



COORDINATING RESEARCH COUNCIL, INC.

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March 27, 2026

In reply, refer to:

CRC Project No. AV-38-25

Dear Prospective Bidder:

The Coordinating Research Council (CRC) invites you to submit a written proposal to provide services for “Conduct Analytical Analysis for Incidental Materials (FAME and DRA) or Approved Additives (MDA) That Could Be Present In Jet Fuel” (CRC Project No. AV-38-25). A description of the project is presented in Exhibit A, “Statement of Work.”

Please indicate your intention to bid at [THIS LINK](#) on or before **April 10, 2026** 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 at least one week before the proposal submission deadline here: [Q & A LINK](#). CRC will then return written answers to all of the bidders, along with a copy of the original questions. Questions submitted within a week of the deadline may not be answered before the proposal submission deadline.

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).

Key contract language examples are presented in Exhibits B, C, D, and E. CRC must adhere to standard contract language with minor adjustments only in extraordinary circumstances. **Failure to agree to these contract clauses as written may result in the project being awarded to another contractor.**

Important selection factors are listed in Exhibit G. 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 should not be longer than 10 pages in length (not including resumes). **The schedule / timeline information must be included in the technical proposal; failure to do so may result in your proposal being set aside as non-responsive.**

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 **April 24, 2026**.

EXHIBIT A

Statement of Work

Background, Objectives & Deliverables

This project seeks to generate analytical data to evaluate the occurrence and concentration of FAME, DRA and MDA within the jet fuel supply and distribution system. The resulting data will support the industry's understanding of incidental material presence, assess alignment with existing specifications, and inform potential future considerations for fuel quality management and standards development.

Perform the following analyses on submitted samples identified by the project technical panel. The data from samples would be used to generate a spreadsheet on FAME, DRA and MDA found in jet fuel, along with Nitrogen and Conductivity.

Scope of Work

The CRC technical panel will assist with the selection and procurement of 8-16 jet fuel samples, which will be submitted to the selected laboratory inspection company to perform the required analysis or most of the analysis at a specific location. We also expect an aliquot to be sent to another laboratory for some additional specialized analysis.

Samples submitted would be at the cost of the sample provider of the fuel to minimize costs and be on a voluntary basis only. Each location submitting samples shall submit a sample size of 1-gallon in an aviation approved epoxy lined can to the selected laboratory.

Risks:

- Quality of samples and use of proper containers will be critical to the sample integrity.
- Samples shall be caught per ASTM D4057 and in approved containers (1 gallon epoxy lined can) per ASTM D4306.

Sample Submission Requirements:

- Address of the submitted sample to determine country/state/province
- US PADD area or region (East, Midcon, West).
- Type of sample: Tank composite, specific tank level, line sample, etc.
- Point of contact for the sample
- Lab results from a Certificate of Quality, Certificate of Analysis, or Recertification Testing if available.

Laboratory Responsibilities:

To the extent practicable, analysis will be performed at a single laboratory location; however, certain test methods may require transfer of samples to alternate facilities.

The laboratory shall ensure all analytical instruments are in proper working condition and that all required SQC procedures are performed.

FAME analysis

- Perform analysis and report results in accordance with ASTM D7797/IP 583
- Perform analysis and report results in accordance with IP 585, including identification and quantification of FAME specs per Table 3 of the test method.

DRA analysis

- Conduct testing and report results in accordance with ASTM D7872

MDA analysis

- Conduct testing and report results in accordance with ASTM D8545, specifying Method A or B

Nitrogen and Conductivity

- Conduct testing and report results in accordance with ASTM D4629
- Conduct testing and report results in accordance with ASTM D2624

Data Reporting requirements:

All results shall be provided in an Excel spreadsheet and shall include the following information:

- Unique sample identification code
- Identification of any samples that were improperly collected (wrong container, etc.) or appear compromised (unusual color, water, particulates)
- Sample origin (country, state/province, and PADD/region; no specific address)
- General fuel quality observations (C&B, hazy, water, particulates, etc.)
- Relevant COQ, COA or recertification testing submitted with the sample if provided
- Density results by ASTM D4052
- Nitrogen content by ASTM D4629
- Conductivity and temperature by ASTM D2624

Schedule

Once selection of the laboratory has been finalized,

- Request samples from specific locations identified by the CRC technical panel.
- Submit samples to the approved laboratory.
- Laboratory will conduct testing of samples within 30 days of receipt.
- Laboratory will issue a draft report within 14 days of all completed testing to the technical panel.
- Laboratory may be requested to send samples to another laboratory for additional testing. Address to be provided.

Phase 1: Testing will be for an anticipated 8-16 jet fuel samples.

Additional Phases to be considered after review of Phase 1 data and with further budget approval.

All samples will be retained by the selected laboratory for a minimum of 6 months; disposition of samples shall be at the approval of project technical panel.

