

Appendix A

PROPOSED DRAFT

SOLICITATION FOR PROPOSALS

**By the Alabama Gulf Coast Recovery Council
for the
RESTORE Act Center of Excellence Research Grant Program**

[Insert Date]

THE ALABAMA GULF COAST RECOVERY COUNCIL (AGCRC), through its administrative agent, the Department of Conservation and Natural Resources (ADCNR), is soliciting proposals from nongovernmental entities and consortia in the Gulf Coast Region (including public and private institutions of higher education) to serve as the State of Alabama's Center of Excellence as defined in Section 1605 of the Resources and Ecosystems Sustainability, Tourist Opportunities, and Revived Economies of the Gulf Coast States Act of 2012 (RESTORE Act). The Center of Excellence, following its selection by the AGCRC, will administer grant funds received pursuant to the provisions of the RESTORE Act for research on the Gulf Coast Region focusing on science, technology, and monitoring in one or more of the following disciplines, as defined pursuant to the RESTORE Act:

1. Coastal and deltaic sustainability, restoration, and protection, including solutions and technology that allow citizens to live in a safe and sustainable manner in a coastal delta in the Gulf Coast Region.
2. Coastal fisheries and wildlife ecosystem research and monitoring in the Gulf Coast Region.
3. Offshore energy development, including research and technology, to improve the sustainable and safe development of energy resources in the Gulf of Mexico.
4. Sustainable and resilient growth, economic and commercial development in the Gulf Coast Region.
5. Comprehensive observation, monitoring, and mapping of the Gulf of Mexico.

The Scope of Work is anticipated to include, but not be limited to, the following tasks:

- Develop and implement a process to manage an effective and efficient large-scale grant program focused on research, identifying the goals and objectives of the research program in consideration of the disciplines set forth pursuant to the RESTORE Act and listed above.
- Manage all aspects of administering a large-scale grant program, including budgeting, contracting, procurement, reporting, compliance, performance measurement, accounting, record keeping, and auditing services consistent with the RESTORE Act and other applicable federal and state requirements.
- Develop, apply and achieve appropriate metrics of success for program activities.
- Develop and implement an approach to apply and manage data standards, as well as a competitive, peer-review process to ensure unbiased treatment.
- Provide technical and administrative expertise, and any other required support services to assist and support the program activities.
- Coordinate compliance with all requirements of the RESTORE Act and all other applicable federal, state, and local statutes, rules, regulations and requirements.
- Coordinate communications regarding program activities, as appropriate, with AGCRC and/or the ADCNR in its role as administrator for the AGCRC.
- Develop, coordinate, and implement meaningful and broad-based public outreach efforts consistent with the purpose and requirements of the RESTORE Act's Centers of Excellence program.

- Develop and implement appropriate policies and procedures associated with the Scope of Work set forth by the AGCRC consistent with the purpose and requirements of the RESTORE Act's Centers of Excellence program. Such policies and procedures will include, but not be limited to, those necessary to ensure appropriate procurement, contracting, compliance, reporting, recordkeeping, auditing, and sub-award issuance, while also guarding against conflicts of interest as to program activities.
- Perform other tasks as required pursuant to the RESTORE Act and/or otherwise deemed appropriate by the AGCRC.

PROPOSAL TERMS AND CONDITIONS

Submission of Proposals:

Proposers must provide all requisite information under this Solicitation for Proposals (SFP) and clearly and specifically respond to all items set forth in this SFP. However, unnecessarily elaborate brochures or other presentation materials beyond that deemed sufficient to present complete, concise and effective proposals are discouraged.

Submission Requirements:

- If more than one entity is responding to this SFP, list all entities that are part of the proposal and/or will perform services pursuant to the Scope of Work. If the entity is a consortia, list all consortia members.
- Save all required material to a USB Storage Device and include THREE (3) HARD COPIES of all required items. The USB Storage Device must clearly be labeled with name and contact information of the proposer. All pages should include proposer's name and contact information. The original must be signed by an authorized representative of the proposer. All submissions become property of the AGCRC and will not be returned.
- The Proposal should be limited to no more than a total of _____ pages including contents, pages and supporting appendices and should explain your institution's interest, qualifications and a comprehensive description of your approach specific to this SFP. Paper size shall be 8½" x 11". Text shall not be smaller than a font size of 10.
- **Deadline: All submissions must be received no later than _____, 2015 by 4:00 p.m. CST.**
- It shall be the sole responsibility of the proposer to ensure actual delivery of the Proposal prior to the deadline.
- Submissions must be received prior to the deadline by physical delivery (mail, courier, overnight, in person – no email/facsimile submissions) at the following address:

Alabama Gulf Coast Recovery Council
 Attention: Eliska Morgan
 118 N. Royal Street, Suite 603
 Mobile, AL 36602

Withdrawals and Modifications of Proposals:

Proposals may be modified or withdrawn in writing prior to the proposal deadline specified herein. Proposals may not be modified or withdrawn after that time.

