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2019 REQUEST FOR PROPOSALS

CENTERS FOR ADVANCED TECHNOLOGY (CAT) PROGRAM

RFP Number: 19-6133
RFP Released: January 28, 2019
PROPOSALS DUE: March 29, 2019 BY 2:00 P.M.

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I. Program Overview and Requirements

A. Program Goals and Objectives

Empire State Development (ESD) anticipates designating two Center's for Advanced Technology (CAT or "Center") under this RFP. The CAT program is designed to spur technology-based applied research and economic growth in New York; encourage applied research collaboration and innovation with industry; promote workforce development; better leverage State funds with investments from the federal government, industry, foundations and not-for-profit economic development organizations; and increase the competitiveness of New York State companies over the Center's ten-year designation period.

The designee must use ESD funds to enhance its resources in a specific Technology Focus (refer to Section I.G. of this RFP) to help New York State companies remain competitive and solve production, applied research and development, and technical problems. To ensure the CAT's resources are invested in areas with the greatest commercial relevance to industry, the CAT must create an Industrial Advisory Board that includes representatives from companies operating within the proposal's Technology Focus.

Specifically, the CAT is expected to develop industry-responsive programs with three general objectives:

1. **Collaborative applied research and technology transfer with industry representatives:** The CAT is expected to conduct applied research and technology transfer with industry representatives, leading to quantifiable economic impact in New York State, especially at small New York State companies. This must occur within one to three years of individual project commencement and continue throughout the designation period. The CAT is also expected to help foster an environment that encourages companies to locate in New York.
2. **Industry-oriented education and training:** The CAT is expected to help incumbent workers expand their skill sets through short courses, seminars and workshops and to provide industry-driven research assistant opportunities for students. CATs are expected to aid in the development of undergraduate and graduate courses in their Center's Technology Focus to help ensure students are trained to meet the needs of industry. CATs are **not permitted** to offer or deliver college courses for credit nor include such tuition as matching funds.
3. **Outreach and networking through referral networks:** The CAT is expected to partner with other appropriate organizations to develop outreach networks and ensure that companies receive access to required non-research assistance such as general business consulting. Applicants must demonstrate that the relationship with a partner organization enhances and advances the CAT's ability to aid economic growth in New York State. (Refer to Appendix A in the RFP for definition and examples of partner organizations.) Additionally, each CAT is expected to partner with other organizations within the same technology focus area and across technology platforms as appropriate.

The CAT shall also collaborate with ESD and other economic development organizations to promote the growth and development of industries in New York State based upon or benefiting from the area of technology involved. ESD's investment in CATs is designed to significantly expand its resources so it is better positioned to contribute to economic growth in New York State and assist industry in becoming more competitive. Allowable uses of ESD funds are presented in Section I.F., and are expected to include substantial investments in state-of-the-art equipment and in each CAT's business outreach capabilities.

The CAT program is governed by Section 3102-b of the Public Authorities Law. **Contractors will be bound by and responsible for complying with current laws and regulations and with any and all future statutory or regulatory changes relating to the CAT program.**

B. Designation Period, Contract Period, and Anticipated Funding

All proposals should reflect ESD funding in the amount of up to \$921,200 per year. Up to two awards may be made in this competition. The institutions awarded a CAT designation under this competition shall be designated for a period of up to ten years, provided the CAT's performance is deemed satisfactory by ESD at each annual evaluation. The contract is anticipated to commence on July 1, 2019. The CAT will be eligible to receive **up to \$921,200** annually, subject to the availability of State funds, to support those allowable activities described in Section I.F. **Proposals submitted for greater than \$921,200 in annual ESD support will be rejected without review. If funding availability increases or decreases during the designation period, ESD will work with designees to adjust budgets accordingly.**

1. In the event a new Center is selected in this designation process, ESD shall provide up to \$500,000 in funding for reimbursable expenses (or 54.28% of the individual CAT allocation if funding levels change) that will be used as ramp up funds during the first contract year. In contract year two and thereafter, the newly designated CAT will be eligible to seek reimbursement for the full individual CAT funding level.
2. And, in the event that a currently designated Center is not selected for an additional term in this designation process, ESD shall provide up to \$421,200 (or 45.72% of the individual CAT allocation if funding levels change) in reimbursement ramp down funds to enable the completion of industry project(s) or other obligations with ESD approval.

The amount of ESD funds reimbursed to the award recipient will be based on the amount of eligible matching funds expended (see Section 1.E.). ESD reserves the right to adjust the amount of an award recipient's funding based upon the availability of State funds, the CAT's economic impact performance including assistance to small New York State companies, and the CAT's ability to meet the matching funds requirements.

C. Grants Gateway

In 2013, New York State launched Grants Gateway, a web-based grants management system designed to improve the way grants are administered by the state. Grants Gateway allows not-for-profit organizations to browse, search and review anticipated grant opportunities and apply for available grant opportunities. Before applying for an ESD grant, not-for-profits must register and prequalify in the Grants Gateway. Prequalification is a system that allows organizations to complete many of the administrative tasks that are included in applying for grants prior to the actual grant application process. Prequalification allows for the early identification and correction of any deficiencies or gaps in materials before responding to an RFP. Once organizations are registered in the Grants Gateway, they can begin the prequalification process.

Once prequalified, not-for-profits can store all of their documents and information in a secure data vault. Only the not-for-profit and other state agencies will have access to the information. This will eliminate redundant submission of this data for each New York State (NYS) grant opportunity. All prequalification application information will be maintained in the vault for up to three years.

Registration and prequalification instructions are provided on the following pages. Additional registration and prequalification information, including a video tutorial, is available on the Grants Reform website at <http://grantsreform.ny.gov>.

