



Lewis County

Auditor

2023-RFP-010

REQUEST PROPOSALS FOR THE DEVELOPMENT OF A COST ALLOCATION PLAN FOR
LEWIS COUNTY.

Lewis County

1. Overview

1.1. Summary

Lewis County is issuing a Request for Proposals (RFP) from qualified and experienced firms or individuals to provide comprehensive cost allocation services.

1.2. Background

Background - Lewis County

An elected, three-member Board of Commissioners is the County's legislative authority. The Commissioners serve as the chief administrators for the County, which operates on a \$164 million annual budget. The County's 600 full and part-time employees provide public transportation, road construction and maintenance, water quality, flood control, parks and recreation facilities and agriculture services. The County also provides court services, law enforcement, criminal detention, and coroner services. It assesses and collects taxes, provides fire inspections, planning, zoning, animal control, public health and social services, election administration, treasury services, waste disposal, and other governmental services.

Background - Project Specific

Lewis County provides a wide range of essential services and programs to its residents. The County is committed to maintaining transparency and accountability in its financial operations. As part of this process, it is imperative that the County accurately allocates costs to the responsible departments or programs to ensure transparency, fairness, and accountability. The cost allocation plan will assist in determining the true cost of each program, promoting sound fiscal decision-making, and complying with federal and state regulations. The plan should identify eligible costs and develop a methodology to allocate them to benefiting activities, in such a way that facilitates budget predictability, smooths year-to-year volatility and fully funds services provided. The cost of services analysis and resulting cost allocation plan shall include all county services except utilities in the enterprise funds (water utilities and solid waste disposal).

1.3. Contact Information

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Department:

Auditor

Department Head:

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County Auditor

1.4. Timeline

Release Project Date	January 16, 2024
Question Submission Deadline	January 26, 2024, 4:30pm
Question Response Deadline	January 30, 2024, 4:30pm
Proposal Submission Deadline	February 6, 2024, 4:30pm

2. Scope of Work

2.1. Important Instructions for Electronic Submittal

Lewis County, Auditor, is accepting electronic proposal submissions. Repondent shall create a FREE account with OpenGov Procurement by signing up at <https://procurement.opengov.com/signup>. Once you have completed account registration, browse back to this page, click on "Submit Response", and follow the instructions to submit the electronic proposal.

2.2. Scope of Work

The selected consultant or firm shall perform the following tasks:

Task 1 – Conduct an analysis of the cost of services and prepare an indirect cost allocation plan

- Analyze indirect cost of shared administrative functions (e.g. finance, human resources, legal, facilities maintenance, information technology).
- Identify costs that are allocable, and which are not.

- Review current internal service fund rates and provide suggestions for improvement.
- Assist in the documentation of internal service fund rate methodology.
- Provide an indirect cost allocation methodology that is systematic and rational.
- Identify unallowable costs under OMB Circular A-87.
- Assist in the development of a replacement schedule for large facility maintenance and capital projects.

Task 2 – Prepare a full cost allocation plan for direct and indirect costs

- Develop a full cost allocation model to calculate the cost of providing County services. Prepare model in accordance with the principles of OMB Circular A-87 to include any necessary internal controls.
- Provide the County with a copy of the electronic model utilized to prepare the plans so updates can be made in subsequent years.
- Provide training to Lewis County staff on the model to ensure proper use of the information and future update of the plan.
- Assist in the submission of the Negotiated Indirect Cost Rate Agreement (NICRA) for approval by the federal government.

2.3. Eligibility Criteria

Proposals will be evaluated based on the following criteria:

- A. Demonstrated experience in developing Cost Allocation Plans for government entities.
- B. Understanding of federal and state regulations related to cost allocation.
- C. Clarity and completeness of the proposal.
- D. Cost-effectiveness.
- E. Availability and commitment to the project timeline.

