



State of Vermont
Agency of Commerce & Community Development
Department of Economic Development

One National Life Drive, Davis Building, 6th Floor
Montpelier, VT 05620-0501

[phone] (802) 461-9353

TO: Qualified Vendors
FROM: Agency of Commerce & Community Development, Economic Development
DATE: November 9, 2018
SUBJECT: Request for Proposals
BID TITLE: Additive Manufacturing Partnership Project Management

The Vermont Agency of Commerce and Community Development (ACCD), Department of Economic Development (DED), is requesting proposals from qualified and experienced vendors competent to deliver Project Management services to the State with the goal of creating an additive manufacturing partnership. The partnership will be a collaboration between Vermont Technical College (VTC) and Vermont defense-related businesses that are interested in building the knowledge, training and resources that will be necessary to permit the development of a strong additive manufacturing capability in the State. The objective of the Partnership is to advance additive manufacturing technologies in Vermont. Meeting this objective is expected to include developing an additive manufacturing curricula and researching funding opportunities for the potential purchase of a collaboratively-owned metals-based deposition printing equipment housed at VTC and used by VTC to educate students during regular class hours, and made available to participating defense-related businesses for their use in doing research and development and prototyping during off-hours. The project manager will be responsible for investigating the feasibility of the Partnership, planning its creation, recruitment and implementing the plan and assuring its sustainability.

The State recognizes the important contribution and vital impact that small businesses have on the State's economy. In this regard, the State subscribes to a free and open bidding process that affords all businesses equal access and opportunity to compete for State contracts for goods and services. The State also encourages businesses owned by minorities and women to compete for State contracts.

The work required to be performed and the information that must be presented in your proposal are described in this Request for Proposals. The Bid Title is Additive Manufacturing Partnership Project Management.

The State reserves the right to accept or reject any or all bids. A selection committee consisting of assigned State staff, representatives of VTC and participating businesses will evaluate the proposals. If a person or firm is selected, a representative will be invited to negotiate a contract.

If you have any questions about the proposal process, please feel free to contact Brett Long at brett.long@vermont.gov or Paul Williams at paul.williams@vermont.gov



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Request for Proposals
This is a Sealed Bid Response for
Additive Manufacturing Partnership Project Management
Sealed Bid Instructions

All bids must be sealed. BID ENVELOPES MUST BE CLEARLY MARKED ‘SEALED BID’ AND SHOW THE BID TITLE, PROPOSAL SUBMISSION DATE, AND NAME OF VENDOR.

All vendors are hereby notified that sealed bids must be received by the bid due date and time as specified in this document. Vendors are cautioned that it is their responsibility to originate the sending of bids in sufficient time to insure receipt by the State on or before the bid due date. Hand carried bids shall be delivered to a representative of the Department on or before the bid due date. Bids not in possession of the Department by the due date and time will not be considered. Incomplete bids will not be considered.

RFP Issuance Date: November 10, 2018

Written Questions Due by: November 15, 2018

Questions concerning this request for proposals must be in writing (via mail or e-mail) and received by Brett Long at brett.long@vermont.gov and Paul Williams at paul.williams@vermont.gov by November 15, 2018. The postal address for questions to be sent via post is below. The State will respond to written questions by November 21, 2018. Any responses will be in writing and posted on the State’s website at www.vermontbidsystem.com. The State reserves the right to select which questions it will answer.

Proposal Due Date: November 28, 2018

One (1) hard copy and one (1) electronic version of your proposal must be submitted no later than Wednesday, November 28, 2018 at 4:00 pm Eastern Standard Time to:

Brett Long, Deputy Commissioner
State of Vermont
Agency of Commerce & Community Development
Department of Economic Development
One National Life Drive, Davis Building, 6th Floor
Montpelier, Vermont 05620-0501



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FAXED BIDS: FAXED bids will NOT be accepted.

ELECTRONIC BIDS: ELECTRONIC Bids will NOT be accepted as the sole form of bid submission. An electronic version, delivered by email, of the proposal must be submitted with one (1) hard copy of the proposal.

IMPORTANT NOTE: Any materials submitted as part of the proposal (e.g. samples of work) received by the State will not be returned.

Included:

- Request for Proposal
- Attachment A – Price Quotation Form
- Attachment B – Vermont Tax Certificate
- Acknowledgement of Attachment C – Standard State Provisions (December 15, 2017)
- Appendix I – Performance Measures
- Appendix II – OEA Vermont Additive Manufacturing Partnership Grant Agreement



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1. INTRODUCTION: A Request for Proposals (RFP) is being issued by the State of Vermont Agency of Commerce and Community Development (ACCD), Department of Economic Development (DED), to invite vendors to propose how they would deliver the services described in the work required section of this RFP. The course of the contract arising from this request for proposal will most likely be for a period of approximately 12 months, with an option for 1 additional 12-month period, but only as reduced to writing and pre-approved and signed by both parties. Any awarded contract under this RFP will be a performance-based contract.

a. Background:

The State of Vermont is issuing this RFP as a result of a grant received from the US Department of Defense' Office of Economic Adjustment (OEA). This RFP seeks a qualified vendor to provide project management services to deliver on the intent of the awarded grant.

Vermont has many precision metal working businesses. The majority of these firms operate equipment that machines raw metal in a material-removal process. This is broadly known as subtractive manufacturing. New technologies have made the process of deposition printing, or additive manufacturing much more practical in recent years. Precision metal working firms have begun to realize the importance of understanding this new additive process. They have also realized that there will be a need to have a workforce that has been trained in additive manufacturing techniques, if this technology is to be adopted. Therefore, these businesses have approached Vermont Technical College about the idea of jointly purchasing and operating an advanced metals-based deposition printer that would be operated collaboratively by VTC and participating businesses. This group has begun to meet to outline the parameters of the project. The State of Vermont, Department of Economic Development has become a partner in the group – the grant awarded by OEA will provide funding to help the effort get underway. This funding is divided into two portions. One portion of about \$59,000.00 will be sub-granted to VTC to help fund the development of an additive manufacturing curriculum that will be used by the College for teaching additive manufacturing techniques. The balance of the funding (about \$87,000.00) is to be used to pursue the feasibility, planning, implementation, recruitment and sustainability of the partnership.

In addition, the "Project Manager" is expected to help develop, maintain and coordinate customer focused, effective working relationships with key stakeholders, including industry leaders, academics, defense companies, and state and strategic partners. The Project Manager will be responsible for working with the Partnership's steering committee to ensure successful completion of the agreed work required under the tasks associated with the Federal grant award.



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2. EXCLUSION REQUIREMENT: Respondents should be entities that are currently capable of providing all services outlined in this RFP. All expenses must be pre-approved by the State in writing to be reimbursable. The State does not reimburse for the purchase of alcohol.

3. KEY ASPECTS:

3.1 The selected vendor will be expected to enter into a contract negotiated with the State. The State will require the selected vendor to comply with the more restrictive of; 1) applicable Vermont and; 2) Federal contracting requirements and purchasing policies including, but not limited to, the provisions stated in the “Acknowledgement of Attachment C: Standard State Provisions” included in this RFP, which are not negotiable and 2 CFR 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards and Catalog of Federal Domestic Assistance 12.617.

3.2 The selected vendor, that signs the contract, will be assigned work as needed. The amount of time and staff level needed for each job will be agreed upon in advance when the job is assigned. Any additional staff time required for the job due to errors or omissions by the vendor will be the responsibility of the vendor.

3.3 Cost is a significant factor in selecting successful vendors, but it is not necessarily the determining factor. A vendor's comparative superior experience and knowledge may result in a bid selection other than the lowest bid submitted.

3.4 Vendor’s proposal must articulate in writing that they have the qualifications and expertise to perform the work required under this RFP.

