



Third Frontier
Innovation Creating Opportunity

Appendix A

Ohio Third Frontier

Open Innovation Incentive

***Request for Proposals Process, Awards
Process, and Mandatory Compliance***

Appendix A – Request for Proposals Process, Awards Process, and Mandatory Compliance

RFP Process: This Ohio Third Frontier’s Request for Proposals (RFP) Process will consist of the following steps:

I. Release of RFP

This RFP will be released by publication on the Ohio Third Frontier website at www.ohiothirdfrontier.com.

II. Bidder’s Conference (Optional)

A Bidder’s Conference regarding this RFP will be held and will include a presentation by the Ohio Department of Development covering the intent and purpose of this RFP, the requirements, the evaluation process that will be used to determine awardees, and a question and answer session. Attendance is encouraged but is not mandatory.

II. Letter of Intent

A prospective Lead Applicant must submit a Letter of Intent (LOI) via email as a condition to submitting a proposal. The LOI must be received before the deadline and must be addressed to OII2012@development.ohio.gov with “Open Innovation Incentive LOI” appearing in the subject line. Development is not responsible for any technological errors that result in a late submission, and any late LOI submissions will not be considered.

The LOI must include the following information: the prospective Lead Applicant’s name, address, phone number, contact person, including email address for the contact, estimated state funds to be requested, and no more than a one-page summary of the proposed Project. **Please note, no proprietary or trade secret information may be included in the LOI as these records will be posted on the internet in their original format.** While submitting an LOI does not obligate the prospective Lead Applicant to submit a proposal, a proposal will not be reviewed unless an LOI has been submitted by the deadline.

For each LOI submitted, Development will issue an identification number for the anticipated proposal. The identification number must appear on the Application Information Page of the proposal. See Appendix B – Application Forms. Prospective Lead Applicants submitting an LOI will be notified within one week and will receive an LOI number when the full text of the LOI and its respective assigned number is posted to the RFP website.

III. Questions and Answers

All questions regarding this RFP must be submitted in writing via email. Communication with respect to this RFP is limited to this method. Substantive questions and answers will be posted in a Frequently Asked Questions section on the RFP website. Questions should be sent to OII2012@development.ohio.gov with a subject line of “Open Innovation Incentive Q&A”. Development reserves the right to edit questions for brevity and clarity.

IV. Submittal of Proposal

It is the responsibility of each Lead Applicant to ensure that Development's Office of Technology Investments receives proposals as instructed and by the submission deadline. Late proposals will not be reviewed.

A Lead Applicant must ensure that a proposal submitted in response to this RFP complies with all the requirements. All Lead Applicants are advised to read this RFP carefully to ensure a complete understanding of the proposal requirements. In particular, the form, format, and content of all proposals must follow the directions provided in Sections 2, 3, and 4. The Lead Applicant is solely responsible to ensure its proposal is complete, accurate, responsive to the requirements of this RFP, and received by Development's Office of Technology Investments on time.

Note: All costs incurred in preparation of a proposal shall be borne by the Lead Applicant and its team. Proposal preparation costs and/or proposal consultancy costs are not recoverable from Ohio Third Frontier funds. The state shall not otherwise contribute to or be liable for the costs of proposal preparation.

Awards Process: This Ohio Third Frontier's awards process will consist of the following steps:

I. Proposal Review and Evaluation Procedures

The Ohio Third Frontier uses a competitive, objective, and transparent process to make awards to Projects based on proposals that reflect meritorious statement of work content, sound outreach plans, and potential for positive impacts on the economic conditions in Ohio.

An annual strategic plan, recommended by the Ohio Third Frontier Advisory Board and approved by the Ohio Third Frontier Commission in open, public meetings, drives program framework and budget allocations. Following the Ohio Third Frontier Commission's established program framework, this RFP establishes specific award criteria and will be subject to a competitive peer review process. This RFP process complies with ORC Section 184.02 (B), which states:

In addition to the powers and duties under sections 184.10 to 184.20 of the Revised Code, the Commission shall do all of the following: (1) Establish a competitive process for the award of Grants and loans that is designed to fund the most meritorious proposals and, when appropriate, provide for peer review of proposals.

Upon receipt of proposals, Development staff will conduct an administrative review using an established written protocol to screen proposals for compliance with the objective content requirements defined in the RFP. Examples of proposal elements checked in the screening process include Lead Applicant eligibility and proposal completeness. Proposals found to not comply with this RFP's requirements may be eliminated from the competition and not reviewed further.

II. Award Decision

At a public meeting of the Ohio Third Frontier Commission, proposals recommended for funding will be presented along with necessary programmatic details including information about funds available and program goals and criteria. Lead Applicants will be informed of the meeting at www.ohiothirdfrontier.com and through direct notification from Development staff. If requested, Lead Applicants must attend the Ohio Third Frontier Commission meeting when proposals are considered for funding. Both the external evaluator for this Ohio Third Frontier program and Development staff will be available to respond to questions from the Ohio Third Frontier Commission members. During the public meeting, and only at the specific request of an Ohio Third Frontier Commission member, Development staff will provide a funding recommendation.

The Ohio Third Frontier Commission members will deliberate and exercise their independent judgment regarding award decisions based on all the information exchanged. The Ohio Third Frontier Commission may approve awards subject to conditions identified during its deliberation. The Ohio Third Frontier Commission acts by the affirmative vote of a majority of its members. The funding decisions of the Ohio Third Frontier Commission are final and all Lead Applicants will be notified of the outcome of their proposals after the Ohio Third Frontier Commission makes its funding decisions.

