

Bidder and Contractor Information

How To Respond to Request for Proposals: Letter proposals (not to exceed six pages, not including CVs, resumes, or letters of support) shall be submitted electronically to the corresponding Foundation project manager, no later than 5:00 pm Eastern time on the due date. For additional details see the [Research Foundation Policies for the Conduct of Research Projects](#), the [Foundation Operating Principles](#), and [Research Project Guidelines for Contractors](#).

Research Proposal Process

The primary participants in the research proposal process are:

- 1) RFP-Respondents;
- 2) Project Primary Contractor;
- 3) Members of the Project Technical Panel (PTP);
- 4) Research Foundation Staff.

The typical steps of the research proposal process are illustrated below

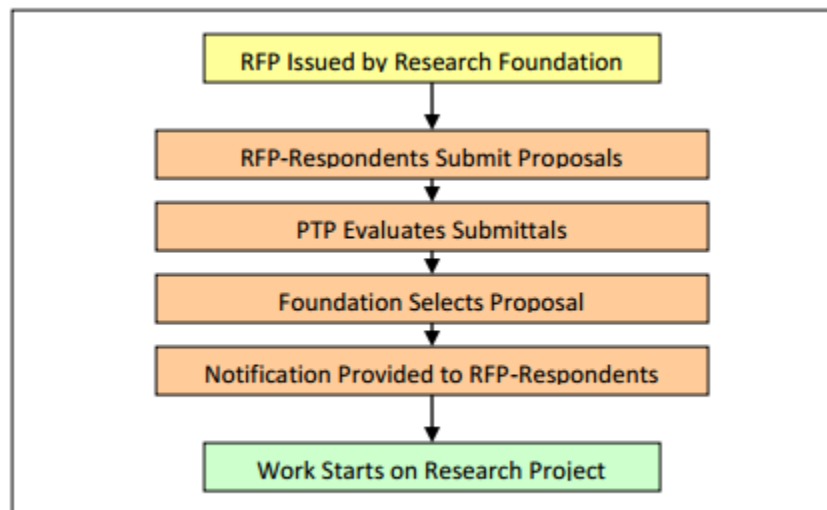


Figure 1 - Typical Steps of the Research Proposal Process

Contractor Selection

Except for staff projects in accordance with Section 4(a) or sole source projects in accordance with Section 4(d) of the [Research Foundation Policies for the Conduct of Research Projects](#), a primary project contractor, if engaged, will be chosen by the Foundation for each project through an RFP process based on: the evaluation criteria of the RFP, and guidance from the PTP. The final decision on any such engagement shall be made by the Foundation.

Distribution

Solicitations for subcontractors or request for proposals will be distributed widely as follows: through public dissemination on the Foundation's website, through distribution to our bidder list, and through distribution to firms nominated by Foundation Panels.

How to Join Our Bidder List

Contractors wishing to join our bidder list should email us at foundation@nfpa.org, with the subject line "Request to join Bidder List", and in the body state the appropriate contact information including name, email, phone number, and affiliation.