4. WORK REQUIRED:

In order for the Partnership to achieve its goals, the project will need to be fully scoped, researched, planned and implemented. The work required for the Project Manager shall include, but not be limited to, the following:

1. Develop governance documents for the Partnership’s Steering Committee
2. Coordinate work for and at the direction of the Steering Committee
3. Develop the action plan for creating/developing the Partnership
4. At the direction of the Steering Committee, evaluate the feasibility of attaining the Partnership’s goals
5. Under the direction of the Steering Committee, plan the steps needed to achieve these goals
6. Manage the implementation of the action plan
7. Develop a strategy for ensuring the long-term sustainability of the Partnership
8. Respond timely to inquiries from DED grants management staff including fiscal and programmatic elements.
9. Insure the work required is progressing according to the tasks and timelines



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10. Plan for and direct the facilitation of regular membership, Steering Committee meetings and Partnership-related updates (newsletter/email).
11. Attend both regular membership and Steering Committee meetings.
12. Collaborate in the development and implementation of the short and long-term plans, strategies, and programs aimed at the continued sustainability and growth of the Partnership.
13. Coordinate and build linkages and partnerships with others pursuing similar additive manufacturing development strategies
14. Prepare written reports, as determined by the Partnership to document work achieved towards the execution and delivery of tasks in cooperation with the DED grants management staff.
15. Provide personnel, as needed, who have the necessary skills and expertise to accomplish their assigned functions and ensure performance is maintained at an acceptable level.
16. Travel, both in-state and out-of-state, on behalf of the Partnership to events necessary for the execution of the Project Manager's responsibilities.
17. Proposed Timeline, January 2019 - Orientation workplan, benchmark model, mid-February 2019 partnership plan, mid-March 2019 – finish recruitment for partnership, mid-May 2019 - partnership formed, June 2019 - equipment purchasing decision made.

5. NATURE OF THE CONTRACT: The contract's maximum dollar value shall in no way represent a commitment to the Contractor for services or compensation. Payment to the Contractor will be only for acceptable services rendered in accord with the Payment Provisions specified in the Pricing section. Contract will include the following base contract terms.

6. BASE CONTRACT TERMS:

6.1 Contract Period: Contracts arising from this request for proposal will be for a period of 12 months, with an option for 1 additional 12-month period, but only as reduced to writing and pre-approved and signed by both parties.

6.2 Contract Terms: The selected vendor will sign a contract with the State to provide the items named in their responses, at the prices negotiated. Minimum support levels, as well as terms and conditions from this RFP and the vendor's response will become part of the contract. The contract will be subject to review throughout its term. The State will consider cancellation upon discovery that a vendor is in violation of any portion of the contract, including an inability by the vendor to provide the products, support and/or service offered in their response.



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7. CHARACTERICS REQUIRED OF SUCCESSFUL VENDOR:

Successful candidates should demonstrate the following:

- a. Ability to work effectively with a combination of State, educational and business representatives in exploring and implementing the Partnership
- b. Deep knowledge and understanding of the requirements of building an organization and the skills to walk the participants through the process successfully
- c. Ability to represent the Partnership participants in communications and in-person events
- d. Capacity to manage the project as outlined in the Federal grant award, the ability to drive the creation and implementation of a sustainability plan for the Partnership

8. ISSUES THAT MUST BE ADDRESSED IN THE PROPOSAL, AND REQUIRED DOCUMENTS:

The instructions and format for the submission of proposal information are designed to ensure the provision of data considered essential to the understanding and comprehensive evaluation of the bidder's proposal. There is no intent to limit the content of the proposals, nor in any way to inhibit a presentation in other than the vendor's favor. The vendor may include such additional information or data as may be appropriate or offer alternate solutions but should not exclude any portion requested in this document. All proposals should contain the following information:

- 1. **Identity Of Preparer(s).** A statement identifying individuals who were involved in the preparation of the proposal as well as a single point of contact for clarification of information must be included.
- 2. **Background And Experience.** Provide a full description of: your qualifications and experiences; primary areas of expertise -within the described scope of work; your approach to providing services including project management and methodology; biographies or credentials of the personnel assigned to manage and complete the work; and staff supervision and work product approval procedures.
- 3. **References.** Provide the names, address and phone numbers of at least three organizations, or individuals with whom you have transacted similar business in the last 24 months. You must include the names of contacts who can talk knowledgeably about the quality of your services and their experience working with you.
- 4. **Narrative:** Provide a point by point narrative that describes how the requirements of this Request for Proposal will be met. Specifically, your narrative should include:
 - 1. Capacity
 - 2. Knowledge of the organizational requirements for creating an organization
 - 3. Ability to establish the strategies that will lead to a sustainable Partnership
 - 4. Ability to manage all tasks outlined in the grant award



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8.1 Signed and dated Acknowledgment of Attachment C must be included with your proposal. Proposals received that do not include this document will not be considered.

8.2 Pricing: Please indicate in your proposal any and all costs you wish the State to consider using the Pricing Quotation Form (Attachment A). The State reserves the right to structure other pricing arrangements outside of an hourly rate to fulfill marketing needs. For example, the State may have a specific project that the State would arrange a payment amount for regardless of the time it takes the contractor to complete the work to the State's satisfaction.

9. PERFORMANCE BASED CONTRACTING:

The contract awarded under this RFP will be a performance-based contract, which will include adherence to specific performance structures by awarded contractor.

10. PAYMENT PROVISIONS:

Vendor must provide an hourly rate for each type of service provided. A blended rate, merely identifying one hourly rate for all categories of services, may be proposed. Once a contract is executed, the State will reimburse Contractors only for pre-approved expenses. Bids must include detailed expenses, including costs, anticipated by the vendor. If a contract arises from this RFP, all pre-approved expenses must be documented with receipts, and contractor will be required to bill the State for work performed at least once a month, and payment terms will be net 30. All costs for preparation and delivery of the bid proposal will be the sole responsibility of the bidder.

11. PERFORMANCE EVALUATION CRITERIA:

Proposals will be evaluated by a committee based on the following criteria:

1. Demonstrated ability to work effectively with the State, educational and business participants
2. Demonstrated deep knowledge and understanding of the process of assessing project feasibility, planning a project workflow, implementing the plan
3. Demonstrated ability to represent the Partnership in communications and in-person events
4. Demonstrated capacity to manage the project as outlined in the grant award
5. Demonstrated capacity to create a strategy that will sustain the project after the life of the grant



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The following chart will be used to numerically score the applicants.

EVALUATION CRITERIA AND RATING OF RFPs

	Points
OVERALL EXPERIENCE OF COMPANY & DEMONSTRATED RESULTS Evaluation will include an assessment of the history of the vendor’s company, experience as it relates to the requirements within this RFP, evidence of past performance, quality and relevance of past work, references, and related items.	30
QUALIFICATIONS OF PERSONNEL Evaluation will include an assessment of the qualifications and experience of the vendor’s managerial team, staff, subcontractors, and related items.	40
BUDGET APPROACH/COST EFFECTIVENESS Effective and efficient delivery of quality services is demonstrated in relation to the budget allocation. The allocation is reasonable and appropriate.	30
Total	100

12. CONFIDENTIALITY: The vendor must agree to keep the information related to the State and all related agencies and companies related to the contract work activity confidential. The vendor agrees not to publish, reproduce, or otherwise divulge such information in whole or in part, in any manner or form, or authorize or permit others to do so unless authorized in writing by the State. Vendor will take reasonable measures as are necessary to restrict access to information in vendor’s possession to those employees on his/her staff who must have the information to perform their job, and agrees to immediately notify, in writing, the State's authorized representative in the event vendor determines, or suspects, confidential information has been inappropriately disseminated.

13. ADDITIONAL PROVISIONS:

13.1 Taxes:

The State of Vermont is exempt under 32 VSA Section 9743(1) from payment of any Vermont sales and use taxes.

13.2 Governing Law:

All submissions and agreement shall be in conformance with and governed by applicable laws of the State of Vermont.



