



***OTC Equipment Support (OTCES)
Request for Proposals Solicitation
FY10.2 OTC Funding Competition
<http://www.oktc.org>***

**OTC Target Awards Notification Date: May 20, 2010
Target Contract Start Date: July, 2010**

Eligible Lead Applicants: The University of Oklahoma, Langston University, and Oklahoma State University

This Solicitation may be amended by the OTC; notification will be on the OTC web site. It is the responsibility of the applicant to review any such amendments and make necessary changes in the application to meet amended solicitation requirements.

The proposal preparation workshop dates and locations are available on the OTC web site. This solicitation is available on the OTC web site.

The Proposals are Only Received at
The Oklahoma Center for the Advancement
of Science and Technology (OCAST)

**755 Research Parkway, Suite 110
Oklahoma City, OK 73104
Office: (405) 524-1357; 1-866-265-2215, FAX (405) 319-8426**

Intent to Apply Form Deadline: 5:00 p.m., Monday, March 1, 2010
(An Intent to Apply form must be filed for each proposal by the above deadline to be eligible to submit.)

**Deadline for Historical Match determination requests: March 1, 2010
Deadline for private sector Match assistance: February 15, 2010**

Application Deadline: 5:00 p.m., Monday, March 29, 2010

OTC CONTACT INFORMATION:

Tony Dark P.E., Executive Director (918) 527-3275 tony.dark@okstate.edu

OCAST CONTACT INFORMATION:

Arnulf P. Hagen, Ph.D., Consultant (405) 326-4675 aphagen@ocast.state.ok.us

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Required Submission Documents available at <http://www.oktc.org>

FY10.2 Proposal Cover Page, used as proposal page 1

FY10.2 Intent to Apply Form

FY10.2 Budget and Match Forms

FY10.2 Budget Justification Instructions

Instructions for Utilizing an Independent Project as OTC Matching

OTC EQUIPMENT PROGRAM PURPOSE AND GOALS

The primary purpose of the OTC Equipment Support (OTC-ES) program is to facilitate research and training in transportation activities through the acquisition or development of equipment. The OTC seeks to fund meritorious proposals for projects that will advance the Strategic Plan of the OTC available at <http://www.oktc.org>.

The OTC-ES program will not support the acquisition or development of equipment used primarily for standard general science and/or general engineering education courses. Also, general purpose equipment that does not have a common or specific focus towards building a transportation laboratory will not be funded. For example, equipment designed for teaching and conducting research on advancing innovations in concrete or asphalt materials or sensors is supported, while equipment for a sophomore level general engineering course is not supported. Acquisition or development of equipment that will have broader impacts on OTC and non-OTC research projects/programs and help advance OTC goals is required. The proposal must address the use of the equipment after the OTC effort ends.

Proposals to the OTC Equipment Support program should conform to one or more of its goals:

Supporting the acquisition of major state-of-the-art equipment, thereby improving access to, and increased use of, modern research and training facilities by transportation technologists, engineers, and scientists as well as by undergraduate and by graduate students;

Fostering the development of the next generation of equipment that will result in significantly improved capabilities that are widely used by OTC researchers and/or will open up new areas of research, education and training;

Promoting substantive and meaningful partnerships among OTC institutions, government agencies and the private sector is encouraged. Such partnerships are essential to building critical capacity/research infrastructure that will be an impetus for growth that will create a national recognition for the Oklahoma Transportation Center.

Minor renovation or modernization of research facilities to support the equipment being obtained is permitted under this program. Such minor, but sometimes costly needs would include the installation of a 220-volt line or the construction of safety wall. Safety partitions when required by national, state or local codes; for example, a shield system for high pressure hydraulic pumps is allowed. However, the constructions of general purpose rooms including offices are not permitted.

The equipment proposal may include support for personnel to set-up and install as well as to train users during the project. The project must contain commitment documentation for staff to maintain/operate/supervise the equipment beyond the life of the OTC project(s).

