



Template Form of Advance Notice of RFPs in Pipeline.

The idea behind the Master Contract is a fast process for procuring academic research services, as compared to a stand-alone RFP. Thus, there is a policy of requiring agencies to have at least a 30-calendar-day return period from RFP release to receipt of Proposals in Response.

This 30-day return period is proving to be a challenge for the GAC schools, especially for the more complex scopes of work, which have become more common. At the GAC fall meeting last week, some of the schools asked if it would be possible for T+G to give them an advance notice of RFPs in the pipeline so they can get their acts together on their end to identify the right researchers and have them ready to field Proposals in Response as soon as they are officially released.

The time to send advance notice would be when the agency lets me know it is working on the RFP and is fairly certain that it will proceed.

The following is a proposed template for advance notice of RFPs in the pipeline:

Town+Gown has been notified by [Agency] that it is interested in accessing the Master Academic Consortium Contract for faculty-directed research.

The following information is provided below in order for the Gown Advisory Council representatives to identify appropriate researchers for [Agency's] contemplated research project and have them ready to develop Proposals in Response as soon as Town+Gown releases [Agency's] Town+Gown RFP to the GAC institutions and submit them within the return period stated in [Agency's] Town+Gown RFP:

High-Level Nature of Problem to Solve/Opportunity to Explore:

Anticipated Discipline(s):

Contemplated Release of [Agency's] Town+Gown RFP:

Approximate Budgeted Amount:

NOTE: Town+Gown is providing this advance notice only for the purpose identified above. Under no circumstances shall any GAC member or researcher at a GAC institution contact anyone at [Agency]. Finally, there is no guarantee that [Agency] will release this contemplated Town+Gown RFP or on the date indicated above.

Protocol for Town+Gown to Solicit GAC Advice on Academic Research Capacity before Procurement Activities Get Underway.

Two agencies have expressed ideas for a research project under the Master Academic Consortium Contract but would first like to know whether their ideas are actually suitable for academic research, instead of work by consultants.

This protocol would involve an email from Town+Gown (see template below) requesting information from the schools and receiving written responses that Town+Gown would forward to the agency.

The following is a template email that Town+Gown would send to all GAC representatives:

Dear GAC Representatives,

[Agency] would like to get a sense of the suitability of [a contemplated research idea/contemplated research ideas] for faculty-directed research as contemplated by the Master Academic Consortium Contract.

Not all ideas are suitable for faculty-directed research. But for those ideas that may be suitable, it would be helpful for agencies also know how to express their research ideas for faculty-directed research.

Please send BY _____ ____, 201_ [not less than two weeks], your institution's high-level summary thoughts on the suitability of this/these idea/ideas for academic research and the likely disciplines and appropriate methodologies. This response should NOT entail the type of work required for responses to RFPs. We are looking for a general level of guidance as to (1) whether faculty-directed research is appropriate for this/these idea/ideas and (2) the general ballpark sense of the disciplines and methodologies that are likely to be appropriate.

Town+Gown will forward all responses received BY _____ ____, 201_ [not less than two weeks] to [Agency] and to all GAC representatives.