

REQUEST FOR PROPOSALS
MICHIGAN ECONOMIC DEVELOPMENT CORPORATION
2026 SPACE INNOVATION HUB
RFP-CASE-449622

REMINDER

Please check your proposal to make sure you have included all of the specifications in the Request for Proposals. In addition, please submit an electronic version of each of the following:

- Technical Proposals (Section II-A);
 - Signed physically or electronically and valid for at least 90 days (Section III-B);
 - Additional Certification (Section III-R);
- Price Proposal (Section II-B);
- Signed Independent Price Determination Certificate (Attachment A); and
- Conflicts of Interest Disclosure (if applicable) (Section III-G).

BIDDERS ARE RESPONSIBLE FOR ASSURING THAT THE FOLLOWING IDENTIFYING INFORMATION APPEARS IN THE SUBJECT LINE OF YOUR EMAIL: “RFP-CASE-449622 Technical Proposal” / “RFP-CASE-449622 Price Proposal”, with Company Name, and “message 1 of 2”, as appropriate, if the bid consists of multiple emails. THE MEDC HAS NO OBLIGATION TO CONSIDER ANY PROPOSAL SUBMITTED WITHOUT THIS IDENTIFYING INFORMATION INCLUDED IN THE SUBJECT LINE OF YOUR EMAIL.

The Michigan Economic Development Corporation (the “MEDC”) will not respond to telephone inquiries, or visitation by Bidders or their representatives. Bidder’s sole point of contact concerning the RFP is below and any communication outside of this process may result in disqualification.

Contract Services
Michigan Economic Development Corporation
300 North Washington Square, 3rd Floor
Lansing, Michigan 48913
contractsandgrants@michigan.org

IMPORTANT DUE DATES

- **March 20, 2026, at 3:00 p.m.:** Questions from potential Bidders are due via email to contractsandgrants@michigan.org. Please note: The MEDC will not respond to questions that are not received by the above date and time. In addition, questions that are phoned, faxed or sent through regular mail will not be accepted.
- **March 27, 2026, by close of business:** Responses to all qualifying questions will be posted on the MEDC’s website, <https://www.michiganbusiness.org/449622>.
- **June 1, 2026, at 3:00 p.m.:** Electronic versions sent separately of each of your Technical Proposal and Price Proposal due to the MEDC via email to contractsandgrants@michigan.org. **Proposals will not be accepted via U.S. Mail or any other delivery method.**

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REQUEST FOR PROPOSAL
2026 SPACE INNOVATION HUB
RFP-CASE-449622

This Request for Proposals (the “RFP”) is issued by the Michigan Economic Development Corporation (the “MEDC”), Contract Services unit (the “CS”). CS is the sole point of contact with regard to all bidding and contractual matters relating to the services described in this RFP. CS is the only office authorized to change, modify, amend, alter, clarify, etc. the specifications, terms and conditions of this RFP and any contract(s) awarded as a result of this RFP (the “Grant Agreement”). CS will remain the SOLE POINT OF CONTACT throughout the bidding process. ***The MEDC will not respond to telephone inquiries, or visitation by Bidders or their representatives. Bidder’s sole point of contact concerning the RFP is below and any communication outside of this process may result in disqualification.***

Contract Services
Michigan Economic Development Corporation
300 North Washington Square
Lansing, Michigan 48913
contractsandgrants@michigan.org

SECTION I STATEMENT OF WORK

A. PURPOSE

The MEDC is seeking proposals from one or more bidders to establish the Michigan Space Innovation Hub (the “Hub”) to create and/or harness the requisite infrastructure, resources, and programmatic support to grow the existing Michigan space economy & space industrial base, providing support services to Michigan businesses at all stages/levels, as well as services for promoting professional growth for Michigan workforce and talent, with a statewide level of reach and impact. Physical infrastructure may include (but is not limited to) offices, meeting and collaboration spaces, laboratories, telecommunications, and equipment. It may also provide databases and/or data sets that can be used for the development of analytical tools and other applications. By designing an agile and dynamic Space Innovation Hub construct, Michigan will allow for future growth potential and expanded collaboration with larger space organizations within industry, academia, and government.

The Hub may provide support and/or resources for any defense, commercial, and/or dual-use space related technology under development within Michigan’s ecosystem. This includes advancing innovations, technologies, and products that fall within the technology scope of the space sectors described in the Michigan Space Strategic Plan: Space Research; Remote Sensing; Digital Engineering; In Space Assembly and Manufacturing (ISAM) and/or manufacturing in general.

Furthermore, the Hub will likely act as a central focal point for business activity within Michigan’s regional and statewide space sector. As such, the Hub may provide business services to support businesses engaged in (or interested in) the space economy at varying growth stages. These services may include but are not limited to business training and classes regarding leadership and running a business to include classes on budgeting, marketing, customer support, and diversification into and/or growth within the space sector. Services may also provide road mapping to local, regional, state, and national programs and resources. Finally, the services may also include talent attraction/retention support through job postings and employment boards and networking events.

Regarding talent growth, the Hub may provide talent development services. Since the Hub would act as a professional focal point for its users, it would be advantageous to provide professional training programs, university student mentorship events, guest presentations, networking, and social events. It may also provide student intern programs matching future graduates of space related programs with businesses that run the gamut from large businesses to small early-stage companies. Finally, the Hub may provide development opportunities through the execution of technical challenges (e.g., hack-a-thons, etc.) and technical demonstrations and may also provide support/services not predicated within this RFP (please feel free to expound on proposed support and services within your RFP response).

B. BACKGROUND STATEMENT AND OBJECTIVES:

Michigan’s existing space ecosystem was founded through significant participation in space-based programs dating back to the 1940s when the United States’ first space programs were established. Michigan participants in these early years of the U.S. space program included **significant** industry and academia engagement and investment. Recently, Michigan

organizations have provided renowned research and development associated with Cubesats, deep space exploration, space composites, space propulsion systems, and more. Michigan's ecosystem continues to work on space-based technology and applications such as satellite-based remote sensing, Low Earth Orbit traffic and debris, Space research and development, and manufacturing of spacecraft and satellite components.

This strong basis of experience and ongoing workforce and manufacturing strength provides Michigan with an opportunity to further diversify its Aerospace economy by supporting and expanding this extant ecosystem of academic programs and industry participants in a growing Space Economy.

