Exercise #1-A

RFP

Cost Allocation Plan – Consulting Services
January 8, 2021

Request for Proposals (RFP) No. 19-500475

For

COST ALLOCATION PLAN – CONCULTING SERVICES

Procurement Agent: Brenda Quack
Email: BQ@duckycounty.gov

Mandatory Ducky First LSBE Meeting: January 10, 2021
Pre-Proposal Conference: January 23, 2021
Deadline for Submission of Questions: 5:00 pm ET, January 24, 2021
Deadline for Receipt of Proposals: 3:00 pm ET, February 6, 2021

THE RESPONSIBILITY FOR SUBMITTING A RESPONSE TO THIS RFP TO THE DEPARTMENT OF PURCHASING OF DUCKY COUNTY GOVERNMENT ON OR BEFORE THE STATED DATE AND TIME WILL BE SOLELY AND STRICTLY THE RESPONSIBILITY OF THE RESPONDER.
REQUEST FOR PROPOSAL (RFP) No. 19-500475
FOR COST ALLOCATION PLAN – CONSULTING SERVICES
DUCKY COUNTY

Ducky County Government (the County) requests qualified individuals and firms with knowledge of and experience in the development of cost allocation plans to submit proposals for Cost Allocation Plan – Consulting Services County-wide in Ducky County.

I. INTRODUCTION

A. General Information - It is the intention of the Ducky County Government to solicit proposals for professional services for overhead and administrative cost studies for all County Programs from qualified firms that have experience in providing a similar scope of service to government entities of a comparable size. Responders are required to propose a service plan that can be accomplished in accordance with the Statement of Work.

B. Background – Ducky County is the third largest county in the state with more than 700,000 residents calling it home. The County consists of seven cities and several unincorporated areas. The Board of Commissioners serves as the legislative branch of the Ducky County government. The Board is comprised of seven part-time commissioners, all elected to a four-year term. Ducky County is divided into five districts with one commissioner serving each district. There are also two “super districts,” one on the east end of the county and the other on the west end, each making up about half of the county population. Each super district is served by one commissioner. Therefore, every citizen of Ducky County is served by two commissioners, one with the super district.

C. Current Business Environment – Ducky County operates on a January 1 – December 31 Fiscal year, and has an annual general fund operating budget of approximately $1.2 billion with an anticipated capital budget of $38,042,978 for the planned years of 2021-2024.

D. The initial term of this agreement will be for twelve (12) months. The contract may be renewed for four (4) successive one year terms upon the same terms and conditions stated in the contract.

E. The following Required Documents Checklist includes a list of attachments which must be completed and returned with Responder’s technical proposal:

Required Documents Attachment

Cost Proposal Form (1 copy, separate & sealed)

- A Proposal Cover Sheet B
- Contractor Reference and Release Form C
- Subcontractor Reference and Release Form (make additional copies as needed) D
- LSBE Documents – Exhibits A and B E
- Responder Affidavit G
F. The services shall commence within ten (10) calendar days after acknowledgement of receipt of written notice to proceed and shall be completed by October 31, 2021.

G. The County reserves the right to make one (1) award or multiple awards.

II. STATEMENT OF WORK

It is the County’s intent to enter into agreement with a firm that can develop Cost Allocation Plans for the County that comprehensively distributes agency wide administrative costs in a well-documented and defensible model. In addition, the Cost Allocation Plans must be based on a model/methodology that can be easily and accurately updated as identified in the following Scope of Work.

All proposals must provide appropriate documentation showing that the Responder meets or exceeds the requirements contained herein:

A. Coordinate and work with County staff to develop the County’s Cost Allocation Plan to ensure its development is accurate, inclusive and as appropriate to the County’s needs as possible.

B. Meet with County staff and conduct interviews as needed to gain an understanding of the County’s practices and operations.

C. Determine which costs can be allocated to the appropriate operating departments by reviewing the County’s operating budget and identifying the costs that support all County departments and services.

D. Develop a full Cost Allocation Model that:
   1. Allows additions, revisions or removals of any centralized and overhead costs so that the Cost Allocation Model can be easily adapted to a range of County services.
   2. Allows for continual County updates as the organization changes.
   3. Allows the user to calculate the estimated cost of providing County services under consideration (scenario and “what if” analysis).

E. Report on any other matters that come to your attention in the course of your evaluation that the County should consider.

F. Make a presentation of the Cost Allocation Plan and Model to the County’s management group and make any necessary adjustments as requested.

G. If required, make presentation to the County’s Board of Commissioners in order to facilitate their understanding of the Cost Allocation Plan and Model and its implications to the County.

H. Provide the County with and electronic copy of the final comprehensive Cost Allocation Plan and Model that would include related schedules and cost documentation in a format that can be edited and updated by County staff.
I. Provide the County with a software application that would enable staff to add, delete or update the final Cost Allocation Plan as needed. The software program shall be Windows Operating System compatible with a graphical user interface (GUI). In addition, consultants would provide the necessary training on the software program to selected staff in the Finance and Budget department.