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13.3 Submission Expenses:

13.3.1 Submission Preparation: No expenses associated with the preparation of the submission response shall be borne by the State.

13.3.2 Presentations and/or Demonstrations: No expenses shall be borne by the State for oral presentations or demonstrations made by the individual and/or firm.

13.4 Discrimination:

The contractor will be required to agree to comply with all requirements of Title 21, Chapter 5, Subchapter 6, Section 495A relating to fair employment practices.

13.5 Tax Certification:

To meet the requirements of 32 V.S.A., Section 3113, no agency of the State may enter into, extend or renew any contract for the provision of goods, services or real estate space with any person unless such person first certifies, under the pains and penalties of perjury, that he or she is in good standing with the Vermont Department of Taxes. A person is in good standing when no taxes are due, if the liability for any tax that may be due is on appeal, or if the person is in compliance with a payment plan approved by the Commissioner of Taxes. In signing this submission, the bidder certifies under the pains and penalties of perjury that the company/individual is in good standing with respect to, or in full compliance with a plan to pay, any and all taxes due the State of Vermont as of the date that this statement is made.

13.6 Proprietary or Confidentiality Information:

If the submission includes material that is considered by the bidder to be proprietary and confidential under V.S.A. Title 1, Chapter 5 or any other provision of law, the bidder shall clearly designate the material as such, explaining why such material should be considered confidential. However, entire submissions cannot be designated confidential or proprietary information. Price information will not be considered confidential or proprietary information. If the submission includes material that is considered by the bidder to be proprietary and confidential under V.S.A. Title 1, Chapter 5 or any other provision of law, the bidder shall clearly designate the material as such, explaining why such material should be considered confidential. However, entire submissions cannot be designated confidential or proprietary information. Price information will not be considered confidential or proprietary information. the submission includes material that is considered by the bidder to be proprietary and confidential under V.S.A. Title 1, Chapter 5 or any other provision of law, the bidder shall clearly designate the material as such, explaining why such material should be considered confidential. However, entire submissions cannot be designated confidential or proprietary information. Price information will not be considered confidential or proprietary information.



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13.7 Advertising:

The name of the State of Vermont, Agency of Commerce and Community Development, its departments and divisions, may not be used by any business responding or by the selected firm to this RFP in advertising or press releases without the express written consent of the Commissioner or Deputy Commissioner of the Department of Economic Development.

13.8 Statement of Rights:

The State of Vermont reserves the right to accept or reject any, and all of submissions, with or without cause, and the individual and/or firm shall have no recourse. The State of Vermont reserves the right to waive technicalities to assure the project provides the greatest benefit to the State.

The State reserves the right to issue specification changes, in writing, up to 10 days prior to the due date of submissions.

13.9 Submission Price or Best Final Offer: Responses to this RFP will be considered firm for one hundred twenty (120) days after the closing date of submission.

13.10 Collusion:

The State of Vermont is conscious of and concerned about collusion. It must therefore be understood by all that in signing bid and contract documents they agree that the prices quoted have been arrived at without collusion and that no prior information concerning these prices has been received from or given to a competitive company. If there is sufficient evidence to warrant investigation of the bid/contract process by the Office of the Vermont Attorney General, all vendors must understand that this paragraph may be used as a basis for litigation.

(End of Request for Proposal)



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ATTACHMENT A: PRICE QUOTATION FORM

Request for Proposals
This is a Sealed Bid Response
This form must accompany your bid proposal.

BIDDER BUSINESS NAME/ADDRESS/PHONE/E-MAIL:

Fill out all classifications pertinent to the contract bid. If a classification is not listed, or you have different rates depending on the experience level of the staff assigned, add this classification and maximum hourly rate under the additional lines provided. Bidder's maximum hourly rate will include all associated assigned staff expenses and costs of doing business. Expenses will not be reimbursed separately.

Service/Job Classification:	Definition:	Maximum Hourly Rate:

OTHER SPECIFICATION:

(End of Attachment A)



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ATTACHMENT B: VERMONT TAX CERTIFICATE

DATE: _____

Request for Proposals This is a Sealed Bid Response

BIDS MUST BE RECEIVED BY: Wednesday, November 28, 2018

(VENDOR)

(ADDRESS)

(ADDRESS)

(CITY, STATE ZIP)

(COUNTRY)

THIS FORM MUST BE COMPLETED AND SUBMITTED AS PART OF THE RESPONSE FOR THE BID TO BE CONSIDERED VALID.

THE UNDERSIGNED HAS READ, UNDERSTOOD AND ACCEPTED ALL PROVISIONS, TERMS AND CONDITIONS OF THIS PROPOSAL.

Vermont Tax Certificate

To meet the requirements of Vermont Statute 32 V.S.A. § 3113, by law, no agency of the State may enter into, extend or renew any contract for the provision of goods, services or real estate space with any person unless such person first certifies, under the pains and penalties of perjury, that he or she is in good standing with the Department of Taxes. A person is in good standing if no taxes are due, if the liability for any tax that may be due is on appeal, or if the person is in compliance with a payment plan approved by the Commissioner of Taxes, 32 V.S.A. § 3113.

In signing this bid, the vendor certifies under the pains and penalties of perjury that the company / individual is in good standing with respect to, or in full compliance with a plan to pay, any and all taxes due the State of Vermont as of the date this statement is made.

Quotation Valid for 120 Days

Name of Company: _____
Federal Identification Number: _____
By: _____
Signature (**Proposal Not Valid Unless Signed**)
Title: _____

Telephone Number: _____ Ext.____
E-mail Address: _____
Date: _____
Name: _____
(Type or Print)



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Acknowledgement of:
ATTACHMENT C: STANDARD STATE PROVISIONS
FOR CONTRACTS AND GRANTS
REVISED DECEMBER 15, 2017

1. Definitions: For purposes of this Attachment, “Party” shall mean the Contractor, Grantee or Subrecipient, with whom the State of Vermont is executing this Agreement and consistent with the form of the Agreement. “Agreement” shall mean the specific contract or grant to which this form is attached.

2. Entire Agreement: This Agreement, whether in the form of a contract, State-funded grant, or Federally-funded grant, represents the entire agreement between the parties on the subject matter. All prior agreements, representations, statements, negotiations, and understandings shall have no effect.

3. Governing Law, Jurisdiction and Venue; No Waiver of Jury Trial: This Agreement will be governed by the laws of the State of Vermont. Any action or proceeding brought by either the State or the Party in connection with this Agreement shall be brought and enforced in the Superior Court of the State of Vermont, Civil Division, Washington Unit. The Party irrevocably submits to the jurisdiction of this court for any action or proceeding regarding this Agreement. The Party agrees that it must first exhaust any applicable administrative remedies with respect to any cause of action that it may have against the State with regard to its performance under this Agreement. Party agrees that the State shall not be required to submit to binding arbitration or waive its right to a jury trial.

4. Sovereign Immunity: The State reserves all immunities, defenses, rights or actions arising out of the State’s sovereign status or under the Eleventh Amendment to the United States Constitution. No waiver of the State’s immunities, defenses, rights or actions shall be implied or otherwise deemed to exist by reason of the State’s entry into this Agreement.

5. No Employee Benefits For Party: The Party understands that the State will not provide any individual retirement benefits, group life insurance, group health and dental insurance, vacation or sick leave, workers compensation or other benefits or services available to State employees, nor will the State withhold any state or Federal taxes except as required under applicable tax laws, which shall be determined in advance of execution of the Agreement. The Party understands that all tax returns required by the Internal Revenue Code and the State of Vermont, including but not limited to income, withholding, sales and use, and rooms and meals, must be filed by the Party, and information as to Agreement income will be provided by the State of Vermont to the Internal Revenue Service and the Vermont Department of Taxes.