In response to this opportunity, Michigan completed a Space Strategic Campaign Plan in 2024. The resulting Strategic Plan emphasized that a highly qualified and respected workforce provides the impetus that can lead Michigan's growth in the Space Economy. Establishing this will require: (1) leveraging the excellent, world-class research being performed by Michigan's space ecosystem, (2) concentrating on talent development, retention, and attraction, (3) creating an environment that allows an individual's entrepreneurial spirit to flourish, and (4) leveraging of Michigan's second-to-none manufacturing and research & development prowess.

Currently, Michigan-serving programs exist that address workforce, technology, and business development and provide offerings that support activities such as technology translational research and commercialization, early-stage industry/technology growth and development, business retention and growth, and several more. **None of these Michigan-serving programs, however, maintain a strong focus, if any, on the space domain. The establishment of a Space Innovation Hub will create a core space-domain-enabling-and-activation asset that could provide key capabilities supporting industry development, and talent attraction and retention, and development of new technologies supporting the growth of Michigan's space economy.** A Space Innovation Hub would invigorate the Michigan space ecosystem and prepare it for growth in the coming years by addressing the following areas:

- Other states with a large space ecosystem have a well-orchestrated space industry, and Michigan is currently advancing in that direction. An Innovation Hub in Michigan could play a role as a leading accelerant and **catalyst** for orchestrating Michigan's space industry.
- Michigan maintains a robust and diversely situated R&D and manufacturing base, however on current theme, no nexus point firmly exists to lend focus of Michigan's manufacturing base towards space; the Hub can serve both a strategic and tactical role in this regard.
- Michigan universities have excellent aerospace programs that produce elite talent, and opportunities exist to promote the breadth of industry (aerospace & space) opportunities with graduates within Michigan. Furthermore, the Hub could support development of an organized approach focusing on transitioning graduates into the Michigan space workforce.

NOTE: Only one (1) award is contemplated, and a multiple-award scenario is not expected, however, The MEDC reserves the right to award all or any part of this RFP and, based on what is in the best interest of the MEDC. The MEDC will select the successful Bidder after considering the price, value and quality of the bids.

C. QUALIFICATIONS

I. **Eligibility Requirements of the Program Administrator**

Describe your organization's eligibility directly related to and within the terms of the criteria below:

- Designation as the Space Innovation Hub entails a commitment to manage the program for at least one year; however, funding will be reconsidered annually with aspirations to have the Space Innovation Hub exist over the long-term.
- The Administrative Awardee, Host Organization/Institution, or Program Administrator (PA) must be a Michigan-based non-profit organization (*Michigan-based organization means: headquartered in Michigan and/or having a significant presence that has business operations located in Michigan*).
- PA must demonstrate capacity to administer business support programs as well as secure and manage matching funds.
- PA must propose and establish a Space Innovation Hub governance structure, which could include, but is not limited to, a Board of Directors and/or an independent program Advisory Committee comprised of members from industry, research universities, and not-for-profits around the state. MEDC and the Office of Defense and Aerospace Innovation (ODAI) shall be provided the option for position(s) within the governance structure that is developed, proposed, and effectuated by Bidder, if awarded.
- PA must designate an initial point of contact to the MEDC on matters related to the Space Innovation Hub.

II. **Program Minimum Requirements:**

Focus Area(s): The Hub may provide support and/or resources for any defense, fully commercial, and/or dual-use space opportunity(ies), however at a minimum the hub must address defense and/or dual-use opportunities for Michigan.

Location and Structure: It is envisioned that the Space Innovation Hub will be a hybrid entity offering both physical and virtual access, as to maximize statewide reach and accessibility. It should consist of a central hub with a network of distributed assets located throughout the state of Michigan. The central hub would organize and manage both the physical and virtual aspects of the hub. This centralized structure would also coordinate the services and activities across multiple affiliated and partnered organizations that are distributed throughout Michigan. It is anticipated that some services and infrastructure would be housed directly within the centralized structure, while others may be housed at partner institutions/sites/locations throughout the state of Michigan.

In your proposal, Describe how you will, to the maximum extent practicable, serve the State of Michigan as a whole, by providing a thorough description of the location and structure of the Hub and how you would leverage/partner with other Michigan assets, organizations, and/or programs to help support entities that are both in relatively close proximity to, and remote, from the centralized physical hub, noting the need for the ability to maintain statewide reach and offerings via an adequate breadth and depth of services and resources. Also discuss facilities, such as but not limited to testing labs and manufacturing sites, that could be utilized/partnered with to supplement the capabilities provided by the hub.

Office Space: The Hub shall provide general office space (private and open spaces) for daily use by in-office working tenants and/or members of Michigan's space industrial base. Proposals should consider and address privacy concerns associated with the various tenants' activities when offering both physical and virtual assets for use. Physical space might consist of shared workrooms and/or offices; open and private conference rooms; and space for open events and networking/gatherings.

The space for open events could include supporting classes, workshops, and briefings on (by example, and not limited to):

- Skills Training and Professional Development;
- Fundraising and Investor Trainings, Workshops, and Practice;
- Industry-specific topics;
- Community Building and Networking; and
- Others (*please describe*).

Other spaces recommended by the Bidder but not discussed here are also within scope of this RFP – **please describe if so desired.**

Labs and Manufacturing: The Hub may provide maker spaces to support development of rapid prototypes and product/technology proof of concepts. The maker spaces shall be shared by all users of the Hub. Areas to be considered include, but are not limited to, a laboratory, component assembly, small scale (prototype) manufacturing, and testing and evaluation. Other services for larger scale manufacturing, testing and evaluation shall be supported by the local or regional business ecosystem and are not required within the Hub itself.

Maker space resources to be considered include, but are not limited to, fabrication systems (CNC machines, laser cutters, 3D printers, etc.), electronics tools (soldering stations, oscilloscopes, etc.), traditional workshop tools (power tools, welding, etc.), and textiles and crafting systems (looms, embroidery systems, etc.). A short description of the areas to be considered for the maker spaces is provided below.

Light Industrial Area:

A space suitable for daily activities such as machining, soldering, sheet metal forming, and other non-dust-generating fabrication activities. This space may include however is not limited to: CNC machinery, injection molding, shaker table, induction melting furnace, press brake, wire and small tubing bending machine, scanning electron microscope, 3D printer, and Faro Arm.