J. Consult with County staff to defend the Cost Allocation Plan Model as a result of audits or other challenges.

K. Consultant shall clearly define the steps needed to implement the Cost Allocation Model. The Consultant shall work directly with County staff to ensure complete and proper implementation of the Cost Allocation Plan Model.

L. Option: 2 CFR 225 Cost Principles for State, Local, and Indian Tribal Governments (OMB Circular A-87). The county currently does not have a 2 CFR 225 OMB Circular A-87 intergovernmental cost recovery plan in place. Therefore the County is requesting as an option of a second Cost Allocation Plan to include the following:

1. A study of each program with overhead costs that are borne in whole or part by the Tax Funds and that can receive overhead cost reimbursement from State and Federal governments and/or other sources.
2. A methodology appropriate for the calculation and allocation of an overhead cost rate in compliance with 2 CFR 225 (OMB Circular A-87).

III. PROPOSAL FORMAT

Responders are required to submit their proposals in the following format:

A. Cost Proposal (10 points)

1. The cost proposal must be submitted in a separate, sealed envelope with the responder’s name and “Cost Proposal for Request for Proposals (RFP) No. 17-500475 for a Cost Allocation Plan – Consulting Services” on the outside of the envelope.

2. The separate sealed envelope containing the cost proposal is requested to be included in the sealed package containing the technical proposal.

3. DO NOT INCLUDE FEES OR COSTS IN ANY AREA OUTSIDE OF THIS COST PROPOSAL. Including fees in any area outside of the Cost Proposal in its separate, sealed envelope shall result in Responder’s proposal being deemed non-responsive.

4. Responders are required to submit their costs on Attachment A, Cost Proposal Form. Responder shall not alter the cost proposal form.

B. Technical Proposal (80 points)
DO NOT INCLUDE ANY COSTS OF ANY KIND IN THE TECHNICAL PROPOSAL OR ON THE DISCS CONTAINING THE TECHNICAL PROPOSAL.

1. Technical Proposals must be submitted in a sealed envelope(s) or box(es) with the responder’s name and “Request for Proposals (RFP) No. 17-500475 for Cost Allocation Plan – Consulting Services” on the outside of each envelope or box.

2. Responder shall complete Attachment B, Proposal Cover Sheet, and include this as the first page of the technical proposal.

3. Understanding of the Requirements (30 points):
   Describe your understanding of what the County is seeking in this request along with the approach and methods you will use to complete the work. Include a high level, summary work plan in the form of a narrative that includes task descriptions and estimated task duration for a typical project of this type, include a listing of the County’s responsibilities and the Responder’s responsibilities required to complete the project.

4. Qualifications of the Staff (20 points):
   This section shall contain the firm’s staffing plan, which shall identify the key staff that will be assigned to the contract, and shall discuss the direct qualifications and experience of each key individual. At a minimum, this section should include a short biograph and experience of each key employee proposed by the firm or team and summary of relevant experience. Describe the Team’s qualifications to provide services listed in the scope of services. This should emphasize the team’s specific experience in undertaking work on similar projects and initiatives.

5. Qualifications of the Firm (20 points):
   The firm or team’s history and experience relevant to Ducky County needs should be discussed, including a description of the firm’s direct experience with similar types of projects and efforts. The response shall also discuss the qualifications of all other subcontractors proposed to be utilized in the performance of the work and shall clearly differentiate which qualifications listed relate to which firm.

6. Financial Responsibility (5 points):
   Responder must provide financial statements for the last three (3) years that evidences the responder’s financial capabilities to perform the statement of work. (Audited statements are preferable but a minimum of balance sheet, income statement and cash flow statement may be accepted.) Provide year of incorporation (if applicable).

7. References (5 points):
   a. Responder shall provide three (3) references for projects similar in size and scope to the project specified herein using the Reference and Release Form attached hereto as Attachment C.

   b. Provide three (3) references for each subcontractor proposed as a part of the project team. The references shall be for the same or similar types of services to be performed
by the subcontractor (including LSBE-Ducky and LSBE-MSA firms) on projects similar in size and scope to the project outlined in this RFP. Use Attachment D, Subcontractor Reference and Release Form. Make additional copies as needed.

8. Provide the following information: Are you a Ducky County Firm? Yes/No.

C. Ducky First Ordinance (LSBE) Program (10 points)

1. It is the objective of the Chief Executive Officer and Board of Commissioners of Ducky County to provide maximum practicable opportunity for all businesses to participate in the performance of government contracts. The current Ducky County List of Certified Vendors may be found on the County website at [http://www.Duckycountyga.gov/purchasing/pdf/supplierList.pdf](http://www.Duckycountyga.gov/purchasing/pdf/supplierList.pdf)

2. It is required that all responding Bidders attend the mandatory LSBE meeting within two-weeks of the solicitation’s advertisement, and comply, complete and submit all LSBE forms with the Bidder’s response in order to remain responsive. Attendance can be in person, via video conference and teleconference. Video conferencing is available through Skype/Lync. Instructions for attendance via video conference can be found on the County’s website at [www.Duckycounty.gov/purchasingcontracting/Ducky-first-lsbe-program](http://www.Duckycounty.gov/purchasingcontracting/Ducky-first-lsbe-program).

