

## **Outline for Sole-Source Proposals Submitted to USTDA**

**Executive Summary** – An overview of the proposed USTDA-funded activity covering the key areas of the proposal, such as project description, overseas project sponsor, U.S. firm, implementation financing, and U.S. export potential.

**Project Description** – Detailed description and background of the proposed project, covering the following key areas (as applicable to the particular project):

- Project location;
- Economic fundamentals, such as estimated capital costs, operational costs, life-cycle costs, and anticipated revenues;
- Equipment and technology requirements;
- Legal and regulatory considerations, such as permits and licenses;
- Explanation of how the requested USTDA funding would support project development and implementation; and
- Any other key areas that the U.S. firm considers to be a critical part of the proposed project.

**Overseas Project Sponsor's Capabilities and Commitment** – Describe the overseas project sponsor's demonstrated commitment and ability to implement the project. Describe the overseas project sponsor's business experience or government authority, as well as the overseas project sponsor's track record on implementing similar projects.

**U.S. Company's Capabilities and Commitment** – Describe the U.S. firm's demonstrated commitment and ability to carry out the proposed USTDA-funded activity. Describe the U.S. firm's technical experience, business experience, and track record on implementing similar activities and projects. Describe the U.S. firm's business development efforts to date on this project.

**Implementation Financing** – Discuss the financing options for project implementation, including:

- Overall project cost estimate, proposed ownership, and financing structure;
- Implementation schedule and procurement plan for the project following the USTDA-funded activity; and
- Provide evidence that financing is available or likely to be available for the project, including a description of discussions with representatives of potential lenders and other financing entities.

**U.S. Export Potential** – Provide a best estimate of the potential procurement of U.S. goods and services for project implementation. The estimate should be broken-down by category and should include the dollar value of the goods and services likely to be made in the United States and exported to the foreign country during project implementation. Provide a list of potential U.S. suppliers of the goods and services likely to be sourced from the United States, and describe the anticipated competition from foreign suppliers.

Describe how procurements are typically conducted in the foreign country or by the overseas project sponsor.

**Evaluation Strategy** – Provide a recommendation on how to monitor and evaluate the effectiveness and the results of the USTDA-funded activity, including recommended benchmarks to measure project implementation. Describe the anticipated project implementation timeline, how the project would likely be developed (EPC, turnkey, BOT, BOO, etc.), and the potential difficulties that the overseas project sponsor might encounter during project implementation and how these difficulties may be mitigated. If applicable, note what regulations should be in place before the project can be implemented and what other entities are involved in authorizing or approving project implementation.

**Terms of Reference for the Activity** – Detailed description of the tasks that the U.S. firm will undertake to carry out and complete the USTDA-funded activity, including objectives, deliverables, reports, and timeline.

**Estimated Activity Budget** – Provide a detailed line-item budget, task breakdown, and budget narrative. All costs in the estimated budget should be reasonable and allocable to the work being performed to complete the Terms of Reference. The budget should provide sufficient detail to enable USTDA to understand the budgeted amounts and the methodology that justifies the budget amounts. Please note that the labor rates for the U.S. firm may not include fees or profit. USTDA's funds cannot cover the cost of equipment or equipment shipping to the host country. In addition, no more than 20% of the USTDA grant amount may be used to pay for work performed by host country subcontractors. Subcontractors from countries other than the United States or the host country may not be used.