



**REQUEST FOR PROPOSAL  
No. JF158176P**

**RESEARCH PROPOSAL  
DEVELOPMENT CONSULTANT**

**PROPOSAL DUE DATE AND TIME:**  
August 14, 2012 (2:00 PM, PST)

OSU Procurement and Contract Services Offices are open from 8:00 am – 12:00 noon and 1:00 pm – 5:00 pm.  
Offices are closed during the 12:00 noon – 1:00 pm lunch hour.

**SUBMITTAL LOCATION:**

Oregon State University  
Procurement and Contract Services  
644 SW 13<sup>th</sup> Avenue  
Corvallis, Oregon 97333

## 1.0 GENERAL

### 1.01 SCHEDULE OF EVENTS:

- Request for Proposal Issue Date..... July 24, 2012
- Deadline for Request for Clarification or Change..... August 3, 2012 (2:00 pm, PST)
- Proposal Due Date and Time..... August 14, 2012 (2:00 pm, PST)

This Schedule of Events is subject to change. Any changes will be made through the issuance of Written Addenda.

### 1.02 PRE-PROPOSAL CONFERENCE:

A Pre-Proposal Conference will not be held.

### 1.03 ISSUING OFFICE:

The Procurement and Contract Services (PaCS) department of Oregon State University (OSU) is the issuing office and is the sole point of contact for this Request for Proposal. Address all concerns or questions regarding this Request for Proposal to the Administrative Contact identified below:

### 1.04 ADMINISTRATIVE CONTACT:

Name: James Figgins  
Title: Purchasing Analyst III  
Telephone: 541-737-6995  
Fax: 541-737-2170  
E-Mail: james.figgins@oregonstate.edu

### 1.05 DEFINITIONS:

As used in this Request for Proposal, the terms set forth below are defined as follows:

- a. "Addenda" means an addition to, deletion from, a material change in, or general interest explanation of the Request for Proposal.
- b. "Exhibits" means those documents which are attached to and incorporated as part of the Request for Proposal.
- c. "Proposal" means an offer, binding on the Proposer and submitted in response to a Request for Proposal.
- d. "Proposer" means an entity that submits a Proposal in response to a Request for Proposal.
- e. "Proposal Due Date and Time" means the date and time specified in the Request for Proposal as the deadline for submitting Proposals.
- f. "Request for Proposal" (RFP) means a Solicitation Document to obtain Written, competitive Proposals to be used as a basis for making an acquisition or entering into a Contract when price will not necessarily be the predominant award criteria.
- g. "Responsible" means an entity that demonstrates their ability to perform satisfactorily under a Contract by meeting the applicable standards of responsibility outlined in OAR 580-061-0130.
- h. "Responsive" means a Proposal that has substantially complied in all material respects with the criteria outlined in the Request for Proposal.
- i. "Written or Writing" means letters, characters, and symbols inscribed on paper by hand, print, type, or other method of impression intended to represent or convey particular ideas or meanings.

## **2.0 INTRODUCTION AND BACKGROUND**

### 2.01 INTRODUCTION

Oregon State University (OSU) Procurement and Contract Services (PaCS) is seeking proposals from Responsive, Responsible Proposers to serve as an independent consultant to assist OSU in developing and assembling large, technically complex, and highly competitive Research Proposals; Defined as any document submitted to a potential funding source requesting funds to support a specified scope of work detailed in the document. Potential funding sources may include government (Federal or State) and both for-profit (e.g., corporate) and non-profit (e.g., foundations or associations) entities. Research proposals may be unsolicited, or be developed in response to specific requests for proposals, requests for qualifications, requests for information, basic agency announcements, or similar vehicles. For high dollar value government, foundation, association or private sector opportunities, the consultant will facilitate proposal development using organizational, mentoring, editing and advising techniques and will provide road maps for the broad-based implementation of proposal development best practices. Additionally, the consultant will be expected to provide guidance to OSU in continual research proposal process improvement.

### 2.02 BACKGROUND:

OSU's annual research awards for the last several years have exceeded a quarter of a billion dollars, and OSU's goal is to double the research volume over the next decade. To achieve this goal, OSU is initiating an effort to create and staff a research development office – a group of individuals dedicated to assisting faculty and staff in the assembly of multi-investigator, transdisciplinary, and exceptionally competitive project proposals for any of a wide range of government, foundation, or private sector sponsors.

Concurrently with developing this office, OSU continues to have a need for assisting faculty in assembling large and highly competitive proposals. Also, OSU predicts the need for assistance in developing best practices for large proposal development, and for creating an institutional culture that supports and promotes these best practices consistently for all proposal development.

### 2.03 OREGON STATE UNIVERSITY:

Founded in 1868, Oregon State University is a comprehensive, research-extensive, public university located in Corvallis. OSU is a member of the Oregon University System and one of only two American universities to hold the Land Grant, Sea Grant, Space Grant and Sun Grant designations. OSU is also the only Oregon institution to hold the Carnegie Foundation's top ranking for research universities, recognition of the depth and quality of OSU's graduate education and research programs.

Through its centers, institutes, Extension offices and Experiment Stations, OSU has a presence in almost every one of Oregon's 36 counties, including its main campus in Corvallis, the Hatfield Marine Sciences Center in Newport and OSU-Cascades Campus in Bend. OSU offers undergraduate, masters and doctoral degrees through 12 academic colleges enrolling more than 24,000 students from every county in Oregon, every state in the country and more than 90 nations.

## **3.0 SPECIFICATIONS / STATEMENT OF WORK**

### 3.01 SAMPLE CONTRACT:

A sample Contract containing the statement of work and contractual terms and conditions is included as Exhibit A.

## 4.0 PROPOSER QUALIFICATIONS

### 4.01 MINIMUM QUALIFICATIONS:

In order to qualify as a Responsive Proposer, the Proposer needs to meet the minimum qualifications below. After verification that the minimum qualifications have been met, OSU will award points based on the level of the Proposer's qualifications.

- a. Proposer must possess a minimum of four (4) years of experience developing research proposals for publicly-funded grants or contracts (e.g., NSF, DOE, NIH).
- b. Proposer must have established procedures and processes that have been used to guide clients in the development of research proposals.
- c. Proposers must possess a minimum of four (4) years of experience assisting clients in the development of best management practices to improve research proposal writing efforts.
- d. Proposer must be able to demonstrate success in assisting both academic and corporate clients in preparing winning research proposals or research proposals.

