

ELECTRI International – The Foundation for Electrical Construction 2011 REQUEST FOR PROPOSALS

SUMMARY PROPOSAL DEADLINE: SUNDAY, NOVEMBER 13, 2011

INTRODUCTION

Since 1901, the National Electrical Contractors Association (NECA) has represented electrical contractors, focusing its efforts on improving the contractor's ability to work efficiently and effectively. In December 1988, the Board of Governors of NECA established a separate organization, **ELECTRI International - The Foundation for Electrical Construction, Inc.** to serve as the guiding force in preparing the electrical contracting industry for the challenges of the 21st Century. The Foundation promotes and advances the ability of electrical contractors to meet the demands of today and the challenges of the future. The Foundation is a national organization through which leaders of NECA and other segments of the electrical contracting industry work together to fund, conduct, and coordinate the industry's most critical research and educational programs. The ELECTRI Council of ELECTRI International (EI), made up of major contributors, directs its fund-raising and project development mission.

AREAS OF INTEREST

To meet present and future demands of the industry and to enhance professionalism within the industry, ELECTRI International on has identified five key areas of interest:

Career Awareness—A shortage of competent personnel will exist in the entire construction industry in the decades to come. Efforts are needed to make individuals aware of the career opportunities in the electrical industry. The Foundation is interested in proposals that will increase career awareness, identify successful career patterns, and develop career advancement strategies for individuals entering and presently in the industry.

Productivity Enhancement—One serious issue facing the electrical contracting industry is that of empowering a trade-oriented management team to function optimally in a sophisticated and rapidly changing business environment. The Foundation is interested in proposals to improve managerial skills and encourage a more efficient workforce.

Organizational Development—The key to effective job management requires the most efficient methods of directing the whole business organization. The structure and practices of any organization are critical to its success in a competitive marketplace. Hence, the Foundation is interested in proposals to help the electrical contractor recognize and practice the most efficient means of management.

New Business Sector—Emerging business sectors provide a special challenge for the industry. Electrical contractors need a constant source of market information, research, and education on new directions and opportunities. This is especially pertinent to the rapid development of integrated building systems and information connectivity sectors.

Technology Transfer—Technology transfer is viewed as those skills necessary to recognize and apply new methods of installation and product application within an expanding body of technology. The Foundation is interested in supporting projects that encourage technology transfer from producer to user and encouraging efficient information flow and identifying rapidly changing technologies impacting the construction industry.

REQUEST FOR PROPOSALS (RFP)

ELECTRI International anticipates total funding up to \$200,000 for its 2012 research projects. Proposed budgets for each project submitted should be no more than \$45,000 (including overhead costs); proposals submitted with budgets of less than \$45,000 will certainly be considered. From the initial concept/summary proposals, it is expected that six projects will be selected to go forward for full proposal consideration.

With this in mind, ELECTRI International is interested in furthering project proposals dealing with the *TOPICS LISTED OR IN CONSIDERING ANY OTHER PROJECTS YOU WOULD LIKE TO SUGGEST*.

SUMMARY PROPOSAL

1. PLEASE note that your **proposal body -must fit on the one page format or it will not be accepted.** The summary proposal's one page format allows the EI Program Review Committee members to evaluate the information more efficiently.
2. ELECTRI International will try and provide feedback on each summary proposal upon request and will notify researchers if submittal of a full proposal is recommended.
3. We will accept only one proposal from each researcher. If you feel it is necessary to go beyond one proposal, please call the Foundation office to discuss any additional submissions. For teams, the **Lead PI** will be **required** to submit the full proposal and presentation
4. **Electronic submittals are required** and we will return a receipt confirmation by email. Please send your e-mail document as a Word attachment to: Bitia Silverman at bitia.silverman@necanet.org. **Please indicate the following in the subject line: 2012 Summary Proposal.**
5. ELECTRI International will request submittal of full proposals based selections by its Program Review Committee. **Late submissions of summary proposals or those that do not follow submission guidelines will not be considered.**
6. Project Timeframe: Selected projects will begin in July 2012 after a Project Task Force has been selected and a meeting with Task Force members has taken place. Projects normally should be completed within one to two years or as otherwise determined by research time necessary to produce a useful product