FUNDING LEVELS AND LENGTH OF FUNDING

Proposals seeking support from this program must request a minimum of \$200,000 and a maximum of \$500,000; however, extra meritorious proposals may request up to \$1,000,000. The

request shall have a 1-year budget; however, a no-cost extension, up to one year, may be requested when acquisition or development of the equipment experiences unforeseen delays. The request for a no-cost extension will require a report similar to an “annual report” (see <http://www.oktc.org> for format) which will be reviewed and if approved, the extension will be granted.

MATCHING REQUIREMENTS FOR FUNDING

Each proposal must show qualified matching funds equal to or greater than the amount requested from the OTC. Ideally, the matching funds will come from newly developed sources. However, funds expended since October 1, 2008 through the end of the project may be used as match when they meet the requirements listed below. Historical matching funds generated during the period October 1, 2006 through September 30, 2008 may be used as match with prior OTC approval [contact: Ms. Suzette Lavoie (OSU) at 405-744-5957 suzette.lavoie@okstate.edu, prior to the deadline on the request for proposal solicitation cover sheet.]

Mr. Tony Dark, P.E., Executive Director, is available to assist in securing private sector match when contacted prior to the deadline on the request for proposal solicitation cover sheet.

As established in the federal grant regulations issued by the Office of Management and Budget (OMB), matching funds may be cash or in-kind. However, all matching funds must be fully documented and carefully accounted for.

Matching funds may come from the following sources:

- (1) any private source such as a company or a foundation;
- (2) any state agency including those from other states and other countries;
- (3) a limited number of federal accounts, which include SPR funds (see match guidelines at <http://www.oktc.org> for details); and
- (4) grant or contract from an independent qualifying funding source, subject to the approval process detailed in the document **Utilizing an Independent Project as OTC Matching** available at the OTC web site (<http://www.ortc.org>).

Note: In order for federal funds to qualify as matching funds, federal funds must come from accounts under sections 503, 504(b), or 505; Title 23 of the United States Code. Caution must be exercised in using state funds as matching since many state funds are actually federal flow through funds. Questions regarding allowed sources of government matching funds may be addressed to Ms. Suzette Lavoie (OSU) at 405-744-5957 or suzette.lavoie@okstate.edu. Appropriate documentation of the original source of all matching funds must be included in the proposal.

When using previously expended matching funds, care must be exercised to ensure that the matching funds were not previously used as match. With the exception of utilizing an independent project as match, each proposal must demonstrate that the matching funds and the OTC funds will be expended in a manner that will create a unified project. This may be demonstrated in one of two ways:

1. The OTC funds and the matching funds will be expended during the course of the proposed OTC project to support the project activities, and/or
2. The activities supported by one source of funding (OTC or match) are a natural extension or a complement to the activities supported by the other type funding.

Proposals must cite the source of the matching funds and explain how the matching funds and the OTC funds will be expended to fulfill and further the OTC mission. Existing equipment may be used as match provided adequate documentation for the sources of funds used in purchasing the equipment, current market value of the equipment and how it (equipment used as match) relates to the overall project being proposed. It should be noted that after an award is made the PI will need to complete an equipment justification document or documents to submit to FHWA RITA for permission to use the equipment as match. If for some unforeseen reasons RITA does not approve the equipment match, other qualified sources of matching must be obtained within 60 days of denial by RITA.

EXAMPLE EQUIPMENT PROPOSALS

The examples below assume that the match requirements are met, and they are not presented to suggest equipment usage topics nor to limit creativity or to categorize the types of eligible equipment needs.