2.4. Applicant and Application Requirements

In order to be deemed responsive to this RFP, respondents must submit the following information:

- A. Cover letter including the name, local address, website address, phone number, email address, and primary contact of the firm proposed for this contract.
- B. The name and title of the person authorized to execute a contract on behalf of the firm. A letter of interest signed by the person authorized to execute a contract on behalf of the firm. The letter must include the names and number of years the firm has been in business under current or previous names or additional assumed business names. The letter should also mention the key highlights of the proposal.
- C. Briefly describe previous projects in which the firm was engaged that are comparable or relevant to this project. Please include qualifications and experience of sub-consultants to be engaged by the consultant, including any past project that were worked on together.
- D. Specific methodologies to address the study objective. Identify and discuss the data you would expect to need for the project. Please include any other important technical issues that could arise.
- E. A statement outlining any exceptions to the County's requirements or clarifications to the requirements.
- F. Any additional services or procedures of benefit to the County not specifically required herein, which the Contractor offers to provide.
- G. Note the extent, if any, to which the firm, association or corporation or any person in a controlling capacity associated therewith or any position involving the administration of federal, State or local funds; is currently under suspension, debarment, voluntary exclusion, or determination of eligibility by any agency; has been suspended, debarred, voluntarily excluded or determined ineligible by any agency within the past 3 years; does have a proposed debarment pending; has been indicted, convicted or has a civil judgment rendered against said person, firm, association or corporation by a court of competent jurisdiction in any matter involving fraud or misconduct with the past 3 years.

2.5. Decision Making Process

Proposals that meet these requirements may be asked to provide an oral presentation to the committee. Final funding recommendations may consider both written and oral elements. The Lewis County Board of County Commissioners will make all final funding decisions.

The selection committee will score proposals according to the criteria and percentage value identified in the Evaluation Criteria. At its discretion, the selection committee may further define these criteria and implement and allocate value within these percentages.

- A. Lewis County, in its sole judgment, reserves the right to determine which proposals best meet the County's needs.
- B. The County retains the right to reject any or all proposals or to waive formalities with or without cause.

3. **Evaluation Criteria**

No.	Evaluation Criteria	Scoring Method	Weight (Points)
1.	Experience in developing cost allocation plans for government entities	Points Based	25 (25% of Total)
2.	Understanding of federal and state regulations related to cost allocation	Points Based	20 (20% of Total)
3.	Clarity and completeness of the proposal	Points Based	10 (10% of Total)
4.	Cost-effectiveness	Points Based	20 (20% of Total)
5.	Overall Proposal evaluation by the Lewis County selection team Proposals will be evaluated by Lewis County's review panel	Points Based	25 (25% of Total)

4. **Vendor Submissions**

4.1. Proposal Requirements*

Please confirm that the total number of pages does not exceed 20 pages.*

The proposal packet must not exceed twenty (20) pages; each sheet is counted as a page. Each page shall be no larger than 8 ½ x 11 inches and font size of shall be a

minimum 12 point. Resumes for the Project Manager and/or team members may be included as an attachment to the submittal and will not be counted as part of the twenty (20) page limit.

☐ Yes

☐ No

*Response required

4.2. Applicant General Information/Firm Profile

4.2.1. *Cover Letter and Firm Profile**

Transmittal Cover Letter

Please include a cover letter limited to one (1) page and identify the project team and contact person with their title; include mailing address, email address, and phone number for the contact person. A duly authorized officer, employee, or agent of the consulting firm must sign the cover letter.

Firm Profile

Proposal must also include the following information:

- A brief statement of the firm's understanding of the project
- Firm name, email address, business address, phone number and contact information for individual who will respond to questions on the submittal
- Highlights of the firm's qualifications and ability to perform the project services
- Types of services and products offered
- Number of years in business
- Number of employees
- The location of the offices that would provide the project services
- A brief statement of the firms' background, demonstrating longevity and financial stability

*Response required

4.2.2. *Relevant Project Experience and References**

Describe the business's experience on three (3) relevant projects, including a brief project description, client name and contact information, start and completion date,

responsibility on the project, estimated and final costs, and the challenges and opportunities presented by the project.

*Response required

4.2.3. *Washington State Business License number**

*Response required

4.2.4. *Last audit/most recent financial review**

*Response required

4.3. Proposal Narrative Information and Budget

4.3.1. *Narrative Description of Proposed Project**

Describe the approach to this project, given your experience and the scope of work. Identify key tasks, who is responsible for completing them, and what is needed from County staff or other sources to ensure successful completion. Include timeline expectations and cost estimates that reflect your experience in what is practical. At a minimum, the proposed approach should address the following:

- Services to be provided
- Project goals
- Project timeline

Must indicate that team members can take on this project and ensure work can begin as soon as a contract is approved.

*Response required