



## RFP 693-16P Compliance Review of Grants

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Addendum 001  
Issued February 22, 2016

Below are the questions we have received from various parties with respect to this Request for Proposal, along with our response (indicated in red font). Although we have endeavored to remove duplicate questions, we have presented the questions below in an unedited format. We hope this is helpful to you in preparing your proposal. Please remember that bids are due by 2:00 p.m. Mountain Time on 2/29/16. This addendum is number 001. Please follow the submittal instructions carefully when submitting your proposal. CMC is not able to accept a late submittal. Remember to allow a few extra minutes for any technical difficulties all bids will be received at bids.coloradomtn.edu.

1. The RFP states: It would be our preference to hire a firm with a local presence as an on-site visit(s) will be necessary. Can you please define "local" (in-town, in-state) so that we understand how the preference will be applied?

**It will be less expensive to make it on-site if a firm is closer in geographic area, meaning it will cost CMC less, all other things being equal. CMC has no formal preference award, but when we can hire a firm that pays tax in our college district we generally try to do that if there are not substantial differences between proposals.**

2. Is there an approved budget for this process?

**No budget has been developed for this project.**

3. What is the likelihood of awarding "no contract at all" per the RFP?

**It is possible depending on the cost, but CMC does plan to move forward with this.**

4. Item 1 of Exhibit C "Scope for Internal Review of Grants – Leadville Campus" requires a review based upon statistical sampling. Does the College anticipate that any other items (Items 2-11) should be conducted using a statistical sampling methodology?

**Statistical sampling will be used where it makes sense, the final scope has yet to be determined and CMC appreciates your opinion/input on this.**

5. Approximately how many vendors are to be reviewed under Items 2&3 of the Scope?

**Approximately 5.**

6. Are the College's records to be reviewed maintained in electronic or hard copy format?

**The Leadville NRMI uses both electronic and hard copy format records. Both will need to be reviewed to ensure a proper and complete review.**

7. Will CMC share the Catalog of Federal Domestic Assistance (CFDA) # for the grants?

**BLM Lake Fork CFDA #15.236**

**BLM Upper Ark Wetlands CFDA #15.231**

**USFS AML CFDA is #15.658**

**Colorado Gulch CFDA is not available at this time**

**EPA Water Quality CFDA is not available at this time**

**Little Frying Pan Monitoring CFDA #66.460**

8. Is there an applicable department-specific audit guide, or has CMC already determined that the OMB guidance is appropriate?

**CMC has no department specific audit guides and uses the OMB guidance for standards and internal controls. CMC is working to ensure that all grant programs are compliant with federal OMB guidance even if such requirements are not in place by the funder, unless funder requirements are stricter than OMB guidance.**

9. 10. Has CMC received any audit previous findings pertaining to the personnel and processes affecting these grants? If so, will CMC share these findings?

**CMC has received audit findings in the past regarding the NRMI operations at Leadville and will share those results upon the awarding of the contract to the selected vendor.**

10. Does CMC have the same or similar grants at other campuses?

**No, NRMI has a unique portfolio of grants and funding opportunities unique to the Leadville campus.**

11. Has CMC completed similar projects at other campuses that serve as a baseline or expectation or has findings? If so, will CMC share this information?

**No, this internal review represents a first-effort by CMC to implement an internal audit and review process of its grant funded operations.**

12. Do these grants share a common administrator, payroll and disbursement process?

**The NRMI Leadville grants do share a common administrator, payroll, and disbursement process. Payroll and disbursement are completed in compliance with CMC operating processes for all campus**

**units. Administrator oversight is exercised by the local campus working in conjunction with the Office of Sponsored Programs for CMC.**

13. For sampling purposes, are the grants considered one population or separate populations?

**Separate populations.**

14. Will CMC share the number of items purchased that cost more than \$5,000? Of these, will CMC share how many are capitalized and inventoried?