All decisions taken by the Ohio Third Frontier Commission, including votes and a summary of any award conditions, will be recorded in minutes of the Ohio Third Frontier Commission meeting. If and to the extent the Ohio Third Frontier Commission deviates from a recommendation of an external evaluator, those deviations will be reflected in meeting minutes.

III. Award and Agreement Preparation and Execution

Awards of Ohio Third Frontier funds will be made based on proposals as submitted (including such modifications as may be agreed by the Lead Applicant), the Project budget, and any conditions set forth by the Ohio Third Frontier Commission. The Grant will remain open for the duration of the Project, plus a reporting period to be determined by Development during which reports are required to be submitted to Development.

Following selection by the Ohio Third Frontier Commission, an award of Ohio Third Frontier funds must be approved by the state's Controlling Board, a legislative body that reviews appropriation of state funds. Development will request Controlling Board review as soon as possible after the Ohio Third Frontier Commission funding decision. If requested, Lead Applicants selected by Ohio Third Frontier Commission for funding must attend the Controlling Board meeting at which their applications for funding are to be considered. The Controlling Board process normally takes a minimum of 45 to 60 days to complete.

Development will prepare a Grant Agreement, a legal agreement setting forth the terms and conditions upon which the Ohio Third Frontier funds are awarded and the respective rights and obligations of the Lead Applicant and the State of Ohio with respect to the Ohio Third Frontier funds and the Project for which they are to be used. The Grant agreement will incorporate the proposal and Project budget, as either may have been modified by evaluation findings, funding decisions, or other terms or conditions consistent with the approval by the Ohio Third Frontier Commission. Development may require the Lead Applicant to provide cash flow Projections on a quarterly basis.

Grant agreements are sent to Lead Applicants for review and signature. Development executes Grant Agreements on behalf of the Ohio Third Frontier Commission after the Grant Agreement is accepted by the Lead Applicant. After Development executes the Grant Agreement, the Grant is entered on the state's accounting system and invoices may be submitted. Once the Grant Agreement is fully-executed, the Lead Applicant will be considered and referred to as a "Grantee".

A Grantee is required to complete the Project as described in the Grantee's proposal as submitted and with only those modifications as agreed by the Grantee and Development in finalizing the Grant Agreement. Development will assign a program manager who will work with the Grantee throughout the Project Period. Development staff and the Grantee will develop a series of performance metrics that will be used to measure progress on the Grant Agreement.

All Grantees will be required to submit to Development quarterly progress and metrics reports, as well as invoices and expenditures reports, to document achievement of Project milestones, to report Project-related success stories, and to submit post-Project completion annual reports for a period of time to be determined by Development. All reports and invoices will be submitted in the form and format required by Development, which may change from time to time.

From time to time during the Term of the Agreement, Grantees may organize conferences or other events open to industry representatives or the general public related to the Project, the subject matter of the Project or associated work of Grantee or its affiliates. In consideration of the Grant, up to two representatives of Grantor may attend such conferences and events for the purposes of sharing information between the Grantee, its affiliates, and other constituents, and the Grantor. The Grantee shall provide Grantor reasonable advance notice of any such conferences and events. The Grantor will not be charged registration fees to attend such events.

Mandatory Compliance: The following restrictions apply to all Ohio Third Frontier Projects:

I. Human and Animal Research

For any proposal that includes use of human subjects, the Lead Applicant's human subject policies and procedures must comply with the Code of Federal Regulations, Title 45, Part 46. For any proposal that includes use of animal subjects, the Lead Applicant's animal subject policies and procedures must comply with US Code, Title 7, Sections 2131-2156.

II. Obligations to the State; Compliance with Laws

Grantees will be required to certify in the Grant Agreement that they do not owe: (1) any delinquent taxes to the state or a political subdivision of the state; (2) any moneys to the state or a state agency for the administration or enforcement of any environmental laws of the state; and (3) any other moneys to the state, a state agency or a political subdivision of the state that are past due, whether the amounts owed are being contested in a court of law or not.

Grant agreements will require Grantees to comply with all applicable federal, state, and local laws in the performance of the Project. Grantees must accept full responsibility for payments of all unemployment compensation, insurance premiums, workers' compensation premiums,



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all income tax deductions, social security deductions, and any and all other taxes or payroll deductions required for all employees engaged by Grantees on the performance of the work authorized by the Grant Agreements.

III. Compliance with Governor's Executive Order 2011-03K

In accordance with Executive Order 2011-03K, the Grantee, by its signature on this document, certifies (1) it has reviewed and understands Executive Order 2011-03K, (2) has reviewed and understands the Ohio ethics and conflict of interest laws including, without limitation, Ohio Revised Code §§ 102.01 *et seq.*, §§ 2921.01, 2921.42, 2921.421 and 2921.43, and §§ 3517.13(I) and (J), and (3) will take no action inconsistent with those laws and the order, as any of them may be amended or supplemented from time to time. The Grantee understands that failure to comply with the Ohio ethics and conflict of interest laws is, in itself, grounds for termination of this agreement and the Grant of funds made pursuant to this agreement and may result in the loss of other contracts or Grants with the State of Ohio.

IV. Other Compliance

Ohio Third Frontier funds may not be used for research involving tissue obtained from aborted fetuses. (See Ohio Revised Code Section 2919.14)