DATE: April 2, 2009

TO: All Prospective Proposers

FROM: Sharon Quinn

RE: UMBC INDIRECT COST CONSULTING SERVICES
RFP – BC-20607-T - ADDENDUM #1

The following amends the above referenced RFP documents. Receipt of this addendum must be acknowledged by completing the enclosed "Acknowledgement of Receipt of Addenda" form and submitting it along with the Technical Proposal you return to the University; or by faxing it to my attention to fax number: 410-455-1009.

The due date and time for the Technical Proposals to be submitted to the University remains the same, Monday, April 6, 2008 by 4:00 p.m., to the issuing office.

A. The following questions have been submitted to the University for a response:

**QUESTION: (1) RFP Article 1, Section B (page 13)** This provides that an “email must accompany the Technical Proposal.” However, section A1 requires one original and four hard copies. Should we transmit an electronic copy of our Technical Proposal with this email?

**UMBC RESPONSE:** No e-mail is required; the Technical Proposal (an original and four copies for a total of 5 sets of which 1 is unbound) must be received in UMBC’s Procurement Office at 4:00 p.m. on Monday, 4/6/09.

**QUESTION: (2) RFP Article 4, Section 00400, C1 “Space Survey” (page 23)**

Section 1 provides for a Space Survey including a “research base/research space analysis” and the “identification of risks”.

2.1 **QUESTION:** Would incremental Contractor analyses be expected, such as a walk-through of rooms mapped as organized research rooms, interviewing of UMBC space surveyors and so forth?

**UMBC RESPONSE:** While UMBC will initiate and complete the space survey, the Contractor will review and analyze our results and identify any departments where the space results are at risk of review by DCA. For the highest risk departments, the Contractor will meet with surveyors to review the results, and to recommend corrective action and appropriate adjustments to the original survey results.
2.2 QUESTION: Is there an estimate of the number of rooms and their assignable square feet, which are coded as organized research space and the number of buildings in which these are housed?

UMBC RESPONSE: Our Space Survey project has not progressed to the point where this information can be easily estimated. The buildings, rooms, and assignable square footage have been identified, but the process of identifying the OMB A-21 functional usage remains to be done.

2.3 QUESTION: Is there an estimate of when the final UMBC Space Survey data/files will be available to the Contractor?

UMBC RESPONSE: Approximately Fall 2009

2.4 QUESTION: Finally, is there a University system in place for performing a physical Space Inventory and/or functionalizing rooms in compliance with OMB A-21 standards?

UMBC RESPONSE: The University has the space inventory data in three formats: AutoCAD floorplans with space attribute tables, Excel spreadsheet with all spaces in all buildings, and Quickbase database application. There is no automated University system in place for functionalizing room in compliance with OMB A-21 standards. That process will be completed using excel spreadsheet documents.

QUESTION (3) RFP Article 4, Section 00400, C2 “F&A Rate Calculation” (page 23)

This section mentions that the Contractor will “assist UMBC personnel” in the F&A Rate Calculation.

3.1 QUESTION: Is it envisioned that the Contractor will have in place its own software application in order to take the lead role in the “preparation of the calculation of the Facilities & Administrative rate”?

UMBC RESPONSE: Because UMBC does not have an appropriate software application in-house, the Contractor will need to provide the necessary software application in order to take the lead role in the preparation of the calculation of the Facilities & Administrative rate.

3.2 QUESTION: Or, does the University already have in place its own information technology system for calculating F&A Rates?

UMBC RESPONSE: No, UMBC does not have an IT system in place for calculating F&A Rates.

QUESTION (4) RFP Article 4, Section 00400, C2 “F&A Rate Calculation” (page 23)

Could you please advise of what University electronic or other systems are currently being used for the following applications?
4.1 Financial

**UMBC RESPONSE:** PeopleSoft Financials Module

4.2 Payroll

**UMBC RESPONSE:** PeopleSoft HR/Payroll Module

4.3 Space Inventory

**UMBC RESPONSE:** The University has the space inventory data in three formats: AutoCAD floorplans with space attribute tables, Excel spreadsheet with all spaces in all buildings, and Quickbase database application.