6. Independence: The Party will act in an independent capacity and not as officers or employees of the State.

7. Defense and Indemnity: The Party shall defend the State and its officers and employees against all third party claims or suits arising in whole or in part from any act or omission of the Party or of any agent of the Party in connection with the performance of this Agreement. The State shall notify the Party in the event of any such claim



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or suit, and the Party shall immediately retain counsel and otherwise provide a complete defense against the entire claim or suit. The State retains the right to participate at its own expense in the defense of any claim. The State shall have the right to approve all proposed settlements of such claims or suits.

After a final judgment or settlement, the Party may request recoupment of specific defense costs and may file suit in Washington Superior Court requesting recoupment. The Party shall be entitled to recoup costs only upon a showing that such costs were entirely unrelated to the defense of any claim arising from an act or omission of the Party in connection with the performance of this Agreement.

The Party shall indemnify the State and its officers and employees if the State, its officers or employees become legally obligated to pay any damages or losses arising from any act or omission of the Party or an agent of the Party in connection with the performance of this Agreement.

Notwithstanding any contrary language anywhere, in no event shall the terms of this Agreement or any document furnished by the Party in connection with its performance under this Agreement obligate the State to (1) defend or indemnify the Party or any third party, or (2) otherwise be liable for the expenses or reimbursement, including attorneys' fees, collection costs or other costs of the Party or any third party.

8. Insurance: Before commencing work on this Agreement the Party must provide certificates of insurance to show that the following minimum coverages are in effect. It is the responsibility of the Party to maintain current certificates of insurance on file with the State through the term of this Agreement. No warranty is made that the coverages and limits listed herein are adequate to cover and protect the interests of the Party for the Party's operations. These are solely minimums that have been established to protect the interests of the State.

Workers Compensation: With respect to all operations performed, the Party shall carry workers' compensation insurance in accordance with the laws of the State of Vermont. Vermont will accept an out-of-state employer's workers' compensation coverage while operating in Vermont provided that the insurance carrier is licensed to write insurance in Vermont and an amendatory endorsement is added to the policy adding Vermont for coverage purposes. Otherwise, the party shall secure a Vermont workers' compensation policy, if necessary to comply with Vermont law.

General Liability and Property Damage: With respect to all operations performed under this Agreement, the Party shall carry general liability insurance having all major divisions of coverage including, but not limited to:

- Premises - Operations
- Products and Completed Operations
- Personal Injury Liability
- Contractual Liability

The policy shall be on an occurrence form and limits shall not be less than:

- \$1,000,000 Each Occurrence
- \$2,000,000 General Aggregate
- \$1,000,000 Products/Completed Operations Aggregate
- \$1,000,000 Personal & Advertising Injury

Automotive Liability: The Party shall carry automotive liability insurance covering all motor vehicles, including hired and non-owned coverage, used in connection with the Agreement. Limits of coverage shall not be less than



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\$500,000 combined single limit. If performance of this Agreement involves construction, or the transport of persons or hazardous materials, limits of coverage shall not be less than \$1,000,000 combined single limit.

Additional Insured. The General Liability and Property Damage coverages required for performance of this Agreement shall include the State of Vermont and its agencies, departments, officers and employees as Additional Insureds. If performance of this Agreement involves construction, or the transport of persons or hazardous materials, then the required Automotive Liability coverage shall include the State of Vermont and its agencies, departments, officers and employees as Additional Insureds. Coverage shall be primary and non-contributory with any other insurance and self-insurance.

Notice of Cancellation or Change. There shall be no cancellation, change, potential exhaustion of aggregate limits or non-renewal of insurance coverage(s) without thirty (30) days written prior written notice to the State.

9. Reliance by the State on Representations: All payments by the State under this Agreement will be made in reliance upon the accuracy of all representations made by the Party in accordance with this Agreement, including but not limited to bills, invoices, progress reports and other proofs of work.

10. False Claims Act: The Party acknowledges that it is subject to the Vermont False Claims Act as set forth in 32 V.S.A. § 630 *et seq.* If the Party violates the Vermont False Claims Act it shall be liable to the State for civil penalties, treble damages and the costs of the investigation and prosecution of such violation, including attorney's fees, except as the same may be reduced by a court of competent jurisdiction. The Party's liability to the State under the False Claims Act shall not be limited notwithstanding any agreement of the State to otherwise limit Party's liability.

11. Whistleblower Protections: The Party shall not discriminate or retaliate against one of its employees or agents for disclosing information concerning a violation of law, fraud, waste, abuse of authority or acts threatening health or safety, including but not limited to allegations concerning the False Claims Act. Further, the Party shall not require such employees or agents to forego monetary awards as a result of such disclosures, nor should they be required to report misconduct to the Party or its agents prior to reporting to any governmental entity and/or the public.

12. Location of State Data: No State data received, obtained, or generated by the Party in connection with performance under this Agreement shall be processed, transmitted, stored, or transferred by any means outside the continental United States, except with the express written permission of the State.

13. Records Available for Audit: The Party shall maintain all records pertaining to performance under this agreement. "Records" means any written or recorded information, regardless of physical form or characteristics, which is produced or acquired by the Party in the performance of this agreement. Records produced or acquired in a machine readable electronic format shall be maintained in that format. The records described shall be made available at reasonable times during the period of the Agreement and for three years thereafter or for any period required by law for inspection by any authorized representatives of the State or Federal Government. If any litigation, claim, or audit is started before the expiration of the three-year period, the records shall be retained until all litigation, claims or audit findings involving the records have been resolved.



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Department of Economic Development

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Montpelier, VT 05620-0501

[phone] (802) 461-9353

14. Fair Employment Practices and Americans with Disabilities Act: Party agrees to comply with the requirement of 21 V.S.A. Chapter 5, Subchapter 6, relating to fair employment practices, to the full extent applicable. Party shall also ensure, to the full extent required by the Americans with Disabilities Act of 1990, as amended, that qualified individuals with disabilities receive equitable access to the services, programs, and activities provided by the Party under this Agreement.

15. Set Off: The State may set off any sums which the Party owes the State against any sums due the Party under this Agreement; provided, however, that any set off of amounts due the State of Vermont as taxes shall be in accordance with the procedures more specifically provided hereinafter.

16. Taxes Due to the State:

- A. Party understands and acknowledges responsibility, if applicable, for compliance with State tax laws, including income tax withholding for employees performing services within the State, payment of use tax on property used within the State, corporate and/or personal income tax on income earned within the State.
- B. Party certifies under the pains and penalties of perjury that, as of the date this Agreement is signed, the Party is in good standing with respect to, or in full compliance with, a plan to pay any and all taxes due the State of Vermont.
- C. Party understands that final payment under this Agreement may be withheld if the Commissioner of Taxes determines that the Party is not in good standing with respect to or in full compliance with a plan to pay any and all taxes due to the State of Vermont.
- D. Party also understands the State may set off taxes (and related penalties, interest and fees) due to the State of Vermont, but only if the Party has failed to make an appeal within the time allowed by law, or an appeal has been taken and finally determined and the Party has no further legal recourse to contest the amounts due.

17. Taxation of Purchases: All State purchases must be invoiced tax free. An exemption certificate will be furnished upon request with respect to otherwise taxable items.

18. Child Support: (Only applicable if the Party is a natural person, not a corporation or partnership.) Party states that, as of the date this Agreement is signed, he/she:

- A. is not under any obligation to pay child support; or
- B. is under such an obligation and is in good standing with respect to that obligation; or
- C. has agreed to a payment plan with the Vermont Office of Child Support Services and is in full compliance with that plan.

Party makes this statement with regard to support owed to any and all children residing in Vermont. In addition, if the Party is a resident of Vermont, Party makes this statement with regard to support owed to any and all children residing in any other state or territory of the United States.



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19. Sub-Agreements: Party shall not assign, subcontract or subgrant the performance of this Agreement or any portion thereof to any other Party without the prior written approval of the State. Party shall be responsible and liable to the State for all acts or omissions of subcontractors and any other person performing work under this Agreement pursuant to an agreement with Party or any subcontractor.

