

Solicitation Outline

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I. SCOPE OF SOLICITATION

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18 Clemson is seeking proposals for the consultation and review of Facilities and Administrative cost rate, pooled fringe
19 benefit rate structures, and related issues at the University.

II. INSTRUCTIONS TO OFFERORS – A. GENERAL INSTRUCTIONS

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23 In addition to information requested elsewhere in this solicitation, Offerors must submit the following information for purposes of
24 evaluation:

- 25 - Cover letter
- 26 - Offeror's qualifications including references from five higher education institutions for similar work
- 27 - Technical proposal that addresses how the scope will be performed as required in Section III, including a project timeline
- 28 - Cost proposal details – provide the cost break down for consulting and software solutions required in Section III. If there are
29 additional hourly fees for consulting or additional annual charges to run the software, must identify those costs.

II. INSTRUCTIONS TO OFFERORS – B. SPECIAL INSTRUCTIONS

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33 SUBMITTAL REQUIREMENTS: Offerors are required to complete the following as part of their submittal:

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35 1. Submit Technical Proposal, per quantities required on cover page, addressing the following items:
36 a. Elaborate on how your firm and product meets the minimum Qualifications (Section III and IV). Please restate each
37 Qualification at the beginning of your response.
38 b. Describe the work you would expect Clemson University staff to perform to assist you in providing these services, the
39 level/skill of staff and the expected number of hours the staff would be needed.
40 c. Describe the mechanisms that will be used in preparing and calculating both the space surveys and the facilities and
41 administration cost proposal.
42 d. Describe the software solution that will be used in accumulating space and financial information for the study.
43 e. Provide a schedule of interim payments to be paid upon completion of deliverables.
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46 2. Submit Cost Proposal, separate from your Technical Proposal, using format outlined in Section VI and Attachment A
47 addressing the following:
48 a. Fixed prices for Task A, Sections III. B. (2.1), to include all services, labor costs, overhead, profit, insurance, travel,
49 lodging, and related expenses. EACH SECTION MUST BE INDIVIDUALLY PRICED; IN ORDER TO FACILITATE
50 INTERIM PAYMENTS AS SERVICES ARE COMPLETED.
51 b. Quote an expected total cost along with hourly rates by staff category, travel and lodging rates, and other fee structures.
52 These rates must remain valid throughout the duration of the contract.
53 c. Fixed prices for Task B, Sections III. B. (2.2), to include all services, labor costs, overhead, profit, insurance, travel,
54 lodging, and related expenses. EACH SECTION MUST BE INDIVIDUALLY PRICED; IN ORDER TO FACILITATE
55 INTERIM PAYMENTS AS SERVICES ARE COMPLETED.
56 d. Quote an expected total cost along with hourly rates by staff category, travel and lodging rates, and other fee structures.
57 These rates must remain valid throughout the duration of the contract.

- 58 e. Fixed price for Task C, Sections III. B. (2.3.1 – 2.3.8) to include all services, labor costs, overhead, profit, insurance,
59 travel, lodging, and related expenses. EACH SECTION MUST BE INDIVIDUALLY PRICED; IN ORDER TO
60 FACILITATE INTERIM PAYMENTS AS SERVICES ARE COMPLETED.
- 61 f. For Task C, Section III. B. (2.3.9), Quote an expected total cost for the negotiation phase along with hourly rates by staff
62 category, travel and lodging rates, and other fee structures.
- 63 g. Quote an expected total cost along with hourly rates by staff category, travel and lodging rates, and other fee structures.
64 These rates must remain valid throughout the duration of the contract.
- 65 h. Fixed prices for Task D, Sections III. B. (2.4.1 – 2.4.3), to include all services, labor costs, overhead, profit, insurance,
66 travel, lodging, and related expenses. EACH SECTION MUST BE INDIVIDUALLY PRICED; IN ORDER TO
67 FACILITATE INTERIM PAYMENTS AS SERVICES ARE COMPLETED.
- 68 i. Quote an expected total cost along with hourly rates by staff category, travel and lodging rates, and other fee structures.
69 These rates must remain valid throughout the duration of the contract.
- 70 j. For Task E, Section III. B. (2.5), Quote an expected total cost along with hourly rates by staff category, travel and lodging
71 rates, and other fee structures. These rates must remain valid throughout the duration of the contract.
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74 III. SCOPE OF WORK / SPECIFICATIONS

