



Invitation to Submit Proposals

Scope of Work for the Development of Cost Allocation Plan and Indirect Cost Proposal and Negotiation

Objective

The Office of Management and Budget (OMB) is seeking proposals from qualified firms for the development of a Cost Allocation Plan and an Indirect Cost Proposal, as well as negotiations with Cognizant Agency, the National Telecommunications and Information Administration (NTIA).

Tasks and Responsibilities

1. Project Initiation: Hold initial meetings with the designated team to define the work plan and expectations.
2. Initial Meetings: Hold individual meetings with all relevant divisions within the OMB to determine functional services and allocations.
3. Data Collection: Collect all necessary information requested from division to complete the Cost Allocation Plan and Indirect Cost Proposal.
4. Plan and Develop the Cost Allocation Plan and Indirect Cost Proposal based on the collected data.
5. Review of Drafts: Meet with relevant staff to review drafts of the Cost Allocation Plan and Indirect Cost Proposal for accuracy and completeness.
6. Finalize Plans and Proposals: Make any necessary adjustments to finalize both the Cost Allocation Plan and the Indirect Cost Proposal.
7. Submission to NTIA: Prepare and submit the finalized documents to the NTIA for approval.
8. Negotiation: Work with the OMB and NTIA to obtain approval for both the Cost Allocation Plan and Indirect Cost Proposal. Obtain the Negotiated Indirect Cost Rate Agreement (NICRA)
9. Presentation and Education: Present the NICRA to management and key personnel and educate them on their benefits and applications across various programs.
10. Develop an Indirect Cost Reimbursement Template capturing base costs associated with each grant and conduct training sessions for personnel on how to effectively use this template for accurate reimbursement calculations.



Proposal Submission Guidelines

Documentation should be in single spacing. All pages of the Proposal must be consecutively numbered within each section of the proposal. The proposal must adhere to the guidelines regarding the established order and must include all requested documents for proper evaluation

To comply with the paper reduction law and other federal and state regulations, the proposal must be submitted via email in a single PDF format to rfp@ogp.pr.gov by September 5th, 2024, at 11:59 PM.

The documentation included in the proposal should only be modified or altered if the OMB requests additional information. Therefore, the submitted proposal will be evaluated as received the first time, except for documentation requested by the OMB.

Proposal Structure

1. Executive Summary- One (1) page.

The Executive Summary should offer a high-level overview of your proposal, summarizing the key points that decision-makers need to understand. This should be concise, focused, and persuasive.

2. Brief Description- Not to exceed ten (10) pages.

Please detail the methods and procedures you plan to use to fulfill the requirements outlined in the Scope of Work. This demonstrates your understanding of the project and the thought process behind your recommended approach. Break down project phases and tasks with a brief description. Describe the phases and tasks, please address risk assessment, highlight any potential risks and mitigation plans. Please describe the tools, software, and techniques to be used.

3. Timeline and Milestones

Proposal must include present a realistic timeline for the project. Include key milestones and specify dates or timeframes for their achievement. Proponent is expected to begin providing services included in the SOW by September 27, 2024.

4. Budget and Fee Structure- Not to exceed two (2) pages.

Outline the budget and fee structure for the services proposed. Provide a detailed, itemized cost estimate that aligns with the Scope of Work and Timeline sections.

- Preference Will be provided for proposals which follow a deliverables-based fee structure.

Evaluation Criteria

The proposals will be evaluated based on these criteria:

1. Relevant Experience -This criterion will assess the proposed firm's track record in successfully delivering similar services. The emphasis is on both the quality and relevance of past work. Prior experience working in Puerto Rico on Cost Allocation and Indirect cost Rates. Successful indirect cost negotiation with federal consignment, especially with the NTIA. A minimum of five (5) years of cost allocation plan experience.

Maximum Points: 25 points

2. Methodology and Approach-This assesses how the proposing firm plans to execute the project. The evaluation will consider whether the methodology is sound, realistic, and tailored to the needs and constraints of the project.

Maximum Points: 40 points

3. Cost-Effectiveness-This criterion focuses on the financial aspect of the proposal. The goal is to evaluate whether the proposed costs are justifiable and provide good value for the quality of service offered.

Maximum Points: 15 points

4. Timeline Feasibility-This measures the realism and practicality of the proposed timeline. It assesses whether the proposing firm can realistically deliver the project within the stipulated time frame.

Maximum Points: 15 points

5. Adherence to Submission Guidelines- This criterion evaluates the proposing firm's adherence to the format and guidelines specified in the scope of work requirements. It assesses how well the firm can follow instructions and deliver a professionally presented proposal.

Maximum Points: 5 points

Total Points: 100

Any question related to this scope of work should be submitted via email no later than August 27th, 2024. Response will be expected to be delivered no later than September 5th, 2024.

Office of Management and Budget (OMB)
Email: rfp@ogp.pr.gov

Date: August 22nd, 2024