



**Solicitation Information
April 11, 2016**

RFP #7550506

TITLE: Title IID Health Promotion Services

SUBMISSION DEADLINE: May 10, 2016 at 10:30 AM (ET).

**PRE-BID/ PROPOSAL CONFERENCE: NO
MANDATORY:**

If YES, any Vendor who intends to submit a bid proposal in response to this solicitation must have its designated representative attend the mandatory Pre-Bid/ Proposal Conference. The representative must register at the Pre-Bid/ Proposal Conference and disclose the identity of the vendor whom he/she represents. A vendor's failure to attend and register at the mandatory Pre-Bid/ Proposal Conference shall result in disqualification of the vendor's bid proposals as non-responsive to the solicitation.

DATE:

LOCATION:

Questions concerning this solicitation must be received by the Division of Purchases at david.francis@purchasing.ri.gov no later than **April 22, 2016 @ 10:00 AM (ET)**. Questions should be submitted in a *Microsoft Word attachment*. Please reference the RFP# on all correspondence. Questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

SURETY REQUIRED: No

BOND REQUIRED: No

**David J. Francis
Interdepartmental Project Manager**

Applicants must register on-line at the State Purchasing Website at www.purchasing.ri.gov

Note to Applicants:

Offers received without the entire completed three-page RIVIP Generated Bidder Certification Form attached may result in disqualification.

THIS PAGE IS NOT A BIDDER CERTIFICATION FORM

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SECTION 1: INTRODUCTION

The Rhode Island Department of Administration/Office of Purchases, on behalf of the Rhode Island Department of Human Services, Division of Elderly Affairs (“DEA”), is soliciting proposals from qualified entities to operate *Health Promotion Services* in accordance with the terms of this Request for Proposals and the State’s general Conditions of Purchase, which may be obtained at the Rhode Island Division of Purchases Home Page by Internet at <http://www.purchasing.ri.gov>.

The initial contract period will begin approximately September 30, 2016 and continue through September 29, 2017, subject to availability of funds and/or changes in allocation of funding as more particularly described in Section 2 below. The contract may be renewed for up to four (4) additional one (1) year periods at the exclusive option of the State based upon the evaluation of the grantee agency’s performance and subject to availability of funds and/or changes in allocation of funding, as more particularly described below. Further, DEA reserves the right to not renew contract(s) for any renewal period.

This is a Request for Proposals, not an Invitation for Bid. Responses will be evaluated on the basis of the relative merits of the proposal, in addition to price; there will be no public opening and reading of responses received by the Division of Purchases pursuant to this Request, other than to name those offerors who have submitted proposals.

INSTRUCTIONS AND NOTIFICATIONS TO OFFERORS:

1. Potential vendors are advised to review all sections of this RFP carefully and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.
2. Alternative approaches and/or methodologies to accomplish the desired or intended results of this procurement are solicited. However, proposals which depart from or materially alter the terms, requirements, or scope of work defined by this RFP will be rejected as being non-responsive.
3. All costs associated with developing or submitting a proposal in response to this RFP or to provide oral or written clarification of its content shall be borne by the vendor. The State assumes no responsibility for these costs.
4. Proposals are considered to be irrevocable for a period of not less than 60 days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.
5. All pricing submitted will be considered to be firm and fixed unless otherwise indicated herein.
6. Proposals misdirected to other state locations, or which are otherwise not present in the Division at the time of opening for any cause will be determined to be late and will not be considered. For the purposes of this requirement, the official time and date shall be that of the time clock in the reception area of the Division.
7. It is intended that an award pursuant to this RFP will be made to a prime vendor, or prime vendors in the various categories, who will assume responsibility for all aspects of the work. Joint venture and cooperative proposals will not be considered. Subcontracts are permitted, provided that their use is clearly indicated in the vendor’s proposal and the subcontractor(s) to be used is identified in the proposal.