75 A. INTRODUCTION AND BACKGROUND

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78 Clemson University is a land-grant institution in the State of South Carolina dedicated to teaching, research and public service, and
79 to improving the quality of life through education with approximately 1,374(was 1,440) faculty and 3,353 staff members. 2013 Fall
80 Enrollment was 21,303 students, including 4,502 graduate students. Students may choose degree programs offered through the
81 University's five colleges: Agriculture, Forestry and Life Sciences; Architecture, Arts and Humanities; Business and Behavioral
82 Science; Engineering and Science; and Health, Education and Human Development.
83

84 Clemson's 1,400-acre main campus is located in the northwestern corner of South Carolina The main campus consists of 285
85 buildings used for teaching, research, public service administration, and athletics with approximately 3.8 million total square feet.
86 There are 150 housing facilities with 1.2 million square feet included in these figures.

87 In addition to the research conducted in main campus buildings, the University's research activities span the state of South Carolina:
88 -on 5,679 acres at four Research and Education Centers (Baruch, Coastal, Edisto and Pee Dee)
89 -on the Clemson Experimental Forest (17,500+ acres)
90 -on the Research Farms located near Clemson proper (4,400 acres)
91 -at numerous centers and institutes, including but not limited to, Clemson University International Center for Automotive Research
92 (CU-ICAR) in Greenville, SC and the Clemson University Restoration Institute (CURI), which is inclusive of the Wind Turbine
93 Facility in Charleston, SC, the Greenville Health System in Greenville, SC, and the Clemson University Center for Human Genetics
94 in Greenwood, SC.
95

96 Total FY2013 sponsored programs expenditures were \$75 million, which included \$12 million of indirect costs.
97

98 June 30, 2014 is our base year for developing our next Facilities and Administrative (F&A) Rate and Pooled Fringe Benefit Rate.
99 The F&A Rate Proposal and Pooled Fringe Benefit Rate are due to be submitted to the Department of Cost Allocation (DCA) office
100 of the Department of Health and Human Services (DHHS) by December 31, 2014. Our last rate proposal was issued on base year
101 data of June 30, 2009 using facilities and equipment depreciation as is used in the audited financial statements. Clemson University
102 has componentized buildings that are utilized at least 25% for research and contain at least 20,000 square feet. See Attachment D
103 for a list of these buildings. See Attachment B for a listing of our current rates.
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105 For the 2014 F&A rate proposal, Clemson is using EFACS-Space for surveying and reporting space. The responsive vendor must
106 be able to use the space results originating from EFACS-Space and import them into an integrated web based F&A software to assist
107 with the preparation and calculation of the F&A rate.
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109 Clemson University would also like the flexibility of preparing, submitting, and negotiating a full facilities and administrative cost
110 study over an extended time period. Clemson desires an evaluation of the current cost structure and projected cost structures to
111 appropriately plan for the preparation and submission of the full facilities and administrative cost proposal. The administration of
112 research at Clemson University is becoming more complex. We have new and emerging areas that may need to be reviewed for
113 impact to the facilities and administrative cost rate structures.
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115 B. OBJECTIVES AND REQUIREMENTS