GRANTS GATEWAY REGISTRATION AND PREQUALIFICATION

All NYS grant applicants must be registered in the NYS Grants Gateway to be eligible to:

- Apply for a NYS grant opportunity;
- Enter into a grant contract, an amendment to an existing contract or a letter of agreement; and,
- Apply for future grant payments.

In addition to registering, not-for-profit organizations must also complete the Vendor Prequalification process in the Grants Gateway to be considered eligible to apply for this grant opportunity. Government entities and public authorities are currently not required to complete the Vendor Prequalification process.

GRANTS GATEWAY REGISTRATION INSTRUCTIONS

Registration is NOT an online process. Register now to allow time for processing.

1. On the Grants Reform website at <http://grantsreform.ny.gov>, download a copy of the Registration Form for Administrator.
2. Complete the form according to the instructions provided. You must sign and notarize the completed form.
3. Mail the signed and notarized original form to:
NYS Grants Reform
99 Washington Avenue
Room 1530
Albany, NY 12210-2814
4. After the form is received and reviewed, you will be provided with a username and password allowing you to access the Grants Gateway.
5. Log in to the Grants Gateway at <https://grantsgateway.ny.gov>. You will be prompted to change your password at the bottom of your profile page. Enter a new password and click the SAVE button located on the top, right-hand side of the page. If you have previously registered and do not know your username, please email grantsgateway@its.ny.gov. If you do not know your password, please click the *forgot password* link from the main login page and follow the prompts.

CREATING ROLES IN THE GRANTS GATEWAY SYSTEM

Once your organization is registered and prequalified in the Grants Gateway, the user with the delegated administrator role must create additional roles to initiate, complete and submit the application in the Grants Gateway. Refer to Section 4.2 of the “Grantee User Guide” located on the Grants Reform website at <http://grantsreform.ny.gov> for instructions on creating user roles in the Grants Gateway system. This step MUST be completed to submit an application in the Grants Gateway.

NOT-FOR-PROFIT PREQUALIFICATION INSTRUCTIONS

Pursuant to the New York State Division of Budget Bulletin H-1032, dated June 7, 2013, New York State has instituted key reforms to the grant application and contract processes. These initiatives require not-for-profit organizations to complete the vendor prequalification process to be considered eligible to apply for a grant. Below is a summary of the steps to complete the prequalification requirements. The Vendor Prequalification Manual on the Grants Reform website at <https://grantsgateway.ny.gov> provides additional information and instruction.

1.) **Complete** your Prequalification Application.

- Log in to Grants Gateway at <https://grantsgateway.ny.gov>. If this is your first time logging in, you will be prompted to change your password at the bottom of your profile page. Enter a new password and click the SAVE button located on the top, right-hand side of the page.
- Click the *Organization(s)* link at the top of the page and complete the required fields including selecting the State agency you have the most grants with. This page should be completed in its entirety before you SAVE. A *Document Vault* link will become available near the top of the page. Click this link to access the main Document Vault page.
- Answer the questions in the *Required Forms* and upload the *Required Documents*. This constitutes your Prequalification Application. Optional Documents are not required unless specified in this Request for Proposals.
- Specific questions about the prequalification process should be referred to your agency representative or to the Grants Reform team at grantsgateway@its.ny.gov.

2.) **Submit** your Prequalification Application.

- After completing your Prequalification Application, click the *Submit Document Vault* button located below the Required Documents section to submit your Prequalification Application for State agency review. Once submitted, the status of the Document Vault will change to *In Review*.
- If your Prequalification reviewer has questions or requests changes, you will receive an email notification from the Gateway system.

Once your Prequalification Application has been approved, you will receive a Gateway

notification that you are now prequalified to do business with New York State.

D. Eligibility and Program Requirements

For purposes of this RFP:

A **university** is defined as an institution of higher education that grants doctoral degrees in the research field(s) related to the Technology Focus identified in the proposal.

A **university-affiliated research institute** is defined as a not-for-profit corporation closely affiliated with a specific university, and only one university, whose primary purpose as defined by its articles of incorporation is to support, supplement, and/or extend basic and applied research, development and technology transfer in one or more technological areas of the university with which it is affiliated.

1. Eligible Institutions:

A “university,” “university-affiliated research institute,” or a lead institute for a consortium thereof that meets each of the following criteria is eligible to apply:

- a. maintains at least one on-site doctoral program in the research field(s) related to the proposal’s Technology Focus; and,
- b. demonstrates its ability to meet the matching funds requirements described in Section I.E. of this RFP.

2. Limitations:

- A university or its university-affiliated research institute may submit **up to three proposals** for which it is the single applicant or lead institution of a consortium.
- No university or its university-affiliated research institute, or consortia thereof, may host more than three CATs.

E. Matching Funds Requirements

The requirement for matching funds serves two purposes: It serves as an indicator of industry support and economic impact potential; and, it expands the applied research capacity of each CAT. ESD expects that a successful CAT’s outreach efforts will extend beyond New York State to attract funds from non-New York State companies into the State and help to foster an environment that encourages these companies to expand and/or relocate within New York.

The statute authorizing the CAT program currently establishes minimum matching funds requirements. Matching requirements are as follows:

- In the first through fifth year of initial designation, 100 percent;
- in the sixth year, 100 percent for the first \$750,000 and 120 percent there above;
- in the seventh year, 100 percent for the first \$750,000 and 140 percent there above;
- in the eighth year, 100 percent for the first \$750,000 and 160 percent there above;
- in the ninth year, 100 percent for the first \$750,000 and 180 percent there above; and
- in the tenth year, and each year thereafter if a CAT is re-designated, 100 percent for the first \$750,000 and 200 percent there above.

