



11/2/2022

**Request for Proposal (RFP) No.: 23-0112**

- 1. Battelle Memorial Institute (Battelle) hereby requests Offeror submit a written proposal based on the Statement of Work located at Attachment No. 1
- 2. **Type of Agreement:** A T&M Subcontract is anticipated.

3a. If Offeror intends to propose Lower-Tier Subcontractors which shall receive a compensation form under any type of flexibly priced Subcontract term such as Cost-Reimbursement (Including such types as Cost Plus Fixed Fee; Cost Plus Incentive Fee, Cost Plus Award, Time and Materials, or Fixed Price Redetermination), Subcontractor shall provide the following as a part of their proposal:

Name of	Subcontractor	Type of Subcontract
1) _____	_____	_____
2) _____	_____	_____
3) _____	_____	_____

3. **Period of Performance.**

The anticipated award of the subcontract is 1/1/2023 with a period of performance extending through 6/30/2024. If Offeror anticipates options, please define as follows:

- 4. **Award.** Any effort expended and any costs or expenses incurred by the Offeror as a result of this RFP shall be the sole responsibility of the Offeror. There is no obligation for Battelle to cover any Offeror costs incurred as a result of this RFP.

**Evaluation Criteria and Award and Basis of Award**

**Best Value.** [For awards based on “best value” Battelle and its client, use the following language as a basis in determining evaluation criteria. The below evaluation criteria should be altered/tailored to meet the needs of the project with the assistance from the requester/technical staff.]

The subcontract/purchase order(s) resulting from this RFP will be awarded to the responsible offeror(s) whose offer conforms to this solicitation and is most advantageous to Battelle and its client, cost or other factors considered. .

The following evaluation factors and sub-factors and respective weightings shall be used to determine the “best value” to Battelle and its client.

- (a) Technical Evaluation (70%)
  - (i) Ability to meet the curriculum specifications
  - (ii) Program Implementation Plan
  - (ii) Program Monitoring and Evaluation Plan

- (b) Price Evaluation (30%)

The subcontract resulting from this RFP will be awarded to the responsible offeror(s) whose offer conforms to this RFP and represents the best value to Battelle and its client.

5. **Cost/Price Submittal Requirements.** The detailed information requested in Attachment No.2, Cost Proposal Instructions, shall be submitted as part of the Offeror's proposal/quote.

6. **Terms and Conditions:**

Battelle's standard terms and conditions plus applicable US Government provisions are provided in Attachment No. 3 of the RFP. Any exceptions or deviations taken to the terms and conditions must be noted in the proposal. **Note: Significant changes to the terms may result in the offeror as being non-responsive.**

Battelle's standard terms and conditions can be reviewed at the following link:  
[Government Subcontracts Terms and Conditions](#)

7. **Small Business Subcontract Plan.** (Not applicable to small business or non-US entities.) In the event your proposal exceeds \$700,000.00 (\$1.5 Construction of Public Facility) (this dollar amount must match the threshold specified in FAR 19.708(b) and related clause 52.219-9 in the prime contract) in total (including base year plus option years), a Small Business Subcontracting Plan in accordance with FAR 52.219-9 will be required prior to award.
8. **Certified Cost or Pricing.** In the case of inadequate price competition, and if the Offeror's proposal/quotation is expected to exceed \$750,000 a Certificate of Cost or Pricing Data may be required at the conclusion of negotiations.
9. **Validity Date.** Offeror's proposal must remain valid for 90 days from the date of submission of the proposal and must be so stated in Offeror's proposal.
10. **Certifications/Questionnaires.** As part of Offeror's proposal and before any award may be made, the following certifications must be completed:

- Representations, Certifications and Other Statements of Offeror (*If you have already completed Representations and Certifications within the last year, Battelle will rely on those for this procurement (including any Proprietary Data with Limited Rights assertion), however, if there is a change in Representations and Certifications previously sent, please resubmit the entire Representations and Certifications or just the pages that would be affected by this new procurement.*)

**If your organization is a small business please visit Battelle's Office of Supplier Diversity (OSD) website <https://www.battelle.org/doing-business-with-us/suppliers/supplier-diversity> for information on becoming registered with Battelle . If you have specific questions regarding the registration process or doing business with Battelle, please contact the OSD at 614.424.7156.**

11. **Technical and/or Contractual Inquiries:** Any technical and/or contractual inquiries relative to this RFP should be directed, in writing, to Battelle through the attention of the cognizant Subcontract point of contact no later than 5PM (EST) on 11/15/2022. Please note that the Subcontract point of contact is the only individual authorized to legally commit Battelle to the expenditure of funds related to this RFP/RFQ.

