

DMDII 15-08 Project Process

DMDII-15-08 Digital Manufacturing & Design Specialization

Katie Tillery-Merk

Project Manager

Katie.Tillery-Merk@uilabs.org

January 14, 2016

Project Call Overview



- **Award Total:** \$500,000 DMDII funding for one or more course developers
- **Cost Share requirement:** 1:1 – Proposals not meeting the 1:1 requirement will not be accepted.
- **Project Period of Performance:** 6-12 Months
- White papers, questions about white paper development or the proposal process should be submitted to **DMDII@uilabs.org**
- **White Paper submissions are due: 12:00PM Central Time, February 15, 2016**

DMDII's Role in the Project Execution



- **Monitor** progress of course development
- **Assist** in the Content Development
- **Liaison** between Coursera and Team Lead organizations during project execution

Project Call Documentation



- Project Call Release Document
- White Paper Template
- Technical Data/IP Disclosure and Assertion Form
- Representation and Certifications Form
- Statement of Work Template
- Intellectual Property Management Plan Template
- Cost Share Guidance
- Cost Format Template

Documentation Required



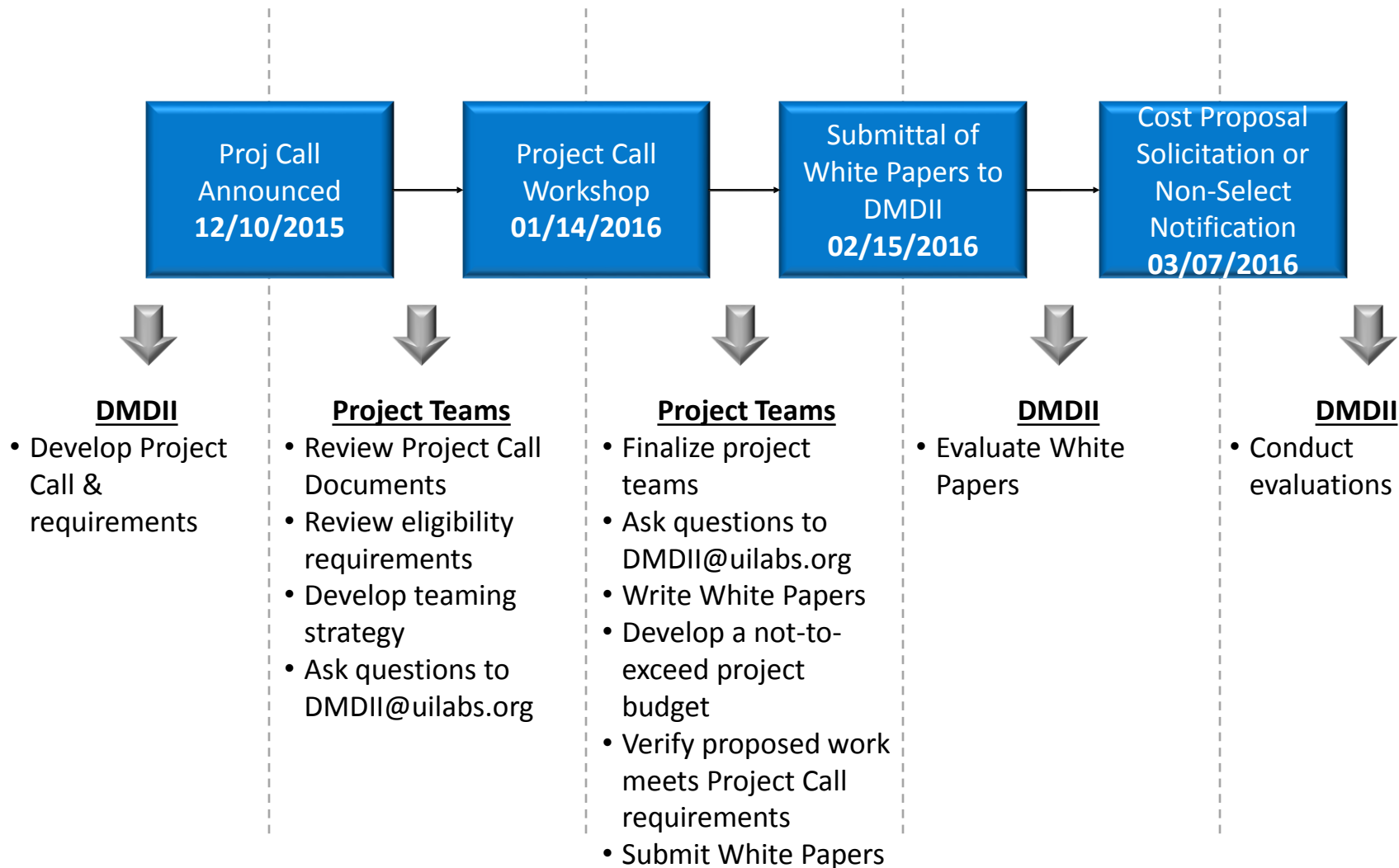
Phase 1: White Paper Submittal

- White Paper
- Resume of Principle Investigator
- Resumes of Key Personnel & Instructors
- Letters of Commitment from Sub-recipients
- Technical Data/IP Disclosure and Assertion Form

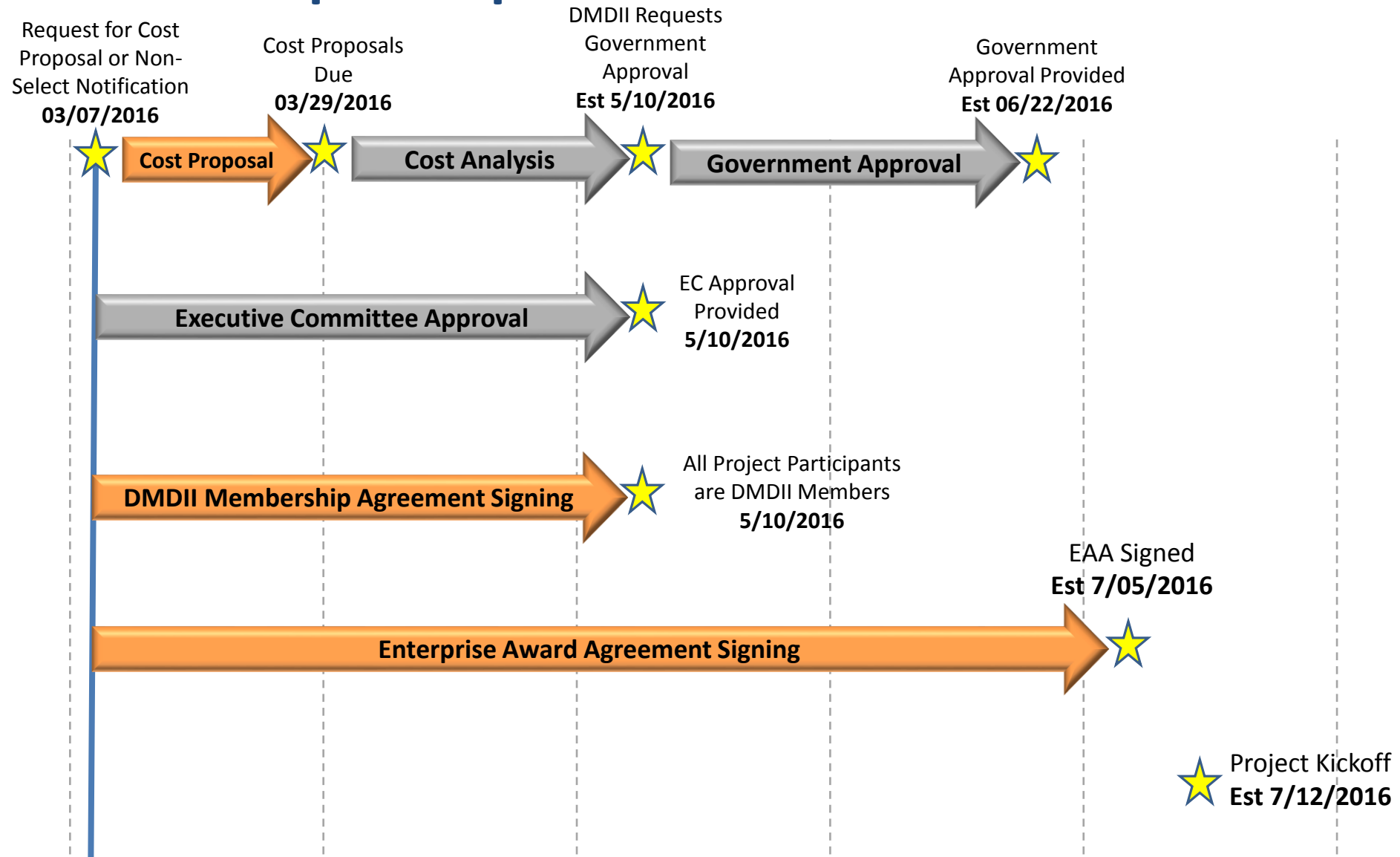
Phase 2: Cost Proposal Submittal and Enterprise Award Agreement

