REVIEW OF ADMINISTRATIVE REQUIREMENTS

Fall FY2016 Traditional RFP – Pre-proposal Meetings March 12, 2015
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Introductions

- Your name
- University or organization you represent
No proposals will be accepted after 4:00 p.m. CST, Friday, April 3, 2015.

Proposals will be accepted only from Texas state-supported colleges and universities. Partnerships with other entities will be considered only when the appropriate expertise is not available at a Texas state-supported college or university. Proposal will not be considered when the research team includes any member with tasks or deliverables that are 30 or more days overdue on the proposal deadline. Technical Memoranda are included in this provision.

Please ensure you are using the current forms sent with the RFP.

The RTI goal is to acknowledge receipt of your Project Agreement within 1 hour, except if it is received after 5:00 p.m. CST or on a weekend.

Please note that the “proposal form” is discontinued. The proposals will be submitted on the provided Project Agreement form. Use contractual language rather than proposal language. Contact your Liaisons for assistance.
Administrative Components of a Proposal

The documents listed below are required in every Project Agreement, in the order shown below.

- Cover Page (on the RTI form)
- Itemized Budget, Exhibit A (on the RTI form)
- Project Description, Exhibit B, consisting of:
  - Project Abstract,
  - Implementation
  - Work Plan,
  - Identification of Information Technology (IT)
  - Deliverables to TxDOT,
  - Assistance or Involvement by TxDOT,
  - Deliverables Table (on the RTI form), and
  - Schedule of Research Activities (on the RTI form)
- Background and Significance of Work
- Research Staff and Facilities (on the RTI form)
<table>
<thead>
<tr>
<th>Template / Form Name</th>
<th>Instructions</th>
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<tbody>
<tr>
<td>Cover Page</td>
<td>• Complete all sections except for the “Project Number”. This will be provided to the university selected to conduct the project at a later date.</td>
</tr>
<tr>
<td>Exhibit A - Itemized Budget</td>
<td>• Complete all sections.</td>
</tr>
<tr>
<td></td>
<td>• Leave Project Number blank.</td>
</tr>
<tr>
<td></td>
<td>• Under Salaries, universities should provide the total salaries to be paid for each entire fiscal year (ex. Sept. – Aug.).</td>
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<tr>
<td>Exhibit B - Deliverables Table</td>
<td>• Review instructions carefully, changes have been made to this template.</td>
</tr>
<tr>
<td></td>
<td>• No deliverables can be due after project termination.</td>
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<tr>
<td>Exhibit B - Schedule of Research Activities</td>
<td>• Schedule needs to allow adequate time to complete all tasks and deliverables within the project duration.</td>
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<tr>
<td></td>
<td>• Monthly progress reports need to be identified on this schedule. The progress template was emailed to university liaisons.</td>
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<tr>
<td>Research Staff and Facilities</td>
<td>• Complete, and note the requirements under each section.</td>
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Electronic files for templates and forms are available through your university liaison.
Rating Areas & Weight Scores on Proposal Review Forms

- **Benefits of the proposed activity to the State of Texas**
  - **Innovation:**
    - Does the work plan demonstrate a novel approach of looking at the issue or problem?
    - Are the work tasks likely to expand the current state of knowledge on the issue or problem?
  - **Methodology:**
    - Is the research methodology adequately described?
    - Is the methodology sufficient to generate valid results?
  - **Success:**
    - Based on the above, will the researchers be able to achieve the goals of the project?
    - Will the project’s tasks deliver practical and implementable results?
    - Are risk areas identified and details for overcoming them given?

- **Proposed Tasks**
  - **Understanding of the Project Statement:**
    - Does the proposal clearly state the research problem (“Project Statement”), goals, and objectives?
    - Does the proposal indicate that the intent and significance of each objective in the Project Statement is understood by the research team?
    - Are all of the Project Statements’ objectives addressed?
    - Does the proposal specify the problem limits?
Rating Areas & Weight Scores on Proposal Review Forms

- **Proposed Tasks, Contd.**
  - **Focus:**
    - Are the scientific and practical concerns that shape the research methodology clear?
    - Do the proposed tasks effectively address all the project’s objectives?
    - Is each task properly focused?
    - Do the tasks appropriately restrict project scope?
  - **Clarity:**
    - Is the scope and intent of each task clear?
    - Is the wording concise while still providing sufficient detail?
  - **Products:**
    - Do the proposed products meet the minimum requirements of the Project Statement?
    - If a product is to be demonstrated or tested, or otherwise needs TxDOT review to be effectively finalized, will this be accomplished early enough to incorporate the results before the project terminates?
    - Does each task have at least one corresponding deliverable?

- **Research Team**
  - **Qualifications:**
    - Is the research team’s background and experience recent and relevant to the project?
    - Is the team size appropriate for the work to be done?
    - Does the team have on hand the facilities, equipment and materials needed for the project? If not, does the proposal clearly identify the process for acquiring the facilities, equipment and materials for the work?
  - **Effort:**
    - Is the level of effort by the primary researchers sufficient for success?
Rating Areas & Weight Scores on Proposal Review Forms

- **Proposed Schedule**
  - **Task Schedule:**
    - Is the time shown appropriate for each task? (Schedule of Research Activities)
    - Is the time allocated for any task dependent on the success of a preceding task(s)? If so, does the proposal ensure the task will be completed on time?
  - **Plan:**
    - Are the critical paths identified?
    - Are the tasks logically sequenced?
    - Is it clear that the project will be well managed? Does the overall schedule show a clear likelihood of project success?
  - **Project Duration:**
    - Will the proposed schedule produce an answer/product soon enough to be useful to TxDOT?

- **Proposed Budget**
  - **Estimate:**
    - Is the estimated budget for each task reasonable? (Schedule of Research Activities)
    - Are the project’s facility, equipment and materials needs fully budgeted?
    - If the budget relies upon specific TxDOT or other outside support for success, is that support reasonably likely to be available?
<table>
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<tr>
<th>Date Range</th>
<th>Event Description</th>
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<tr>
<td>April 3, 2015</td>
<td>University proposals due to RTI</td>
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<tr>
<td>April 6 - 24, 2015</td>
<td>Proposals are in review</td>
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<td></td>
<td>- Approximate date, subject to change</td>
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<tr>
<td>May 18 – July 31, 2015</td>
<td>RTI finalizes proposal selections and project agreements</td>
</tr>
<tr>
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<td>- Dates are approximate</td>
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Universities begin work on projects in FY2016
As you begin your research project, keep in mind:

• The solution you develop shouldn’t just sit on a shelf or in a shop somewhere.
• Additional deployment costs and stakeholder involvement may be needed.
• The solution must be practical to the target audience.
• The time, money, and effort put in by the project teams must create real value to TxDOT.
Closing Comments

- After today’s meeting, additional questions must be submitted in writing to rtimain@txdot.gov.
- RTI will respond to questions weekly. The responses will be sent to each university liaison.
- Thank you for attending today’s meeting.

Good Luck With Your Proposal Preparation!