

**REQUEST FOR PROPOSALS:
PREPARATION OF INDIRECT COST ALLOCATION PLANS
FOR COUNTY OF MONTGOMERY (NORTH CAROLINA)**

DUE DATE: FEBRUARY 14, 2018 (TUESDAY)
ISSUE DATE: JANUARY 16, 2018 (TUESDAY)
ISSUING DEPARTMENT: MONTGOMERY COUNTY GOVERNMENT – FINANCE OFFICE
EMAIL ADDRESS: finance@montgomerycountync.com
CONTACT: C.D. CREPPS
PHONE: (910) 576-4221 extension 1303

PROPOSALS WILL BE RECEIVED UNTIL TUESDAY, FEBRUARY 14, 2018 AT 5:00 p.m.

PROPOSALS ARE TO BE DELIVERED VIA E-MAIL TO finance@montgomerycountync.com.

***NOTE: IF DELIVERY BY ANY MEANS IS DELAYED BEYOND THE DATE AND HOUR SET FOR
TIMELY BIDS, PROPOSALS THUS DELAYED WILL NOT BE CONSIDERED TIMELY.***

COUNTY OF MONTGOMERY (NORTH CAROLINA)

REQUEST FOR PROPOSALS: PREPARATION OF INDIRECT COST ALLOCATION PLANS FOR COUNTY OF MONTGOMERY (NORTH CAROLINA)

Pursuant to General Statutes of North Carolina, Section 143-129, as amended, bids and proposals, subject to the conditions and specifications herein, are invited for furnishing services and materials related to the preparation of indirect cost allocation plans.

All timely proposals will be received by the Montgomery County Government – Finance Office before 5:00 p.m. local time on Tuesday, the 14th day of February 2018. A recap of the timely proposals received will be publicly available on Wednesday, the 15th day of February 2018.

I. Delivery Instructions:

A. Send Via Email

Bidder should submit a complete, fully executed RFP response document (i.e. proposal) via email to finance@montgomerycountync.com with a subject reference of 'RFP: Preparation of Indirect Cost Allocation Plans'. A response email will be sent to confirm receipt of an email with the suggested subject reference to this email address.

B. Cover Letter

Proposal should include a cover letter that is addressed and marked as shown below.

RFP: PREPARATION OF INDIRECT COST ALLOCATION PLANS
MONTGOMERY COUNTY GOVERNMENT– FINANCE OFFICE
102 EAST SPRING STREET, 3rd FLOOR
TROY NORTH CAROLINA 27371

II. Description of Procurement Process

A. Request for Proposal

Montgomery County Government is seeking a qualified Bidder to develop an indirect cost allocation plan for the fiscal year ending June 30, 2017 and subsequent fiscal years ending June 30, 2018, 2019, and 2020 that is in accordance with the requirements of 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. Special focus shall be placed on direct versus indirect cost categories and use of best practice methodologies.

B. Interpretations and Clarifications:

Requests for information or clarification of this RFP must be made in writing and addressed to C.D. Crepps via email to finance@montgomerycountync.com no later than Tuesday, January 30, 2018 at 5:00 pm. Please reference the RFP page and topic.

C. Non-Collusion Affidavit:

For the Non-Collusion Affidavit form, see the last page of this document. Montgomery County Government requires each bidder to print, sign, and submit the signed and scanned copy of the Non-Collusion Affidavit with their proposal.

D. Submission of RFP:

Please submit one (1) electronic copy of the proposal along with the Non-Collusion Affidavit on or before February 14, 2018 at 5:00 p.m. via email to finance@montgomerycountync.com.

Proposals not sent by email may not be accepted. Receive advance approval to deliver response by any other means.

Proposals should be clearly marked "PREPARATION OF INDIRECT COST ALLOCATION PLANS".

The cost of preparing a response to the RFP will not be reimbursed by Montgomery County Government.

In submitting a proposal, it is understood by the Bidder that Montgomery County Government reserves the right to accept any proposal, to reject any and all proposals as non-responsive, and to waive any irregularities or informalities in proposals when to do so is in the best interest of Montgomery County Government.

Any proposal may be withdrawn or modified by written request of the Bidder, provided such request is received by Montgomery County Government at the designated email address prior to the date and time set for timely receipt of bids.

E. Post-Submission of RFP:

When received, all proposals and supporting materials, as well as correspondence relating to the RFP, shall become the property of Montgomery County Government. As allowed under NCGS 143.129.8, proposals shall not be subject to public inspection until a contract is awarded.

If a proposal includes any proprietary data or information, such data or information must be specifically identified as such on every page on which it is found. Data or information so identified will remain confidential to the extent allowed by North Carolina law and will be used by Montgomery County Government personnel solely for the purposes of evaluating proposals and conducting contract negotiations.

