

<b>Western Michigan University Faculty Senate Memorandum of Action</b>
<b>MOA – 19/14</b>
<b>Fixed-Price Agreement Policy</b>

Name of Council(s)/Committee(s):  
Research Policies Council

Approval Date:  
9 September 2021

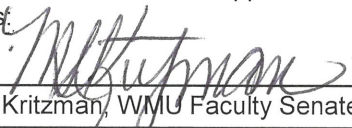
Implementation Date:  
Upon Administrative Approval


Responsible Office(s) and Responsible Enforcement Official(s):  
Office of Research and Innovation, Vice President for Research and Innovation


**RECOMMENDATION:**

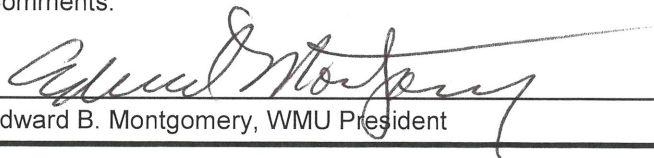
Policy established to outline the administrative requirements for formulating, monitoring, and closing-out fixed-price agreements.

  
 \_\_\_\_\_  
 Onur Arugaslan, Chair, Research Policies Council Sept. 9, 2021  
Date

Approve       Disapprove       Other Action  
 Comments:   
 \_\_\_\_\_  
 Marilyn S. Kritzman, WMU Faculty Senate President 10/7/2021  
Date

Approve       Disapprove       Other Action  
 Comments:   
 \_\_\_\_\_  
 Steven Carr, Interim Vice President for Research and Innovation 10/20/2021  
Date

Approve       Disapprove       Other Action  
 Comments:   
 \_\_\_\_\_  
 Jennifer P. Bott, Provost and Vice President for Academic Affairs 10.29.21  
Date

Approve       Disapprove       Other Action  
 Comments:   
 \_\_\_\_\_  
 Edward B. Montgomery, WMU President 10/29/21  
Date

**Western Michigan University  
Faculty Senate  
Memorandum of Action**

**MOA – 19/14**

**Fixed-Price Agreement Policy**

**RECOMMENDATION**

Policy established to outline the administrative requirements for formulating, monitoring, and closing-out fixed-price agreements.

**RATIONALE/PURPOSE**

N/A

**STAKEHOLDERS**

This policy applies to all personnel (employees, faculty, students, research staff, contractors and collaborators) engaged in research, projects, activities conducted under the auspices of Western Michigan University whether the activities are conducted on or off campus.

**HISTORY:**

- a) Effective date of current version: TBD
- b) Date first adopted: November 2003
- c) Revision history: N/A
- d) Proposed date of next review: March 2022

---

**CURRENT POLICY MODIFICATION** (additions in bold and deletions with strikethrough):

There is a level of risk involved in these types of agreements because the institution must complete all work, even if there are cost overruns. However, the institution may retain any unexpended balance that remains after the contracted work is complete. The Principal Investigator should work through the Office of the Vice President for Research during the planning stages of contract development and negotiation to ensure the accuracy of the contract terms and conditions.

Characteristics of a Fixed-Price Agreement:

Fixed-price agreements will typically have the following characteristics:

- are similar to purchase orders where a work product is delivered, i.e., container of chemicals or a computer;
- are routine in nature;
- have a well defined statement of work;
- ~~are where~~ the outcome is relatively certain;
- have a failure rate of next to zero;
- ~~are where~~ the University bears the risk that a routine project does not come within the "costs" and the University has to cover those costs;
- normally short-term in nature (< **less than** 1 year); and
- costs are normally known; and
- **costs include all fringe benefits costs and the appropriate facilities and administrative (F & A) costs.**

Formulating the Fixed-Price Agreement:

The Principal Investigator should work through the Office of Research and Sponsored Programs during the planning stages of contract development and negotiation to ensure the accuracy of the contract terms and conditions.

The following are vitally important in the formulation of the fixed price agreement and should be considered when preparing the fixed-price agreement.