4.4 Assets (Buildings and Infrastructure, Equipment items and their associated Depreciation)

**UMBC RESPONSE:** PeopleSoft Fixed Assets Module for Capital Assets

4.5 Cost share/match on sponsored agreements

**UMBC RESPONSE:** PeopleSoft Grants Module

**QUESTION (5)** RFP Article 4, Section 00400, C2 “F&A Rate Calculation” (page 23)

Is there an estimate of when final, audited Financial Statements and the associated data sets will be available to the Contractor?

**UMBC RESPONSE:** UMBC’s fiscal year end is June 30th and final financial statements and associated data are typically available in the November – December timeframe.

**QUESTION (6)** RFP Article 4, Section 00400, C2 “F&A Rate Calculation” (page 23)

QUESTION: Does the University have a federally approved Disclosure Statement (DS-2) in place? And, if so, will the Contractor be responsible for any assistance in up-dating the DS-2 for any significant accounting changes emanating from the F&A Rate Proposal (e.g., change in capitalization thresholds, allocations of F&A costs and the like)?

**UMBC RESPONSE:** UMBC does have a federally approved Disclosure Statement (DS-2) in place. The Contractor will be responsible for assisting in up-dating the DS-2 for any significant accounting changes emanating from the F&A Rate Proposal.
QUESTION (7) Article 4, Section 00400, C2 “F&A Rate Calculation” (page 23)

QUESTION: Does the University plan on constructing any major, new Research Facilities over the next several years?

UMBC RESPONSE: The University is currently in the design stages for constructing a new Performing Arts and Humanities Facility. The new building will provide instructional, administrative, and research space for a number of academic programs including: dance, music, theater, English, ancient studies, and philosophy. The estimated completion of the first phase of this new facility is July 2012; and the second phase has an estimated completion date of July 2015.

The university is requesting state capital funding for a New Interdisciplinary Life Sciences Building. If approved and funded, design would begin in 2014 and construction would begin in 2016. As currently envisioned, this new facility would provide research space for various academic departments and cross-disciplinary centers.

QUESTION (8) RFP Article 4, Section 00400, C2 “F&A Rate Calculation” (page 23)

QUESTION: One vital OMB A-21 section permits the inclusion of external bond interest in F&A Rate Proposals, including any interest paid by the State on behalf of an educational institution.

Does the University have any such Interest for its major Research Facilities and, if so, how does the University account for this?

UMBC RESPONSE: The University does have interest expense related to external bond debt issued by the University System of Maryland (USM) as well as bond debt issued by the State of Maryland that is funneled through and managed by the USM. The USM Office computes interest expense annually for UMBC and that expense is recorded in UMBC’s accounting system at the aggregate level.

QUESTION (9) RFP Article 4, Section 00400, E “University Responsibilities” (page 24)

This provides that the University will “designate a Project Manager” to the assist the Contractor.

QUESTION: Can you please provide the job title and a brief description of the F&A rate experience of that person, as envisioned at this time?

UMBC RESPONSE: The UMBC Project Manager will be the Director of Contract & Grant Accounting. The current Director is Tammy Ross who joined UMBC in November 2008. In her previous position as Comptroller for the University of Maryland Center for Environmental Science, Ms. Ross successfully served as Project Manager for their fiscal year 2007 F&A Rate Proposal project.
Enclosures: Acknowledgement of Receipt of Addenda Form

Cc: Procurement File

END OF ADDENDUM #1 DATED 04/02/09

This addendum was posted on UMBC’s eBid Board and notice was submitted to eMaryland Market on 04/02/09. (Original with enclosures were not mailed)
ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA

The undersigned, hereby acknowledges the receipt of the following addenda:

Addendum No. 1 dated 04/02/09
Addendum No. _____ dated _________
Addendum No. _____ dated _________
Addendum No. _____ dated _________
Addendum No. _____ dated _________
Addendum No. _____ dated _________

As stated in the solicitation documents, this form is to be returned with your Technical Proposal, or per this Addendum it may be faxed to: 410-455-1009.

________________________________________
Signature

________________________________________
Printed Name

________________________________________
Title

________________________________________
Date

END OF FORM