

"This is only the scope of work for the project. For more information, interested parties should contact Procurement at [purchasing@stp.gov.org](mailto:purchasing@stp.gov) to ensure receipt of a full project package, to be listed as a plan holder and to ensure any addenda to the project package are received."

Scope of Work:

This Request for Proposal (RFP) is a step in the planned procurement action to acquire the desired services. Proposers responding to this RFP shall be prepared to deliver products and perform the work necessary to provide the services described within the time period laid out in the Timing Requirement section below. The project consists of furnishing all labor, materials, equipment, tools, supervision and travel necessary to complete the project tasks.

Project tasks shall include, but are not necessarily limited to the following (if the Proposer feels that additional tasks are warranted, they must be clearly identified in the proposal):

Project Specifications:

- A. Parish's staff to define and refine the project scope, purpose, uses and goals of the Parish's CAP to ensure it is accurate and appropriate to the Parish's needs.
- B. Meet with various departmental staff to conduct interviews as needed to gain an understanding of the Parish's practices and operations.
- C. Review existing CAP databases, and methodologies for appropriateness.
- D. Work with the Finance Department in developing service provisions, cost categories, and allocation criteria for current and future programs.
- E. Collect financial, operational, and other statistical data.
- F. Identify the total cost of providing each Parish service at the appropriate activity level and in a manner that is consistent with all applicable laws, statutes, rules, and regulations governing the collection of fees, rates, and charges by public entities.
- G. Develop a Full CAP that:
 - a. Establishes a full cost allocation methodology for specific administrative overhead costs that will properly reimburse the Parish's General Fund and estimate the anticipated reimbursements to the General Fund.
 - b. Allows for additions, revisions, or removal of direct and indirect costs so that the CAP can be easily adapted to a range of activities both simple and complex.
 - c. Provides the ability for Parish staff to continuously update that plan from year to year to accommodate organizational changes.
- H. Assist the Finance Department in presenting the draft CAP to selected Parish staff and Parish Council. It is expected that comments and concerns will be collected during the draft presentation phase for inclusion in a final CAP and model.
- I. Update the plan annually and maintain accurate records of all correspondence, work papers, and other relative evidence during the contract period.