In the case this Agreement is a contract with a total cost in excess of \$250,000, the Party shall provide to the State a list of all proposed subcontractors and subcontractors' subcontractors, together with the identity of those subcontractors' workers compensation insurance providers, and additional required or requested information, as applicable, in accordance with Section 32 of The Vermont Recovery and Reinvestment Act of 2009 (Act No. 54). Party shall include the following provisions of this Attachment C in all subcontracts for work performed solely for the State of Vermont and subcontracts for work performed in the State of Vermont: Section 10 ("False Claims Act"); Section 11 ("Whistleblower Protections"); Section 12 ("Location of State Data"); Section 14 ("Fair Employment Practices and Americans with Disabilities Act"); Section 16 ("Taxes Due the State"); Section 18 ("Child Support"); Section 20 ("No Gifts or Gratuities"); Section 22 ("Certification Regarding Debarment"); Section 30 ("State Facilities"); and Section 32.A ("Certification Regarding Use of State Funds").

20. No Gifts or Gratuities: Party shall not give title or possession of anything of substantial value (including property, currency, travel and/or education programs) to any officer or employee of the State during the term of this Agreement.

21. Copies: Party shall use reasonable best efforts to ensure that all written reports prepared under this Agreement are printed using both sides of the paper.

22. Certification Regarding Debarment: Party certifies under pains and penalties of perjury that, as of the date that this Agreement is signed, neither Party nor Party's principals (officers, directors, owners, or partners) are presently debarred, suspended, proposed for debarment, declared ineligible or excluded from participation in Federal programs, or programs supported in whole or in part by Federal funds.

Party further certifies under pains and penalties of perjury that, as of the date that this Agreement is signed, Party is not presently debarred, suspended, nor named on the State's debarment list at: <http://bgs.vermont.gov/purchasing/debarment>

23. Conflict of Interest: Party shall fully disclose, in writing, any conflicts of interest or potential conflicts of interest.

24. Confidentiality: Party acknowledges and agrees that this Agreement and any and all information obtained by the State from the Party in connection with this Agreement are subject to the State of Vermont Access to Public Records Act, 1 V.S.A. § 315 et seq.

25. Force Majeure: Neither the State nor the Party shall be liable to the other for any failure or delay of performance of any obligations under this Agreement to the extent such failure or delay shall have been wholly or principally caused by acts or events beyond its reasonable control rendering performance illegal or impossible (excluding strikes or lock-outs) ("Force Majeure"). Where Force Majeure is asserted, the nonperforming party must prove that it made all reasonable efforts to remove, eliminate or minimize such cause of delay or damages, diligently pursued performance of its obligations under this Agreement, substantially fulfilled all non-excused



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obligations, and timely notified the other party of the likelihood or actual occurrence of an event described in this paragraph.

26. Marketing: Party shall not refer to the State in any publicity materials, information pamphlets, press releases, research reports, advertising, sales promotions, trade shows, or marketing materials or similar communications to third parties except with the prior written consent of the State.

27. Termination:

- A. Non-Appropriation:** If this Agreement extends into more than one fiscal year of the State (July 1 to June 30), and if appropriations are insufficient to support this Agreement, the State may cancel at the end of the fiscal year, or otherwise upon the expiration of existing appropriation authority. In the case that this Agreement is a Grant that is funded in whole or in part by Federal funds, and in the event Federal funds become unavailable or reduced, the State may suspend or cancel this Grant immediately, and the State shall have no obligation to pay Subrecipient from State revenues.
- B. Termination for Cause:** Either party may terminate this Agreement if a party materially breaches its obligations under this Agreement, and such breach is not cured within thirty (30) days after delivery of the non-breaching party's notice or such longer time as the non-breaching party may specify in the notice.
- C. Termination Assistance:** Upon nearing the end of the final term or termination of this Agreement, without respect to cause, the Party shall take all reasonable and prudent measures to facilitate any transition required by the State. All State property, tangible and intangible, shall be returned to the State upon demand at no additional cost to the State in a format acceptable to the State.

28. Continuity of Performance: In the event of a dispute between the Party and the State, each party will continue to perform its obligations under this Agreement during the resolution of the dispute until this Agreement is terminated in accordance with its terms.

29. No Implied Waiver of Remedies: Either party's delay or failure to exercise any right, power or remedy under this Agreement shall not impair any such right, power or remedy, or be construed as a waiver of any such right, power or remedy. All waivers must be in writing.

30. State Facilities: If the State makes space available to the Party in any State facility during the term of this Agreement for purposes of the Party's performance under this Agreement, the Party shall only use the space in accordance with all policies and procedures governing access to and use of State facilities which shall be made available upon request. State facilities will be made available to Party on an "AS IS, WHERE IS" basis, with no warranties whatsoever.

31. Requirements Pertaining Only to Federal Grants and Subrecipient Agreements: If this Agreement is a grant that is funded in whole or in part by Federal funds:

- A. Requirement to Have a Single Audit:** The Subrecipient will complete the Subrecipient Annual Report annually within 45 days after its fiscal year end, informing the State of Vermont whether or not a Single Audit is required for the prior fiscal year. If a Single Audit is required, the Subrecipient will submit a copy



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of the audit report to the granting Party within 9 months. If a single audit is not required, only the Subrecipient Annual Report is required.

For fiscal years ending before December 25, 2015, a Single Audit is required if the subrecipient expends \$500,000 or more in Federal assistance during its fiscal year and must be conducted in accordance with OMB Circular A-133. For fiscal years ending on or after December 25, 2015, a Single Audit is required if the subrecipient expends \$750,000 or more in Federal assistance during its fiscal year and must be conducted in accordance with 2 CFR Chapter I, Chapter II, Part 200, Subpart F. The Subrecipient Annual Report is required to be submitted within 45 days, whether or not a Single Audit is required.

- B. Internal Controls:** In accordance with 2 CFR Part II, §200.303, the Party must establish and maintain effective internal control over the Federal award to provide reasonable assurance that the Party is managing the Federal award in compliance with Federal statutes, regulations, and the terms and conditions of the award. These internal controls should be in compliance with guidance in “Standards for Internal Control in the Federal Government” issued by the Comptroller General of the United States and the “Internal Control Integrated Framework”, issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).
- C. Mandatory Disclosures:** In accordance with 2 CFR Part II, §200.113, Party must disclose, in a timely manner, in writing to the State, all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award. Failure to make required disclosures may result in the imposition of sanctions which may include disallowance of costs incurred, withholding of payments, termination of the Agreement, suspension/debarment, etc.

32. Requirements Pertaining Only to State-Funded Grants:

- A. Certification Regarding Use of State Funds:** If Party is an employer and this Agreement is a State-funded grant in excess of \$1,001, Party certifies that none of these State funds will be used to interfere with or restrain the exercise of Party’s employee’s rights with respect to unionization.
- B. Good Standing Certification (Act 154 of 2016):** If this Agreement is a State-funded grant, Party hereby represents: (i) that it has signed and provided to the State the form prescribed by the Secretary of Administration for purposes of certifying that it is in good standing (as provided in Section 13(a)(2) of Act 154) with the Agency of Natural Resources and the Agency of Agriculture, Food and Markets, or otherwise explaining the circumstances surrounding the inability to so certify, and (ii) that it will comply with the requirements stated therein.

(End of Standard Provisions)

I hereby acknowledge that I have read and understand all of the Attachment C: Standard State Provisions for Contracts and Grants, have had the opportunity to consult with legal counsel, and hereby state that my business and I agree to all of the same.

Duly Authorized Representative of bidding entity

Date



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APPENDIX I
PERFORMANCE MEASURES (Example only, subject to change)

The Contractor will be evaluated on its service performance during and at the end of any awarded contract term, on the following performance, which may be subject to changed/adjusted as determined by the State.

