



COORDINATING RESEARCH COUNCIL, INC.

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WWW.CRCAO.ORG

June 15, 2021

In reply, refer to:
CRC Project No. SM-5

Dear Prospective Bidder:

The Coordinating Research Council (CRC) invites you to submit a written proposal to provide services for “Research In Support of Future Fuel Specifications” (CRC Project No. SM-5). A description of the project is presented in Exhibit A, “Statement of Work.”

Please indicate by email before **June 30, 2021** 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). 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.

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 (not including resumes). **The schedule / timeline information should be included in the technical proposal.**

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

The technical and cost proposals should be submitted to:
Christopher J. Tennant Email: ctennant@crcao.org

The deadline for receipt of your proposal is **July 22, 2021**.

EXHIBIT A – STATEMENT OF WORK

CRC Project SM-5 “Research In Support of Future Fuel Specifications”

Background

CRC has a lengthy history in sponsoring and conducting research designed to provide technical data and engineering insights on fuel/vehicle interaction effects for use by organizations in support of initiatives by standards organizations such as ASTM to update specifications for transportation fuels. For instance, CRC conducted two extensive programs that are currently being used to support an ongoing effort to revise and update the volatility limits specified in ASTM D4814-21a, *Standard Specification for Automotive Spark-Ignition Engine Fuel*.^{1 2} As the US progresses along the path of a lower carbon future, it becomes more important to ensure that existing specifications governing the performance and properties of transportation fuels continue to be relevant for fuel/energy providers, vehicle/engine manufacturers, regulators and consumers.

Objective

The ultimate goal of this assessment is to maintain and/or broaden the scope for liquid fuels in a lower carbon future.

Scope of Work

This effort will examine opportunities to alter current specifications for transportation fuels to enable lower fuel carbon intensity while remaining relevant to modern/future vehicles. It is intended to explore both: (a) those properties could be changed to enable increased use of renewables, and (b) those parameters that could be limiting changes in petroleum (and renewable) fuel manufacturing processes and process efficiency improvements that might also reduce carbon intensity. This effort will be undertaken from a holistic perspective, i.e., one that explores those property and performance specifications deemed necessary to support incremental changes in engine, vehicle and fuel requirements that increase total energy efficiency/reduce total carbon intensity evaluated on a wells-to-wheels system-wide basis.

Schedule

CRC expects that this effort should be performed over a 9-month period following contract execution. However, the contractor will propose an appropriate timeline for completing the study, including milestones for study deliverables.

¹ CRC Report no. 668, [2014 CRC Hot-Fuel-Handling Program](#), March 2015

² CRC Project No. CM-138-16-2, [Comparison of Ambient Temperatures from ‘Doner Report’ to Modern Day Ambient Temperatures for the Same Geographic Areas](#), December 2018

Deliverables

Deliverables will include:

- A kickoff call with the CRC project technical panel to discuss project scope and align expectations.
- Periodic presentations to the CRC Sustainability Committee to highlight recent progress and clarify project direction as well as monthly calls with the CRC project technical panel and contractor to discuss preliminary results and identify any information gaps before finalizing findings and starting the final report.
- A final report, the draft of which will be reviewed by the CRC project panel and Sustainability Committee before final release.

Project Management

CRC and its project technical panel will provide management and oversight for this project.

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. Periodic conference calls may also be requested by CRC to update the technical committee overseeing the project.

FINAL REPORT

The contractor shall submit to CRC a draft final report. The report shall document the test procedure, document details of each test iteration, and explain any observations noted. The test data will be recorded and reviewed, and the final report will include a certification that the test procedures were followed, noting any exceptions. The detailed data will also be supplied electronically to CRC.

The draft report must have appropriate editorial review corrections made by the contractor prior to submission to CRC to avoid obvious formatting, grammar, and spelling errors. The report should be written in a formal technical style employing a format that best communicates the work conducted, results observed, and conclusions derived. Standard practice typically calls for a CRC Title Page, Disclaimer Statement, Foreword/Preface, Table of Contents, List of Figures, List of Tables, List of Acronyms and Abbreviations, Executive Summary, Background, Approach (including a full description of all experimental materials and methods), Results, Conclusions, List of References, and Appendices as appropriate for the scope of the study. Incomplete draft reports or reports of poor quality requiring additional outside editorial review may have outside editorial services charged back to the project budget.

Comments regarding the report shall be furnished by the CRC committee to the contractor within one (1) month after receipt of the draft copy. Additional rounds of review may be required.

Within thirty (30) days after receipt of comments, the contractor shall make the requested changes and submit an electronic copy of the draft final report in both Microsoft Word and Adobe pdf file format. Once accepted, the contractor shall deliver five (5) hard copies of the final report to CRC. 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.