



AN HONORS UNIVERSITY IN MARYLAND

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DATE: November 15, 2018

TO: All Prospective Proposers                      Cc: Procurement File

FROM: Elizabeth Moss

RE: UMBC Facilities and Administrative Rate Proposal Consultant Solicitation  
# BC-21116-M: ADDENDUM #1

The following amends the above referenced solicitation document. Receipt of this addendum must be acknowledged by completing the enclosed "Acknowledgement of Receipt of Addenda" form and submitting it along with your firm's technical proposal. All other specifications, terms and conditions of this solicitation not expressly amended by the responses in this Addendum remain as originally stated.

**The following questions were submitted for a response:**

*Q1. Can the University please supply the breakdown of funding by sponsoring agency for the \$78 million in externally funded research?*

Total externally funded activities for FY17 = \$78.5M

Externally funded research activities for FY17: \$56.9M

- Federal, including Federal flow through - \$52M;
- State & Local Gov't - \$2.2M;
- Businesses - \$1.5M;
- Non-profits - \$0.85M; and
- Other, including Universities - \$0.3M.

The Universities top five Federal Sponsors are:

- NASA - \$20.7M
- DHHS - \$12.9M

- NSF - \$8.9M
- DOD - \$5.7M
- Commerce - \$1.6M

*Q2. 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?*

From FY14 Base Year:

- ~ # Rooms - 404
- ~ ASF - 103281
- ~ # Buildings - 11

*Q3. Could you please advise of what University electronic or other systems are currently being used for the following applications?*

- Financial* – PeopleSoft Financial
- Payroll* – PeopleSoft Human Resources
- Space Inventory* – building & room details are in Excel spreadsheets
- Assets (Buildings and Infrastructure, Equipment items and their associated depreciation)* – PeopleSoft Finance (Asset Management Module)
- Cost share/match on sponsored agreements* – PeopleSoft Finance

*Q4. Is there an estimate of when final, audited Financial Statements and the associated data sets will be available to the Contractor?*

~ November 30, 2019

*Q5. Does the University plan on constructing new Research Facilities over the next several years?*

Yes, the University is in the middle of the construction phase of the Interdisciplinary Life Sciences Building (ILSB). Additional information about the project is available on the following website: <https://fm.umbc.edu/projects/ilsb/about-the-project/>

*Q6. Does the University have any State Paid Interest for its major Research Facilities and, if so, how does the University account for this?*

There are two types of programs – University System of Maryland (USM) issued Revenue Bonds and State of Maryland issued Bonds. The USM provides UMBC with interest expense data each fiscal year for our USM Revenue Bond funded buildings. While the State of Maryland does pay interest expense for UMBC buildings funded by their bonds, they do not provide us with building level records.

*Q7. How many University staff will assist with the F&A calculation/proposal? Are the staff experienced in F&A?*

The Director of Cost Accounting & Analysis, who has over 10 years of F&A experience, will be the primary point of contact for the project.

*Q8. How many resources (FTEs) will UMBC assign to assist in the space survey and proposal preparation?*

Departmental Sponsored Award Administrative personnel will be trained to assist with the collection of space survey data.

*Q9. Is the Consultant to provide software to perform the space survey?*

In the past, the space survey has been conducted using data from the University's Facilities Management Department system that is downloaded into Excel spreadsheets. The completed space survey data was then uploaded into the Consultant's F&A Rate Proposal System.

*Q10. What was the Organized Research MTDC base from the last F&A proposal?*

For the FY14 base year, it was \$31,639,000.

*Q11. What was the approach for the last space survey? Did the University use the alternative methodology to only survey certain room types in certain departments, or were all room types surveyed? Roughly how many departments participated in the survey?*

The alternative methodology was used and approximately 19 departments participated.

*Q12. Have there been any new research facilities that have come online since the last proposal?*

No new research facilities have come online since the last proposal.

Enclosure: Acknowledgement of Receipt of Addenda Form

END OF ADDENDUM #1, DATED 11/15/18

**RFP NO.:** BC-21116-M

**RFP FOR:** UMBC Facilities & Administrative Rate Proposal Consultant

**TECHNICAL PROPOSAL DUE DATE:** MONDAY, NOVEMBER 19, 2018 on or before  
11:59 P.M. EST.

**NAME OF PROPOSER:** \_\_\_\_\_

**ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA**

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

Addendum No. <u>  1  </u>	dated <u> 11/15/18 </u>
Addendum No. <u>      </u>	dated <u>      </u>
Addendum No. <u>      </u>	dated <u>      </u>
Addendum No. <u>      </u>	dated <u>      </u>
Addendum No. <u>      </u>	dated <u>      </u>

As stated in this Addendum, this form is to be returned with your Technical Proposal.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date