3. For further details regarding the Ducky First Local Small Business Enterprise Ordinance, contact the LSBE Program representative at pcadmin-ops@Duckycounty.gov or (XXX) 371-7051.

D. Federal Work Authorization Program Contractor and Subcontractor Evidence of Compliance

All qualifying contractors and subcontractors performing work with Ducky County must register and participate in the federal work authorization program to verify the work eligibility information of new employees. Successful responder(s) shall be required to register and participate in the federal work authorization program which is a part of Attachment F, Sample County Contract. In order for a Proposal to be considered, it is mandatory that the Responder Affidavit, Attachment G, be completed and submitted with responder’s proposal.

IV. CRITERIA FOR EVALUATION

The following evaluation criteria and the maximum points stated below will be used as the basis for the evaluation of proposals.

A. Understanding of the Requirements (30 points)
B. Qualifications of the Staff (20 points)
C. Qualifications of the Firm (20 points)
D. Financial Responsibility (5 points)
E. References (5 points)

F. Local Small Business Enterprise (LSBE) Participation (10 points)

G. Cost (10 points)

NOTE: Criteria (including cost) and LSBE participation points shall equal 100 points.

H. Optional Interview (10 points) - bonus

V. CONTRACT ADMINISTRATION

A. Standard County Contract

The attached sample contract is the County’s standard contract document (see Attachment F), which specifically outlines the contractual responsibilities. All responders should thoroughly review the document prior to submitting a proposal. Any proposed revisions to the terms or language of this document must be submitted in writing with the responder’s response to the request for proposals. Since proposed revisions may result in a proposal being rejected if the revisions are unacceptable to the County, responders should review any proposed revisions with an officer of the firm having authority to execute the contract. No alterations can be made in the contract after award by the Board of Commissioners.

B. Submittal Instructions

One (1) original Technical Proposal stamped “Original” and five (5) compact discs with each disc containing an identical copy of the Technical Proposal (do not include the Cost Proposal on the discs); and one (1) original Cost Proposal (see Section III.A. for additional instructions regarding submittal of Cost Proposal) must be submitted to the following address no later than 3:00 p.m. on February 6, 2021.

Ducky County Department of Purchasing and Contracting
Lake Center, 2nd Floor
1300 Swimmingly Drive, Duckville

Proposals must be clearly identified on the outside of the packaging with the responder’s name and “Request for Proposals (RFP) No. 19-500475 for Cost Allocation Plan – Consulting Services” on the outside of the envelope(s) or box(es).

C. Pre-Proposal Conference

A pre-proposal conference and site visit will be held at 10:00 a.m./p.m. on the 23rd day of January, 2021 at 1300 Swimmingly Drive, 2nd Floor, Duckville. Interested responders are strongly encouraged to attend and participate in the pre-proposal conference. For information regarding the pre-proposal conference and site visit, please contact Brenda Quack at (XXX) 371-4943 or email BQ@Duckycounty.gov
D. Questions

All questions concerning the Project and requests for interpretation of the Contract may be asked and answered at the pre-bid conference; however, oral answers are not authoritative. Questions must be submitted to Brenda Quack, via email to BQ@Duckycountyga.gov, no later than close of business (5:00 p.m.) on January 24, 2021. Questions and requests for interpretation received by the Department of Purchasing and Contracting after this date will not receive a response or be the subject of addenda.

E. Acknowledgment of Addenda

Addenda may be issued in response to changes in the RFP. It is the responsibility of the responder to ensure awareness of all addenda issued for this solicitation. Please acknowledge the addenda and submit to the Department of Purchasing and Contracting as requested. Responder may call Brenda Quack at (XXX) 371-4943 or send an email to BQ@Duckycounty.gov to verify the number of addenda prior to submission. Addenda issued for this project may be found on Ducky County’s website, https://www.Duckycounty.gov/purchasing-contracting/bids-itb-rfps.

F. Proposal Duration

Proposals submitted in response to this RFP must be valid for a period of One Hundred Twenty (120) days from proposal submission deadline and must be so marked.

G. Project Director/Contract Manager

The County will designate a Project Director/Contract Manager to coordinate this project for the County. The successful responder will perform all work required pursuant to the contract under the direction of and subject to the approval of the designated Project Director/Contract Manager. All issues including, payment issues, shall be submitted to the Project Director/Contract Manager for resolution.

H. Expenses of Preparing Responses to this RFP

The County accepts no responsibility for any expenses incurred by the responders to this RFP. Such expenses are to be borne exclusively by the responders.

