

**Research Development and Demonstration RDD 2021
Questions and Answers - Updated October 14, 2021**

The following are responses for non-project specific questions emailed during the Q&A period to cef@commerce.wa.gov. Some edits may have been made to avoid project-specific details in the original question, but otherwise, questions are presented as submitted. All questions related to the RD&D competitive process are required to be in writing to cef@commerce.wa.gov to ensure an equitable process.

- 1. Q. I have a quick question related to the Phase II RD&D Application package. In the Phase II, Part B document, number 5 asks: “Life Cycle Cost Analysis (MANDATORY, SCORED) Include a life-cycle cost analysis in your application.” To be clear, is this LCCA supposed to have been previously completed prior to submitting this application? Or is the LCCA expected to be a task in the scope of the project? I have been assuming the latter (we are planning to work with UW to perform an LCCA as part of our project), but I want to make sure I am reading the requirements properly.**

A. You will need to complete the LCCA prior to submitting the application and include a copy of the LCCA in Part B, Question 5. For additional information on the LCCA, please refer to section 1.3 of the RFA. For additional information on the weight of the LCCA question, please refer to section 4.2 of the RFA.

Questions received through Oct. 15, 2021

- 2. Q. We are one of the encouraged teams for our submission to WA CEF4 RDD this month. One item I’m investigating is grant recipient’s long term mandatory tasks. I’m guessing there is a final project report similar to that attached, written by grant recipient. Anything else I should know about related to long term reports, project filings with WA CEF during project, etc.?**

A. Grant recipients are required to submit reports on a quarterly basis. After the contract has been fully executed, instructions for invoicing and reporting will be shared. Prior to the project completion date, the grant recipient will need to complete a truncated fact sheet. The grant recipient will also be required to complete a final report at the end of the project.
- 3. Q. I have a question regarding the Life Cycle Cost Analysis asked in Question 5, Phase 2, Part B. To clarify, is this Life Cycle Cost Analysis specifically regarding the capital equipment proposed to be purchased for this project? Therefore, should we 1) compare options that can be purchased from different commercial sources regarding their cost, quality, and durability; 2) compare equipment purchase vs. rental regarding its initial costs and operating costs?**

A. The Department of Commerce does not have a dedicated Life Cycle Cost Analysis, but the intent is to have applicants evaluate the least cost and efficient options for the development of their capital asset whether that be comparisons of different commercial

costs or comparisons between purchased equipment vs. rental equipment. The expectation is that the applicant demonstrates due diligence in determining which criteria they use to evaluate the best use of state funds.

4. **Q. We intend to provide the 1:1 match through our own company funds. Under this circumstance, do we need to supplement the application with Exhibit E: Assurance or Documentation of Required Match?**
A. Yes, you are still required to fill out the Documentation of Required match.
5. **Q. Is the location of the project binding if we include it? (E.g., address, city, region)**
A. The location of the project is not binding.
6. **Q. Are there any penalties for not having a firm project address specified?**
A. You don't need to list a specific project address at this stage but please attempt to identify at least the city or general area for the project. There are no penalties for not having a firm project address specified, but if you were awarded a grant we would expect you to have an address in place by the time contract negotiations begin.
7. **Q. Some of the questions asked in the Phase Two forms appear to overlap significantly with the first with only slight deviations in wording. Examples include Part B Section 5 (Life Cycle Cost Analysis) and Part B Section 10 (Cost Proposal: Detailed Project Budget). Should our responses to such questions mostly repeat information from similar sections in Phase One or is Commerce expecting substantive additions?**
A. Although it is fine to repeat information from Phase One, the expectation is that answers to Phase Two applications will be more comprehensive. We would expect that applicants present an actual Life Cycle Cost Analysis rather than describe it as applicants did in Phase One. Similarly, if you only presented an estimated budget in your Phase One, the expectation would be that you have a more detailed budget for Phase Two.
8. **Q. Form B, question 7 regarding scheduling states, "The project schedule must ensure that deadlines for proposed deliverables are met." Can you please elaborate on the implications of this sentence? Does this mean the schedule provided will be binding upon submission of Phase Two or can it be revisited during the contracting phase/over the project's lifetime as the program evolves?**
A. The milestones and deadlines must be reasonable and feasible to complete the project. If you are awarded a grant, the dates you provided under the schedule question in your application are not strictly binding. However, the deliverables and milestones in your actual project should closely reflect your application. Significant deviations could be reason to reevaluate the offered award.
9. **Q. Can you please provide additional detail to delineate between question 7 (schedule) and question 8 (work plan) in Part B?**
A. Question 7 (Schedule) focuses on specific dates, deliverables and milestones. You may present your schedule as a chart or any other format to convey your timeline and milestones. Question 8 provides more detail on proposed tasks, services, activities, deliverables and any additional aspects necessary to accomplish the scope of the

project. For example, if permitting is required to complete the project, in your answer you should outline how you will accomplish this process. While you will list deliverables in your schedule, you should provide additional detail on deliverables in Question 8 (Work Plan).

10. Q. Regarding Part B Section 10 (Cost Proposal: Detailed Project Budget) on Part B, since a decent amount of time has elapsed since submission of our Phase One application, details of this project may have changed slightly. Is it acceptable and expected that some details may not exactly reflect details included on the Phase One application? E.g., schedule, budget, award amount requested, etc.

A. It is acceptable and expected that some details on the schedule and budget may have changed from your Phase One application. Details that cannot change from your Phase One application submission include, but are not limited to, the award amount requested and the primary applicant.

11. Q. We noticed that Form A Section 1 does not reference partnerships with academic and research institutions whereas the similarly oriented question in Phase One did. Are partnerships with academic and research institutions not relevant to this evaluation anymore?

A. Application Part A Question 1 is focused on equity and partnerships with vulnerable populations and Tribes. Partnerships with academic and research institutions were minimum requirements outlined in Section 1.3 of the RFA, so this was an initial screening and evaluation requirement in Phase One. It is expected that all Phase Two applicants continue to meet this minimum requirement through partnership or engagement with the research community. Application Part C provides applicants with the opportunity to demonstrate partnerships with academic and research institutions through the questions 1 (Organization) and 2 (Team and Project Management).