8. All proposals should include the vendor's FEIN or Social Security number as evidenced by a W9, downloadable from the Division's website at www.purchasing.ri.gov.
9. The purchase of services under an award made pursuant to this RFP will be contingent on the availability of funds.
10. Vendors are advised that all materials submitted to the State for consideration in response to this RFP will be considered to be Public Records as defined in Title 38, Chapter 2 of the General Laws of Rhode Island, without exception, and will be released for inspection immediately upon request once an award has been made.
11. Interested parties are instructed to peruse the Division of Purchases website on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this RFP.
12. Equal Employment Opportunity (G.L. 1956 § 28-5.1-1, et seq.) – § 28-5.1-1 Declaration of policy – (a) Equal opportunity and affirmative action toward its achievement is the policy of all units of Rhode Island state government, including all public and quasi-public agencies, commissions, boards and authorities, and in the classified, unclassified, and non-classified services of state employment. This policy applies to all areas where State dollars are spent, in employment, public services, grants and financial assistance, and in state licensing and regulation. For further information, contact the Rhode Island Equal Opportunity Office at (401) 222-3090.
13. In accordance with Title 7, Chapter 1.2 of the General Laws of Rhode Island, no foreign corporation, a corporation without a Rhode Island business address, shall have the right to transact business in the State until it shall have procured a Certificate of Authority to do so from the Rhode Island Secretary of State (401-2223040). This is a requirement only of the successful vendor(s).
14. The vendor should be aware of the State's Minority Business Enterprise (MBE) requirements, which address the State's goal of ten percent (10%) participation by MBE's in all State procurements. For further information, visit the website www.mbe.ri.gov.
15. Under HIPAA, a "business associate" is a person or entity, other than a member of the workforce of a HIPAA covered entity, who performs functions or activities on behalf of, or provides certain services to, a HIPAA covered entity that involves access by the business associate to HIPAA protected health information. A "business associate" also is a subcontractor that creates, receives, maintains, or transmits HIPAA protected health information on behalf of another business associate. The HIPAA rules generally require that HIPAA covered entities and business associates enter into contracts with their business associates to ensure that the business associates will appropriately safeguard HIPAA protected health information. Therefore, if a Contractor qualifies as a business associate, it will be required to sign a HIPAA business associate agreement.
16. In order to perform the contemplated services related to the Rhode Island Health Benefits Exchange (HealthSourceRI), the vendor hereby certifies that it is an "eligible entity," as defined by 45 C.F.R. § 155.110, in order to carry out one or more of the responsibilities of a health insurance exchange. The vendor agrees to indemnify and hold the State of Rhode Island harmless for all expenses that are deemed to be unallowable by the Federal government because it is determined that the vendor is not an "eligible entity," as defined by 45 C.F.R. § 155.110.

17. Every applicant that is awarded funding pursuant to this RFP must enter into a written grant agreement with DEA in a form to be prescribed by DEA and which will contain terms and conditions in addition to those set forth in this RFP.

SECTION 2: BACKGROUND

Authority

DEA is the designated State Agency on Aging for the State of Rhode Island, responsible for the development and implementation of a comprehensive, coordinated system of community-based care for citizens sixty years of age and older. A director, appointed by the Governor, administers DEA. Division responsibilities include developing and implementing a State Plan on Aging under the federal Older Americans Act of 1965, as amended (the "OAA"), serving as the state's Single Planning and Service Agency on Aging under the OAA, advocating for the rights of older individuals, operating services designed to assist seniors to remain independent in the community and funding an array of community based services for the elderly. DEA coordinates these efforts and activities of the State Aging Network through the allocation and monitoring of federal and state funds.

The mission of DEA, "to preserve the independence, dignity and capacity for choice for seniors, adults with disabilities, families and caregivers," is realized through the administration of state and federally-funded programs and services that help older adults and adults with disabilities live independently in the community, attaining optimal health and an enriched quality of life for as long as possible. Among the community-based programs and services administered by DEA in support of this objective are: information, referral and options counseling; home health care; adult day services; assisted living services; senior health information counseling; waste, fraud, and abuse education; and protective services. DEA has a long history of collaboration with community partners to deliver these services in a coordinated, consistent and locally accessible way.

Specific Requirements

Funds earmarked for this RFP are Federal grant funds issued under Title IIID of the OAA ("Title IIID"). Title IIID was established in 1987. It provides grants to States and Territories based on their share of the population aged 60 and over for activities that support healthy lifestyles and promote healthy behaviors. Priority is given to serving elders living in medically underserved areas of the State or who are of greatest economic need.

