

July 11, 2013

Title: INTENT TO SOLE SOURCE

SOLE SOURCE: Heather Anderson to Lead A Support Team for PSU's Lightweight and Modern Metals Manufacturing Innovation (LM3I) Proposal.

REQUIREMENTS/SPECIFICATIONS:

SOLE SOURCE:

Pursuant to OAR 580-062-0020(8), the Portland State University Maseeh College of Engineering & Computer Science and the PSU Office of Contracting and Procurement Services has determined that Heather Anderson qualifies as a sole source for leading a PSU support team to develop a unique solicitation leading to a subsequent multi-million dollar PSU proposal to the Department of Defense.

The time frame for preparing PSU's proposal is very short as the concept paper to is due August 9.

Heather Anderson is local, and has experience preparing Department of Defense proposals with a consortium of partners. With her DOD proposal experience, Heather will lead the support team for PSU's Lightweight and Modern Metals Manufacturing Innovation (LM3I) proposal.

Heather will assist with the formulation of PSU's bidding strategy, identify key drivers, summarize relevant past performance within PSU, make recommendations to improve proposal competitiveness, and draft proposal text. This preparatory work includes establishing processes for collaboration of multiple contributors, building "strawman" organization and budgets based on team inputs, and creating a draft.

Initially, a solicitation will be created and issued. Heather will revise the draft as needed, identify writers for needed content, line up proposal reviewers, coordinate the reviews and manage the process of finalizing the final draft.

A total project Scope of Work is attached to this Intent to Sole Source for public review.

An entity may protest this determination in accordance with OAR 580-061-0145 no later than July 18, 2013, 4:00 P.M. PDT. Protests must be submitted to PSU's Contracting and Procurement Services (CAPS), Portland State University, Suite 260, Market Center Building, 1600 SW 4th Avenue, Portland, OR 97201, or to P.O. Box 751 – FAST CAPS, 97207-0751.

For added information, please contact Bill Terry, Contracts Officer, at 503.725.9869, or wterry@pdx.edu.

Detailed Statement of Work

Lead the support team for the PSU Lightweight and Modern Metals Manufacturing Innovation (LM3I) Institute proposal. Taking direction from the Managing Committee Heather will assist with the formulation of bidding strategy, identify key drivers, summarize relevant past performance, make recommendations to improve proposal competitiveness and draft text for proposal responses as needed.

Prior to the solicitation announcement, preparatory work will begin in earnest to:

- Establish collaborative writing environment and "war room" from existing team sources to enable easy, effective contributions and review of materials;
- Establish routine coordination meeting schedules and broader team communication messaging;
- Collect existing content from all members to serve as a base for the first draft;
- Build "strawman" organization and budgets based on team inputs;
- Facilitate brainstorming for "Seed Projects"; and
- Begin drafting anticipated sections (Technical Approach, Management Approach, Cost, CVs.)

Once the solicitation has been issued, the previously developed themes and component sections of the proposals will need to be refined and adjusted to best meet the published review criteria. Heather will work the Management Committee to:

- Quickly provide specific guidance on what sections, approaches and write-ups will be revised;
- Work with the partner organizations to identify writers a/o content as necessary;
- Line up reviewers; and then
- Update and promulgate the new schedule based on this new information.

In conjunction with other proposal support staff Heather will help collect content, draft sections and edit as needed. She will coordinate reviews, assist with the compilation of cost documentation, and help assemble the first review draft.

Assuming time allows, Heather will facilitate a "red-team" review of the First Review Draft. The red-team panelists, as identified by the Management Committee, will provide targeted feedback of first review draft based on solicitation criteria.

Heather will then assemble the feedback and with the Management Committee's approval and work with the team to incorporate the feedback into a Coordination (2nd) Review Draft. This draft will be coordinated with the approving entities of the partners specifically to ensure all partner commitments are accurately documented. The larger team will also review this draft for any errors or omissions. Once that feedback has been incorporated, the new draft will become the Final Draft.

Heather will distribute the Final Draft version of the proposal for approval. Once the final draft has been approved Heather will help ensure the proposal is submitted in advance of the deadline.