### 4.02 PREFERRED QUALIFICATIONS:

OSU will award additional points for Proposers able to meet the preferred qualifications below.

- a. Proposer possesses more than five (5) years of experience developing research proposals for publicly and privately funded grants or contracts.
- b. Proposer possesses more than five (5) years of experience assisting clients in the development of best management practices to improve research proposal writing efforts.

## 5.0 REQUIRED SUBMITTALS

### 5.01 QUANTITY OF PROPOSAL:

Submit one (1) original Proposal and five (5) duplicate copies. Mark original Proposal as "ORIGINAL". Original should contain original signatures on any pages where a signature is required. Proposals should contain the submittals listed in this section below:

### 5.02 REQUIRED SUBMITTALS:

It is the Proposer's sole responsibility to submit information in fulfillment of the requirements of this Request for Proposal. If pertinent information or required submittals are not included within the Proposal, it may cause the Proposal to be rejected or have an adverse impact on evaluation. **Where applicable, Proposers must use Exhibits provided herein to submit specific information; alternate forms of this information will not be accepted.** Experience detailed should be recent.

Proposers should submit the following information:

1. Exhibit B, Certifications, fully completed.
2. Exhibit C, References, fully completed. These references should be from clients served who are able to authenticate the research proposal information provided in Exhibits D.

3. Description of how the services offered specifically meet the requirements included under the Statement of Work referenced in Section 3. and specifically detailed in Attachment B of Exhibit A..
4. Detailed information about how the Proposer meets the minimum and/or preferred qualifications as follows:
  - a. Exhibit D – Research Proposal & Development History Chart. Proposers must list ALL research proposals developed during the last four (4) years or more [last five (5) years or more to meet Preferred Qualifications].
  - b. A summary of the procedures and processes used by the Proposer to guide clients in the conceptualization, design, development, and execution of proposals, each exceeding \$2M in funding award.
5. Complete an itemized pricing of the services requested. Pricing must include all fees, materials and travel expenses anticipated to be incurred by the consultant during the performance of the services. If additional OSU resources shall be required, these must also be identified in the pricing structure. **In addition, pricing sheet must include a line item estimating the number of person days the Not to Exceed annual expense of \$150,000.00 will allow.**

## 6.0 EVALUATION AND AWARD

### 6.01 EVALUATION:

The stages of review and evaluation are as follows:

- a. Determination of Responsiveness:

OSU will first review all Proposals to determine Responsiveness. Proposals that do not comply with the instructions or are incomplete may be deemed non-responsive. Written notice will be sent to Proposers whose Proposal is deemed non-responsive identifying the reason. A Proposer has the right to appeal the decision pursuant to OAR 580-061-130(5)(a).
- b. First Stage Evaluation:

Those Proposals determined to be Responsive will be evaluated using the required submittals. Proposals will be scored based on the evaluation criteria listed below in section 6.03. Scores will be used to determine Proposer's within a competitive range. The competitive range will be made of Proposers whose individual scores, when viewed together, form a group of the highest ranked Proposers above a natural break in the scores.

OSU may award after the first stage evaluation to the highest ranked Proposer without moving on to the second stage evaluation. If this option is selected, written notice of intent to award the Contract to the highest ranked Proposer will be provided to all Responsive Proposers.
- c. Second Stage Evaluation:

If award is not made after the first stage evaluation, OSU may choose any of the following methods in which to proceed:

  - i. Issue a written invitation to Proposers within the competitive range requesting an interview, presentation, site visit or any other evaluative method that is relevant to the goods or services solicited in the Request for Proposal. Written invitations will contain the evaluation criteria and scoring that will be used by the evaluation committee.

- ii. Engage in oral or written discussions with and receive best and final Proposals from all Proposers in the Competitive Range or all Proposers submitting Responsive Proposals. Discussions may be conducted for the following purposes:
  - Informing Proposers of deficiencies in their initial Proposals;
  - Notifying Proposers of parts of their Proposals for which OSU would like additional information; or
  - Otherwise allowing Proposers to develop revised Proposals that will allow OSU to obtain the best Proposal based on the requirements set forth in this Request for Proposal.

The conditions, terms, or price of the Proposal may be altered or otherwise changed during the course of the discussions provided the changes are within the scope of the Request for Proposal. Best and final Proposals will be scored based on the evaluation criteria listed below in section 6.03.

Points awarded in the first stage evaluation will not be carried to the second stage evaluation. Contract will be awarded to the Proposer who in OSU's opinion, best meets the requirements and qualifications of the RFP and OSU's needs.

- d. Additional Stages of Evaluation:  
If after completion of the second stage of evaluation, an award is not made, OSU may add another stage of evaluation using any of the methods outlined in the second stage evaluation above.

**6.02 NEGOTIATIONS:**

OSU may commence serial negotiations with the highest-ranked Proposer or commence simultaneous negotiations with all eligible Proposers. OSU may negotiate:

- a. The statement of work;
- b. The Contract price as it is affected by negotiating the statement of work; and
- c. Any other terms and conditions determined by OSU in its sole discretion to be reasonably related to those expressly authorized for negotiation. Accordingly, Proposers will not submit and OSU will not accept for negotiation, any alternative terms and conditions that are not reasonably related to those expressly authorized for negotiation.

Terms and conditions within the sample contract that are unrelated to the statement of work or Contract price may be negotiated after award, but before legal sufficiency review or execution of the Contract.

**6.03 EVALUATION CRITERIA:**

OSU will evaluate the size and complexity of RFP's that Proposers have previously addressed, as well as the success rate for major (over \$2M in total value) proposal submissions for four (4) or more years. Points will be given in each criteria and a total score will be determined. The maximum points available for each criterion are identified below.