Component/System Assembly Area

A secured area that is used daily and comprised of suitable flat-top workbenches and available workspace to assemble fabricated components for initial integration and system checkouts. It may be kept cleaner than Light Industrial Area, but not necessarily to Clean Room specified standards.

Mission Control Demonstration/Practice Space

This space may be used daily and consist of multiple controller stations with multiple monitors that are networked together and to a dedicated server infrastructure.

3D Printing Prototyping Capabilities

Testing: The Hub should maintain the ability to support the testing and/or certification of components or systems for flight, which includes, but not limited to, thermo-vacuum testing; electromagnetic interference; radio frequency testing; radiation testing; and testing of communications and data transmission. To support these tests, the test facility might include specialized test equipment that can be shared such as GPS simulators; data acquisition systems; optomechanical testing equipment; vibration testing instrumentation; low- and high-speed imaging and measurement systems (visible, ultraviolet, infrared, etc.); and 3D immersive environments (augmented / extended reality) with simulator and motion capture for autonomous space vehicles.

Computer Resources and/or databases: The Hub may provide computer resources to support unique services such as access to specialized software, access to communication networks, satellite communications, data centers, and the like. The collaborative information will be managed and secured by the Hub and not the responsibility of any individual contributor. It is envisioned that proxy problems, agreed upon with a federal customer, with requisite data, information, workflows, could be available for use by the users of the Hub in developing/testing/advancing technologies. These proxy problems will provide the opportunity for users to develop solutions such as they address real-world customer needs without being constrained by having to work in a classified environment.

The hub can provide computer-based collaborative tools to be used by participants including virtual prototyping tools and model-based systems engineering (MBSE) tools. Michigan-based tool suppliers may want to provide tools for use by participants to stimulate growth of their user base.

Telecommunications: To the maximum extent practicable, the Hub shall provide high speed internet, specifically fiber as to support/enable usage by hub users.

Compliance with Laws and Regulations

The PA and all authorized users shall comply with all applicable federal, state, and local laws, regulations, and policies governing data handling, communications, and personnel. This includes, but is not limited to, adherence to requirements related to:

- Personally Identifiable Information (PII);
- Controlled Unclassified Information (CUI);
- National Industrial Security Program Operating Manual (NISPOM), if applicable;
- Proprietary and Confidential Information;
- Cybersecurity protections and standards;
- Export Control regulations, including ITAR and EAR; and
- Management of U.S. and non-U.S. personnel in accordance with applicable laws and security requirements

The PA shall ensure that all activities within the Hub are conducted in a manner that safeguards sensitive information, prevents unauthorized disclosure, and maintains compliance with all relevant statutes and contractual obligations.

Items Not Within Scope: Development of a Secret Compartmented Information Facility (SCIF) is not supported by this RFP. Additionally, personal equipment, computers, and databases unique to a tenant's specific area of interest are **not** within scope of this RFP.

D. DELIVERABLES

Targeted Metrics for Proposed Period of Performance: Describe the distinct, quantifiable, and measurable metrics and outcome(s) that support the program’s impact. These metrics and outcomes are to be focused, specific, and clear. These targets will provide the baseline to assess annual impact and growth. In most cases, it is understood that the early timelines for success and achievement transpire at later stages of business development opportunities. Your initial metrics should include at a minimum, but not be limited to the following:

- A. Number of Michigan Businesses Supported;
- B. Number of Business Attraction Opportunities Supported and/or Captured;
- C. Number of Jobs created and/or retained;
- D. Number of new product /processes/services developed resultant of Hub support
- E. Number of invention disclosures and/or patent applications/issuances supported by the Hub;
- F. Number of Applications for Hub utilization and/or tenancy Approved;
- G. Amount of Follow-on Funding Captured (on behalf of the Hub and/or Hub clients). This could include, but is not limited to, the following:
 - i. SBIR/STTR and Other Federal Funding;
 - ii. Angel Funds Invested;
 - iii. Venture Capital Invested
 - iv. Bank/Loans;
 - v. Owner Investments; and
 - vi. Other Investments;
- H. Number of New Products/Processes/Services Commercialized; and
- I. Provide any other relevant factors/metrics that will demonstrate measurable success of the program.

MILESTONES AND DELIVERABLES OF TARGETED METRICS: Please include a table providing the plan for your program’s milestones to be performed and achieved during the requested period of funding (provide for no less than a 12-month period). Be specific about what will be conducted and accomplished. Milestones are to be operational in nature. Please provide specific timeframes targeted for the milestones to be achieved and, *as best as can be accomplished*, break down the milestones into 3-month periods, reflective of a quarterly reporting structure.

SECTION II PROPOSAL FORMAT

To be considered, each Bidder must submit a COMPLETE proposal in response to this RFP using the format specified. Bidder's proposal must be submitted in the format outlined below. There should be no attachments, enclosures, or exhibits other than those required in the RFP or considered by the Bidder to be essential to a complete understanding of the proposal.

Your Technical Proposal must be submitted as a word-processed document, using a black font of no less than 11 points for the narrative content. The full application package should not exceed a total of twenty (20) pages. Sections of the proposal that will not be counted against the 20-page total page count are identified, respectively, below. Each section of the proposal should be clearly identified with appropriate headings:

A) TECHNICAL PROPOSAL

1. Cover Page – Include at your discretion. *The cover page will not be counted against the twenty (20) page limit of the Technical Proposal.*
2. Business Organization, History and Management Structure – State the full name, address, federal Employer Identification Number (EIN), and phone and facsimile number of your organization and, if applicable, the branch office or other subordinate element that will perform, or assist in performing, the work hereunder. Indicate whether it operates as an individual, partnership, or corporation; if as a corporation, include the state in which it is incorporated. If Bidder is selected as the awardee, it will be expected to register and be in good standing with the Michigan Department of Licensing and Regulatory Affairs.
3. Statement of the Problem – State in succinct terms your understanding of the problem(s) presented by this RFP.
4. Narrative – Include a narrative summary description of the proposed effort and of the services(s)/products(s) that will be delivered, and of your ability to administer and manage the Space Innovation Hub program, including, but not limited to a summary of the proposed approach that is suitable for dissemination to the public for establishing and managing the Hub and for providing business support services as such. It should be an explanation of your proposed program and summarize all key associated components.
5. Technical Work Plans – Provide a detailed research outline and timelines for accomplishing the work. In this section, please also describe your proposed Hub operating business model, organizational structure for the Space Innovation Hub (the Board and committee(s), executive management, permanent employees, etc.), process for selecting potential tenants and/or businesses to support, statement of work, and experience of associated individuals/organizations. PA must promote this program to grow awareness of the program on a state and national level.
6. Sustainability Plan: Provide a detailed, thoughtful plan related to Hub sustainability beyond the period of performance as proposed in response to this RFP. While the outcome of this RFP is to establish an operating Hub within the period of performance proposed, the ability of the Bidder to articulate a clear, sustainable path forward is critical to understanding the ability of the Hub to advance and succeed in future years. This should include, but is not

limited to, details regarding partnership(s) development, funding pursuit(s) via federal and/or other Hub stakeholders and interested parties, etc. A clear projected roadmap for future successful Hub operations is desired.

7. Prior Experience – Describe the prior experience of your organization which you consider relevant to the successful accomplishment of the project defined in this RFP. Include sufficient detail to demonstrate the relevance of such experience. Proposals submitted should include, in this Section, descriptions of qualifying experience operating and/or administering innovation-based hub(s) and/or similarly situated innovation-based programming and resources. Please list and detail the **focus area(s)** of the previous program(s)/activity(ies) as well as the **economic impact(s)**, **milestone(s) achieved**, **metric(s) achieved**, and **any other details you believe to be salient in this regard**.

The MEDC may evaluate the Bidder's prior performance with the MEDC, and prior performance information may be a factor in the award decision.

8. Project Staffing – The Bidder must be able to staff a project team which possesses talent and expertise in the field of the requirements of this RFP. Identify a Project Manager and staff assigned by name and title. Include biographies, experience and any other appropriate information regarding the work team's qualification for this initiative. Indicate staff turnover rates. Show where the project team will be physically located during the time they are engaged in the work. Indicate which of these individuals you consider key to the successful completion of the work. Indicate the amount of dedicated management time for the Bidder's Project Manager and other key individuals. Do not include any financials for the contemplated work within the Technical Proposal. *This section will not be counted against the twenty (20) page limit of the Technical Proposal.*

Please Note: The MEDC further reserves the right to interview the key personnel assigned by the Awardee to this project and to recommend reassignment of personnel deemed unsatisfactory.

9. Subcontractors – List here all subcontractors that will be engaged to accomplish the project described in this RFP; include firm name and address, contact person and complete description of work to be subcontracted. Include descriptive information concerning subcontractor's organization and abilities. Also, the information provided in response to A-5, above, should include detailed information about each potential subcontractor. *The list of subcontractors will not be counted against the twenty (20) page limit for the Technical Proposal submission.*
10. Bidder's Authorized Expediter – Include the name and telephone number of person(s) in your organization authorized to expedite any proposed contract with the MEDC. **The Technical Proposal must be signed physically or electronically by an official of the Bidder authorized to bind the Bidder to its provisions.**
11. Statement of Validity – The proposal must include a statement as to the period during which it remains valid; this period must be at least ninety (90) days from **June 1, 2026**. Additionally, the rates quoted in the Price Proposal must remain firm, as indicated in Section II, for the duration of the contract period.
12. Additional Certification – Pursuant to Public Act 517 of 2012, an Iran linked business is not eligible to submit a bid on a request for proposal, with a public entity.

If true, Bidders must include the following certification in the technical proposal:

“Bidder certifies that it is not an Iran-linked business as defined in MCL 129.312.”

Failure to submit this certification will result in disqualification from consideration.

13. Additional Information and Comments – Include any other information that is believed to be pertinent, but not specifically asked for elsewhere.

Example: Host Program Title – This is the Michigan Space Innovation Hub title. If you would like to change the program’s title to better describe it, now is your chance to suggest a new title.

B) PRICE PROPOSAL

THE PRICING PROPOSAL MUST BE IDENTIFIED AND SENT SEPARATELY FROM THE TECHNICAL PORTION OF YOUR PROPOSAL ACCORDING TO THE INSTRUCTIONS OF THIS RFP. Separately sealed pricing proposals will remain sealed until the JEC has completed evaluation of the technical proposals.

Bidders please note: Rates quoted in response to this RFP are firm for the duration of the Grant Agreement; no price increase will be permitted.

Pricing proposals shall not exceed a maximum of \$1,200,000 for at least one year of activities, of which a maximum of 15% of the awarded funds may be utilized for indirect grant expenses, administrative costs, or overhead costs. Awarded funds not intended for traditional research applications and/or projects.

Please also note: The MEDC is exempt from federal excise tax, and state and local sales taxes. The Price Proposal should not include taxes.

1. Provide the cost/rate/price information for all firms/persons named in your Price Proposal to demonstrate the reasonableness of your Price Proposal. Attach a schedule of all expenses covering each of the services and activities identified in your proposal. *As best as you can accomplish*, align budget items into corresponding three-month reporting periods.
2. Amount of Cash Match Funding – Please list and describe in detail the anticipated source(s) and amount(s) of forecasted match funding. As an addendum to your proposal, please provide letter(s) of commitment from anticipated match funding source(s). This addendum will not be counted against the 20-page limit. **(Note: strong preference will be given** to proposals that are able to clearly articulate ability to secure and leverage match funding.) *Furthermore, please note that other funds provided by the state/MEDC/ODAI may not be utilized as match funding.*
3. In-Kind Support – If in-kind support is anticipated from third parties/other sources, please list and describe said support, as well as provide letters of support as an addendum to your proposal. *This addendum will not be counted against the 20-page limit.*

C) PROPOSAL SUBMITTAL

Submit separately marked electronic versions of each of your Technical Proposal and Price Proposal to the MEDC via email to contractsandgrants@michigan.org not later than **3:00 p.m. on June 1, 2026**. The MEDC has no obligation to consider any proposal that is not timely received. **Proposals will not be accepted via U.S. Mail or any other delivery method.**

BIDDERS ARE RESPONSIBLE FOR ASSURING THAT THE FOLLOWING IDENTIFYING INFORMATION APPEARS IN THE SUBJECT LINE OF YOUR EMAIL: *"RFP-CASE-449662 Technical Proposal" / "RFP-CASE-449662 Price Proposal"*, with *Company Name*, and *"message 1 of 2"*, as appropriate, if the bid consists of multiple emails. THE MEDC HAS NO OBLIGATION TO CONSIDER ANY PROPOSAL SUBMITTED WITHOUT THIS IDENTIFYING INFORMATION INCLUDED IN THE SUBJECT LINE OF YOUR EMAIL.

