



COORDINATING RESEARCH COUNCIL, INC.

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July 30, 2014

In reply, refer to:
CRC Project No. E-114

Dear Prospective Bidder:

The Coordinating Research Council (CRC) invites you to submit a written proposal to provide services for “Effects of Organometallic Additives on Gasoline Vehicles: Analysis of Existing Literature,” (CRC Project No. E-114). A description of the project is presented in Exhibit A, “Statement of Work.”

Please indicate by letter, fax, or email by **August 12, 2014** if you or your organization intends to submit a written proposal for this research program. CRC will answer technical questions regarding the Request for Proposal if they are submitted in writing. CRC will then return written answers to all of the bidders, along with a copy of the original questions.

A CRC technical group composed of industry representatives will evaluate your proposal. CRC reserves the right to accept or reject any or all proposals.

The reporting requirements will be monthly progress reports and a summary technical report at the end of the contractual period. The reporting requirements are described in more detail in the attachment entitled “Reports” (Exhibit B).

The proposal must be submitted as two separate documents. The technical approach to the problem will be described in part one, and a cost breakdown that is priced by task will be described in part two. The cost proposal document should include all costs associated with conducting the proposed program. The technical proposal shall not be longer than 10 pages in length.

CRC expects to negotiate a cost-plus fixed fee or cost reimbursement contract for the research program.

Contract language for intellectual property and liability clauses is presented in Exhibit C and in Exhibit D, respectively.

Important selection factors to be taken into account are listed in Exhibit E. CRC evaluation procedures require the technical group to complete a thorough technical evaluation before considering costs. After developing a recommendation based on technical considerations, the costs are revealed and the recommendation is modified as needed.

Electronic copies of the technical and cost proposals should be submitted to:

Dr. Christopher J. Tennant
Coordinating Research Council
5755 North Point Parkway, Suite 265
Alpharetta, GA 30022

Phone: 678-795-0506
Fax: 678-795-0509
E-mail: ctennant@crcao.org

The deadline for receipt of your proposal is **August 20, 2014**.

Yours truly,

Christopher J. Tennant
Deputy Director

EXHIBIT A

Statement of Work

Effects of Organometallic Additives on Gasoline Vehicles: Analysis of Existing Literature

Background

An ASTM¹ Task Force (TF) has recently been formed to evaluate the effects of organometallic compounds on gasoline vehicles. The objective of this task force is to develop guidance in the ASTM D4814 fuel specification regarding appropriate concentration limits for organometallic compounds in gasoline. This is a joint task force with the NCWM²; however, the ASTM TF may consider information that is outside the current scope of the NCWM TF. Likewise, the NCWM TF may consider information that is outside the scope of the ASTM TF. The focus will be on the additive MMT, given that all other organometallics are banned in the USA for use in on-road vehicles.

Members of the ASTM TF have been asked to submit documents and information pertinent to this topic in order to ensure a comprehensive database for the contractor's analysis. All of this material is being stored in a database maintained by the NCWM. The material is organized only by date of submission; there has been no effort to classify the material, eliminate redundancy, or verify the conclusions of each study. As it currently stands, a rough accounting of the collected material is as follows:

- 15 studies
- 9 SAE papers
- 2 compilations
- 20 other documents and papers

The Coordinating Research Council (CRC) is proposing a project where this collection of information will be organized and summarized with overall conclusions and impacts of MMT on modern vehicles. The CRC invites qualified candidates to respond to this Request for Proposal (RFP).

Respondents to this RFP will be given the opportunity to examine the database prior to submitting a proposal.

¹ Specifically: ASTM International, Committee D02 on Petroleum Products, Liquid Fuels, and Lubricants.
<http://www.astm.org/COMMITTEE/D02.htm>

² National Conference on Weights and Measures

Objective

The objective of this new CRC project is to provide an independent and objective accounting of the publications and other material contained in the NCWM database. Following an initial screening of the database, additional documents may be added if relevant information is found to be missing.

Scope of Work

The expected output from this project is a report that would include the following components, at a minimum:

- An organized list of the information contained in the NCWM database, including author & affiliation, subject, relevance and/or quality, etc. Example: Table 1 in CRC report³ CM-137-11-1.
- A short summary of the key findings / points in each document. Example: Appendix A in the CRC report mentioned above.

