

**Appendix B**  
**Space Florida Grant Application Proposal and other Submittal Requirements**  
**For the**  
**Florida-Israel Innovation Partnership Program**

The following rules and regulations govern Florida companies responding to this Call for Projects, 2016 in conjunction with the Florida-Israel Innovation Partnership Program.

1. **Project Coordinator:** All communications and questions concerning the grant application process should be directed **in writing** to the following Project Coordinator:

Art Robbins  
Space Florida  
505 Odyssey Way, Suite 300  
Exploration Park, FL 32953  
321-730-5301, Ext. 210  
arobbins@spaceflorida.gov

2. **Delivery of the Application Requirements:** The applicant is responsible for timely delivery of the required Application documents to the Project Coordinator as indicated in the section above by 12:00 Noon EST on Monday, February 1, 2016.
3. **Local Laws and Requirements:** The applicant should become familiar with any local conditions, which may, in any manner, affect the services required. The applicant is required to carefully examine and become thoroughly familiar with any and all conditions and requirements that may in any manner affect the work to be performed under the contract. No additional allowance will be made due to the lack of knowledge of required conditions.
4. **Application Process Instructions:**
  - a. Qualified Partnership Applicants shall consist of one (1) eligible for-profit Florida Company and one (1) eligible Israel for-profit company. A complete partnership Joint Bilateral Cooperative Application Form shall be included with the application submittal documents, a copy of which is included as **Appendix A** to this Call for Projects, 2016.
  - b. Proposals shall be submitted which specifically identify and include, each of the following sections and respective subsections:
    - i. **Title Page:** Identify the date of submittal. Identify the name of the Florida Applicant Company, phone and facsimile number, primary point of contact regarding submission information, the appropriate contact information for notices related to the Call for Projects, 2016 and the name of the Israel partner company.
    - ii. **Table of Contents:** Provide identification of the material by section and by page number.
    - iii. **Letter of Transmittal:** The letter must be signed by a legally authorized representative with the ability to contractually bind the applicant and include the

title or authority of the representative. The letter shall not exceed two (2) pages and it shall briefly state the understanding of the applicant regarding the work to be performed and make a positive commitment to perform the work within the specified time period. The following must be included:

- a. Type of business (Corporation, LLC).
  - b. How the funding eligibility requirements are met, i.e., location of Headquarters, Research & Development, Sales & Marketing or Manufacturing.
  - c. The names and contact information of the persons who will be legally authorized to make representations for the applicant.
  - d. Acknowledgement that the business agrees to enter into a Cooperative Agreement with the partner company identified in Joint Bilateral Cooperative Application Form.
- iv. **Profile and Qualifications:** Experience and qualifications of the company and staff:
- a. Give a brief history of the organizational structure of the company, including the company's inception. Indicate number of employees and identify if the company has a minority, women, and/or service disabled veteran business status with the State of Florida.
  - b. Biographies of proposed key members of the staff that will be assigned to the project. The biographies shall include their position, years of experience and similar success and grant history.
  - c. Include three (3) specific references regarding prior or current R&D project efforts which include appropriate contact information, period of performance for specific engagement, name or description of project effort and the value of services performed. Applicant should not include references that applicant does not want contacted by Space Florida.
  - d. Indicate financial wherewithal and stability of your firm by fulfilling the requirements that are listed in the Financial Wherewithal Information Form included with this document and marking accordingly. If your information is deemed confidential please follow instructions in (Section 9) **Trade Secrets and Proprietary Confidential Business Information.**
  - e. Indicate any potential conflicts of interest with Space Florida or at the applicant's firm, office or engagement team level or any pertinent information Space Florida should be aware of regarding the partnership relationship.
  - f. Outline the proposed teaming arrangement, listing all team members and outlining how the team will be structured, including universities and research institutions, if applicable.
- v. **Approach to the R&D Project:** The applicant shall clearly describe the collaboration effort, the proposed R&D Project to include eligible technical fields and provide information regarding the technical merit, commercial merit, the ability to carry out the proposed research successfully, the ability of project participants to commercialize resulting technology successfully and the potential economic benefit.

- vi. **Grant Funding Requested:** The applicant shall provide the amount of the grant funding being requested and provide detail as to how the company intends to provide an equal or greater amount of matching share.
- vii. **Additional Information:** Provide additional information, if any, which you consider to be helpful in the award process.

If there is no information to present for a specific section or subsections, state the reason such as “Not Applicable” or “There is no information that we wish to present”.

The Proposal must be submitted on 8-1/2” X 11” paper, Times New Roman, 12-point font. Applicants must submit four (4) hard copies and one (1) soft copy on compact disk in Microsoft Word (.doc) or Adobe Acrobat (.pdf) format. The proposal is limited to 15 one-sided pages. Permitted exclusions to the proposal page limit are: front and back pages, Title page, Table of Contents, CV’s of key personnel, financial statements, index or divider inserts. All other information submitted will be included in the total page count.

