



National Institutes of Health
Bethesda, Maryland 20892
Division of Financial Advisory Services
6011 Executive Blvd., Room 549C
Bethesda, Maryland 20892-7663
301-496-2444 / Fax 301-402-7180

August 15, 2019

Mary K. Buller
President
KLEIN BUENDEL INC
1667 COLE BLVD. SUITE NO. 225
GOLDEN, CO 80401

Dear Ms. Buller:

Enclosed is the original of your latest indirect cost Negotiation Agreement. This Agreement reflects an understanding reached between your organization and a member of my staff concerning the rate(s) that may be used to support your claims for indirect costs on contracts and grants.

After an authorized official of your organization signs the agreement, **please make and retain a copy for your files and return the ORIGINAL to this office within ten days.** Our address is 6011 Building Room 549C, 6011 Executive Boulevard MSC-7663, Bethesda, MD 20892-7663.

To finalize the provisional rates in accordance with FAR 42.705-1, a final indirect cost proposal based on actual costs (together with supporting information and a Certificate of Indirect Costs per FAR 42.703-2) must be submitted within the six-month period following the end of your fiscal year(s).

An indirect cost submission supporting new provisional rates is due prior to the expiration of the last provisional rates contained in this agreement. **Contracting Offices will be advised to discontinue reimbursing indirect costs when negotiated rates have expired.**

NOTE: It is incumbent upon your organization to officially notify this office if/when the current provisional rates are no longer representative of current conditions and need to be renegotiated. This notification should include a revised indirect cost proposal and complete financial documentation to support a significant change in circumstances that warrants renegotiation of the rates.

Also note, if final rates are lower than provisional rates, it is your organization's responsibility to adjust the reimbursements under all of your awards to reflect the lower final rates. You should contact the appropriate awarding official for instructions on adjusting procedures.

If you have any questions, please contact the negotiator listed on the last page of the Agreement.

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Hruta Virkar, CPA
Director
Division of Financial Advisory Services
Office of Acquisition Management and Policy

Enclosure



National Institutes of Health
Bethesda, Maryland 20892
Division of Financial Advisory Services
6011 Executive Blvd., Room 549C
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301-496-2444 / Fax 301-402-7180

Date: August 15, 2019

Grantee: KLEIN BUENDEL INC
1667 COLE BLVD. SUITE NO. 225
GOLDEN, CO 80401

This supersedes the
negotiation agreement
dated October 5, 2017

Subject: Negotiation Agreement

Table with columns: TYPE, PERIOD, RATES (FINAL, PROVISIONAL, CEILING (*)), BASE. Rows include FRINGE BENEFIT, OVERHEAD, and G&A for various periods.

Rate Application Bases:

- (a) Total salaries and wages excluding paid absences (vacation, holiday and sick pay).
(b) Direct salaries and wages plus applicable fringe benefits.
(c) Total costs excluding g&a expenses, subcontract costs in excess of \$25,000 per subcontract per company fiscal year and excluding all equipment costs.

(*) Final rates cannot exceed ceiling rates.

Notes:

1. Fringe benefits consist of:

- a. Paid absences
b. Payroll taxes
c. Retirement plan contribution
d. Employee insurance

2. Direct charges to projects include:

- a. Direct salaries and wages, excluding paid absences
b. Subcontract costs
c. Equipment, as authorized
d. Other direct costs, as authorized

General:

A. LIMITATIONS: Use of the rates contained in this agreement is subject to any applicable contractual or grant limitations. Acceptance of the rates agreed to herein is predicated upon the conditions: (1) that no costs other than those incurred by the contractor or grantee were included in its indirect cost proposal and that such costs are legal obligations of the contractor or grantee, (2) that the same costs that have been treated as indirect costs have not been claimed as direct costs, and (3) that similar types of costs have been accorded consistent treatment.

B. ACCOUNTING CHANGES: The rates contained in this agreement are based on the accounting system in effect at the time the proposal was prepared and the agreement negotiated. Changes to the method of accounting that affect the amount of reimbursement resulting from the use of these rates require the prior approval of this office. Failure to obtain such approval may result in subsequent cost disallowances.

C. NOTIFICATION TO FEDERAL AGENCIES: Copies of this document may be provided to other Federal offices as a means of notifying them of the agreement contained herein.

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Hruta Virkar, CPA
Director
Division of Financial Advisory Services
Office of Acquisition Management and Policy

Negotiator: ROBERT E CLEE
Telephone: (301) 496-5103

KLEIN BUENDEL INC

By:

Mary Klein Bulter

Signature

Mary K Bulter

Typed or Printed Name

President

Title

8/14/19

Date