I. Open Records Act

Without regard to any designation made by the person or entity making a submission, Ducky County considers all information submitted in response to this invitation or request to be a public record that will be disclosed upon request pursuant to the state’s Open Records Act, §50-18-70 et seq., without consulting or contacting the person or entity making the submission, unless a court order is presented with the submission. You may wish to consult an attorney or obtain legal advice prior to making a submission.

J. First Source Jobs Ordinance

The Ducky County First Source Jobs Ordinance requires contractors or beneficiaries entering into any type of agreement with the County, including purchase orders, regardless of what they
may be called, for the procurement or disposal of supplies, services, construction projects, professional or consultant services, which is funded in whole or part with County funds or County administered funds in which the contractor is to receive $50,000 or more in County expenditures or committed expenditures and recipient of urban redevelopment action grants or community development block funds administered in the amount of $50,000 or more make a **good faith effort to hire Ducky County residents for at least 50% of jobs** using the First Source Registry (candidate database). The work to be performed under this contract is subject to the provisions of the Ducky County First Source Jobs Ordinance. Please complete the First Source Jobs Ordinance Acknowledgement and New Employee Tracking Form included in Attachment H, First Source Jobs Ordinance (with Exhibits 1 – 4) and submit with the responder's proposal. For more information on the First Source Jobs Ordinance requirement, please contact WorkSource Ducky at www.worksourceDuckyCounty.org or XXX-687-3400.

K. Business License

Upon award of the contract, successful responder shall submit a copy of its valid company business license. If the responder is a corporation, responder shall submit a valid county or city business license. If the responder is not a corporation, responder shall submit a certificate of authority to transact business in the state and a copy of its valid business license issued by its home jurisdiction. If responder holds a professional certification which is licensed by the state, then responder shall submit a copy of its valid professional license. Any license submitted in response to this requirement shall be maintained by the responder for the duration of the contract.

L. Ethics Rules

Bidders are subject to the Ethics provision within the Ducky County Purchasing Policy; the Organizational Act, Section 22A, the Code of Ducky County; and the rules of Executive Order 2019-4. Any violations will be addressed, pursuant to these policies and rules.

To the extent that the Organizational Act, Section 22A, the Code of Ducky County, and the rules of Executive Order 2014-4 allow a **gift, meal, travel expense, ticket, or anything else of value** to be purchased for a County employee by a contractor doing business with the County, the **contractor must provide written disclosure, quarterly, of the exact nature and value of the purchase to the Chief Integrity Officer** or the Finance Director or his/her designee. Every contractor conducting business with the County will receive a copy of these ethics rules at the time of execution of the contract.

M. Right to Audit

The County shall have the right to audit all books and records, including electronic records, relating or pertaining to this contract or agreement, including but not limited to all financial and performance related records, property, and equipment purchased in whole or in part with County funds and any documents or materials which support those records, kept under the control of the Contractor, including but not limited to those kept by the Contractor’s employees, agents, assigns, successors and subcontractors. The County also has the right to communicate with Contractor's employees related to the audited records.
The Contractor shall maintain such books and records, together with such supporting or underlying documents and materials, for the duration of this contract and for seven (7) years after termination or expiration, including any and all renewals thereof. The books and records, together with supporting documents and materials shall be made available, upon request to the County or its designee, during normal business hours at the Contractor's office or place of business. In the event that no such location is available, then the books, records, and supporting documents shall be made available for audit at a time and location which is convenient for the County.

N. Cooperative Procurement

The County through P&C may permit piggybacks to this contract from other city, county, local authority, agency, or board of education if the vendor will extend the same prices, terms, and conditions to the city. Piggybacking shall only be available where competition was used to secure the contract and only for a period of 12-months following entry, renewal or extension of the contract. This provision shall not apply to any contract where otherwise prohibited or mandated by state law.

VI. AWARD OF CONTRACT

An evaluation committee will review and rate all proposals and shall determine if interviews are necessary. If interviews are conducted, firms may be scheduled for an oral presentation to the evaluation committee, not to exceed one hour's duration, in order to respond to questions from the evaluation committee relevant to the firm's proposal.

The evaluation committee will make its recommendation for award to the Ducky County Board of Commissioners, who will make the final decision as to award of contract.

THE COUNTY RESERVES THE RIGHT TO REJECT ANY AND ALL PROPOSALS, TO WAIVE INFORMALITIES, AND TO RE-ADVERTISE.

Sincerely,

__________________________________
Brenda Quack
Senior Procurement Agent
Department of Purchasing and Contracting

Attachment A: Cost Proposal
Attachment B: Proposal Cover Sheet
Attachment C: Contractor Reference and Release Form
Attachment D: Subcontractor Reference and Release Form
Attachment E: LSBE Opportunity Tracking Form
ATTACHMENT A

COST PROPOSAL FORM (consisting of two (2) pages)

COST ALLOCATION PLAN – CONSULTING

Responder: Please complete the attached pages of the Cost Proposal Form, and return them with this cover page. The cost proposal must be submitted in a separate, sealed envelope with the Responder’s name and “Request for Proposals (RFP) No. 17-500475” clearly identified on the outside of the envelope.

