REQUEST FOR PROPOSALS (RFP):

Opportunity Name	**Detroit Regional Partnership (DRP) –Mobility Technology Landscape Analysis**
Anticipated Budget	To be determined
Contract Duration	From November of 2023 – March 2024
Direct Proposals to	**Naseeb Souweidane, Research Manager, naseeb.souweidane@detroitregionalpartnership.com**
Location	Remote, Detroit Metro Region
Key DRP Contacts	Angela Ladetto, Senior Vice President, Marketing & Business Intelligence Naseeb Souweidane, Research Manager, GEM Bernard Swiecki, Vice President, Mobility Justin Robinson, Executive Vice President, Economic Development Christine Roeder, Executive Vice President, Global Epicenter of Mobility (GEM)
Timeline	A. **Request for proposals release date:** 10/18/2023 B. A **question-and-answer period** will be held for this RFP. Please submit questions to Naseeb Souweidane (naseeb.souweidane@detroitregionalpartnership.com) by **10/27/2023**. C. All questions must be submitted during the above question and answer period. D. **Deadline for submitting proposals:** 11/03/2023 by 5:00pm EST E. **Delivery Method for submitting proposals:** E-mail proposals to naseeb.souweidane@detroitregionalpartnership.com. In email subject line, please include: "Proposal for Detroit Regional Partnership Mobility Technology Landscape Analysis." Proposals submitted in other forms will not be accepted. F. **Contract and Payment Schedule:** Once proposals are received, DRP will evaluate proposals and select a vendor, develop a contract proposal, and set contract terms, including a payment schedule. A monthly, invoiced payment schedule is anticipated. Any services and deliverables executed under this contract will be paid on a reimbursement basis only. This is not an RFP for a retainer contract. All billing must reflect actual work completed. G. **Notification of Award:** It is expected that a decision to select the successful bidder will be made within two (2) weeks of the closing date of this RFP. Upon conclusion of final negotiations with the successful bidder(s), all offerors submitting proposals in response to this Request will be informed, via e-mail, of the decision.

SECTION 2: BACKGROUND

The Detroit Regional Partnership (DRP) seeks assistance via this RFP to identify technologies with strong growth potential over the next 3 to 5 years. The focus is on mobility-related technologies that can drive innovation, entrepreneurship, investment, and job creation within the Advanced Mobility Industry Cluster in the Detroit region. This initiative is in response to shifts in the automotive industry from ICE to EV, with the aim of leveraging automotive technologies across related sectors. Barriers to growth will be identified to maximize opportunities in our effort to transform the Advanced Mobility Industry Cluster. This work is part of the Economic Development Administration's (EDA) Build Back Better Regional Challenge grant, addressing equitable advanced mobility innovation planning for the greater Detroit region and Southeast Michigan.

For the Purposes of this RFP: Advanced mobility encompasses multidimensional movement of people and goods, along with the products, materials, processes, and technologies supporting it. It promotes social and economic connectivity, inclusivity, and regional competitiveness by fostering job creation, talent development, and attracting public and private investment.

About Detroit Regional Partnership:
DRP, a 501(C)(3) nonprofit, offers confidential, no-cost assistance to domestic and international companies exploring investments in Southeast Michigan. Their mission is for the Detroit Region to be nationally recognized for economic growth and collaboration by 2030.

DRP and its grant coalition will harness the region's strengths in automotive, engineering, design, and manufacturing to build a sustainable and inclusive advanced-mobility cluster. This grant will enable the region to remain at the forefront of advanced mobility while promoting economic equity in every facet of industry cluster growth. Their strategy, including talent transformation, company support, proving and testing, site readiness, and intelligence, propels progress toward a bright future for the advanced mobility industry and its residents.

SECTION 3: SCOPE OF WORK & DELIVERABLES

Under the BBBRC grant, DRP will conduct a Mobility Technologies Landscape Study. The primary aim is to identify high-growth mobility technologies and products expected to thrive between 2024 and 2026. Given the region's depth in the automotive industry, the analysis will include related opportunities, such as Electric Vehicles (EVs), batteries, and associated products. Then, a broader spectrum of mobility technologies, not just automotive and ground applications, will be identified. Identifying these technologies will unearth additional opportunities that can contribute to the region's advancement in the realm of related mobility technologies.

Through 1-4 facilitated in-person discussions with key stakeholders, we'll determine which technologies offer the Detroit region the most promising opportunities for transformative growth. After identification, we intend to delve deeper into regions with substantial technology concentrations, assess growth barriers requiring attention, and explore the incentives used to attract investments.