116 1. Clemson University is seeking proposals to assist in –

- 117 1.1 Providing cost analysis and consulting related to the preparation and negotiation of the proposed facilities and
118 administrative (F&A) rate - Clemson University is seeking to establish a professional relationship with an established
119 and experienced firm who has demonstrated expertise in the areas of cost analysis studies, development of F&A cost
120 proposals, including space inventory, and successful negotiation with the Department of Health and Human Services
121 (DHHS) of the Division of Cost Allocation (DCA).
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- 1.2 Providing a fully integrated solution to assist in the preparation of the F&A rate. This will integrate space, payroll, expenditures, and cost share required for the F&A calculation.
- a. For the 2014 F&A rate proposal, Clemson is using EFACS-Space for surveying and reporting space. The responsive vendor must be able to use the space results originating from EFACS-Space and import them into an integrated web based F&A software to assist with the preparation and calculation of the F&A rate.
 - b. The integrated solution proposed will be used to monitor and prepare future F&A rate proposals through an integrated web-based tool.
 - c. The integrated solution must be hosted by the vendor and offered as an annual subscription service.
- 1.3 While Clemson is seeking proposals that relate to the preparation and the successful negotiation of the F&A rate, it also desires a continued relationship for consulting and subscription service support to monitor elements related to the F&A rate and support of an integrated subscription service.
- Clemson University and Clemson University Research Foundation (CURF), a related organization, are considered one entity for the facilities and administration rate proposal and rate negotiation purposes.
- Submitting firms must have been in existence for at least five years and have combined staff experience in the area of cost analysis studies and development of F&A cost proposals of at least twenty years. Submitting firms must also have a team of at least twenty employees with extensive experience in various costing issues.
- The proposal must include the approach to be used for completing Tasks A-E and must also describe the mechanisms that will be used in both interfacing the space survey for use in the proposal as well as preparing and calculating the facilities and administration cost proposal. Please describe the software solution that will be used in accumulating space and financial information for the study.
- Clemson University is also seeking to establish a professional relationship with an established and experienced firm who has demonstrated expertise in the development, negotiation, and management of pooled fringe benefit rates and has successfully negotiated with DHHS of DCA.
- Familiarity with Clemson University and its campus, systems, procedures, and current rate structure is preferred.
- Required scope of work is noted below.

2. Required scope of work:

- 2.1 **Task A (Lot 1) – Implementation of an integrated hosted F&A solution. This solution must utilize the space data that will be collected in the space survey to be completed using EFACS-Space.**
- 2.1.1 To be completed by July 15, 2014: The solution for processing the F&A must meet the following criteria:
- a. Be hosted by the provider. The vendor must have experience offering Software as a Service (SaaS) web application offerings to at least five proven clients. The integrated solution must be hosted by the vendor and offered as an annual subscription service.
 - b. Be a pure web based application accessible through standard browsers – Internet Explorer, Firefox, or Chrome. Clemson has a de-centralized campus, many different computer configurations, and a limited number, of technical service providers. Therefore, software must not require computer plug-ins or changes to individual computers.
 - c. Provide integration with third party institution authentication systems. Our employees must be able to sign in using their Clemson ID and password.
 - d. Have no third party proprietary costs and tools required if we choose to bring the system locally in the future.
 - e. Needs to support Shibboleth or LDAP (against eDirectory) for authentication.
 - f. Have no additional costs for Clemson to obtain the data stored in the system if it chooses not to participate in the solution at the end of the contract term.
 - g. Allow access to unlimited users on campus.
 - h. Allow monitoring of research activities after the F&A is complete.
 - i. Serve as a management and reporting tool.
 - j. All software maintenance, updates, upgrades, enhancements, new releases, patches, etc. to the product released during the term of this contract must be included in subscription service.
 - k. Must include two environments consisting of Test and Production.
 - l. Offeror must provide initial technical training on the proper use of the software solution. The training must be sufficient to enable individuals designated by Clemson to fully understand, test validate, use tools for, and operate and instruct others as to the features, functions, and capabilities of the software so as to perform all functions effectively and without error. Training

188 must be on-site at Clemson University and all costs must be inclusive of travel, meals, lodging
189 and all expenses.

