



**REQUEST FOR PROPOSALS #2019-03
Facilities & Administrative (F&A) Rate Proposal Services
RESPONSE ADDENDUM #1
September 5, 2018**

CLARIFICATION

This addendum responds to initial questions submitted by respondents.

QUESTIONS

Q1: Is providing F&A cost accounting software a mandatory requirement for responding to the bid offering, or will the University consider engaging the consultant to assist in only the F&A proposal preparation and rate negotiation?

A1: The University of Maine System (UMS) does not currently own or lease F&A cost accounting software. The vendor will need to either provide and/or have access to a software platform capable of developing the F&A rate as well as producing the Long Form F&A Rate proposal, and all supporting schedules, in a format acceptable for submission to CAS. An outside consultant utilizing CRIS prepared the previous F&A proposal.

Q2: Does the University utilize an internally developed or proprietary software solution to prepare the F&A Proposal? If so, what system?

A2: The UMS does not utilize any internally developed or proprietary software solutions for F&A proposal development purposes.

Q3: What was the submitted rate for the last F&A cost proposal submitted to DHHS/CAS? Was there a cost projection submitted and what was the impact of that projection?

A3: The proposed OR rate submitted to CAS in the last F&A cost proposal was 47.9%. There were no cost projections submitted with the proposal.

Q4: What were the issues raised by DHHS/CAS in the last rate negotiation process? Did the DHHS/CAS conduct an on-site visit and review of the space survey?



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A4: No serious issues were raised by DHHS/CAS during the last F&A rate negotiation. Additional information requested by CAS included a room-by-room functional breakdown of a building; a breakdown of equipment by room, including cost, funding source, life, and depreciation, for two buildings; a reconciliation of total equipment depreciation per schedule D2 to the total on schedule D3; and a clarification of the Utility Cost Adjustment calculation. DHHS/CAS did not perform an on-site visit.

Q5: What is the level of experience and expected roles for UMS staff in the proposal preparation tasks?

A5: The UMS staff member that will be assisting with proposal preparation has experience in both sponsored program administration at the campus level as well as sponsored program policy development, costing, and financial reporting at the System level. The staff member is responsible for preparation of the annual federal benefit rate proposal and assisted with the development of last F&A rate proposal. The expected roles for the UMS staff member include the following:

- Acting as institutional liaison to the F&A consultant
- Coordinating the Space Survey process with the various campus departments
- Providing all requested information to the F&A consultant in a timely manner and in the proper file format
- Assisting in the review and assignment of funds/departments/accounts to appropriate cost pools and bases
- Reconciling the cost schedule to the financial statements
- Coordinating various meetings between the F&A consultant and UMS staff during the engagement

Q6: Would the University be willing to provide either the entire previous F&A proposal or the cost pool pages from the last proposal?



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A6: The UMS will provide a copy of the entire previous F&A proposal upon request.

Q7: Was a consultant used to prepare the prior proposal? If so, please indicate the name of the firm.

A7: The UMS contracted with Maximus to prepare the last F&A proposal.

SPACE SURVEY

Q8: When was the last update of the space functional usage survey?

A8: The last update of functional usage in the UMS space management system (AiM) occurred during the space survey performed for the previous F&A rate proposal. The space survey was completed in August of 2016.

Q9: Will the Consultant or University representatives be responsible for managing the space study on a day-to-day basis (i.e., providing training, answering the questions of departmental representatives following initial interviews/training, monitoring progress on a department-by-department basis, scheduling and attending follow-up meetings, etc.)?

A9: If a space survey is deemed warranted, a University representative will be responsible for managing the day-to-day aspects of the space survey. The Consultant is responsible for providing space survey training materials as well as an initial on-site space survey training session (or sessions) for applicable UMS and campus personnel involved in the space survey process.

Q10: Describe your understanding of the Consultants role in reviewing the functional space survey process and results?



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A10: If a space survey is deemed warranted, the Consultant will be responsible for providing technical support (for the survey tool or platform provided) to ensure that survey data is uploaded correctly. The Consultant will also be responsible for performing a final review of the space survey data to identify any potential irregularities or red flags and recommend corrective action, where necessary.

