

# **REQUEST FOR PROPOSALS**

**University of Central Florida  
Florida Solar Energy Center**

## **Florida Hydrogen Initiative**

**Issue Date: March 17, 2010**

**Final Applications Due: April 23, 2010  
5:00 PM EST**

## PART I – FUNDING OPPORTUNITY DESCRIPTION

### A. BACKGROUND

The Florida Hydrogen Initiative (FHI) is a U.S. Department of Energy (DOE) funded hydrogen and fuel cell program managed by the Florida Solar Energy Center (FSEC) and the University of Central Florida (UCF). At the present time, this effort has about \$1.5 million in funds that are to be awarded in competitive projects. For these proposals, DOE Golden has required that proposals be openly solicited and then be evaluated on a competitive basis. The only restriction on these funds is that FSEC/UCF is not eligible for funding.

### SCOPE OF ANNOUNCEMENT

The goal of the Florida Hydrogen Initiative is to move Florida to the forefront of the nation's hydrogen economy. The Florida Hydrogen Initiative will use its resources to aid the development of a Florida-based hydrogen and fuel cell industry thereby establishing Florida as the cornerstone of a southeastern hydrogen and fuel cell hub and aiding the U. S. Department of Energy in its hydrogen and fuel cell programs and goals.

FHI seeks to develop Florida's hydrogen and fuel cell infrastructure by:

- Creating partnerships for applied technology demonstration projects throughout the state;
- Sponsoring research and development in the production, storage and use of hydrogen and in the use and application of fuel cells;
- Facilitating technology transfer between the public and private sectors to create, build, and strengthen high-growth potential, high technology companies;
- Demonstrate industrial support or potential for widespread applications;
- Develop unique hydrogen/fuel cell university level education programs.

UCF/FSEC will receive proposals in support of the above objectives. The research, development or demonstration projects to be funded will also be guided by the above FHI objectives and the 2010 and 2015 targets described in the U. S. Department of Energy's *Hydrogen, Fuel Cells & Infrastructure Technologies Program – Multi-year Research, Development and Demonstration Plan* or the latest version (See <http://www1.eere.energy.gov/hydrogenandfuelcells/mypp/>).

This RFP is open to all individuals/institutions/industries/organizations requesting it.

See: <http://www.fsec.ucf.edu/go/fhi-rfp>

## **PART II – AWARD INFORMATION**

### **A. TYPE OF AWARD INSTRUMENT**

The University of Central Florida (UCF) will issue a contract to the selected awardees. This contract will be subject to the State of Florida regulations through UCF and to DOE regulations.

### **B. ESTIMATED FUNDING**

A total of approximately \$1,500,000 of DOE funds is to be available for awards under this announcement. Please see cost share requirements in Part III-B below.

### **C. EXPECTED NUMBER OF AWARDS**

UCF anticipates making 3-6 awards under this announcement, depending on the size of the awards.

### **D. ANTICIPATED AWARD SIZE**

UCF has no limits or restrictions on the actual size. The awards may be adjusted depending on the funds available, number of awards, technical merit review, and program policy review.

### **E. PERIOD OF PERFORMANCE**

The time period of the proposed project may be up to two years in length. A July 1, 2010 start date may be assumed. It is noted that the present UCF contract has an end date of December 1, 2011. However, a two-year time extension has been requested of DOE and the extension is expected to be approved.

### **F. QUESTIONS**

Any questions, about the RFP should be sent to D. Block at [block@fsec.ucf.edu](mailto:block@fsec.ucf.edu). Answers, if any, will be posted on the FSEC blog at: <http://www.fsec.ucf.edu/go/fhi-rfp>

## **PART III – ELIGIBILITY INFORMATION**

### **A. ELIGIBLE APPLICANTS**

All types of domestic applicants are eligible to apply. UCF/FSEC is not eligible to be an applicant or part of another proposal.

## B. COST SHARING

The cost share must be at least 20% for R & D projects and 50% for demonstration projects of the total allowable costs (i.e. the sum of the DOE share and the recipient share of allowable costs equals the total allowable cost of the project). Cost share funds must come from non-Federal sources. Provide cost share commitment letter(s) from each cost share source including third party contributors.

## PART IV – PROPOSAL AND SUBMISSION INFORMATION

### A. CONTENT AND FORM OF PROPOSAL

You must complete the following forms and any applicable optional forms in accordance with the instructions. All proposals shall be submitted with an organizational letter of commitment.

#### TECHNICAL PROPOSAL REQUIREMENTS

The following sections should be included in your technical proposal. The maximum length of the technical proposal is 10 pages.