This analysis encompasses the 11 Michigan counties within DRP's service area: Genesee, Lapeer, Lenawee, Livingston, Macomb, Monroe, Oakland, Shiawassee, St. Clair, Washtenaw, and Wayne. This RFP seeks a qualified and experienced organization to execute this analysis.

DRP anticipates this analysis may need to be updated in two years to include new emerging technologies and account for new developments.

Deliverables

1. **Technology Landscape Analysis:**
    - Identify emerging mobility technologies, including but not limited to EV and battery-related technology (e.g., thermal management and power management components), with the strongest 3-5 year growth potential.
    - Identify the demand curve for each technology and growth potential.
    - Determine roughly 8 to 10 technologies best suited, with EV and battery being two of them, for the Detroit region, supported by data.

2. **GEM Stakeholder Engagement:**
    - Organize 1-4 collaborative roundtable sessions involving key stakeholders from GEM pillars.
    - Explore potential opportunities for the Detroit Region, including technology discussions, community benefits, and Detroit's positioning.
    - Identify the 3 to 5 most promising technologies, with EV and Battery being two of them, for the region through consultation with GEM pillars for further analysis.

3. **Technology Analysis Following Stakeholder Engagement:**
    - Conduct an analysis of the supply chains associated with each of the identified technologies to investigate opportunities for broader supply chain location in the Detroit Region.
    - Investigate capacity of existing and announced manufacturing facilities vs forecasted capacity needed over time to identify anticipated future facility needs.

4. **Location Assessment - Selected Focus Technologies:**
    - Evaluate existing or announced facilities in North America involved in producing identified technology-related components.
    - Compile data on facility locations such as employment figures, and investment levels, and broader community impact.
    - Analyze location decision factors, including industry trends, regulatory initiatives, state and local incentives, and other relevant factors.
    - Investigate policies used to attract such projects and identify barriers hindering Michigan's effectiveness in attracting or growing these technologies.

5. **Policy Recommendations:**
    - Offer well-informed policy recommendations to enhance the region's capacity to attract and benefit from projects related to the identified technologies.

The chosen vendor will also be responsible for delivering the following within the contract period:

1. Incremental delivery of research and data, as it becomes available, to inform the DRP team and GEM stakeholders of findings;
2. Weekly check-ins with relevant DRP staff members;
3. Written report covering the research scope identified above, including literature search.
4. Summary of main themes and recommendations in slide form.

Additional Factors:

The vendor will be expected to work in tandem with the Detroit Regional Partnership Team, to develop a study that fits overall Phase II BBBRC grant deliverables.

Reports developed will be considered intellectual property and will be owned by DRP. Consultants must also commit to open communication with DRP about delivery dates, launch dates, and any contingency plans should delivery dates need to be adjusted.

Proposals should include a fee schedule organized by the main topic areas listed above, providing itemized pricing options where possible that could provide a menu of offerings. Responses should be organized by main topic areas listed above.

SECTION 4: PROPOSAL REQUIREMENTS

Proposal Format:

For a proposal to receive consideration, the application included in this packet must be answered completely. Proposers should take care in following the format of the application. Use narrative and/or include attachments where requested. Proposals should be prepared as simply as possible and provide a concise description of the bidder's capabilities to produce deliverables. The proposal should be submitted as one (1) attachment and include the following:

1. Completed bidders signature sheet (form included in RFP)
2. Executive summary
3. Experience and qualifications-include staffing information with bios/resumes of team directly supporting project
4. Description of vendor approach to deliverables, including analyses performed and the anticipated visualizations
5. Staffing & working with DRP
6. DEI commitment
7. Timeline
8. Budget- itemized and bundles pricing
9. Completed Risk Assessment questionnaire (form included in RFP)

Bid Review Process

The application is a preliminary mechanism used to determine the suitability of a service provider for funding. The review process involves:

- **Preliminary Screening**
  To be considered for funding you must submit information in the proposal format. Based on your response, an evaluation team will determine whether further consideration of the proposal is warranted.

- **Follow-up / Fact Finding Documentation**
  Upon analysis of your completed application and budget, you may be asked by DRP to submit additional information or details to the evaluation team or to participate in a call or web meeting to discuss your proposal.

- **Evaluation Process**
  Proposals will be scored using a pre-determined scoring matrix by an evaluation committee.

- **Proposal Content and Evaluation**
  Based on proposal submitted, your suitability to deliver service will be rated by cost as the primary selection criteria, unless the lowest quote proposal is less than responsive or unresponsive according to the additional consideration of the criteria listed below:

  - **Past performance & experience: 20 points maximum**
    - Please provide an organizational overview of experience, links to relevant products (past and present) and otherwise demonstrate the credentials and capacity to perform the desired work and

achieve identified goals. Provide 3 references from past contracts of similar work. Please provide the same information for any individuals or businesses outside of your own organization that will be contracted for any portion of this project.