DEA currently anticipates funding four (4) grants in the amount of \$24,544.00 each for the initial contract period from September 30, 2016 through September 29, 2017, and that the amount of funding available for each of four (4) possible renewal periods of September 30, 2017 through September 29, 2018 (if applicable), September 30, 2018 through September 29, 2019 (if applicable), September 30, 2019 through September 29, 2020 (if applicable), and September 30, 2020 through September 29, 2021 (if applicable) would be equal to \$24,544.00 per grant for four (4) grants.

Such funding is subject to availability of funds allocated to DEA under Title IIID of the OAA and/or changes in allocation of funds under Title IIID of the OAA. In addition, all funding under this RFP is subject to changes in allocation of funding by DEA as a result of budgetary and/or program planning actions taken by DEA. DEA also reserves the right to reduce the number of grants made available for

each period and/or to reduce the amount of any grant award(s) due to any reason whatsoever, including but not limited to Title IIID requirements. DEA also reserves the right to terminate this RFP at any time for any reason whatsoever, including but not limited to as a result of any Title IIID requirements, and also reserves the right to not renew contract(s) for any renewal period(s) for any reason whatsoever, including but not limited to as a result of any Title IIID requirements.

Eligible applicants are: non-profit entities that provide direct services to older individuals within the State of Rhode Island; entities that operate as part of a local level of government in Rhode Island that provide direct services to older individuals within the State of Rhode Island; and tribal organizations that provide direct services to older individuals within the State of Rhode Island. For purposes of this RFP, the term “older individuals” has the meaning ascribed to it in the federal Older Americans Act of 1965, as amended (the “OAA”).

SECTION 3: SCOPE OF WORK

Funds awarded by DEA pursuant to this RFP shall be used exclusively for those services detailed in this **Section 3 – Scope of Work** in accordance with this RFP, with no exceptions.

DEA is seeking up to four (4) organizations to provide evidence-based health promotion programs for older individuals (age sixty [60] and older) who:

- Are low income or socially isolated; and
- Are members of ethnic/racial minorities; and
- Are residents of medically under-served communities within the State of Rhode Island (see the website of the U.S. Department of Health and Human Services Health Resources and Services Administration at <http://muafind.hrsa.gov/> for information about medically under-served areas in the State of Rhode Island).

Applicants must propose to offer one or more of the following evidence-based programs:

1. A Matter of Balance (www.mainehealth.org/mob)
2. AEA Arthritis Foundation Aquatic Program (www.aeawave.com)
3. Powerful Tools for Caregivers (www.powerfultoolsforcaregivers.org)
4. Tai Ji Quan: Moving for Better Balance (<http://tjqmbb.org>)
5. Arthritis Foundation Walk with Ease (www.arthritis.org/wwe)
6. Any one or more of the following Stanford Self-Management Programs – Chronic Disease Self-Management Program (CDSMP/Tomando Control de su Salud); Diabetes Self-Management Program; Chronic Pain Self-Management Program; Arthritis Self-Management Program (<http://patienteducation.stanford.edu/programs/cdsmp.html>)

All programs must be led by properly authorized and qualified trainers/leaders and must be delivered in accordance with applicable evidence-based program requirements. Except as otherwise expressly provided in this RFP, no other activities, programs or services will be funded pursuant to this RFP.

IMPORTANT NOTES:

- DEA has identified a gap in specific geographic regions of the State with regard to the delivery of Title IIIID evidence-based health promotion programs described in this RFP. DEA may use this funding opportunity to address the geographic gap in access to Title IIIID services, with the objective that elders throughout Rhode Island have access to essential services in convenient settings that are close to home.

Applications from eligible applicants may be given preference if:

(A) the applicants apply to deliver the services described in this RFP for one or more of the medically underserved areas listed below, as designated by the U.S. Department of Health and Human Services Health Resources and Services Administration at <http://muafind.hrsa.gov/>:

1. North Kingstown: Census tracts 0501.02, 0501.03, 0501.04, 0503.01, 0503.02, 0504.01, 0504.02
2. Newport: Census tracts 0405.00, 0411.00, 0412.00
3. Narragansett: Census tracts 0515.02, 0515.04
4. Westerly: Census tract 9901.00;

and

(B) the applicants demonstrate a history of the provision of services similar to those described in this RFP for older adults in the area(s) for which they apply.

