

**BONNEVILLE PURCHASING INSTRUCTIONS
APPENDIX 12-A**

**HOW TO SUBMIT AN
UNSOLICITED PROPOSAL**

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Table of Contents

SECTION 1	INTRODUCTION.....	2
SECTION 2	WHAT IS AN "UNSOLICITED PROPOSAL?"	2
SECTION 3	PRELIMINARY DISCUSSIONS	3
SECTION 4	WHERE TO SUBMIT	3
SECTION 5	WHAT TO SUBMIT	3
SECTION 6	HOW BONNEVILLE EVALUATES YOUR PROPOSAL	4
SECTION 7	OTHER CONSIDERATIONS	5

SECTION 1 INTRODUCTION

BPA encourages submission of unsolicited proposals which offer unique or particularly innovative ideas which support BPA's mission. Proposals may be for research, investigations, projects, or products. If the proposal is accepted, BPA may award a contract, grant, or cooperative agreement to the proposer.

This guide is for anyone interested in submitting such "unsolicited proposals". It describes the procedure for preparing and submitting an unsolicited proposal. It also describes the process BPA uses to evaluate the proposal.

SECTION 2 WHAT IS AN "UNSOLICITED PROPOSAL?"

An unsolicited proposal is a written proposal submitted by an offeror:

1. Which was not submitted in response to a known BPA requirement (i.e., where BPA is not already planning to purchase the type of supply or service offered in the unsolicited proposal), and
2. Which was not solicited by BPA (However, BPA encourages preliminary discussions - See Section 3)

The following are not considered to be unsolicited proposals:

1. Advertising materials
2. Commercial product offerings

An unsolicited proposal can only be accepted by BPA if it meets all of the following criteria:

1. The offered goods or services may not be within the scope of a pending BPA solicitation (i.e., where BPA is already planning to purchase the type of supply or service offered in the unsolicited proposal.)
2. The proposal must be unique, the proposer must propose a particularly innovative idea which was originated by them, or the proposer must have unique qualifications. The proposal cannot be accepted if it contains an approach which is available to BPA without restriction from another source, or is commercially available from more than one source.
3. The proposal's basic concept must support BPA's mission and be acceptable, both technically and from a budget standpoint, to:
 - A. BPA's technical/program staff (referred to as a "subject matter specialist"), and

BONNEVILLE PURCHASING INSTRUCTIONS

APPENDIX 12-A -- HOW TO SUBMIT AN UNSOLICITED PROPOSAL

B. BPA's Contracting Officer.

4. Potential conflicts of interest, if any, must be resolved.

SECTION 3 PRELIMINARY DISCUSSIONS

BPA encourages you to make preliminary contact with BPA's subject matter specialists before preparing a detailed unsolicited proposal. Preliminary contact promotes understanding between the proposer and BPA, and reduces paperwork and loss of time.

For assistance in locating the appropriate BPA subject matter specialist, contact BPA's Supply Chain Services Small Business Specialists. (see SECTION 4):

SECTION 4 WHERE TO SUBMIT

Submit your proposal to:

Bonneville Power Administration
Supply Chain Services (Unsolicited Proposal)
Small Business Specialist - TLOS
P.O. Box 491
Vancouver, WA 98666

Telephone (360) 418-2696

This office is BPA's clearinghouse for the receipt, distribution, accountability, and status reporting of unsolicited proposals. All proposals received are assigned a BPA identification number, and acknowledged in writing to the originator of the proposal. The BPA identification number appears in the acknowledgment letter, and should be referenced in all subsequent communications pertaining to the proposal.

SECTION 5 WHAT TO SUBMIT

Submit three (3) copies of your proposal. Proposals should be succinct, but sufficiently detailed to allow for an adequate analysis of the costs and benefits. There is no required format. Your proposal should cover the following points, if applicable:

1. BASIC INFORMATION - See Exhibit 12-A-1
2. TECHNICAL INFORMATION
 - A. A title and an abstract of the proposed project. The abstract should be in language that can be understood by an intelligent layperson. The abstract is the reviewer's introduction to the proposed project.
 - B. Explain why the proposal is either particularly innovative, or why the proposer is uniquely qualified to perform the project (capabilities, experience, facilities, techniques, etc.)
 - C. A detailed workplan: The objectives, phase-by-phase procedures to be followed, and expected results and their significance. The general approach should be outlined, and specific methods and procedures to be used should be adequately described. A list of tasks and a proposed schedule with intermediate completion dates should be included. It is

BONNEVILLE PURCHASING INSTRUCTIONS

APPENDIX 12-A -- HOW TO SUBMIT AN UNSOLICITED PROPOSAL

understood that detailed plans may require modification during negotiation or the course of the project.