Performance Measures			
	Poor	Good	Excellent
Contractor demonstrated ability to work effectively with the State, educational and business participants			
Contractor demonstrated deep knowledge and understanding of the process of assessing project feasibility, planning a project workflow, implementing the plan for an Additive Manufacturing Partnership			
Contractor demonstrated ability to represent the Partnership in communications and in-person events			
Contractor demonstrated capacity to manage the project as outlined in the grant award			
Contractor demonstrated capacity to create a strategy that will sustain the project after the life of the grant			

Poor performance scores may result in no further contracts with the State Agency of Commerce and Community Development.

(End of Appendix I)

APPENDIX II: OEA Vermont Additive Manufacturing Grant Application

Office of Economic Adjustment

Department of Defense

Notice Of Award

1.FEDERAL AWARDING AGENCY

U.S. DEPARTMENT OF DEFENSE
OFFICE OF ECONOMIC ADJUSTMENT
2231 CRYSTAL DRIVE, SUITE 520
ARLINGTON, VA 22202

2.INSTRUMENT TYPE:

Grant Agreement

3.AWARD TYPE

Non-Construction

4.TYPE OF ACTION:

New Award

5.FEDERAL AWARD DATE:

2018-07-13

6.AWARDED TO:

Vermont Department of Economic Development
One National Life Drive, Davis Building, 6th Floor
Montpelier VT
05620-0501

7.PRINCIPAL INVESTIGATOR

Brett Long
Director, Business Support
1 National Life Drive Davis Building, 6th Floor
brett.long@vermont.gov

8.UNIQUE ENTITY IDENTIFIER:

809800667

9.OEA AWARD NUMBER:

ST1530-18-02

10.FEDERAL AWARD IDENTIFICATION NUMBER:

HQ00051810050

11.PROGRAM TYPE:

Defense Industry Adjustment

12.AMENDMENT NUMBER:

13.REGULATORY AUTHORITY:

2 CFR 200

14.PERIOD OF PERFORMANCE:

07/01/2018 - 06/30/2019

15.STATUTORY AUTHORITY:

10. U.S. Code § 2391

16.CFDA NUMBER AND TITLE:

12.617 Economic Adjustment Assistance for State Governments

17.TITLE AND DESCRIPTION:

Vermont Additive Manufacturing Partnership

FOR THE RECIPIENT

FOR THE UNITED STATES OF AMERICA


Name: Sergio W. H. H.
Title: Commissioner

Date Signed

7/19/13



Patrick O'Brien
Award Official

Date Signed
2018-07-13

This application is submitted seeking support for the development of a partnership between technical education, defense-related businesses and the Department of Economic Development to develop student education, workforce training, research and development and prototyping capabilities in the emerging area of high-end, metals-based, deposition printing of parts. This request originated from meetings that we have had with Vermont's defense-related businesses in connection with our original OEA grant. We have had extensive meetings with these businesses to discuss to uncover their supply chains and to discuss capabilities that they need to acquire to compete in new markets. The capability to begin to build high-end metal parts using deposition printing technologies was one of the needs that we heard repeatedly in our conversations. This led us to explore how to begin to build this capability.

The potential partners have convened two meetings to discuss the opportunity and a potential framework for a partnership. In these meetings, the group decided on the following rough ideas. The group would investigate the equipment that is available to meet the needs of both education and industry. The equipment would be located at the main campus of VTC in Randolph, Vermont. The equipment would be made available to the school for student training during class-time hours. The equipment would be available to industry nights, weekends, holidays and school vacation periods for businesses to do research and development work and for creating prototypes. The participating businesses will jointly fund the acquisition of the equipment and the on-going operating and maintenance costs.

The project is expected to include Vermont Technical College (VTC) as a technical educator, University of Vermont (UVM) for engineering education and Vermont Manufacturing Extension Center (VMEC), Vermont's Manufacturing Extension Partner (MEP), as a workforce educator and technology implementor. VTC engineering faculty will integrate additive manufacturing into their undergraduate engineering programs and offer continuing education for people that are already working. UVM engineering students will have access for lab work and research. We expect that the partnership will also provide the opportunities for businesses to offer internships to students seeking to gain additional skills. To date, we have had interest from Concepts NREC, G.S. Precision, GE Aviation and Superior Technical Ceramics as potential business sponsors of the project. Vermont has adopted the US Department of Commerce's Talent Pipeline Management model for coordinating the work of educators to meet the skills requirements of area businesses. Based on the initial interest of the interested businesses, we have anecdotal evidence of interest in the Additive Manufacturing Training. Our TPM effort includes the Franklin Grand Isle Workforce Investment Board (FGIWIB) and this effort will be surveying businesses in the advanced manufacturing sector to get a broader confirmation of the need for this training.

The work undertaken with this grant builds on the interviews and research that we have done with our original grant, but focuses on building an Additive Manufacturing capability that is not addressed in our original grant - and therefore is not duplicative with that work.

Need for Assistance

Despite its small size, the proportion of manufacturing industry in Vermont is similar to that for the United States as a whole. The industry supports the regional economy with strong wages and salaries. Vermont is home to the operations of a number of Tier One suppliers, but the vast majority of our suppliers are Small and Medium-Sized Enterprises (SMEs). It is particularly important in Vermont as many of these firms are located in smaller, and more rural communities. As such, they provide well-paying careers in areas that lack many other similar opportunities.

Additive manufacturing has already begun to be adopted in areas of the economy. Our precision metal working firms have realized the need to educate themselves on this new way of making parts, but are hampered by the high cost of the equipment and the fact that the rapidly advancing technology quickly makes these expensive machines obsolete. Therefore, they have expressed an interest in working together in a partnership that will acquire a machine that they can share for research and design work and prototyping. They also realize that they will need to retrain their current workforce and hire new workers that are capable of understanding the new technology and operating this new equipment. As a result, they have decided to engage educational institutions in the partnership as well. The firms that are interested in this partnership are the SMEs for whom accessing the capital necessary to fund this technology switch is very difficult. Also, Vermont's educational institutions are under very tight budget constraints. Therefore, this grant can facilitate building this new additive manufacturing capability, which might not otherwise be possible.

The State of Vermont does not have the funding required to pursue the proposed initiative. We do make training grants available to business through our Vermont Training Program (VTP), however, we expect that many of the businesses that would be interested in participating in this partnership are small and would be unable to meet the wage and benefits requirements of VTP.

Grant Abstract

As a result of our outreach efforts in identifying, mapping the supply chain and assisting Vermont's defense-related business in the scope of our original, Phase 1 OEA grant, we identified a group precision metal working firms that understood the need to build a new capability in additive manufacturing. These firms currently employ subtractive manufacturing methods using CNC machines to remove material to fabricate parts. They had identified the potential benefits of moving to additive manufacturing, but the cost of a metals based deposition printer on which to conduct R&D work and prototyping is beyond the financial resources of the individual firms. In addition, the firms exploring deposition printing expressed the concern that they would need employees that were able to work using this new technology. As a result, we convened meetings including the businesses and staff of Vermont Technical College (VTC) to ascertain the interest in a partnership in which the businesses will come together to purchase a single machine. This machine would be located at VTC and would be available to the school during regular class hours for training students in additive manufacturing operations and would be available to the participating defense-related businesses nights, weekends and holiday periods for their R&D and prototyping needs. The proposed grant proceeds will be used for exploring the feasibility of the relationship, planning for the purchase and installation of the equipment and for the development of an additive manufacturing curriculum at the school.

This application seeks \$146,100 in grant funding to help create a Vermont additive manufacturing partnership that plans to: 1) test the feasibility of jointly purchasing and operating advanced metals deposition printing equipment that will be housed at Vermont Technical College where it will be used for training and research by the school and University of Vermont and used for R&D and proto-typing in off-hours by defense-related businesses; 2) and, if the project proves to be feasible, will plan for the purchase and installation of the equipment, the development of a teaching curriculum, the coordination on the equipment's operation and the development of the partnership that will oversee the effort and will; 3) implement the plan for creating the partnership, installing the equipment, beginning the educational program and running the business R&D and proto-typing programs.

