

REQUEST FOR PROPOSALS

BioFab Startup Lab Program Support

The Advanced Regenerative Manufacturing Institute (ARMI) requests scope of work and fee proposals for support of the newly formed BioFab Startup Lab. Specifically, ARMI seeks to adapt and adopt a proven program that works with deep tech inventors and startups, ideally in the life sciences, to the specific needs of biomanufacturing of cells, tissues, and organs.

PROJECT DESCRIPTION

The project includes working with ARMI team members to adapt a proven startup / inventor support program to the needs of selected portfolio companies developing therapies through biomanufacturing of cells, tissues, and organs as well as supporting manufacturing and supply chain technologies. Once program is finalized, ARMI requests further support in the transfer of the program to ARMI, including hands-on operational support through the first year and broader support and advice through years 2-4 of the program.

SCOPE OF SERVICES

It is the intent of this selection process to license a proven startup accelerator program in the life sciences and to engage the professional services of a firm or Consultant to provide training, adaptation and adoption support for selected program. Specifically, Consultant will provide:

- Advice and insights into the best practices for establishing the Startup Lab.
- Support in selecting Startup Lab personnel and program governance / advisory structures.
- A template or model of a proven program to be used as the foundation for the BioFab Startup lab. The program should include:
 - Company nomination, acceptance and onboarding process
 - Creation of a bespoke plan for company development, including resources (internal and external) needed to assist the company in meeting milestones.
 - Recommendations for ongoing engagement process between company executives and BioFab Startup team and resources.
- Customization of program to meet the needs of startups in tissue engineering and enabling technologies.
- Guidance on Startup Lab operations including metrics and KPI's.
- Training and ongoing mentorship of Startup Lab personnel.
- Access to program resources such as mentors and investor network on behalf of portfolio companies.

SCHEDULE

ARMI desires to begin this project as soon as possible after award notification and end no later than September 30, 2026. Please provide a proposed schedule in the response.

PROPOSAL PREPARATION

Consultants must submit one electronic copy (e-mail submission) of the “Proposal” to ARMI at jlenzer@armiusa.org no later than 4:00 p.m. on November 4, 2022.

Any questions concerning this “Request for Proposals” should be made to Julie Lenzer at (301) 442-6077 or jlenzer@armiusa.org.

The proposal should be limited to three (3) pages of text plus the fee proposal.

PROPOSAL EVALUATION CRITERIA

Proposals shall be evaluated in accordance with the applicable provisions of the Office of Management and Budget Uniform Administrative Requirements, 2 CFR 200, et. al., and the selection will be made based on demonstrated, relevant alignment and outcomes of the program and team, personnel qualifications, and project approach for the services required including meeting the required timeline.

CONDITIONS OF PROPOSAL

Insurance and Indemnification Requirements

The Consultant agrees to maintain in full force and effect:

Comprehensive General Liability insurance written on occurrence form, including completed operations coverage, personal injury liability coverage, broad form property damage liability coverage and contractual liability coverage insuring the agreements contained herein. The minimum limits of liability carried on such insurance shall be \$1,000,000 each occurrence and, where applicable, in the aggregate combined single limit for bodily injury and property damage liability; \$1,000,000 annual aggregate personal injury liability.

Automobile liability insurance for owned, non-owned and hired vehicles. The minimum limit of liability carried on such insurance shall be \$1,000,000 each accident, combined single limit for bodily injury and property damage.

Workers' Compensation insurance, whether or not required by the New Hampshire Revised Statutes Annotated, 1955, as amended, with statutory coverage and including employer's liability insurance with limits of liability of at least \$100,000 for each accidental injury and, with respect to bodily injury by disease, \$100,000 each employee and \$500,000 per policy year.

Professional Liability insurance covering negligent acts, errors or omissions committed in connection with or arising directly or indirectly out of the services being provided to the OWNER under this agreement. The minimum limits of liability carried on such insurance shall be \$1,000,000 each claim and \$1,000,000 per policy year.

It shall be the responsibility of the CONSULTANT to ensure that any and all subcontractors comply with the same insurance and indemnification requirements.

No Conflict

The Consultant, in submitting a proposal shall agree and ***so state in its proposal*** that no person acting for or employed by ARMI, has a direct or indirect financial interest in the proposal or in any portion of the profits which may be derived therefrom.

Legal Structure and Authority

Each proposal shall include the legal name of the organization and a statement as to whether or not it is a sole proprietorship, a partnership, a corporation or any other legal entity. A proposal by a corporation shall also give the state of incorporation and have a corporate seal affixed, identify the principal place of business and any local office including address and telephone numbers. Each proposal shall be signed by a person legally authorized to bind the Consultant to a contract.

Compliance with Law

The Consultant shall be required to comply with all applicable provisions of federal, state and local law both in its response hereto and in provision of any services by the selected Consultant. Each proposal shall include a statement indicating that the Consultant has read and understood all conditions as outlined in the RFP.

Proposal Held Open

No Consultant shall be permitted to withdraw its proposal for a period of thirty (30) days after the time and date of the submission of the proposal as set forth in this document. All proposals shall remain valid and binding for that period of time.

The Consultant whose proposal is selected for recommendation shall not withdraw its proposal for an additional fourteen (14) days after notice of selection or recommendation. Given the urgency of launching this project, the selected Consultant shall execute a contract for services within five (5) business days of being requested to do so.

Reservation of Rights

ARMI reserves the right to accept any proposal, in whole or in part, to negotiate further regarding any terms of the proposal to achieve the best proposal as determined by ARMI at its sole discretion and to reject any or all proposals for any reason whatsoever, should it be deemed in the best interests of ARMI to do so.

Negotiation, if undertaken by ARMI, is intended to result in a contract which is deemed by ARMI, in its sole discretion, to be in ARMI's and the project's best interests. Any such negotiations will use the selected proposal as a basis to reach a final agreement. Any and all such negotiations shall be binding upon the consultant. ARMI reserves the right to include in the contract for services other terms and conditions not specifically set forth here, including, but not limited to, terms and conditions required

by funding sources; and additional work which may be identified subsequent to the starting date of the contract.

ARMI reserves the right to waive or disregard any informality, irregularity or deficiency in any proposal received.

Consultant's Responsibilities

The Consultant submitting a proposal for this project, shall be aware of all ARMI requirements, including insurance coverages, pertaining to contracting with ARMI for Professional Services and proposed fees should reflect any costs in connection with these requirements.

Work Authorization

The Consultant will be authorized to do work by being given a "Notice to Proceed" which will include an approved schedule of work, fees and completion dates. Work shall commence within two (2) calendar days of receipt of the "Notice to Proceed" and shall proceed continuously to completion.

Termination

ARMI reserves the right to terminate the contract upon five (5) days written notice should the consultant fail substantially to perform in accordance with the Agreement. In addition, ARMI reserves the right to terminate the contract at any time or to reduce the Scope of Services in order to be consistent with the availability of funds. In the event of termination due to fault other than the Consultant's, the Consultant shall be paid compensation for services performed to termination date or, in the case of a retainer, through the current period.

Federal Compliance

The Consultant will agree by contract to comply with the applicable sections of 2 CFR 200, Appendix II, "Contract Provisions for Non-Federal Entity Contracts Under Federal Awards", or such other terms as the granting agency may from time to time impose.