**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
**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.