

Division of Research, Innovation and System Information

Call For Submissions Questions and Responses

SOLICITATION: 17_PPP 01 - Road Charge White Paper

1) **Q:** Does the maximum of 5 pages have any other specifications such as font type and size, line spacing, margins, etc.?

A: There are no other required specifications than those identified in this section.

2) **Q:** What specifically comprise the 5 pages? Does it include the 2-page Executive Summary? Would the budget, timeline and cover page count toward the 5-page limit?

A: The body of the proposal is limited to a maximum of 5 pages. The body of the proposal is contained in Items 4 and 5. Items 1-3, 5-8 are not a part of the proposal body. The Appendices and Vitae are also not a part of the page count. Only items 4-5 of Section III comprise the maximum 5 page proposal body.

1. Cover Page - Title
2. Executive Summary
3. Table of Contents - Reference Page
4. Research Plan -
5. Research Team
6. Work Time Schedule and Deliverables
7. Itemized Budget
8. Partnerships/Subcontracts
9. Appendices
10. Vitae

3) **Q:** Under Executive Summary Section, the CFS requires items #4 to #10 to have separate headings and descriptions, while there are less than 10 items in the earlier Section. Which ones require separate heading and description?

A: Noted in Response 2 are the 10 items desired for the Proposal Format and Content. Items #4 to #10 will have a separate heading and description. Items 9 and 10 are not requirements for the proposal and may be provided as attachments at the discretion of the proposer. If items 9 and 10 are provided as attachments to the proposal Section III format applies.

4) **Q:** The deliverables in the Initial Scope of Work document (Section VII) do not match those of the CFS requirements (Section III), which one should we employ to format the white paper?

A: At the conclusion of the project, the researcher(s) shall deliver a whitepaper addressing the following elements: (1) Title; (2) Background/Introduction; (3) Design Challenge Area Identification/Business Value; (4) Description of Concept/Design; (5) Examples; (6) Draft Project Scope; (7) Estimated Cost; (8) General Schedule/Timeline; and (7) Contact Information, which includes a full explanation of the perceived applied usefulness of the research and follow-on steps.

5) **Q:** What items can be included in the budget? Specifically, is travel or equipment allowed?

A: No equipment or travel is anticipated for this project. Equipment is not allowable, but travel is acceptable with an approved budget and justification.