



INSTRUCTIONS TO BIDDERS

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The Air-Conditioning and Refrigeration Technology Institute, Inc. (ARTI) invites all prospective bidders to submit proposals on the ARTI research projects released for bid. Details of the background, objectives, scope, and requirements of the projects are listed in the individual work statements.

Proposal Submission Date and Mailing Address

Written proposals must arrive at ARTI by the respective due dates indicated and must be responsive to the work statements to be considered. Please mail your proposals (electronic submissions are not permitted) to the indicated ARTI staff person at:

Mr./Ms. _____
ARTI
4100 North Fairfax Drive, Suite 200
Arlington, VA 22203 USA
Telephone: 703/524-8800 (if needed for courier and express shippers).

Proposals

The proposal should include information in sufficient detail for proper evaluation, including approach to the subject, estimate of the time and cost involved, work completion schedule, qualifications of the persons involved, and description of the facilities to be used in the work. The proposal must not exceed 20 pages (excluding resumes or curriculum vitae); the researcher's resumes or curriculum vitae must be limited to no more than 2 pages for each person.

The proposal should be prepared in two separate documents, (1) a technical proposal detailing the work to be undertaken, and (2) a cost proposal describing the costs necessary to execute the technical proposal. Ten (10) copies of the technical proposal and five (5) copies of the cost proposal are required.

Technical Proposals

The technical proposal should succinctly discuss how the objective(s) and identified tasks/subtasks of the project will be accomplished by the bidder. The tasks/subtasks must be numbered to correspond to those in the work statement. Tasks/subtasks that are omitted, added or altered from the original tasks in the work statement must be clearly identified. The technical proposal should contain references or other background to support the approach presented in the proposal. A detailed schedule on how/when the proposed work will be performed is also to be included in the technical proposal.



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If other entities (e.g., subcontractors, suppliers, etc.) play a role in undertaking the work, these entities are to be identified, their level of support to the project is to be described, and other pertinent information to clarify the relationship and the strengths/skills the other entity(ies) brings to the effort.

The work statement may specify how the work is to be carried out or which materials should be used. However, proposals may offer alternative methods and materials for the work that will produce the same or improved results.

If optional work is proposed, please clearly indicate in the technical proposal that the optional effort is being proposed as “add-on” work and that it will be performed at an incremental price (to be clearly delineated in your cost proposal). ARTI reserves the right to select the underlying work without accepting the optional work.

Proposals which contain clear, concise, sound, and original thought will be highly regarded in the evaluation process.

Cost Proposals

Costs are to be broken down by task into the following cost categories: salaries and fringe benefits, supplies and materials, equipment, subcontracts, travel, other direct costs, and indirect costs. Also provide a separate breakdown listing of cost elements included in the “other direct costs” and “indirect costs” categories. All equipment purchase requirements and use of subcontractors in this work shall be clearly indicated. If you propose optional work, please delineate the incremental costs as an “adder” to the base effort.

Due to reduced auditing and accounting requirements, fixed-price contracts are preferred. Please clearly indicate if you are proposing a fixed-price proposal or a cost-reimbursement (with a maximum cost) proposal. Cost-reimbursement plus percent of cost contract proposals will not be accepted.

Proposal Evaluation

Proposals are evaluated by ARTI staff and by pertinent committee members of the *ARTI Research Program*. Technical Merit, Cost and Prior Performance are key factors in the award decision. However, ARTI is under no obligation to make any award. Technical Merit is the most important factor in the rating of proposals. Proposal will be evaluated in the following five areas:

- Understanding of the problem,
- Approach to solving the problem,
- Probability of success,
- Pertinent qualifications and experience of key personnel, and
- Quality of pertinent facilities to perform the work.



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Bidders may be asked to make an oral presentation at a mutually convenient time at ARTI's offices at the bidder's expense. However, ARTI will make every attempt to make selections based on written proposals alone. For the individual projects it is anticipated that ARTI will make final contractor selection within 45 days of the respective proposal due dates. Work will begin on the indicated projects as soon as possible after the selection is finalized and the contract executed.

Other Information

Proposals are welcomed from all qualified candidates. Each bidder will bear its own cost of proposal preparation. An unnecessarily elaborate proposal beyond that necessary to present a complete and effective response to this solicitation is strongly discouraged.

In order to facilitate the receipt, processing, distribution and evaluation of proposals, the following are strongly suggested:

- Proposals are to be stapled. Do not use notebook binders or plastic covers. Do not include advertising inserts or attachments.
- Copy onto both sides of the paper.
- Limit biographies/resumes/curriculum vitae to the relevant 1 or 2 pages.
- List only publications applicable to the subject of the research.
- No faxed or electronic (e.g., Email, disk, etc) proposals are accepted.

Acknowledgements of proposal receipt are not sent automatically. Bidders desiring such should include a self-addressed postcard indicating the project title of the proposal.

Further instructions for bidders are contained in the individual work statement. If more information concerning either a project's technical details, or on proposal submission requirements is desired, it can be obtained by contacting the appropriate ARTI staff person.

Propriety Information

It is the policy of ARTI not to accept proposals or documents that are marked to indicate that they are confidential or contain proprietary information of the sender or that restricted handling is required. Normal business procedures will be observed in handling proposal materials.

Limitation on Solicitation

This solicitation does not commit ARTI to award a contract, pay any costs incurred in preparing a proposal, or to procure or contract for services or supplies. ARTI reserves the right to accept any or all proposals received, or to cancel in part or its entirety the solicitation prior to the signing of a contract agreement, when it is in ARTI's best interest. ARTI reserves the right to negotiate with all qualified sources.