1. **Objective** – In one to three paragraphs, describe the project objectives and how it relates to the FHI and DOE program. See Part I.B SCOPE OF ANNOUNCEMENT on page 2 for program details.
2. **Background** – No more than one or four paragraphs.
3. **Approach** – In no more than 3 pages, describe proposed approach used to achieve your project goals.
4. **Benefits for Florida and the Nation** – No more than one to five paragraphs, describe how your proposal will enable the DOE-EERE to achieve Hydrogen, Fuel Cells & Infrastructure Technologies Program – Multi-year Research, Deelopment, and Demonstration Plan. See: <http://www1.eere.energy.gov/hydrogenandfuelcell/mypp> and meet the FHI objectives.
5. **Statement of Work** – Describe the tasks to be done within your proposal project. Use the following format:

**Task 1 – Task Title** – Describe.

**Task 2 – Task Title** – Describe.

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**Task X – Reports** – Reports for submission to UCF.

6. **Relevant Experience** – Provide a short description of your (and your partners') relevant experience in the proposed field of work. Describe if this funding can become self-supporting at the conclusion of the program.
7. **Project Duration** – The time period of the proposed project may be up to two years in length. A July 1, 2010 start date may be assumed. It is noted that the present UCF contract has an end date of December 1, 2011. However, a two-year time extension has been requested of DOE and the extension is expected to be approved. The project duration will not count toward the 10 page limit.
8. **Personnel Resumes** – The proposal should include two page resumes for key personnel of the applicant and major participants. (These resumes will not count toward the 10 page limit.)

Please include the above 1-8 sections in your technical proposal. The maximum length for sections 1-6 of the technical proposal is 10 pages. Any additional pages will be discarded. Single space and use 12 size font.

## **B. BUDGET AND PROJECT MANAGEMENT**

In a separate word document, present your proposed projects' budget, project management and personnel resume information. Note that this information will not have a page limit and will not count in the 10 page maximum for the technical proposal.

### **1. Budget Justification (Field K on the R&R Budget form)**

Describe here the total project cost including a description of the DOE amount and source of the U. S. DOE required cost share – **that is 20% and 50% of the total project cost for the R&D type and Demo type projects, respectively. Be sure to state in the proposal whether the project is a R&D or demo effort.**

Provide supporting information for the following costs, including justification of need, basis or method of estimating costs, and relevant calculations (See R&R Budget instructions): personnel and fringe benefits; equipment; domestic and foreign travel; participant/trainees; material and supplies; publication; consultant services; computer services; subaward/consortium/contractual (specifically, provide the proposed budget amounts for each subcontractor individually); equipment or facility rental/user fees; alterations and renovations; and indirect costs. The budget justification must also identify the following information for each third party contributing cost sharing: (1) the name of the organization; (2) the proposed dollar amount to be provided; (3) the amount as a percentage of the total project cost; and (4) the proposed cost sharing – cash, services, or property. Provide any other information you wish to submit to justify your budget request. Attach a single budget justification file for the entire project period in Field K. The file automatically carries over to each budget year. Use DOE SF 424 (R&R) form, if desired.

## **2. Project Management**

- Describe how the proposed project will be organized and how the organization will facilitate project success
- Define the roles of the team members, if any
- Describe the approach to managing the team, if any, and ensuring communication among team members

## **C. SUBMISSIONS FROM SUCCESSFUL FINAL PROPOSALS**

If an applicant is selected for negotiation of an award, UCF reserves the right to request additional or clarifying information for any reason deemed necessary, including, but not limited to:

- Indirect cost information
- Other budget information
- Name and phone number of the Designated Responsible Employee for complying with national policies prohibiting discrimination (See 10 CFR 1040.5)
- Representation of Limited Rights Data and Restricted Software, if applicable

## **D. SUBMISSION DATES AND TIMES**

Final proposals must be received by April 23, 2010, no later than 5:00 PM Eastern Time. You are encouraged to transmit your application well before the deadline. **Proposals received after the deadline will not be reviewed or considered for award. Applications must be submitted by e-mail to [busoffice@fsec.ucf.edu](mailto:busoffice@fsec.ucf.edu). Proposals should be sent to this address only and be clearly marked as an FHI proposal. Do not send your proposal to anyone else at UCF/FSEC.**

## **E. FUNDING RESTRICTIONS**

Costs must be allowable in accordance with the applicable Federal cost principles referenced in 10 CFR part 600.

