



The National Advanced Mobility Consortium

Request for Proposal (RFP)

For

Outsourced Professional Services

The National Advanced Mobility Consortium

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STE 130

Ann Arbor, MI 48108

www.NAMConsortium.org

Revision 1: 26-MAY-2020 (changes are shown in red)



SUMMARY

Independent and industry-led, the National Advanced Mobility Consortium (NAMC) is a membership based, nationwide alliance of traditional and nontraditional defense contractors (NDC), academic institutions, and other research organizations. The NAMC serves as the Defense Department's primary applied research and development (R&D) partner for the complete range of prototype, ground vehicle system, sub-system, and component technologies. The NAMC uses a variety of methods, including market research, end-user input and rapid acquisition initiatives, to achieve its primary objectives:

- Enable its members to better understand warfighter needs
- Funnel leading edge ideas and concepts to Department of Defense (DoD) program and technical managers so they gain the broadest possible insight as to what's technologically possible
- Ease and accelerate the process for getting R&D projects under contract

Since its inception in 2008, the NAMC has outsourced the majority of its business operations to a single, separate entity which has functioned as its Consortium Administrative Organization (CAO). Doing so has served to simplify and streamline the NAMC's operations, while enabling it to maintain low operational overhead and ensure that members' fees are kept as low as possible.

The NAMC has grown, however, to a point where moving forward it believes its interests can best be met by partitioning the business operations it out-services and potentially engaging more than one single provider. These business services are being solicited in a menu-type format in this Request for Proposal (RFP) to allow NAMC the flexibility to get the services we desire, when we need them, while maintaining control of the strategic direction and oversight of the corporation. Please note that an organization is not required to propose to all items listed within the statement of work, however it must be clear in your submission which items you are proposing to as multiple awards may be made.

NAMC BACKGROUND

Headquartered in Ann Arbor, Michigan, the NAMC is a 501(c)3 non-profit corporation and currently holds multiple funding vehicles with the DoD for prototyping of manned and unmanned ground vehicle and component technologies. The NAMC manages a membership of nearly 450 organizations (large defense contractors, non-traditional defense contractors, small businesses, academia and non-profits) who propose against government projects solicited through the consortium. As a membership benefit, the NAMC provides training and assistance to its member companies in the areas of contracting, costing, compliance and regulations. The NAMC manages single and multi-participant projects (150 per year), workshops/demonstrations (1-3 per year), project solicitations (15-20 per year) and processes for the government.

The NAMC is overseen by a member-elected majority Board of Directors and a sub-set of the Board called the Executive Committee. The NAMC currently employs a part-time Executive Director and two full time, exempt employees: A Director of Operations, who oversees the day-to-day business operations, and a Senior Program Manager, who manages NAMC's project portfolio. The NAMC also currently engages



three full-time consultants in the areas of Business Development and Strategic Partnerships. The NAMC anticipates possibly growing to include five (5) full-time, exempt employees in the next 1-3 years, based on future strategic business analysis.

The NAMC currently has an annual operating budget of ~\$2M to include staff, leased office space, consultants, contractors, website/software resources, insurance, audit/compliance, programs and trade shows/events. The NAMC's 2019 990 Form is available upon request.

Metrics

- \$1.8-\$2.2M Annual operating budget
- 450 Member Organizations invoiced annually for dues
- 7-10 Consultants/subcontractors/service contractors
- 8-10 Trade Shows/Events annually
- 1 Leased office space

REQUEST FOR PROPOSAL (RFP)

Process

The NAMC is soliciting organizations to enter into a services contract for the business functions outlined within this RFP. Contracts will range from 12-36 months based on the service, organization and negotiations. It is NAMC's preference that costs proposed be either as a monthly retainer or hourly rate format.

Please follow the procedures outlined in this section in preparing your response and structure your proposal to address the items listed under the SOW. This RFP has been structured to reduce, where possible, the time and effort needed to prepare a response and for the NAMC to evaluate the proposal.

Brief, direct and objective responses are preferred. Supplemental documents can be included if needed.

Two separate documents (Business Services Proposal and Cost Proposal) are requested so that the selection team can separately review your company's service capabilities without being biased by pricing information. Both documents must be signed by an individual authorized to commit your company to provide the proposed services at the proposed fees. The Cost Proposal should also include a statement of commitment that can be accepted by the NAMC at its discretion on or before August 31, 2020. **The effective date for completed transition is expected to be October 1, 2020.**

Proposals

Two separate documents must be submitted, as follows:

- 1) A Business Services Proposal, presenting your company's services against any/all of the list found in the SOW as well as answering key questions, and
- 2) A Cost Proposal, presenting your company's fees related to the performance of services outlined in the Business Services Proposal.

Please ensure the following is provided on the cover page: name of company, business type, point of



contact (POC); telephone number for POC, e-mail address for POC, mailing address, CAGE Code (if available), and a list of functions from the Statement of Work (SOW) your organization is proposing.

Format

The Business Services Proposal shall be a maximum of ten pages, no smaller than 10pt font. Cover pages and tables of content do not count against the page limit.

The Cost Proposal does not have a page limit and information can be presented in a way that makes sense to the proposer.