FORMAT

Cover page: Submit a cover page with title and author information. The Title page should include:

Name, title, mailing address, e-mail address, phone and fax numbers of head researcher

Also include a brief summary of PI qualifications to successfully complete the proposed research. Clearly identify previous research in this area and the publications resulting from that research.

Proposal Outline: The summary proposal (**one page only**) should include brief descriptions of the following:

1. **Title of Project and single figure for estimated total budget** (detail is not necessary;

include administrative costs in total)

2. **Category of research:** Please identify one of the five areas of research which best encompasses your project idea: *Technology Transfer, Organizational Development, Productivity Enhancement, New Business Sector, Career Awareness*. The Areas of Interest section defines these categories.
3. **Purpose and Justification:** How is this relevant and useful to the electrical contractor, and who will be the intended audience of the final product e.g. E.C. Executives, Project Managers, other organizations? What conditions in the E.C. industry justify the need for this research?
4. **Outcome and Dissemination:** (Format of physical end product - publication, manual, DVD, CD ROM, video, on line, or other) *and* how do you think this will be used by the intended electrical contracting audience? Include whether this research project is one that could be considered as a possible seminar to be taught through NECA's Management Education Institute. What other ways could these research results be disseminated to the intended audience?
5. Clearly state whether this project is considered the first of a series or if it will be self contained. Although it is recognized that future research opportunities are often identified as a project is carried out, **El discourages projects that will extend into follow-up phases unless a clear and strong justification is provided.**
6. **Brief description of work plan or method of research:** also include related research projects completed by the proposed research team. Also, please indicate if you plan to use undergraduate or graduate students in the research. Additionally, since we encourage applied research, a demonstration of the research in an industry setting is encouraged

TIMELINE

Date of 2011-12 RFP Issue:	September 23, 2011
Deadline for Summary Submission: Sunday, November 13, 2011, 5:00 pm ET	A one-page summary of the proposed project should be submitted electronically first. Please review RFP information and format. Submit electronically to bita.silverman@necanet.org with the subject heading: 2012 Summary Proposal.
Notification of Full Proposal Submission: December 5, 2011	Researchers will be notified if their proposal has been selected for further review and require submission of full proposal. See section on information for full proposals.
Deadline for Full Proposals: January 5, 2012 5:00 pm ET	If requested , full proposals are to be submitted electronically to bita.silverman@necanet.org with the subject heading: 2012 Final Proposal.
Proposal presentations before ELECTRI Council: January 16-18, 2012	Researchers will be invited to make a presentation before the Foundation's ELECTRI Council who will select final projects to fund. Travel and related costs will be reimbursed.
Announcement of Award: January 31, 2012	Award announcements will be confirmed electronically.

Contact information:
Bita Silverman

bita.silverman@necanet.org
Phone: (240) 498-4718

GUIDELINES FOR THE FINAL PROPOSAL

You will be notified by December 5, 2011 if we request a full proposal based on your summary proposal. In preparation of this final proposal, please follow the outline below. Our objective is to receive proposals that succinctly and clearly display your project objectives.