By signing this page, Responder acknowledges that he has carefully examined and fully understands the Contract, Scope of Work, and other attached documents, and hereby agrees that if his proposal is accepted, he will contract with Ducky County according to the Request for Proposal documents.

Please provide the following information:

Name of Firm: ___________________________________________________________
Address: _______________________________________________________________
Contact Person Submitting Proposal:_________________________________________
Title of Contact Person:____________________________________________________
Telephone Number:_______________________________________________________
Fax Number:_____________________________________________________________
E-mail Address:__________________________________________________________

____________________________________
Signature of Contact Person

X

Title of Contact Person
ATTACHMENT A

COST PROPOSAL FORM

Responder: State a FIRM HOURLY RATE that will be used for the term of the Agreement for all costs, direct and indirect, administrative costs, and all things necessary for development and implementation of Cost Allocation Plan – Consulting Services as described below:

Item #s and Description of Services to be Performed

Estimated # of Hours ___________

Hourly Rate: _________________

Prices (based on Full Hourly Rates)

1. Work with selected County staff to define the purpose, uses and goals of an indirect cost allocation plan. Ensure that the development of the plan will provide an accurate and appropriate method to meet the County’s needs for equitable allocation of indirect and administrative overhead costs

   1a. State lump sum amount not to exceed for Item #1 _____________________

2. Develop and Indirect Cost Allocation Model for calculating full costs of providing each County’s program or service. Model Requirements include: Identification of County-wide overhead costs as well as departmental overhead costs. The ability to add or remove direct or indirect costs as needs and programs change. The ability to update the model and indirect cost allocation plan as the organization of the County changes.

   2a. State lump sum amount not to exceed for Item #2 _____________________

3. Present the Draft Indirect Cost Allocation Plan to County Staff, and the Board of Commissioners. Collect and document comments from the County Board of Commissioners/staff and incorporate those comments in the Final Indirect Cost Allocation Plan.

   3a State lump sum amount not to exceed for Item #3 _____________________

   Grand Total ( Items 1a thru 3a) _____________________
ATTACHMENT B

PROPOSAL COVER SHEET

NOTE: Read all instructions, conditions and specifications in detail before completing this Request for Proposal. Please complete and include this cover sheet with your technical proposal.

Company Name Federal Tax ID#
Complete Primary Address County City Zip Code
Mailing Address (if different) City State Zip Code
Contact Person Name and Title Telephone Number (include area code)
Email Address Fax Number (include area code)
Company Website Address Type of Organization (check one)
☐ Corporation ☐ Joint Venture
☐ Proprietorship ☐ Government

Proposals for RFP No. 17-500475 Cost Allocation Plan – Consulting Services described herein will be received in the Purchasing & Contracting Department, Room 2nd Floor, The Lake Center, 1300 Swimmingly Drive, Duckville on February 6, 2021 until 3:00 p.m. (EST). Proposals shall be marked in accordance with Section V.B. CAUTION: The Postmaster will not deliver certified or Special Delivery Mail to specific addresses within Ducky County Government. When sending bids or time sensitive documents, you may want to consider a courier that will deliver to specific addresses.

Proposal Cover Sheet should be signed by a representative of Proposer with the authority to bind Proposer to all terms, conditions, services, and financial responsibilities in the submitted Proposal.

Authorized Representative Signature(s) Title(s)

Type or Print Name(s)

Date
ATTACHMENT C

CONTRACTOR REFERENCE AND RELEASE FORM

List below at least three (3) references, including company name, contact name, address, email address, telephone numbers and contract period who can verify your experience and ability to perform the type of service listed in the solicitation.

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<tr>
<th>Company Name</th>
<th>Contract Period</th>
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REFERENCE CHECK RELEASE STATEMENT

You are authorized to contact the references provided above for purposes of this RFP.

Signed_______________________________________ Title___________________________

(Authorized Signature of Proposer)

Company Name ________________________________ Date __________________


**ATTACHMENT D**

**SUBCONTRACTOR REFERENCE AND RELEASE FORM**

List below at least three (3) references, including company name, contact name, address, email address, telephone numbers and contract period who can verify your experience and ability to perform the type of service listed in the solicitation.

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<th>Company Name</th>
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<th>Contact Person Name and Title</th>
<th>Telephone Number (include area code)</th>
<th>Complete Primary Address</th>
<th>City State Zip Code</th>
<th>Email Address</th>
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**REFERENCE CHECK RELEASE STATEMENT**

You are authorized to contact the references provided above for purposes of this RFP.

Signed_______________________________________ Title___________________________

(Authorized Signature of Proposer)

Company Name _________________________________ Date _____________________
ATTACHMENT E
DUCKY FIRST LSBE INFORMATION
WITH EXHIBITS A – B

SCHEDULE OF LOCAL SMALL BUSINESS ENTERPRISE PARTICIPATION - OPPORTUNITY TRACKING FORM

The Chief Executive Officer and the Board of Commissioners of Ducky County believe that it is important to encourage the participation of small and local businesses in the continuing business of County government; and that the participation of these types of businesses in procurement will strengthen the overall economic fabric of Ducky County, contribute to the County’s economy and tax base, and provide employment to local residents. Therefore, the Chief Executive Officer and the Board of Commissioners have made the success of local small businesses a permanent goal of Ducky County by implementing the Ducky First Local Small Business Enterprise Ordinance.