F. Documented Communication:

After the RFP issue date, all communications between the Issuing Department and Bidders shall be in writing via email. Any inquiries, requests for information, technical questions, clarifications, or additional information shall be directed to C.D. Crepps via email at finance@montgomerycountync.com.

MONTGOMERY COUNTY GOVERNMENT

1. INTRODUCTION AND BACKGROUND

The Federal Government recognizes that Federal Programs administered by local governments place a significant burden on their administrative and support services. The Federal Office of Management and Budget (OMB) has developed methods and procedures to provide for a fair and reasonable reimbursement of these costs, which are called central service indirect costs.

The Federal guidelines were first issued to bring about a more efficient administration of Federal grants and contracts, and to ensure that all Federal agencies use uniform cost reimbursement policies. It established a system whereby a single Federal Department, called the cognizant agency, acts on behalf of all Federal Departments in approving certain state and local costs associated with the performance of Federal supported programs.

The Federal guidelines state that indirect costs are eligible for reimbursement provided they are necessary for the efficient conduct of the grant or contract and provided Federal law or regulations do not restrict them. Further, the guidelines do not specify a particular form of organization, management technique, or method of accounting, as a condition of cost reimbursement.

1.1. Scope of Services

Montgomery County Government desires to contract with a Bidder to prepare and negotiate (if required) an indirect cost allocation plan that favorably impacts the recoveries of indirect costs for Montgomery County Government from federal and state grants and contracts and can be successfully defended under audit or review by program monitors. The indirect cost allocation plan shall be based on actual expenditures of Montgomery County Government and will conform to the requirements of the federal government and the State of North Carolina's Department of Health and Human Services (DHHS). The indirect cost allocation plan shall reconcile the claim for FY 2017 indirect costs and project the indirect costs for FY 2019. This reconciliation shall be accomplished through the use of the roll forward calculation approved by the State of North Carolina's DHHS. Roll forward calculations are permitted and should be used to reconcile the prior year's cost submitted on the current years' cost report.

1.2. Proposal Costs

All costs incurred by the Bidder in preparing the proposal, or costs incurred in any other manner in responding to this proposal will be solely the responsibility of the Bidder. All material and documents submitted by the Bidders in response to this RFP become the property of Montgomery County Government and will not be returned.

1.3. Addenda to this RFP

The Bidder will not be responsible for oral interpretations given by any of its employees, representatives, or others. The issuance of a written addendum is the only official method whereby interpretation, clarification, or additional information can be given. If any addenda are issued to this RFP, Montgomery County Government will attempt to notify all prospective

Bidders who have secured the RFP. However, it will be the responsibility of each Bidder, prior to submitting the competitive proposal, to contact the County's Point of Contact to determine if addenda were issued and to make such addenda a part of its competitive proposal.

2. TERMS AND CONDITIONS

2.1. Independent Contractor Status

It is expressly understood and agreed that the proposing Bidder is an independent contractor at all times and for all purposes hereunder. Officers, employees, or representatives of the Bidder will not be deemed in any way to be and shall not hold themselves out as employees, servants, representatives, or agents of Montgomery County Government and will not be entitled to any fringe benefits of Montgomery County Government such as, but not limited to, health and accident insurance, life insurance, longevity, economic increases, or paid sick or vacation leave. The Bidder will be solely responsible for payroll wages, for the withholding and payment of all income and social security taxes to the proper federal, state, and local governments, and for providing workers' compensation and unemployment insurance of the Bidder.

2.2. Statement of Time

A period of time, unless stated as a number of workdays, shall include Saturdays, Sundays, and holidays.

2.3. Non-discrimination in Employment and Affirmative Action

During the performance of this contract, the Bidder agrees as follows:

1. The Bidder will not discriminate against any employee or applicant for employment because of race, religion, color, gender orientation, or national origin, except where religion, gender orientation, or national origin is a bona fide occupational qualification reasonably necessary to the normal operation of the Bidder. The Bidder agrees to post, in conspicuous places available to employees and applicants for employment, notices setting forth the provisions of this non-discrimination clause.
2. The Bidder, in all solicitations or advertisements for employees placed by or on behalf of the Bidder, will state that such Bidder is an equal opportunity employer.
3. Notices, advertisements, and solicitations placed in accordance with federal law, rule, or regulation shall be deemed sufficient for the purpose of meeting the requirements of this RFP.

2.4. Qualifications of Bidders

Montgomery County Government may make such reasonable investigations as deemed proper and necessary to determine the ability of solicited and unsolicited Bidders to perform the work. Bidders must furnish Montgomery County Government all such information and data for this purpose as may be requested. Montgomery County Government reserves the right to inspect Bidders' physical plants prior to award to satisfy questions regarding Bidder capabilities.

Montgomery County Government further reserves the right to reject any proposal if the evidence submitted by or investigations of such Bidder fails to satisfy Montgomery County Government that such Bidder is properly qualified to carry out the obligations of the contract and to complete the work contemplated herein.