This program will support the needs of DoD by allowing our defense-related businesses to start the transition from the lathing, milling and grinding of parts in the current paradigm of subtractive manufacturing to the more efficient method of additive manufacturing. Additive Manufacturing is expected to allow businesses to produce more complex parts, with fewer components, faster and with less waste. This work reinforces DoD's larger mission, by building intellectual capacity within the supply chain, capitalizing on competitive strengths, spurring innovation, enhancing capabilities, improving readiness, and promoting stability and resiliency of the defense supply chain, all of which are critical elements in bolstering national security and supporting the warfighter. As a result, DoD will receive better, more innovative, parts, faster and at lower cost.

Results or Benefits Expected

The proposed grant will benefit DOD by facilitating the economic diversification of defense contractors and subcontractors manufacturers in our supply chain with the process of transitioning from subtractive manufacturing to additive processes. In addition to the parts-related benefits described above, we also believe that by helping these manufacturers to adopt this new technology they will be able to continue to adapt and innovate which will provide a broader, more resilient supply chain that can meet the increasingly sophisticated needs of the DoD into the future.

Approach and Timeline

The proposed grant will allow the partners to complete the Scope of Work outlined below over a one-year grant period from July 1, 2018 to June 30, 2019.

Task 1 – Project Management (to be provided by a Contractor yet to be determined)

- Feasibility is estimated to take four-months to complete. This sub-task will include:
 - o Procurement of a Project Manager (One month prior to the subsequent tasks)
 - o Contacting potential business partners and secure the commitment of a group of participants. (Three months)
 - o Securing the equipment requirements of business participants and produce an equipment list (One month)
 - o Defining the technical requirements (One month)
 - o Defining the installation requirements for the equipment and confirm availability of a location (Three months)
 - o Deriving cost estimates for the project
 - o Creating an economic model for the project including equipment costs, installation costs, operating and maintenance costs (One month)
 - o Creating an operational model for formalizing machine availability, responsibilities and understandings (One month)
 - o Securing commitments for the project from the project partners (Three months)
- Planning is estimated to require three-months to complete. This sub-task will include:
 - o Creating a project timeline (Two weeks)
 - o Creating an outline for an educational curriculum (One month)
 - o Creating fit-out plans (Three months)
 - o Preparing required documentation materials (One month)
- Implementation is estimated to take six-months to complete. This sub-task will include:
 - o Secure quotes for equipment and fit-out work (Two months prior to the subsequent tasks)
 - o Procure equipment and execute a contract for fit-out (The costs ~~25~~ procuring the equipment and its installation will be funded by

- participating businesses - no OEA funds will be used for equipment or related costs) (Three months)
- o Schedule training on operation and maintenance (One Month)
- o Complete installation and testing (Two months)
- o Organize a outreach event for the kick-off (One month)

The participants expect that at the end of the grant the equipment will be operational and the fees paid by the participating businesses will support the cost of paying off the equipment and the on-going operation and maintenance costs so that the program will be self-sufficient.

Task 2 – Curriculum Development/Implementation (to be undertaken by VTC as a sub-grantee) (Approximately one-year to complete)

- Professional development required to create the new additive manufacturing curriculum (Three months)
- Researching the curriculum (Six months)
- Implementing the curriculum (six months)
- Installation, start-up and testing of the equipment will require the involvement of VTC staff (two months)

VTC expects that the additive manufacturing curriculum will be complete and ready for inclusion in the Fall 2019 course offerings. At that point, tuition and fees will cover the cost of offering the coursework so that the offering will be self-sufficient.

The work of this proposed grant is an outgrowth of the communication and outreach efforts that we are undertaking in our existing OEA State grant, and this work will be complementary - but not duplicative of the work being done under that grant. One of the tasks of our initial grant is reaching out to defense-related businesses to build supply chain mapping data and interest in participating in CoreValue assessments and subsequent training. Through these conversations with businesses, we discovered that several had an interest in building an Additive Manufacturing capability in order to diversify and remain competitive. Building this capability is beyond the scope of our original grant and our desire to meet this need has led to our submitting this application. This grant will complement the efforts of our original grant by working with a sub-group of our defense-related businesses to help them to build an Additive Manufacturing capability.

The proposed grant is also not duplicating the work that is being undertaken with the NE Regional Defense Collaborative grant in which we are a participant. The objectives of that grant are to; 1) build a regional defense industry support organization; 2) provide cybersecurity assistance to defense-related businesses and; 3) create a trusted supplier network. These tasks do not include the Additive Manufacturing capability building that will be pursued with the proposed grant, however, this proposed grant will complement the work of the NE Collaboration grant. Building this new capability will allow these businesses to expand their Additive Manufacturing work by making this new capability known, and available, to OEMs through the trusted supplier network that is being developed with the help of the NE Collaboration grant. We also expect that success of the proposed Additive Manufacturing Partnership could result in it being used as a model by other New England states through our collaborative relationship.

The VT Department of Economic Development is providing in-kind match to support each the the three grants. Our role is unique in each grant and no costs are duplicated between grants. In the original State grant, we principally work on outreach to encourage participation and interviews related to capability requirements and supply chain information. In the NE Collaboration grant, our in-kind role is related to specification and review of the processes related to the grant. In the proposed grant, we will be primarily working to facilitate the participation of Vermont Technical College and participating businesses. Our State time management system is coded to allow those providing match to be able to allocate their actual time to each of the individual programs.

Scope of Work/Work Program

The partnership will have tremendous benefits to Vermont's defense businesses. The large number of participants and the complicated nature of the relationships make this a complicated project. The grant scope will include developing the project feasibility, planning and implementation work necessary to bring the project to fruition.

Task 1 – Project Management:

We are principally seeking funding for the costs of engaging a project manager that will be responsible for coordinating and executing the following tasks:

1. Feasibility Stage:

- a. Contact potential business partners and secure the commitment of a group of participants.
- b. Secure the equipment requirements of business participants and produce an equipment list
- c. Define the technical requirements
- d. Define the installation requirements for the equipment and confirm availability of a location
- e. Derive cost estimates for the project
- f. Create an economic model for the project including equipment costs, installation costs, operating and maintenance costs
- g. Create an operational model for formalizing machine availability, responsibilities and understandings
- h. Secure commitments for the project from the project partners

2. Planning Stage:

- a. Create project timeline
- b. Create an educational curriculum
- c. Create fit-out plans
- d. Prepare required documentation materials

3. Implementation Stage:

- a. Secure quotes for equipment and fit-out work
- b. Procure equipment and execute a contract for fit-out (The costs of procuring the equipment and its installation will be funded by participating businesses - no OEA funds will be used for equipment or related costs)
- c. Schedule training on operation and maintenance
- d. Complete installation and testing
- e. Organize an outreach event for the kick-off

Task 2 – Curriculum Development and Implementation:

In addition, we are seeking funding assistance to help cover the cost of creating and implementing and additive manufacturing educational curriculum and the equipment. This will include:

- Professional development required to create the new additive manufacturing curriculum: This will involve sending a faculty member to training in additive manufacturing (AM) either at existing programs, or through workshops or other means of teaching the latest technology in AM. We are researching centers of excellence that faculty can visit to learn the latest techniques being utilized. We will also visit existing Penn State who has offered to assist with developing our AM program.
- Researching the curriculum: This will take place simultaneously with the professional development. It involves researching white papers and visiting existing programs to determine what is best for VT Tech: As stated above, we will visit Penn State and other programs to examine their curriculum.
- Implementing the curriculum: This involves approvals from VT Tech's curriculum committee's after the curriculum is fully developed but prior to full startup of the program.
- Installation, start-up and testing of the equipment will require the involvement of VTC staff: Start-up and testing of the equipment will require the involvement of VTC staff both in planing and specifying the equipment and in the installation and operation training.