There are two general categories of eligible matching funds with specific thresholds and limits that must be met:

1. **New York State Company Cash**: Cash provided to the CAT by New York State companies (as defined in Appendix A) to support the CAT's ESD-approved activities must constitute at **least 50 percent** of the total required matching funds. Small New York State company cash will be credited at a 2:1 ratio (\$2 match credit for every \$1 of small New York State company cash).
2. **Other Sources of Support**: **Up to 50 percent** of the total required matching funds may be from this category and may include:
 - **Cash from non-New York State companies**: *Cash provided to the CAT from an entity not meeting the definition of a New York State company (as defined in Appendix A) including non-New York State companies and not-for-profit organizations in support of the CAT's ESD-approved activities.*
 - **Federal cash**: Cash provided by a federal *agency to support a project conducted with a specific company or companies where the company and the principal CAT faculty member(s) are identified in the proposal. In addition, the project must be conducted within the CAT under the guidance of the CAT director.*
 - **Applicant support**: Salaries and fringe benefit costs paid by the Applicant, not *reimbursed by other New York State government sources, for the portion of time CAT research faculty, graduate or undergraduate students, and/or dedicated staff work on CAT activities. Dedicated staff is defined as CAT management, business outreach, and/or support staff who spend at least 25 percent of his or her time on CAT activities. Dedicated staff does not include shared services of institutional staff that work on general contract activities and whose services are designed to be recovered under the institution's indirect cost rate.*
 - **Donated equipment and unique materials**: The fair market value of new or pre-owned equipment donated to the CAT for unrestricted use in furtherance of its mission. Title must transfer to the CAT and the equipment's value must be confirmed by the chief financial officer (or equivalent) of the donating entity with accompanying documentation. With prior written ESD approval, such equipment or material may be counted as eligible matching funds. Donated material and/or supplies cannot be a company partner's sole support of a CAT project.

Limitations and Exceptions:

- No other New York State government funds are eligible for use as matching funds for this program. This prohibition does not restrict an individual campus or university-affiliated research institute of the State University of New York or City University of New York systems from providing a portion of its operating funds to the CAT for use as applicant support.
- No funds used as matching funds in any other ESD program are eligible for use as matching funds in the CAT program.
- Matching funds contributions must be provided in return for, and be traceable to, allowable CAT objectives as defined in Section I.A.

- The CAT is not permitted to deliver credit-bearing college courses nor include such tuition as matching funds.
- Indirect costs are limited to 25 percent of direct personnel costs (salaries plus fringe benefits) on matching funds that will be recognized under the CAT program.

F. Activities to Be Supported With ESD Funds

1. General Provisions:

The purpose of ESD's investment in the CATs is to enhance its ability to contribute to economic growth in New York State. ESD funds may only be used to support collaborative applied research with industry and industry-oriented education and training as defined in Section I.A.

The best available price for the type and quality of products or services required must be sought for any ESD-funded expenditure. The applicant must retain documentation to support the solicitation process and/or choice of vendor for ESD expenses at an established threshold. Applicants procuring services must follow [New York State's Competitive Bid Requirements](http://www.osc.state.ny.us/localgov/pubs/lgrmg/seekingcompetition.pdf) (<http://www.osc.state.ny.us/localgov/pubs/lgrmg/seekingcompetition.pdf>). In pursuit of the specific goals and objectives of the CAT program, allowable uses of ESD funds include:

- Employment of faculty and support staff;
- Employment of a person, preferably with business and/or sales and marketing background experience, to be responsible for the CAT's business development on a full-time basis;
- Employment of graduate and undergraduate students, including fellowships;
- Purchase of equipment and/or fixtures;
- Purchase of materials and supplies;
- Travel to a company location for project-related activities, travel by the business development staff or CAT director for outreach activities, or travel to an ESD meeting or CAT-hosted event;
- Services subcontracted to not-for-profit partner organizations to assist the CAT in conducting the activities outlined in its proposal; and
- Other purposes explicitly approved by ESD **prior** to being incurred.

2. Limitations/Prohibitions:

- Indirect costs are limited to 15 percent of direct personnel costs (salaries plus fringe benefits) on ESD funds that will be recognized under the CAT program.
- Aside from providing for general allowable operating needs of the CAT such as equipment and supply purchases, travel, etc., ESD funds cannot be provided to any for-profit organization.
- No ESD funds may be used for capital construction, rehabilitation, or renovation.
- No ESD funds may be expended on basic research.

- No ESD funds may be expended on salaries for university faculty, staff or administration that have a vested and/or financial interest in any company benefiting from an applied research contract with the CAT. Conflict of interest statements will be required by CAT employees after designations are awarded and prior to establishing contracts under this program.
- The total ESD funds that may be expended per year on project cost sharing, defined as direct research costs (e.g., research faculty, graduate students, lab supplies, etc.) incurred on a project with a specific company, will be determined by ESD on an annual basis. Project cost sharing with small New York State companies is expected.

G. Technology Focus

For this RFP, ESD has identified six Technology Foci that hold significant potential for expanding the New York State economy. Specific application areas of each of the Technology Foci for which ESD will consider proposals are defined below. **Proposals submitted in a Technology Focus other than one of these six will be rejected without review.** Select the Technology Focus that is most representative of the applied research that will be conducted by the CAT. The Technology Foci descriptions are not meant to be limiting; applicants are encouraged to demonstrate which elements they would concentrate on and other related areas of research which would leverage their institutions' expertise and result in economically beneficial academic-industry R&D.