12. **Proposal Submission.** Offeror's proposal and supporting information must be received by the undersigned no later than 5PM (EST) on 11/30/2022 at the following address:

Kristen Salmans  
salmansk@battelle.org

Offeror's proposal must be dated and a point of contact, including email address, must be included on the proposal.

13. **Gratuities:** By acknowledgement of response to this RFP, the Offeror hereby certifies that no gratuities were offered by the Offeror or solicited by any Battelle employee either directly or indirectly. Any situation where a gratuity is solicited should be reported immediately to the Office of General Counsel.
14. **Technical and/or Contractual Inquiries.** Any technical and/or contractual inquiries relative to this RFP should be directed to Battelle through the attention of the cognizant Subcontracting Representative or Project Manager as follows. Please note that the Subcontracting Representative is the only individual authorized to legally commit Battelle to the expenditure of funds related to this RFP.

Contractual  
Battelle Columbus Operations  
505 King Avenue  
Columbus, OH 43201  
Attn: Kristen Salmans  
Phone: 614.424.4827  
Email: [salmansk@battelle.org](mailto:salmansk@battelle.org)  
(Email communication preferred)

Technical  
Battelle Columbus Operations  
505 King Avenue  
Columbus, OH 43201  
Attn: Naz Kavak  
Email: [kavak@battelle.org](mailto:kavak@battelle.org)

Your consideration regarding a response to this solicitation is appreciated.

Sincerely,



Enclosures:

Attachment 1, Statement of Work  
Attachment 2, Cost Proposal Instructions/Requirements

## STATEMENT OF WORK

### Middle School STEM Curriculum

#### Scope of Work and Deliverables

Request for Proposals: Supplemental Middle School STEM Curriculum

#### Purpose:

The Ohio STEM Learning Network is a public private partnership between Battelle and the Ohio Department of Education. The vision that drives the network is that every Ohio community has access to a quality STEM Education to drive Ohio's economic future. We champion STEM education by establishing a network of professional learning programs and enduring partnerships between schools, communities, and industry. To support this vision, OSLN seeks to make available to all middle schools in the state a supplemental curriculum to educate students on the variety and benefits of STEM careers.

#### Target Population – Middle School Grades 5-8

#### The curriculum must:

1. Provides age-appropriate learning opportunities:
  - a. for applied learning in professional STEM careers;
  - b. for STEM/STEAM business and industry awareness and exploration;
  - c. that have the ability to be customized and differentiated to meet the needs of diverse student learners ( i.e.. students with IEPs, ELL students, students requiring differentiation);
  - d. that emphasize the benefits (social and professional) of local, national, and international STEM careers.
  - e. align directly with Ohio academic standards;
  - f. that are not limited to science classrooms, but be applicable in multiple subject areas.
2. Accessible to all Ohio schools serving students in grades 5 through 8.
3. Be easy to navigate for teachers and students.
4. Be authentic and culturally sensitive by giving students opportunities to see their identities (variety of ethnicities, cultural backgrounds, abilities, and genders, etc.) reflected within curriculum resources).
5. Be user-friendly for all Ohio schools (including rural):
  - a. accessible online.
  - b. materials are available to implement in an unplugged format (for example downloadable materials, lesson plans that can be facilitated offline if a class is not one-to-one with devices).
  - c. minimal PD needed for teachers to execute; no additional materials and/or purchases required for teachers to implement.
  - d. Compatibility with multiple SIS/LMS platforms, Windows, iOS, etc; ability to auto-populate rosters, port data to LMS platforms as needed, and grade with ease as desired.
  - e. automatically produce reports detailing the academic skills of students without requiring teachers to separately analyze these skills.