<u>Evaluation Criteria</u>	<u>Points Possible</u>
Percentage of competitive submissions in excess of \$2M that have been successfully awarded to the Proposer's clients	25
The average rate of return provided to the Proposer's clients	25

The diversity of, composition and number of previous clients served by the Proposer	20
Proposers meet Preferred Qualification levels as specified	15
<u>Price of the goods or services</u>	<u>15</u>
<b>Total Points Possible</b>	<b>100</b>

**6.04 INVESTIGATION OF REFERENCES:**

OSU reserves the right to investigate and to consider the references and the past performance of any Proposer with respect to such things as its performance or provision of similar services, compliance with specifications and contractual obligations, and its lawful payment of suppliers, subcontractors, and workers. OSU further reserves the right to consider past performance, historical information and facts, whether gained from the Proposal, Proposer interviews, references, OSU or any other source in the evaluation process. OSU may postpone the award or execution of the Contract after the announcement of the notice of intent to award in order to complete its investigation.

<b>7.0 INSTRUCTIONS TO PROPOSERS</b>
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**7.01 APPLICABLE STATUTES AND RULES:**

This RFP is subject to the applicable provisions and requirements of the Oregon Revised Statutes, Oregon Administrative Rules, and OSU Policies and Procedures.

**7.02 REQUEST FOR CLARIFICATION OR CHANGE:**

Requests for clarification or change of the Request for Proposal must be in Writing and received by the Administrative Contact no later than the Deadline for Request for Clarification or Change as specified in the Schedule of Events. Such requests for clarification or change must include the reason for the Proposer's request. OSU will consider all timely requests and, if acceptable to OSU, amend the Request for Proposal by issuing an Addendum. Envelopes, e-mails or faxes containing requests should be clearly marked as a Request for Clarification or Change and include the RFP Number and Title.

**7.03 ADDENDA:**

Only documents issued as Written Addenda by PaCS serve to change the Request for Proposal in any way. No other direction received by the Proposer, written or verbal, serves to change the Request for Proposal. PaCS will notify potential Proposers through publication of the Addenda on the OUS procurement website. If you have received a Request for Proposal you should consult the OUS procurement website, prior to Proposal submittal, to assure that you have not missed any Addenda. Proposers are not required to return Addenda with their Proposal. However, Proposers are responsible for obtaining and incorporating any changes made by the Addendum into their Proposal. Failure to do so may, in effect, make the Proposal non-Responsive, which may cause the Proposal to be rejected.

**7.04 PREPARATION AND SIGNATURE:**

All Required Submittals must be Written or prepared in ink and signed in ink by an authorized representative with authority to bind the Proposer. Signature certifies that the Proposer has read, fully understands, and agrees to be bound by the Request for Proposal and all Exhibits and Addenda to the Request for Proposal.

#### 7.05 PUBLIC RECORD:

Upon completion of the Request for Proposal process, information in your Proposal will become subject records under the Oregon Public Records Law. Only those items considered a "trade secret" under ORS 192.501(2), may be exempt from disclosure. If a Proposal contains what the Proposer considers a "trade secret" the Proposer must mark each sheet of information as such. Only bona fide trade secrets may be exempt and only if public interest does not require disclosure.

#### 7.06 SUBMISSION:

Proposals must be submitted in a sealed envelope and be delivered to the submittal location listed on the Request for Proposal cover sheet no later than the Proposal Due Date and Time. Proposer must specify on the outside of the envelope the Request for Proposal number, the Request for Proposal title and the Proposal Due Date and Time. **E-MAIL OR FACSIMILE PROPOSALS WILL NOT BE ACCEPTED.**

#### 7.07 MODIFICATION:

Prior to submittal, Proposers should initial modifications or erasures in ink by the person signing the Proposal. After submittal but prior to the Proposal Due Date and Time, Proposals may be modified by submitting a Written notice indicating the modifications and a statement that the modification amends and supersedes the prior Proposal. After the Proposal Due Date and Time, Proposers may not modify their Proposal.

#### 7.08 WITHDRAWALS:

A Proposer may withdraw their Proposal by submitting a Written notice to the Administrative Contact identified in this Request for Proposal prior to the Proposal Due Date and Time. The Written notice must be on the Proposer's letterhead and signed by an authorized representative of the Proposer. The Proposer, or authorized representative of the Proposer, may also withdraw their Proposal in person prior to the Proposal Due Date and Time, upon presentation of appropriate identification and evidence of authority to withdraw the Proposal satisfactory to OSU.

#### 7.09 LATE SUBMITTALS:

Proposals and Written notices of modification or withdrawal must be received no later than the Proposal Due Date and Time. OSU may not accept or consider late Proposals, modifications, or withdrawals except as permitted in OAR 580-061-0120.

#### 7.10 PROPOSAL OPENING:

Proposals will be opened immediately following the Proposal Due Date and Time at the Submittal Location. Proposer may attend the Proposal opening. Only the names of the Proposers submitting Proposals will be announced. No other information regarding the content of the Proposals will be available.

#### 7.11 PROPOSALS ARE OFFERS:

The Proposal is the Proposer's offer to enter into a Contract pursuant to the terms and conditions specified in the Request for Proposal, its Exhibits, and Addenda. The offer is binding on the Proposer for one hundred twenty (120) days. OSU's award of the Contract constitutes acceptance of the offer and binds the Proposer. The Proposal must be a complete offer and fully Responsive to the Request for Proposal.

#### 7.12 CONTINGENT PROPOSALS:

Proposer shall not make its Proposal contingent upon OSU's acceptance of specifications or contract terms that conflict with or are in addition to those in the Request for Proposal, its Exhibits, or Addenda.

#### 7.13 RIGHT TO REJECT:

OSU may reject, in whole or in part, any Proposal not in compliance with the Request for Proposal, Exhibits, or Addenda, if upon OSU's Written finding that it is in the public interest to do so. OSU may reject all Proposals for good cause, if upon OSU's Written finding that it is in the public interest to do so. Notification of rejection of



all Proposals, along with the good cause justification and finding of public interest, will be sent to all who submitted a Proposal.

7.14 AWARDS:

OSU reserves the right to make award(s) by individual item, group of items, all or none, or any combination thereof. OSU reserves the right to delete any item from the award when deemed to be in the best interest of OSU.

7.15 LEGAL SUFFICIENCY REVIEW:

Prior to execution of any Contract resulting from this Request for Proposal, the Contract may be reviewed for legal sufficiency by a qualified attorney for OSU pursuant to the applicable Oregon Revised Statutes and Oregon Administrative Rules. Legal sufficiency review may result in changes to the terms and conditions specified in the Request for Proposal, Exhibits, and Addenda.