**SECTION III
RFP PROCESS AND TERMS AND CONDITIONS**

A) PRE-BID MEETING/QUESTIONS

A pre-bid meeting will not be held. Questions from Bidders concerning the specifications in this RFP must be received via e-mail no later than **3:00 pm on March 20, 2026**. Questions must be submitted to:

Contract Services
contractsandgrants@michigan.org

B) PROPOSALS

To be considered, Bidders must submit a complete response to this RFP, using the format provided in Section II of this RFP, by **3:00 p.m. on June 1, 2026**. No other distribution of proposals is to be made by the Bidder.

The Technical Proposal must be **signed physically or electronically** by an official of the Bidder authorized to bind the Bidder to its provisions. The proposal must include a statement as to the period during which it remains valid; this period must be at least ninety (90) days from **June 1, 2026**. The rates quoted in the Price Proposal must remain firm for the period indicated in Section II.

C) ECONOMY OF PREPARATION

Each proposal should be prepared simply and economically, providing a straightforward, concise description of the Bidder's ability to meet the requirements of the RFP. Emphasis should be on completeness and clarity of content.

D) SELECTION CRITERIA

Responses to this RFP will be evaluated based upon a three-step selection process. The proposal must address the requirements described in Section II of this RFP.

The first step is an evaluation of which proposals satisfactorily meet the requirements of this RFP as stated in Section II.

1) Step I – Initial evaluation for compliance

a) *Proposal Content* – MEDC Contract Services will screen the proposals for technical compliance to include but not be limited to:

- Timely submission of the proposal;
- Technical Proposal and Price Proposal clearly identified and sent separately;
- Proposal signed physically or electronically by an official of the Bidder authorized to bind the Bidder to its provisions;
- Technical Proposal includes certification that Bidder is not an Iran-linked business (III-R);

- Proposals explicitly state validity for 90 days from the date proposals are due; and
- Independent Price Determination (Attachment A) is signed and included with submission of Technical Proposal.

2) Step II – Criteria for Satisfactory Technical Proposals

- a.) During the second step of the selection process, proposals will be considered by a Joint Evaluation Committee (the “JEC”) comprised of individuals selected by the MEDC. Only those proposals that satisfy the requirements described in this RFP, as determined in the sole discretion of the JEC, will be considered for evaluation in Step II. The JEC reserves the right to request additional information from any Bidder.
- b.) *Competence, Experience and Staffing Capacity* – The proposal should indicate the ability of the Bidder to meet the requirements of this RFP, especially the time constraints, quality, and recent projects similar to that described in this RFP. The proposal should indicate the competence of the personnel whom the Bidder intends to assign to the project, including education and experience, with particular reference to experience on projects similar to that described in this RFP and qualifications of Bidder’s Project Manager and the Project Manager’s dedicated management time, as well as that of other key personnel working on this project.

		Weight
1.	Applicant information	5
2.	Staffing/Team	10
3.	Ability to leverage match funding	10
4.	Ability to demonstrate understanding of vision and intent for the Michigan Space Innovation Hub	25
5.	Prior experience with economic development, innovation-based programming, program administration, and the space sector	20
6.	Proposed hub sustainability plan	10
7.	Deliverables, metrics and definition of success	20
	TOTAL	100

- c.) During the JEC’s review, Bidders may be required to make oral presentations of their proposals to the JEC. These presentations provide an opportunity for the Bidders to clarify the proposals. The MEDC will schedule these presentations, if required by the JEC.
- d.) Only those proposals receiving a score of **70 points or more** in the technical proposal evaluation will have their pricing evaluated to be considered for award.

3) Step III – Criteria for Satisfactory Price Proposal

- a.) Based on what is in the best interest of the MEDC, the MEDC will award the Grant Agreement considering value, quality, and the ability to meet the objectives of this RFP, of proposals that were approved as a result of this two-step evaluation process.
- b.) The MEDC reserves the right to consider economic impact on the State of Michigan when evaluating proposal pricing. This includes, but is not limited to: job creation, job retention, tax revenue implications, and other economic considerations.
- c.) The award recommendation will be made to the responsive and responsible Bidder who offers the best value to the MEDC and the State of Michigan. Best value will be determined by the Bidder meeting the minimum point threshold and offering the *best proposal that meets the objectives of the RFP*.
- d.) The MEDC reserves the right to award to another “best value” grantee in case the original Awardee does not accept the award.

E) BIDDERS COSTS

The MEDC is not liable for any costs incurred by any Bidder prior to signing of the Grant Agreement by all parties.

F) TAXES

The MEDC may refuse to award a contract to any Bidder who has failed to pay any applicable taxes or if the Bidder has an outstanding debt to the State of Michigan or the MEDC.

Except as otherwise disclosed in an exhibit to the Proposal, Bidder certifies that all applicable taxes are paid as of the date the Bidder’s Proposal was submitted to the MEDC and the Bidder owes no outstanding debt to the State of Michigan or the MEDC.

G) CONFLICT OF INTEREST

The Bidder must disclose, in an exhibit to the proposal, any possible conflicts of interest that may result from the award of the Grant Agreement or the services provided under the Grant Agreement.

