



ST. TAMMANY PARISH

PATRICIA P. BRISTER
PARISH PRESIDENT

April 13, 2018

Please find the following addendum to the below mentioned RFP.

Addendum No.: 1

RFP#: 010-03-18-03-3

Project Name: Cost Allocation Plan Services

RFP Due Date: Wednesday, April 18, 2018

QUESTIONS & ANSWERS:

Question 1: RFP Part I: Overview, item 1.5 Proposal Response Format page 4 C. Proposer Qualifications and Experience. RFP instructs proposers to supply all similar consulting projects completed within the last three (3) years as well as instructs proposers to supply a description of each project including client name; year of assignment and length of time to complete the project; nature of services rendered; and professionals assigned who are also proposed to serve the Parish. For proposers that serve thousands of clients annually, the list of requested data has the potential to be very voluminous and the compilation of it most laborious as well as paper intensive if attainable at all. May proposers instead supply a regional list of government client with the general description that all clients listed were provided cost allocation services within the last three years?

Answer 1: We only want responses for clients in which the vendor supplies or has supplied cost allocation plan services to governmental entities. If the response is too voluminous, please submit detailed information on a limited number of relevant engagements and also provide a general regional listing.

Question 2: RFP Part II. Scope of Work/Services, item 2.1 Scope of Work/Services pages 6-7 Timing Requirements. Will the budget-based cost allocation plan (CAP) be prepared with current year or prior year statistical data or whether this data will be provided for the true up?

Answer 2: The 2019 budget based plan will be based on 2017 actual statistical data. The 2019 actual plan will be based on 2019 actual statistical data.

Question 3: Are the following RFP forms required for proposal submission or are they processed during award/contracting stage?

- a. Attachment E Hold Harmless Agreement (PDF page 50). If so, what is meant by claims contact is it a contract contact?
- b. Attachment F Affidavit Pursuant to LA R.S. 38:2224 and Ethics Provisions for Professional & Essential Service Contracts (PDF page 51-52)
- c. Affidavit Pursuant to LA R.S. 38:2212.10 Confirming Registration and Participation in a Status Verification System (PDF page 53)

Answer 3: These are required at the contract stage, and are not needed for proposal submission.

Question 4: Would you disclose the vendor that prepared the last CAP (Budgeted/Actual)?

Answer 4: This can be obtained through a Public Records Request through the Parish's Legal Department.

Question 5: How many days did this vendor spend onsite each year (conducting department interviews, gathering data, and verifying sources) for each of the CAPs (Budgeted/Actual)?

Answer 5: The prior consultant typically spent approximately 3 days per year on site.

Question 6: What was the annual fees paid to the vendor to prepare the last annual CAP engagement both Budgeted CAP and Actual CAP (2018 Budgeted CAP fee and the 2018 Actual CAP fee)?

Answer 6: Please see answer to questions #4.

Question 7: Were the CAPs developed using proprietary software or Excel spreadsheets?

Answer 7: For prior plans we provided data in Excel to the consultant, who used both Excel and proprietary software to develop the plan.

Question 8: Were the CAPs prepared using a single step-down or double step-down cost allocation methodology?

Answer 8: The prior plans were prepared using the double step-down methodology.

Question 9: Is the Parish satisfied with the current vendor?

Answer 9: The Parish was satisfied with the services provided during the contractual period.

Question 10: Please provide an electronic copy (e.g. original PDF or a scan) of the last CAP engagement deliverables (Budgeted and Actual) for the purpose of determining current indirect recoveries

Answer 10: Please see answer to questions #4.

Question 11: Will financial and statistical information be readily available in both hard and soft copy for the periods under review? Financial information refers to revenue and expenditure summary and detail, payroll, invoices, etc.

Answer 11: All data will be readily available in electronic format.

Question 12: When are year-end financials typically available to the vendor?

Answer 12: Year-end financials are typically available in March as our fiscal year is January - December.

<< End of Addendum #1 >>