PROVISIONS OF DUCKY FIRST LOCAL SMALL BUSINESS ENTERPRISE (LSBE) ORDINANCE

Percentage of LSBE Participation Required: 20% of Total Award

Certification Designation Request For Proposals (RFP)

LSBE Within Ducky (LSBE-Ducky) - Ten (10) Preference Points
LSBE Outside Ducky (LSBE-MSA) - Five (5) Preference Points

Demonstrated GFE Two (2) Preference Points

Certified Local Small Business Enterprises (LSBEs) located within Ducky County and prime contractors utilizing LSBEs that are locally-based inside Ducky County shall receive ten (10) points in the initial evaluation of their response to any Request for Proposal. Certified LSBEs located outside of Ducky County but within the nine (9) County Metropolitan Statistical Area (MSA) shall receive five (5) points in the initial evaluation of their response to any Request for Proposal. Prime Contractors who demonstrate sufficient good faith efforts in accordance with the requirements of the ordinance shall be granted two (2) points in their initial evaluation of responses to any Request for Proposal. Pro-rated points shall be granted where a mixture of LSBE-Ducky and LSBE MSA firms are utilized. Utilization of each firm shall be based upon the terms of the qualified sealed solicitation. Prime Contractor(s) deemed responsible and remains responsive to an Invitation to Bid (ITB) because they are either a certified LSBE-Ducky or LSBE-MSA firm or has obtained 20% participation of an LSBE-Ducky or LSBE-MSA firm, submits the lowest bid price shall be deemed the lowest, responsive and responsible bidder. Prime Contractor(s) deemed responsible and remains responsive to an Invitation to Bid (ITB) and documented good faith efforts, submits a lower bid price than a Prime Contractor that achieved 20% LSBE participation, or otherwise required benchmark, then the Prime Contractor who actually met the benchmark will be given the opportunity to match the lowest bid price of the Prime Contractor who only made good faith efforts. Prime Contractor(s) who choose not to match the lowest bid price, then the Prime Contractor who made the good faith efforts will be deemed the lowest, responsive and responsible bidder.
For all qualified sealed solicitations, the Director of Purchasing and Contracting, Ducky County Government, shall determine if the bidder/proposer has included written documentation showing that at least twenty percent (20%) of the total contract award will be performed by a certified LSBE. This written documentation shall be in the form of a notarized Schedule of LSBE Participation (Attached hereto as “Exhibit A”.). For all contracts, a signed letter of intent from all certified LSBEs describing the work, material, equipment and/or services to be performed or provided by the LSBE(s) and the agreed upon percentage shall be due with the bid or proposal documents and included with “Exhibit A”. The certified vendor list establishes the group of Certified LSBE’s from which the bidder/proposer must solicit subcontractors for LSBE participation. This list can be found on our website http://www.Duckycounty.gov/purchasing-contracting/about-purchasing-and-contracting or obtained from the Special Projects LSBE Program team.

Prime Contractors failing to meet the LSBE benchmark must document and demonstrate Good Faith Efforts in accordance with the attached “Checklist for Good Faith Efforts” portion of “Exhibit A.” The notarized Schedule of LSBE Participation shall be due and submitted with each bid or proposal. Failure to achieve the LSBE benchmark or demonstrate good faith efforts shall result in a bid or proposal being rejected. Prime Contractors that fail to attend the mandatory LSBE meeting in person or via video conference shall mean that the Prime Contractor has not demonstrated sufficient good faith efforts and its bid or proposal if submitted, shall be deemed non-responsive without any further review.

Upon award, Prime Contractors are required to submit a report detailing LSBE Sub-Contractor usage with each request for payment and not less than on a monthly basis. Prime Contractors shall ensure that all LSBE sub-contractors have been paid within seven (7) days of the Prime’s receipt of payment from the County. Failure to provide requested reports/documentation shall constitute a material breach of contract, entitling the County to terminate the Contract for default or pursue other remedies.

LSBE sub-contractors must confirm payments received from the Prime(s) for each County contract they participate in.

For eligible bids/proposals valued over $5,000,000.00, the Mentor-Protégé provision of the Ordinance shall apply. Prime Contractors must agree to become mentors and take on an LSBE protégé in an effort to enhance the potential of future LSBEs. Qualifying projects shall be performed by both Mentor and Protégé through a subcontract between both parties. This requirement is in addition to all other applicable sections of the Ducky First Ordinance. Please review the ordinance, section 2-214 or contact the LSBE Program Representative for detailed information regarding this initiative.
Exercise #1-B

Proposal
Submitted in Response to RFP

Cost Allocation Plan Consulting Services
Ducky County
Feb. 6, 2021—Sent via Special Delivery Mail
Chief Executive Officer
Ducky County
1300 Lake Drive
Duckville

Dear Ma’am/Sir:

Enclosed is our executed solicitation # 19-500475 for consulting work on Ducky County’s Cost Allocation Plan. We believe it to be complete in all respects.