- 5. **Evaluation and Grant Award.** Space Florida will evaluate the Proposal based on the following criteria, with the following weights applied:

<b>CRITERIA</b>	<b>PERCENTAGE WEIGHT</b>
Technical Merit	20%
Commercial Merit	20%
Ability to carry out proposed research	20%
Ability of project participants to commercialize technology successfully	20%
Potential economic benefit	20%
<b>TOTAL</b>	<b>100</b>

Space Florida and MATIMOP will independently rate the application information received from qualifying Florida and Israeli companies, respectively after close of requested submittal date. Once Space Florida and MATIMOP have completed their independent rating of the application submittal requirements they will mutually decide whether an applicant is accepted for a grant award. **Grant Awards will be issued for this Call for Projects, 2016 upon completion of the evaluation processes of each jurisdiction and mutual agreement between Space Florida and MATIMOP of selected successful applicants then announced.**

- 6. **Right to Reject:** Space Florida reserves the right to make a grant award it determines to be in its best interests or to reject any and all application submittal requirement documents. Further, Space Florida, in making its award decision, retains the authority to waive what it considers to be minor irregularities in the proposal or to seek clarification on certain issues from any or all applicants submitting information. Failure to provide requested information may result in the rejection of the applicant.
- 7. **Disputes:** Failure to file a protest within the time prescribed in Section 120.57(3), *Florida Statutes*, or failure to post the bond or other security required by law within the time allowed for filing a bond, shall constitute a waiver of proceedings under Chapter 120 *Florida Statutes*.

8. **Property of Space Florida:** All information submitted by applicant will become part of the project file and, unless otherwise exempt or confidential in accordance with Florida law, will become a public record. All information submitted will become the property of Space Florida and will not be returned.
9. **Trade Secrets and Proprietary Confidential Business Information:** Trade secrets and proprietary confidential business information are not solicited, nor desired, as information to be submitted with application submittal requirements. The *Florida Statutes* and the State Constitution govern whether information in the submittal information is confidential or exempt from the Public Records Act. If information is submitted in the submittal information which the applicant deems to be a trade secret or proprietary confidential business information under the provisions of Section 288.075 of the *Florida Statutes*, or any other *Florida Statutes*, the information shall be submitted with the proposal in a **separate, clearly marked envelope referencing the specific statutory citation for such exemption**. Submitted information which is marked “confidential” (or other similar language) in their entirety or those in which a significant portion of the submitted information is marked “confidential” will be deemed non-responsive by Space Florida. In no event will Space Florida be liable in any manner whatsoever to applicant if applicant submits information which applicant believes is confidential or exempt from the Public Records Act and which Space Florida, in its sole discretion, deems not to be confidential or exempt.
10. **Compliance with Laws:** Applicant shall comply with all laws, rules, codes, ordinances, licensing and other requirements that are applicable to this grant application process and the conduct of applicant’s business, including those of Federal, State, and local agencies having jurisdiction and authority. By way of non-exhaustive example, the applicant shall comply with the Florida Sunshine Law and Public Records Act, Immigration and Nationality Act, the Americans with Disabilities Act, and all prohibitions against discrimination on the basis of race, religion, sex, creed, national origin, handicap, marital status or veteran’s status. The selected vendor understands and will comply with Subsection 20.055(5) of the *Florida Statutes*.
11. **Convicted Vendors:** Applicant affirms that it is aware of the provisions of Section 287.133(2)(a) of the *Florida Statutes* and that at no time has applicant been convicted of a public entity crime.
12. **Discriminatory Vendors:** Applicant affirms that it is aware of the provisions of Section 287.134(2)(a) of the *Florida Statutes*, and that at no time has applicant been placed on the discriminatory vendor list.
13. **Applicant’s Cost to Develop Proposal:** Costs for developing submittal information are entirely the obligations of the applicant and shall not be chargeable in any manner to Space Florida.

14. **Applicant's Representation and Authorization:** In submitting information, the applicant understands, represents, and acknowledges the following (if the applicant cannot so certify to any of the following, the applicant shall submit a statement with its proposal a written explanation).
- a. The applicant is not currently under suspension or debarment by the State or any other governmental authority.
  - b. The applicant, its affiliates, subsidiaries, directors, officers, and employees are not currently under investigation by any governmental authority and have not in the last ten years been convicted or found liable for any act prohibited by law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract.
  - c. The applicant has no delinquent obligations to the State, including a claim by the State for liquidated damages under any other contract.
  - d. The application and proposal is made and submitted in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other non-competitive proposal.
  - e. The prices and amounts in the proposal have been arrived at independently and without consultation, communication, or agreement with any other applicant or potential applicant; neither the prices nor amounts, actual or approximate, have been disclosed to any applicant or potential applicant and they will not be disclosed before the opening of the proposals.
  - f. Neither the applicant nor any person associated with it in the capacity of owner, partner, director, officer, principal, investigator, project director, manager, auditor, or position involving the administration of Federal funds:
    - i. Has within the preceding three (3) years been convicted of or had a civil judgment rendered against them or is presently indicted for or otherwise criminally or civilly charged for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a Federal, State, or local government transaction or public contract; violation of Federal or State antitrust statutes; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property; or
    - ii. Has within the preceding three (3) years of this certification had one (1) or more Federal, State, or local government contracts terminated for cause or default.
  - g. The applicant shall indemnify, defend, and hold harmless Space Florida and its employees against any cost, damage, or expense, which may be incurred or be caused by any error in the applicant's preparation of its proposal.
  - h. All information provided by, and representations made by, the applicant are material and important and will be relied upon by Space Florida in awarding the grant.

## **Financial Wherewithal Information Requirements**

Please include the following mandatory required financial information which is necessary to complete the solicitation process:

Financial Statements two (2) of the most consecutive years, to include income statements, balance sheets, cash flow and state of equity.

Please indicate if your financial information is to be deemed “Confidential Information” by checking here: \_\_\_\_ and following the highlighted steps in (Section 9): **Trade Secrets and Proprietary Confidential Business Information.**