

## REQUEST FOR PROPOSALS



The Finance Department is requesting proposals for:

### Cost Allocation Plan

RELEASE DATE: January 19, 2022

RESPONSE DUE: February 18, 2022

## GENERAL INFORMATION

The City of San Fernando is interested in contracting with an experienced professional services firm to provide a cost allocation plan for a three (3) year term with two (2) optional one (1) year extensions, commencing in FY 2021-22. The required services and performance conditions are described in the Scope of Work.

## BACKGROUND

The City of San Fernando was incorporated in 1911 and is currently organized according to the City Council/City Manager form of government comprised of six departments including, a Police Department, Public Works Department, and Recreation and Community Services Department. The City employs approximately 133.65 full-time equivalent employees from a total Adopted Budget for fiscal year 2021-2022 of \$62.7 million, which includes a General Fund budget of \$22.5 million. The City is a cost conscious provider of outstanding public services to its citizens and local businesses.

The City believes that the open competition for services and products provides the City with the best results for its public dollars. The City is interested in receiving responsive and competitive proposals from experienced and qualified firms to provide a cost allocation plan. What follows is a description of the technical environment, contractor staffing, qualifications, and performance expectations.

## INSTRUCTIONS TO SUBMITTING FIRMS

### 1. Examination of Proposal Documents

By submitting a proposal, the prospective firm represents that it has thoroughly examined and become familiar with the services required under this RFP, and that it is capable of delivering quality services to the City in a creative, cost-effective & service-oriented manner.

### 2. Questions/Clarifications

Please direct any questions regarding this RFP to Sonia Garcia, Interim Director of Finance, via e-mail at [sgarcia@sfcity.org](mailto:sgarcia@sfcity.org). Questions must be received by 5:00 p.m. on **Tuesday, February 8, 2022**. All questions received prior to the deadline will be collected and responses will be emailed by **Friday, February 11, 2022**.

### **3. Submission of Bid Proposals**

One original and two copies of the proposal must be submitted to the FINANCE DEPARTMENT, located in CITY HALL, 117 Macneil Street, San Fernando, California, 91340, in a sealed envelope no later than **5:00 p.m. on Friday, February 18, 2022**. In addition, one electronic copy of proposal must be submitted via email to Sonia Garcia at [sgarcia@sfcity.org](mailto:sgarcia@sfcity.org) and the subject line of the email shall read, "City of San Fernando RFP – Cost Allocation Plan." Electronic copy of proposal must also be received no later than 5:00 p.m. on Friday, February 18, 2022. Any proposals received after stated time will not be accepted.

### **4. Withdrawal of Proposals**

A firm may withdraw its proposal at any time prior to the Friday, February 18, 2022 due date by delivering a written request for withdrawal signed by, or on behalf of the prospective firm.

### **5. Rights of City of San Fernando**

This RFP does not commit the City to enter into a Contract, nor does it obligate the City to pay for any costs incurred in preparation and submission of proposals or in anticipation of a contract.

The City reserves the right to:

- a) Make the selection based on its sole discretion;
- b) Reject any and all proposals without prejudice;
- c) Issue subsequent Requests for Proposal;
- d) Postpone opening for its own convenience;
- e) Remedy technical errors in the Request of Proposal process;
- f) Approve or disapprove the use of particular sub-contractors;
- g) Negotiate with any, all, or none of the prospective firms;
- h) Solicit best and final offers from all or some of the prospective firms;
- i) Accept other than the lowest offer; and/or
- j) Waive informalities and irregularities in the proposal process.

### **6. Contract Type**

It is anticipated that a standard form professional services agreement contract will be signed subsequent to City Council review and approval of the recommended firm.

## **7. Collusion**

By submitting a proposal, each prospective firm represents and warrants that; its proposal is genuine and not a sham or collusive or made in the interest of or on behalf of any person not named therein; that the prospective firm has not directly, induced or solicited any other person to submit a sham proposal or any other person to refrain from submitting a proposal; and, that the prospective firm has not in any manner sought collusion to secure any improper advantage over any other person submitting a proposal.