1. **Industrial automation and robotics** and related manufacturing technologies;
2. **Medical manufacturing**, including advances in pharmaceutical production, medical device development, and/or biomanufacturing;
3. **Sensor technology**, including but not limited to such areas as 'unobservable' sensing, micro-sensor implants, biodegradable sensors, self-powered sensors, self-healing sensors, live cell-based sensing, sensor swarms, and/or smart dust;
4. **Machine learning/artificial intelligence**, including but not limited to cognitive computing, facial recognition, neural networks, virtual reality, and/or voice recognition/assistant;
5. **Internet of Things** as it pertains to cybersecurity, blockchain, smart communities, manufacturing, and/or consumer products; or
6. **Autonomous vehicle systems**, including but not limited to machine-to-machine and vehicle-to-vehicle communications; and, other enabling technologies.

The CAT must be organized to address the needs of industry within its identified Technology Focus leading to the attraction and expansion of businesses within New York. As explained in Section V (Appendices), the applicant must specifically identify industries that will benefit from the CAT's work, demonstrate knowledge of companies' needs within the industry, and explain how a collaborative academic-industry partnership can address these needs and promote economic development in New York.

H. Reporting and Monitoring Requirements

The award recipient is expected to:

- Maintain an accounting system in accordance with generally accepted accounting principles (GAAP) that identifies all expenditures and revenues for activities supported by ESD and matching funds. All expenses must be auditable to their original source, and supporting documentation in conformance with GAAP must be maintained by the award recipient.
- Implement a project management system that allows for tracking the status of all projects and gathering economic impacts resulting from the CAT's assistance to New York State companies. ESD requires award recipients to report on New York State company and applicant impacts (delineated below) according to a format and standards established by ESD.

New York State Company Impacts:

The impact must result from the CAT's collaborative research with and/or industry-oriented education and training for a company, and must be substantiated by documentation (e.g., a signed letter from an executive officer of the company). ESD requires a "cause and effect" relationship that reasonably correlates the CAT's work to the impacts reported. Impacts that must be captured and tracked include:

- Jobs created and jobs retained. In the case of retained jobs, ESD requires documentation demonstrating that the jobs were at risk in order to assess crediting the economic impact. Multiple categories will be used to track types of jobs such as management, scientific/engineering, administrative, and manufacturing;
- Increased company revenues;
- Cost savings (such as production savings);
- Government funds acquired (e.g., Small Business Innovation Research [SBIR] or Small Business Technology Transfer [STTR] funds);
- Non-government funds (e.g. venture capital) acquired;
- Capital improvements (purchases of new equipment or construction/rehabilitation of facilities at the company); and,
- New companies created.

Applicant Impacts:

The economic impact must relate to and result from the CAT's activities and be substantiated by third party documentation. Impacts that must be captured and tracked include:

- Grants secured by CAT faculty for research conducted within the CAT under the guidance of the CAT director (e.g., federal, private foundation);
- Income generated by licensing CAT-created intellectual property;
- Invention disclosures, patent applications, and patents awarded for CAT-created technologies;
- Companies created as a result of the CAT's work; and
- Number of students who serve as research assistants on CAT projects and are subsequently employed within New York State (expected to be tracked in conjunction with the applicant's placement office).

The award recipient will be required to submit an annual investment request update describing

the intended use of ESD and matching funds as well as semi-annual progress and financial reports simultaneously to ESD in accordance with the contract reporting schedule. ESD will provide guidelines explaining the requirements of these reports to the award recipient.

I. Sample Contract

A sample contract can be found at the [Grants Reform Webpage](http://www.grantsreform.ny.gov/) (<http://www.grantsreform.ny.gov/>). Terms and conditions of an executed contract may vary.

II. Submission Information

A. Timetable

2019 Competition Timetable	
Written questions on proposals accepted through	February 15, 2019; 5:00 p.m.
Proposals received by ESD	March 29, 2019; 2:00 p.m.
Contract start date	July 1, 2019

B. Questions on the RFP

All questions must be submitted in writing via email to rfpfaq@esd.ny.gov with “Centers for Advanced Technology Program” in the subject line. **Please do not contact ESD by telephone. Questions must be received by ESD no later than February 15, 2019, 5:00 p.m.** All inquiries must cite the particular RFP section in question. All questions and answers will be uploaded in the Grants Gateway for all applicants to view.

C. Submission Instructions

Grant applications must be electronically submitted in the NYS Grants Gateway no later than **2:00 p.m. U.S. Eastern Standard Time, on March 29, 2019**. The Grants Gateway will not allow an application to be submitted after the 2:00 p.m. deadline. Applicants will be unable to make changes to a submitted application after the deadline has passed. Applicants are encouraged to finish the online application at least one week prior to the deadline, allowing time to double check that all mandatory documents have been completed and to address any technical errors. Additionally, once the application is complete, applicants are **strongly encouraged** to submit their application at least **48 hours prior to the deadline**. This will allow sufficient opportunity for the applicant to obtain assistance and take corrective action should there be a technical issue with the submission process. Both ESD and Grants Reform staff are available to answer applicant’s technical questions and provide technical assistance prior to the application due date and time. Paper applications are no longer accepted by ESD.

NOTE: Although ESD and the Grants Reform staff will do their best to address concerns that are identified less than 48 hours prior to the due date and time, there is no guarantee that they will be resolved in time for the application to be submitted and considered for funding.

To apply for this opportunity:

1. Log into the Grants Gateway as either a “Grantee” or “Grantee Contract Signatory.”
2. Click on the “View Opportunities” button under “View Available Opportunities.”
3. In the Search Criteria, enter the Grant Opportunity name “Centers for Advanced Technology” and select the Department of Economic Development as the funding agency.
4. Click on “Search” button to initiate the search.
5. Click on the name of the grant opportunity from the search results grid and then select the “APPLY FOR GRANT OPPORTUNITY” button located bottom left of the main page of the grant opportunity.