- 190 m. As part of the implementation, the Offeror will keep Clemson University personnel informed of
191 the steps required to implement and maintain the solution through a formal knowledge transfer.
192 n. Offeror will be responsible for installation, configuration, and implementation of the proposed
193 product and must include all costs in Section VI, Bidding Schedule. Any travel, meals, lodging
194 and all expenses must be included. All costs must include assistance by telephone, email and on-
195 site support if requested by Clemson University. Any other work required to complete the
196 implementation must be included in the fixed price cost.
197 o. Must comply with all applicable laws and regulations commonly found in a higher education
198 environment as well as timely implementation of compliance with future changes to laws and
199 regulations. Current laws and regulations include, but are not limited to: FERPA, Clery Act,
200 ADA 508 compliance.
201 p. Offerors must also include documentation of how Clemson University data is kept secure and
202 confidential.
203 q. Offerors must detail backup, disaster recovery, and business continuity plans.
204 r. IPV6 WARRANTY (MAR 2012): Contractor represents and warrants that the equipment is
205 designed to create or receive, process, and send or forward (as appropriate) IPv6 packets in mixed
206 IPv4/IPv6 environments. IPv6 Capable Products shall be able to interoperate with other IPv6
207 Capable Products on networks supporting only IPv4, only IPv6, or both IPv4 and IPv6.
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209 **2.2 Task B (Lot 2) – Review and Assessment of Current F&A Calculation and Current Campus Activity**

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211 2.2.1 To be completed by **July 15, 2014**: Review Clemson’s existing facilities and administrative cost rate
212 calculation including but not limited to:

- 213 a. Space functional usage study
214 b. Cost sharing activities
215 c. O&M cost pool
216 d. Library costs
217 e. Depreciation cost pool
218 f. Interest cost pool
219 g. Building and equipment cost pool
220 h. Threshold criteria currently used for componentized buildings
221 i. Direct Cost Equivalent (DCE) methodology to be used by Clemson University
222 j. Research intensive buildings
223 k. On and off campus research activities
224 l. Administrative expenses
225 m. Departmental expenses
226 n. Other as deemed necessary
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229 2.2.2 To Be Completed by **July 15, 2014**: Discuss and review all new research initiatives since the last F&A
230 agreement as well as recommendations for the application of F&A Rates and strategies for recovering
231 costs from all users
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233 **2.3 Task C (Lot 3) – Preparation of F&A Cost Proposal**

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235 2.3.1 To be completed by **August 15, 2014**: Assess and provide oversight in developing a detailed work plan
236 (with minimal assistance of University staff) and timeline to include:

- 237 a. Space functional usage study
238 b. Cost sharing activities
239 c. O&M cost pool
240 d. Library costs
241 e. Depreciation cost pool
242 f. Interest cost pool
243 g. Threshold criteria currently used for componentized buildings
244 h. Other as deemed necessary
245 i. Direct Cost Equivalent (DCE) methodology to be used by Clemson University
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247 2.3.2 To be completed by **August 30, 2014**: Assess space study records and provide strategy for necessary
248 additions and/or improvements.