- **Description of deliverables: 20 points maximum**
  Provide a description of how your organization intends to fulfill the scope of work and deliverables associated with this project and other relevant services provided by your organization. Describe how your approach will meet the expectations identified in the previous sections. Indicate if any work will be contracted to other organizations.

- **Staffing & working with DRP and GEM Coalition Partners: 10 points maximum**
  DRP expects the service provider to have professional staff presently in their employ who have credentials (education and/or experience) and capacity to perform the required services. Clarify what is expected of DRP staff and what is expected of the vendor for a successful partnership and describe management of the work to be completed. In addition, provide description of the firm, including professional qualifications of the principals involved in administering the project including names, titles, and role in the project plus their specific experience. Do not include the resumes and professional qualifications for individuals who will not be assigned to the project.

- **Diversity, Equity, Inclusion, and Justice commitment: 10 points maximum**
  Describe how your organization has committed to and implemented DEI practices within your own organization.

- **Minority, women owned, and labor surplus areas: 5 points**
  - Priority (additional points) will be given to minority businesses, women's business enterprises, and labor surplus area firms.

- **Timeline: 20 points maximum**
  Provide a timeline for completion of deliverables. Bidders should provide a timeline of activity for deliverables following award of the contract. Provide a list of any assumptions made regarding the timeline.

- **Total Cost: 25 points maximum**
  Since the basis of the award to service providers is a competitive process, DRP expects to fund the bidder who delivers the most cost-effective price at the best quality of service. Proposers must submit the expenses related to producing each of the items identified in the scope of work/deliverables.
  - Please break down project costs into two general categories:
    - Administrative costs refer to salaries, wages, fringe benefits and related costs of the overall program management, program coordination, and general administrative functions.
    - Program costs refer to all costs not attributed to administrative costs. This can include costs such as travel, registration fees, meeting fees, etc.

Proposal Content and Evaluation Priority (additional points) will be given to minority businesses, women's business enterprises, and labor surplus area firms.

Evaluation Scoring

Past performance & experience	**20**

Description of deliverables	**20**
Staffing and working with DRP	**10**
DEI Commitment	**10**
Minority, Women Owned, and labor surplus	**5**
Timeline	**20**
Total Cost	**25**
Total Points	**110**

Please do not add any additional attachments.

SECTION 5: REQUIRED DOCUMENTS

Bidder's Signature Sheet: Please complete this form and return as the cover page of your proposal. This sheet does not contribute to the 10 page proposal limit.

Name of Organization: _____

Street Address, City, State, Zip:_____

Contact Representative and Title:_____

Contact Representative Phone Number:_____

Contact Representative E-mail Address:_____

Type of Organization: ☐ Public School ☐ Private Non-Profit ☐ Private For-Profit
☐ Community-Based organization ☐ Community College ☐ Other (specify):_____

Bidding under the name of: _____

Federal Employer Identification Number: _____
Which is (check one of the following):
☐Corporation, incorporated under the laws of the State of:_____
List all officers and stockholders:
☐Assumed Name (Register No.): _____
☐Individual ☐Partnership

Is any owner, partner, stockholder or employee of the company or institution completing this Request for Proposal associated with or have a family member working with DRP, or an administrative employee of DRP?
☐ Yes ☐ No
If yes, name of company member: _____
I certify that this proposal is a firm offer and that complete and accurate records justifying all expenditures, leaving a clear audit trail to point of origin will be maintained, subject to periodic audit by the Detroit Regional Partnership. I further certify that I have read and understand the specifications within this application.
NOTE: This document must be signed by the individual who has signatory authority for the organization under whose sponsorship this proposal has been submitted, listed below:

_____

_____

_____

If another individual is authorized to sign contracts as a result of this proposal, indicate:

_____

RISK ASSESSMENT QUESTIONNAIRE

In accordance with Office of Management and Budget (OMB) Title 2 CFR Part 200.331 DRP, is responsible for evaluating its contractors for risk. Please provide responses to the questions that follow:		(DRP to complete this column)			
	Name of Contractor and Contractor Representative completing this questionnaire:	FEDERAL AWARDING AGENCY			
		GRANT			
		CFDA#			
		RISK ASSESSMENT			
		Comment	Low	Med	High
1. Prior to receiving funding from DRP, had your organization received a federal grant (directly or indirectly) within the past five years? □Yes □ No If yes, when? _____ Description of grant:					
2. Has your organization previously been required to submit to a compliance audit or Single Audit as required by OMB A-133, Title 2 CFR Part 200 or the cognizant agency? □Yes □ No If yes, provide the single audit. This attachment does not apply to maximum page count. Was the award determined to be a major federal program in the audit? □Yes □ No					
3. Were there any findings resulting from the single audit? □Yes □ No					
4. Does the individual (or team of individuals) with primary responsibility for grant-related financial activities have prior experience with federal grants? □Yes □ No If yes, describe.					
5. Does your organization have written policies and procedures related to internal controls and oversight? □Yes □ No					
6. Has your organization had new or substantial changes to its operating structure/systems or has new personnel? □Yes □ No					

OVERALL RATING BASED ON SCORING (1 TO 4 = "LOW", 5 TO 8 = "MEDIUM", OVER 9 = "HIGH")

Section 6: General Terms and Conditions

Selection of Service Provider
DRP will comply with all federal and state mandates governing contractor selection including federal guidelines 2 CFR 200. Due to the potential funding source for DRP, contractors are required to abide by the same standards and regulations (2 CFR 200).

To be considered for funding, contractors must have:

1. Adequate financial resources or the ability to obtain them;
2. The ability to meet program design specifications at a reasonable cost;
3. A satisfactory record of past performance; and
4. A satisfactory record of integrity, business ethics, and fiscal accountability.

System Awards Management Registration (SAM)
DRP will require the proposer selected to register under the federal government's System Award Management, accessible by visiting SAM.gov. This registration must be complete, and the organization must be searchable on the site prior to contract execution. A vendor identified on SAM.gov as debarred/suspended or another unfavorable status may be eliminated from consideration.

Protest Procedures
DRP shall follow appropriate protest procedures in the event the awarding of bids is questioned or challenged. These procedures are advertised here as part of the RFP process and will be available at any time upon written request.

An individual, company or organization not in agreement with the awarding of a bid shall submit a written protest to the Chief Executive Officer of Detroit Regional Partnership, within five business days of awarding a bid. If the DRP vendor has not been notified prior to DRP's receipt of protest, the notification will be held pending resolution of the protest.

DRP shall review the protest and respond to the protest in writing within 10 business days of its receipt. If the complainant is not satisfied with the response, they may appeal it to DRP. If an agreement is still not reached, the complainant shall obtain, at their expense, an arbitrator that is acceptable to all parties. The appointed individual will evaluate all information and make the final decision.

Right to Refusal and Proposal Preparation Costs
This preliminary application does not commit DRP to award a contract, or to pay any costs incurred in the preparation of a proposal submitted in response to this request or to procure or contract services or supplies. This includes any demonstration and/or interviews that are part of the proposal process. DRP reserves the right to accept or reject any or all proposals in part or in their entirety if it is in the best interest of DRP to do so.

Right to Reject

DRP reserves the right to reject any and all bidders in response to this RFP in the event funding becomes unavailable or other unforeseeable circumstances occur. A contract with the successful vendor will be based upon the factors described in this RFP.

Right to Negotiate
DRP will require the proposer selected to participate in negotiations and to submit in writing any price, technical, or other revisions of their proposals as may result from negotiation.

Right to Request Additional Information
DRP reserves the right to request any additional information that might be deemed necessary.

System Design Costs
The successful bidder shall be responsible for all design, information gathering, and required programming to achieve a successful implementation. This cost must be included in the base bid.

Additional Charges
No additional charges, other than those listed in the proposed cost breakdown, shall be made. Prices quoted will include verification/coordination of order, all costs for shipping, delivery to all sites, unpacking, setup, installation, operation, testing, travel, cleanup and training.

Federal or State Sales, Excise, Or Use Taxes
Owner does not pay sales use tax. All other taxes, fees, permits and shipping costs, etc. shall be included.

Vendor Selection
The Detroit Regional Partnership is seeking the services of an organization that is qualified and experienced in providing a comprehensive package of services. For maximum flexibility, continuity, and efficiency, DRP may contract with one or with multiple organizations to provide the deliverables as outlined in this Request for Proposal.

Contract Requirements
DRP considers this RFP legally binding and will require that this RFP and the resulting awarded vendor proposal and any amendments be included as addenda to any subsequent contracts or service agreements between the Vendor(s) and DRP. It should be understood by the Vendor(s) that this means that DRP expects the Vendor(s) to satisfy substantially all requirements and reports listed herein. Exceptions should be explicitly noted in the Vendor Proposals. Lack of exceptions will be considered acceptance of all the specifications as presented in this RFP.