your proposal must include the following documents:

Name of Document	Format	File Name
Field Work Proposal (DOE Form No 412.1)	PDF	Proposal.pdf
Project Summary/Abstract File	PDF	Summary.pdf
Project Narrative File, including required appendices (Letters of Commitment)	PDF	Project.pdf
Resume File	PDF	Resume.pdf
SF 424A Excel - Budget Information for Non-Construction Programs File	Excel	SF424A.xls
Subaward Budget File(s), if applicable	Excel	See Instructions
Budget for Federally Funded Research and Development Center (FFRDC) Sub-recipient File, if applicable.	PDF	See instructions
Authorization from cognizant Contracting Officer for FFRDC, if applicable.	PDF	FFRDC_Auth.pdf

D. SUBMISSIONS FROM SUCCESSFUL OFFERORS

For proposals selected for award, DOE reserves the right to request additional or clarifying information for any reason deemed necessary, including, but not limited to:

- Indirect cost information
- Other budget information
- Name and phone number of the Designated Responsible Employee for complying with national policies prohibiting discrimination (See 10 CFR 1040.5)
- Environmental Questionnaire

E. SUBMISSION DATES AND TIMES

Proposal Due Date

Proposals must be received by March 03, 2009, 11:59 PM Eastern Time. You are encouraged to transmit your proposal well before the deadline. **PROPOSALS RECEIVED AFTER THE DEADLINE WILL NOT BE REVIEWED OR CONSIDERED FOR AWARD.**

F. INTERGOVERNMENTAL REVIEW

This program is not subject to Executive Order 12372 – Intergovernmental Review of Federal Programs.