

# REQUEST FOR PROPOSALS

## COST ALLOCATION PLAN

July 30, 2019



Terri Willoughby  
Chief Financial Officer  
Douglas County  
P.O. Box 218  
Minden, NV 89423

**Proposals are due no later than 5:00 PM, Friday, August 30, 2019**

***DOUGALS COUNTY***  
**REQUEST FOR PROPOSALS**  
**FOR A COST ALLOCATION PLAN**

**Introduction**

Douglas County is seeking a Consultant to prepare a cost allocation plan (CAP) to calculate the fully burdened costs of providing County services in order to ensure that all costs are properly being allocated and recovered.

The selected Consultant shall perform the tasks specified in the "Scope of Work" section below. Proposals shall provide a straightforward and concise presentation adequate to satisfy the requirements of this Request for Proposals (RFP). Consultants are encouraged to suggest and incorporate additions or modifications to the scope that will enhance or clarify the CAP as needed.

**Scope of Work – Cost Allocation Plan**

The following is a summarized scope of work. The Consultant is requested to develop a detailed scope of work as part of the Proposal.

1. Work with County staff to define the purpose, uses and goals for a Cost Allocation Plan, ensuring that the development of the Plan will be both accurate and appropriate for the County's needs.
2. Meet with staff and conduct interviews as needed to gain an understanding of the County's practices, operations, and services provided by all County departments. This includes identifying where certain services/functions are performed together/shared by different departments. Costs should be identified so that they can be allocated appropriately across different departments.
3. Development of a Cost Allocation Plan for calculating the fully burdened costs associated with providing each County service. The Plan shall allow for:
  - a. Additions, revisions or removal of direct and overhead costs so that the Cost Allocation Plan can be easily adapted to a range of activities both simple and complex.
  - b. The ability of the County to continuously update the model and Cost Allocation Plan easily from year to year as the organization changes.
4. OMB Circular A-87 Cost Allocation Study – The County does not have a current OMB Circular A-87 intergovernmental cost recovery plan in place that conforms to the related Code of Federal Regulations (CFR). It would be desirable for qualified bidders to provide the following:
  - a. A methodology appropriate for the calculation and allocation of an overhead cost rate complying with OMB Circular A-87.

- b. A study of each program with overhead costs that are borne in whole or in part by the General Fund and that can receive overhead cost reimbursement from State or Federal governments and/or other sources.

Please identify the cost of this A-87 Cost Study item as a separate component of the proposed cost to perform the Scope of Work..

5. Presentation of the Plan to County staff and make necessary adjustment as requested.
6. An electronic copy of the final comprehensive reviews, including related schedules and cost documentation in a format that can be edited and updated by County staff to accommodate changes.
7. Prepare a draft report for the County's review, and incorporate the County's comments in the final report.
8. Participate in up to three public meetings, presentations and/or workshops for Board of County Commissioners, including ad-hoc committee meetings if determined necessary by the Board of County Commissioners.
9. Consult with the County staff should the need arise to defend the cost allocation plan as a result of audits or other challenges.

### **Proposal Requirements**

At a minimum, the County requires proposals to contain information covering the following topics:

1. Description of Study Understanding. Outline of the Consultant's understanding of the study and summarizing the basic approach to the cost allocation plan.
2. Methodology. Description that enables the County to assess the Consultant's capability to conduct the comprehensive cost allocation plan in a structured and efficient fashion.
3. Scope of Work. Details with specific task descriptions to demonstrate that the Consultant has considered all aspects of the studies and that the Consultant will cover them thoroughly.
4. Personnel. Resumes of the individual(s) assigned to the studies and other staff supporting the study. Attention should be given to the Consultant's office that provides internal support to the study team and facilitates quality assurance of the study work. Give the location of the office in which the project team will do the work.
5. Qualifications. Description of the organization, covering background experience connected with cost allocation plans, as well as other cost recovery programs.

6. Representative Studies. Submit three samples of similar assignments that were conducted by the Consultant. Describe examples of former similar assignments that were commissioned but not completed or implemented.
7. Client References. Provide at least five recent client references.
8. Timeline. Provide a timeline for the Cost Allocation Plan indicating dates for completion of the final reports.
9. Estimate of Consulting Fee. Under a separate cover, provide a total all-inclusive maximum price, containing all direct and indirect costs including all out-of-pocket expenses. Each proposal shall include a “not to exceed” fixed fee, including associated fees (i.e., printing costs, attendance at meetings, travel). Provide an hourly rate schedule for any additional work requested by the County that exceeds the scope of work detailed in the proposal..

### **County Assistance**

County staff will be available during the study timeline to assist the Consultant. The County will provide the Consultant with information and documentation. Report preparation, editing, printing, and binding shall be the responsibility of the Consultant.

### **Project Schedule**

The complete draft report shall be submitted to the County within 60 days following the Notice to Proceed. The County recognizes that the performance by the Consultant is dependent upon the performance by the County. The County shall make schedule adjustments to reflect any delays caused by the County. The final report shall be submitted to the County within 10 days of receipt of the County’s comments.

