



THE CITY OF  
**SAN FERNANDO**

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CITY COUNCIL

February 11, 2022

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**RESPONSES TO QUESTIONS  
RFP FOR COST ALLOCATION PLAN**

Question No. 1: When was the City's last Full Cost Plan Developed? When was the City's last OMB Cost Plan Developed?

[Response No.1: Both plans were last completed on 5/27/2020.](#)

Question No. 2: Were previous plans developed in-house, or through outside consultants? If outside consultants, who did the City contract with?

[Response No. 2: Previous plans were developed by an outside consultant, Willdan Financial Services.](#)

Question No. 3: What was the contract amount for any previous cost allocation plan services?

[Response No. 3: Term of the contract was for five years for a total of \\$28,180.](#)

Question No. 4: Does the City have a projected timeline for project completion?

[Response No. 4: The City would like to use the cost allocation plan for the FY 2022-2023 budget process. Therefore, the City would like the plan to be substantially completed by first week of May 2022.](#)

Question No. 5: Page 5 of the RFP notes that fees should be submitted in a separate envelope. For purposes of the electronic copy of the proposal that is submitted via email, should this document contain the fees, or should two documents be sent via email?

[Response No. 5: For the purpose of the electronic copy, please include the fees in the proposal.](#)

Question No. 6: Page 6 of the RFP outlines how the proposal should be organized and submitted, including required elements. However, page 7 details information to be submitted, which seems to conflict or repeat information that is outlined on Page 6. Can you please clarify which page / requested information the City is looking for?

[Response No. 6: On Page 6 of the proposal, it indicates the summary sections/elements requested to be included in the proposal and page 7 provides the detail that should be included in the sections/elements.](#)

FINANCE  
DEPARTMENT

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