



Sanilac County Request for Proposal

RFP Description: FY2020 Cost Allocation Plan Services, with optional preparation of FY2021 & FY2022

Department: Administration

Bid acceptance will begin Date: January 26, 2021 Time: 8:00 a.m.

BIDS will END Date: February 26, 2021 Time: 4:00 p.m.

Date bids will be opened and/or reviewed Date: February 26, 2021 Time: 4:05 p.m.

Location where bids opened/reviewed: 60 W. Sanilac, Room 102, Sandusky, MI 48471

Pre-Bid Information Review or Visit (if included in RFP) Date: N/A Time: _____

Location: N/A

Delivery Method to Submit Bids: Electronically, via mail or hand-deliver

Bids Submitted to:

Office Location: 60 West Sanilac Ave. Room 102, Sandusky, MI 48471

Mailing Address and the Attention Information:

County of Sanilac

Attn: Tara Griffith

60 West Sanilac Ave. Room 102

Sandusky, MI 48471

Email Address (ONLY USE if bid Delivery Method allow Email Submission): tgriffith@sanilacounty.net

Fax Number (ONLY USE if bid Delivery Method allow Fax Submission): n/a

Additional RFP Information and Questions:

Primary Contact: Tara Griffith

Email: tgriffith@sanilacounty.net Phone: 810-648-2933 Ext. 8210

Secondary Contact: _____

Email: _____ Phone: _____

Office Address: 60 West Sanilac Ave. Room 102, Sandusky, MI 48471

RFP ADDITIONAL REQUIREMENTS, NOTES or INSTRUCTIONS:

Sanilac County
REQUEST FOR PROPOSALS
FY2020 Cost Allocation Plan Services

Sanilac County issues this Request for Proposals (the “RFP”) to solicit proposals from qualified professional firms for FY2020 Cost Allocation Plan services. The County intends to enter into an agreement with the chosen firm for preparation of the County’s FY2020 Cost Allocation Plan, and for the optional fiscal years of FY2021 and FY2022. The County desires careful preparation and timely delivery of its annual central services indirect costs Cost Allocation Plan that accurately accounts for the allocation of actual expenditures of central services across benefitting funds and departments, and ensures that the County has a sound basis for applying indirect costs.

INTRODUCTION

Sanilac County is soliciting proposals for the provision of FY2020 Cost Allocation Plan services, and for the optional fiscal years of FY2021 and FY2022. Ideally, the annual central services indirect costs Cost Allocation Plan will provide Sanilac County with documentation of the accurate allocation of the actual expenditures of central services across benefitting funds, and by General Fund Department.

The County’s selection process will rely on evaluations of the written responses to this RFP and any subsequent supplemental evaluation processes, such as requests for additional information, as may be undertaken by the County at its sole discretion.

The County reserves the right to accept or reject any or all proposals, and also the right to waive any formal defects in proposals when deemed in the best interest of the County. Further, the County reserves the right to accept a proposal higher in price than the lowest proposal, and to negotiate with any respondent concerning matters which the County determines require clarification or changes not in conformity with the specific requirements set forth herein.

The primary goal of the County is to secure services for the preparation of its FY2020 Cost Allocation Plan. To accomplish this, the successful proposer shall perform a careful and thorough analysis of the County’s audited General Ledger transactions from January 1, 2020 through December 31, 2020 to identify the costs that support all County departments and services and to determine which costs can be allocated. The successful proposer shall collect the basic data necessary to prepare the Cost Allocation Plan, with limited County support beyond sharing existing reports and documents. The successful proposer shall submit the final FY2020 Cost Allocation Plan to the State of Michigan on behalf of the County and negotiate and resolve any State concerns by September 30, 2021.

OBJECTIVE

The Cost Allocation Plan shall be prepared in a manner that complies with all Federal guidelines, such as, but not limited to, 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. Thereby, the Cost Allocation Plan shall contain a determination of all the allowable costs of providing each supporting central service.

The successful proposer shall provide a draft of the Cost Allocation Plan to the County for review, comment, and finalization prior to State submittal. Upon request, the successful proposer shall explain the calculation methods and assumptions used in preparation of the Cost Allocation Plan to County Administration and/or the Board of Commissioners. Additionally, it would be the intent of

the County that the successful proposer research, identify and relay any alternative methodology of allocation that would serve to more accurately allocate the costs of County central services.

To build upon the primary goal, the County would like to consider the optional fiscal years of FY2021 and FY2022 for Cost Allocation Plan services. Each proposal shall have costs listed for the two optional years.

SCOPE OF SERVICES

Proposals for FY2020 Cost Allocation Plan services should address the following objectives, which are not necessarily all-inclusive:

1. Preparation of an annual Cost Allocation Plan for use by the County, based on audited County financials and pertinent data collection.
2. Preparation of the annual Cost Allocation Plans compliant with all Federal guidelines, such as, but not limited to, 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.
3. Provision of a draft of the annual Cost Allocation Plan to the County for review, comment, and finalization prior to State submittal.
4. Submittal of the final annual Cost Allocation Plan to the State of Michigan on behalf of the County, and negotiation and resolution of any State concerns by September 30th each year.
5. The successful proposer shall be available by request to explain the calculation methods and assumptions used in preparation of the Cost Allocation Plan to County Administration and/or the Board of Commissioners.
6. The successful proposer shall research, identify and relay any alternative methodology of allocation that would serve to more accurately allocate the costs of County central services.
8. The proposal shall include the procedure to be used for testing and validation of the Cost Allocation Plan services prior to its final endorsement.
9. The proposal shall include a description of any training materials that will be provided to the County for use by end users of the Cost Allocation Plan services.

