



*Purchasing Office*

July 1, 2024

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**Request for Quote**  
**RFQ # GCS24-0701**  
**SUU NICRA Consultation Services**

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Southern Utah University is requesting quotes from qualified sources to provide consultants to assist in our NICRA rate negotiation, based on the information provided in this document. Quotes will be received via email ([bradkinross@suu.edu](mailto:bradkinross@suu.edu)) OR in the Southern Utah University Purchasing Office, attn. Brad Kinross, 351 West University Blvd., Cedar City, Utah, 84720, no later than 2:00PM (MT) Thursday, August 1, 2024. At this time, a list of the names of the firms submitting quotes will be available. No other public disclosure will be made until after award of the contract.

Southern Utah University is located in Cedar City, Utah. We are a state institution, committed to undergraduate, professional graduate, and applied technology programs of excellent quality. The University enrolls over 13,000 students and employs more than 1000 faculty and staff. Founded in 1897, SUU is located on a main campus of 130 acres in Cedar City, Utah, about 2 ½ hours north of Las Vegas on Interstate 15, in the geographic area of Utah's National Parks.

Please note quotes must be received, either mailed, emailed, or hand delivered, in the **Southern Utah University Purchasing Office, attention Brad Kinross**, by the quote deadline listed below. Quotes received late will not be considered. Questions concerning this RFQ can be directed to Brad Kinross, Purchasing Office.

Tel: (435) 586-7871 – Email: [bradkinross@suu.edu](mailto:bradkinross@suu.edu)

**Quote Deadline: 2:00PM (MT), Thursday August 1, 2024**

**All questions & quotes must be submitted in writing to:**

Southern Utah University  
Purchasing Office Attn: Brad Kinross  
351 West University Blvd.  
Cedar City, Utah 84720  
Email: [bradkinross@suu.edu](mailto:bradkinross@suu.edu)

**Please Note:** Email preferred

### **General Information**

1. All quote information is to be held in strict confidence. SUU reserves the right to accept or reject any or all quotes or waive any informalities or technicalities in any bid in the interest of the University.
2. Awarded contracts are subject to our terms and conditions, which can be found at <https://www.suu.edu/ad/purchasing/forms.html>
3. **Quotes will include all charges (freight, etc.) – Any additional charges, fees, and costs not included in your quote will not be accepted.**
4. Any Addenda issued during the time of bidding shall become part of the contract documents made available to all bidders for the preparation of the bid.
5. The procurement laws of the State of Utah and the University's Purchasing Policy govern this request. Policies and rules are available upon request.
6. Whereas Contractors/Vendors may have provided budgetary proposals to the University regarding this project, this Request for Quote **supersedes** all other requests. Vendors must respond to this request and any proposals, bids, or quotes provided prior to this request cannot be considered.
7. Award shall be made to the responsive and responsible contractor whose submittal is determined to be the most advantageous to the University taking into consideration the evaluation criteria set forth in this solicitation.  
**Pricing, although a consideration, shall not be the sole determining factor.**  
**Evaluation Criteria** – Request for Quotes shall be evaluated based on the following criteria: Experience, Performance ratings, Inspection, Testing, Quality, Workmanship, Time and manner of delivery, References, Financial stability, Cost, Suitability for a particular purpose, the contractor's work site safety program, including any requirement that the contractor imposes on subcontractors for a work site safety program.
8. **Debarment Clause:** Contractor/vendor certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction (contract), by any governmental department or agency. If Contractor/vendor cannot certify this statement, attach a written explanation for review by the University. Contractor/vendor must notify the Director of Purchasing within 30 days if debarred by any governmental entity during the Contract period.
9. In accordance with Utah Statute 63G-27-101, effective May 5, 2021, vendors contracting with the State to provide a good or service, including supplies, information technology, or construction services must certify they are not currently engaged in a boycott of the State of Israel and agrees not to engage in a boycott of the State of Israel for the duration of the contract (if awarded).

**Introduction:** Southern Utah University, a dynamic regional comprehensive institution with a teaching mission, is seeking quotes from experienced and qualified consultants to assist in our NICRA rate negotiation and explore the benefits and feasibility of utilizing a calculation base different than our current salary/wage/benefit base. The selected consultant will be responsible for engaging key stakeholders on campus to educate decision makers about the overall indirect cost/Facilities and Administrative (F&A) impact, provide guidance, and implement strategies for a successful transition.

1. **Scope of Work:** The consultant will be expected to perform the following tasks:
  - Conduct an initial assessment of our current NICRA rate structure and cost allocation methodologies.
  - Engage key stakeholders across departments and units and provide education about the purpose and implications of indirect costs and the transition to an alternate base.
  - Develop a comprehensive strategy and implementation plan for transitioning to an alternate base, considering organizational needs and compliance requirements.
  - Assist in preparing necessary documentation and support for NICRA rate negotiation with relevant oversight agency (DHHS).
  - Provide training sessions or workshops for staff involved in grant management to ensure a smooth transition and understanding of alternative base calculations.
  - Review SUU's current distribution model for recovered indirect costs and consult the institution regarding a healthy and viable distribution moving forward.
  - Offer ongoing support and guidance during the transition period and post-implementation to address any issues or questions that may arise.
2. **Consultant Qualifications:** The ideal consultant should possess the following qualifications:
  - Demonstrated experience in negotiating NICRA rates for organizations of similar scale and complexity. SUU is a predominantly undergraduate institution (PUI) with ~\$22k in sponsored expenditures.
  - Expertise in indirect cost structures, federal regulations, and compliance requirements related to NICRA negotiations.
  - Proven ability to engage and communicate effectively with diverse stakeholders to build consensus and support for proposed changes.
  - Strong analytical and problem-solving skills to assess existing processes and propose feasible solutions.



- Availability to commit to the project timeline and deliverables.
3. Quote Submission Requirements: Interested consultants are requested to submit proposals containing the following:
- Overview of the consultant's experience, qualifications, and expertise related to NICRA rate assessment and negotiation.
  - Detailed methodology and approach to address the scope of work outlined in this RFQ.
  - Proposed timeline and deliverables.
  - Budget estimate with a breakdown of costs for the services offered.
  - References or case studies from similar projects.
4. Proposal Timeline:
- Deadline for Quote Submission: August 1, 2024
  - Anticipated Contract Start Date: August 15, 2024
  - Project Duration: 6-12 months

**Please Note:** SUU is tax exempt and non-profit. The winning vendor will be provided with a tax exemption certificate upon request.