Except as otherwise disclosed in the proposal, the Bidder affirms that to the best of its knowledge there exists no actual or potential conflict between the Bidder, the Bidder’s project manager(s) or its family’s business or financial interests (“Interests”) and the services provided under the Grant Agreement. In the event of any change in either Interests or the services provided under the Grant Agreement, the Bidder will inform the MEDC regarding possible conflicts of interest which may arise as a result of such change and agrees that all conflicts shall be resolved to the MEDC’s satisfaction or the Bidder may be disqualified from consideration under this RFP. As used in this Section, “conflict of interest” shall include, but not be limited to, the following:

- 1) Giving or offering a gratuity, kickback, money, gift, or anything of value to a MEDC official, officer, or employee with the intent of receiving a contract from the MEDC or favorable treatment under a contract;

- 2) Having or acquiring at any point during the RFP process or during the term of the Grant Agreement, any contractual, financial, business or other interest, direct or indirect, that would conflict in any manner or degree with Bidder's performance of its duties and responsibilities to the MEDC under the Grant Agreement or otherwise create the appearance of impropriety with respect to the award or performance of the Grant Agreement; or
- 3) Currently in possession of or accepting during the RFP process or the term of the Grant Agreement anything of value based on an understanding that the actions of the Bidder or its affiliates or Interests on behalf of the MEDC will be influenced.

H) BREACH OF CONTRACT

Except as otherwise disclosed in an exhibit to Bidder's proposal, Bidder is not in material default or breach of any contract or agreement that it may have with the State of Michigan or any of its departments, commissions, boards or agencies, or any other public body in the State of Michigan. Further, Bidder represents and warrants that it has not been a party to any contract with the State of Michigan or any public body that was terminated within the previous five (5) years because the Bidder failed to perform or otherwise breached an obligation of such contract.

I) DISCLOSURE OF LITIGATION

Except as otherwise disclosed in an exhibit to Bidder's proposal, there is no criminal litigation, investigations or proceedings involving the Bidder (and each subcontractor, if subcontractors will be used to provide the goods/services requested under this RFP) or any of the Bidder's officers or directors or any litigation or proceedings under the Sarbanes-Oxley Act. In addition, Bidders must disclose in the exhibit requested under this Section of the RFP any civil litigation, arbitration or proceeding to which the Bidder (or, to the extent Bidder is aware, any subcontractor) is a party and which involves: (1) disputes that might reasonably be expected to adversely affect the viability or financial stability of the Bidder (or subcontractor); or (2) a claim or written allegation of fraud or breach of contract against Bidder (or, to the extent Bidder is aware, subcontractor), by a governmental or public entity arising out of their business dealings with governmental or public entities. Details of any settlements which Bidder is prevented from disclosing under the terms of the settlement may be annotated as such.

J) FALSE INFORMATION

If the MEDC determines that a Bidder purposefully or willfully submitted false information in response to this RFP, the Bidder will not be considered for an award and any resulting Grant Agreement that may have been executed may be terminated.

K) DISCLOSURE

All Bidders should be aware that proposals submitted to the MEDC in response to this RFP may be subject to disclosure under the provisions of Public Act 442 of 1976, as amended, known as the Freedom of Information Act ("FOIA"). Accordingly, confidential information should be excluded from Bidders' proposals. Bidders, however, are encouraged to provide sufficient information to enable the MEDC to determine the Bidder's qualifications and to understand or identify areas where confidential information exists and could be provided. The FOIA also

provides for the complete disclosure of the Grant Agreement and any attachments or exhibits thereto.

L) PRICES HELD FIRM

LENGTH OF TIME PRICES ARE TO BE HELD FIRM: All rates quoted in Bidder's response to this RFP will be firm for the duration of the Grant Agreement. No price changes will be permitted. IN THE EVENT THAT PROPOSED CHANGES ARE NOT ACCEPTABLE TO THE MEDC, THE GRANT AGREEMENT SHALL BE TERMINATED AND THE MODIFIED GRANT AGREEMENT SHALL BE SUBJECT TO COMPETITIVE BIDDING.

M) BEST AND FINAL OFFER

At any time during the evaluation process, the JEC may request a Best and Final Offer ("BAFO") from any Bidder. This will be the final opportunity for a Bidder to provide a revised proposal. The scope of the changes allowed in the BAFO will be published as part of the issuance of the BAFO request.

Bidders are cautioned to propose the best possible offer at the outset of the process, as there is no guarantee that any Bidder will be allowed an opportunity to engage in Pricing Negotiations or requested to submit a Best and Final Offer.

N) CLARIFICATION/CHANGES IN THE RFP

Changes made to the RFP as the result of responses made to qualifying questions or concerns will be posted on <https://www.michiganbusiness.org/449622>. Applicants are encouraged to regularly check this site for changes or other information related to the RFP.

O) ELECTRONIC BID RECEIPT

ELECTRONIC VERSIONS OF EACH OF YOUR TECHNICAL AND PRICE PROPOSALS SENT SEPARATELY MUST BE RECEIVED AND TIME-STAMPED BY THE MEDC TO CONTRACTSANDGRANTS@MICHIGAN.ORG, ON OR BEFORE **3:00 P.M. ON JUNE 1, 2026**. Bidders are responsible for timely submission of their proposal. THE MEDC HAS NO OBLIGATION TO CONSIDER ANY PROPOSAL THAT IS NOT RECEIVED BY THE APPOINTED TIME.

P) RESERVATION OF MEDC DISCRETION

Notwithstanding any other statement in this RFP, the MEDC reserves the right to:

- 1) reject any and all proposals;
- 2) waive any errors or irregularities in the bidding process or in any proposal;
- 3) rebid the project;
- 4) negotiate with any Bidder for a reduced price, or for an increased price to include any alternates that the Bidder may propose;
- 5) reduce the scope of the project, and rebid or negotiate with any Bidder regarding the revised project; or

6) defer or abandon the project.

The MEDC's decision is final and not subject to appeal. Any attempt by an applicant, collaborating entity, or other party of interest to the project to influence the awards process, to appeal, and/or take any action, including, but not limited to, legal action, regarding the proposal or awards process in general may result in the applicant's disqualification and elimination from the award process.

Q) JURISDICTION

In the event that there are conflicts concerning this RFP that proceed to court, jurisdiction will be in a Michigan court of law. Nothing in this RFP shall be construed to limit the rights and remedies of the MEDC that are otherwise available.

R) ADDITIONAL CERTIFICATION

Pursuant to Public Act 517 of 2012, an Iran linked business is not eligible to submit a bid on a request for proposal, with a public entity.

Bidders must include the following certification in the technical proposal:

“Bidder certifies that it is not an Iran-linked business as defined in MCL 129.312.”

Failure to submit this certification will result in disqualification from consideration.