D. Available facilities and major items of equipment especially adapted or suited to the proposed project should be described, with a clear statement of who will provide such items and/or equipment.

E. Names of proposer's key project personnel, including the project leader, along with brief biographical information on each.

F. Economic assumptions, cost, and technical analysis methodologies. All assumptions used in economic and technical analyses should be explicitly stated, references to support all numerical values and cost assumptions should be cited, and sample calculations and equations used to derive economic results should be provided. Claims made about your ideas or proposed technology must be substantiated or verified by calculations and suitable references.

3. BUSINESS AND FINANCIAL INFORMATION

A. State whether you propose to be paid on a firm fixed price basis, time and materials basis, or cost reimbursement basis.

B. Submit a detailed cost estimate. Exhibit 12-A-2 may be used for this purpose, or you may use a different format which provides the same level of detail. You may contact the Small Business Specialist to have this fillable form e-mailed to you. Where a cost-sharing arrangement is proposed, each share should be separately identified and similarly detailed.

C. Provide a brochure describing your organization, if available.

D. Include a brief description of your facilities, if they will be used to perform the project.

E. If you represent an educational institution, state whether you wish to establish stipulated salary support amounts as the basis for charges for personal services of any professional staff members to be used on the project. If you wish to establish such stipulated salary support amounts, the proposal should include the following information for each professional staff member: (a) academic year salary; (b) other research projects or proposal for which salary is allocated; and (c) any other duties, such as teaching assignments, administrative assignments, supervision of graduate students, or other institutional activities.

F. Include evidence of your financial ability to complete the project.

See Exhibit 12-A-3 for a checklist which may be helpful to ensure that you haven't forgotten any required information.

SECTION 6 HOW BONNEVILLE EVALUATES YOUR PROPOSAL

The Supply Chain Services organization serves as a clearinghouse for all unsolicited proposals received by BPA. This office will notify you that they have received your proposal, and will send copies to the subject matter specialist(s) and Contracting Officer.

The time required for evaluation, negotiation, and a final decision may take three (3) months, but will vary depending on the particular circumstances of the project.

BONNEVILLE PURCHASING INSTRUCTIONS

APPENDIX 12-A -- HOW TO SUBMIT AN UNSOLICITED PROPOSAL

Your proposal will be used only for purposes of evaluation. BPA will treat your proposal confidentially, with the exception of:

- A. Information which is incorporated into the final award, unless specifically excepted,
- B. Information available under the Freedom of Information Act,
- C. Information required by a court of law or another Federal agency,
- D. Information publicly available from other sources.

Bear in mind that a proposal may be rejected if there are significant omissions or deficiencies in the Basic Information, Technical Information, or Business and Financial Information categories outlined in Section 5, above.

The subject matter specialist and Contracting Officer will review the unsolicited proposal to determine whether it meets the criteria shown in Section 2, above. Proposals which do not meet these criteria will either be declined without further consideration, or competitively negotiated along with other qualified contractors. Copies of unsolicited proposals which have been declined will not normally be returned, except upon the written request of the submitter.

If your proposal meets the criteria shown in Section 2, above, the Contracting Officer and subject matter specialist will contact you and negotiate details and other terms and conditions. Determination of the appropriate award instrument (purchasing or power contract, grant, or cooperative agreement) will be made at this time. No commitment of funds may be made by the proposer until formal award is made. BPA may discontinue negotiations at any time prior to award and is under no obligation to pay proposers any costs of preparation or negotiation.

SECTION 7 OTHER CONSIDERATIONS

1. Reports

BPA will generally negotiate reporting requirements prior to award. The reports required will depend upon the needs of BPA and the particular circumstances of the project. The contractor will be required to submit a satisfactory final report of the work.

2. Release of Information

BPA recognizes that, during the course of the project, the contractor may desire to publish information regarding scientific or technical developments made in the course of the project. BPA may require advance approval or otherwise restrict the release or publication of information regarding the project.

3. Data and Patent Rights

BPA may establish data and copyrights to awards which result from unsolicited proposals. BPA's policy regarding patents is to grant to the contractor title to the patents made in whole or in part with BPA funds. In exchange, BPA receives royalty-free use on behalf of itself and other Federal agencies. The specific terms and conditions regarding patents, data, and copyrights will be negotiated for each proposal.

