

**OFFICE OF SPONSORED PROGRAMS
WILLIAM PATERSON UNIVERSITY**

REQUEST FOR PROPOSAL

Research and Research-Related Development Mentor

1. PURPOSE AND INTENT

The William Paterson University of New Jersey, hereinafter referred to as “WPUNJ”, is soliciting proposals from highly qualified applicants specializing in **Mentoring, Supporting, Training or the Preparation of Proposals for Federal grants and other awards to support research and research-related activities in Institutions of Higher Education**, hereinafter referred to as “the Applicant.”

Proposals must be delivered by email to Martin Williams, Director, Office of Sponsored Programs (OSP), William Paterson University at WilliamsM@wpunj.edu by Friday, December 12, 2014 at 4:00 P.M.

2. THE UNIVERSITY

WPUNJ is a public institution of higher education established pursuant to Chapter 64 of the laws of the State of New Jersey (N.J.S.A. 18A: 64-1, et seq.)

Founded in 1855 and granted university status in 1997, WPUNJ is one of the nine state colleges and universities of the State of New Jersey (“the State”), with a mission that incorporates teaching, research and creative activity and service. The State legislature annually appropriates funds to support WPUNJ’s operations. Under the law, WPUNJ is an instrumentality of the State with a high degree of autonomy.

WPUNJ is located in Wayne, New Jersey, approximately 20 miles west of New York City, on approximately 370 acres including the main campus and four remote sites within a 2 mile radius of the main campus. WPUNJ has 1.9 million square feet in 40 main campus buildings. Additional information is on WPUNJ’s website: www.wpunj.edu.

3. CONTRACT TERMS

WPUNJ intends to enter into a contract for a 12 month period, commencing with the formal date of the award, with the Applicant who, in its judgment best meets or exceeds the requirements set forth in the RFP and offers the best total evaluated cost for their products and services.

3.1 CONTRACT CHANGES

During the contract term, no change is permitted to any of its terms and conditions unless the vendor received prior written consent from the Director, OSP and/or his designee. In addition, the successful vendor cannot modify any provisions of its proposal, including but not limited to the terms of the Financial Proposal.

4. Description of the Project

4.1 Background

WPUNJ is a predominantly undergraduate, comprehensive public institution located in metropolitan northern New Jersey. There are approximately 400 tenured or tenure-track faculty, 10,000 undergraduate and 1,500 master’s degree students as well as students in professional doctoral programs. WPUNJ is a non-research intensive institution in which all faculty are challenged to balance relatively high teaching loads, University service,

expectations to conduct research or pursue creative activities and to publish, present or exhibit the outcomes of those efforts. While WPUNJ provides support for research and creative activities, it has been working to grow and expand external sponsorship of research and research-related activities. Between FY2010 and FY2014, 24% of all proposals but only 7% of new awards were for research, the success rate for all proposals was 48% while research proposals was 22%, and the total value of research awards amounted to only 2% of all awards.

4.2 Objective:

Three particular issues have been identified that limit faculty interest in preparing/submitting proposals and the success of proposals for research: (1) An insufficient number of proposals to support faculty research are submitted each year thus limiting both how much applicants can learn to improve their proposals and how these lessons can be conveyed to other faculty. (2) Reviewer comments indicate that the focus, clarity, level of detail, outcomes and the broad contributions of the project are not conveyed consistently or effectively. (3) OSP expertise is not sufficient for assisting faculty to develop research and research-related proposals that are highly competitive, focused and effectively written. The **Research and Research-Related Development Mentor's** activities will be one of several steps taken by the University to address these problems.

The critical component of the service to be provided by the vendor will be knowledge transfer to WPUNJ faculty and staff involved in this project. The service being sought is to develop organizational competency, maturity, and self-sufficiency.

4.3 Project Activities

This 12-month consultation will begin in February, 2015 to:

- Develop the interest and capacity of a group of about 10 faculty to seek external support for research and research-related activities by providing appropriate levels of mentoring to focus faculty interests and prepare high quality proposals. The faculty have not yet been selected; it is expected that some will have no experience while others will have some experience in preparing proposals. Institutional review and submission of proposals will be supported by the OSP.
- Identification of appropriate grant opportunities for participating faculty.
- Mentor and assist participating faculty through the proposal preparation process.
- Develop the capacity and skills of the OSP's staff concerning research and research-related program and proposal development.
- Provide a report with recommendations concerning WPUNJ's practices regarding external support for research and research-related activities.
- Provide or create resources for WPUNJ's use during and after the project.