7.16 PROPOSAL RESULTS:

A notice of intent to award containing the Proposal results will be issued to all Proposers. The Proposal file will be available for Proposer's review during the protest period at the PaCS Department. Proposers must make an appointment with the Administrative Contact to view the Proposal file. After the protest period, the file will be available by making a Public Records Request to OSU.

7.17 PROPOSAL PREPARATION COST:

OSU is not liable for costs incurred by the Proposer during the Request for Proposal process.

7.18 PROPOSAL CANCELLATION:

If a Request for Proposal is cancelled prior to the Proposal Due Date and Time, all Proposals that may have already been received will be returned to the Proposers. If a Request for Proposal is cancelled after the Proposal Due Date and Time or all Proposals are rejected, the Proposals received will be retained and become part of OSU's permanent Proposal file.

7.19 PROTEST OF CONTRACTOR SELECTION, CONTRACT AWARD:

Any Proposer who feels adversely affected or aggrieved may submit a protest within seven (7) calendar days after OSU issues a notice of intent to award a Contract. The protest must be clearly identified as a protest, identify the type and nature of the protest, and include the Request for Proposal number and title. The rules governing protests are at OAR 580-061-0145.

**EXHIBIT A**  
**TERMS AND CONDITIONS / SAMPLE CONTRACT**  
**PERSONAL/PROFESSIONAL SERVICES CONTRACT (PPSC)**

Department Contract #JF158176P

This Contract is entered into by and between the State of Oregon acting by and through its Board of Higher Education on behalf of Oregon State University (OSU/Institution) for its **Research Office** (Department) and \_\_\_\_\_ (Contractor).

Whereas OSU has need of the services which Contractor is competent to provide; now therefore, in consideration of the sum not to exceed \$150,000.00 P/YR to be paid at the rate of \$ \_\_\_\_\_ /hour to Contractor by OSU, Contractor agrees to perform between date of last signature and \_\_\_\_\_, inclusive, the following personal and/or professional services: **Statement of Work as included in Attachment B.**

Contractor shall not begin work until the Contract is signed by all parties listed below. Unless otherwise specified herein, OSU shall pay only for work performed. Contractor shall submit detailed invoice(s) for work performed to Department for payment. Invoices are paid according the OSU's standard payment terms which are Net 30 days from receipt of correct invoice.

The following attachments are incorporated by this reference and made a part of this contract: Attachment A, OUS Standard Contract Provisions and  Attachment B; Statement of Work  Attachment C; Confidential Disclosure Agreement  Other Attachments \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_.

INSURANCE: the minimum limit is \$ \_\_\_\_\_ Type required:  CGL  AUTO  Professional

**THIS CONTRACT SHALL BECOME EFFECTIVE AND BINDING UPON LAST SIGNATURE BY AUTHORIZED REPRESENTATIVES OF THE PARTIES AS PROVIDED HEREIN.**

**OSU**

**CONTRACTOR**

\_\_\_\_\_  
 OSU Department Head Date  
 (Typed Name):

\_\_\_\_\_  
 Signature Date  
 Typed Name:  
 Address:

\_\_\_\_\_  
 OSU Contract Officer Date

Phone:  
 Banner Vendor ID No.:  
 U.S. Tax Identification No.:  
 Contractor is a: (Check One)  
 Resident U.S. citizen  
 Resident non-U.S. citizen (Green Card Holder)  
 Non-U.S. citizen  
 Partnership  
 Corporation  
 Contractor is also a minority group member

\_\_\_\_\_  
 Department of Justice Date  
 (Only for contracts over \$100,000)

OSU VENDOR NO.	FORM PREPARED BY	PREPARER'S ADDRESS	DATE
INDEX CODE	ACCOUNT CODE	ACTIVITY CODE	PAYMENT AMOUNT

Place Bar Code Label Here	All payments and reimbursements made on this contract will be 1099-misc. reportable. Rev 11-/09
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**ATTACHMENT A**  
**DEPARTMENT OF HIGHER EDUCATION STANDARD PERSONAL/PROFESSIONAL SERVICES CONTRACT PROVISIONS**

**ACCESS TO RECORDS.** Contractor shall maintain books, records, documents, and other evidence and accounting procedures and practices sufficient to reflect properly all costs of whatever nature claimed to have been incurred and anticipated to be incurred in the performance of this contract. The Oregon Board of Higher Education, Oregon Secretary of State, Federal Government, and their duly authorized representatives shall have access to the books, documents, papers, and records of Contractor which are directly pertinent to this contract for the purpose of making audit, examination, excerpts, and transcripts. Such books and records shall be maintained by Contractor for three years from the date of contract expiration unless a shorter period is authorized in writing. Contractor is responsible for any audit discrepancies involving deviation from the terms of this contract and for any commitments or expenditures in excess of amounts authorized by Institution.

**ASSIGNMENT.** Contractor shall not assign or transfer its interest nor delegate its obligation in this contract without the express written consent of the Institution.

**AVAILABILITY OF FUNDS.** Institution certifies that sufficient funds are available and authorized for expenditure to finance costs of this contract within its current biennial appropriation or expenditure limitation, provided, however, that continuation of the contract, or any extension, after the end of the fiscal period in which it is written, is contingent upon a new appropriation or limitation for each succeeding fiscal period for the purpose of this contract.

**CAPTIONS.** The captions or headings in this contract are for convenience only and in no way define, limit, or describe the scope or intent of any provisions of this contract.

**COMPLIANCE WITH APPLICABLE LAW.** Contractor agrees to comply with all federal, state, county, and local laws, ordinances, and regulations applicable to the work to be done under this contract. Contractor specifically agrees to comply with all applicable requirements of federal and state civil rights and rehabilitation statutes, rules, and regulations. Contractor also shall comply with the Americans with Disabilities Act of 1990 (Pub L No. 101-336), ORS 659.425, and all regulations and administrative rules established pursuant to those laws. Failure or neglect on the part of Contractor to comply with any or all such laws, ordinances, rules, and regulations shall not relieve Contractor of these obligations nor of the requirements of this contract. Contractor further agrees to make payments promptly when due, to all persons supplying to such Contractor, labor or materials for the prosecution of the work provided in this contract; pay all contributions or amounts due the Industrial Accident Fund from such contractor incurred in the performance of this contract; not permit any lien or claim to be filed or prosecuted against the state on account of any labor or material furnished; pay to the Department of Revenue all sums withheld from employees pursuant to ORS 316.167. If Contractor fails or refuses to make any such payments required herein, the appropriate Institution official may pay such claim to such payment. Any payment of a claim in the manner authorized in this section shall not relieve the Contractor or Contractor's surety from obligation with respect to any unpaid claims.

