



REQUEST FOR PROPOSAL

Facilities and Administrative Rate Advisory Services

RFP #201819-02

May 28, 2019

Amy Velasco
Director, Grants Development and Sponsored Programs Offices

REQUEST FOR PROPOSAL

**Facilities and Administrative Rate and Composite Fringe Benefit Rate Advisory Services
RFQ #201819 - 02**

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DELIVERY OF SUBMITTALS

Only electronic responses to this RFP will be accepted. Responses are due no later than **5:00 p.m. PST on June 10, 2019** by email to sponprog@calpoly.edu. The subject line of the proposal must read: "Response to F&A Rate RFP"

Proposals received after the above date and time will not be considered.

CONFIRMATION OF RECEIPT

It is preferred that any interested parties confirm receipt of this RFP via email to Amy Velasco aevelasc@calpoly.edu by **5:00 p.m. PST on June 4, 2019**.

UPDATES

It is the responsibility of all interested parties to check the Corporation's website for updates, addenda, and general information regarding this RFP.

<http://www.calpolycorporation.org/publications/requests-for-proposal/>

QUESTIONS

All questions related in any way to this RFP (technical, contractual, or otherwise) must be submitted via email Attn: Amy Velasco aevelasc@calpoly.edu **no later than June 3, 2019 3:00 p.m. PST**

May 28, 2019

Re: Request for Facilities and Administrative Rate and Composite Fringe Benefit Rate Advisory Services

To Whom it May Concern:

Cal Poly Corporation is soliciting bids for assistance in the completion of a Facilities & Administrative Rate (F&A) Proposal. In addition, we are requesting representation in the negotiation process with the Federal Department of Health and Human Services (DHHS) for these two proposals. The proposal will be developed using data for the fiscal year ending June 30, 2019. New rate will commence July 1, 2020.

The attached Request for Proposal (RFP) provides you with information to prepare and submit proposals for consideration by the Cal Poly Corporation (CORPORATION). Your proposal should be consistent with the methodology prescribed in U.S. Government, Office of Management and 2 CFR 200, as most recently revised, and any and all other relevant publications.

If you have any questions regarding the RFP, please call me at (805) 756-2485. I look forward to reviewing your proposal.

Cordially,

Amy Velasco
Director, Grants Development and Sponsored Programs Offices

SECTION 1

Purpose and General Provisions

1.1 Purpose

This Request for Proposal (RFP) provides prospective bidders with information to enable them to prepare and submit proposals for consideration by the Cal Poly Corporation (CORPORATION) to satisfy the needs for expert assistance in the completion of a Facilities & Administrative Rate (F&A) Proposal. The proposals must be consistent with the methodology prescribed in U.S. Government, Office of Management and 2 CFR 200, as most recently revised, and any and all other relevant publications. The proposal includes representation in the negotiation process with the Federal Department of Health and Human Services (DHHS) in order to secure facilities and administrative rates for the fiscal year commencing July 1, 2020.

1.2 Background

The California State University's (CSU) network of public universities consists of 23 campuses, with bachelor and master degree programs in over 200 subject areas, with more than 478,000 students and 52,000 faculty and staff. CSU is the largest, the most diverse, and one of the most affordable university systems in the country. CSU is the gateway institution for the great majority of students seeking a baccalaureate education in California, and for those who seek professional training as engineers, teachers, nurses, and social workers.

California Polytechnic State University (CPSU) is a comprehensive, regional public university serving the San Luis Obispo and surrounding counties of California's Central Coast. Founded in 1901, the campus offers more than 66 baccalaureate degrees, 37 master degrees, along with a wide variety of education credential and certificate programs to a student body of more than 21,000. Several major capital projects have been necessary to meet the growing needs of the campus to provide students, faculty and staff with an excellent learning and working environment with superior technological capabilities.

Centrally located on the California coast between Los Angeles and San Francisco, CPSU serves a vast area, extending from the Santa Barbara County to the South and Monterey and Santa Cruz County to the North. CPSU is the second largest land-holding university in California, second only to UC Berkeley, and one of the largest land-holding universities in the nation. Cal Poly, however, uses all of its land holdings in active support of the education of its students. The main campus is 1,321 acres, of which 155 are the "campus core" with a total of 9,178 acres including land held in San Luis Obispo and Santa Cruz County.

The Cal Poly Corporation (CORPORATION) supports CPSU through the administration of sponsored project activities, employment opportunities for students, and by providing food service and retail bookstore outlets on campus. CORPORATION is a nonprofit organization providing vital university resources and services that enhance campus life and strengthen the CPSU mission of teaching and learning, research, and public service. CORPORATION serves the campus community by fostering a business-like and entrepreneurial environment and by shaping its activities to meet the evolving needs of CPSU.