The Grants Gateway will always notify applicants of successful submission. If a prospective grantee does not receive a successful submission message assigning their application a unique ID number, it has not successfully submitted an application. During the application process, please pay particular attention to the following:

- Not-for-profit applicants must be prequalified by the due date for this application submission. Be sure to maintain prequalification status between funding opportunities. Three of a not-for-profit’s essential financial documents—the IRS990, Financial Statement, and Charities Bureau filing—expire on an annual basis. If these documents are allowed to expire, the not-for-profit’s prequalification status expires as well, and it will not be eligible for State grant funding until its documentation is updated and approved, and prequalified status is reinstated.
- Only individuals with the roles “Grantee Contract Signatory” or “Grantee System Administrator” can submit an application.
- Prior to submission, the system will automatically initiate a global error checking process to protect against incomplete applications. Be sure to allow time after pressing the submit button to clean up any global errors that may arise. You can also run the global error check at any time in the application process. (See p.66 of the Grantee User Guide.)
- Grantees should use numbers, letters and underscores when naming their uploaded files. There cannot be any special characters in the uploaded file name. Also be aware of the restriction on file size (10 MB) when uploading documents.

The following table provides a snapshot of which roles are allowed to initiate, complete and submit the grant application(s) in the Grants Gateway.

Role	Create and Maintain User Roles	Initiate Application	Complete Application	Submit Application	Only View the Application
Delegated Admin	X				
Grantee		X	X		
Grantee Contract Signatory		X	X	X	
Grantee Payment Signatory		X	X		
Grantee System		X	X	X	

Administrator					
Grantee View Only					X

D. Proprietary Information

Some information contained in a proposal may be considered sensitive and the applicant institution may wish it not to be disclosed if possible. If this is the case, the applicant institution must identify the information it wishes to protect and request that it be protected.

ESD will take efforts to safeguard proprietary, confidential and sensitive information as allowed under the law, including the Freedom of Information Law (FOIL) (see Article 6 of the Public Officers Law). However, all information will be made available to those who are conducting the review of the proposals.

To request confidential treatment of any portions of a proposal, an applicant institution must submit a letter with the proposal as Appendix 5 specifically identifying the sensitive information and reasons it should be protected. The applicant institution must identify the information with a CONFIDENTIAL, PROPRIETARY or SENSITIVE stamp in the margin of each paragraph containing proprietary information and check the appropriate box on the cover page. An entire proposal cannot be excepted; only the paragraphs that contain confidential proprietary information.

III. Proposal Components

Applicant institutions are to ensure that proposals have been thoroughly reviewed for clarity and professional presentation. If proposals exceed the page limits and/or include materials not requested by the RFP, ESD will remove the extra pages and/or materials prior to the review. During the review process, applicant institutions may be requested to submit additional written documents to answer questions or provide clarification of issues raised during the review process.

Assemble the proposal in the following order:

A. Proposal Cover Page, Checklist, and Certification(s)

Complete the proposal cover page, checklist and certification(s) as indicated on the template (see Appendix B to the RFP; all three forms are contained in one electronic document entitled “Proposal Cover Page, Checklist, and Certification”).

B. Table of Contents

A table of contents must be included delineating all major headings, sub-headings, and required appendices.

C. Glossary of Terms Used

Include an alphabetized glossary of technical terms and acronyms used in the proposal along with a **brief** definition of each item. **Include this glossary after the table of contents.**

D. Executive Summary (Maximum of 1 Page)

Include a non-proprietary executive summary, prepared in layman’s terms, that sets forth a self-contained description of the activities and benefits that would result if the proposal

were funded. This summary is **not to be** an abstract of information contained verbatim in the proposal narrative. The summary is to be written in the third person and include a statement of objectives and methods to be employed by the CAT. Clearly address in separate statements within this summary: (1) the intellectual merit of the proposed activities including areas of applied research within the identified Technology Focus that the CAT will pursue and physical and intellectual resources that the CAT will draw upon; and (2) the CAT's potential for creating new businesses and expanding existing businesses in New York State and for relocating businesses to the State.

The executive summary must not contain any proprietary information and must be suitable for publication.

E. Proposal Narrative (15 Page Limit)

Address the specific review criteria presented below. All visual materials (such as charts, graphs, maps, photographs, and other pictorial presentations), footnotes, endnotes and citations must be included within the 15-page proposal narrative. All information provided in the proposal, taken as a whole, will be used in evaluating the proposal in accordance with the review criteria. If applicable, include the pertinent information below for any consortium members and/or partner organizations and specifically indicate which portions relate to each.

For the proposal narrative, follow the outline presented below:

1. Organizational Capacity and Delivery Plan (30 points)
 - a. Describe the entrepreneurial spirit of the CAT's leadership (CAT director and management team) demonstrated by work with startup companies; creation of faculty or student spin-offs; and/or applied research with industry in areas similar to those identified in the applicant's proposal. Indicate the anticipated percentage full-time equivalent (FTE) each member of the management team will work on CAT activities (based on 1,800 hours available per 12 months). Identify any vacant management team positions and required qualifications. In addition, include the Curriculum Vitae (CV)¹ of the CAT's director and a brief resume of each member of the management team including business development staff² in **Appendix 1** to the proposal. If the proposal is for the designation of a new Center, include the job description and qualifications for the CAT director and the management team including the business development staff. If the proposal is for the designation of a new Center and a specific individual is identified as the director, indicate the criteria used to select the person and the person's relevant experience in successfully partnering with industry. If the proposal is for re-designation of a Center, identify the director and any plans within the first five years for any changes in the CAT's management. Include in **Appendix 1** to the proposal a brief biographical sketch (using the "Biographical Sketch Form" provided in Appendix B to this RFP) for **each research faculty member** who will participate in the CAT's activities.

