

## Technical Q&A for 2024 RFP Posting

### General

1. **Q:** Are non-university entities eligible to apply?

**A:** Yes, Non-University are encouraged to apply for any of our RFPs as long as they meet the requirements of our Intergovernmental Agreement (IGA) for the F&A rate. If you do not have a federally approved rate, then the de minus F&A rate is applied at 10%. Please keep in mind that salary rates and fringe benefit rates can only be applied as direct costs.

2. **Q:** If we include a cover design and table of contents, does this count toward the page-limit?

**A:** A cover design and table of contents do not count towards the page count.

3. **Q:** Can you clarify what standard margins are (1 inch, ½ inch)? Can we use 11x17 pages? If so, do they count as one or two pages?

**A:** Standard margins are 1 inch, and the pages need to be 8x10.

4. **Q:** Since our firm uses a different structure than what is in your template, can we modify it to show our categories? Also, are fully loaded rates ok or would you like to see that broken down into overhead costs, etc.?

**A:** Please try to stick to our structure, if you add other categories or labels under “direct costs,” they must be broken out (unloaded). We do not accept fully loaded costs.

5. **Q:** Is there leeway around the 43% rate cited in section 7?

**A:** All entities responding to our proposals need to meet the requirements of our Intergovernmental Agreement (IGA) for the F&A rate (42.97%). If you do not have a federally approved rate, then the de minus F&A rate is applied at 10%. Please keep in mind that salary rates and fringe benefit rates can only be applied as direct costs.

6. **Q:** Does this mean that only 75% of the budget is available to the proposer? How does this cost share work?

**A:** A minimum of 25% of the total project cost must be provided from the proposed agency as a cost share (match). If awarded, 75% of the budget will be billable and 25% will be required as cost share with documentation as to how the match is met.

7. **Q:** Looking at the budget template, it appears to include FY24 fringe rate, while the project start date (8/16/24) is in FY25. Can you please confirm that fringe is limited to FY24 for FY25 start date as well?

**A:** Please use the FY25 fringe rates as the project will start 8.16.25.

### **RFP 24-01**

1. No questions submitted.

### **RFP 24-02**

1. No questions submitted.

### **RFP 24-03**

1. No questions submitted.

### **RFP 24-04**

1. No questions submitted.

### **RFP 24-05**

1. No questions submitted.

### **RFP 24-06**

1. No questions submitted.

### **RFP 24-07**

1. **Q:** Can proposing agencies show a cost-share amount more than the \$100,000 indicated on page 1 of the RFP?  
**A:** Yes, there is a minimum cost share of 25% cost share, exceeding it is alright. However, preference will not be given to proposals with more than required cost share.
2. **Q:** Is the total value of matched funds part of the selection criteria or, if once the matched funds hurdle is reached, is the selection based on other items?  
**A:** The matched funds are only one part of the overall selection criteria. The proposal will be evaluated wholly and selected based on multiple aspects and items in the proposal.
3. **Q:** Is the billable budget limit \$300,000 plus the cost share component to reach \$400,000 or is it \$400,000 plus the 25% cost share component?  
**A:** If awarded, 75% of the budget will be billable and 25% will be required as cost share. In this case with a \$400,000 budget \$300,000 will be billable and \$100,000 will be required as cost share with documentation needed on how the match was met.
4. **Q:** Is it possible to specify an earlier start date in the proposal than August 16, 2024, to facilitate work on the project?  
**A:** While unlikely, a project may start before August 16, 2024, but not before July 1, 2024.

5. **Q:** If a Cooperative Features section is included in the proposal, does it count toward the 15-page limit?  
**A:** Yes, this would be considered part of the page limit.
6. **Q:** Please confirm that the draft version of the final report prepared under task 6 needs to be 508 compliant.  
**A:** Yes, that is correct. The draft submitted to ICT for editing and final version published must Section 508 compliant.