

GUIDELINES FOR CONTRACTORS PREPARING A PROPOSAL

Rev. April 2007

The following guidelines are designed to assist potential bidders in developing proposals that provide information on all aspects of the work and answer the criteria by which evaluators will assess the proposals received. CEATI requests that all proponents submit their proposals in the CEATI Proposal Template, provided in the [Contractor Guidelines](#) section of the CEATI website.

A) **Basic and Technical**

Each proposal shall include:

1. The corporate name and address of the organization submitting the proposal.
2. The direct contact information (including phone and email) of the project leader under whose direction the project would be carried out.
3. A brief listing of similar work experience to indicate the suitability of the organization for undertaking this project.
4. The names and resumes, highlighting pertinent qualifications, of the project leader and other key personnel including any expert consultants or subcontractors who would be assigned to the project. The role each individual would play in carrying out this project should also be indicated.
5. A detailed description of the proposed approach to the problem, identifying for each phase the component tasks of the work. This should include a schedule of duration and completion dates for each task, identifying milestone points.
6. Deliverables should be described in detail. At a minimum, these are expected to include a report on the results of the investigation and one presentation of these results to the funding consortium. The completed report must be submitted for CEATI approval in editable, electronic format (Microsoft Word). Normally, the anticipated end date for the project schedule is defined as the submission of this draft report. The platform and version should be specified for any software or program to be developed.

Note that bidders may, if they wish, propose a broader scope of work than the IFP suggests. However, they must include within the proposal their rationale for such scope changes and show, as a separate cost entry, the cost of this additional work.

B) **Product Development**

If a proposal involves product development, the proponent must give consideration to the eventual utilization and/or commercialization of the product.

At a minimum, this type of proposal shall include:

1. Milestones when decisions on commercialization could be made and a description of the criteria (technical, economic, etc.) which would be used to make the final decision;
2. Identification of participants (e.g. manufacturers) other than the proponent who could become involved in the commercialization process, and the stage at which they would be involved;
3. Identification of potential barriers to commercialization and means of overcoming them.

The proponent's capabilities and experience with product development and commercialization should also be described. CEATI and the selected Contractor will cooperate to improve the commercialization plan, as the project progresses, so that it will constantly reflect the most current information.

C) Budget and Insurance

1. Cost Data: The proposal shall include cost data for the duration of the work, as follows:
 - Chargeable rates (including fringe benefits, increased costs, etc.) for key personnel and for technical staff.
 - Overhead (including all mark-ups, etc.) applicable to the above rates.
 - Estimated costs for each anticipated direct expense charge, such as materials, equipment, space rental, travel expenses, or other identifiable charges not included in "Overhead." These charges must not include any mark-up or profit to the proponent. Note that any equipment purchased for the project becomes the property of CEATI. Standard laboratory equipment shall not directly form part of the total project cost. Special purpose equipment to be utilized solely in a CEATI project must be identified and shall be rented whenever feasible from a third party. Prototype equipment shall be considered as a legitimate project cost.
 - An estimate of the total chargeable hours for each key personnel for each phase and task of the work and for the total project should be provided, thereby arriving at a Contract Cost Limitation, which will apply to any agreement entered into by CEATI as a result of the proposal.
 - The total anticipated budget for direct expense charges shall also be provided and shall apply to any resulting agreement in addition to the Contract Cost Limitation.

2. The proposal shall show the anticipated basis and timing for invoicing and chart the cash flow for the duration of the project. This chart shall be compatible with the project tasks and milestones as identified in item A-5 above (pg 5-6).

3. A statement of the insurance policy (Commercial General Liability, Professional Liability, etc.) which the proponent proposes to carry for the purpose of executing the work shall be included. CEATI expects all Contractors to carry General Liability and Professional Liability insurances at a minimum. The Contractor may be requested to submit a copy of the insurance certificate following project award.

D) Co-Funding of Projects with CEATI and Prior Art

The proposal shall also indicate whether the project will be co-funded by the organization submitting the proposal or by any other party in whole or in part. The name(s) of such co-funder(s) shall be divulged and conditions (if any) thereby imposed. The estimated total in-kind contributions or pre-arranged funding for the project shall be shown.

Co-funding shall be interpreted to mean the cost of sharing of the work in the proposal between CEATI and the proponent. It shall start from the date of the contract initiation to the date of the completion of the work. The cost of previous work undertaken by the Contractor to gain experience

on the subject shall not be interpreted as part of the co-funding arrangement. Any compensation expected for previous work shall be so identified but shall not be considered as co-funding.

If the Contractor deems that previous work on the subject (**prior art**) qualifies the Contractor for sharing in the rights and results produced by the work, such previous work should be assigned an accountable monetary value in the proposal to CEATI. Failure to include such in the proposal shall be interpreted to mean that the Contractor deems his previous work to be his suitability to undertake the work for CEATI. CEATI may accept, negotiate or reject any monetary value proposed by the Contractor for the prior art.

E) Agreement with CEATI

The organization chosen to conduct the work will enter into an agreement with CEATI. Potential Contractors are encouraged to review CEATI's standard terms and conditions, as this document shall form the basis of the relationship between the parties and no amendments, modifications or changes of any nature whatsoever shall be accepted, save and except under extraordinary circumstances

Please note that, in accordance with the CEATI standard Contractor Agreement:

- a) Progress Reports are to be submitted on a quarterly or milestone basis to the Program Administrator and Technology Coordinator indicated in the agreement and shall be prepared in the format specified in Appendix B of the Contractor Agreement. Each progress report will be reviewed by the Technology Coordinator in conjunction with the Project Monitors and feedback will be provided. In preparing a proposed schedule it is important to leave adequate time for the review of each progress report.
- b) Invoices are preferred on a quarterly or milestone basis and a ten per cent (10%) holdback will be assigned to the total value of each invoice received. This holdback shall be released once the Contractor has approved the printed proof of the Final Report. Invoices must be accompanied by a report (progress or draft final), which must be reviewed and approved by the Technology Coordinator and Project Monitors prior to payment.
- c) The duration of the project should be based on the amount of time between the project start and the submission of the Draft Final Report.
- d) The Contractor shall submit a draft final report in MS Word format (password-protected with the password sent separately) via e-mail to the Program Administrator and Technology Coordinator indicated in the Agreement for review and approval. Comments and feedback on the report will be provided to the Contractor within four (4) weeks of receipt. Comments must be addressed and a revised report provided within three (3) weeks of receipt. The Draft Final Report (or revised report) will be considered to be the Final Report, once approval from the Technology Coordinator and Project Monitors is obtained.
- e) The Draft Final Report must be prepared in accordance with the CEATI Format & Typing Guide and provided in an editable, electronic format. If this file is sent via e-mail it must be password-protected.
- f) Any computer program developed and forming part of the final report shall be the sole and exclusive property of CEATI, with the exception of instances where the Contractor has provided in-kind co-funding, in which case the two shall share the ownership in proportion to their amount of co-funding. The computer program shall be made available to CEATI in

the format specified in Schedule A of the Contractor Agreement, including complete documentation (User's Manuals).

CEATI is not bound to accept any proposal but any selection will take into account technical merit, qualifications, price and schedule. A proposal may be accepted in whole or in part. A commitment to proceed with the first phase of a multi-phase project does not automatically imply that the work of the subsequent phases will be undertaken.