¹ Include in the CAT Director's CV a complete history of the Director's education, employment experience, publications/presentations, research funds received, and patents applied for and received. **Do not** use the Biographical Sketch Form presented in V.E.1.a. for the CAT Director's CV.

² CATs are required to maintain a full time business development staff member, either delivered internally by a CAT staff member or through an external consultant, to develop new business opportunities and manage existing

- b. Discuss strategies that will be used to create and support new business development, including encouraging work with small New York State companies. Discuss the criteria that will be used for accepting new projects, establishing priorities and allocating CAT resources, including the role of the CAT's Industrial Advisory Board. Cite specific industrial prospects that will be pursued by the CAT. Discuss how the CAT's activities will complement those of the applicant's technology transfer office or equivalent office and how these organizations will collaborate to avoid duplication of resources. Discuss events and activities used to assist with technology transfer. Describe the manner in which the proposed CAT complements the broader goals of the institution(s) and include an organizational chart as **Appendix 2** that presents the CAT's management structure and available resources.
- c. Describe the physical and intellectual research capacity that will be available to the CAT, including equipment and facilities. Quantify institutional contributions to the CAT (e.g., 50 percent of CAT director's time, value of \$75,000; 2,000 square feet of office and laboratory space, \$50,000 annual market value; reduced indirect cost rate charged to companies that work with the CAT [15 percent compared to 45 percent standard institutional rate]). Describe any long-term plans for expansion of the faculty base and infrastructure available to the CAT and identify currently unfulfilled needs.
- d. Discuss the applicant's plans to partner with other organizations to ensure that a referral network exists for companies to receive assistance beyond that offered by the CAT (e.g., business plan refinement, general business consulting) and achieve the objectives described in Section I.A. and in the proposal. Discuss specific areas in which the partner **increases** and **advances** the CAT's ability to achieve the objectives identified and generate economic impact in New York. Include previous collaborations between the organizations and discuss the formality of the agreement (e.g., a memorandum of understanding) and pertinent terms. Refer to the requirements of Section I.F. and the definition included within Appendix A for limitations and examples of partner organizations.

2. Economic Opportunity (50 points)

- a. Discuss the research and development needs of companies within the applicant's Technology Focus, particularly small New York State companies. In conjunction with the information presented elsewhere in the proposal, provide sufficient information about the CAT's research capabilities and applied research goals to demonstrate how the CAT will address these needs.
- b. Discuss the factors that enable the applicant to provide research and development assistance to industry and highlight other research organizations delivering similar services. Identify other organizations by name and, in conjunction with the information provided throughout the proposal, include a description of how the proposal is unique and/or better equipped to address industry's needs; including but not limited to filling gaps in services.
- c. Discuss the potential of the CAT's ability to create and expand existing companies in, and relocate companies to, New York State, including existing small New York State

relationships. An experienced Business Development staff person will be viewed as one who has significant and recent business experience in the specific and/or related industry within the applicant's Technology Focus.

companies. Cite references for sources used where applicable. Identify specific companies with which the applicant has collaborated on activities similar to those identified in the proposal during the past five years. Include the specific location of the company that was assisted by the applicant and describe the services provided to the company. If applicable, quantify the economic impact(s) realized by the company as a result of this assistance using the economic impact categories presented in Section 1.H. Discuss how applicant's existing resources have been leveraged to partner with industry and whether the applicant has successfully helped businesses to locate in New York State.

- d. Provide a project summary template (refer to Appendix B to the RFP) for **up to ten** of the most recent committed projects³ the CAT will conduct with industry during its first year of operations. If the proposal is for a new CAT, provide project summary templates for five potential projects where the company partner has agreed to consider the project and up to five committed projects; or any combination thereof that amounts to ten. Provide a separate template for each project and limit each to two pages. Include the project summary templates as **Appendix 3** to the proposal.

3. Use of Funds (20 points)

- a. Discuss in the narrative the manner in which ESD funds will be integrated with other funds provided to the CAT to expand the applicant's ability to generate economic growth in New York State. Discuss how the funding will support the CAT's long-term plans to increase economic impact in New York State.
- b. Discuss the nature of the expenditures that ESD funds will support during the CAT's first five years of operations under this RFP (Budget Form Two) to achieve the CAT's long-term plans to increase economic impact in New York State.
- c. Identify any non-personnel costs such as equipment, travel and other expenses that have been budgeted for ESD funds. Include a description of the item, function and total anticipated cost.
- d. Discuss the CAT's capacity to secure private and other non-New York State government funds in amounts at least equal to the matching funds requirements for the total support sought from ESD.

F. Budget

Applicants must use the budget forms provided in Appendix B of this RFP. Complete the budget forms following the directions included with the forms and submit them as **Appendix 4** to the proposal.

- Budget Form One – Projected Year One Budget: Total Amount of ESD Funding Requested and Matching Funds Demonstrated; and
- Budget Form Two – Projected Five-Year Budget for ESD Funds (**for the purposes of this RFP, use a total five-year budget of up-to \$4,606,000**).

³ A committed project is one that has been agreed to by the company with the dollar amount of support and CAT deliverables identified.

For Consortium Members:

- Include a consolidated Budget Form One – Projected Year One Budget for the total funds budgeted for the **entire** CAT along with a **separate** Budget Form One for each consortium member indicating how that consortium member projects to expend matching funds and ESD funds.
- Include a consolidated Budget Form Two (Projected Five-Year Budget for ESD Funds) for the total ESD funds budgeted for the **entire** CAT (all consortium members) along with a **separate** Budget Form Two for each consortium member indicating how that consortium member projects to expend ESD Funds over the five-year period.