SCHEDULING

The absolute deadline for completion of the FY2020 Cost Allocation Plan services is September 30, 2021. The County has a desire to target the final delivery of FY2020 Cost Allocation Plan services for September 1, 2021. The proposing and successful firm will be required to demonstrate through its proposal and finalizing discussion, that it has a timeline for a plan of action that will assuredly allocate the necessary resources of the firm to respond with FY2020 Cost Allocation Plan services to the County by that date. The absolute deadline for the annual Cost Allocation Plan services will be the State submittal deadline of September 30th each year. The County will always desire to target the annual completion by September 1st each year.

REPORTING REQUIREMENTS

The successful firm will be responsible for providing County Administration with updates, whether written or otherwise, of annual Cost Allocation Plan services progress through the preparation of the Cost Allocation Plan.

In addition, the successful firm shall hold an exit conference with appropriate County officials and may be required to make a presentation of the final annual Cost Allocation Plan services and associated functionality to the Sanilac County Board of Commissioners. At the option of the firm, the exit conference and presentation can be virtual or in-person.

ADDITIONAL CONSULTATION

From time to time County staff may find it necessary to consult with the successful firm on future issues related to the Cost Allocation Plan services. The proposal will include an outline of how this occasional consultation will be handled in regard to charges.

CONTRACT AMOUNT

It is agreed between the County and the successful firm that in consideration for the firm's full and complete performance hereunder, the County shall pay to the successful firm the fees as detailed in the successful proposal for the services, as proposed by the firm and as accepted by the County. The final amount of fees shall be based upon actual services performed as approved by the County Administrator/Controller.

TERM

This Agreement for services shall run for the length of the project(s) undertaken by the successful firm unless otherwise terminated by the firm and/or the County upon 30 days' written notice to the other party, provided, however, that the benefits to either party hereto afforded by the terms and conditions of said Agreement shall inure to each party in perpetuity, including surviving any termination of said Agreement by either party.

PERFORMANCE REQUIREMENTS

The successful firm will perform all services under this Agreement in a timely and professional manner, using the customary level of care suitable for the services performed and in compliance with all applicable laws, rules, and regulations. All services performed under this Agreement are subject to the County's continuing rights of review, inspection, and approval.

MINIMUM QUALIFICATIONS

Proposals will be considered from firms who:

1. Are licensed to do business in the State of Michigan.
2. Possess the necessary qualifications and competencies to perform the work proposed.
3. Employ key staff that will be assigned to the County who have completed at least three (3) Cost Allocation Plan projects of similar scope within the public sector and be able to provide references from at least three (3) municipal clients for which services were rendered.

PERIOD OF PERFORMANCE

The period of performance of any contract resulting from this RFP is tentatively scheduled to begin upon award of a contract. Submitted proposals should address a tentative time frame, including estimated project duration and timeline.

GENERAL INFORMATION FOR CONTRACTORS

The Administrator/Controller is the sole point of contact for this RFP. All communication between prospective proposers and the County upon receipt of this RFP shall be with the Administrator/Controller, as follows:

Tara Griffith
Administrator/Controller
60 West Sanilac Ave. Room 102
Sandusky, MI 48471
810-648-2933 Ext. 8210
tgriffith@sanilacounty.net

At any time during the solicit for bids, proposers may contact the Administrator/Controller with questions regarding proposal content.

ANTICIPATED TIMELINE

Issue Request for Proposals	Tuesday, January 26, 2021
Proposals Due	By 4:00 p.m., Friday, February 26, 2021
Recommendation of Firm to Finance & Administration Committee	Tuesday, March 2, 2021
Award of Bid to Firm	Tuesday, March 16, 2021

SUBMISSION OF PROPOSALS

Responding firms may submit proposals electronically, via mail or hand-deliver. Please ensure if you electronically submit your proposal, that you receive an email confirmation that your proposal was received. **All proposals must be received by 4:00 p.m. on Friday February 26, 2021.** Information to submit proposals is as follows:

Mail/Deliver: County of Sanilac
Attn: Tara Griffith
60 West Sanilac Ave. Room 102
Sandusky, MI 48471

Email: tgriffith@sanilacounty.net

While cost is an important factor, proposals will be evaluated based upon features of service, qualifications, experience, timeliness, technical competence, staff expertise and experience with similar projects.

The County will not be liable for any costs incurred by the Firm in preparation of a proposal submitted in response to this RFP.

The County reserves the right at its sole discretion, to reject any and all proposals received without penalty and to not issue a contract as a result of this RFP. This RFP does not obligate the Sanilac County Board of Commissioners to award a contract for services specified herein.