- 249 a. Attachment C defines types and age of current space utilization records.
250 b. Review available space data and indicate how that data may be used independently or in
251 conjunction with data captured through the EFACS-Space survey (to be completed by August 15,
252 2014).
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- 2.3.3 To be completed by **September 15, 2014**: Review and analyze space survey results and generate proposal reports.
- Review and analyze the space survey results with minimal assistance of University staff.
 - Review space coding and provide guidance in order to optimize the space allocation basis.
 - Provide a quality assurance review to evaluate and finalize the results in order to ensure proper and adequate documentation to support the space allocation to research activities.
 - Generation of final reports to be used in F&A proposal with minimal assistance of University staff.
- 2.3.4 To be completed by **September 15, 2014**: Develop specific directions for the most efficient and effective manner to collect and assess data with minimal assistance of University staff.
- Evaluate costing practices and internal cost allocations.
 - Develop strategy and a process to assess and, where necessary, correct research fund (account) classifications in an effort to ensure consistencies between financials and the cost proposal.
 - Ensure consistency between University space and cost data.
 - Communicate with University staff methods in minimizing the number of reclassifications between financials and the cost proposal.
 - Develop methodologies to “scrub” expenditures for unallowable costs.
- 2.3.5 To be completed by **September 30, 2014**: Development of cost analysis.
- Share with Clemson staff spreadsheet templates or software to be used for the accumulation and allocation of costs which are acceptable to DHHS, DCA.
 - Determine if cost share activities are adequately represented.
 - If not adequately represented, recommend an alternative strategy that would be acceptable to DHHS, DCA.
- 2.3.6 To be completed by **October 15, 2014**: with minimal assistance of University staff
- Identify appropriate amount of cost to include in O&M pool
 - Obtain a reasonable recovery of the utility costs to support research
 - Calculate the allocation of library costs
 - Assess equipment, building and infrastructure inventory to support the depreciation cost pool
 - Calculate the interest cost pool
 - Provide a full Direct Cost Equivalent (DCE) methodology with calculation for the departmental administration component
- 2.3.7 To be completed by **December 1, 2014**:
- Validation of data used in the cost proposal based on June 30, 2014 fiscal year expenditures for compliance with OMB Circular A-21 and Clemson University’s Cost Accounting Standards Disclosure Statement.
- 2.3.8 To be completed by **December 31, 2014**:
- Provide advice and technical assistance to make any necessary changes to the Disclosure Statement.
- 2.3.9 Provide assistance during the negotiation of the F&A rate(s)
- Offer negotiation strategies for the F&A rate(s) with DHHS, DCA.
 - Provide assistance as needed within 48 hours, via phone, email, fax or on-site visits.
 - Participate in negotiation meetings with University personnel and DHHS.
- 2.3.10 Clemson University may request additional consulting based on items related to the performance of tasks 2.3.1 – 2.3.9 above.
- 2.4 Task D (Lot 4) – Review Current Methodology for Pooled Fringe Benefit Rate(s) Calculation**
- 2.4.1 To be completed by **October 15, 2014**: Review current methodology and calculation used in development of pooled fringe benefit rates
- Review current number and combination of benefit rates and make suggestions if needed for better utilization of pooled fringe rates.
 - Review benefits currently included.
 - Identify areas which will require further analyses.
 - Provide written assessment and/or recommendations on current pooled fringe process.
- 2.4.2 To be completed by **December 1, 2014**: Review of calculation of proposed pooled fringe benefit rates based on FY 14 financial data

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- 2.4.3 Provide assistance during the negotiation with DHHS
- a. Offer negotiation strategies for the pooled fringe benefit rates with DHHS, DCA
 - b. Provide assistance as needed within 48 hours, via phone, email, fax or on-site visits.
 - c. Participate in negotiation meetings with University personnel and DHHS.
- 2.4.4 Clemson University may request additional consulting related to the performance of tasks 2.4.1 – 2.4.3.

2.5 Task E (Lot 5) – Consultation and Software Subscription Services – Not Necessarily Related to the Other Content within this RFP

- 2.5.1 Clemson would like the option of having the vendor awarded this contract be available for future consultation related to matters reviewed under Tasks A-D for a period up to five years. Provide rates for various levels of consultants to provide consultation services on facilities and administration, various research or costing related issues, various facilities and administrative cost matters. Also, please provide annual software subscription service costs for maintaining the software discussed.

2.6 Acceptance

- 2.6.1 Acceptance is a written approval by Clemson University that the in-scope deliverables meet the requirements set forth in the Clemson University Scope of Work and Offerors Statement of Work.

Written acceptance shall occur on a timely basis to avoid project delays, normally within five business days following receipt unless an alternative timeframe is mutually agreed in writing. Acceptance via email is permissible if it explicitly details deliverables approved.