Check that the forms are completed and mathematically correct. Funding requests must directly relate to activities described in the proposal. Only costs directly related to the proposed activities will be considered for funding. The budget evaluation and review is considered with the overall proposal.

G. Appendices to the Proposal

Include the following appendices:

Appendix 1: CAT director's curriculum vitae (CV) or job description with qualifications for a new CAT director. Brief resume, or job descriptions with qualifications, for each member of the management team. "Biographical Sketch Form" for each research faculty member who will participate in the CAT's activities

Appendix 2: CAT organizational chart

Appendix 3: Project summary templates (up to ten for an existing CAT or proposed CAT as described in III.E.2.d.)

Appendix 4: Budget Forms One and Two

Appendix 5: Proprietary information exception request (if applicable)

No sections, appendices, and/or supporting information of the proposal beyond those items required by ESD in this RFP will be accepted or reviewed.

III. Review Criteria and Process

For the review of eligible proposals, ESD has established the following criteria to be applied in accordance with the review process set forth in Section IV.B. In addition to addressing the review criteria stated below, refer to the proposal instructions in Section III of this RFP for specific items that must also be addressed.

A. Review Criteria

1. Organizational Capacity and Delivery Plan (30 Points)

- a. The consistency of the goals and objectives of the proposed Center with those articulated in this RFP. (6 Points)

- b. The degree to which the proposed Center's leadership, management team, and staff have the experience and expertise necessary—including entrepreneurial experience—to carry out the activities and achieve the goals and objectives stated in this RFP. (10 Points)
- c. The degree to which proposed Center's physical and intellectual research capacity will be available for and are relevant to supporting the goals and objectives of the proposed Center. (8 Points)
- d. The degree to which proposed Center's interactions and interdependency with other economic development organizations/enterprises constituting its referral network are sufficient for and relevant to achieving the goals and objectives stated in this RFP. (6 Points)

2. Economic Opportunity (50 Points)

- a. The range of companies and technological issues for which the applicant institution has provided assistance and/or information. (15 Points)
- b. The assistance currently or to be provided to industry and how it compares to other economic development organizations to which the applicant institution has provided related services. (10 Points)
- c. The applicant institution's ability to contribute the creation and expansion of companies in, and the relocation of companies to, New York State. (10 Points)
- d. The significance of the projects that are expected to have been studied and/or researched by the applicant institution. (7 Points)
- e. Ability of the applicant institution to serve a statewide constituency. (8 Points)

3. Use of Funds (20 Points)

- a. Quality of the applicant institution's justification/rationale for the use of the requested funds. (8 Points)
- b. Quality and quantity of the applicant institution's matching funds against ESD funding. (8 Points)
- c. Quality of the applicant institution's matching fund expenditure plan. (4 Points)

B. Review Process

Reviewers may include ESD staff, staff from federal or other State agencies, and individuals selected from the science, business, and academic communities. The reviewers will adhere to the process described in this section and will apply the review criteria detailed above. ESD may limit the number of proposals a reviewer is required to evaluate. Each proposal will be reviewed and scored by at least three reviewers.

Scoring: Reviewers will independently evaluate and assign a preliminary score to proposals that have been accepted by ESD. The *preliminary scores* for a proposal will be combined to provide an *initial average score* for that proposal.

After the initial average scores are calculated, reviewers will convene as a group to review these preliminary scores and discuss the proposals in accordance with the review criteria. At the conclusion of the discussions, each reviewer will individually provide a *final score* for each proposal based upon the panel's discussions. Proposals must receive a minimum score of 70

in order to be considered for funding.

In the event that two or more proposals have the same final score and the score is high enough for the applicants to be considered for funding, but there is not enough funding to designate all the applicants with the same score, the review panel will hold an additional session to review only those affected proposals. The review panel will deliberate until there is a consensus regarding the selection.

ESD reserves the right to reject any and all proposals. ESD may recall this RFP at any time prior to award announcement and may also reject proposals for deficiencies; waive technicalities, irregularities, and omissions; or solicit new proposals. ESD reserves the right to act in accordance with the best interests of the people of New York in its interpretation of this RFP.

Applicants and/or their surrogates are prohibited from contacting any ESD staff to advocate on behalf of a proposal submitted in response to this RFP. Violation of this restriction will disqualify an applicant's proposal from the competition.

C. Protests and Appeals

1. Protests

Any interested party may file a protest with the director of ESD's Division of Science, Technology & Innovation within fifteen business days from the date of the notice of the contract award, except:

- where a protest concerns the terms and conditions of the solicitation (or other matters that would be apparent to an interested party prior to the date set in the solicitation for the receipt of bids), in which case that protest must be filed on or before the date set in the solicitation for the receipt of bids or proposals; or
 - where ESD determines that sufficient circumstances exist and has set forth a different time period for filing protests.
- a) The director of ESD's Division of Science, Technology & Innovation shall refer any protest either to an individual employee or group of employees of ESD. No such employee will have been actively involved in the procurement process being protested. ESD will provide a copy of any protest filed to the successful bidder.
 - b) ESD may summarily deny a protest that fails to contain specific factual or legal allegations, or where the protest raises only issues of law that have already been decided.
 - c) ESD shall issue a determination within ten (10) business days of the filing of the protest. The answer to the protest should address all the factual and legal allegations contained in the protest. A copy of the answer shall be simultaneously delivered to the protester and the successful bidder.
 - d) During the time period in which a protest may be filed, or during the resolution of a pending protest, ESD may negotiate terms and conditions of the contract or grant award with the successful bidder. However, a contract or grant award will not be approved by the ESD prior to the expiration of the time period for filing a protest, or, if a protest has been filed, before the ESD issues a determination of the protest.
 - e) The person or persons designated by ESD to consider the protest shall prepare a written recommendation addressing all of the issues that have been raised by the protest.

