



Request for Proposal

Issued by: Pilot International

Representative: Collett Cross, President 2021-2022

Introduction & Background

Pilot International is seeking to distribute \$100,000 in grants this year in the area of Research and Development of Brain Related Disorders in association with the celebration of our 100-year anniversary. We anticipate delivering one large grant and other smaller grants.

The objective of this Request for Proposal is to allow those working in these areas to apply for financial support of their programs. We will announce the grant recipients and present checks during our annual Pilot International Convention and Leadership Conference, June 29- July 2, 2022 in Rochester, New York.

Submission Guidelines & Requirements

The following submission guidelines and requirements apply to this Request for Proposal:

1. First and foremost, only qualified individuals or firms with prior experience in similar projects should submit proposals in response to this RFP.
2. Candidates who intend on submitting a proposal should submit all information/postmark no later than December 31, 2021. Mail one printed copy of proposal to Pilot International Headquarters, Attn: Collett Cross, 102 Preston Court, Macon, GA 31210.
3. A proposal must not be more than ten (10) pages long. It must provide an overview of the proposed program including detailed budget and budget narrative. In addition, the proposal should include a suggested schedule and milestones, as applicable, as well as a funding proposal.
4. We may choose bidders to have more in-depth discussions with as part of the selection process.

RFP & Project Timelines

Candidates must submit/postmark their proposals by December 31, 2021.

Proposals will go through a review and selection process, and we will notify winners by May 1, 2022 in hopes they can join us in Rochester, New York, if feasible.

Evaluation Factors

With costs and population served being the most important factors, Pilot International will also consider the following aspects rating proposals:

1. Meeting the requirements listed in this Request for Proposal
2. Relevant past performance/experience
3. Provided samples of work
4. Cost, including an assessment of the total cost of ownership
5. Alignment with Pilot International's focus area of encouraging brain safety and health

Pilot International reserves the right to award the project to the candidate(s) that presents the best value as in its absolute discretion.

By signing below, you agree to accept the terms of this Request for Proposal and become one of the bidders for the project under discussion. Include this as the final page of your proposal.

Name, Title, Date