Request for Proposal

OVERVIEW

The Boston Public Health Commission (BPHC) is the local public health department for the city of Boston. BPHC’s mission is to protect, preserve, and promote the health and well-being of all Boston residents, particularly the most vulnerable populations.

The Boston Public Health Commission makes measurable efforts to contract with a diverse group of Certified Underrepresented Business Enterprises (CUBEs). When all business considerations are determined to be equal among all responsive suppliers, BPHC has the discretion to award contracts to certified vendors.

BPHC’s Finance Office is seeking proposals from qualified consultants to provide consulting services related to the preparation and negotiation of the FY2021 Fringe Benefit (FB) rate proposal and Indirect Cost (IDC) rate proposal which is submitted to the Department of Health and Human Services (DHHS) annually, on December 31, unless granted an extension.

SCOPE OF SERVICE

The Finance Office is seeking a qualified consultant to provide, but not limited to, the following services:

- Meet with members of BPHC’s leadership team to learn what type of Bureaus and Programs make up BPHC.
- Develop an understanding of overall Revenue services provided and what work is performed at each location.
- Analyze the prior 2 - 3 years Fringe benefit and indirect cost rate proposals. Make suggestions on improving the process, content, and how different aspects of the business gets reported; with the end goal of maximizing return to BPHC.
- Assist in the preparation of the new indirect cost and fringe benefit rate proposals due on December 31, unless extended.
- Review Ryan White Admin Core and determine if IDC should be excluded or calculated.
- Analyze Sub-Awards (bulk of which are in the Ryan White Grant) and determine if allocation of IDC to Sub-Awards is being calculated in the best interest of BPHC ($25K on each subaward.)
- Determine if it is in the best interest of BPHC to calculate multiple rates, or different rate for certain Bureaus or Programs.
- Assist management in calculating whether or not a pay back is due for Fiscal Year 2018, and if an amount is due, assist with determining the process to make payment back to DHHS.
- Assist management with negotiating the final Fringe Benefit and indirect cost rates for Fiscal Year 2019, and the awarded fringe benefit and indirect cost rates for fiscal year 2021.
- Assist management with negotiating a change to the type of rate awarded to BPHC, from a Provisional Rate to a Predetermined Rate or a Fixed Rate with Carry Forward.

PERIOD OF PERFORMANCE

Services are expected to be performed by the consultant on or about December 5, 2019 through (on or about) June 30, 2020. Although the consultant may perform some of work offsite, the consultant will be expected to report to the BPHC location at 1010 Massachusetts Avenue, as needed, during regular business hours, Monday – Friday (excluding holidays) 9:00 AM – 5:00 PM from time to time. The Boston Public Health Commission Standard Contract must be signed, and a CORI background check is required prior commence of the work.
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SUBMISSION INSTRUCTIONS

Proposals should be emailed to and contain the following:

Boston Public Health Commission
Steve Simmons
Chief Financial Officer
SSimmons@bphc.org

1. CV for Consultant.
2. Budget proposal with detailed activities including the estimated number of hours of performance per activity and hourly rate. Out-of-pocket expense should be estimated.
3. Three references in the form of Letter of Reference and/or Business Reference Form

Proposals must be received by 5:00 PM no later than December 03, 2019