**CONFLICT OF INTEREST.** Contractor covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of its services hereunder. Contractor further covenants that in the performance of this contract no person having any such interest shall be employed.

**DUAL PAYMENT.** Contractor shall not be compensated for work performed under this contract from any other entity of the State of Oregon.

**EXECUTION AND COUNTERPARTS.** This contract may be executed in several counterparts, each of which shall be an original, all of which shall constitute but one and the same instrument.

**GOVERNING LAW.** This contract shall be governed and construed in accordance with the laws of the State of Oregon. Any claim, action, or suit between Institution and Contractor that arises out of or relates to performance of this contract shall be brought and conducted solely and exclusively within the Circuit Court for Marion County, for the State of Oregon. Provided, however, that if any such claim, action, or suit may be brought only in a federal forum, it shall be brought and conducted solely and exclusively within the United States District Court for the District of Oregon.

**HAZARD COMMUNICATION.** Contractor shall notify Institution prior to using products containing hazardous chemicals to which Institution employees may be exposed. Products containing hazardous chemicals are those products defined by Oregon Administrative Rules, Chapter 437. Upon Institution's request, Contractor shall immediately provide Material Safety Data Sheets, as required by OAR 437-155-025, for the products subject to this provision.

**INDEMNITY, RESPONSIBILITY FOR DAMAGES.** Contractor shall be responsible for all damage to property, injury to persons, and loss, expense, inconvenience, and delay which may be caused by, or result from, the conduct of work under this contract, or from any act, omission, or neglect of Contractor, its subcontractors, or employees. Contractor shall save, defend, indemnify, and hold harmless the State of Oregon, the State Institution of Higher Education, the Institution, and their officers, agents, employees, and members from all claims, suits, and actions of any nature resulting from or arising out of the activities or omissions of Contractor or its subcontractors, officers, agents, or employees acting under this contract.

**INDEPENDENT CONTRACTOR STATUS.** The service(s) to be rendered under this contract are those of an independent contractor. Contractor is not to be considered an agent or employee of Institution for any purpose, and neither Contractor nor any of Contractor's agents or employees are entitled to any of the benefits that Institution provides for its employees. Contractor will be solely and entirely responsible for its acts and for the acts of its agents or employees during the performance of this contract. If Contractor is providing personal services as an individual, (a) Contractor: (1) Is engaged as an independent contractor and will be responsible for any Federal or State taxes applicable to this payment; (2) Will not be eligible for any Federal Social Security, State Workers' Compensation, unemployment insurance, or Public Employees Retirement System benefits from this contract payment; (3) Is not an officer, employee, or agent of the State as these terms are used in ORS 302.265 and will not be under the direction and control of Institution; (4) Is not currently employed by the Federal Government and the amount charged does not exceed his normal charge for the type of service provided if payment is to be charged against Federal funds; (5) Is not a member of the Oregon Public Employees Retirement System; or (6) if a contributing member of the Oregon Public Employees Retirement System for which contributions to the retirement system must be withheld, Contractor's contribution to the retirement system will be withheld and a corresponding Institution contribution made; and (7) Must furnish Form IRS Form 8233 in duplicate with this contract if Contractor is a non-resident alien and claims exemption from Federal Withholding tax. (b) The Oregon State Board of Higher Education, acting on behalf of Institution, will report the total amount of all payments to Contractor, including any expenses, in accordance with Federal Internal Revenue Service and State of Oregon Department of Revenue regulations.

**INSURANCE.** Contractor shall secure at its own expense and keep in effect during the term of this contract general liability insurance. Insurance policies, which cannot be excess to a self-insurance program, are to be issued by an insurance company authorized to do business in the State of Oregon. The State of Oregon, acting by and through the State Board of Higher Education on behalf of the Institution and their officers and employees shall be included as an additional insured in said insurance policy. If any of the liability insurance is arranged on a "claims made" basis, "tail" coverage will be required at the completion of this contract for a duration of 24 months.

**NOTICES AND REPRESENTATIVES.** All notices, certificates, or communications shall be delivered or mailed postage prepaid to the parties at their respective places of business as identified in the signature block of this contract, unless otherwise designated in writing. Copies of such correspondence shall also be sent to all other contract signatories.

**OVERDUE PAYMENTS.** Any charges claimed by the Contractor for payment of an overdue amount shall be in accordance with the provisions of ORS 293.462.

**OWNERSHIP OF WORK PRODUCT.** All work products or any form of property originated or prepared by Contractor which result from this contract are the exclusive property of Institution.

**SEVERABILITY.** If any term or provision of this contract is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the contract did not contain the particular term or provision held to be invalid.

**SUBCONTRACTS AND ASSIGNMENTS.** Contractor shall not enter into any subcontracts for any of the work scheduled under this contract, or assign or transfer any of its interest in this contract, without obtaining prior written approval from the Institution.

**SUCCESSORS IN INTEREST.** The provisions of this contract shall be binding upon and shall inure to the benefit of the parties hereto, and their respective successors and assigns.

**TAX COMPLIANCE CERTIFICATION.** Contractor hereby affirms, under penalty of perjury, as provided in ORS 305.385(1), that to the best of Contractor's knowledge Contractor is not in violation of any Oregon tax laws named in ORS 305.380(4), including without limitation the state inheritance tax, gift tax, personal income tax, corporation income and excise taxes, amusement device tax, timber taxes, cigarette tax, other tobacco tax, 9-1-1 emergency communications tax, the homeowners and renters property tax relief program and local taxes administered by the Department of Revenue, including the Multnomah County Business Income Tax, Lane Transit District Tax, Tri-Metropolitan District Employer Payroll Tax, and the Tri-Metropolitan District Self-Employment Tax.