### **Required Professional Service Agreement**

The County’s standard Professional Services Agreement is enclosed and is the required form to execute a contract with the County. Included in the Standard Agreement are the County’s insurance and Business License requirements. The Consultant’s proposal shall be an exhibit to the Agreement. Upon submittal of a proposal, the Consultant is expected to comply with all provisions of the County’s standard Professional Services Agreement, including insurance and Business License requirements at the Consultant’s cost.

### **County’s Selection Process**

The Douglas County reserves the right, without qualification, to: (1) Select any proposal as a basis for written or oral communication with any or all of the proposing consultants when such action is considered to be in the best interest of the County; (2) reject any and all proposals; (3) exercise discretion and apply its judgment with respect to any proposals submitted, and; (4) select a proposal without discussion or after detailed discussions or contract negotiations.

The following is an outline of the County’s selection process:

1. A Screening Committee will be established to review the submitted proposals. The Screening Committee will evaluate all proposals based on the following criteria:
  - a. Ability of Consultant's proposal to fully address all aspects of the RFP and to clearly express Consultant's understanding of the County's specific requirements.
  - b. Experience of the firm, project manager and team in preparing fee studies and developing fee structures.
  - c. Record of the firm, the project manager and team in preparing fee studies and cost allocation plans within required time frames and in being responsive to clients' requests.
  - d. Methodology to be employed in conducting the studies.
  - e. Quality of work previously performed by the firm for the County and other agencies.
  - f. Demonstrated ability to communicate effectively with citizens, elected officials and staff.
  - g. Geographic location of the principal offices of the firm and proximity of staff working on the study to the County.
  - h. Feedback from client references, which the County may contact regarding the Consultant's performance on other consulting contracts.
  - i. Review of samples of work products that the Consultant has prepared and provided for other fee studies. The County will return submitted samples, upon request.
  - j. Total proposed cost for services to be performed.
2. The Screening Committee may select one firm, or may interview selected firms in order to make the final selection. Negotiations will take place with the primary firm on the final scope of work, the final contract proposal, and the proposed fee for services. If a contract cannot be negotiated for this study, negotiations with the designated Consultant shall be terminated in writing and negotiations shall be started with the next highest rated Consultant. While the proposed fees will be considered, they will not be used exclusively in the final selection process.

### **Background Information About the County**

Douglas County is a political subdivision of the State of Nevada, operating under provisions of Title 20 of Nevada Revised Statutes (NRS). On November 25, 1861, Douglas County became one of the first nine counties established by the first Nevada Territorial Legislature, and was retained when the territory became a state on October 31, 1864.

The County has a population of approximately 48,000 and covers an area of 750 square miles. The County is located in the western portion of the State, bordering the State of California to the west, Lyon County to the east, and the state capital of Carson City to the north. Included within the County's boundaries are portions of the Sierra Nevada Mountain Range, Lake Tahoe, the Pinenut Mountains, Topaz Lake, and the Carson and

Walker Rivers.

The five-member Board of County Commissioners is elected at large on a staggered basis for a term of four years. The Board also serves as the legislative body for the County's component unit entities, the Douglas County Redevelopment Agency, Town of Gardnerville, Town of Minden, and Town of Genoa. The County and its component units provide a variety of services including public safety and law enforcement, courts and judicial services, emergency management, social services, parks and recreation, community development and planning, administrative services, public works, road maintenance water, sewer and refuse utility services.

The County's fiscal year begins July 1 and ends June 30. Douglas County's operating budget, including all funds and component units totals \$195 million for Fiscal Year 2019-20. The General Fund's operating budget represents approximately \$50 million of the total operating budget.

#### A. Fund Structure

Douglas County uses the following fund types in its financial reporting. The number and type of funds are subject to change based on the needs of the County. Any such change shall not result in change in the audit fee.

Fund Type	Number of Funds
General Fund	1
Special Revenue Funds	25
Debt Service Funds	6
Capital Project Funds	16
Enterprise Funds	22
Internal Service Funds	3
Total County Funds:	73
Fiduciary Funds	49
Total Funds:	122

#### B. Finance Operations

Terri Willoughby, Chief Financial Officer heads up the Finance Division. The Division consists of nine employees and provides the following financial services countywide:

General Accounting  
Financial Reporting  
Accounts Payable/Receivable  
Payroll  
Budget  
Debt Management  
Grant Administration

**Proposal Submittal Information**

Six (6) copies of the sealed Proposal shall be received in the Douglas County Finance Division by 5:00 pm on August 30, 2019 for a proposal to be considered.

Proposals shall be delivered to:

Terri Willoughby  
Chief Financial Officer Douglas County

Physical Address:  
P.O. Box 218  
Minden, NV 89423

Mailing Address:  
1594 Esmeralda Ave  
Minden, NV 89423

All proposals must be clearly marked: “Sealed Proposal –Cost Allocation Plan.”

Questions pertaining to this RFP shall be directed:

Terri Willoughby  
Chief Financial Officer  
[twilloughby@douglasnv.us](mailto:twilloughby@douglasnv.us)  
775-782-6602

**Right to Reject Proposals**

Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposal unless clearly and specifically noted in the proposal submitted and confirmed in the agreement between the Douglas County and the firm selected.

Douglas County reserves the right without prejudice to reject any or all proposals.

**Change to the RFP**

The County will send any changes of this RFP to each proposer to whom an RFP has been sent. Such changes become an integral part of the RFP for incorporation into any contract awarded pursuant to the RFP.