

III. INSTRUCTIONS FOR PREPARATION OF PROPOSALS

Each proposal should be specific and concise. Proposals in each category must be prepared under separate cover. Each separate proposal should be submitted in two volumes, Volume I being the Technical Proposal and Volume II being the Business Proposal. Six (6) copies of each volume should be provided. In order to facilitate orderly and expeditious review of proposals, proposers are to follow the format given below.

A. Volume I - Technical Proposal

1. Format

- a) Cover Page - Appendix B to this PRDA provides a general format and the specific information which should appear on the cover page. Place a proposal number, not to exceed three digits, on the cover sheet. This number will be used as a reference to your proposal.

Identify the original proposal copy (i.e., original signature) as "Original Copy No. 1," and consecutively number remaining copies; i.e., 2 through 6.

One of the following organizational classifications should appear on the cover page: ACADEMIC (Local, State, or Private Control); GOVERNMENT AGENCY (Local, State); NONACADEMIC, NONPROFIT (Private Ownership, Local Government Funded, State Government Funded); NONACADEMIC, PROFIT (Private Ownership, Partnership, Corporation, Private or Public Utility); INDIVIDUAL.

Specify which of the five technical categories the proposal addresses.

The signature of an authorized representative of the proposing organization must appear on the cover pages of both volumes of the proposal in order for the proposal to be considered under this PRDA.

- b) Abstract - A concise abstract of less than 250 words summarizing the proposed study is to be included at the beginning of the proposal.
- c) Table of Contents - Volume I is to include a table of contents, with page numbers, to facilitate locating the elements outlined in these guidelines.

- d) Statement of Work - The proposer shall submit a Statement of Work, not to exceed two pages, which defines the proposed technology development.
- e) Detailed Technical Proposal - Details are set out in Section III.A.2. of this document.
- f) Appendices - The following information should be attached as appendices for Volume I - Technical Proposal:
 - i) List all current programs of the proposer for which Federal support is being received.
 - ii) Include all other appendable material pertinent to the technical proposal.

2. Technical Requirements

The following information is to be provided in the Detailed Technical Proposal.

- a) Objectives - The Objectives of the proposed research should be stated clearly and concisely and should reference one of the five technical categories listed.
- b) Technical Approach and Innovation - Provide a narrative detailed plan of the approach to be followed in the proposed effort. Information in this section should amplify and detail the program outline given in the Statement of Work and should include:
 - i) procedures,
 - ii) concepts and assumptions,
 - iii) limitations,
 - iv) timetables of key milestones,
 - v) summary of relevant research, with a bibliography of related work which forms the basis for the proposed research,
 - vi) expected accomplishments or research results,
 - vii) any additional information that will aid in the evaluation of the soundness and innovativeness of the proposal.

- c) Technical Feasibility - Provide information concerning the technical feasibility of the research proposal as it pertains to the geothermal resource. Include the overall economics of using the proposed technology as compared with economics of using the current technology.
- d) Cost-Effectiveness - Describe the method(s) by which the technical approach outlined in the proposal is anticipated to improve cost-effectiveness of exploration technology as it relates to the following:
 - i) the ability to locate prospective geothermal sites,
 - ii) facilitating a more efficient exploration program.
- e) Cost Value - Provide information which will describe the scope of the work, a measure of complexity, background information and other detail which will indicate the value of the work being proposed to the future development of geothermal energy. Consider the total work package as it relates to the actual cost to the government and the final product that will be furnished.

3. Project Management Plan Requirements

- a) Management Approach - Provide an organization chart of the proposer's organization and identify the level at which the work is to be performed and the interrelationships of the organization segments involved in this project. If it is to be a team effort, identify each of the participating organizations and/or individuals and level of involvement, and illustrate how the various team members will relate to each other.
- b) Schedule - Provide a milestone chart for the entire project. The major events which are judged to be critical should be discussed.

The work schedule should show an integration of the work, time, and resources necessary to complete the project on time. This work schedule is necessary for meaningful progress reporting and may be included in contract documents. A variety of formats may be used, but the duration and sequence of activities and

time of principal events are to be included. The schedule should not exceed one year from the time of award until submittal of the final report.

