

Request for Proposals (RFP)

Negotiated Indirect Cost Rate Agreement (NICRA) and Cost Allocation Consulting Services

REVISED 5/9/25

1. Introduction

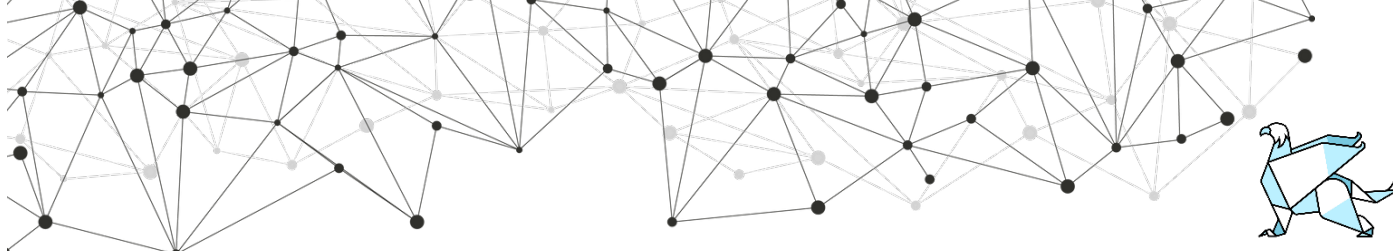
The Griffiss Institute (GI) is a nonprofit organization dedicated to fostering collaboration between the Air Force Research Laboratory, industry, and academia to advance scientific research, innovation, and technology commercialization. GI manages a portfolio of approximately \$30 million in awards primarily from federal sources (Department of Defense), New York State grants, from charitable contributions and other private funding sources. As part of its ongoing commitment to financial stewardship and compliance with federal regulations, GI seeks to establish a Negotiated Indirect Cost Rate Agreement (NICRA) to ensure the appropriate allocation and recovery of indirect costs associated with federal funding.

This RFP is intended to solicit proposals from qualified firms with expertise in cost allocation, NICRA preparation, and compliance with relevant regulations and policy requirements (e.g. OMB Uniform Guidance 2 CFR 200, DCAA, DCMA, etc.) The selected firm will play a crucial role in assisting GI with the preparation, submission, and negotiation of a NICRA with the appropriate federal agency. Additionally, the firm will provide guidance on best practices for cost allocation methodologies and ensure that GI is in full compliance with applicable federal regulations.

2. Scope of Work

The selected firm will be responsible to:

- Assessing GI's current indirect cost structure and identifying areas for improvement and optimization.
- Conducting a comprehensive review of GI's financial records, policies, and procedures related to indirect costs. This review includes recommending additional internal controls or modifications to existing procedures to ensure maximum recovery in a compliant environment.
- Assisting in the preparation and submission of a NICRA proposal to the appropriate federal agency.
- Providing guidance on compliance with OMB's Uniform Guidance (2 CFR 200) and other applicable regulations.
- Model various rate scenarios (e.g., G&A vs. F&A) for GI management consumption.
- Developing an appropriate cost allocation methodology for space and other indirect costs to ensure compliance and maximize cost recovery.
- Supporting GI during the NICRA negotiation process, including liaising with federal agency representatives as necessary.



592 Hangar Rd. STE 200 Rome, NY 13441
griffissinstitute.org

GRIFFISS
INSTITUTE

- Training key personnel on NICRA compliance, cost allocation best practices, and federal grant management principles.
- Providing ongoing consultation and advisory services related to indirect cost management and compliance.
- Optional: Respondents may suggest additional services that enhance GI's financial and administrative operations (e.g., process automation, cybersecurity for financial systems, training programs).

3. Proposal Requirements:

Proposals must include the following, clearly labeled and organized:


- **Firm Background and Qualifications:** A brief history of the firm, relevant experience, and expertise in NICRA and federal cost principles. Please include any certifications, accreditations, or industry recognitions.
- **Approach and Methodology:** A detailed description of the firm's approach to assisting GI in obtaining a NICRA and ensuring proper cost allocation, including proposed strategies and anticipated challenges.
- **Key Personnel:** Names and qualifications of personnel assigned to the project, including resumes and descriptions of relevant experience.
- **Ability to Satisfactorily Fulfill Engagement:** Comprehensive description of ability and fit to assist in meeting all objectives outlined in the "Scope of Work" section above. Provide any other suggested elements of an engagement that are worth noting.
- **Past Performance:** Examples of similar engagements, including references from nonprofit organizations, government contractors, or academic institutions.
- **Project Timeline:** Estimated timeframe for project completion with key milestones and deliverables.
- **Cost Proposal:** Detailed breakdown of costs, including professional fees, expenses, and any other anticipated charges. Pricing should be structured clearly to align with proposed deliverables.
- **Compliance Certifications:** Include a completed copy of [GI's Representations and Certifications Form](#).

Proposals should be concise, yet comprehensive, not exceeding 10 pages (excluding resumes and references).

4. Evaluation Criteria

Proposals will be evaluated based on the following weighted criteria:

- Experience and expertise in NICRA development and cost allocation methodologies (25%)
- Proposed approach and methodology, including feasibility and effectiveness (25%)
- Qualifications and experience of key personnel assigned to the project (20%)
- Cost-effectiveness and value offered in the proposal (20%)
- Past performance and references demonstrating successful NICRA engagements (10%)



592 Hangar Rd. STE 200 Rome, NY 13441
griffissinstitute.org



GI reserves the right to conduct interviews with top-scoring firms to clarify proposals.

Submission Instructions:

- Format: Submit proposals electronically in PDF format.
- Submission Deadline: 5pm EST on **May 19, 2025**. Late submissions will not be considered.
- Proposal Portal: Submit all proposal documents to GI's RFP portal found [here](#).
- Questions: Direct inquiries to smulligan@griffissinstitute.org by May 5, 2025.

Timeline¹

- RFP Issuance: April 28, 2025
- Questions Due: May 5, 2025
- Proposal Submission Deadline: **May 19, 2025**
- Firm Selection and Notification: no later than June 6, 2025
- Project Kickoff: June 2025

Confidentiality

All information provided in response to this RFP will be treated as confidential and will be used solely for the purpose of evaluating proposals.

Terms and Conditions

- GI reserves the right to accept or reject any proposal, waive minor irregularities, and negotiate with the most qualified firm to ensure the best value.
- Any costs incurred in the preparation and submission of a proposal are the sole responsibility of the proposer.
- The issuance of this RFP does not commit Griffiss Institute to award a contract or pay any costs incurred in the preparation of a response.
- GI may award a single contract for all services or multiple contracts for itemized services at its discretion.
- The selected firm(s) must comply with federal flow-down clauses (2 CFR 200.327, Appendix II) and provide conflict of interest disclosures.

We look forward to your proposals and the opportunity to collaborate on this important initiative.

¹ All dates are approximate and may be modified.