1. A research team has been making extensive trips out of state to use a piece of equipment that is not locally available. The acquisition of this equipment will provide more time to acquire data as well as to eliminate the travel. Further, since the equipment is local, additional undergraduate and graduate students will be trained. Also, the equipment will be accessible to local industry to meet its needs.
2. A course designed to teach structural monitoring of bridges combines the techniques of civil, mechanical, and electrical engineering disciplines. This popular course relies on the goodwill of using heavily used equipment purchased from external research grants and scheduling major student use at times becomes awkward. To meet this challenge the college has provided space for a comprehensive transportation needs teaching laboratory and this equipment will be an anchor part of the facility.
3. A critical group of equipment items to test modern composite materials for transportation uses is not available in Oklahoma. Besides the academic research and teaching applications, this test facility is needed by the aerospace industry in Tulsa as well as by a Norman company that produces nanomaterials to strengthen lightweight composites.

APPLICANT ELIGIBILITY

The lead applicant organization for this competition must be Langston University, Oklahoma State University, or The University of Oklahoma. The PI must be a full-time employee of one of these institutions.

PREVIOUS OTC SUPPORT RECIPIENTS

OTC will not accept proposals from a PI having delinquent report(s) (quarterly, annual, or final)

on a previously funded OTC project. If a PI or Co-PI has delinquent report(s) (quarterly, annual, or final) on a previously funded project at the time of the award, OTC will not issue a contract until the report(s) have been submitted. If the delinquent report(s) are not submitted within 60 days of the award date, OTC will nullify the award.

DISCLAIMER

This solicitation is intended for informational purposes and reflects current planning; it does not obligate OTC to make any specific number of awards. Amendments to this RFP will be posted on the official OTC web site. All awards under the OTC program are contingent upon the availability of funds.

EVALUATION CRITERIA

In general peer reviewers evaluate all proposals according to the following criteria:

- 1. Benefits to Oklahoma Transportation research and transportation education infrastructure (20%)**
 - a. What is the extent the equipment will advance the transportation research and transportation education infrastructure in Oklahoma?
 - b. To what extent does this equipment enhance partnerships with OTC institutions, pertinent government agencies and the private sector in transportation?
- 2. Application to transportation projects (40%)**
 - a. With respect to the overall cost of the transportation project to OTC are there sufficient projects that will require the use of the equipment immediately as well as in the future?
 - b. Will the project plan contribute to building innovative and synergistic transportation training and/or transportation research community in Oklahoma?
 - c. Is there a sufficient level of strength and clarity in the plan for including all pertinent potential transportation users in Oklahoma?
 - d. Is the level of interest in using the facility beyond the host organization sufficient?
- 3. Long term support and management of the equipment (40%)**
 - a. Are the planned space, staffing and budget appropriate for the equipment?
 - b. Is the level of commitment of the partners during the OTC funding of the purchase and in the future appropriate?
 - c. Are the fee structure (or the plan to develop the fee structure) and the plan to encourage use of the facility internally and externally appropriate?

- d. Are the qualifications and experience of the management team with respect to development and maintenance of the facility sufficient?

In general, for a proposal to be declared extra meritorious it will have these characteristics:

1. The criteria listed above shall be meritorious.
2. The level of collaboration between OTC partners will be formalized and well designed to encourage long term interactions.
3. The letters of support from users in government, private entities, and academic institutions beyond the OTC partners will very strongly show the need for and the long term commitment for building a center of excellence for the transportation center equipment.
4. The establishment of the facility will provide regional and national recognition of Oklahoma's transportation training and/or transportation research capabilities.
5. The level of cash match used to purchase the equipment will show a strong commitment to the project.

REVIEW PROCESS

All proposals seeking OTC funds in general will be peer reviewed according to the evaluation criteria in the RFP. All reviewers will be approved by the OTC Research Committee and/or the OTC Education and Outreach Committee. As stated in the OTC Strategic Plan a majority of the reviewers will reside outside the State of Oklahoma.

The Oklahoma Center for the Advancement of Science and Technology (OCAST) will manage the review process under contract with the OTC. However, the program goals and review criteria are set by the OTC.