The report will be made available to the ASTM and NCWM Task Forces and published on the CRC web site.

Schedule

The first draft of the report will be due two months or less from the start of the contract.

³ This report is available at: <http://crcao.org/reports/recentstudies2012/CM-137-11-1%20Octane%20Lit%20Survey/CM-137-11-1%20Task%201%20Final%20Report.pdf>

EXHIBIT B

REPORTS

MONTHLY TECHNICAL PROGRESS REPORTS

The contractor shall submit a monthly technical progress report covering work accomplished during each calendar month of the contract performance. An electronic Microsoft® Word compatible file (<1 MB) of the monthly technical progress report shall be distributed by the contractor within ten (10) calendar days after the end of each reporting period. The report shall contain a description of overall progress, plus a separate description for each task or other logical segment of work on which effort was expended during the reporting period.

FINAL REPORT

The contractor shall submit to or distribute for CRC an electronic (Microsoft Word) copy transmittable via email) of a rough draft of a final report within thirty (30) days after completion of the technical effort specified in the contract. The report shall document, in detail, the test program and all of the work performed under the contract. The report shall include tables, graphs, diagrams, curves, sketches, photographs and drawings in sufficient detail to comprehensively explain the test program and results achieved under the contract. The report shall be complete in itself and contain no reference, directly or indirectly, to the monthly report(s).

Within thirty (30) days after receipt of the approved draft copy of the final report, the contractor shall make the requested changes and deliver to CRC thirty (30) hardcopies including a reproducible master copy of the final report. The final report shall also be submitted as electronic copies in a pdf and Microsoft Word file format. The final report may be prepared using the contractor's standard format, acknowledging author and sponsors. An outside CRC cover page will be provided by CRC. The electronic copy will be made available for posting on the CRC website.

EXHIBIT C

INTELLECTUAL PROPERTY RIGHTS

Title to all inventions, improvements, and data, hereinafter, collectively referred to as (“Inventions”), whether or not patentable, resulting from the performance of work under this Agreement shall be assigned to CRC. Contractor X shall promptly disclose to CRC any Invention which is made or conceived by Contractor X, its employees, agents, or representatives, either alone or jointly with others, during the term of this agreement, which result from the performance of work under this agreement, or are a result of confidential information provided to Contractor X by CRC or its Participants. Contractor X agrees to assign to CRC the entire right, title, and interest in and to any and all such Inventions, and to execute and cause its employees or representatives to execute such documents as may be required to file applications and to obtain patents covering such Inventions in CRC’s name or in the name of CRC’s Participants or nominees. At CRC’s expense, Contractor X shall provide reasonable assistance to CRC or its designee in obtaining patents on such Inventions.

To the extent that a CRC member makes available any of its intellectual property (including but not limited to patents, patent applications, copyrighted material, trade secrets, or trademarks) to Contractor X, Contractor X shall have only a limited license to such intellectual property for the sole purpose of performing work pursuant to this Agreement and shall have no other right or license, express or implied, or by estoppel. To the extent a CRC member contributes materials, tangible items, or information for use in the project, Contractor X acknowledges that it obtains only the right to use the materials, items, or information supplied for the purposes of performing the work provided for in this Agreement, and obtains no rights to copy, distribute, disclose, make, use, sell or offer to sell such materials or items outside of the performance of this Agreement.

EXHIBIT D

LIABILITY

It is agreed and understood that _____ is acting as an independent contractor in the performance of any and all work hereunder and, as such, has control over the performance of such work. _____ agrees to indemnify and defend CRC from and against any and all liabilities, claims, and expenses incident thereto (including, for example, reasonable attorneys' fees) which CRC may hereafter incur, become responsible for or pay out as a result of death or bodily injury to any person or destruction or damage to any property, caused, in whole or in part, by _____'s performance of, or failure to perform, the work hereunder or any other act of omission in connection therewith.

EXHIBIT E

PROPOSAL EVALUATION CRITERIA

- 1) Merits of proposed technical approach.
- 2) Previous performance on related research studies.
- 3) Personnel available for proposed study – related experience.
- 4) Timeliness of study completion.
- 5) Cost.