Please attach any additional supporting documents (PDF Only)

Budget

Salary and Fringe

Position	OEA Salary	Non-Federal Salary	OEA Fringe	Non-Federal Fringe	Total Salary	Total Fringe	Total
Deputy Commissioner	\$0	\$3,927	\$0	\$2,084	\$3,927	\$2,084	\$6,011
Financial Manager	\$0	\$2,763	\$0	\$1,792	\$2,763	\$1,792	\$4,555
	\$0	\$6,690	\$0	\$3,876	\$6,690	\$3,876	\$10,566

Total Personnel

	OEA Funds	Non-Federal Funds	Total
Total Salaries + Fringe Benefits	\$0	\$10,566	\$10,566

Travel

Description	Local/Out-of-Area	OEA Funds	Non-Federal Funds	Total
OEA Convening Event (two attendees)	Out-of-Area	\$3,500	\$0	\$3,500
Local Travel	Local	\$2,000	\$0	\$2,000
	--Select One--	\$0	\$0	\$0
		\$5,500	\$0	\$5,500

Equipment

Description	OEA Funds	Non-Federal Funds	Total
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Supplies

Description	OEA Funds	Non-Federal Funds	Total
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Other Costs

Description	OEA Funds	Non-Federal Funds	Total
Curriculum Development and Implementation	\$59,000	\$5,900	\$64,900
	\$59,000	\$5,900	\$64,900

Subtotal Operations

	OEA Funds	Non-Federal Funds	Total
SUBTOTAL OPERATIONS	\$64,500	\$16,466	\$80,966

Contractual

Description	OEA Funds	Non-Federal Funds	Total
Project Management	\$81,600	\$0	\$81,600
	\$81,600	\$0	\$81,600

Total Direct Costs

	OEA Funds	Non-Federal Funds	Total
Total Direct Costs	\$146,100	\$16,466	\$162,566

Indirect

Description	OEA Funds	Non-Federal Funds	Total
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Grand Total

	OEA Funds	Non-Federal Funds	Total
Grand Total	\$146,100	\$16,466	\$162,566

BUDGET INFORMATION - Non-Construction Programs

OMB Number: 4040-0006
Expiration Date: 01/31/2019

Section A - Budget Summary

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		Total (g)
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	
1. Economic Adjustment For State Governments	12.617	\$0.00	\$0.00	\$146,100.00	\$16,466.00	\$162,566.00
2.		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3.		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4.		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5. Totals		\$0.00	\$0.00	\$146,100.00	\$16,466.00	\$162,566.00

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Section B - Budget Categories

GRANT PROGRAM, FUNCTION OR ACTIVITY

6. Object Class Categories	Federal Grant Program, Function or Activity (1)	Non Federal Grant Program, Function or Activity (2)	(3)	(4)	Total (5)
a. Personnel	\$0.00	\$6,690.00			\$6,690.00
b. Fringe Benefits	\$0.00	\$3,876.00			\$3,876.00
c. Travel	\$5,500.00	\$0.00			\$5,500.00
d. Equipment	\$0.00	\$0.00			\$0.00
e. Supplies	\$0.00	\$0.00			\$0.00
f. Contractual	\$81,600.00	\$0.00			\$81,600.00
g. Construction	\$0.00	\$0.00			\$0.00
h. Other	\$59,000.00	\$5,900.00			\$64,900.00
i. Total Direct Charges (sum of 6a-6h)	\$146,100.00	\$16,466.00			\$162,566.00
j. Indirect Charges	\$0.00	\$0.00			\$0.00
k. TOTALS (sum of 6i and 6j)	\$146,100.00	\$16,466.00			\$162,566.00
7. Program Income	\$0.00	\$0.00			\$0.00

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Section C - Non-Federal Resources

(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS
8.	\$0.00	\$0.00	\$0.00	\$0.00
9.	\$0.00	\$0.00	\$0.00	\$0.00
10.	\$0.00	\$0.00	\$0.00	\$0.00
11.	\$0.00	\$0.00	\$0.00	\$0.00
12. TOTAL (sum of lines 8-11)	\$0.00	\$0.00	\$0.00	\$0.00

Section D - Forecasted Cash Needs

	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
14. Non-Federal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
15. TOTAL (sum of lines 13 and 14)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Section E - Budget Estimates of Federal Funds Needed for Balance of The Project

FUTURE FUNDING PERIODS (YEARS) SECTION

(a) Grant Program	(b) First	(c) Second	(d) Third	(e) Fourth \$
16.	\$0.00	\$0.00	\$0.00	\$0.00
17.	\$0.00	\$0.00	\$0.00	\$0.00
18.	\$0.00	\$0.00	\$0.00	\$0.00
19.	\$0.00	\$0.00	\$0.00	\$0.00
20. TOTAL (sum of lines 16 - 19)	\$0.00	\$0.00	\$0.00	\$0.00

Section F - Other Budget Information

22. Indirect Charges:

23. Remarks:

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CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

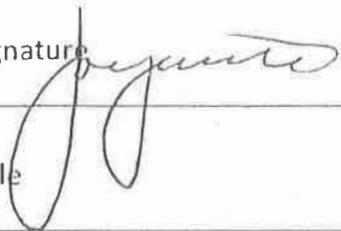
Statement for Loan Guarantees and Loan Insurance

The undersigned states, to the best of his or her knowledge and belief, that:

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the

CERTIFICATION REGARDING LOBBYING

required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Signature 

Title

Organization

ASSURANCES - NON-CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.

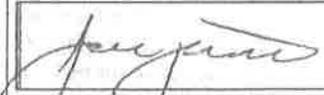
PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.
19. Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE
	Commissioner
APPLICANT ORGANIZATION	DATE SUBMITTED
Vermont Department of Economic Development	6/22/18

Standard Form 424B (Rev. 7-97) Back

Tax Delinquency and Felony Convictions Representations

(1) The applicant represents that it is _____ is not a corporation that has any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability.

(2) The applicant represents that it is _____ is not a corporation that was convicted of a felony criminal violation under any Federal law within the preceding 24 months.

NOTE: If an applicant responds in the affirmative to either of the above representations, the applicant is ineligible to receive an award unless the agency suspension and debarment official (SDO) has considered suspension or debarment and determined that further action is not required to protect the Government's interests. The applicant therefore should provide information about its tax liability or conviction to the agency's SDO as soon as it can do so, to facilitate completion of the required consideration before award decisions are made.

OMB CONTROL NUMBER: 0704-0494
OMB EXPIRATION DATE: 11/30/2019

AGENCY DISCLOSURE NOTICE

The public reporting burden for this collection of information is estimated to average 5 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to the Department of Defense, Washington Headquarters Services, Executive Services Directorate, Directives Division, 4800 Mark Center Drive, East Tower, Suite 02G09, Alexandria, VA 22350-3100 [0704-0494]. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.

OEA Vermont Additive Manufacturing Partnership Grant Budget Justification

PROJECTED BUDGET

Work Product	Time Requirement	Estimated Hourly Rate	Estimated Cost
Task 1 – Project Management (Subject to procurement)	960 Total Hours (20hrs./wk. for 12 months)	\$85/hr.	\$81,600
Task 2 – Curriculum Development and Implementation			
- Professional Development	120 Total Hours (10 hrs./wk. for 3 months)	\$50/hr.	\$6,000
- Researching Curriculum	240 Total Hours (10 hrs./wk. for 6 months)	\$50/hr.	\$12,000
- Implementing Curriculum	480 (20 hrs./wk. for 6 months)	\$50/hr.	\$24,000
- Installation, Start-up and Testing	320 (40 hrs./wk. for 2 months)	\$37.50/hr.	\$12,000
- Research Travel			\$5,000
Task 2 Total OEA Funds:			\$59,000
Task 1 & 2 Total OEA Funds:			\$140,600