- The cost structure and payment schedule provides for:
  - sufficient funding for the project;
  - careful planning and timing of receipt of funds;
  - use of simple and clear wording in compensation clause; no room for interpretation; and
  - sufficient cash flow to keep the project on track.
- The scope of work and schedule of deliverables/outcomes should:
  - not make promises the Principal Investigator can't deliver;
  - refrain from guaranteeing certain results and use language such as "best efforts";
  - avoid ambiguous language — be specific about the outcomes anticipated;
  - not agree to deadlines that the Principal Investigator or the University Business offices cannot live up to; and
  - avoid agreeing to the submission of financial reports.
- Fixed-price agreements:
  - do not typically require a submission of an itemized budget to the sponsor, however for internal monitoring an itemized budget is required; and
  - do carry F&A costs consistent with the University's rate policy on F&A cost.

#### Monitoring the Fixed-Price Agreement:

It is the responsibility of the Principal Investigator to properly monitor the timing of tasks, deliverables, and final reporting of results. Most fixed-price agreements include a clause or special terms section regarding the submission and/or acceptance of a final report or product. This is usually tied to the final payment. If the terms are not met as provided by this section, then fixed-price or not, the institution has violated the agreement and total cost reimbursement may not be forthcoming. If a liability is incurred for late submission or any violation of the contract terms then the responsible unit will reimburse the appropriate account for the disallowance. Therefore, it is vitally important that all parties comply with the conditions set forth in the fixed-price agreement.

#### Closing Out the Fixed Price Agreement:

To close out a fixed-price agreement all project activity must be completed. This includes:

- the completion of all deliverables required under the fixed-price agreement;
- all costs in fulfilling the requirements of the award have been charged to the account;
- the receipt of full payment from the sponsor; and
- the F&A costs have been recovered at the University's current federally negotiated rate to the extent funds are available.

Upon project completion, both residual and deficit balances must be transferred to a non-restricted fund account.

#### Residual Balances:

If there is a residual balance in the fixed-price account, the balance will be transferred to the Principal Investigator's F&A account. **any uncollected F & A will be first recovered from the balance by WMU. The remaining balance minus any F & A will be transferred to the fund and cost center designated to the principal investigator's research discretionary account (i.e. WRAP account) unless the project was initiated as part of a research center and will be designated to that center in writing at the time of contract execution following any required approvals.**

**Cost Overruns:**

If there is a cost overrun in the fixed-price account the amount must be covered by the **Principal Investigator and/or** department and/or ~~Principal Investigator~~.

**Non-Receipt of Sponsor Funds:**

If the sponsor does not pay in full, the **Principal Investigator** and/or department and/or ~~Principal Investigator~~ must cover the deficit amount.

---

**RELATED PROCEDURES AND GUIDELINES**

Fixed-Price Agreement Procedures (will be linked when it is completed)

WMU Research Acceleration Program (WRAP) Procedure (will be linked when it is completed)

**ACCOUNTABILITY**

If there is a cost overrun in the fixed-price account, the amount must be covered by the Principal Investigator and/or department. If the sponsor does not pay in full, the Principal Investigator and/or department. must cover the deficit amount.

---

**REFERENCES**

OMB Uniform Guidance 2 CFR 200 (UG)

Federal Acquisition Regulation (FAR)

**RELATED POLICIES**

WMU Research Acceleration Program (WRAP) Policy (will be linked when it is completed)

**KEY DEFINITIONS/GLOSSARY**

A fixed-price agreement is an agreement where the contractor pays a firm price for the agreed-upon work, regardless of the ultimate cost to complete the project. There is a level of risk involved in these types of agreements because the institution must complete all work, even if there are cost overruns. However, the institution may retain any unexpended balance that remains after the contracted work is complete. For fixed-priced agreements, Office of the Vice President for Research Program Officers should use OMB Circular No. A-21 as a guide to determine the allowable costs of the project. Use of A-21 at the proposal stage will ensure that cost estimates are comparable to budgeting procedures used with other University contracts and will provide a basis for determining the reasonableness of the total contract price. With respect to awards, A-21 is incorporated into federal grants and cost reimbursement contracts, but should not be incorporated into fixed price agreements, whether federal or non-federal. This is because such agreements should not be bound by the prior approval requirements in A-21. The fixed price is the basis for payment. The costs incurred are not subject to compliance with cost principles after award and incurrence of costs is not subject to post-award audit. However, the pricing itself in a fixed price contract is subject to Federal Acquisition Regulation (FAR) on the development of costs and pricing.