1.3 Scope

A. Facilities and Administrative Rate Proposal

This RFP contains instructions governing the proposals to be submitted and the material(s) to be included therein. Mandatory requirements (Section 4) must be met to be eligible for consideration.

All prior CORPORATION/CPSU facilities and administration rates were submitted utilizing the short-form format as the direct federal fund expenditures consistently fell under the \$10 million threshold. In 2013, the threshold was exceeded; however, CPC/CPSU received authorization from DHHS to continue to use the short-form format.

It is anticipated the \$10 million dollar threshold will be exceeded and the successful consultant will be required to request approval from DHHS to use the short-form methodology for the December 31, 2019 submission. The successful candidate will provide advisory services including recommendations for the feasibility and preparation of long-form submission in the future and representation with DHHS during proposal preparation and negotiations.

Summary of direct federal funding since the prior rate agreement was negotiated is below:

<u>Fiscal year</u>	<u>Direct Federal Expenses</u>	<u>Total Federal Expenses*</u>
2018-2019 (est.)	\$10,424,237	\$13,498,850
2017-2018	\$10,378,332	\$13,810,585
2016-2017	\$12,016,081	\$14,635,607
2015-2016	\$12,003,362	\$14,535,821
2014-2015	\$ 9,961,453	\$11,905,179
2013-2014	\$ 9,554,370	\$11,422,535

*Total Federal Expenses includes Federal flow-through, per A-133 Federal Awards Report.

The new approved rate is expected to be based on modified total direct cost (MTDC). Additionally, the successful proposal will need to evaluate and prepare a recommendation as to the flexibility of submitting by short form verse long form. The proposal must also make a recommendation which considers future growth and the feasibility of utilizing short form in future facility and administration rate submissions.

1.4 Request for Proposal

CORPORATION is hereby contacting prospective bidders who are qualified to have an interest in or are known to do business relevant to this Request for Proposal.

1.5 Addendum or Supplement to Request for Proposal

In the event that it becomes necessary to revise any part of the Request for Proposal (RFP), an addendum to this RFP will be provided to each organization that received the original RFP, as well as posted to the Cal Poly Corporation website.

1.6 Proposal Submission

Proposals Must Be Received No Later Than 5:00 P.M. (PDT) On June 10, 2019.

Bids will only be received by electronic format.

Questions Can Be Directed to:

Amy Velasco
Director, Grants Development and Sponsored Program Offices
Cal Poly Corporation
California Polytechnic State University
Bldg. 38, Rm. 102
San Luis Obispo, 93407
Phone: (805) 756-2485
Email: <mailto:aevelasc@calpoly.edu>.

Bids Are To Be Directed By Email As Follows:

- The Subject Line Of The Proposal Must Read: "Response To F&A Rate RFP"
- Bidder's Name and Address (in the body of the email)
- Proposal Must Be Submitted In pdf Format
- Proposal must be emailed to Sponprog@Calpoly.Edu
- Proposal Deadline: June 10, 2019, 5:00pm (PDT)

1.7 Late Proposals

Late proposals will not be accepted.

1.8 Rejection of Proposals

CORPORATION reserves the right to reject any or all bids and to waive formalities and minor irregularities in bids if deemed in the interest of CORPORATION to do so.

1.9 Cancellation

While it is the intent of the CORPORATION to compare supplier responses for the purposes of pre-qualification and supplier short-listing, this solicitation does not obligate the CORPORATION to enter into a contract. The CORPORATION reserves the right to cancel this RFP at any time should the CORPORATION determine it is in its best interest to do so.

1.10 Disposition of Responses

Each response becomes the property of the CORPORATION. Information submitted may be subject to disclosure laws. The CORPORATION reserves the right to make use of any information or ideas contained in submittals. All materials, ideas, and formats submitted in response to this RFP will become the property of the CORPORATION on receipt and may be returned only at the CORPORATION's option and at the Respondent's expense. One copy shall be retained in the CORPORATION's official files.

1.11 Public Record

After review, vendor's responses become public record and are available for review during the CORPORATION's regular office hours. The CORPORATION will, in good

faith and to the extent allowed by law, protect Respondent information that is clearly designated and conspicuously labeled as proprietary, and the CORPORATION agrees that the information is proprietary. At no time shall the entire response be considered proprietary and be kept confidential.

The CORPORATION shall not be liable in any manner or in any amount for disclosing proprietary information if such information is not clearly so designated and conspicuously labeled; otherwise, the CORPORATION must provide the information under the California Public Records Act. The CORPORATION shall likewise not be liable if it did not know or could not have reasonably known that such information was proprietary. **Pricing information cannot be considered proprietary or confidential.**

1.12 Errors and Omissions

If a Respondent discovers any ambiguity, conflict, discrepancy, omission or other error in the RFP or any of its attachments, they shall immediately notify the CORPORATION of such error in writing and request modification or clarification of the document. Modifications will be made by addendum and referenced at the CORPORATION's website: <http://www.calpolycorporation.org/publications/requests-for-proposal/> .

