

**UNIVERSITY OF NEBRASKA**  
**CONTRACTOR RECOMMENDATION OF AWARD**  
**&**  
**NOTICE TO PROCEED PROCEDURES**

**UNFP 6.3.6.6**

**I. Reference and Application:**

- A. Revised Statutes of Nebraska, Section 36-202, voids agreements that are not performed within one year, unless the agreements are in writing.
- B. On November 7, 2008, the Board of Regents approved a policy for Capital Planning and Development
- C. Application: The procedures apply to all construction contracts for capital construction projects requiring Board of Regents approval.

**II. Objectives and Limitations:**

The objective of these procedures is to provide guidelines necessary to comply with Board Policy (RP-6.3.6) *Capital Planning and Development* and provide a uniform and effective way to reduce contract processing time and to administer the issuance of notice to proceed.

**III. Definitions**

- A. Recommendation of Award: A communication from the University notifying a firm that its proposal for construction services will be recommended to the appropriate University authority for award of a written contract.
- B. Notice to Proceed: A written communication issued by the University to a contractor authorizing the firm to proceed with construction work, and establishing the date of commencement of the construction work.

**IV. Procedures**

- A. General: After bids are received and evaluated, the contractor that is to be recommended to the appropriate University authority for award of a written contract will be sent a letter of notification of such recommendation for award.
- B. A contractor shall not be issued a Notice to Proceed until a written agreement is signed by the contractor and University.
- C. Proposed letters for Recommendation of Award and Notice to Proceed for Contractors.
  - 1) Contractor Recommendation of Award
  - 2) Contractor Notice to Proceed