Business Services Proposal

Offerors may propose against any/all functions listed in the below SOW. Please indicate clearly which functions you are proposing to. Please address the following within your Business Services Proposal:

- 1) A general strategy statement indicating how your organization will meet the varying needs of the NAMC.
- 2) Identify what makes your organization uniquely qualified for this project.
- 3) For each major function identified within the SOW, please include:
 - a. A detailed analysis of how they will be assumed/transitioned
 - b. A description of your approach, capabilities and experience especially as it relates to Government awards/programs/compliance
 - c. Measurement tools to evaluate success/failure
 - d. An outline of the structure of the service team that would be assigned to the NAMC to include physical location and reporting structure.
 - e. A detailed list of assumptions and requirements for NAMC staff for successful execution.
 - f. Identify any potential risks or challenges you foresee with a division of functions (e.g. which functions should be contracted with one organization and why).

Cost Proposal

The NAMC is soliciting organizations to enter into a services contract for the business functions outlined within this RFP. Contracts will range from 12-36 months based on the service, organization and negotiations. It is NAMC's preference that costs proposed be either as a monthly retainer or hourly rate format.

Please present your company's fees related to the performance of services outlined in the Business Services Proposal. There is no page limit to this proposal and information can be presented in a way that makes sense to the proposer. In addition to your cost proposal with explanation, please address the following items:

- 1) Explanation of the fee structure you are proposing with the reasoning behind it. It is NAMC's desire to contract on a work-for-hire/hourly basis but will entertain other fee structures that make sense.
- 2) A total number of projected hours required for a period of performance of 12 months (10/1/2020 to 9/30/2020) broken down by labor category and broad business function.
- 3) Identification of three clients (if possible) that you have worked with that we may contact for reference purposes.



STATEMENT OF WORK

The selected organization(s) will be responsible for managing the NAMC enterprise and support the leadership with critical day-to-day services. The services to be provided will include, but not limited to following:

Major Function	Illustrative Sub-Tasks
a) Human Resources	Employee benefit plan consulting Employee benefit administration Employee handbook creation Recruiting Compensation & benefit analysis and benchmarking Compliance Payroll
b) Not-for-Profit Business Finance	Financial management Monthly accounting services Payroll Year-End Closing (1-OCT to 30-SEP) Audit preparation assistance Cost allocation/indirect cost rate creation Annual budgeting and forecasting Financial statements/reports Investment advisory services Cash flow analysis Annual preparation of 990 form
c) Project Management	Timelines Deliverables Budget Reports Industry Events, Workshops and Demonstrations
d) Information Technology (IT) Services	Technical Support Email & Collaboration Software Maintenance Data Access and Storage Solutions Resource Planning Information Security Management
e) Compliance & Audit	Policies & Procedures Internal Audits Compliance Audits Corporate Filings



SUBMISSIONS

Responses must be submitted to: Info@NAMConsortium.org. There is a size limit of 10MB per volume.

Responses must be received by **3:00 p.m. (Eastern Time) on or before 15 June 2020**. Responses received after this date will not be considered.

Prospective Bidders may submit written questions concerning this RFP prior to 5:00 p.m. (Eastern Time), 29 May 2020 to Info@NAMConsortium.org. A summary of all questions with answers will be posted to the NAMC website at www.NAMConsortium.org for all potential respondents to see.

IMPORTANT INFORMATION BEFORE YOU SUBMIT

- No proposal will be accepted from, or contract awarded to any person, firm, or corporation that is in arrears or is in default to the NAMC, upon any debt or contract, or that is in default as surety or otherwise, or failed to perform faithfully any previous contract with the NAMC.
- Work performed under this contract may include collaboration with other awarded organizations as functions may intersect.
- This RFP does not commit the NAMC to award a contract, to pay any cost in the preparation of a proposal in response to this request, or to procure or contract for services or supplies. The NAMC reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with all qualified sources, or to cancel in part or in its entirety this RFP, if it is in the best interest of the NAMC to do so.
- To ensure fairness in the review process, prospective bidders should not discuss their proposal or this Request for Proposals with individuals who are members of the NAMC, sit on the Board of the NAMC or staff prior to the completion of this procurement process.
- Organizations proposing against any portion of this Business RFP are prohibited from joining the NAMC or participating on a team with NAMC members responding to NAMC customer competitive solicitations.
- **The NAMC is willing to execute NDAs with any proposers in advance of proposal submission.**

OCI Disclosure

- **Selected organizations will be required to certify that they will not compete with NAMC on future competitive opportunities or support organizations competing with NAMC, a statement to this effect should be included in any RFP response.**
- **If an organization currently supports any entity operating in the same competitive space as NAMC, firewalls and NDAs will be put in place to ensure NAMC is protected. An explanation of organizational conflict of interest (OCI) policies and protections currently in place should be included in any RFP response.**
- **Any selected proposers will be asked to disclose current OTA related activities to identify any conflicts prior to award. All work in support of NAMC is considered proprietary and is not to be shared with other organizations. This includes, SOPs, project formats, etc.**



SELECTION

Selection(s) will be made after a review and analysis by the NAMC. Outside experts, interested parties or employee representatives may be consulted to advise staff during the review and analysis process. Respondents may be requested to meet with NAMC representatives and advisors to expand on proposal qualifications and experience. Offerors are not required to propose against all services listed. The NAMC may make awards to multiple proposers for specific functions.

The successful organization will be selected upon the demonstrated ability to:

- Act as a partner with the NAMC to administer its business functions.
- Provide a proven and reliable account manager who will be focused on the NAMC.
- Provide superior levels of service to the NAMC's employees and administrative staff.
- Proposal of reasonable costs associated with the business functions proposed.