**CMC can provide that information and will share those results upon the awarding of the contract to the selected vendor.**

15. Does CMC have an approved indirect cost rate? If so, will CMC be sharing it?

**CMC does have an approved indirect cost rate expiring in 2016, a proposal for a new federal indirect rate is under discussion. During the period of the grants in question CMC's federal Indirect Rate was 40% of Wages and Salaries, excluding Benefits. CMC applied for this rate using the simplified method for IHE's allowed under the Uniform Grant Guidance.**

16. Beginning and ending Period of Performance dates for each of the six grants

**BLM Lake Fork begins 09/10/2010 and ends 09/09/2015  
BLM Upper Ark Wetlands begins 05/18/2012 and ends 05/17/2017  
USFS AML begins 07/08/2011 and ends 07/08/2012  
Colorado Gulch begins 02/21/2013 and ends 03/01/2015  
EPA Water Quality is not available at this time  
Little Frying Pan Monitoring begins 03/05/2009 and ends 03/05/2013**

17. List of grants that are sub-awards. If applicable, please state the primary grant recipient in addition to the Federal or State grantor.

**The Leadville NRMI program is a sub-award of the Little Frying Pan Monitoring award. The primary recipient is the State of Colorado, Department of Public Health and the Environment. In turn the State of Colorado is a recipient of the award from the United States Environmental Protection Agency.**

18. List of grants under which sub-awards have been executed. If applicable, please state the number of sub-awards for each grant and the dollar amounts of the contracts.

**NRMI has not issued any sub-awards from the grants listed as part of the audit sample listing.**

19. Organizational chart for CMC's grant administration staff.

**An organizational chart for CMC's grant administration staff is not available at this time due to the nature of the Office of Sponsored Programs in relation to other grant staff. A working organizational chart is in development for the future.**

20. Can you please describe how your sponsored program staff is structured, who is in charge of administering grants, how much institutional control is in place?

**The Colorado Mountain College Office of Sponsored Programs consists of one (1) Grants Coordinator who oversees the general administration of all grants obtained by the college. In that position at a minimum the Grants Coordinator reviews all sponsored program fiscal activity on a monthly basis against total funding levels, reviews and stores grant paperwork and reports, tracks reporting deadlines and due dates, writes grants as needed, completes vendor/sub-recipient/direct award and grant term reviews, and reviews compliance issues against funder regulations.**

**Leadville NRMI has a full time grants administrator/scholarship coordinator who is responsible for daily administration of NRMI grants in coordination with the Office of Sponsored Programs. Leadville NRMI is overseen directly by its Campus Vice President.**

21. Is CMC interested in training on the new Uniform Grant Guidance requirements for its staff?

**CMC at this time is not interested in training in the new Uniform Grant Guidance requirements for its staff. As part of a review of the general grant operations and processes at the college such training might be explored in future under a separate bid.**

22. Which ERP system is the College using (e.g. Banner, PeopleSoft, etc.)?

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23. We see a list of grants that the work should focus on. When were these grants issued? What time period will sampling cover? With the issuance of the new Uniform Grant Guidance (UGG), disbursements and other compliance transactions for grants awarded prior to 12/25/14 would follow various circulars while grants awarded after would adhere to the UGG. Being the College is looking for recommendations for internal control processes for these grants, we assume the College would be focusing on the new UGG?

**BLM Lake Fork was issued in 09/10/2010 so it would be under A-21 & A-110  
BLM Upper Ark Wetlands in 05/18/2012 so it would be under A-21 & A-110  
USFS AML in 07/08/2012 so it would be under A-21 & A-110  
Colorado Gulch 2/21/2013 so it would be under A-21 & A-110  
EPA Water Quality information is not available at this time  
Little Frying Pan Monitoring in 03/01/2009 so it would be under A-21 and A-110**

**However CMC desires recommendations for enhancements to internal controls in its NRMI grant process to prepare for compliance with the new requirements under the Uniform Grant Guidance (2 CFR 200). A focus on the new UGG in suggestions is expected.**