1.13 Incurring Costs

CORPORATION is not liable for any costs incurred by bidders prior to issuance of an agreement, contract, or purchase order.

1.14 Acceptance of Proposal Content

The contents of the proposal of the successful bidder will become contractual obligations if acquisition action ensues. Failure of the successful bidder to accept these obligations in a purchase agreement, purchase order, delivery order, or similar acquisition instrument may result in cancellation of the award and such vendor may be removed from future solicitations.

1.15 Award of Bid

The Contract/Purchase Order will be awarded to that bidder whose proposal, conforming to the RFP, will be the most advantageous to CORPORATION and CPSU. Proposals will not be read or approved by public opening.

1.16 Notification of Final Selection

It is anticipated that notification of final selection (if made) will occur on or before June 17, 2019. However, this may be changed if additional time is required for the clarification of proposals or negotiations with vendors. Vendors are requested to issue proposals with terms which are valid at least 150 days after the submitted date. Cal Poly Corporation will notify all bidders when the winning bid is selected and approved by appropriate parties.

1.17 Standard Contract

CORPORATION reserves the right to incorporate standard contract provisions into any contract negotiations as a result of proposals submitted in response to this RFP.

1.18 Nondiscrimination Certification

The successful proposer will be required to sign the standard CORPORATION Nondiscrimination Certification verifying compliance with All State and Federal Nondiscrimination laws.

SECTION 2

Proposed Schedule of Events

EVENT	DATE
RFP emailed to prospective bidders	May 28, 2019
Proposal submission deadline	June 10, 2019
Bidder selection and notification (<i>anticipated</i>)	June 17, 2019
Initial Conference (<i>on-site or remote</i>)	June 17 – July 1, 2019
Submission of Work Plan (<i>Conference call</i>)	June 17 – July 15
Commencement of Calculation Studies	July 15, 2019
Interim Status Report (<i>conference call</i>)	September 9, 2019
Interim Status Report (<i>conference call</i>)	October 7, 2019
Completion of the Proposals	November 11, 2019
Review and Comments from CORPORATION	November 25, 2019
Submission of Proposals to DHHS	December 13, 2019
Negotiation of Proposal acceptance	up to June 30, 2020
New Rate Effective	July 1, 2020

SECTION 3

Response Instructions and Format

3.1 Response Instructions

The proposal must address all points stated in Section 4.1 – **PROPOSAL FORMAT AND** Section 4.2 – **MANDATORY CRITERIA**, and be submitted in accordance with section 1.6 of the RFP.

- A. After the initial review of the submitted proposals, it is the intent of CORPORATION to select the proposal conforming with the RFP which is most advantageous to the Corporation. Price and other factors as outlined in Section 4 will be considered. This RFP does not commit the CORPORATION to execute a contract; to pay for any costs incurred with the preparation of any proposal for the RFP, or to procure the services of those who may respond to this RFP. CORPORATION reserves the right to accept or reject any/all of the information, proposals, letters of interest, (etc.) received as a result of the RFP or to modify or cancel, in part or in its entirety, this RFP if it is determined to be in the best interest of the CORPORATION.
- B. Proposal Requirements:
 - 1. Must be in the format specified in Section 3.2.
 - 2. Must address mandatory criteria listed in Section 4.2.
 - 3. Must not exceed fifteen pages in length, exclusive of other promotional brochures, or clarifying information.
 - 4. Must include the names of the appropriate individuals to contact for further information.
 - 5. Must include description of the qualifications and experience of the named personnel expected to prepare and negotiate the proposal. Include alternates if the named personnel become unavailable.

3.2 Response Format

To ensure that all proposals are fairly evaluated, all proposals must follow the prescribed format:

- A. Executive Summary.
- B. List of any discrepancies between the proposal and the requirements and specifications within this RFP.
- C. A point-by-point response to the RFP's mandatory requirements of Section 4.2 for Facilities and Administration Rate Proposal. Bidders must state the section number of each point, followed by response. Responses must follow the same sequence as the RFP. If no response is required for informational items, please state, "WE ACKNOWLEDGE" in the point-by-point response.
- D. Must include a breakdown of costs for the calculation phase and the negotiation phase of the project. The contract may be awarded in part or in whole at the discretion of CORPORATION.

3.3 References

References must include the names of three institutions similar to CORPORATION for whom the proposer has prepared Indirect Cost Proposals. Include contact person's name and phone number. CORPORATION reserves the right to contact any and all references and to obtain, without limitation, information on the respondent's performance on relevant jobs.