The reviewers will rank those proposals that are deemed meritorious. Meritorious proposals will be presented to the OTC Executive Board for funding approval. The OTC *intends* to fund the highest ranked proposals. The Executive Board will decide how far down the rankings to fund, but may not reorder the rankings.

The lead PI will receive a copy of the reviews' comments.

INTELLECTUAL PROPERTY RIGHTS

All issues related to intellectual property rights will be the responsibility of the submitting organization and will be subject to applicable state and federal laws and the OTC Memorandum of Understanding between the three partner universities.

SUBMISSION REQUIREMENTS

All materials must be submitted to the OCAST Office:

**OCAST
OTC Equipment Support Program
755 Research Parkway, Suite 110
Oklahoma City, OK 73104**

1. Intent to Apply form

Only those who have submitted the required Intent to Apply form by the Intent to Apply form deadline listed on the cover page of this RFP are eligible to submit a proposal. After the Intent form deadline, OCAST will assign a Project Number and e-mail that number to the named PI. Each applicant is required to place the Project Number on the top right corner box of the proposal. A person not named on the Intent to Apply form as a PI or Co-PI may be the PI on the submitted proposal; however, all official correspondence prior to submitting the proposal will be with the PI named on the Intent to Apply form. The named Co-PI's may change on the submitted proposal.

Intent to Apply forms may be faxed to (405) 319-8426 to meet the deadline. When Intent to Apply form is faxed, the original form need not be mailed. The sender may telephone 405-319-8400 to ascertain if the faxed form had been received. The PI is responsible to ensure that the Statement of Intent is received by OCAST by the deadline. The OCAST fax machine may be overloaded or otherwise inoperable close to the deadline. Intent to Apply forms will not be accepted by e-mail.

2. Proposal Materials

The proposal must be received at the OCAST address above before the deadline listed on the cover page of this RFP. This solicitation with editable forms is available online at <http://www.oktc.org>. **Proposals will not be accepted via facsimile or e-mail.** No Supplemental material related to the proposal will be accepted after the deadline except at the request of OTC/OCAST. OCAST or the OTC may return proposals that are judged to be incomplete or inappropriately completed, without review.

Important Note Concerning Proposal Deadline

A Proposal that has been logged into a commercial delivery service with "delivery guaranteed" before 5:00 PM on the day of the applicable deadline will be accepted if the PI can provide acceptable documentation that the Proposal was provided to the commercial delivery service with delivery to the address above guaranteed prior to the applicable deadline date and time. OCAST recommends all documents be submitted to OCAST several days prior to the deadlines. **NO PROPOSALS WILL BE ACCEPTED AFTER THE DEADLINES. NO EXCEPTIONS WILL BE MADE.**

REQUIRED MATERIALS

Each OTC proposal must include two signed originals of the entire proposal and a CD containing three files as listed below. For identification purpose, the CD must be marked as OTCES10.2-XX PI Last Name (e.g., OTCES10.2-03 Hagen, where XX is the project identifier) by a permanent marker or a printed label. A proposal may be returned without review if these instructions are not followed.

2 originals (paper)	Entire proposal
1 CD with 3 files	This file is an electronic copy of the entire paper proposal as a single file using the Adobe Acrobat™ (.pdf) format. This file must be named OTCES10.2-XX PI Last Name.pdf. (e.g., OTCES10.2-03 Hagen.pdf, where XX is the project identifier).
	This file is a MS Word file (.doc) containing the Cover Page (Item I., sections A.-K., of the Required Proposal Sections). This file must be named OTCES10.2-XX Cover PI Last Name.doc (e.g., OTCES10.2-03 Cover Hagen.doc, where XX is the project identifier).
	This contains the Summary of the project in MS Word. This file must be named OTCES10.2-XX Summary-PI Last Name.doc (e.g., OTCES10.2-03 Summary-Hagen.doc, where XX is the project identifier).