With over 30 years of experience, including 12 years specifically marketing to the government through CAPC, LLC, we are extremely prepared and qualified to support dramatic improvements to your cost allocation system. In addition to the attached proposal, please see our enclosed corporate brochure. After you examine our documents, we’re confident you’ll conclude that we are a world-class company. After all, our personnel possess a collective 250 years of experience! Adding to our capability, we point out that we are local (we’re an LSBE!) and we will accept Ducky County’s Pcard for payment.

As you may know, our marketing manager has been working with the county’s Director of Finance for the past 6 months to determine your needs in transitioning your Cost Allocation Plan to a new model. We’re delighted to see that the description of the work that we prepared for him is reflected in your RFP’s scope of work. In addition, the relationship we built with the Purchasing Department’s team, through the series of monthly lunch-and-learns we hosted over the past year, certainly appears to have succeeded in bringing us together on a single approach.

We sincerely look forward to continuing and extending our productive relationship with the county. Please reach out to Mr. Seymour Contracts, Marketing Manager, if he can be of further assistance to you or the county.

We look forward to entering into contract with you as soon as possible since we anticipate other work coming our way soon. If we cannot begin your work by Mar. 1st, we may have to delay the commencement of your work.

Sincerely,

George P. Burdell
President

cc: County Commissioners
PROPOSAL
for
Cost Allocation Plan Consulting
RFP # 19-500475

for
Ducky County Government

from

Cost Allocation Plan Consulting, LLC

Note: All contents of this proposal are required to be treated as confidential and remain the property of CAPC, LLC. © 2021 CAPC, LLC. All rights reserved.
Introduction

Cost Allocation Plan Consulting, LLC (CAPC) understands that the Ducky County Dept. of Finance is seeking to acquire comprehensive consulting, technical and professional services to transform its existing Cost Allocation Plan.

CAPC’s approach will guarantee the county a solution that comprehensively distributes agency wide administrative costs in a well-documented and defensible model. In addition, our Cost Allocation Plans are based on a model/methodology that can be easily and accurately updated to not only meet the current requirements of the county, but also allow for expansion to meet future needs.

We anticipate meeting the county’s needs by taking the following steps:

A. Coordinating and working with County staff to develop the County’s Cost Allocation Plan to ensure its development is accurate, inclusive and as appropriate to the County’s needs as possible.

B. Meeting with County staff and conducting interviews as needed to gain an understanding of the County’s practices and operations.

C. Determining which costs can be allocated to the appropriate operating departments by reviewing the County’s operating budget and identifying the costs that support all County departments and services.

D. Developing a full Cost Allocation Model that:
   1. Allows additions, revisions or removals of any centralized and overhead costs so that the Cost Allocation Model can be easily adapted to a range of County services.
   2. Allows for continual County updates as the organization changes.
   3. Allows the user to calculate the estimated cost of providing County services under consideration (scenario and “what if” analysis”).

E. Reporting on any other matters that come to your attention in the course of your evaluation that the County should consider.

F. Making a presentation of the Cost Allocation Plan and Model to the County’s management group and making any necessary adjustments as requested.

G. If required, making a presentation to the County’s Board of Commissioners in order to facilitate their understanding of the Cost Allocation Plan and Model and its implications to the County.

H. Providing the County with and electronic copy of the final comprehensive Cost Allocation Plan and Model that would include related schedules and cost documentation in a format that can be edited and updated by County staff.

I. Providing the County with a software application that would enable staff to add, delete or update the final Cost Allocation Plan as needed. The software program will be Windows
Operating System compatible with a graphical user interface (GUI). In addition, we will provide the necessary training on the software program to selected staff in the Finance and Budget department.

J. Consulting with County staff to defend the Cost Allocation Plan Model as a result of audits or other challenges.

K. Defining the steps needed to implement the Cost Allocation Model, including working directly with County staff to ensure complete and proper implementation of the Cost Allocation Plan Model.

L. Providing, in accordance with 2 CFR 225 Cost Principles for State, Local, and Indian Tribal Governments, an intergovernmental cost recovery plan, including:
   1. A study of each program with overhead costs that are borne in whole or part by the Tax Funds and that can receive overhead cost reimbursement from State and Federal governments and/or other sources.
   2. A methodology appropriate for the calculation and allocation of an overhead cost rate in compliance with 2 CFR 225 (OMB Circular A-87).

We wish to assure county personnel that CAPC, LLC has a fairly good grasp of the Dept. of Public Health’s needs, we are extremely flexible in fulfilling all contract work, and we are willing to make changes in the work description at any time, upon daily direction – either oral or in writing – by any county officials who are empowered to make decisions in the best interest of the county.