SECTION 4

Evaluation Criteria

4.1 General

- A. An evaluation team of at least 3 CORPORATION and CPSU personnel will judge the merit of proposals received in accordance with the general criteria defined within this RFP. Factors to be considered in the selection process include but are not limited to:
- experience of bidder with California State University campuses & their auxiliary Cost Proposals and/or composite fringe benefit rate proposals.
 - thoroughness of bid,
 - familiarity with CentralSquare's OneSolution version 16.2
 - familiarity with PeopleSoft Finance version 9.2 with PUM 23 and PeopleTools version 8.55.13
 - ability to meet schedule deadlines, and
 - cost. (list proposal and negotiation cost separately)
- B. Failure of the bidder's proposal to provide any information requested in the RFP may result in disqualification. Complete and accurate responses shall be the responsibility of the bidding individual or firm. Bidder is expected to raise any questions, exceptions, or additions they have concerning this RFP prior to submission if the bidder discovers any significant ambiguity, error, conflict, discrepancy, omission, or other deficiency in this RFP. The bidder should notify immediately the individual referenced in Section 1.6 of any such error and request modification or clarification of the RFP.
- C. The objective of the evaluation committee will be to recommend to the CORPORATION's Executive Director and CPSU Vice President, Administration and Finance the bidder whose proposal is most responsive to the CORPORATION's needs and falls within the available resources. The specifications within the RFP represent the minimum performance requirements necessary for review.
- D. Time is of the essence in meeting deadlines for the **"Proposed Schedule of Events" in Section 2**. Emphasis will be placed on the proposer's ability and assurance that these deadlines will be met.
- E. It is likely that the CORPORATION will require an on-site or oral interview.
- F. Failure to provide all information, inaccuracy or misstatement, may be sufficient cause for rejection of the Proposal or rescission of an award.

4.2 Mandatory Criteria:

- A. Background and experience of firm in the preparation and negotiation of "Short Form" Indirect Cost Proposals at other institutions of higher education. Particular emphasis should be placed upon success of negotiation efforts at other institutions and success ratios at achieving prior facilities and administrative rates.

- B. Familiarity and experience with the California State University auxiliary system.
- C. Ability and experience working with a committee comprised of CORPORATION and CPSU personnel in preparing the calculations and reporting on negotiations.
- D. Discussion of how clerical and administrative costs contributed by the CPSU to the "Organized Research" function will be addressed in accordance with 2 CFR 200 during the preparation of this proposal.
- E. Ability to deal with the additional complexities of combining financial information of separate, but related, legal entities to prepare a comprehensive proposal (University, Auxiliary Organization, Chancellor's Office). This will include a statement regarding what information and assistance is required by the Auxiliary Organizations, the University and the Chancellor's Office and any time constraints and related costs involved.
- F. Discussion and recommendations to resolve any complications resulting from the Auxiliary or CPSU being unable to provide final audited reports prior to proposal submission to DHHS by the submission deadline.
- G. Ability to obtain information directly from a computerized financial reporting system (CentralSquare's OneSolution version 16.2, and PeopleSoft Finance 9.2) so as to minimize manual efforts and calculations.
- H. Discussion of the feasibility for the utilization of the short-form submission for the proposal deadline of December 31, 2019, and make recommendation for future expansion the long-form submission process.
- I. A description of the method of preparing the proposal, i.e., manual or via software designed for the preparation of indirect cost proposals.
- J. Background and experience of named individuals who will prepare and negotiate the proposal. Include resumes for staff that will be assigned to this account.
- K. Experience and qualifications of bidder's on-site staff charged with gathering information and developing F&A rate proposals.
- L. Availability of staff and time allotted to make presentations to the CORPORATION, CPSU staff and CORPORATION Board of Directors regarding the proposal and results of negotiations (if needed).
- M. Abilities to meet critical deadlines as specified in Section 1.C of this RFP entitled "SCHEDULE OF ACTIVITIES." The successful bidder must certify that work as outlined in the Schedule of Activities will be completed by December 13, 2019. The complete proposal will be submitted to DHHS no later than Friday, December 13, 2019.
- N. Total cost of services to be provided (no estimates). Indicate separately and detail the costs for calculation of the F&A rate and negotiation of the F&A rate. Additional fees, due to additional work necessary for any reason, will not be granted without proper institutional review and approval.
- O. CORPORATION representative referenced in Section 1.6 must be immediately notified in writing of any failure of Corporation or CPSU personnel to perform. Time is of the essence in the completion of the proposal. Should the proposal to DHHS be submitted later than Friday, December 13, 2019, due to fault of the successful bidder, CORPORATION reserves the right to invoke remedies such as, but not limited to, withholding payment for services or reduction of fees.