2.5. Compliance with the Law

Bidders shall adhere to all applicable federal, state, and local laws, ordinances, and regulations while rendering services pursuant to any Agreement entered into as a result of this RFP.

3. PROPOSAL FORMAT

The proposal must contain the following sections, in the order and format described:

Table of Contents:

1. Executive Summary
2. Bidder Profile
3. Non-Collusion Affidavit
4. Project Approach
5. References: Provide at least two (2) references of similar size governments in which an indirect cost allocation plan has recently been completed.
6. Price Proposal: Include comprehensive, itemized pricing for each element of proposal.

4. DESCRIPTION OF GOVERNMENT

Awarded Bidder's principal contact with Montgomery County Government will be County Finance Director, C.D. Crepps.

Montgomery County Government was officially established in 1781. The Board of County Commissioners has authorized the council-manager form of government. G.S. 153A-82 designates the manager as chief administrator of county government, responsible to the board of county commissioners for administering all departments under the board's general control.

Montgomery County Government provides a normal range of governmental services including human services (via Social Services, Health, Veterans Services, others), public safety (via Sheriff's Office, Jail, 911 Center, Animal Control, Building Inspections, etc.), Cooperative Extension, Economic Development, Elections, Planning, Property Tax Administration, Public Utilities, Register of Deeds, Soil & Water Conservation, and Solid Waste. EMS services are provided by a third-party independent contractor. Landfill services are also provided by a third-party independent contractor, albeit on County-owned property.

Montgomery County Government's fiscal year begins July 1 and ends June 30.

Annual financial reports and budget ordinances are available for download at:

<http://www.montgomerycountync.com/departments/finance>

5. PROPOSAL EVALUATION PROCESS AND FACTORS

Montgomery County Government will evaluate and review all proposals and select the best for further review. Montgomery County Government may or may not contact Bidders for additional questions or clarification so proposals should be as detailed as possible. The factors below will be used in ranking and selecting proposals for further review and/or award.

A. Responsiveness and Clarity of Proposal – 10 points

B. Familiarity with Montgomery County Government – 10 points

Considers whether items mentioned in Proposal would be applicable to the Indirect Cost Allocation Plan for Montgomery County Government.

C. Contract Cost – 30 points

Bidder earns 1 point for every \$100 that the base bid is below \$5,000 per year. To earn the maximum, the base bid would be \$2,000 or less per year.

C. Background and Experience of Bidder – 25 points

Considers prior experience in performing Indirect Cost Allocation Plan for similar size governments in last two years. Please include a recent report.

D. Technical Capability – 25 points

Considers qualifications of Bidder personnel, equipment, and materials used in performing services, understanding revisions, and technical approach as it relates to cost principles outlined in applicable federal guidelines.

6. TIME REQUIREMENTS

6.1. Proposal Calendar

The following is a list of key dates up to and including the date proposals are due to be submitted:

Request for Proposal Issued :: January 16, 2018 (Tuesday)

Final Day for Comments/Questions :: January 30, 2018 (Tuesday)

Due Date for Proposals :: February 14, 2018 (Tuesday)

Recap of Proposals Received :: February 15, 2018 (Wednesday)

6.2. Notification and Contract Dates

Selected Bidder will be notified by February 21, 2018 (Tuesday).

6.3. Date Work May Commence

Selected Bidder can begin preparing for the work as soon as they are awarded the contract.

6.4. Date Final Reports are Due

The final version of the indirect cost allocation plan should be presented by June 30 of each year.

NON-COLLUSION AFFIDAVIT

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1. The signer of this document is the _____ (Title) of _____ (Bidder), who is the respondent that has submitted the enclosed proposal.

2. The undersigned person is fully informed concerning the preparation and contents of the enclosed proposal and of all pertinent circumstances related to it, and is authorized to sign this affidavit. This affidavit is given under penalty of perjury as provided by law.

3. Such proposal is genuine and is not collusive or sham in any way whatsoever.

4. Neither the person responding nor any of its officers, partners, owners, agents, representatives, employees, or parties in interest, including the signer of this affidavit, have in any way colluded, conspired, connived, or agreed, directly or indirectly, with any other respondent, firm, or person to submit collusive or submit sham response in connection with the contract for which the enclosed proposal has been submitted or to refrain from responding in connection with such contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other responder, firm, or person to fix the price or prices in the enclosed proposal or of any other responder, or, to fix any overhead, profit, or cost to secure through collusion, conspiracy, connivance, or unlawful agreement any advantage against the Board of County Commissioners, County of Montgomery, or any person interested in the proposed contract.

5. The price or prices quoted in the enclosed proposal are fair and proper and are not derived by any collusion, conspiracy, connivance, or unlawful agreement on the part of the respondent or any of its agents, representatives, owners, employees, or parties in interest.

Signature of Officer

Subscribed and sworn to before me, this _____ day of _____, 20 _____.

Notary Public _____

My commission expires _____ (SEAL)