



Assessment of Service Delivery for the Inventors Assistance Service and the Industrial Extension Service

Request for Proposals

Version History

June 27, 2024

Original

Background

The Oklahoma Center for the Advancement of Science and Technology (OCAST) invites proposals from qualified providers to conduct a comprehensive assessment of the performance and service delivery of Inventors Assistance Service and the Industrial Extension Service. These programs, authorized under Oklahoma statutes, aim to support innovation and industrial growth within the state. The purpose of this assessment is to measure the return on investment of these programs, identify opportunities for growth, and suggest any necessary modifications to enhance their effectiveness.

The **Inventors Assistance Service** offers a range of support for inventors and entrepreneurs in Oklahoma. This program provides crucial resources for the development and commercialization of new products, including:

- **Prototyping and Engineering Services:** Assisting inventors in transforming their ideas into functional prototypes, providing technical expertise, and engineering support. These services help bridge the gap between concept and market readiness.
- **Market Analysis and Intellectual Property Guidance:** Offering market research and advice on protecting intellectual property to ensure that inventors can navigate the complexities of bringing a new product to market.

More information on the Inventors Assistance Service can be found [here](#).

The offerings provided through Inventors Assistance Service are set out in existing state statutes and include but are not limited to the following:

§74-5064.1. Short title.

This act shall be known and may be cited as the "Inventors Assistance Act".

Added by Laws 1987, c. 121, § 1, eff. Nov. 1, 1987.

§74-5064.2. Legislative findings.

The Legislature recognizes the numerous benefits to the state's economic base from the establishment of businesses by inventors and the numerous benefits provided by inventors which include industrial diversification, broadening of the economic base, a great proliferation of jobs, providing financial benefits to our citizens through a greatly expanded tax base and new products and processes for the nation's consumers.

It is estimated that ninety-five percent (95%) of all inventions are never authoritatively considered primarily because inventors are unfamiliar with the business environment or financial structure necessary for implementing their proposals.

The Legislature therefore recognizes a need to encourage and assist inventors and, at the same time, to position this state as a leader in advanced and high technology and to foster a climate for those leaders of this state, the nation and the world.

Added by Laws 1987, c. 121, § 2, eff. Nov. 1, 1987.

Other relevant statutes:

§74-5064.3. Definitions.

§74-5064.4. Program - Establishment - Purposes.

§74-5064.5. Powers.

§74-5064.6. Proposals - Contracts.

§74-5064.7. Incentives for inventors and businesses.

§74-5064.9. Reports.

The **Industrial Extension Service** is dedicated to supporting Oklahoma's manufacturing sector. This program focuses on enhancing the competitiveness and growth of manufacturers through:

- Manufacturing Extension Services: Providing access to modern manufacturing techniques, lean processes, and advanced technologies. These services aim to improve productivity, quality, and profitability for manufacturers.
- Workforce Development and Training: Offering customized training programs to upskill the workforce, ensuring that manufacturers have access to skilled labor to meet evolving industry demands.

More information on the Industrial Extension Service can be found [here](#).

The offerings provided through Industrial Extension Service are set out in existing state statutes and include but are not limited to the following:

§74-5060.4. Definitions. As used in the Oklahoma Science and Technology Research and Development Act:

10. "Industrial Extension System" means a coordinated network of public and private manufacturing modernization resources, the purpose of which is to stimulate the competitiveness of Oklahoma small and medium-sized manufacturing firms;

Other relevant statutes:

§74-5060.25. Working with OAME to foster competitiveness in national and international markets.

§74-5060.26. Creation of private, not-for-profit corporation - Powers - Certificate of incorporation and bylaws.

§74-5060.27. Annual business plan - Annual report.

Purpose of this Request for Proposals (RFP)

The purpose of this proposal is to commission an independent assessment of the Inventors Assistance Service and the Industrial Extension Service, ensuring an objective evaluation of each program's delivery and impact. This assessment will provide critical insights into the effectiveness of these programs, offering specific recommendations and timelines for enhancements. The findings will help shape future requests for proposals, guiding the inclusion of improved services and strategies. By identifying growth opportunities and necessary modifications, this assessment aims to ensure that these programs continue to meet the evolving needs of Oklahoma's innovation and manufacturing sectors.

This RFP may be amended by OCAST. Should amendments be made they will be posted on OCAST's website: <http://OCAST.ok.gov>. It is the responsibility of the Applicant to seek out and review any such amendments and make necessary changes in their application to meet the amended RFP requirements.

Scope of Services

The selected provider will be responsible for:

Measuring Return on Investment:

- Evaluate the economic impact of the Inventors Assistance Service and the Industrial Extension Service.
- Analyze the cost-effectiveness and benefits of these programs to Oklahoma's economy.