**TERMINATIONS.** This contract may be terminated at any time by mutual consent of both parties, or by either party upon thirty (30) days' notice in writing and delivered by certified mail or in person to the other party. In addition, the Institution may terminate this contract effective upon delivery of written notice to Contractor, or at such later date as may be established by the Institution, if (a) Federal or state regulations or guidelines are modified, changed, or interpreted in such a way that the services are no longer allowable or appropriate for purchase under this contract; or (b) Any license or certificate required by law or regulation to be held by the Contractor to provide the services required by this contract is for any reason denied, revoked, or not renewed. This contract may also be terminated by Institution for default (including breach of contract) if (a) Contractor fails to provide services or materials called for by this contract within the time specified; or (b) Contractor fails to perform any of the other provisions of this contract, or so fails to pursue the work as to endanger performance of this contract in accordance with its terms, and after receipt of written notice from Institution, fails to correct such failures within ten days. The rights and remedies of Institution provided in the above clause related to defaults (including breach of contract) by Contractor shall not be exclusive and are in addition to any other rights and remedies provided by law or under this contract.

**TERMINATION DUE TO NONAPPROPRIATION OF FUNDS.** If sufficient funds are not provided in future legislatively approved budgets of Institution (or from applicable Federal, state, or other sources) to permit Institution in the exercise of its reasonable administrative discretion to continue this contract, or if Institution or program for which this contract was executed is abolished, the Institution may terminate this contract without further liability by giving Contractor not less than thirty (30) days notice. In determining the availability of funds from the Oregon Legislature for this contract, Institution may use the budget adopted for it by the Joint Ways and Means Committee of the Oregon Legislative Assembly.

**FOREIGN CONTRACTOR.** If Contractor is not domiciled in or registered to do business in the State of Oregon, Contractor shall promptly provide to the Oregon Department of Revenue and the Secretary of State, Corporation Division, all information required by those agencies relative to this contract. Contractor shall demonstrate its legal capacity to perform these services in the State of Oregon prior to entering into this contract.

**FORCE MAJEURE.** Neither Institution nor Contractor shall be held responsible for delay or default caused by fire, riot, acts of God, or war where such cause was beyond, respectively, Institution's or Contractor's reasonable control. Contractor shall, however, make all reasonable efforts to remove or eliminate such a cause of delay or default and shall, upon the cessation of the cause, diligently pursue performance of its obligations under this contract.

**WAIVER.** The failure of Institution to enforce any provision of this contract shall not constitute a waiver by Institution of that or any other provision.

**APPROVALS.** In some instances, another state agency may be required to approve this contract before any work may commence under this contract.

**RECYCLING.** In the performance of this contract the Contractor shall use, to the maximum extent economically feasible, recycled paper.

**WORKERS' COMPENSATION.** All employers, including contractor, that employ subject workers who work under this contract in the State of Oregon shall comply with ORS 656.017 and provide the required workers' compensation coverage, unless such employers are exempt under ORS 656.126. Contractor shall ensure that each of its subcontractors complies with these requirements.

**MERGER. THIS CONTRACT CONSTITUTES THE ENTIRE AGREEMENT BETWEEN THE PARTIES. THERE ARE NO UNDERSTANDINGS, AGREEMENTS, OR REPRESENTATIONS, ORAL OR WRITTEN, NOT SPECIFIED HEREIN REGARDING THIS CONTRACT. NO AMENDMENT, CONSENT, OR WAIVER OF TERMS OF THIS CONTRACT SHALL BIND EITHER PARTY UNLESS IN WRITING AND SIGNED BY ALL PARTIES. ANY SUCH AMENDMENT, CONSENT, OR WAIVER SHALL BE EFFECTIVE ONLY IN THE SPECIFIC INSTANCE AND**

## ATTACHMENT B

### STATEMENT OF WORK

Contractor will perform the following work under this contract:

1. *Proposal Development:*

Contractor shall engage with teams of investigators in the development of large, transdisciplinary proposals. Contractor will provide proposal development support to faculty members at OSU for large (e.g., typically > \$2mm total value), transdisciplinary (multi-departmental, multi-college, or multi-institutional) government, foundation, or private sponsored opportunities. Specific activities associated with proposal development include, but are not limited to:

- a. Providing a strategic planning process and coaching faculty through a process to develop highly competitive proposal concepts;
- b. Developing (or providing) a plan of action and milestones, that guides investigators from pre-RFP (Request for Proposal) release, through concept development, site visits and concluding with post-decision retrospective analysis of the processes and activities used; and
- c. Providing hands-on editorial support for narratives and supporting documentation developed by proposal writing teams (predominantly faculty members), complementing the Investigators' initial drafts of technical sections of the proposal and related documents.
- d. The Contractor agrees to review all Opportunities presented to him. Contractor retains the right to decline specific Opportunities for the following reasons:
  - Prior commitments to other clients;
  - Insufficient time to assemble a quality proposal within the time constraints of the solicitation;
  - University's inability to assemble or develop an appropriate project team, or, a project team that declines the assistance of the Contractor;
  - Type of opportunity (e.g., an NIH-R01) is not sufficiently transdisciplinary.

2. *Proposal Process Improvement:*

In addition to efforts invested in proposal development, the Contractor will work with the University Research Office and units identified by the Vice President for Research to assist in developing strategies, tools and related capabilities for sustained process improvement. Contractor will develop a set of best practices for proposal development, especially for large proposals. Specific activities to be recommended may include features such as:

- a. Providing templates, timelines, outlines, worksheets and related tools to assist faculty working through the proposal development process;
- b. Providing guidance on use of informal and formal reviews of proposal concepts and drafts; and
- c. Providing guidance on retrospective analyses of proposal outcomes and retention of critical "lessons learned" from individual competitions and site visits, to develop an internally accessible historical file of strategic and tactical successes and strengths (what and why), along with errors and weaknesses (again, what and why), each provided in the context of specific agencies or programs, especially for major center awards and other multi-million dollar grants.