BONNEVILLE PURCHASING INSTRUCTIONS
APPENDIX 12-A -- HOW TO SUBMIT AN UNSOLICITED PROPOSAL

Exhibit 12-A-1 - COVER PAGE FORMAT

UNSOLICITED PROPOSAL SUBMITTED TO
THE BONNEVILLE POWER ADMINISTRATION

Name Of Institution, Organization, Individual:

Address:

For: _____

Title Of Proposal And A Brief Description:

Name(s) Of BPA Personnel With Whom The Proposer Has Had Preliminary Discussions
On The Proposed Work _____

Requested Starting Date: _____

Proposed Duration: _____

Total Cost Of Proposal: _____

Amount Requested From BPA: _____

If Renewal, Give Contract Or Grant Number: _____

Small Business _____

Minority _____

Profit _____

Nonprofit _____

Educational _____

Other: _____

Principal Investigator: _____

Phone: _____

Business Contact: _____

Phone: _____

Date Of Submission: _____

Signature Of Proposer: _____

BONNEVILLE PURCHASING INSTRUCTIONS
APPENDIX 12-A -- HOW TO SUBMIT AN UNSOLICITED PROPOSAL

Exhibit 12-A-2 - PRICE/COST PROPOSAL

BPA F 4220.42e
 (06-99)

U.S. DEPARTMENT OF ENERGY
BONNEVILLE POWER ADMINISTRATION
PRICE/COST PROPOSAL

Electronic Form Approved
 by Forms Mgmt. 08/01/2005

Instructions. Complete all categories or state "NA" (*not applicable*) if appropriate BPA may require more detail.

<input type="checkbox"/> 1. Required <i>(Offeror shall use this form.)</i>	3. NAME OF OFFEROR			
<input type="checkbox"/> 2. Optional (<i>Offerors may use a different format but must submit comparable information.</i>)	4. BPA SOLICITATION NUMBER			
5. DIRECT LABOR (<i>List Name/Labor Category</i>)	RATE PER HOUR	EST. HOURS	EST. COST	TOT. EST. COST
Total Direct Labor				
6. LABOR OVERHEAD	OVERHEAD RATE	X BASE	EST. COST	
Total Labor Overhead				
7. TRAVEL (<i>Itemized Estimated Costs, e.g., Transportation, Per Diem, Subsistence, etc.</i>)			EST. COST	
Total Travel				
8. SUBCONTRACTS (<i>Itemized Subcontract Costs</i>)			EST. COST	
Total Subcontracts				
9. OTHER DIRECT COSTS (<i>Materials, etc.</i>)			EST. COST	
Material Overhead (<i>Rate % x \$ Base</i>)				
Total Other Direct Costs				
10. OVERHEAD/GENERAL ADMIN. EXPENSES (G&A)	RATE	X BASE	EST. COST	
Total Overhead/G&A				
11. Total (<i>Excluding Profit</i>)				
12. Fee or Profit				
13. Total (<i>Including Profit</i>)				
14A. NAME AND TITLE	14B. SIGNATURE		14C. DATE (MM/DD/YYYY)	

FILE CODE: SU-12-11 RETENTION: TSM/CP = SEE DISPOSITION

BONNEVILLE PURCHASING INSTRUCTIONS
APPENDIX 12-A -- HOW TO SUBMIT AN UNSOLICITED PROPOSAL

Exhibit 12-A-3 - CHECKLIST FOR PROPOSAL SUBMISSION

- ___1. BASIC INFORMATION, including information required by Exhibit 12-A-1
- ___2. TECHNICAL INFORMATION
 - ___A. Abstract of the proposed project.
 - ___B. Explanation of the project's innovative aspects or proposer's unique qualifications.
 - ___C. A detailed work plan.
 - ___D. Facilities and Equipment.
 - ___E. Key project personnel.
 - ___F. Economic assumptions, cost, and technical analysis methodologies.
- ___3. BUSINESS AND FINANCIAL INFORMATION
 - ___A. State whether you propose to be paid on a firm fixed price basis, time and materials basis, or cost reimbursement basis.
 - ___B. Detailed cost estimate.
 - ___C. Organizational brochure, if available.
 - ___D. Description of your facilities, if they will be used to perform the project.
 - ___E. Salary support arrangements and details (education institutions.)
 - ___F. Evidence of financial ability to complete the project.