- Cost Proposal Narrative
- Cost Proposal Format (from each Project Participant)
- Statement of Work
- IP Management Plan
- Reps and Certs Form

Project Call Process Overview



Estimated award timeline & milestones to be completed prior to award



Proposal Review Process



Proposals Received

- Evaluators identified to review, score and determine selectability of the White Papers

Evaluators represent:

- Industry
- Government
- Academia

Evaluation Criteria	Points
Instructor and Institutional Resources	0-20 Points
Program Management Plan	0-15 Points
Basic Articulated Requirements	0-10 Points
Subject Area Alignment	0-15 Points
Content	0-30 Points
Cost Factors	0-10 Points
Total Points Possible	100 Points

Cost Realism Form



Cost Realism Form				
*To be completed by Offeror and evaluated by Technical Evaluators				
Cost Element	Requested Funding	Cost Share	Total	Brief Explanation or Description
Lead Organization Lead Labor Hours	\$125,000 1000 hrs	\$100,000 500 hrs	\$225,000 1500 hrs	1000 hours of engineering and 500 hours of program management
Subrecipient #1 Sub #1 Labor Hours	\$25,000 500 hrs	\$50,000 250 hrs	\$75,000 750 hrs	250 program management hours 500 engineering hours
Total Subcontractors	\$25,000	\$50,000	\$75,000	
Material/Equipment		\$0	\$0	
Travel	\$5,000	\$5,000	\$10,000	4 trips to Chicago from New York for Project Reviews
Other Direct Costs	\$0	\$0	\$0	
Indirect Costs	\$0	\$0	\$0	
TOTAL	\$155,000	\$155,000	\$310,000	

Cost Proposal Lessons Learned



- Fee or Profit is **Not** allowed for any Project Participant
- 1:1 cost share is required
- All cost share proposed must be labor, materials, other direct costs, etc. that is necessary to complete the scope of work
- Each project participant must complete the Cost Format excel package and ensure it is filled out **completely** and **accurately**
- Offerors must also certify that a fair and reasonableness assessment has been performed on all Project Participants/Subcontractors, Consultants, etc.
- Cost Proposals must include a copy of the **basis of cost documentation** (i.e. vendor quote, past POs, etc.) for all Material/Equipment/Software/Other Direct Costs proposed

***Providing a detailed and accurate cost proposal decreases the amount of time it takes to complete the cost analysis and the overall amount of time between cost proposal submittal and final approval of the project.**