**Project Deliverables – The organization chosen for statewide licensure shall:**

1. Implement an online curriculum
  - a. Through the length of the contract, the intent is to make available said curriculum to all Ohio middle schools (grades 5-8). The number of licenses distributed and number of students impacted will be reported to Battelle on a quarterly basis.
2. Provide online hosting for the curriculum
  - a. In coordinating with the “granting” of licenses, the organization will provide hosting services for the online curriculum.
3. Provide training to partnering schools on how to use the online curriculum
  - a. The organization will provide both web-based training for the use of the curriculum.
  - b. Training will be delivered throughout the length of the contract. The number of trainings will be reported to Battelle on a quarterly basis.
4. Adjustments and updates to the curriculum will be reported to Battelle on a quarterly basis.
5. Conduct data collection and analysis to track student usage of the curriculum.
  - a. Data collection will be on-going throughout the length of the contract. The number of students impacted by grade level and gender, the number of schools participating, and level/frequency of school usage will be reported to Battelle on a quarterly basis, which will culminate in an annual report on effectiveness and usage of the curriculum.

**Goals – The organization chosen for statewide licensure shall:**

1. Increase student interest, participation, and achievement in STEM;
2. Expand teacher access to high quality STEM teaching and learning resources (centers around domain two of the [Ohio STEM Designation rubric](#));
3. Increase student awareness of in-demand STEM careers that will need to be filled.

**Proposals will be assessed on the following:**

1. Ability to meet the curriculum specifications and identified deliverables outlined above.
2. The organization must provide a complete and accurate cost proposal with a clear narrative that links to the activities in the program (Attachment 2).
3. Program Implementation Plan: The implementation plan should incorporate a detailed activity narrative along with clear and logical steps that connect activities to the program and selected outcomes.
4. Program Monitoring and Evaluation Plan: The monitoring and evaluation plan should provide key details on the expected impact of the program and set clear targets to measure progress towards outcomes.

As part of the agreement, Battelle is responsible for providing support of the implementation of the STEM curriculum in the Ohio middle schools.

- Support includes advertising opportunities on the Ohio website, publicizing news regarding schools that have implemented and encouraging (emails, web coverage) participation.
- Facilitate the orientation and training sessions at hubs, as requested.
- Facilitate/Promote the organizations' training sessions at OSLN convenings.
- Facilitate the advertising of the application site on the OSLN website
- Serve in advisory capacity to the organization for implementation.

**Submission Instructions:**

The submission narrative must be no longer than 5 pages, not including budget or cost proposal narrative as outlined in Attachment 2.

## COST PROPOSAL INSTRUCTIONS/REQUIREMENTS

Costing inputs should be provided in sufficient detail for Battelle and its client to complete a cost/price analysis to determine fair and reasonableness as per the prime contract requirements and applicable U.S. Government (“Government”) regulations and statutes. Your summary sheets shall use a template identical or similar to the attached. Please note that Offeror’s cost proposal shall be subject to the applicable FAR principles relating to cost and/or pricing data.

Additional instructions for the following basic elements of costs are applicable:

1. **Direct Labor:** Provide the following:

- **Hourly rates:**

*T&M – (Time and Material) fully burdened rates including fee.*

*FFP – (Firm Fixed Price) burdened rates including fringe benefits, and/or overhead, and G&A (General Administrative expenses). Fee is to be shown separately.*

*CR – (Cost Reimbursement) base hourly rates, overhead and fees are to be separately identified.*

*If your proposed rates exceed more than one fiscal year and the labor rates will change then please provide a time-phased breakdown of labor rates and any escalation factors (refer to 8).*

- **List of the individuals or labor categories being proposed.**
- **The number of hours per labor individual or labor category.**
- **Total number of labor dollars proposed per individual/labor category.**
- **Qualifications**  
Provide a description of the qualifications, i.e. degree(s) and years of related experience (or a resume that includes the individual’s degree and years of related experience) for all individuals or labor categories proposed