See <https://www.census.gov/geo/maps-data/maps/2010tract.html> for U.S. Census tract reference maps.

- Funds awarded under this RFP may be used to train program leaders and trainers who are under sixty (60) years of age. However, *all* program participants must be 60 years of age and older.
- Funds awarded under this RFP are *not* to be used to pay for food or beverages.
- Programs funded by this RFP are to be provided free of charge.
- In the event that any of the evidence-based programs listed above in this RFP does not meet then current Title IIIID requirements, any grantee that is scheduled to offer such program(s) under this RFP shall substitute for such program(s), subject to DEA's prior written approval, another evidence-based program that meets the then applicable requirements of Title IIIID.

Reporting Requirements

Grantees will be required to comply with all state and federal program requirements, data collection requirements and programmatic and financial reporting requirements related to the project within the required time frames, including without limitation the following: number of unduplicated clients served, location and number of activities held, client demographic information, number of participants/units of service and grant expenditures.

Grantees also will be required to (1) attend all required meetings, webinars, teleconferences, and conferences as required by the Administration for Community Living and/or DEA; and (2) maintain effective communication regarding grant activities with the DEA project manager and with other grant partners, when appropriate.

SECTION 4: PROPOSAL

Narrative and format: The proposal should include specifically each of the following required elements:

A) **Technical Narrative** describing the qualifications and background of the applicant and experience with and for similar projects, and all information described earlier in this solicitation (**the narrative is limited to twelve (12) pages**, excluding any appendices and resumes of key staff that will provide services covered by this request). The Narrative should describe the applicant's understanding of the State's requirement and a work plan for accomplishing the results proposed, including the following:

1. **Organizational Description/Staffing** – Describe the organizational history, services and programs provided by the agency. Include here the agency's ability to work with the target populations identified in this RFP. Describe the qualifications, functions and responsibilities of staff members who will be involved with the program.

Including, but not limited to, the following:

- a. Articles of Organization of the Applicant; List of Board of Directors, By-Laws (or other appropriate ownership agreement, such as a partnership agreement, if applicable); &
- b. Demonstration of Board (or partnership) endorsement, if applicable, supporting the organization's commitment to undertake the proposed project.

2. **Project Plan** – Present a clear outline of the plan of work. Outline the overall goals of the project; the specific objectives; activities planned to meet the goals and objectives. Include an organizational plan that will ensure proper and efficient administration of the project, including the proposed location(s) and start-up date.

Applicants should describe with specificity the programs they propose to offer during the grant period(s) (e.g., identify the specific activities to be provided; demonstrate that they will be conducted in accordance with the applicable evidence-based program requirements; identify the number of sessions of each activity to be provided, the locations where the activities will be provided, qualifications of activity leaders, and target populations to be served and the number of people to be served; and provide all other information that the applicants believe would assist the Technical Review Committee in reviewing the application).

Include an Evaluation Plan as to how the project will measure compliance with the required objectives.

B) **Budget and Financial Capacity**, including 1) the completion of the form which begins on page 11 of this application and 2) a budget narrative (**not to exceed five (5) pages**) which explains, in reasonable detail, the budget for the proposed project and which discloses all other sources of funding for the project. Including, but not limited to, the following:

- A. If applicable, copy of 501 (c) (3) tax exempt IRS Letter, or that of the fiscal sponsor; &
- B. If applicable, documentation of the applicant's approved indirect cost rate.

DIRECT/INDIRECT COSTS: In developing proposals, applicants should maximize the use of grant funds for the direct provision of services. To the extent funded by RIDEA funds, indirect charges only may be requested on the RIDEA-funded portion of the direct charges (the indirect cost rate is calculated by dividing the indirect costs of the project by its direct costs). A grantee that has a federally approved indirect rate: the rate charged cannot exceed the federally approved rate, and the current indirect rate agreement must be submitted with this application. A grantee that never has negotiated a federally approved indirect rate may charge an indirect charge of up to 10%, provided that the grantee executes and

delivers the RIDEA Indirect Cost Rate Certification that is part of this application as well as such additional information as RIDEA may in its discretion require (only complete the certification if applicable). Otherwise, grant funds are not to be applied to indirect costs.