4.4 Technical Evaluation

Please include the information outlined in this section:

- The detailed proposal and budget should cover each of the areas of activity outlined above, estimate of the amount of time and types of support that will be provided to faculty with different levels of skill or interests (novice, intermediate; research, scholarships, equipment, etc.), estimate the amount of time and type of support that will be provided to the OSP's staff, and include evidence of experience in providing institutional-level consultation concerning research and sponsored projects administration.
- The Vendor's experience related to the mentoring, supporting, training or the preparation of proposals for federal grants and other awards to support research and research-

related activities in Institutions of Higher Education (college and university level) organizations, both in the United States and internationally. Please include a list of selected clients, indicating how long they have been your client, with names, titles, email addresses and phone numbers of individuals whom WPUNJ may contact at each organization.

- General information about the vendor's organization, including the size of its client list.
- The members of the Applicant, by level, who will be responsible for the project,
- The professional staff who will be directly responsible for this project;
- The Applicant's policy regarding replacement of a team member who is promoted, leaves the Applicant or is otherwise not able to continue on this project.
- The Applicant's ability to provide additional services.
- The Applicant's expectations of work to be completed by WPUNJ's staff (deadlines, materials needed, etc.) and/or facilities needed (space, etc.).
- The Applicant's proposed schedule and planned approach to meet target dates;
- Anticipated timeline for completion of the project.
- Any other information describing the Applicant's expertise.

Please also provide the following:

- Proposed fee schedule for adding services or resources to this project should be included if the Applicant feels these may be considered for inclusion during the project.
- Proposed fee schedule for additional services that could be provided to WPUNJ, which are not included in the above base proposed fee and would not be part of this specific project. Describe the Applicant's policy as to which services are includable in the basic engagement fee.
- **Other Factors** - Please provide any additional information that you feel will assist WPUNJ in making a final selection.

5. AWARD OF CONTRACT

Proposals will be evaluated and an Applicant selected by a committee comprised of the Provost and Senior Vice President for Academic Affairs, Associate Provost for Academic Affairs, the Director, OSP, and/or their designees. Applicants who submit proposals may be required to give an oral presentation to clarify or elaborate on their proposal. Proposals are not to exceed 15 pages double sided excluding 1 page cover letter; no marketing materials should be included. Projects will begin after final approval by the WPUNJ Board of Trustees.

6. DISCLOSURE OF INVESTIGATIONS/ACTIONS INVOLVING THE APPLICANT

The Applicant shall provide a detailed description of any investigation, litigation, including administrative complaints or other administrative proceedings, involving any public sector clients during the past five (5) years including the nature and status of the investigation, and, for any litigation, the caption of the action, a brief description of the action, the date of inception, current status, and, if applicable, disposition.

7. OWNERSHIP OF MATERIAL

Any materials or reports produced by the Applicant selected for this project for the express purposes of this project or for use by WPUNJ will become the property of WPUNJ and may be copyrighted by WPUNJ. The Applicant will retain a royalty-free right to use this material for whatever purposes they choose.

Materials that had previously been developed by the Applicant selected for this project and provided to WPUNJ for use during the project will be available for royalty free use by the faculty, staff and administration of WPUNJ after the end of the project as long as that use is

within the WPUNJ community for WPUNJ purposes. Copyright ownership by the Applicant will be included on all such materials.

8. DATA CONFIDENTIALITY

All financial, statistical, personnel and/or technical data supplied by WPUNJ to the consultant are confidential. The consultant is required to use reasonable care to protect the confidentiality of such data. Any use, sale or offering of this data in any form by the consultant, or any individual or entity in the consultant's charge or employ, will be considered a violation of this contract and may result in contract termination and the consultant's suspension or debarment from State contracting. In addition, such conduct may be reported to the State Attorney General for possible criminal prosecution.

9. QUESTIONS

Emails or telephone calls with questions regarding this RFP can be directed to Martin Williams, Director, OSP, at WilliamsM@wpunj.edu or 973-720-2852. The outcome of email or telephone conversations will not constitute an alteration of this RFP.

10. Delivery of Proposal

WPUNJ will not be responsible for failure to deliver any proposal by the stated deadline. It is the vendor's responsibility to ensure the timely delivery of its proposal.

This solicitation does not commit WPUNJ to award a contract, to pay any cost incurred in the preparation of this RFP or to procure or contract for the goods or services. WPUNJ reserves the right to accept or reject any or all proposals received as a result of this Request, or to cancel in part or in its entirety this proposal if it is in the best interest of WPUNJ.

November 12, 2014