PREPARATION INSTRUCTIONS

The instructions below must be carefully followed. Proposals that are difficult to read, exceed page limits, violate format requirements, or omit required sections may be returned without review.

General

1. All proposal materials must be prepared on 8½ x 11-inch white paper with 1.0 inch margins on all four sides.
2. Acceptable fonts and font sizes include Arial, Helvetica, Palatino, and Georgia in 10 point font or larger; and Times New Roman and Computer Modern in 11 point font or larger. The font size for inserted symbols or equations must be selected to best match the text of the proposal.
3. Do not use binders or notebooks, rubber bands or regular paper clips. OTC recommends a black binder clip or a staple in the upper left corner.
4. Material must not be appended in an effort to circumvent the page limitations.
5. Number all pages.

Required Proposal Sections

Each proposal must include the following sections in the order indicated. If a section is not applicable it must be included, but denoted “Not Applicable”.

I. Cover Page Form (Items A-J)

Use the Cover Page form provided. The Cover Page is public information.

II. **Summary** (1 page maximum)

The summary must be a self-contained document, suitable for publication that explains the activities that will result if the project is funded, the expected results, and the impact of those results as well as describing the equipment to be purchased. The Summary must be prepared in simple text format with no references, citations, graphics, equations or tables. One must get a clear view of the proposed project from the summary. The Summary is public information.

III. **Table of Contents** (reviewers prefer this to not exceed 1 page)

The Table of Contents may be prepared in any generally accepted format.

IV. **Project Description**

Include here an overall description (2 page limit for the description) of the equipment purchase that allows the reviewers to understand the purchase need. This section is most important when the request is for several pieces of equipment, especially to integrate expenses under \$5000 into the overall proposal. In some cases this description may be the Section II. Summary (above) with citations, graphics, equations or tables. When the request is for a single piece of equipment, this overall description may not be needed.

This proposal may contain budget items for OTC support for operation of the equipment including supplies and personnel during the period of this 1-year proposal. Training of personnel is a valid expense. It is not the intent of the request for proposals to support a specific research project or projects.

Note: The Research and Innovative Technology Administration (RITA) of the U.S. Department of Transportation (DOT) must approve the equipment requests. After Executive Board approval of the reviewer recommended projects, the information included in this section must be sent to RITA for approval. The RITA rules require an individual request for each piece of equipment with an acquisition cost of \$5000 or greater.

The applicant must prepare individual section for each item (an A. – E. section for each item costing over \$5000 as required by RITA. Items with a cost of less than \$5000 each are to be grouped and briefly described in Section F. below. Note: It is not necessary to repeat the equipment item cost numbers in the Budget Justification.

When equipment is to be purchased during this project from non-OTC funds or for prior purchased equipment and it is to be used as match the same items A. – E. are required since RITA approval to use the equipment as match must be obtained.

A. Equipment Description –

Prepare a table with four columns: Name of the item to be purchased, Functional Description of the equipment including, acquisition cost (In *Appendix A*.

Supporting Value Documentation, include supporting value documentation or quotes, as applicable), and the location of the equipment (e.g., LU-Langston)

B. Support Plan –

(1) State the anticipated lifetime for the equipment; present the plan and the financial support sources for maintenance and supply purchases over the life of the equipment from non-OTC funds.

(2) Describe space and staffing for the facility, including a description of the management team's qualifications and experience to develop and maintain the facility.

(3) Describe any specialized facilities, equipment and/or resources necessary and available for this project.

(4) In *Appendix B. Support Commitment* include a signed letter from each School, Department, or College administration showing the commitment from the OTC member institutions that certifies and agrees to the statements made in the Support Plan. When support comes from outside of the OTC institutions include additional letters of commitment.

C. Equipment Duplication –

State whether or not a functional duplicate of the equipment is available at the PI or co-PI's institution, when there is duplication, demonstrate the need for this duplication. For equipment requests costing over \$400,000 expand this to include availability of the equipment at another OTC partnering institution in Oklahoma.

