Procurement Cycle for
Carbon Dioxide Removal - Cycle14714

Issue Date: May 16, 2022
Responses Due:
- ➔ Any volumes of carbon removal deliverable by June 30, 2023 must be submitted for consideration by July 15, 2022.
- ➔ All other volumes may be submitted at any time.

Contents

SECTION 1: Instructions

Procurement Cycle Overview

In January 2020, Microsoft committed to operate carbon negative by 2030. To make progress on this commitment, Microsoft will procure **carbon dioxide removal (CDR)** tonnage through its annual procurement cycle.

The contents of this Procurement Cycle Package include the following:

Procurement Cycle Supporting Documentation	
Section 1	**Procurement Cycle Instructions:** Provides general instructions on the procurement cycle process.
Section 2	**Business Requirements:** Provides specific requirements about the services and issues on which Participants are expected to respond in their proposals.
Guidance Document	Project background and technical requirements provided through the **Microsoft Carbon Removal site**. Link to **Guidance document**.
Survey (Project Proposal)	Project description and proposal information. Link to survey provided through the **Microsoft Carbon Removal site**.
Criteria For High Quality Carbon Removal	Narrative outlining Microsoft ideal project criteria by project type provided through the **Microsoft Carbon Removal site**. Link to **criteria**.
FAQ	Clarifying questions to consult prior to submittal provided through the **Microsoft Carbon Removal site**. The FAQ will be updated as Microsoft receives questions from Participants after the procurement cycle is opened. Link to **FAQ**.

Procurement Cycle Timeline & Milestones

The Microsoft carbon dioxide removal (CDR) procurement cycle is now officially open. Organizations are welcome to submit proposals throughout the year. We will fulfill our fiscal year 2023 (FY23: July 2022 to June 2023) portfolio on a first come, first served basis, prioritizing projects with high quality and high volume. Once you confirm that your project meets our prerequisites, we strongly encourage you to apply as soon as possible. **The cutoff date to be considered for Microsoft FY23 portfolio is July 15, 2022.**

We will consider proposals for future-year (including multi-year) procurement throughout the entire calendar year. Once your proposal has been submitted, Microsoft will acknowledge receipt of your proposal and will provide updates during the life cycle of your proposal, to the best of our ability.

Proposal Contact

All communications between Participant and Microsoft regarding this procurement cycle shall be in writing via email (*mscdr@microsoft.com*) and through your proposal. These are the sole points of contact. Any information received through any other means will not be considered as part of the procurement cycle process. Participants

are not to communicate with Microsoft regarding this procurement cycle through any other means. Any other communication will be considered unofficial and non-binding.

How to submit your procurement proposal

There are two ways to submit your procurement proposal:

1. Select "Apply now" through our carbon removal webpage.
2. Go to http://aka.ms/carbonremovalapplication. To submit more than one proposal, you will need to repeat this process.

ATTENTION: PLEASE REVIEW THESE INSTRUCTIONS CAREFULLY BEFORE APPLYING

Microsoft CDR application:

- o **You must fill out ONE ONLINE PROJECT PROPOSAL for EACH PROJECT you want Microsoft to consider.**
- o **There is no limit to how many individual project submissions you can submit. Use the same link for each submission.**
- o **For the questions marked "Organization Questions" you will only need to fill these questions out ONCE if you are submitting multiple projects from the same organization.**

Attachments: Please **do not email Microsoft any attachments** or fill out a response outside of the requirements contained in the proposal instructions above, unless otherwise noted. **The online application allows documents to be attached.** All relevant documents pertaining to a project should be attached to that individual application and submitted as a complete proposal.

If you have any questions, please refer to the FAQ document for additional guidance.

Confidentiality and Non-Disclosure Agreement (NDA)

No Participant may release any information related to this procurement cycle to the public, including but not limited to informational pamphlets, notices, press releases, research reports, and/or similar public notices without obtaining prior written authorization from Microsoft. If Microsoft selects your project for further review, you will be required to sign an NDA with Microsoft.