## **SCOPE OF SERVICE**

Project tasks shall include, but are not necessarily limited to, the following. If the firm feels that additional tasks are warranted, they must be clearly identified in the firm's proposal.

### **Required Services:**

#### **1. Cost Allocation Plan**

- a) Prepare the City's Full Cost-Cost Allocation Plan and Federal OMB A-87 Cost Allocation Plan, which may include the following:
  - Work and meet with City staff to refine the project scope, purpose, uses and goals of the City's Cost Allocation Plan to ensure that the current plan is both accurate and appropriate to the City's needs.
  - Meet with City staff and conduct interviews as needed to gain an understanding of the City's practices and operations.
  - Identify data required from the City to provide an accurate Plan.
- b) Prepare a final report and provide three bound copies, one unbound copy, and one electronic copy (in PDF format) of the plan that can be made available electronically to City staff and the Public.
- c) Update the plan annually and maintain accurate records of all correspondence, work papers, and other relative evidence during the contract period.

#### **2. General**

- a) The respondent may recommend other tasks that it deems appropriate to achieve the objectives set forth in this RFP.
- b) The successful respondent shall be required to retain all working papers and related supporting documents, including records of professional time spent, for a period of five years after delivery of the required reports, unless notified in writing by the City of the need to extend the retention period. The respondent further agrees to allow City staff to review such documents upon written request at any time during the retention period.

## **QUESTIONNAIRE**

### **Company and General Information**

1. Company name and address.
2. Letter of transmittal signed by an individual authorized to bind the respondent, stating that the respondent has read and will comply with all terms and conditions of the RFP.
3. General information about the primary contact who would be able to answer questions about the proposal. Include name, title, telephone number and email address of the individual.

### **Qualifications and Experience of the Firm**

1. Describe your firm's history and organizational structure. Include the size of the firm, location of offices, years in business, organizational chart, name(s) of owner(s) and principal parties, and number and position titles of staff.
2. What is the primary business of the parent company and/or affiliates?
3. Which office(s) of your organization will have primary responsibility for managing the Cost Allocation Plan?
4. What is your firm's experience preparing full cost and OMB A-87 Cost Allocation Plans? Identify the Plans prepared by your firm in the last five years. Include the type of plan prepared (Full cost, OMB A-87, etc.)
5. Comment on other areas that may make your firm different from your competitors.

### **Qualifications and Experience of Proposed Project Team**

1. Describe the qualifications of staff proposed for the assignment, position(s) in the firm, and types and amount of equivalent experience. Be sure to include any municipal agencies they have worked with in the past three years and their level of involvement.
2. Identify and provide the resume(s) of the personnel who will be assigned to this project.

### **Questions/Response to Scope of Services**

1. Describe the methods by which your firm will fulfill the Cost Allocation Plan services requested under **Scope of Services** (#1). In responding to the Scope of Service, please be thorough in describing your firm's methodology for developing a Cost Allocation Plan and how your firm will address all services identified in the Scope of this request.
2. Provide a statement of the service(s) that differentiate your firm from other respondents.

### **Fees (Please provide three copies in separate envelope marked fees)**

Provide your fees for the proposed service.

The fee for year one should include preparation of the Cost Allocation Plan. The fee for year two through five should only include the update of the Plan.

Outline billing and payment expectations, including timing and method of payment. Describe any remaining fees not already detailed above.

## **References**

1. A list of the municipal agencies for which the respondent has prepared a Cost Allocation Plan within the past three years. Provide the following information for three projects that are similar in size and scope to the project requested by this proposal:
  - a) Name, address, and telephone number of the agency
  - b) Time period for the project
  - c) Brief description of the scope of the review
  - d) Recommended procedures
  - e) Reference contact name and telephone number

## **Implementations**

Include an implementation schedule with a final report delivery date and note key project milestones and timelines for deliverables. Identify any assumptions used in developing the schedule.

## **Certificates(s) of Insurance**

The City will require the successful proposer to provide Certificates of Insurance evidencing required coverage types and the minimum limits.