3. *Creation of Processes:*

- a. Identify faculty members who have served on study sections or review panels for major federal agencies. Interview them and record their observations about why the winners won, why the losers lost, and how the funding agency's priorities are changing. Record impressions electronically, along with the proposals and reviews;

- b. Engage faculty members returning from federal IPA's or similar positions to record their observations about how the funding agency's priorities are changing. Interview them or create a template in which they can record their impressions electronically;
  - c. Give selected students, both graduate and undergraduate, the opportunity to observe the process by which proposal concepts are developed;
  - d. Enable more engagement with HBCU/MI institutions through development of strategic partnerships that will enhance the University competitiveness; and
  - e. Enhance the University's use of institutional support assets, such as pre-college educational programs or diversity initiatives, to identify opportunities for Principal Investigators to build more effective efforts toward the broader impact of research proposals, especially in the context of National Science Foundation (NSF) program requirements.
4. The Contractor will prepare an annual plan indicating those projects expected for treatment under the terms of the Contract, including estimated time to be expended for each project. That plan will be developed based on the identification of 'candidate' projects by the OSU Vice President for Research. This plan will serve as a "living document" subject to ongoing review and modification by the Vice President for Research.
  5. The Contractor will notify University of time constraints and limitations that might arise from other commitments made. The Contractor and University will work together in a good faith to assure that University-specified Opportunities integrate smoothly with the contractors other obligations.
  6. Upon accepting a Project, the Contractor will provide University with an estimate of the number of person-days required to complete the Project. Once the Project is undertaken, the Contractor will provide updated estimates of the time required to complete the project, if the estimate is significantly different for the original estimate.

#### **ADDITIONAL TERMS:**

1. This agreement has a base period from the first day of the month following the date of last signature through to June 30, 2013. The agreement can be extended by mutual written agreement of Contractor and University for additional one (1) year option periods. The option to extend the contract may be exercised four (4) times.
2. The Contractor agrees to travel to Corvallis at least on a quarterly basis for periods not to exceed five (5) days, as needed to successfully complete grant proposals, or as requested by the Vice President for Research. The sum not to exceed is inclusive of all materials, supplies, travel and lodging. OSU will reimburse Contractor for travel expenses. Contractor is required to follow the policy provisions of the Oregon University System (OUS) Contractor Travel Reimbursements Policy OUS Fiscal Policy number 70.200 which can be found at <http://www.ous.edu/dept/cont-div/fpm>. Contractor is not required to complete a contractor travel reimbursement request or submit receipts. Contractor must include travel expenses on Contractor's invoice. Contractor may not use OSU Travel Contracts for their travel.
3. Reports: The Contractor will provide the University with a monthly report about activities undertaken during the previous month. The report will contain, at a minimum, a list of the opportunities presented to the Contractor for consideration during the month; a list of current accepted and active Projects; an estimate of the number of person days devoted to each project cumulatively over the duration of Project; estimated completion (submission) dates for each Project and the (revised, if necessary) estimated number of person days required for the completion of each project. The Contractor shall also include narrative updates and discussion of issues associated with each Project in the monthly reports. Reports should be sent to:

Dr. Richard W. Spinrad, Vice President for Research  
A312 Kerr Administration Building  
Oregon State University  
Corvallis, OR 97331

Or electronically to: [Rick.spinrad@oregonstate.edu](mailto:Rick.spinrad@oregonstate.edu)  
With a copy to: [Rich.holdren@oregonstate.edu](mailto:Rich.holdren@oregonstate.edu)

4. Payment: The Contractor will submit detailed invoices to the OSU monthly, and OSU will pay Contractor in accordance with the actual number of person days devoted to this Contract during the invoice period. Progress will be reviewed on a semi-annual basis by the Vice President for Research, encouraging the pursuit of additional known or suspected opportunities in which the Contractor is not yet engaged.

Invoices should be sent to:  
OPAA  
B306 Kerr Administration Building  
Oregon State University  
Corvallis, OR 97331

# ATTACHMENT C

## Confidential Disclosure Agreement

The parties to this agreement are The State of Oregon acting by and through the State Board of Higher Education on behalf of Oregon State University, an educational institution having offices at A312 Kerr Administration Building, Corvallis, Oregon 97331-2140 ("University") and, \_\_\_\_\_ with a place of business at \_\_\_\_\_ ("Contractor").

### BACKGROUND:

1. University is in possession of confidential information related the development of innovative, novel or unique concepts which may include data, know-how, formulae, processes, designs, sketches, photographs, plans, drawings, specifications, samples, reports, customer lists, price lists, studies, findings, inventions, trade secrets, software, prototypes, or ideas ("Information"), and will be making such Information available to the Contractor for the possible development of highly competitive research proposals for submission to extramural funding sources.
2. Contractor includes employees, agents, representatives, corporate officers, subcontractors, and all third parties.
3. University regards Information that it may disclose pursuant to this Agreement to be confidential, proprietary Information.
4. The University is willing to disclose Information to the Contractor upon the terms set forth below.

### THE PARTIES AGREE AS FOLLOWS:

5. Notwithstanding any other term of this Agreement, the University's obligations under the Agreement are subject to the limitations and conditions of the Oregon Public Records Law ORS 192.410 - 192.505.
6. The Contractor agrees to receive in confidence, Information disclosed to it by University. Internal dissemination of the University's Information by the Contractor is limited to those employees whose duties justify their need to know such Information and then only on a basis of a clear understanding by those employees of their obligation to maintain the confidential status of such Information and to restrict the use of such Information solely to the limited use agreed upon between the parties and not disclose such Information to a third party.
6. The amount of Information to be disclosed is completely within the discretion of the University.
7. The Information may be supplied to the receiving party in written, oral or electronic form. The Information will be identified as being confidential and disclosed under this Agreement. Any Information, which is disclosed in oral form, will be confirmed in written summary form within thirty (30) days after the date of the oral disclosure.
8. Information disclosed by University shall only be used by the Contractor to fulfill the tasks and obligations described in the Statement of Work attached to this RFP (**Attachment B in Exhibit A**).