Incurred Costs and Obligations

Microsoft is not responsible for any Participant cost or expense associated with a Participant's submittal of a response to this procurement effort. This includes, but is not limited to, the following: submitting the proposal to Microsoft, making presentations to Microsoft, negotiating with Microsoft on any matter related to the proposal, and any other expenses incurred by the Participant prior to the date of procurement effort final award and prior to execution of an Agreement between the selected Participant and Microsoft.

Response Format and Rules of Engagement

All proposals must provide straightforward, concise responses to satisfy the requirements of this procurement cycle. Emphasis should be on completeness and clarity of content with sufficient detail to allow for accurate evaluation and comparative analysis.

- The responses must be submitted electronically via the link to the application provided above. No emailed or hard copies will be accepted unless otherwise noted.

- Upon submission, responses, sample deliverables, and other supporting documentation submitted will become the property of Microsoft and will not be returned to Participants.

- When a requirement of the procurement effort is not addressed in a Participant's response, the Participant's reasoning for exclusion should be presented in that section.

Rules of Engagement:
- All information, instructions for submittal, and answers to Participants' questions will be provided to all Participants equally.
- No inquiries or responses will be accepted except via application links listed above.
- Any errors in submittals may be corrected by Participants through an amended submission to the procurement proposal sent to mscdr@microsoft.com. Microsoft may consider such corrections in its discretion and if in accordance with procurement cycle timelines.
- Incomplete proposals may not be considered.
- Any responses to your proposal that are deemed to be not truthful may be disqualified.

Evaluation of Proposals

Participants agree that submitted proposals shall remain open and firm for 90 business days after submission and through contract negotiations. Proposals shall form the basis for a legally binding contract with all terms (prices and conditions) fixed as submitted. Proposals will be evaluated on the responsiveness to all procurement cycle requirements. The evaluation of a Participant's ability to provide the required services will be based on the written proposal as submitted. Each proposal will be competitively evaluated on its strengths and weaknesses and responsiveness to the procurement effort.

Please refer to the [Guidance document](#) and [Criteria for high-quality carbon removal](#) for further insights on what Microsoft will prioritize in the procurement selection process. Using its discretion, Microsoft may use the selection criteria or other information, alone or together with any other criteria it deems appropriate, when making its final award selection.

Award of Contract

After a Participant's response is selected, Microsoft will award the business on condition that a) Participant can meet all Microsoft procurement terms and b) on the basis of a successful execution of a contract between the parties establishing service terms, fees, deliverables, and other contract requirements. Microsoft reserves the right to reject any and all proposals received without penalty, or not issue a contract as a result of this procurement cycle if a Participant is unable to meet Microsoft procurement and contract requirements or for any other reason Microsoft deems appropriate.

Nothing in this proposal process shall be construed as an offer of future business by Microsoft. No terms, discussions, proposals, or other requirements of this procurement effort shall be binding on either party prior to execution of a legally binding contract between the parties.

Most Favourable Terms

Microsoft reserves the right to make an award without further discussion of the proposal submitted. Therefore, the proposal should be submitted on the most favorable terms that the Participant can propose. Participants should be prepared to accept their response, as submitted to Microsoft in response to this procurement effort, as the basis for a legally binding contract with Microsoft.

Standard Microsoft Contract Terms

Terms and Conditions

The contract will be based on standard Microsoft contracting terms for services, including the Microsoft Terms and Conditions, which govern standard Purchase Orders (POs). By submitting a proposal in response to this procurement cycle, you are presumed to have read and understand the Terms and Conditions that will apply to any contract issued under this procurement effort. To raise concerns with any of these Terms and Conditions, please clearly indicate your areas of concerns as part of your response to this procurement proposal for Microsoft consideration during the contracting process should your proposal be accepted.

Collusion

By submitting a proposal, the Participant agrees that the proposal is not made in connection with any competing Participant and any proposal submitted is in all respects fair and without collusion or fraud. Participant further agrees that it did not participate in the Microsoft carbon removal procurement cycle development process and that no Microsoft employee participated directly or indirectly in the Participant's proposal preparation or submission, exclusive of Microsoft information shared equally with all potential Participants through the procurement process.