- f) ESD may accept, modify or reject such recommendation.
- g) In making his or her determination with regard to the protest, the ESD designee may, in his or her sole discretion, consider any additional information from any source relating to the allegations set forth in the protest.
- h) All parties that have participated in the protest, as well as the original successful bidder, shall be provided with a copy of the final determination of ESD. The determination shall be made part of the procurement or grant award record.

2. **Appeals**

All parties receiving a copy of the ESD final determination will also receive a copy of the current [“Contract Award Protest Procedure For Contract Awards Subject To The Comptroller’s Approval.”](#) This document explains the time periods and procedure for filing a protest with the Office of the State Comptroller.

An interested party has ten (10) business days from the date it receives ESD’s determination to file an appeal with the Bureau of Contracts in the Office of the State Comptroller.

v. **Appendices to this RFP**

Appendix A – Glossary of Terms Used

Appendix B – Required Forms

Appendix A

Glossary of Terms Used Throughout the RFP

The following definitions apply to the terms used in this RFP. Terms defined herein are capitalized throughout the text of the RFP. Terms used within a definition that are also defined in this appendix are noted in italics.

Applicant: An eligible *University, University-Affiliated Research Institute, or a Consortium* of such institutions requesting designation as a *CAT* under this RFP.

Authorized Organizational Representative: The institution's duly authorized representative with authority to enter legal agreements on behalf of, and commit resources of, the institution.

Award Recipient: An *Applicant* that receives *CAT* designation by ESD under this RFP.

Business Development Staff: The individual(s) employed full-time either directly by the *CAT* or *Applicant* or as an external consultant who seek(s) to develop new business opportunities and manage existing relationships for the *CAT*.

CAT Director: The individual responsible for the day-to-day overall management of the *CAT* and for directing the *Center's* activities.

Center for Advanced Technology, CAT, or Center: A university-based applied research center designated by ESD as a Center for Advanced Technology in accordance with Public Authorities Law §3102-b and Section 5904 of Title 21 of the Official Compilation of Codes, Rules and Regulations of the State of New York.

Committed Matching Funds: Funds associated with a specific project that has been accepted by the *Matching Funds* sponsor and in which the amount of *Matching Funds* support and *CAT* deliverables are defined.

Consortia, Consortium, or Consortium Members: A collaborative effort comprised of a *University(s)* and/or *University-Affiliated Research Institute(s)* working together to perform the tasks identified in the *proposal*. A *Lead Institution* must be identified.

ESD: Empire State Development is the umbrella organization for economic development activity in New York State involving both Department of Economic Development (DED) and a public authority in the form of Empire State Development Corporation; however, awards (contracts) through this competition will be administered by (through) DED.

Indirect Cost(s) or Indirect Cost Rate: Defined by Federal OMB Circular A-87 as the rate used for allocating those common costs that cannot be specifically allocated to a particular project or activity. A cost may not be allocated as an Indirect Cost if any other cost incurred for the same purpose in like circumstances has been assigned as a direct cost. The maximum Indirect cost chargeable to ESD funds under the *CAT* program is 15 percent.

Industrial Advisory Board: A board that includes representatives from companies operating within the *proposal's Technology Focus* that serves in an advisory capacity to the *CAT* and helps ensure that resources are invested in areas with the greatest commercial relevance to industry. Industrial Advisory Boards must include representatives from industry.

Lead Institution: The member of an eligible *Consortium* that serves as the entity contracting with ESD for CAT program funds. The Lead Institution is responsible for administering the contract, ensuring that the work is performed, and fulfilling all reporting requirements.

Matching Funds: A non-reimbursable component of a project's total cost that is reflective of the *Applicant's* and industry's commitment to the CAT. Refer to Section I.D. of this RFP for specific Matching Funds requirements.

New York State Company, New York Company or Company in New York: A for-profit enterprise with a permanent place of business located in New York State employing a full-time workforce. The company's New York facility must either be (1) the intended recipient of the CAT's assistance or (2) directly benefit from the CAT's assistance. The CAT's assistance must also demonstrably enhance the company's economic activity in New York.

Partners or Partner Organizations: Those organizations that will assist the *Applicant* in achieving its mission. Subject to the limitations of Section I.C. of the RFP, Partner Organizations may include, but are not limited to, other schools or departments within the *Applicant*, Manufacturing Extension Partnership centers, NYS Certified Business Incubators and Innovation Hot Spots, Centers of Excellence, other Centers for Advanced Technology, technical and community colleges, Small Business Development Centers, Empire State Development programs, and other similarly focused not-for-profit organizations and programs.

Proposal: A response to this Request for Proposals submitted by an *Applicant*.

Small New York State Company: A *New York State Company* with its principal place of business in New York that employs 100 or fewer persons in total, including any parent companies or subsidiaries.

Technology Focus: The field of science or technology in which the CAT's research will be conducted; as specified in Section 1.G. of this RFP.

University: An institution of higher education that grants doctoral degrees in the research field(s) related to the *Technology Focus* identified in the *Applicant's Proposal*. To be eligible to apply under this RFP, the *Applicant* and any *Consortium Members*, if applicable, must each meet the eligibility requirements of Section 1.D.

University-Affiliated Research Institute: A not-for-profit corporation closely affiliated with a specific *University*, and only one *University*, whose primary purpose as defined by its articles of incorporation is to support, supplement, and/or extend the basic and applied research, development and technology transfer in one or more technological areas of the *University* to which it is affiliated.

APPENDIX B: Required Forms

- Request for Proposals Response Form
- RFP Proposal Coversheet and Checklist
- Project Summary Template
- Biographical Sketch Form
- Proposal Budget Forms (PDF for reference only; applicant must provide an Excel file)