



# **SOUTHWEST DISTRICT HEALTH**

## **REQUEST FOR BID**

### **Federal Indirect Cost Rate Agreement Negotiation**

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## ADMINISTRATIVE INFORMATION

Title:	Federal Indirect Rate Cost Agreement Assistance
Project Description:	Selected vendor will assist Southwest District Health with the development of a Negotiated Indirect Cost Rate Agreement with a federal cognizant agency.
Project Lead:	Troy Cunningham, CPA Finance Officer
Submitting bid or proposal:	All bids can be either emailed to <a href="mailto:troy.cunningham@phd3.idaho.gov">troy.cunningham@phd3.idaho.gov</a> or mailed to the address below.  Address for Courier: 13307 Miami Lane Caldwell, Idaho 83607
Deadline to Receive Questions:	October 10, 2023
Closing Date:	October 15, 2023 at midnight
Initial Term of Contract and Renewals:	1 year from date of executions of agreement

# 1 OVERVIEW

## 1.1. Purpose

With the advent of direct federal funding, the Southwest District Health (SWDH) is looking to apply for a Negotiated Indirect Cost Rate Agreement (NICRA) with a federal cognizant agency. The purpose of this request is to seek assistance and guidance on developing, applying, and implementing the application.

## 1.2. Definitions

- NICRA – Negotiation Cost Rate Agreement
- SWDH – Southwest District Health (local government agency)

## 1.3. Background Information

Historically, SWDH has completed an annual indirect rate calculation and submitted it to its primary pass-through funder, the Department of Health and Welfare. The calculation is reviewed annually by them and approved for use throughout all DHW subgrants. As SWDH ventures into additional direct federal funding, the need for a NICRA is more important in an effort to cover all indirect costs versus using the standard de minimis rate.

## 1.4. Resulting Contract

If the District awards a contract from this Solicitation, it will do so by issuing a contract document from the District's Procurement system, which will be an acceptance of the successful offer. The Contract will be comprised of that contract document; this bid request, including any incorporated documents; the successful Proposal, including any clarifications requested by the District; and an artifact formalizing any requirements agreed upon through contract discussions or negotiations, if applicable.

# 2 QUESTIONS

## 2.1. Questions

2.1.1. Questions or other correspondence must be submitted in writing to the RFP Lead (see contact information in the RFP Administrative Information, page 1). QUESTIONS MUST BE RECEIVED BY 11:59:59 P.M. MOUNTAIN TIME ON THE DATE LISTED IN THE ADMINISTRATIVE INFORMATION.

## 2.2. Vendor Proposed Modifications and Exceptions to Requirements, Terms, and Conditions

2.2.1. Vendors are strongly encouraged to submit any proposed modifications to the requirements, terms, or conditions of the bid prior to the deadline to submit questions. Questions regarding these requirements must contain the following:

- The rationale for the specific requirement being unacceptable to the party submitting the question (define the deficiency).

2.2.2. The District has sole discretion to determine if the modifications or exceptions submitted by an Offeror would result in a material change or otherwise threaten the integrity of the procurement process.

2.2.3. Except as otherwise provided within the Solicitation, the District will not consider modifications or exceptions to the requirements, terms, or conditions which are proposed after the Closing Date.

### 3 INSTRUCTIONS FOR SUBMISSION OF PROPOSAL

#### 3.1. General Instructions

3.1.1. Proposals may be submitted electronically or manually, as detailed below. Except as otherwise addressed in this solicitation, all submission materials must be submitted at the same time (in a single package or electronic submission). If multiple submissions are received, only the latest timely submission will be considered.

3.1.2. All electronic files (whether submitted electronically or manually) must be in Microsoft Word, Adobe PDF, or Excel format; the only exception is for financials, brochures or other information only available in an alternate format.

#### 3.2. Electronic Submission

3.2.1. Electronically submitted Proposals must be submitted via email to the Project Lead, information can be found listed on Page 1.

#### 3.3. Manual Submission

3.3.1. The Proposal must be addressed to the Project Lead and delivered via mail or hand delivered to the address listed in the Administrative Information section. Include your company name on the outside of the package.

### 4 PROPOSAL FORMAT

These instructions describe the format to be used when submitting a bid proposal. The format is designed to ensure a complete submission of information necessary for an equitable analysis and evaluation of submitted proposals. There is no intent to limit the content of proposals.

#### 4.1. Table of Contents

Include a table of contents in the Technical Proposal identifying the contents of each section, including page numbers of major Sections.

#### 4.2. Format

4.2.1. **Technical Proposal** – A detailed explanation of goods/services to be provided (scope of work)

4.2.2. **Cost Proposal** – Breakdown of costs (materials, personnel, etc.)

4.2.3. **W9** – A current W9 tax form is required

4.2.4. **Additional Documents** – Any additional information, documents, brochures, etc.

## **5 PROPOSAL REVIEW AND AWARD**

### **5.1. Overview**

The objective of the District in soliciting and evaluating Proposals is to ensure the selection of a firm or individual that will produce the best possible results for the funds expended.

5.1.1. All Proposals will be reviewed first to ensure that they meet the Mandatory Submission Requirements of the RFP. Any Proposal(s) not meeting the Mandatory Submission Requirements will be found non-responsive.

### **5.2. Technical Proposal**

5.2.1. The Technical Proposal will be reviewed first on a “pass” or “fail” basis to determine compliance with those requirements listed in the RFP. All Proposals which are determined by the District, in its sole discretion, to be responsive in this regard will continue in the evaluation process outlined in this Section.

### **5.3. Cost Proposal**

5.3.1. The Cost Proposal will be evaluated for the effective and efficient delivery of quality goods/services.

### **5.4. Award**

Award of Contract will be made to the responsive Offeror whose Proposal best meets the District’s need.