# **PART V – APPLICATION REVIEW INFORMATION**

## **A. CRITERIA**

### **1. Initial Review Criteria**

Prior to a comprehensive evaluation, an initial review of the applications will be performed by UCF to determine the following: (1) the applicant is eligible for an award; (2) the information required by the announcement has been submitted; (3) the minimum required cost share has been proposed; and (4) the proposal concept is responsive to the objectives of the announcement. If an application fails to meet these requirements, it may be deemed non-responsive and eliminated from further review. For applicants who do not pass the initial review, UCF will provide notice immediately upon completion of the initial review. This notice will consist of the findings of the initial review as determined by UCF/FSEC.

## **2. Merit Review Criteria**

### **EVALUATION CRITERIA**

The following evaluation criteria will be used in the comprehensive evaluation of the proposals. For each criterion, the weighting (out of a total of 100%) is indicated to show the relative importance.

**Objective (5 points):** Clear description of the project objectives and how the objectives relate to the DOE program goals.

**Background (10 points):** Demonstrated experience of proposer as related to proposed project.

**Approach (20 points):** Clear description of proposed approach used to achieve project goals.

**Benefits of Florida and the Nation (10 points):** Description on how proposal will enable the DOE-EERE to achieve Hydrogen, Fuel Cells & Infrastructure Technologies Program – Multi-year Research, Development, and Demonstration plan give at <http://www1.eere.energy.gov/hydrogenandfuelcells/mypp/>.

**Statement of Work (40 points):** Clear presentation of tasks to be done to accomplish the objectives of the proposed project. Is reporting of results included? This project seeks to develop Florida's hydrogen and fuel cell infrastructure by:

- Creating partnerships for advanced applied technology demonstration projects throughout the state;
- Sponsoring advanced research and development in the production, storage and use of hydrogen and in the use and application of advance fuel cells;
- Facilitating technology transfers between the public and private sectors to create, build, and strengthen high-growth potential, high technology companies;
- Have industry support or applications.

**Relevant Experience (15 points):** Description of proposer's relevant experience and personnel in the proposed field of work.

## **B. REVIEW AND SELECTION PROCESS**

## **1. Merit Review**

A merit review committee composed of 3 to 5 members external to UCF/FSEC will be formed and will make recommendations to the Selection Official as to whether or not each final application is determined to have sufficient technical merit to be considered for funding based exclusively on the technical strengths and weaknesses of the application. The above evaluation criteria (Part V.A.2) will be the basis of the merit review committee selection.

## **2. Program Policy Factors**

After the technical merit review process is complete, UCF may choose to apply program and policy factors in the selection of RFP recipients. In doing this, UCF reserves the right to select applications of lesser merit than other applications. UCF's goal is to ensure that the selection process results in an effective portfolio of hydrogen and fuel cell projects and provides for an appropriate mix of methods, approaches, concepts and strategies.

Application of the program and policy factors could result in the selection of projects that include:

- Different types and sizes of organizations to assess hydrogen and fuel cell technologies and benefits across a broader range of institutional structures, business models, and operational requirements.
- Diverse topic areas to assess a broader range of potential hydrogen and fuel cell technologies, tools, techniques, concepts, and technical approaches and methods.
- Abilities to further optimize the use of available funds by allowing more applications to be supported or for applications that can be accomplished sooner than the two year period of performance
- Cost share in excess of the minimum required.

## **3. Selection**

The Selection Official will consider the merit review recommendations, program policy factors, and the amount of funds available in making selection decisions.

## **4. Discussions and Awards**

UCF may enter into discussions with a selected applicant for any reason deemed necessary, including, but not limited to: (1) the budget is not appropriate or reasonable for the requirement; (2) only a portion of the application is selected for award; (3) UCF needs additional information to determine that the recipient is capable of complying with applicable requirements and regulations; and/or (4) special terms and conditions are

required. Failure to resolve satisfactorily the issues identified by UCF will preclude award to the applicant.

UCF reserves the right to conduct an independent review of financial capability for applicants that are selected for negotiation of an award.

### **C. ANTICIPATED NOTICE OF SELECTION AND AWARD DATES**

UCF anticipates notifying applicants selected for negotiation of an award in June 2010 and making awards in July 2010.

### **D. REPORTING**

Reporting requirements will be identified on the Federal Assistance Reporting Checklist, DOE F 4600.2, attached to the award. A sample of the checklist can be found at [https://www.eere-pmc.energy.gov/procurenet/FinancialAssistance/Forms/DOE\\_Forms/DOEF4600\\_2.doc](https://www.eere-pmc.energy.gov/procurenet/FinancialAssistance/Forms/DOE_Forms/DOEF4600_2.doc)

Specific reporting requirements for all awards resulting from this announcement will include:

- Quarterly Technical Progress Reports
- Quarterly Financial Status Reports
- Annual presentations at the DOE Hydrogen Program Annual Merit Review and Peer Evaluation Meeting (typically in Washington, DC)
- Final Report