



The Digital Manufacturing Institute

MxD REQUEST FOR PROPOSAL

PPK OVERVIEW

MxD-19-03: High-Volume, Low-Cost Item Serialization

Revision 1.0 Release Date: June 12, 2019

Contact: Emily Jerger
Project Engineer
MxD
projects@mxdusa.org

MxD
1415 North Cherry Ave
Chicago, IL 60642

TABLE OF CONTENTS

I.	Record of Change.....	3
II.	Introduction.....	3
III.	Submission Instructions	3

I. RECORD OF CHANGE

Revision	Date	Sections	Description
1.0	12 June 2019	N/A	Original

II. INTRODUCTION

The Proposal Preparation Kit (PPK referenced as the Kit) includes a PPK overview document and attached proposal templates and references. The PPK Overview provides background and guidance for the preparation of required forms and instructions needed to submit to a MxD Request for Proposal. The PPK Overview offers detailed instructions on how to respond to this RFP and provides attachments with the required proposal templates. It is intended to provide the basic information necessary for assembling complete and compliant proposals and to help explain those areas that usually generate the most questions from Offerors.

NOTE: MxD recommends Offerors review the Request for Proposal Technical Summary & Program Overview prior to the PPK.

III. SUBMISSION INSTRUCTIONS

Each project team which is planning on submitting a full technical and cost proposal must submit their Technical Proposal (pdf) and Cost Proposal no later than 05:00PM Central Time, July 12, 2019. All Submissions should be made electronically to projects@mxdusa.org. Please include the RFP designation (e.g., "MxD-<xx>-<xx> – <RFP Title> - <Offeror Names> - <Proposal Title>") in the subject line of the email.

To facilitate project teaming, MxD will request contact information from parties interested in teaming during the first week of the proposal period. MxD will then disseminate the compiled list of contacts to the responders via email. If you are interested in submitting your contact info to this distributed list, please email projects@mxdusa.org by 5:00PM Central Time, June 19, 2019 with the following information:

“Subject: MxD-XX-XX RFP Teaming

[Organization Name]

[Name of Contact]

[Email address of contact]

[1 sentence description of expected contributions to Offeror Proposal]

I agree to have the information herein disseminated to other organizations that have indicated interest in teaming for MxD’s RFP XX-XX.”

Key Dates	
RFP Released	06/12/2019
Teaming Interest Email Deadline	5PM CT 06/19/2019
Teaming Contact Info Disseminated by MxD	06/20/2019
Technical and Cost Proposal Due	5PM CT 07/12/2019

The following sections provide guidance on how to develop the necessary documentation required to submit to this RFP and how it will be evaluated. Below are the documents (organized by PPK folder) that must be completed and submitted by their respective due dates:

- 1) Technical Proposal
 - a. Technical Proposal Template
 - b. Technical Proposal Attachments
 - i. Resume of the Principal Investigator
 - ii. Resumes of Key Technical Performers
 - iii. Letters of Commitment
- 2) Cost Proposal
 - a. Cost Proposal Excel Sheet (for each Offeror organization)
 - b. Cost Narrative (for each Offeror organization)
 - c. Foreign Firms, Travel, and Non-U.S. Citizens Notification
- 3) Enterprise Award Agreement (EAA)
 - a. EAA
 - b. Intellectual Property Management Plan (IPMP) Excel Sheet

Instructions for completing these documents are provided as following:

- The instructions for completing the Technical Proposal are in the Technical Proposal template provided in the PPK folder. All questions are required, and attachments should be included.
- Please reference the MxD Cost Proposal Development Guide for instructions on how to develop the Cost Proposal. An example Cost Proposal Excel Sheet and Cost Narrative are provided for reference. Substantiating documentation should be submitted to MxD with the Proposal.
- Please review the EAA prior to submission. All Offerors must submit a completed IP Management Plan (Excel Sheet) with the Proposal. Instructions for completing the IPMP are provided in the template. The IPMP must contain Background Intellectual Property (BIP), Project (Foreground) IP, and assertions of limited rights to the Government.

Proposals that do not include the minimum requirements identified in the RFP and this PPK will be deemed non-responsive and will not be evaluated.