SELECTION PROCESS

The basis for the selection of Alabama's Center of Excellence will include, but not be limited to, proposer's successful demonstration of the following:

- Quality, thoroughness and clarity of proposal as pertinent to the Scope of Work and the selection factors detailed herein, as well as the RESTORE Act.
- Experience in administering a consortia or similar organization.
- Specialized expertise, capabilities, and technical competence to manage a large-scale grant program as indicated by the technical training, education, and experience of the individual(s) who would be assigned to coordinate and/or perform the services.
- Ability to establish the broadest cross-section of participants with interest and expertise in science, technology, and monitoring in one or more of the disciplines as defined in Section 1605 of the RESTORE Act.
- Description of which RESTORE Act discipline(s) will be pursued and how focusing on such discipline(s) will benefit the State of Alabama and further the purposes of the RESTORE Act.
- Ability in terms of capacity and availability of qualified personnel, equipment, and facilities, etc., to provide the required services efficiently and effectively, both as to performance and cost and consistent with the disciplines(s) being pursued.
- Ability to demonstrate how your entity will apply data standards and manage data collected pursuant to research grants.
- Ability to implement policies and procedures to guard against any conflicts of interest.
- Description of policies and procedures to be used to maintain and monitor compliance with the RESTORE Act and all applicable federal and state grant requirements.
- Record of past performance, quality of work, financial standards, proven history as to management of funds (including history of audit performance) as well as ability to issue and thereafter manage/monitor sub-awards.
- Ability to prepare reports as mandated by the RESTORE Act and as otherwise may be required by the AGCRC and ADCNR.
- Ability to maintain all records as mandated by the RESTORE Act and as otherwise may be required by the AGCRC and ADCNR.
- Ability to respond to audits as may be conducted pursuant to the RESTORE Act or otherwise by the AGCRC, the State of Alabama and/or ADCNR.
- Ability to conduct broad-based public outreach activities as required pursuant to the RESTORE Act and as may be requested by the AGCRC, including, but not limited to, strategy for engagement with affected communities.
- Anticipated budget for first five years, reasonableness of budget, ability to efficiently and effectively perform program activities within such budget, and description of the long-range budgetary and operational strategy taking into account uncertainty as to future RESTORE Act funding.
- Any other relevant factors that the AGCRC may deem appropriate.

The evaluation process will consist of assessment of all proposals received pursuant to the Proposal Terms and Conditions of this SFP. Responses to additional requests for information and/or interviews may be required prior to selection of a Center of Excellence.

NO COMMITMENT

The AGCRC reserves the right not to select any Center of Excellence as a result of the issuance of this SFP and may revoke this SFP at any time. Any award of funds related to Alabama's Center of Excellence is subject to

the availability of funds and/or the needs of the Alabama Gulf Coast Recovery Council, and, therefore, the AGCRC, at its discretion, may or may not direct ADCNR, as its administrative agent, to enter into any agreement as a result of this SFP. Furthermore, even in the event an initial selection is made by the AGRCC, no selection is final until full execution of a written agreement detailing an agreed upon scope of work. If AGCRC deems, in its sole discretion, that a satisfactory written agreement cannot be reached in accordance with an initial selection, the AGCRC reserves the right to proceed with efforts to make another selection based upon the proposals submitted pursuant to this SFP.

NON-DISCRIMINATION

The AGCRC and the ADCNR do not discriminate on the basis of race, color, age, gender, national origin, genetic information, veteran status, or disability.

FURTHER INFORMATION

This SFP is available on the AGCRC website, www.restorealabama.org, and www.alabamacoastalrestoration.org.

It can also be found on the following websites:

www.mobilebaynep.com

www.masgc.org

www.gulfofmexicoalliance.org

[Additional websites may be added at time of issuance.]

Any questions should be emailed to the following (no phone calls please):

Ms. Eliska Morgan

eliska.morgan@dcnr.alabama.gov

Subject line should read: "Question for COE SFP"