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**From:** CIT  
**Sent:** Wednesday, November 18, 2020 12:36 PM  
**Subject:** Important Reminders About Your Accepted ICR

Dear Provider Partner,

We are reaching out to you because your organization has an Accepted Indirect Cost Rate (ICR) with the City of New York. We have received a number of inquiries from providers with Accepted ICRs and look to address them below in this brief FAQ. If you have additional questions, please reach out to the City Implementation Team at the Mayor's Office of Contract Services.

**Where is my organization's FY20 Indirect Cost Rate Amendment?**

The City has finalized the recalculation of FY20 ICR amendments and is preparing to upload them to PASSPort for processing. PASSPort is the City's digital online procurement portal which will provide visibility into the registration process for your organization and allow for a more expedited registration process. You will receive an email notification from PASSPort when your contracting City Agency has initiated your amendments. We will also keep you apprised of the timing for this.

**As a result of the FY21 Budget or budget alignment with the Cost Manual, will the City decrease funding on my organization's base contract(s)?**

No. As a reminder, the City will not issue negative amendments in conjunction with this Initiative. This means that the City will not reduce funding on base contracts. If your organization's Accepted Delta Template indicates a negative amendment value for a particular contract or if realigning a contract budget with the Cost Manual reflects less spending for direct costs and more for indirect costs, please work directly with your contracting City Agency to initiate necessary budget modifications. If you are concerned that aligning cost treatments with the Cost Manual has negatively impacted your organization's funding, please let us know so we may discuss.

**I have an Accepted ICR of more than 10%, but a current RFP indicates that I have to submit a proposal with a 10% ICR. Will I be able to use my Accepted ICR, if my organization is awarded the contract?**

Providers should expect to see the following language in RFPs:

*All price and budget proposals should be prepared in accordance with The City of New York's Health and Human Service Cost Policy and Procedures Manual (Cost Manual). The City is currently implementing the Indirect Cost Rate Initiative. For the purpose of responding to this solicitation, proposers should include an Indirect Cost Rate of 10%.*

This language is used to create a baseline for evaluating proposals. Once an organization is awarded a contract, it may then use its Accepted ICR to develop its contract budget. Any questions about an active solicitation must be addressed to the designated contact in the RFP.