## **PROPOSAL OUTLINE TO BE SUBMITTED**

The proposal shall be organized and submitted with the following elements:

1. Cover page
2. Table of contents
3. Executive summary

Provide a brief summary describing the proposer's ability to perform the work requested, a history of the proposer's background and experience providing services, the qualifications of the proposer's personnel to be assigned to this project, any subcontractor, sub consultants, and/or suppliers and a brief history of their background and experience, and any other information called for by this request for proposal which the proposer deems relevant, including restating any exceptions to this request for proposal. This summary should be brief and concise to apprise the reader of the basic services offered, experience and qualifications of the proposer, staff, subcontractors, and/or suppliers.

4. Questionnaire/Response to Scope of Services

Proposer shall provide responses and information to fully satisfy each item in the Questionnaire. Each question item should be presented before the proposer's response.

5. Attachments

## PROPOSED TERM OF CONTRACT

The proposed term of the contract is **three years, with options for two one-year extensions at the City's discretion.**

## SCHEDULE FOR SELECTION

|                                      |                             |
|--------------------------------------|-----------------------------|
| RFP Release Date:                    | Wednesday, January 19, 2022 |
| Deadline for submittal of Questions: | Tuesday, February 8, 2022   |
| Response to Questions:               | Friday, February 11, 2022   |
| Deadline for submittal of Proposal:  | Friday, February 18, 2022   |
| Interviews (if necessary):           | Week of February 21, 2022   |
| City Council Review & Approval:      | Monday, March 7, 2022       |

**This schedule is tentative and subject to change at the City's sole discretion.**

## METHOD OF SELECTION AND NOTICES

The Interim Director of Finance will evaluate the information provided in the submitted proposals using the following criteria as a guideline:

- Completeness and Comprehensiveness.
- Responsiveness to City's issues.
- Potential to benefit the City.
- Experience of the firm providing similar services to other municipalities.
- Cost effectiveness.
- Quality of proposed staff.

## INFORMATION TO BE SUBMITTED

1. Prospective Firms must submit one digital copy of their proposal via email.
2. Include a *Proposal Summary* Section

This section shall discuss the highlights, key features, and distinguishing points of the Proposal. A separate sheet shall include all the contact people on the Proposal and how to communicate with them.

3. Include a *Profile of the Proposing Firm(s)* Section

This section shall include a brief description of the Firm, including size, location of office(s), number of years providing service, organizational structure of the responsible division, etc.

Additionally, this section shall include a listing of any lawsuit and the result of that action resulting from (a) any public project undertaken by the Firm where litigation is still pending or has occurred within the last five years or (b) any type of project where claims or settlements were paid by the Firm or its insurers within the last five years.

4. Include a *Qualifications of the Firm* Section

This section shall include a brief description of the Firm's qualifications and previous experience on similar or related projects. Provide a description of pertinent project experience with other public municipalities (maximum of four) that includes a summary of the work performed, the total project cost, the period over which the work was completed, and the name, title, and phone number of clients to be contacted for references. Give a brief statement of the Firm's adherence to the schedule and budget for each project.

5. Include a *Work Plan* Section

In this section, present a well-conceived service plan. This section of the proposal shall establish the Firm's understanding of the City's objectives and work requirements and the Firm's ability to satisfy those objectives and requirements. Describe the proposed approach for addressing the scope of service, outlining the approach that would be undertaken in providing the requested services. Include a timetable for providing the service. Describe related service experience by the Firm in similar work. Please describe the role, extent of services (number of people used, engagement duration, and contract value).

6. Include a *Project Staffing* Section

In this section, discuss how the Firm would propose to staff this project. Firm's key project team members shall be identified by name, specific responsibilities on the project and their qualifications. An organizational chart for the project team and resumes for key Firm personnel shall be included. Key Firm personnel will be an important factor considered by the Finance Director. **There can be no change of key personnel once the proposal is submitted, without prior approval of City.**

7. Include a *Proposal Costs Sheet and Rates* Section

In this section, include the proposed costs to provide the services desired. Include any other cost and price information that would be contained in a potential agreement with the City.

In addition, include the costs for any other services that are considered optional additions.