D. Usage Leverage –

(1) Describe the transportation research, teaching and training uses of this equipment both for this project and other projects beyond this OTC project, including uniqueness of the equipment, if any.

(2) Provide a description of how the equipment will advance innovation and partnerships (short- and long-term) and/or collaborations with OTC institutions, government agencies, and private sector.

(3) Include a description of the synergistic development, integration and transfer of knowledge among partners that advances Oklahoma's transportation research infrastructure.

(4) Provide a description of how the equipment will result in wide access use and availability. If fees will be charged, beyond consumable supplies, to users beyond

the OTC member organizations include planned fee schedules or the process that includes the factors to be considered to arrive at the fee schedule.

E. Initial Projects –

(1) For the PI and Co-PIs include here a brief description of the use and benefits of using the equipment, and anticipated annual usage in hours for the equipment. Include the importance of the equipment to advancing the proposers projects. (Two pages maximum per PI, Co-PI).

(2) In addition, prepare an entry in *Appendix C Additional Users* for each additional anticipated user which has the name, affiliation, brief description of the use and benefits of using the equipment, and anticipated annual usage in hours for the equipment. (Two pages maximum per user).

F. Related Items with an individual acquisition cost of less than \$5000 each –

V. Results of Past OTC Support or other Transportation Related support (3 pages maximum per PI or co-PI, no more than one page per project)

If the PI or co-PIs have previously received OTC funding, the project must be identified by title, funding amount, and project period. The outcome of the project and the significance of the project must be explained. If the project continued or was augmented by non-OTC funds, the PIs must explain how the OTC funding led to these other sources of funds. If the PI and Co-PIs have received OTC funding for more than three projects, the three projects most closely related to the proposed purchase of the equipment project must be described.

When the PI or co-PI's have had less than three OTC funded projects include other funded transportation projects. Identify the project by title, funding source, funding amount, and project period. The outcome of the project and the significance of the project must be explained.

VI. Matching Funding (2 pages maximum)

Proposals must cite the source of the matching funds and explain how the matching funds and the OTC funds will be expended to create (1) a unified project and/or (2) to fulfill and further the mission of the OTC. This section must also identify the manner in which OTC funds will be leveraged beyond the required matching funding.

VII. Prospects for Future Funding (1 page maximum)

Proposals must explain how funding the proposed equipment would enhance the capacity of Oklahoma to compete for federal transportation funds or make the services of the partner OTC institutions more attractive to the transportation industry.

VIII. References (no page limit)

If there are no references mark this section as Not Applicable. In general, the proposal as well as this list should contain sufficient citations to show the reviewers the proposal team is current with advances in the area of the proposal. References must be inserted into the proposal to meet the highest standards of scholarship, but may be cited in any generally accepted format. Each reference must be complete including title, source, page number, etc. Comments or quotations must not be inserted into the Reference Section in an attempt to circumvent page limitations.

IX. Senior Personnel (2 pages maximum for each PI and Co-PI)

A two-page vita must be included for the PI and each Co-PI that includes their education, appointments, activities relevant to this proposal, awards, and up to ten publications (up to five most relevant publications and up to five other significant publications). Vitae for other project personnel must be included only if they have extraordinary credentials that would bear on the review of the proposal.

X. Budget, Budget Footnotes, and Budget Justification (no page limit)

The equipment proposal may include support for personnel to set-up and install as well as to train users during the project. The project must contain commitment documentation for staff that will maintain/ operate/supervise the equipment beyond the time of the OTC projects (*Appendix B. Support Commitment*). The 1-year budget must be prepared in the format prescribed by the Research and Innovative Technology Administration (RITA) for UTCs. The RITA budget form and Budget Justification instructions can be down loaded from the OTC web site (<http://www.oktc.org>). **A budget must be submitted as well as a matching budget, with all sources of matching funds clearly detailed by budget line item.**

Indirect costs are allowed in accordance with the institutions approved federally negotiated F&A rate agreement, with one exception. In accordance with the OTC MOU, partner institutions may not charge F&A when subcontracting between partner institutions. Further, no F&A may be charged for equipment.