Identifying Opportunities for Growth:

- Assess current program operations and identify areas for expansion and improvement.
- Provide recommendations for enhancing program reach and impact.

Suggesting Modifications:

- Evaluate current program structures and processes.
- Propose modifications to improve program efficiency and effectiveness.

Eligibility Criteria

The selected provider should have:

- Demonstrated knowledge and connection in the areas being assessed.
- Preferably a proven connection to resources providing and utilizing these services across Oklahoma.
- Capability to gather and analyze local, state, and national data to support the assessment.

- Ability to deliver in a timely manner a comprehensive written evaluation of each program and ability to present the findings and recommendations to the Oklahoma Science and Technology Research and Development Board.

Proposal Submission

Proposals submitted in response to this RFP must be comprehensive and provide a clear understanding of how the service provider will fulfill the requirements outlined in the Scope of Services. The following components must be included in the proposal:

Executive Summary (maximum of two pages):

- A brief overview of the provider's qualifications and understanding of the project.
- High level budget outline and justification.

Methodology (maximum of five pages):

- Detailed description of the approach and methods to be used in the assessment.
- Data sources and collection methods.

Experience and Qualifications (maximum of five pages):

- Relevant experience in similar assessments.
- Biographies of key personnel involved in the project.

Timeline (maximum of five pages):

- Project schedule with key milestones and deliverables.
- If possible, timeline should also indicate anticipated deliverables and associated timeline for data, resource, and input from OCAST and our partners.

Budget (maximum of two pages):

- Detailed budget breakdown, including all costs associated with the assessment.

References (maximum of three pages):

- At least three references from similar projects.

Submission Instructions:

- Proposals must be submitted as a single PDF document with a cover page.
- Proposal shall be no more than 23 pages, including cover page.
- All proposals must be complete and received by the stipulated deadline to be considered.
- OCAST reserves the right to come back to applicants with clarifying questions from evaluators and could require applicants to participate in a question-and-answer session with evaluators if deemed necessary.

OCAST is committed to a transparent and competitive selection process to ensure that the most capable service provider is chosen. We look forward to reviewing detailed proposals with the selected evaluation team and select the response that demonstrates the ability to deliver comprehensive information that will best benefit Oklahoma.

Evaluation Criteria

Proposals will be evaluated in no particular order based on:

- Methodology
- Experience and Qualifications
- Timeline
- Budget
- References

Evaluation Process:

- Proposals will be reviewed by a selection committee, and applicants may be invited for a presentation or interview.
- The selection process will include a thorough review of all materials provided, and applicants may be asked to furnish additional information if necessary.

Submission Deadline

The application will open June 27, 2024, and close July 14, 2024, 5:00 PM CST. All proposals must be submitted electronically to ashley.stuart@ocast.ok.gov.

No applications will be accepted after this stated deadline for any reason. After the deadline will be a blackout period and OCAST staff will be unable to communicate about applications.

Questions and Contact Information

All questions must be received via email no later than July 10 at 4 PM CST and will be answered in writing through an updated RFP, which will be posted on the [OCAST website](#). Questions must be emailed to:

Ashley Stuart, Policy Planning and Legislative Liaison
ashley.stuart@ocast.ok.gov

Questions submitted after the July 10 cutoff date may not be able to be answered by OCAST. Once questions and answers are posted, OCAST will send an email notification. Interested parties should ensure they have signed up to receive RFP notifications from OCAST at <https://www.us13.list-manage.com/subscribe?u=213bdbe1dea4bd42d9a76a46c&id=145b7765dc>.

Terms and Conditions

The State of Oklahoma reserves the right to reject all proposals. OCAST additionally reserves the right to accept only partial portions of proposals and combine them with the services of other proposals.

After award announcement, Provider(s) will complete a background review. Once the background review is completed, OCAST will execute a Professional Services Contract. Funds will be dispersed through a contract, which will be a cost-reimbursable contract between OCAST and the selected provider(s), subrecipient(s). Providers are required to submit a detailed budget as part of their professional services contractual agreement itemizing salaries, benefits, travel, supplies/materials, and other costs associated with the proposed program plan.

Providers must be registered with the State of Oklahoma Supplier Portal located at <https://oklahoma.gov/omes/divisions/central-purchasing/vendors-and-payees/supplier-portal/supplier-portal-signin.html> in order to receive funds, but need not be registered at the time of application to be considered eligible for an award.

This RFP represents a significant commitment by the State of Oklahoma to advance its technological capabilities and innovation landscape. We look forward to receiving detailed proposals that demonstrate an understanding of our objectives and the ability to deliver results.