**SECTION IV
CONTRACTUAL TERMS AND CONDITIONS**

A) GRANT AGREEMENT TERMS AND CONDITIONS

The successful Bidder (the “Grantee”) will execute a grant agreement with the MEDC (the “Grant Agreement”), which includes (but are not limited to) the following key terms and conditions:

- 1) Term of Work – It is estimated that the activities in the proposed Grant Agreement will commence on September 1, 2026 and cover a period of no less than twelve (12) months, pursuant to the timeline proposed by the selected Bidder for award. The MEDC in its sole discretion, may extend the Term and allocate additional resources, subject to available funding.
- 2) Payments – Payments under the Grant Agreement will be made quarterly and after receipt and approval by the MEDC Grant Administrator of billing statements/invoices demonstrating that the work for which payment is being requested was appropriately performed.
- 3) Independent Contractor – The Grantee will maintain its status as an independent, self-supporting, business under the Grant Agreement and neither the Grantee nor any employee, agent, or contract personnel of the Grantee is or shall be deemed to be an employee of the MEDC. The Grantee shall be properly registered and in good standing with the Michigan Department of Licensing and Regulatory Affairs.
- 4) Taxes – The Grantee is responsible for paying all applicable state and federal taxes incurred by Grantee while performing services under the Grant Agreement, including, but not limited to, all applicable income taxes.
- 5) Access to Records – During the Term of the Grant Agreement, and for a period of seven years after the end of the Grant Agreement, Grantee will maintain reasonable records, including documentation that the requested services were actually performed and shall allow access to those records by the MEDC or its authorized representative at any time during this period.
- 6) Termination – Either party may terminate its obligations under the Grant Agreement by providing the other party thirty (30) calendar days prior written notice of such termination.

The MEDC may immediately terminate the Grant Agreement upon written notice to Grantee if Grantee materially breaches its obligations under the Grant Agreement or engages in any conduct which the MEDC, in its sole discretion, determines has or could have an adverse impact on the State of Michigan’s or the MEDC’s reputation or interests. In addition, the MEDC may immediately terminate the Grant Agreement upon written notice to Grantee, without further liability to the MEDC or the State, its departments, agencies, and employees, if Grantee, an officer of Grantee, or an owner of a 25% or greater share of Grantee is convicted of a criminal offense relating to a State, public, or private contract or subcontract; or convicted of a criminal offense including, but not limited to, any of the following: embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, attempting to influence a public employee to breach the ethical conduct standards for State employees; convicted under state or federal antitrust statutes; or convicted of any other criminal offense that, in the sole discretion of

the MEDC, reflects on Bidder's business integrity.

Grantee acknowledges that MEDC's performance of its payment obligation is dependent upon the MEDC Executive Committee's continued approval of funding and/or the MEDC's continued receipt of State funding. In the event that the State Legislature, the State government or any State official, public body corporate, commission, authority, body or employees, including the MEDC Executive Committee:

(i) takes any action which fails to provide, terminates or reduces the funding that is related to the source of funding for the Grant Agreement; or

(ii) takes any action that is unrelated to the source of funding for the Grant Agreement, but affects the MEDC's ability to perform obligations under the Grant Agreement, the MEDC may terminate the Grant Agreement by providing thirty calendar days' notice prior to the effective date of cancellation. In the event, however, that the action of the State Legislature, the State of Michigan or MEDC's Executive Committee results in an immediate absence or termination of funding, the Grant Agreement may be terminated effective immediately upon delivery of notice to the Bidder. In the event of immediate termination of funding, the MEDC will make payment through the effective date of termination for any undisputed services rendered and expenses incurred.

The MEDC shall have no obligation to Grantee for any fees or other payments incurred in connection with the Grant Agreement after the effective date of termination. Upon termination, all work product prepared or produced by Grantee pursuant to the Grant Agreement shall be immediately delivered to the MEDC. Payment for any undisputed services rendered and expenses incurred through the effective date of termination will then promptly be made by the MEDC.

7) Confidentiality - Except as required by law, Grantee shall not use or disclose, either before, during or after the Term, any proprietary or confidential information, including, but not limited to, applications, business bids, business plans, economic development analyses, computer programs, databases and all materials furnished to Grantee by the MEDC (collectively, "Confidential Information") without the prior written consent of the MEDC. Confidential Information does not include:

(i) information obtained by Grantee from third party sources;

(ii) that is already in the possession of, or is independently developed by, Grantee;

(iii) that becomes publicly available other than through breach of this subsection; or

(iv) is released with the prior written consent of the governmental entity or entities that provided the Confidential Information to Grantee.

Grantee acknowledges that all information provided by the MEDC in connection with Grantee's duties under this Grant Agreement shall be treated as Confidential Information unless otherwise stated in this subsection.

8) State of Michigan Competitors – Any information or knowledge Grantee gains during the course of the Grant Agreement concerning the economic development efforts of the State of Michigan or the MEDC or the business conditions or business community in Michigan shall not be disclosed to any public or private party, sovereign authority or foreign government, during the Term and for a period of two (2) years after the later of the end of

the Grant Agreement, the effective date of termination of the Grant Agreement or so long as any information remains confidential pursuant to any contract, law, treaty, resolution or other enforceable promise.

- 9) Indemnification and Liability Insurance – Grantee shall indemnify, defend, and hold harmless the MEDC, its Executive Committee, its Corporate Board of Directors, and its employees (the “Indemnified Parties”) from any and all liability arising out of or in any way related to Grantee’s performance under the Grant Agreement, including any liability resulting from any acts of Grantee’s employees or agents.

Grantee shall purchase and maintain such insurance to protect the Indemnified Parties from claims that might arise out of or as a result of Grantee's operations. Grantee will provide and maintain its own errors and omissions liability insurance for Grantee’s indemnification obligation under the Grant Agreement. The insurance shall be written for not less than One Million Dollars (\$1,000,000) of coverage, but Grantee’s indemnification obligation is not limited to this amount.

- 10) Assignment/Transfer/Subcontracting – Grantee shall not assign, transfer, convey, subcontract, or otherwise dispose of any duties or rights under the Grant Agreement without the prior specific written consent of the MEDC. Grantee agrees that any of Grantee’s future successors or subcontractors or subgrantees will be bound by the provisions of the Grant Agreement, unless the MEDC otherwise agrees in a specific written consent. The MEDC reserves the right to approve any subcontractors or subgrantees for the Grant Agreement and to require the Grantee to replace subcontractors and subgrantees that the MEDC finds to be unacceptable.

