

# RAPID RESPONSE RESEARCH PROGRAM PREQUALIFICATION GUIDELINES

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## I. WATER RESEARCH FOUNDATION RAPID RESPONSE RESEARCH PROGRAM

The mission of the Rapid Response Research (RRR) Program is to respond rapidly to urgent or immediate research needs of the drinking water community. The primary objectives of the program are to identify time-sensitive issues for the drinking water community, fund research to determine the potential magnitude of the issue and assess the need for further research, and deliver results to utilities in an expeditious manner. The RRR Program establishes a defined mechanism to conduct timely research on emergent, time-critical issues.

Issues, research needs and ideas for the RRR Program may come from a variety of sources, including Foundation subscribers, staff, Board of Trustees, research planning committees (e.g. the Research Advisory Council), researchers or other Foundation stakeholders. Regardless of source, issues are prioritized for funding consideration based on the following criteria:

- Time-sensitivity. The underlying issue is impacting utilities now or will impact them in the immediate future.
- Type of impact. Issues with the potential to affect human health are highest priority; those with cost, water sector reputation/image, or similar implications are of secondary priority.
- Extent of issue. Issues that affect a broad range of utilities are of greater priority than those confined to a particular region or smaller subset of utilities.
- Identifiable research solution. A potential research solution can be readily identified and there is sufficient time for this research to have an impact on the issue.

Projects funded under the RRR Program are of limited duration and scope. The projects focus primarily on determining the extent of an issue (i.e., is there really a problem? if so, how big?) and set the stage for additional research, if warranted, under one of the Foundation's other research programs. RRR Program projects typically are procured by limited-release request for proposals (RFP) to prequalified research contractors; in some instances a project may be sole-sourced to a prequalified contractor. Project funding is limited to \$50,000 and is typically in the range of \$15,000 - \$50,000. Cost-share or third party in-kind contributions are encouraged but not required. Project duration (project start date to delivery of final work products) is limited to six months and typically ranges from two to four months.

## II. PREQUALIFICATION INSTRUCTIONS

This section outlines the general instructions for prequalifying for the Foundation's Rapid Response Research Program. Only prequalified contractors are eligible for project award under the RRR Program; however, prequalification does not guarantee that a contractor will be eligible to propose on any particular project under the program. Prequalification serves to establish the general terms and conditions under which RRR Program projects are funded by the Foundation, and provides information to the Foundation about the contractor's qualifications and expertise for targeted release

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of RFPs. Prequalified contractors invited by the Foundation to submit a proposal must follow the proposal preparation instructions provided in the RFP.

Any potential research contractor may prequalify for the RRR Program, including individual consultants, consulting firms, universities, research organizations. Prequalification entails a two-step process:

1. Submittal of a complete and acceptable Prequalification Application Package
2. Negotiation and execution of the RRR Program Prequalification Terms and Conditions

### Step 1—Prequalification Application Package

Prequalification is initiated by submittal of the Prequalification Application Package. The completed application package may be submitted at any time by the potential research contractor.

**Forms that are required for the application package are available here:**

<http://www.WaterResearchFoundation.org/research/projectAdmin/proposalGuidelines.aspx#RRR>.

The Prequalification Application Package consists of the following three items.

#### **A. Rapid Response Research Program Prequalification Form**

#### **B. Statement of Qualifications**

Provide an overall statement of capabilities and qualifications for the organization. Resumes or curriculum vitae for the individual(s) whom are expected to serve as Principal Investigator for the RRR Program project(s) can be included but are not required for prequalification; these will be requested as part of the proposal for the individual project.

#### **C. Financial Grant Management Capabilities Form**

Provide the requested information regarding financial and accounting systems, policies and procedures. This form should be completed by the organization's financial staff.

The completed Prequalification Application Package should be submitted to:

Peggy Falor  
Contract Administrator  
Water Research Foundation  
6666 W. Quincy Avenue  
Denver, CO 80235

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Upon receipt of the Prequalification Application Package, applicants will be contacted by the Foundation. Successful applicants will proceed to step 2.

Step 2—RRR Program Prequalification Terms and Conditions

Upon receipt of a complete and accepted Prequalification Application Package, the Foundation will send the applicant two copies of the RRR Program Prequalification Terms and Conditions for review and execution. This document sets forth the general terms and conditions under which RRR Program projects will be funded. Successful execution of the standard terms and conditions completes the prequalification process.

Execution of these terms and conditions at the prequalification stage is intended to streamline the contracting process for RRR Program projects. For each project, the Foundation will enter into a project-specific project funding agreement (PFA) with the selected researcher that addresses the specific scope, schedule, deliverables and related requirements for the particular project. The PFA will incorporate the RRR Program Prequalification Terms and Conditions by reference.

Samples of both the Prequalification Terms and Conditions and the RRR Program PFA are available here:

<http://www.WaterResearchFoundation.org/research/projectAdmin/contractsAndForms.aspx#RRR>

Questions concerning the contractual terms and conditions of the RRR Program may be directed to Peggy Falor, Contract Administrator, at (303) 734-3424 or [pfalor@WaterResearchFoundation.org](mailto:pfalor@WaterResearchFoundation.org). Other questions concerning the prequalification process or the RRR Program in general may be directed to Chris Rayburn, Director of Research Management, at (303) 347-6188 or [crayburn@WaterResearchFoundation.org](mailto:crayburn@WaterResearchFoundation.org).