**Vendor Questions & Answers for**

**RFP# SDSU11292023 – SDSU Grants & Contracts Admin 2024 NICRA Rate Proposal Consultant Services**

**December 13, 2023**

**Vendor A:**

1. How many departments were involved in the previous space survey? Approximately how many research labs were surveyed? Our top 15 departments, 324 labs were surveyed.

2. Can the University provide a copy of your organized research rate page from your last submitted F&A proposal? See Attachment A

3. The rate agreement found online states that your rates go through 2023 indicating a 2022 base year. Did the University get an extension through 2025 or are you submitting on a provisional year? SDSU has received the extension end date of 6/30/2025.

4. Can the University provide a copy of the prior proposal’s Library cost pool schedules? See Attachment B

5. What was the rate for the library component in the last F&A rate proposal?

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|   |   | IDR | OR | OSA |
| Library |   | 87.5% | 6.2% | 1.7% |
|  |  |  |  |  |
| Proposed Methodology for library costs: |  |
| Standard Yes |  |  |  |
| Special Study No |  |  |  |

**Vendor B:**

1. *Question:* What is the approximate number of departments with organized research activity? 52
2. *Question:* When was the last movable equipment inventory performed? Is equipment identified to specific rooms? It is going on now, completed by May 2024 and yes, it is down to the room level.
3. *Question:* Scope of Work: Space Survey/Equipment Inventory - What system is used to track equipment inventory, is it integrated with space? Banner is used to track equipment but is not integrated with the space.
4. *Question:* Is there a single accounting system in place for the University entity; and, if so, what system is now being used?  Also, does this provide for a commonality of data fields across the University in terms of campus indicator, account structure, source of funding for accounts (e.g., sponsored or non-sponsored), program (function) codes, college/departmental (organizational) codes and, finally, expense codes? Yes, SDSU uses Banner for its financial system and we do use FOPAL.
5. *Question:* Please describe the University’s system in place for recording all committed cost sharing/matching on sponsored projects as well as the availability of electronic files/databases for such by the consultant (e.g., “companion” accounts, via the Effort Certification system or other). We use Banner as our financial system. And use location codes for the matching portion of awards.
6. *Question:* Are there any new research facilities going online in the next four to five years, and if so, will facilities projections be a part of the scope of work? Are there any new research schools or disciplines coming online in the next four to five years? SDSU is risk adverse, we will tell CAS what buildings we think will be coming online. But do not do projections.
7. *Question*: How many buildings are included in the university space inventory system? We survey our top 15 departments; some have multiple buildings.
8. *Question*: Does the University continue to utilize the Banner financial accounting system for G/L and payroll? If not, what system(s) is being used for FY 20xx? Yes, we do use Banner, as far as I know this will not be changing for the foreseeable future.
9. *Question:* When was the last time the University updated the space database with accurate demographic information (e.g., department, room type, square feet, etc.)? What space database system does the University use? This is completed by our Facility & Services department. They do a space survey once a year, usually at the beginning of the calendar year. It is an access database that is used for information.
10. *Question:* Will the consultant or University representatives be responsible for managing the space study on a day-to-day basis, that is, 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.? SDSU will schedule the meetings. The way SDSU has done it in the past is that the consultant would give SDSU the instructions on how they wanted the meeting to go. SDSU would schedule them, usually we would schedule them for three an hour over a couple of days. There would be grants and contracts personnel that would go with consultant to each meeting. SDSU would then field any additional questions from the consultant or department.
11. *Question:* Will any University staff be devoted to assisting consultant in the preparation of the proposal? If so, what are their backgrounds in F&A? 1 Staff would be helping with the proposal (pulling data, questions, clarifications) and has been doing cost accounting at SDSU for 15 years.
12. *Question:* Does the University track utility costs (electricity, gas, water, steam) by building? If so, are these costs based on utility meters at the building level? Yes, only certain buildings are at the building level. You will find out more about that when we meet with Facility and Services.
13. *Question:* Does the University track repairs/maintenance and/or housekeeping/janitorial costs by building? If so, are these based on a work order system? Yes, we utilize a work order system for our F&S work.
14. *Question:* Does the University have external bond interest for its research facilities and, if so, how does the University account for such interest? Yes, this is done through the State of South Dakota. The information is retrieved from the State.

**Vendor C:**

1. What is your Accounting/Enterprise Resource Planning (ERP) system? Banner
2. Do you have an asset management system or module to your ERP? Banner
3. When was your most recent equipment inventory completed? May 2024 the equipment inventory will be done.
4. Do you have software to calculate your NICRA (i.e., Facilities and Administration, “F&A”) rate proposal?  If so, what is the name of the software. No, the consultant will be responsible for calculating the rate.
5. Do you have space management software and the ability to export campus building data (e.g., building name, floor number, room number, room type, assignable square footage) in electronic format? Yes, I will have an electronic copy of all this information.
6. How many buildings and total assignable square footage do you have on campus? On the prior F&A proposals, we have surveyed the top 15 departments (some of these have multiple buildings that they are in). Then allocate the remainder to those percentages.
7. How many academic buildings do you wish to survey? In the past we have surveyed the top 15 departments.
8. Do you have space survey software? If so, what is the name of the software. No
9. When is your NICRA rate proposal due?  If the date is later than the date published on your current NICA rate agreement, has your federal cognizant agency authorized the revised due date in writing?

SDSU has received the extension end date of 6/30/2025.

1. Would SDSU consider using consultant’s software for the F&A rate calculation and/or the F&A functional space survey? Yes

**Vendor D:**

1. How many departments were included in the space survey in the last F&A Proposal? Our top 15 departments.

2. Do you want the Cost Proposal as a separate PDF? Yes preferably.

3. Was a consultant used to prepare SDSU's last F&A Proposal?  And if so, which firm? Maximus

**Vendor E:**

1. Will SDSU consider an extension to the submission due to the constraints of the winter and New Year holiday puts on time available to respond. We have always asked for the 3-mo. extension.
2. Do you have a list of accounts you expect to be reviewed? If so, is this list due to historic reasoning or audit report? Yes, from prior audit that I have done, there is sometimes co-mingling.
3. How is the library incorporated into the current cost proposal? And is there a current concern on how the library is used in support of federal funding?

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| Library |  | 87.5% | 6.2% | 1.7% |
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| Proposed Methodology for library costs: |  |
| Standard Yes |  |  |  |
| Special Study No |  |  |  |

1. Of the 163 buildings (i.e., 4+ million sqft of building space), was each one independently reviewed and considered in prior cost proposal? Does SDSU use a real estate management system today that can be used in support of this effort? On the prior F&A proposals, we have surveyed the top 15 departments (some of these have multiple buildings that they are in). Then allocate the remainder to those percentages.
2. What does the University currently do to validate equipment location matches space inventory data? What documentation exists to support this reconciliation? SDSU does an equipment survey once a year. I then take the top departments and do an audit on a statistical sample.
3. When was the last space functional usage study performed? How many space survey departments were included in the study? Facility and Services do a space survey each year. The last survey for F&A we did the top 15 departments.
4. Does SDSU have existing policies, procedures, and team members available to provide a baseline of SDSU’s current Indirect Cost Rate Proposal methodology and past submissions? The consulting firm chosen will be doing the calculations for the F&A proposal. I am involved in the process of getting the data ready, scheduling the survey meetings. Questions and clarifications.