- 11) Non-Discrimination and Unfair Labor Practices - In connection with the Grant Agreement, Grantee shall comply with the Elliott-Larsen Civil Rights Act, 1976 PA 453, MCL 37.2101 et seq., the Persons with Disabilities Civil Rights Act, 1976 PA 220, MCL 37.1101 et seq., and all other federal, state and local fair employment practices and equal opportunity laws and covenants that it shall not discriminate against any employee or applicant for employment with respect to his or her hire, tenure, terms, conditions, privileges of employment, or any matter directly or indirectly related to employment because of his or her race, religion, color, national origin, age, gender, height, weight, marital status, or physical or mental disability unrelated to the individual's ability to perform the duties of a particular job or position. Grantee further agrees that every subcontract entered into in connection with the Grant Agreement will contain a provision requiring nondiscrimination in employment, as required in the Grant Agreement, binding upon each subcontractor and subgrantee.

Pursuant to 1980 PA 278, State Contracts with Certain Employees Prohibited Act (the “Act”), MCL 423.321 et seq., the State shall not award a contract or subcontract to an employer whose name appears in the current register of employers failing to correct an unfair labor practice compiled by the United States National Labor Relations Board. Grantee, in relation to the Grant Agreement, shall not enter into a contract with a subcontractor, subgrantee, manufacturer, or supplier whose name appears on this register. Pursuant to section 4 of the Act, the MEDC may void this Grant Agreement if, after the starting date of the Agreement, the name of the Grantee as an employer or the name of the subcontractor, subgrantee, manufacturer or supplier of Grantee appears on the register. A breach of this requirement constitutes a material breach of the Grant Agreement.

- 12) Jurisdiction - The laws of the State of Michigan shall govern the Grant Agreement. The Parties shall make a good faith effort to resolve any controversies that arise regarding the Agreement. If a controversy cannot be resolved, the Parties agree that any legal actions concerning the Grant Agreement shall be brought in the Ingham County Circuit Court in Ingham County, Michigan, USA. By signing the Grant Agreement, Grantee acknowledges that it is subject to the jurisdiction of this court and agrees to service by first class or express delivery wherever Grantee resides, in or outside of the United States.

B) GRANTEE RESPONSIBILITIES

The selected Bidder will be required to assume responsibility for all contractual activities offered in this RFP whether or not the Bidder performs them. Further, the MEDC will consider the selected Bidder to be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the Contract.

C) ACCEPTANCE OF PROPOSAL CONTENT

If awarded a Grant Agreement, the contents of this RFP will become contractual obligations. The following constitute the complete and exclusive statement of the agreement between the parties as it relates to this transaction:

- 1) This RFP (including subsequent written clarification provided in response to questions raised by email) and any Addenda thereto; and
- 2) Final executed Grant Agreement.

In the event of any discrepancies between the above documents, the final executed Grant Agreement shall control. Failure of the successful Bidder to accept these obligations may result in cancellation of the award.

D) PROJECT CONTROL AND REPORTS

1) Project Control

- a) The selected Bidder (the "Grantee") will carry out this project under the direction and control of the Business Support Unit of the MEDC.
- b) The MEDC will appoint a Grant Administrator for this project. Although there will be continuous liaison with the Grantee team, the Grant Administrator will meet with the Grantee's project manager for the purpose of reviewing progress and providing necessary guidance to the Grantee in solving problems which arise.
- c) The Grantee will submit brief written monthly summaries of progress which outline the work accomplished during the reporting period; work to be accomplished during the subsequent reporting period; problems, real or anticipated which should be brought to the attention of the Grant Administrator and notification of any significant deviation from previously agreed upon work plans.
- d) Within five (5) working days of the execution of the Grant Agreement, the Grantee will submit a work plan to the Grant Administrator for final approval. This work plan must be in agreement with Section II-A of this RFP as proposed by the Bidder and accepted by the MEDC for contract, and must include the following:

- (i) The Grantee's project organizational structure.
- (ii) The Grantee's staffing table with names and titles of personnel assigned to the project.
- (iii) The project breakdown showing sub-projects, activities and tasks, and resources required and allocated to each.
- (iv) The time-phased plan in the form of a graphic display, showing each event, task, and decision point in your work plan.

ATTACHMENT A

**INDEPENDENT PRICE DETERMINATION AND
PRICES HELD FIRM CERTIFICATION**

INDEPENDENT PRICE DETERMINATION

By submission of a proposal, the Bidder certifies, and in the case of a joint proposal, each party thereto certifies as to its own organization, that in connection with this proposal:

1. The prices in the proposal have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition as to any matter relating to such prices with any other Bidder or with any competitor;
2. Unless otherwise required by law, the prices which have been quoted in the proposal have not been knowingly disclosed by the Bidder and will not knowingly be disclosed by the Bidder prior to award directly or indirectly to any other Bidder or to any competitor; and
3. No attempt has been made or will be made by the Bidder to induce any other person or firm to submit or not submit a proposal for the purpose of restricting competition.

Each person signing the proposal certifies that she/he:

- A) Is the person in the Bidder's organization responsible within that organization for the decision as to the prices being offered in the proposal and has not participated (and will not participate) in any action contrary to 1, 2, and 3 above; or
- B) Is not the person in the Bidder's organization responsible within that organization for the decision as to the prices being offered in the proposal but has been authorized, in writing, to act as agent for the persons responsible for such decision in certifying that such persons have not participated (and will not participate) in any action contrary to 1, 2, and 3 above.

A proposal will not be considered for award if this Attachment A has been altered so as to delete or modify 1 or 3, above. If 2, above, has been modified or deleted, the proposal will not be considered for award unless the Bidder provides, with this Attachment A, a signed statement which sets forth, in detail, the circumstances of the disclosure and the MEDC determines that such disclosure was not made for the purpose of restricting competition.

PRICES HELD FIRM

LENGTH OF TIME PRICES ARE TO BE HELD FIRM: All rates quoted in bidder's response to this RFP will be firm for the duration of the Grant Agreement. No price changes will be permitted.

Signed _____

Date _____