1. Cover Page (1 page maximum)
 - a. Applicant(s) (include name, mailing address, e-mail address, phone and fax of primary applicants and subcontractor)
 - b. Title of Project and category of research
 - c. Project Summary (define the objective and final product and why it is needed)
2. The Proposal (5 page maximum)
 - a. Introduction and Justification: Description of problem or issue to be addressed, the construction industry conditions and current practices related to this research, and specifically what is needed to address these issues.
 - b. Goals and Objectives: Describe major product(s) or purpose of the project and how the product(s) will be used by electrical contractors and the electrical industry. Who specifically will be the intended audience of the research results?
 - c. Work Plan: A detailed description of what deliverables will be produced and when they will be completed. List the timing on any project task force meetings, and the objectives of these meetings; what personnel will be required and what segments of the electrical contracting and electrical industry allies will be included. Indicate any anticipated variation from the 2012 Calendar year schedule expected for the current cycle of projects.
 - d. Product Information Dissemination: Will the final product be introduced at seminars at the national convention or other forums? Will articles be developed for industry press to define progress and results of the project? Is this product one that could be considered as a course to be taught through NECA's Management Education Institute? Would you be interested in teaching this as an MEI course if deemed to be appropriate? What other mechanisms could be used to disseminate the results? How could the results be disseminated to other members of the building industry?
 - e. Benefit to the Industry: Define direct benefits to contractors, distributors, utilities manufacturers, or other industry allies.
3. Personnel (Half-page per researcher)
Short biography for each project researcher. Clearly indicate relevant qualifications, and status of previous/current ELECTRI International research.
4. Budget (Separate page - 1 page summary)
It is not necessary to include budget notes unless we call to request further information on a specific item.

FINAL PROPOSAL ELEMENTS, REVIEW, AND PROJECT MONITORING

1. **Electronic submittals are required** and we will return a receipt confirmation by email. Please send your e-mail document as a Word attachment to: Bitra Silverman at bita.silverman@necanet.org with the subject line: 2012 Final Proposal.
2. Total proposal including cover and budget pages shall not exceed eight (8) pages, unless there are more than two researchers and the biographies require more than one page.
3. The final proposal must be in the Foundation office by **January 5, 2012**.
4. A Task Force is assigned to monitor each project.
5. **The products of funded projects become the property of ELECTRI International. All copyrights and royalties resulting from the final products of the funded proposal will become the exclusive property of the Foundation.**
6. The following limitations will apply to the budget:
 - a. Fringe benefit costs require proper documentation.
 - b. Automobile travel is to be calculated at the rate at the prevailing federal per mile rate.
 - c. A maximum of 10% may be charged for an indirect cost rate with proper documentation. This may be achieved by requesting a shared cost arrangement with a research entity.
7. A sample contract is available for your reference by contacting the Foundation Office or looking on the Foundation's web site. The Foundation website is www.ELECTRI.org. You will find the RFP under the Research Process information. Look at this same spot in the online RFP (#8 under "Final Proposal Elements...") and click on the line letting you go to the contract.

PROPOSED PAYMENT SCHEDULE

The schedule for payment of the negotiated budget will be: 25% after the first phase of the project; 25% upon completion of the second phase of the project, as determined by the parties; 25% upon completion of the third phase of the project, as determined by the parties; and 25% upon acceptance of the final report by ELECTRI International. Payment schedule may be modified.

REVIEW FORMAT

ELECTRI International's ELECTRI Council has responsibility for approval of project funding. Each final proposal will be reviewed by the ELECTRI Council at our annual January meeting. If you are selected to submit a final proposal, you are expected to attend and present your proposal at this meeting which takes place on January 16 – 18 in Florida. The Foundation will reimburse travel costs of economy airfare, one night hotel, meals and reasonable miscellaneous expenses. A Task Force assigned to each project will report back periodically to the ELECTRI Council on the progress of the project. Proposals not selected for funding by the Foundation will not be returned to the applicant and may be considered for funding in 2013. Proposals of interest to the Foundation may be subject to revision and negotiation. Final acceptance of the project will be based on review and acceptance by the EI Academic Liaison and the EI Program Review Committee. A contract detailing the scope of the work to be done and the negotiated budget will be executed prior to the start of the project.

MONITORING FORMAT

All proposals will be monitored by a Task Force composed of one or more members of the ELECTRI Council, technical experts according to project scope, and a Foundation executive staff member.