

## **ADDITIONAL INFORMATION FOR CONTRACTORS**

In preparing a response to this request-for-proposal, contractors should be aware of, and be agreeable to, the following ASHRAE policies, procedures, traditions and contractual requirements. Costs for meeting these should be considered when preparing research proposal budgets.

By submitting a proposal, the Principal Investigator is acknowledging he/she understands and agrees to comply with the policies listed below. The inability or unwillingness to comply should be pointed out in the transmittal letter accompanying any proposal or should result in no proposal being submitted.

1. It is the practice of ASHRAE to use fixed price contracts for development of seed documents. Other contract forms, such as cost plus fixed fee, will be considered only in exceptional cases, and such proposals are discouraged. Unlike some other government or foundation research sponsors, ASHRAE does not approve cost extensions nor accept scope reductions except in the most unusual of cases. Such cases reflect unfavorably on the contractor with regard to future work.
2. All fiscal values should be stated in U.S. dollars.
3. Twenty-five percent of the contracted sum will be withheld pending completion of the work. Fifteen percent will be paid upon submission of the final draft seed document and the remaining ten percent upon completion and acceptance of all contract requirements. The initial seventy-five percent of the total sum is paid in equal quarterly progress payments during the period of performance. Except for the first payment, which is made within thirty days of contract initiation, all progress payments are made contingent upon receipt of a deliverable.
4. The winning bidder is required to meet with the PMS/Project Committee via a conference call at the start of the project to review the project's scope. The results of this meeting shall be summarized by the contractor in the first progress report.
5. Any patentable inventions or copywritten computer programs developed as a result of this research shall be made available to ASHRAE in recognition of their financial support of the work.
8. Proposers are encouraged to utilize undergraduate or graduate engineering students where appropriate in conducting this research in order to assist them professionally and financially in their education and in increasing their interest in the HVAC&R industry.
9. ASHRAE's proposal evaluation committee will make the primary recommendation regarding the selection of a contractor. While bidders may be given some information on their and competitors' scores, ASHRAE is not obligated to do so and will not become involved in negotiating, explaining or defending the decisions made.
10. The signed original of this document should be enclosed with the proposal's letter of transmittal. Multiple copies are not desired.

The above conditions are acceptable:

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Principal Investigator (date)

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Institution Authority (date)