When acceptance is not provided by the agreed-upon date, the deliverable will be added to the issues log and managed through the issues management process. Typically, dependent tasks start after the expiration of the acceptance timeframe. Therefore, a delay in acceptance may impact other activities and result in a criterion for change.

Once deliverables are accepted, Clemson University will provide the Offeror written final acceptance for all work delivered pursuant to this Scope of Work. No payment will be made for deliverables until Clemson University has accepted the deliverable in writing.

In performing the services to be provided hereunder, the Offeror will perform all services in a professional and workmanlike manner, in accordance with the professional or technical standards applicable to such services, and use individuals of suitable training and skill.

The terms and conditions apply in full to the services and products provided under this Scope of Work.

2.7 Project Assumptions and Constraints

- 2.7.1 Both Clemson University and the Offeror will fulfill their roles and responsibilities as defined in this Scope of Work. Failure to do so may result in schedule delays and increased costs.

The Offeror may shift estimated hours to complete each phase/task as needed to ensure that resources are effectively used. This may result in reduced cost and/or hours required to complete the project. If the Offeror makes misjudgments or miscalculations in time restructuring which would result in increases to the cost of the project, Clemson University will not be responsible for any payments over the contractually agreed totals.

Any requested modifications to the accepted deliverables will be subject to the change control process (to be defined in the Offeror's response and approved by Clemson University).

IV. TERMS AND CONDITIONS – B. SPECIAL

MANDATORY MINIMUM QUALIFICATIONS: As part of your proposal, please detail how your firm meets the following, minimum attributes:

- a. Current knowledge of OMB A-21 and the Cost Accounting Standards and their significance.
- b. Staff with proven experience in assisting higher education institutions with developing and negotiating F&A Rates submitted to the cognizant agency, Department of Health and Human Services, for at least five (5) years.
- c. Staff with proven experience in assisting higher education institutions with developing and negotiating a Comprehensive Pooled Fringe Benefit Rate submitted to the cognizant agency, Department of Health and Human Services, for at least five (5) years.
- d. Sufficient experienced and knowledgeable staff to complete expected tasks within designated time frame. Provide resumes of the key personnel who will be assigned to the engagement.
- e. Ability to provide at least five references from higher education institutions for similar work.
- f. Familiarity with Clemson University or comprehensive research institutions and the related campus, systems, procedures, and rate structures is preferred.

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EVALUATION FACTORS -- PROPOSAL

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The proposal will be evaluated using only the factors stated below. Evaluation factors are stated in the relative order of importance, with the first factor being the most important. Once evaluation is complete, all responsive Offerors will be ranked from most advantageous to least advantageous.

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Offerors responding to this RFP will be evaluated based on the information provided in the Offeror's proposal and on the basis of the following criteria, which are listed in order of importance:

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1. Meeting the requirements outlined in this RFP – 35 Points
2. Expertise and experience level of Contractor – 35 Points
3. Cost of proposal – 25 Points
4. Clarity, accuracy, and completeness of the submitted proposal – 5 Points

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V. ATTACHMENTS TO SOLICITATION

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A – Pricing Schedule

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B – Current Rates

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C – Space Information

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D – Componentized Buildings

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VI. BIDDING SCHEDULE/COST PROPOSAL

ATTACHMENT A – Pricing Schedule

PRICE PROPOSAL: Notwithstanding any other instructions herein, you shall submit the following price information as a separate document:

1. See Attached Excel Spreadsheet which may be found under the “Attachments” tab of the online bidding system. Must download, complete and re-attach Attachment A (Pricing Schedule) to online response under “Response Attachments” tab. Attachment A will be used for evaluation purposes. Please transfer Total for Lots 1-5 (Total for Cost Proposal tab) highlighted in yellow to Line Item #1 in online bidding system. This amount must be your Total Firm Fixed price for all products/services for the project as outlined in this Scope of Work document and any other costs involved to complete these services. This total will be used for evaluation purposes. Complete breakdown of costs must be included in Cost Proposal and attached to online response. Travel, meals, lodging and all expenses must be included.
2. Cost Evaluation will be based on total price as outlined above. As part of pricing proposal, you must:
 - a. Enter Total for Lots 1-5 and any other costs involved to complete these services on Line #1 of online bidding system.
 - b. Complete all required amounts in Pricing Schedule (all five tabs which feed the overall “Total for Cost Proposal” tab)
 - c. Re-attach the completed Pricing Schedule (Attachment A) to the online bidding system as part of your response.

