MSI Contract Readiness Prize Overview

Institution Eligibility

- Confirm your institution is an HBCU, TCU, or MSI.
- Verify your institution's size category:
    - Small: Fewer than 5,000 students
    - Medium: 5,001–15,000 students
    - Large: 15,001 or more students

Important Dates

- April 2024: Prize Launch
- June – Sept. 2024: Submissions Open & Contract Readiness Webinars
    - June 26, 2024: Federal Contracting Basics
    - July 24, 2024: Create a Winning Capability Statement
    - Aug. 28, 2024: DOE Contact Forecasting & DOE Resources
    - Sept. 18, 2024: Win the Bid - The DOE Contract Landscape
- Oct. 4: Submission Deadline (anticipated date)
- Oct. 7 - Dec. 4: Review Period
- Dec. 5: Winners Announcement (anticipated dates)

Required Submission Components

- **Cover Page (Single PDF Document):**
    - Title of Submission
    - University Name
    - City, State, and Nine-Digit ZIP Code
    - Institution Type (HBCU, TCU, or MSI)
    - Institution Size (Small, Medium, or Large)
    - Introduction of your institution’s mission, vision, and goals
    - Key Team Members (Names, Contacts, and Professional Profiles)
    - Mentors or Partners

- **Narrative (Maximum 1500 words) (Single PDF Document)**
    - **Category 1: Learning and Teaching Opportunities**
        - Describe training attended and their impact on understanding federal contracts.
        - List meetings attended to understand the contracting process and identify opportunities.
        - Explain how students and faculty were included in your federal requirements plan.
        - Outline plans for continued skill development and knowledge transfer.
    - **Category 2: In-person or Virtual Relationship Building**
        - Detail connections made with mentors, Power Connectors, or external partners.

        - List DOE program offices, National Laboratories, or other external events attended.
        - Describe other efforts to improve federal contracting capacity.
    - **Category 3: Current and Future Contracts Being Pursued**
        - Describe federal contracts applied for in 2024 and provide proof of receipt.
        - List three or more future contracting opportunities from www.Sam.gov.
        - Share lessons learned and plans for ongoing staff and faculty training.

- **Letters of Support or Commitment (Optional)**
    - Collect one-page letters from supporting organizations, mentors, or Power Connectors.
    - Ensure letters are on official letterhead from the organizations writing them.
    - Combine all letters into a single PDF document.

Submission Platform: HeroX Platform

- Register and submit all materials via HeroX : https://www.herox.com/MSIContractingPrize
- Regularly check HeroX for updates on rules, timelines, and announcements.

Evaluation Criteria

- **Category 1: Learning and Teaching Opportunities**
    - Demonstrate training participation and understanding of federal contracts.
    - Show engagement in meetings and contracting process understanding.
    - Include student and faculty involvement in the federal requirements plan.
    - Detail plans for skill development and knowledge transfer.

- **Category 2: In-person or Virtual Relationship Building**
    - Illustrate connections with mentors, Power Connectors, and external partners.
    - Show improvement in federal contracting networks through meetings and events.
    - Highlight additional efforts to enhance contracting capabilities.

- **Category 3: Current and Future Contracts Being Pursued**
    - Provide descriptions and proof of applied federal contracts.
    - List future contracting opportunities.
    - Share insights and plans for continued training and development.

Please see the Official Rules document of the MSI Contract Readiness Prize for full details on the Prize requirements, eligibility, submission components, and evaluation criteria. This checklist has been generously provided by Ensemble, a Power Connector on this Prize. This checklist does not guarantee an award will be awarded to your organization. Register on the HeroX page to get started.