Transparency and Confidentiality

Microsoft is committed to sharing the findings of this procurement cycle. Participants are advised that, by submitting a response to this procurement effort, Participants are agreeing to the public disclosure of certain information that is contained in their submittal. By submitting a response, Participants accept these terms and waive any privacy rights to submitted information, with exceptions noted below. For more information, please see Microsoft privacy statement, which can be found at this link: https://privacy.microsoft.com/en-us/privacystatement.

Microsoft is aware that certain information may be sensitive or confidential to your organization. With that in mind, the answers to the following questions will **not** be shared publicly unless Microsoft obtains written authorization from Participant, allowing such public disclosure:

- All the questions marked as "**Confidential**" in the project application.
- All attachments other than the Project Design Document will be considered confidential and not shared publicly.

While specific project-level pricing data will not be made public by Microsoft, Microsoft will use aggregate proposal pricing information with no reference to source in median, average, and other anonymized analyses, and Microsoft may share the aggregated datasets broadly in the public domain.

SECTION 2: Business Requirements and Proposal Requests

In the sections below, you will find the Microsoft outlined business requirements as well as specific requests to address in any proposal response. **Prior to your proposal submission, we expect that your organization has reviewed all materials expressed below in this document, and on the carbon removal website.**

Guidance Document

The Guidance document is the most critical supporting document and a **must-read** prior to submitting a proposal to the procurement effort. This document introduces Participants to Microsoft carbon removal goals and provides context around our request and expectations. It includes desired outcomes, details of desired project types, prerequisites, review approach, timeframes, and information we plan to share publicly.

This document was put together in partnership with industry experts in carbon dioxide removal and certification. We are aware that some industry definitions are evolving, so if there are any areas that might require further clarification, please refer to the FAQ document for additional context or note any assumptions in your submissions.

Note: The Guidance Document can be found on our website.

Criteria For High Quality Carbon Removal

We strongly recommend that Participants review the Criteria for high quality carbon removal before applying.

Pricing Consent

Participant is expected to provide all pricing in U.S. Dollars as requested through the application. While specific project-level pricing data will not be made public by Microsoft, Microsoft will use aggregate proposal pricing information with no reference to source in median, average, and other anonymized analyses. Microsoft may share the aggregated datasets broadly in the public domain. By submitting a proposal, the applicant consents to and understands that Microsoft will proceed with the above.

Data Protection

The Microsoft Participant Data Protection Requirements (DPR) are applicable to all Microsoft Participants that process Microsoft Personal or Confidential Information, both as defined in the DPR, as part of the execution of services being provided per the terms of their purchase order or contract with Microsoft. In addition, for any project that contains "Personal Data" as defined in the Global Data Protection Requirements (GDPR) and master agreement, Participants will be required to comply with the GDPR if their proposal is accepted and awarded.

We do not anticipate the submissions under the scope of this procurement effort to fall under DPR requirements.

Accessibility

Suppliers are required to meet Microsoft Accessibility Standards. Any devices, products, website, web-based application, or online content, developed for or provided to Microsoft must comply with accessibility requirements by law or as provided by Microsoft. If Supplier develops, provides or maintains any website, web-based application, or online content, Supplier agrees that such websites, applications, or content will comply with Web Content Accessibility Guidelines 2.0 Level A and AA Success Criteria ("WCAG 2.0 AA"). WCAG 2.0, also codified as ISO/IEC 40500:2012, at http://www.w3.org/TR/WCAG20/; an overview of WCAG is available at http://www.w3.org/WAI/intro/wcag.

Diversity and Inclusion

Microsoft promotes inclusivity both internally and externally on a global scale.

From our products to our operating environment, we look to create a more dynamic environment that embraces a wide variety of perspectives and skill sets. It is expected that our partners will also reflect this effort.

Please outline how your company demonstrates inclusive behavior and any initiatives it has taken to create a more diverse workforce from a range of backgrounds and perspectives.

For additional information, please visit https://www.microsoft.com/en-us