Address for place of performance: \_\_\_\_\_

2. **Materials, Equipment, Other Direct Cost:** Provide a consolidated price summary broken down by individual material quantities, description, etc. For travel, specifically breakout costs for each trip separately showing scheduled date, departure city, destination, number of people, duration, and number of trips.  
If the Offeror’s material costs being proposed exceed \$3,500 please also provide a basis for pricing (i.e. vendor quotes, invoice prices, etc.) for any item exceeds \$3,500. Also provide any quotations received. Such quotations shall contain the item description, unit price, unit of measure, quantity and total price. Also, provide a description of Offeror’s purchasing system or methods—for example, how sources are selected, under what circumstances when quotes are obtained, what provisions are made to ensure quantity and other discounts, and how quotations are determined fair and reasonable. State whether or not Offeror’s purchasing system has been approved by the Government and, if so, provide evidence of such approval.
3. **Indirect Rates and Cost:** Offeror’s indirect rates and costs shall be shown separately with the associated direct elements of costs. *(This is only required for Cost Reimbursement type proposals (other than Time and Material) or unless otherwise required by US Government.*
4. **Estimating Methodology:** For proposals that exceed \$150,000 please provide a summary description of the proposed standard estimating system or methods. The summary description shall cover separately each major cost element (e.g., Direct Material, Engineering Labor, Indirect Costs, Other Direct Costs, Overhead, G&A, etc.) and should also address any escalation factor utilized in your estimating methodology. Also, provide the standard

- estimating month (i.e., 152 hours equals 1 equivalent person month). Identify any deviation from the standard estimating procedures in preparing this proposal volume.
5. **Fee Percentage:** For fixed price and cost reimbursement proposals please provide the amount of fee and how it is calculated.
  6. **Escalation Factor:** If an escalation factor is used please state the percentage escalation used and the basis of the factor, such as DRI (Data Research Index), etc.
  7. **Contractor-Acquired Property, Government-Furnished Property, and Government Property:** List all Contractor-Acquired Property, Government-Furnished Property, and Government Property, as defined in FAR 45, to be provided to/acquired by Offeror.
  8. **Standard Estimating System:** Provide a description of Offeror's standard estimating system or methods of estimating. Cover separately each major cost element and identify any deviations from Offeror's standard estimating systems.
  9. **Basis of Estimate (BOE):** For proposals that exceed \$150,000 please provide written basis of estimate for the labor estimating rationale and methodology, and labor category and hours proposed. In addition, provide direct labor classification statement to include minimum qualifications (education, training, experience, etc.) for each category of labor proposed. Do not reflect any dollar amounts or labor rates in the BOE. The direct labor hours proposed in the BOE shall align with hour's bid described above.
  10. **Additional information to support the quotation:**
    - a. Proposals submitted may be subject to technical and fact finding type audit.
    - b. If the proposal exceeds the Truthful Cost or Pricing Data (TCPD) threshold, and is subject to TCPD by the prime contract or solicitation and is not subject to any TCPD exemptions, a Certificate of Current Cost or Pricing will be required at the conclusion of negotiations.
    - c. The information provided herein is the property of Battelle and is provided for your information only. Any disclosure of this information to a third party is prohibited without Battelle's prior written consent.
    - d. The following are only required if the quotation/proposal is a cost reimbursement type proposal or unless otherwise required by US Government proposal provisions.
      - The Offeror is requested to disclose if the direct/indirect rates utilized in their proposal are in accordance with US Government approved Forward Pricing Rate Agreement (FPRA). The Offeror is requested to disclose the name, address, and telephone number of their cognizant DCAA audit authority.
      - If indirect rates are not included with the Offeror's proposal, the Offeror is requested to provide a written explanation.
      - **Note: Do not quote** on a cost reimbursement (except T&M) basis if you have not had prior cost reimbursement type contracts with the US Government or you do not have an approved accounting system.

**To Be Completed By Offeror**

**Pricing Forms**

**Fixed Price and Time and Material**

(**Note:** For T&M, no Fee or G&A is to be applied to Materials/Travel/ODCs etc., only a handling charge is allowed unless application of G&A is included your CAS disclosure statement. If burdens are added please identify the nature of the burden, i.e., handling charge, administrative charge, etc.)

**Cost/Pricing Summary**

*(For Fixed Price and Time and Material)*

**Direct Labor**

**Materials/Equipment**

**ODC (Other Direct Cost)**

**Supplies**

**Travel**

**Fee/Profit**

**Total**