**Company History**

Please see description in cover letter.

**Relevant Experience**

As pointed out in our cover letter, we have been marketing our electronic records services to governmental units for over 10 years. Please call for details and references, if necessary.

**Team Experience**

Our personnel possess a collective 250 years of experience. We plan to augment our staff team with offshore personnel to keep costs manageable and within your budget. We can identify exact team members once the contract is signed.
Project Understanding & Solution

CAPC, LLC understands Ducky County well. Here are just a few of our insights:

- Ducky County is the third largest county in the state with more than 700,000 residents calling it home.
- The County consists of seven cities and several unincorporated areas.
- The Board of Commissioners serves as the legislative branch of the Ducky County government. The Board is comprised of seven part-time commissioners, all elected to a four-year term.
- Ducky County is divided into five districts with one commissioner serving each district.
- There are also two “super districts,” one on the east end of the county and the other on the west end, each making up about half of the county population. Each super district is served by one commissioner. Therefore, every citizen of Ducky County is served by two commissioners, one with the super district.
- Ducky County operates on a January 1 – December 31 Fiscal year, and has an annual general fund operating budget of approximately $1.2 billion with an anticipated capital budget of $38,042,978 for the planned years of 2021 - 2024.

Approach to Implementation & Project Management

CAPC’s company president is a PMP so he is qualified to head this project. Once the contract is awarded, he will:

- Describe the methodology to be used, deliverables and milestones to be met during the Project Life Cycle.
- Include a rough project schedule to provide some idea of timeline of proposed project.
- Describe proposed approach to Quality Assurance and Issue Resolution.

County’s Responsibilities

We anticipate that your responsibilities under the contract will include interviews, co-development, Work flow automation, configuration effort, and training or technology skill sets. We will assist. CAPC expects bi-weekly payments from the County.
**Budget**

Rather than provide a Project Budget Narrative as requested in your RFP, we recommend that the County and CAPC meet shortly after receipt of this proposal to work out fees over a five (5) year period. Our fees will include Customization, User Licensing (if applicable), Hosting, Consultants, Software Licensing, Ongoing Maintenance, Ongoing Technical Support, Upgrades, Implementation, Report Writing, Training and Travel Expenses. We will pass along any discounts we receive. Based on the personal relationships we have built with County officials, we believe that a mutually-beneficial budget can be arrived at.

**Security Requirements**

CAPC has exhaustive security, privacy and testing policies. These policies will allow us to honor any requirements the county may have, including:

- FSMA
- HIPAA
- PII
- PKI
- Active Directory integration

We meet all current infrastructure standards, including:

- SQL 2012
- IIS Web services
- Windows 7 and 8
- Internet Explorer 9 or higher
- Microsoft Office 2010
- Windows Server OS 2012 R2
- Hyper V Virtual

**Functional Requirements & Capabilities**

Using the County’s "Criteria for Evaluation” (section IV of your RFP), CAPC scores at the highest levels in all categories. When we meet with the County for contract kick-off, we will be prepared to present our rationale. Until that time, be assured that most of our approach will be provided out-of-the-box.
Exception

Understandably, our source code cannot be divulged to the County. Third-party software packages will be required for our application to function correctly (i.e., document capture software, application servers, Web servers, databases, agents or clients for backup, or software distribution and security). The County shall be responsible for purchasing and maintaining licenses for this software.

Service & Support

CAPC’s service/support is unparalleled. We will measure our service delivery in terms of Service Level Agreement, Average time to resolve issues, Average time for first call resolutions and Average percentage of first call resolutions their expertise in implementing proposed solutions.

Product Upgrades & Releases of New Versions

As everyone realizes, software products are updated frequently. CAPC will do its best to furnish the County will the very latest versions at all times. Our company motto is: “We Do Our Damnedest.”

Warranties

We stand behind what we sell. The County can have faith in that statement.

Training

All training will be provided by our off-shore partners. Their training will cover:

- On-site classroom training
- Video training
- Web-ex training
- Train the Trainer Approach

The county shall provide a proposed training schedule, and we will describe the skills needed to implement and support the application product(s) as outlined in this proposal.

Deployment

CAPC has vast experience in implementing Cost Allocation Plan software in cloud environments, including offerings from application service providers or other software-as-a-service vendors. We are prepared to provide redundant data centers in the event of a failure or natural disaster if a hosted solution. At contract signing we will provide a service agreement, terms and conditions and storage limitations.
Conclusion

Ducky County should award CAPC, LLC this contract based on:

- Our serious commitment to meeting all of your needs.
- The proven relationships we have built over the past year.
- The references we are prepared to provide, upon request.
- Our attention to detail and completeness
- We meet all E-Verify and Veteran-Friendly requirements.
- Our drivers are insured.
- We’re a LSBE!
- All the other attributes spelled-out in this proposal.

Proposal Response from (please complete)

CAPC, LLC

Name of Company or individual

Sally Smith

For Mr. Burdell