SECTION 5: EVALUATION AND SELECTION

Proposals will be reviewed by a Technical Review Committee comprised of staff from state agencies.

The proposal must receive a minimum of 75 (75%) out of a maximum of 100 technical points to be considered responsive. Any proposals scoring less than 75 points will be dropped from further consideration.

Proposals will be reviewed and scored based upon the following criteria:

Proposals will be reviewed and scored based upon the following criteria:

Criteria	Possible Points
Organizational Capacity/Staffing	40
Project Plan Quality	40
Budget Proposal	20
Total Possible Points	100

Points will be assigned based on the applicant's clear demonstration of its abilities to complete the work, apply appropriate methods to complete the work, create innovative solutions and quality of past performance in similar projects.

Applicants may be required to submit additional written information or be asked to make an oral presentation before the Technical Review Committee to clarify statements made in their proposal.

The Department of Human Services/ Division of Elderly Affairs reserves the exclusive right to select the applicant(s) that it deems to be in its best interest to accomplish the project as specified herein; and conversely, reserves the right not to fund any proposal(s).

SECTION 6: PROPOSAL SUBMISSION

Questions concerning this solicitation may be e-mailed to the Division of Purchases at David.Francis@purchasing.ri.gov no later than the date and time indicated on page one of this solicitation. Please reference **RFP #7550506** on all correspondence. Questions should be submitted in a Microsoft Word attachment. Answers to questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information. If technical assistance is required to download, call the Help Desk at (401) 574-8100.

Offerors are encouraged to submit written questions to the Division of Purchases. **No other contact with**

State parties will be permitted. Interested offerors may submit proposals to provide the services covered by this Request on or before the date and time listed on the cover page of this solicitation. Responses received after this date and time, as registered by the official time clock in the reception area of the Division of Purchases will not be considered.

Responses (**an original plus four (4) copies**) should be mailed or hand-delivered in a sealed envelope marked “**RFP# 7550506 Title IID Health Promotion Services**” to:

RI Dept. of Administration
Division of Purchases, 2nd floor
One Capitol Hill
Providence, RI 02908-5855

NOTE: Proposals received after the above-referenced due date and time will not be considered. Proposals misdirected to other State locations or those not presented to the Division of Purchases by the scheduled due date and time will be determined to be late and will not be considered. Proposals faxed, or emailed, to the Division of Purchases will not be considered. The official time clock is in the reception area of the Division of Purchases.

RESPONSE CONTENTS

Responses shall include the following, in addition to the Proposal:

1. A completed and signed three-page R.I.V.I.P generated bidder certification cover sheet (included in the original only) downloaded from the RI Division of Purchases Internet home page at www.purchasing.ri.gov.
2. One (1) completed and signed W-9 (included in the original only) downloaded from the RI Division of Purchases Internet home page at www.purchasing.ri.gov (included in the original proposal).
3. A **signed and sealed Proposal** including the **Technical Narrative** (describing the qualifications/background of the applicant and experience with and for similar projects) and **Budget and Financial Capacity** (reflecting the hourly rate, or other fee structure, proposed to complete all of the requirements of this project), as described in **Section 4** of this solicitation.
4. In addition to the multiple hard copies of proposals required, Respondents are requested to provide their proposal in **electronic format (CD-Rom, disc, or flash drive)**. Microsoft Word /Excel OR PDF format is preferable. Only 1 electronic copy is requested and it should be placed in the proposal marked “original”.

CONCLUDING STATEMENTS

Notwithstanding the above, the State reserves the right not to award this contract or to award on the basis of cost alone, to accept or reject any or all proposals, and to award in its best interest.

Proposals found to be technically or substantially non-responsive at any point in the evaluation process will be rejected and not considered further.

The State may, at its sole option, elect to require presentation(s) by offerors clearly in consideration for award.

The State's General Conditions of Purchase contain the specific contract terms, stipulations and affirmations to be utilized for the contract awarded to the RFP. The State's General Conditions of Purchases/General Terms and Conditions can be found at the following URL: <https://www.purchasing.ri.gov/RIVIP/publicdocuments/ATTA.pdf>

Every applicant that is awarded funding pursuant to this RFP must enter into a written grant with DEA in a form to be prescribed by DEA (the terms and conditions set forth in this RFP are not inclusive of all the requirements that will be set forth in the grant). The State may, at its sole option, elect to require presentation(s) by offerors clearly in consideration for award.