9. The obligations of confidentiality under this Agreement will extend for a period of five (5) years beyond the End Date of this Agreement, including any and all extensions to the agreement.
10. Nothing in this Agreement will deprive the Contractor of the right to use or disclose any of the Information:
  - a. which is, at the time of disclosure, generally known to the trade or to the public;
  - b. which becomes at a later date generally known to the trade or to the public through no fault of the Contractor and then only after said later date;
  - c. which is possessed by the Individual as evidenced by the Contractor's written or other tangible evidence, before receipt thereof from the University;
  - d. which is disclosed to the Contractor in good faith by a third party who has an independent right to such Information.
11. The Contractor acknowledges that all Information received from the University is the exclusive property of the University, and that this Agreement does not grant a license or option to the Contractor under intellectual property rights held by the University.
12. The Contractor acknowledges that University may have students or employees who are foreign nationals who may be working with any Information the Contractor provides to University. The Contractor agrees to inform University, before providing any Information, whether the Information is subject to Export Administration Regulations or International Traffic in Arms Regulations and if so what Commerce Control List number(s) or U.S. Munitions List number(s) it is controlled under. University will have the right to decline or limit the receipt of such Information. The parties acknowledge University operates under the fundamental research exemption from export controls. While University currently maintains its Information as confidential for the purpose of protecting intellectual property, University's intent is to publish University's own research results in a timely manner as required to maintain University's fundamental research exemption status.
13. Upon request of the University and in any event upon the termination of the relationship between the parties, the Contractor will deliver to the University all memoranda, notes, records, tapes, documentation, disks, manuals, files of other documents and all copies of the same, concerning or containing Information that are in the Contractor's possession, whether made or compiled by the Contractor or furnished to the Contractor by the University.
14. Any invalidity, should it arise, of one or more sections(s) of this Agreement will not affect the enforceability of any or all of the other sections within this Agreement.
15. This Agreement is governed and construed in accordance with the laws of the State of Oregon.
16. The "Effective Date" of this Agreement is the last date of the signatures to this Agreement.
17. This Agreement embodies the entire understanding between the parties with respect to the subject matter described within this Agreement. This Agreement supersedes all previous communications, representations or undertakings, either verbal or written, between the parties with regard to Information.
18. Please return a signed copy of this Agreement to:

Procurement and Contract Services  
Oregon State University  
Corvallis, Oregon 97331  
Voice: (541)  
Fax: (541) 737-2170  
e-mail: PACS@oregonstate.edu

737-4261



This Agreement is effective when signed below or in counterpart, and photocopy, facsimile, electronic or other copies have the same effect for all purposes as an ink-signed original.

STATE OF OREGON, Acting by and  
through the STATE BOARD OF  
HIGHER EDUCATION on behalf of  
OREGON STATE University

CONTACTOR

\_\_\_\_\_  
*Procurement and Contracts*                      Date  
*Your Title Here*

\_\_\_\_\_  
Signature    Date

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Phone/e-mail

**EXHIBIT B  
CERTIFICATIONS**

By signature on this certification the undersigned certifies that they are authorized to act on behalf of the Proposer and that under penalty of perjury the undersigned will comply with the following:

**SECTION I. OREGON TAX LAWS**

The undersigned hereby certifies under penalty of perjury that the undersigned is authorized to act on behalf of Proposer and that Proposer is, to the best of the undersigned's knowledge, not in violation of any Oregon Tax Laws. For purposes of this certification, "Oregon Tax Laws" means a state tax imposed by ORS 320.005 to 320.150 and 403.200 to 403.250 and ORS chapters 118, 314, 316, 317, 318, 321 and 323 and the elderly rental assistance program under ORS 310.630 to 310.706 and local taxes administered by the Department of Revenue under ORS 305.620.

**SECTION II. AFFIRMATIVE ACTION**

The undersigned hereby certifies that they have not discriminated against Minority, Women or Emerging Small Business Enterprises in obtaining any required subcontracts, pursuant to OAR 580-061-0030 (3).

**SECTION III. COMPLIANCE WITH SOLICITATION**

The undersigned agrees and certifies that they:

1. Have read, fully understands and agrees to be bound by the Request for Proposal and all Exhibits and Addenda to the Request for Proposal; and
2. Are an authorized representative of the Proposer, that the information provided is true and accurate, and that providing incorrect or incomplete information may be cause for rejection of the Proposal or Contract termination; and
3. Will furnish the designated item(s) and/or service(s) in accordance with the Request for Proposal and the Contract; and
4. Has provided a correct Federal Employer Identification Number or Social Security Number with the Proposal.

**SECTION IV. PERMISSIVE COOPERATIVE PROCUREMENTS**

If Proposer is awarded a contract from this Request for Proposal, Proposer hereby (check one)

agrees

disagrees

to offer the resulting contractual terms and prices to other public institutions.

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name (Type or Print): \_\_\_\_\_ Telephone: (\_\_\_\_) \_\_\_\_\_

Title: \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

FEIN ID# or SSN# (required): \_\_\_\_\_ Email: \_\_\_\_\_

Company: \_\_\_\_\_

Address, City, State, Zip: \_\_\_\_\_

Construction Contractors Board (CCB) License Number (if applicable): \_\_\_\_\_

Business Designation (check one):

Corporation     Partnership     LLC     Sole Proprietorship     Non-Profit

Minority, Women & Emerging Small Business (MWESB) Certified Firm:  Yes  No

If yes, Minority, Women & Emerging Small Business (MWESB) Certification Number: \_\_\_\_\_

**EXHIBIT C  
REFERENCES**

**REFERENCE 1**

COMPANY: \_\_\_\_\_ CONTACT NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_  
CITY, STATE ZIP: \_\_\_\_\_ FAX NUMBER: \_\_\_\_\_  
WEBSITE: \_\_\_\_\_ E-MAIL: \_\_\_\_\_  
GOODS OR SERVICES PROVIDED: \_\_\_\_\_

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**REFERENCE 2**

COMPANY: \_\_\_\_\_ CONTACT NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_  
CITY, STATE ZIP: \_\_\_\_\_ FAX NUMBER: \_\_\_\_\_  
WEBSITE: \_\_\_\_\_ E-MAIL: \_\_\_\_\_  
GOODS OR SERVICES PROVIDED: \_\_\_\_\_

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**REFERENCE 3**

COMPANY: \_\_\_\_\_ CONTACT NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_  
CITY, STATE ZIP: \_\_\_\_\_ FAX NUMBER: \_\_\_\_\_  
WEBSITE: \_\_\_\_\_ E-MAIL: \_\_\_\_\_  
GOODS OR SERVICES PROVIDED: \_\_\_\_\_

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