Q11: Describe your expectations regarding software to support the space study process. Please confirm whether the University expects to purchase a space management tool as part of this RFP.

A11: If a space survey is deemed warranted, the Consultant will provide access to a centrally administered, electronic or web-based space surveying tool or platform that will allow surveyors to remotely collect and upload all necessary information required for the F&A proposal development process. The UMS expects to either lease or license software to facilitate the space survey as part of this RFP.

Q12: Provide the number of departments with organized research activities.

A12: In FY2015, the UMS had 74 departments with organized research activity. The 19 departments with the highest salaries and wages were selected for the space survey. In FY2018, there were 84 departments with organized research activity.

Q13: For space coded as Organized Research in the most recent space inventory survey, what was:

A13: Total organized research square footage:

- The total UMS space coded as Organized Research (OR) in FY15 was 410,678 ASF
- The space coded as OR and included in the FY15 space survey totaled 206,455 ASF

Number of buildings housing research space:



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- There were 238 buildings with research activity included in the FY15 space survey

Number of departments with research area:

- Of the 19 departments included in the space survey, 17 controlled OR space while two departments did not directly control any OR space.

Number of assignable rooms coded as research, in whole or in part:

- Information on the number of rooms partially or fully coded as research is not readily available however, total and research ASF is as follows:
 - Total UMS ASF 7,296,709
 - Total UMS ASF coded as OR 410,678
 - Total ASF selected for space survey 541,438
 - Surveyed ASF coded as OR 206,455
 - Total rooms in UMS 31,475
 - Total rooms selected for space survey 1,542

F & A COST PROPOSAL

Q14: Was a library study performed for the previous F&A proposal? If so, was the study performed internally or performed by a consultant. What consultant prepared the library study?

A14: The UMS did not perform a library study for the previous F&A proposal.

Q15: Has the University performed a building component study? If so, was the study performed internally or by an external vendor?

A15: The UMS has not performed a building component study.

Q16: When was the last movable equipment inventory? Is equipment allocated on a



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room-by-room basis?

A16: Each campus is responsible for conducting an annual movable equipment inventory. The last equipment inventory was due to be completed by 6/30/18. Most equipment is allocated on a room-by-room basis though some equipment, where room data is unavailable, is allocated on a departmental basis.

Q17: How many O&M subpools did the University have in its most recent F&A rate proposal? Please provide the list of subpools from the prior rate proposal.

A17: The UMS had four O&M subpools in its last F&A rate proposal. The O&M subpools included the following:

- Campuswide O&M
- Department Paid O&M
- Auxiliary/OIA O&M
- Utilities

Q18: Based on the tasks outlined in Section IV of the RFP, it is our understanding the University expects the Consultant to prepare the F&A proposal with as needed assistance from University personnel. Please confirm and describe your expectations regarding the Consultant's level of involvement and support in the preparation of the University's F&A proposal.

A18: The Consultant is expected to fully develop the F&A cost rate proposal, including all supporting cost pools and required schedules. University personnel will provide all data as requested and, with guidance, can assist with cost pool development and data scrubbing.

Q19: Who from the University is responsible for the F&A Cost Proposal preparation and will be assigned to work with the Consultant to ensure delivery of requested services? What is the number of years of experience of the University staff?



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A19: Greg Kolvoord from the Controller's Office, will be assigned to work with the F&A consultant to provide all requested data and coordinate all on-campus F&A related activities. Greg was a Grant Accountant for the University of Maine for seven years prior to moving to the "System" office. Greg has been at the System for four years where his experience has included preparation of the last four federal fringe benefit proposals as well as the coordination with an outside consultant on the preparation and submission of the last F&A rate proposal.

Q20: Does the University have any major research facilities planned to come on-line during fiscal years 2021 through 2023?

A20: As of today, there is one major facility at the University of Maine that may contain significant new research space that is anticipated to come online sometime in FY2023. It is possible that there will be additional new facilities approved for construction that may impact the F&A rate projection.