While the price outlined above will be used for an evaluation amount, Clemson may choose to negotiate with the highest ranked offeror after evaluation to perform any of the Tasks outlined in this RFP. Depending on price, Clemson may not actually contract for all Tasks to be performed, but rather may choose only those essential tasks required by the University at this time.

442 **ATTACHMENT B – Current Rates**
443 **See next page**
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Organized Research

	FY12	FY13	FY14	FY15
FACILITIES GROUP				
Depreciation/Use Allowance				
Buildings/Improvements	3.3%	3.8%	4.0%	4.0%
Equipment	4.0%	4.0%	4.0%	4.0%
Interest Expense	0.8%	0.8%	0.8%	0.8%
Operation and Maintenance	13.0%	13.5%	13.8%	13.8%
Library	1.4%	1.4%	1.4%	1.4%
TOTAL FACILITIES	22.5%	23.5%	24.0%	24.0%
ADMINISTRATIVE GROUP				
General	7.9%	7.9%	7.9%	7.9%
Departmental	13.0%	13.0%	13.0%	13.0%
Sponsored Projects	7.9%	7.9%	7.9%	7.9%
Student Services	0.0%	0.0%	0.0%	0.0%
Adjustment for 26% Limitation	-2.8%	-2.8%	-2.8%	-2.8%
TOTAL ADMIN	26.0%	26.0%	26.0%	26.0%
TOTAL RATE	48.5%	49.5%	50.0%	50.0%

	Instruction	Sponsored Activities	All Off-Campus
	FY12-15	FY12-15	FY12-15

FACILITIES GROUP			
Depreciation/Use Allowance			
Buildings/Improvements	1.3%	0.8%	
Equipment	1.5%	1.6%	
Interest Expense	0.1%	0.1%	
Operation and Maintenance	8.1%	4.9%	
Library	8.0%	0.6%	
TOTAL FACILITIES	19.0%	8.0%	0.0%
ADMINISTRATIVE GROUP			
General	7.9%	7.9%	
Departmental	13.4%	13.8%	
Sponsored Projects	7.9%	7.9%	
Student Services	13.8%	0.0%	
Adjustment for 26% Limitation	-17.0%	-3.6%	
TOTAL ADMIN	26.0%	26.0%	26.0%
TOTAL RATE	45.0%	34.0%	26.0%

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ATTACHMENT C – Space Information

**Clemson University
Office of Institutional Research
Facilities Database Variables & other Available Information**

As of February 2, 2014

Updates are made as needed through Institutional Research’s space management system by personnel in the different colleges. None of the information below includes residence halls.

Updated floor plans of all academic and administrative buildings for main campus are available.

Access database containing:

- Building name
- Building number
- Building location
- Active / Inactive code
- Assignable square footage by room
- Rooms – number, floor, prefix, suffix
- Room function and code
- Primary room use and code
- Secondary room use and code
- Number of stations (for labs)
- Names of occupants (when available with Employee ID and email address)
- Department assigned room
- Budget Center assigned room
- Hazards in room (yes/no)
- Gas in room (yes/no)
- Compressed Air in room (yes/no)
- Water in room (yes/no)
- Vacuum in room (yes/no)

483 **ATTACHMENT D – Componentized Buildings**

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485 See Excel Spreadsheet for Attachment D (Componentized Buildings) under “Attachments” tab of online bidding system.

486

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