- c) Technology Transfer Plan - A specific plan for transferring the developed technology to potential users such as industry, government agencies, and academic institutions should be included in the proposal. The plan should recognize the need for timeliness.

4. Qualifications and Capabilities

- a) Personnel Capabilities - List all key personnel who will be involved in the proposed effort and describe their functions, responsibilities, and manhours to be devoted to this project. If the key project personnel are involved in other efforts, indicate the percent of time to be devoted to activities not related to this PRDA.

The biographies of key personnel should include a list of publications as an indication of related experience.

- b) Company Capabilities
 - i) Describe any experiences or capabilities of the organization that relate to the proposed project.
 - ii) Provide information that would demonstrate past experience and ability to plan and manage similar tasks.

B. Volume II - Business Proposal

1. Format

- a) Cover Page for Volume II - Refer to instructions under Article III.A.1. above and Appendix C for cover page format. Note that the signature of an authorized representative of the proposing organization must appear on the Cover Pages of both volumes of the proposal in order for the proposal to be considered under this PRDA.
- b) Table of Contents - Volume II should include a Table of Contents, with page numbers, to facilitate locating the elements outlined in these guidelines.

TECHNICAL RATING SHEET

RFP No. ET-78-R-08-0003

Proposal No. _____

Total Points _____

Proposer _____

Criteria

	<u>Weight</u>	<u>Rating</u>	<u>Score</u>
1. Location	30		
2. Data type	25		
3. Technique	20		
4. Data quantity	15		
5. Personnel	10		
6. Schedule	3		

(Weighting factor x Rating of 1 - 10 = Score)

(Maximum possible score = 1,000 pts.)

Strengths (Describe)

Weaknesses (Describe)

Item	FY80	FY81	FY82	FY83	FY84	FY85	FY86	FY87	Yr's	Comments
% Site Projects Init'd	0	15	25	30	20	10	0	0	100	
No Site Projects Init'd	0	99	165	198	132	66	0	0	660	
Av. Success Ratio, %	0	60	54	41	31	25	0	0	-	
No Succeeded	0	59	89	81	41	15	0	0	286	
No Failures	0	40	76	117	91	50	0	0	374	
% of Site Projects Succeeded	0	$\frac{10}{100}$	$\frac{10}{100}$	$\frac{5}{95}$	$\frac{5}{92}$	$\frac{5}{90}$	$\frac{1}{78}$	0	-	
Management										
No Projects Init'd	0	99	165	198	132	66	0	0	660	
No Projects Termin'd	0	59	99	186	158	92	26	0		
No Projects in Progress	0	99	205	264	210	118	26	0		
No Proposals Received	360	300	400	300	200	100	0	0		
No Geographic's & Eval	$\frac{8}{0}$	$\frac{10}{10}$	$\frac{10}{20}$	$\frac{8}{26}$	$\frac{6}{21}$	$\frac{4}{12}$	$\frac{0}{0}$	$\frac{0}{0}$		
No Engineers	$\frac{4}{0}$	$\frac{4}{5}$	$\frac{5}{10}$	$\frac{9}{10}$	$\frac{3}{8}$	$\frac{2}{4}$	$\frac{1}{2}$	$\frac{0}{0}$		
Manag Costs \$K	960	2160	3600	3840	3040	1760	240	0	15,600	
No Deep, Copying @ 1950K	0	15	18	23	15	7	0	0	74	
No Deep, Sample @ 1080K	0	11	29	22	14	8	0	0	74	
No Shallow, Copying @ 530K	0	38	64	77	51	26	0	0	256	
No Shallow, Sample @ 220K	0	39	64	76	52	25	0	0	256	
No Post 1 @ 840K	0	13	19	19	9	3	0	0	64	
No Post 2 @ 220K	0	45	69	63	32	19	4	0	222	
Confirmation Budget	0	28740	52910	69670	50920	26980	790	0	230,910	
Total Budget	910	18900	57510	7350	7350	3360	28740	1000		