APPENDIX A - BUDGET FOR 9/30/20__ – 9/29/20__

PROJECT COSTS

<i>COST CATEGORY</i>	TOTAL AMOUNT OF EACH COST (including RIDEA funding)	RIDEA FUNDING ALLOCATED TO EACH COST*
<i>DIRECT PROGRAM COSTS:</i>		
PERSONNEL	\$	\$
FRINGE BENEFITS	\$	\$
CONSULTANTS	\$	\$
IN-STATE TRAVEL	\$	\$
OUT-OF-STATE	\$	\$
PRINTING	\$	\$
SUPPLIES	\$	\$
EQUIPMENT	\$	\$
EDUCATION MATERIALS	\$	\$
OTHER	\$	\$
TOTAL DIRECT CHARGES:	\$	\$
INDIRECT CHARGES:	\$	\$
TOTAL PROJECT COSTS: †	\$	

* Grant funds are not to be used to pay audit costs.

† The Total Project Cost, as well as all resources being applied to the total Project Cost, must be disclosed in this budget.

APPENDIX B - PROJECT RESOURCES

RESOURCES CONTRIBUTED BY AGENCY:	
USED AS MATCH: NOT APPLICABLE	
CASH - N/A	\$0
IN KIND – N/A	\$0
NOT USED AS MATCH:	
CASH	\$
IN KIND	\$
TOTAL REQUEST FROM RIDEA :	\$
TOTAL PROJECT RESOURCES (must equal total Project costs):	\$

APPENDIX C - BUDGET JUSTIFICATION

DIRECT PROGRAM COSTS - DETAIL OF PERSONNEL

NAME POSITION TITLE DESCRIPTION OF GRANT DUTIES	TOTAL ANNUAL SALARY \$	TOTAL ANNUAL FRINGE \$	TOTAL ANNUAL COMPENSATION \$	PERCENTAGE OF TIME DEVOTED TO PROJECT %	TOTAL AMOUNT (\$) CHARGEABLE TO RIDEA GRANT AWARD
TOTAL REQUEST FROM RIDEA FOR PERSONNEL					\$

DIRECT PROGRAM COSTS - DETAIL OF CONSULTANTS

NAME	POSITION TITLE	HOURLY RATE \$	NUMBER OF HOURS	TOTAL COST \$	TOTAL AMOUNT (\$) CHARGEABLE TO RIDEA GRANT AWARD
TOTAL REQUEST FROM RIDEA					

EXPLANATION OF ALL OTHER DIRECT EXPENSES

EXPENSE CATEGORY	DESCRIPTION	TOTAL COST \$	TOTAL AMOUNT (\$) CHARGEABLE TO RIDEA GRANT AWARD
TOTAL REQUEST FROM RIDEA			

EXPLANATION OF INDIRECT EXPENSES

EXPENSE CATEGORY	DESCRIPTION	TOTAL COST \$	TOTAL AMOUNT (\$) CHARGEABLE TO RIDEA GRANT AWARD
TOTAL REQUEST FROM RIDEA			

EXPLANATION OF OTHER RESOURCES APPLIED TO TOTAL PROJECT COST

<i>DESCRIPTION</i>	AMOUNT

APPENDIX D

INDIRECT COST RATE CERTIFICATION

In accordance with the requirements in Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards section 2 CFR 200.414 - INDIRECT (F&A) COSTS; any non-Federal entity that has never received a negotiated indirect cost rate may elect to charge a de minimis rate of 10 percent.

- As described in § 200.403 Factors affecting allowability of costs, costs must be consistently charged as either indirect or direct costs, but may not be double charged or inconsistently charged as both. If chosen, this methodology once elected must be used consistently for all Federal awards until such time as a non-Federal entity chooses to negotiate for a rate, which the non-Federal entity may apply to do at any time.

Agency Name: _____ has never negotiated an indirect cost rate and acknowledges the requirements set forth in the aforementioned paragraph.

The individual executing this document on behalf of Agency Name: _____ represents and warrants that she/he has been duly authorized to do so.

Agency Name:

By: _____
Name:
Title:

Date: _____