

PROCUREMENT SERVICES

PERSONAL SERVICES CONTRACT (PSC) REQUEST FOR PROPOSAL(RFP)

REQUEST DATE:	7/25/2024
DUE DATE & TIME:	08/16/2024, 2:00 PM EST
SPEED TYPE:	01394
DEPARTMENT NAME:	Office of Research, Development and Strategic Initiatives
DEPARTMENT CONTACT:	Kim Preher
CONTRACT ADMINISTRATOR:	Lauren Wieners
CONTRACT ADMINISTRATOR EMAIL:	Lauren.Wieners@louisville.edu

SERVICE REQUESTED (brief description)	We are soliciting proposals from potential Entrepreneurs in Residence (EIRs) to support commercialization of University of Louisville based innovations and affiliated early-stage innovators and companies as part of UofL New Ventures.
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EMAIL PROPOSALS TO:
 UNIVERSITY OF LOUISVILLE
 ATTN: PROCUREMENT SERVICES, SERVICE COMPLEX BUILDING
 LOUISVILLE, KY 40292

CONTRACT ADMINISTRATOR NAME: Lauren Wieners

EMAIL : Lauren.Wieners@louisville.edu

THE BOTTOM PORTION OF THIS FORM IS TO BE COMPLETED BY THE VENDOR AND SUBMITTED WITH PROPOSAL

Equal Employment Opportunity – All parties must be in compliance with executive order 11246 of September 24, 1965 as amended by executive order 11375 of October 13, 1967.

STATEMENT OF NON-COLLUSION AND NON-CONFLICT OF INTEREST

I hereby swear (or affirm) under penalty for false swearing as provided by [KRS 523.040](#):

- That attached Request for Proposal has been submitted without collusion with, and without any agreement, understanding or planned common course of action with, any other vendor of materials, supplies, equipment or services described in the Request For Proposal designed to limit independent competition.
- That the proposer is legally entitled to enter into the contract with the University of Louisville, an agency of the Commonwealth of Kentucky, and is not in violation of any prohibited conflict of interest, including those prohibited by the provisions of [KRS 45A.325](#), to [45A.340](#), [45A.990](#), [164.990](#), and [164.821](#) (7).
- That I have fully informed myself regarding the accuracy of the statements made above.

SIGNATURE:		PRINT NAME	
FIRM NAME:		ADDRESS:	
PHONE:		CITY, STATE, ZIP CODE:	
EMAIL:		WEBSITE:	

REQUEST FOR PROPOSAL COMPONENTS

1. SCOPE OF SERVICES:

Entrepreneur in Residence (EIR) will work with the University and project teams to engage directly with UofL research groups to help advance technologies toward market. The EIRs will become familiar with the latest research at UofL, advise faculty and staff on entrepreneurship and innovation opportunities, and, when the right opportunity presents itself, help catalyze new startups around innovations and technologies. Services will include:

- Utilize EIR's experience in commercializing technology-based products and high-growth/scalable startup companies
- Mentor project team members (founders, University innovators including clinical and technical staff, as well as students, grad-assistants), regarding key aspects of technology and product development with an intent for eventual commercialization.
 - Meet with teams at least twice per month
- Build and utilize a network of experienced entrepreneurs and investors that can provide talent and capital to startups in the region.
- Evaluate and develop high level roadmap/plan for product development and commercialization
- Prepare specified funded projects for commercialization activities including due diligence analysis;
- Assist in preparation of commercialization focused grant applications and plan for commercialization and fundraising activities;
- Provide recommendations for most likely avenue for commercialization, including business model, product development, pivotal experiments and clinical & regulatory path(s); and
- Utilize existing relationships with industry and investors to promote assigned technology (technologies) appropriate for investment and licensing to existing industry.
- Prepare teams and/or pitch technologies to investors and industry representatives for licensing deals.

EIR will devote at least 10 hours per week towards these activities and meet in-person with teams at least twice monthly.

2. INFORMATIONAL BACKGROUND:

The University of Louisville EIR program is powered by the Kentucky Cabinet for Economic Development through an award to Amplify. Amplify Louisville is a place for tech-enabled startups and founders to explore ideas, build solutions, launch products, and grow businesses. UofL, as a founder of and collaborative partner with Amplify, seeking to leverage Louisville's entrepreneurial ecosystem, including its dominance in the healthcare sector, for significant national impact.

3. REQUIRED PROPOSAL SUBMITTALS:

- a. Proposed Cost:
 - i. Fee – detailed fee that includes all costs (potential examples include, but are not limited to, below)
 1. Hourly rate X hours worked
 2. Flat fee for service, including number of hours worked
 3. Fee broken down at milestones/phases (describe each milestone/phase)
 - ii. Travel Expenses – how will this be approved, invoiced, etc. (provide a maximum allowed amount)
 - iii. Other Expenses – administrative expenses, materials/supplies, postage (provide a maximum allowed amount)
 - iv. (Any additional relevant criteria)
- b. One paragraph summary of why you are interested in this role, what you hope to accomplish and why you are the most qualified for the role
- c. Summary of relevant entrepreneurial experience (2 page maximum)
- d. Full resume or CV
- e. List of 3-5 references

4. METHOD OF AWARD:

Cost:	30%
Experience:	70%
TOTAL	100%

5. DESIRED CONTRACT PERIOD:

Desired contract start and end dates are 9/1/24 through 6/30/25.

NO SERVICES ARE TO BE PROVIDED PRIOR TO THE START DATE INDICATED ON THE FULLY EXECUTED PSC (sample provided).

6. QUESTIONS:

All questions regarding this RFP are due by Tuesday, July 30th at 12:00 PM Eastern Standard Time and are to be emailed to Lauren Wieners at Lauren.Wieners@louisville.edu. Answers to all questions submitted in writing before the deadline above will be issued as an addendum to this solicitation and posted at [University of Louisville Active Bids and RFPs](#).

7. COMMUNICATION:

All communication with the University regarding this solicitation shall ONLY be directed to the Contract Administrator indicated on the first page of the solicitation. **Failure to do so may result in disqualification of submitted proposal.**

8. FOREIGN CORPORATION REGISTRATION (OUT-OF-STATE CORPORATIONS):

Pursuant to KRS 271B.15-010, any Out-of-State corporate contractor must be properly registered with the Kentucky Secretary of State, before transacting any business within the state of Kentucky. The statute states "(a) foreign corporation...shall not transact business in this state until it obtains a certificate of authority from the Secretary of State." The registration form and instructions are found at

https://web.sos.ky.gov/forms/corp/FBE-Certificate%20of%20Authorization_Foreign%20Business%20Entity.pdf.

9. RECIPROCAL PREFERENCE:

In accordance with KRS 45A.490 to 45A.494, a resident Offeror of the Commonwealth of Kentucky shall be given a preference against a nonresident Offeror. In evaluating proposals, the University will apply a reciprocal preference against an Offeror submitting a proposal from a state that grants residency preference equal to the preference given by the state of the nonresident Offeror. Residency and nonresidency shall be defined in accordance with KRS 45A.494(2) and 45A.494(3), respectively. Any Offeror claiming Kentucky residency status shall submit with its proposal a notarized affidavit affirming that it meets the criteria as set forth in the above referenced statute.

Forms can be found at <http://louisville.edu/purchasing/forms>.