



Norwich University Applied Research Institutes (NUARI) is seeking proposals from companies/individuals in the field of the following:

1. Training design and content development
2. Electromagnetic Spectrum Operations (EMSO) in a military context
3. Instructional experience

General Instructions

1. Due Date

The RFP will remain open until **7 February 2025**. Please deliver your proposal to kpederse@norwich.edu (cc: cbaden@norwich.edu).

An authorized official of your company, or you as an individual, must sign the original.

2. Contract Type

NUARI contemplates the award of a firm-fixed-price services (or consultant) agreement resulting from this solicitation. NUARI reserves the right to use other contract types as may be determined to be in the best interest of NUARI and the customer.

3. Validity Period

Your response must specifically identify your proposal's validity period as ninety (90) days.

4. Period of Performance

The period of performance will be determined by the need of the Prime Contract. The Prime Contract period of performance ends **15 August 2025**.

5. Evaluation

Your response should provide information in sufficient detail to allow for a fair and complete evaluation of your capabilities and will form the basis for any resultant agreement. NUARI reserves the right to reject any bids or offers if deemed to be in its best interest.

6. Small Business Representation

In your response, please include the following information:

- CAGE Code and UEI (if available)
- Whether or not you are currently registered in the System for Award Management (SAM.gov)
- Please represent as part of your offer, whether you are or are not a small business concern. If you represent you are a small business concern, please indicate any of the following socioeconomic statuses that apply:
 - Small disadvantaged business concern as defined in 13 CFR 124.1002

- A women-owned small business (WOSB) concern
- Economically disadvantaged women-owned small business (EDWOSB) concern
- A veteran-owned small business concern
- A service-disabled veteran-owned small business concern
- A HUBZone small business concern
- A Certified 8(a) Firm
- If the offeror represents it is a small business concern, please state that your business size and socioeconomic status representation(s) are current, accurate, and complete as of the date of submission of your offer.

7. Proprietary Information

NUARI considers the information contained in this RFP and its Attachments to be Proprietary Information. NUARI will treat all information received from the respondents as Proprietary Information, if properly marked.

8. Exceptions/Deviations

Any exceptions to the RFP shall be clearly stated, giving the reason for the exception/ clarification and, where applicable, the impact on price and services.

9. Clarifications

All questions or clarifications in response to this request shall be submitted in writing to the Technical POC listed in the cover letter.

Background

NUARI is a 501(c)(3) non-profit that serves the national public interest through the interdisciplinary study of critical national security issues. We are co-located with Norwich University in Northfield, VT, and share their ideals of academic excellence, innovation, and service to the country.

Scope of Service

Using a high level of expertise and experience, this effort will assist in the development of a 5-day Introductory EMSO educational experience on the Norwich University Campus. NUARI will provide a senior instructor with cyber security SME expertise to collaborate on the training design, content creation, and training instruction.

Proposal Requirements

Resume/CV and no more than a 2-page document addressing the following:

- 1) Your interest in participating in the project
- 2) Applicable experience from any of the fields above
- 3) Available date to start
- 4) Any other relevant information

Reference Information

Provide two (2) references.

Responses

Interested parties should submit their proposal to:

NUARI

Kristen Pedersen, PhD

Chief Research Officer

kpederse@norwich.edu

cc: cbaden@norwich.edu

No formal structure for the proposal is required, but all proposals must address all of the previous points. Overall length of the proposal should not exceed ten pages. Please provide one electronic copy. NUARI, at its discretion, may elect to return responses received after the deadline.

NUARI reserves the right to reject any responses or, at NUARI's discretion, to solicit additional responses. NUARI may also accept or reject portions of a response.

The entire price for the preparation of a response, the Respondent presentation, or negotiation sessions (if conducted) shall be borne by Respondent.

This document represents the best estimate of NUARI's requirements. NUARI reserves the right to adjust the specification or scope of effort stated in this document. In the event that any modifications to the original document become necessary, all Respondents will be notified in writing by means of an addendum.

Thank you in advance for your time and careful attention. If you have any further questions, please feel free to contact Kristen Pedersen at kpederse@norwich.edu.