EXHIBIT B

REPORTS

A. CONTRACTOR shall submit a technical progress report covering work accomplished during each month of the contract performance. 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.

B. CONTRACTOR shall submit to CRC a draft final report on or before DRAFT FINAL REPORT DUE DATE. The *Draft Final Report* shall be reviewed and returned to CONTRACTOR with comments no later than forty-five (45) days thereafter. The report shall document, in detail, all of the work performed under the contract including data, analyses, and interpretations, as well as recommendations and conclusions based upon results obtained. The report shall include tables, graphs, diagrams, curves, sketches, photographs, and drawings in sufficient detail to comprehensively explain the results achieved under the contract. The report shall be complete in itself and contain no reference, directly or indirectly, to the monthly progress reports and should be suitable for publication in the peer-review literature. Additional rounds of review may be required prior to acceptance of the Final Report. If applicable, data from the research shall be provided in a format suitable for releasing to the public along with the final report.

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 report structure that includes:

- CRC Title Page and Disclaimer Statement (both provided by CRC)
- 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 (may also include Recommendations if CRC requests them)
- List of References
- 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.

EXHIBIT C

INTELLECTUAL PROPERTY RIGHTS

NOTE: This example language describes CRC's preferred approach to IP. There are alternative clauses to IP that can be used if necessary. All approaches require unlimited royalty-free access to any IP generated by CRC-funded research for CRC and its members.

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 shall promptly disclose to CRC any Invention which is made or conceived by CONTRACTOR, 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 by CRC or its Participants. CONTRACTOR 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 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, CONTRACTOR 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 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

RELATIONSHIP OF PARTIES

It is agreed and understood that CONTRACTOR is acting as an independent contractor in the performance of any and all work hereunder, and to the extent caused by CONTRACTOR, CONTRACTOR shall be solely liable and responsible for the payment of all legal claims for damages made by its employees or agents, or by another person or persons, on account of any property damage or on account of personal injury sustained or suffered by, or on account of the death, of any person or persons, or on account of any other legal claims arising or growing out of CONTRACTOR's negligence in the performance of the agreement; and CONTRACTOR undertakes to indemnify CRC against any such liability.

EXHIBIT E

KEY PERSONNEL REQUIREMENTS

Certain skilled experienced professional and/or technical personnel are essential for successful performance by CONTRACTOR of its obligations and work under this Agreement. These personnel are persons whose resumes were submitted for evaluation of the Proposal and are identified by CRC as “Key Personnel”. CRC awards contracts based on several requirements and the reputation and experience of Key Personnel are a significant requirement. CONTRACTOR agrees that CONTRACTOR will not remove or replace any Key Personnel from the contract work without compliance with paragraphs (a) and (b) hereof.

(a) If any Key Personnel for whatever reason becomes, or is expected to become, unavailable for work under this Agreement (or any specific Project) for a continuous period exceeding thirty (30) work days, or is not expected to perform the work hours and volume of work indicated in the proposal or initially anticipated, the CONTRACTOR shall immediately notify CRC and shall, subject to the concurrence of CRC, promptly replace such Key Personnel with personnel of at least substantially equal ability and qualifications acceptable to CRC.

(b) All requests for approval of substitutions of Key Personnel hereunder must be in writing to CRC and provide a detailed explanation of the circumstances necessitating the proposed substitutions. Requests for substitution must contain a complete resume for the proposed substitute Key Personnel, and any other information requested by CRC needed to approve or disapprove the proposed substitution. CRC will evaluate such requests and notify CONTRACTOR of approval or disapproval thereof in writing. CRC is not responsible for, and shall not be charged, any fees or other costs related to such replacement Key Personnel’s performance of the services until the replacement Key Consultant has obtained the same proficiency and knowledge regarding the services as the former Key Personnel.

(c) If CRC determines that suitable and timely replacement of Key Personnel who have been reassigned, terminated or have otherwise become unavailable for the contract work is not reasonably forthcoming or that the proposed replacement Key Personnel would impair the successful completion of the contract or the services ordered, at the option of CRC, (i) the Agreement (in whole or in part related to the applicable contract work) may be terminated by CRC or (ii) the contract price or fixed fee may be equitably adjusted downward to compensate CRC for any resultant delay, loss, or damage, in an amount acceptable to CRC

EXHIBIT F
CRC POLICIES

It is understood that CONTRACTORS agree to follow CRC policies and procedures, including meeting attendance, project participation, and Anti-trust policies. A copy of these policies can be made available upon request.

It is understood that the major purpose of the work performed by CONTRACTOR is to obtain information that may be made available to industry and the public through publications or otherwise. Any announcement or publication of work under this agreement by CONTRACTOR shall be subject to review and approval by CRC and its committee members and shall recognize and give credit in the text and on the title pages to the cooperation of the CRC. This applies (but is not limited to) conference presentations, journal articles, and social media posts.

EXHIBIT G
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.