Projects that plan to propose subcontracts to entities other than the partner universities or who plan to propose international travel **must receive prior approval** from the OTC Executive Director prior to the proposal submission. Allow at least two weeks for the approval.

Equipment items are contingent upon approval being granted from FHWA RITA upon selection of the award for funding. See the Budget Justification Instructions (www.oktc.org), details are provided when equipment that is already owned is proposed as match.

XI. Proposal Appendices

- A. Supporting Value Documentation
- B. Support Commitment
- C. Additional Users.

RELEASE OF INFORMATION

The Oklahoma Center for the Advancement of Science and Technology (OCAST) is subject to the Open Meetings Act and the Open Records Act. However, information submitted to or compiled by OCAST with respect to marketing plans, financial statements, trade secrets, research concepts, methods or products, or any other proprietary information is confidential.

The Oklahoma Transportation Center or OCAST may use the contents from the Statement of Intent, proposal summary and executive summaries from progress and final reports for publication without obtaining permission from the applicant or applicant organization.

REGULATORY ISSUES

The PIs institution shall be responsible for assuring and documenting compliance with all State and Federal requirements including, but not limited to, vertebrate animals, recombinant DNA, radioactive substances, narcotics and other controlled substances, export controlled technologies, and/or biological hazards, which require special approval or license, before being issued a contract for any portion of the project funded by OTC. The PIs institution will make these records available to OTC as requested.

FINANCIAL RECORDS

The PIs institution(s) will be responsible for maintaining records and accounts that properly document expenditures and other pertinent matters of all project funds. All such records and accounts shall be made available on demand by OTC for inspection and used in carrying out its responsibilities for administration of the funds.

Applicant organizations must provide the specified documentation of matching expenditures to OTC with each Request for Payment. At no time shall the amount invoiced from OTC exceed the amount of documented matching funds expended. Failure to document the required matching amount could result in a decrease in the OTC funding amount and/or a termination of all subsequent OTC funding.

Complying with the audit policy of OTC and, as OTC deems necessary, permitting authorized representatives of OTC and the federal government full access, and the right to fully examine, all project records and accounts at reasonable times. The Contractor, or designated fiscal agent, shall provide OTC timely copies of reports on any audits that include funds received from OTC. The Contractor, at OTC's request, shall provide OTC with an independent audit report of all funds expended on each OTC contract in which the amount of OTC funds are awarded. In the event an audit results in the determination that the Contractor, or designated fiscal agent, has expended contract funds on unallowable costs, the Contractor, or designated fiscal agent, shall reimburse OTC in full for all such costs.

PERFORMANCE EVALUATION

Acceptance of an OTC award obligates the PI to submit quarterly progress reports. Continued funding is contingent upon submission of the required reports. The final report must be submitted no later than 60 days after the end of the final contract period.

Evaluation of the UTC Program requires the periodic collection of information from investigators and contractors during and beyond the contract period(s). The PI and Co-PIs must provide OTC with the requested information during and after the funding period. This information may include, but is not limited to, Impact Survey, Site Visits, and Reverse Site Visits where the PI may be required to present his or her funded project related information to OTC staff, the OTC Executive Board, the FHWA, and other interested parties. The PI or designee must present a research summary (poster or oral presentation) at the annual ODOT-OTC Transportation Day.

PROPOSAL PREPARATION WORKSHOPS

Proposal preparation workshops will be presented by OTC and OCAST at no charge; however, attendees must bring a copy of this solicitation to the workshop. The 2 hour workshops will cover specifics of the solicitation with an emphasis on the rules and procedures associated with preparing a proposal. The dates and locations will be announced at www.oktc.org prior to the workshops.

This is the last page of this request for proposals.