
Yuma County, AZ



Request for Proposal

NOTICE OF REQUEST FOR PROPOSAL

Yuma County is soliciting proposals from qualified firms to prepare and complete cost allocation plans as permitted by Federal 2 CFR part 200 Subpart E “Cost Principles for State, Local, and Indian Tribal Governments”.

Proposal Invitation No.: YCCAP20-23

Proposal Date & Time: October 30, 2020 – 4:00 p.m./M.S.T.

Address: Yuma County Financial Services Department
198 S. Main Street
Yuma, Arizona 85364
Attn: Brenda Mendez
Compliance Officer

A. Overview:

Through this Request for Proposal (RFP), Yuma County Financial Services,(The County), respectfully requests proposals from responsible and qualified firms to perform a Cost Allocation Plan including indirect cost rates in accordance with the Office of Management and Federal 2 CFR part 200 Subpart E, “Cost Principles for State, Local, and Indian Tribal Governments”, as specified.

The initial agreement, issued as a result of this RFP, will be for a period of one (1) year, beginning approximately November 1, 2020, for the fiscal year ending June 30, 2020. All pricing shall be firm and fixed for the initial contract period. The County shall have an option to renew the agreement for two (2) additional periods of one (1) year each, with the same prices, terms, and conditions. This agreement and/or any extension to the original period of a subject agreement shall be contingent upon annual funding being appropriated, budgeted and otherwise made available for such purposes and subject to the County’s satisfaction with all products and services received during the preceding agreement period.

B. General Requirements:

The proposal submitted in response to this RFP must be in the format requested below. Any serious deviation from this format shall be cause for rejection of the proposal. All proposals submitted shall become property of the County. At the discretion of the County, firms submitting proposals may be requested to make presentations as part of the evaluation process. The County will not reimburse the respondents to this RFP for any costs associated with the preparation and submission of said proposals or in the preparation for and attendance at a presentation. The County reserves the right to request any firms submitting

a proposal to clarify its proposal or to supply additional information necessary to assist in the County's selection. All firms must be able to meet all of the requirements set aside in this RFP.

All proposals shall include all of the information requested in this RFP and any additional data that the respondent deems pertinent to the understanding and evaluating of the proposal. The respondent should not withhold any information from the written response in anticipation of presenting the information orally, since oral presentations may not be solicited. All proposals shall meet, at a minimum, all criteria outlined in the following sections

All work papers and reports will be retained for a total of five (5) years, at the firm's expense, unless the firm is notified in writing by the County of the need to extend the retention period.

C. Detailed Scope of Services:

1. Develop a detailed cost allocation plan that complies with the provision of Federal 2 CFR part 200 Subpart E "Cost Principles for State, Local, and Indian Tribal Governments" based on actual costs for the fiscal year ended June 30, 2020. This cost allocation plan will be used to recover indirect costs for programs directed by the County's Financial Services Department.
2. Negotiate completed cost allocation plans with the appropriate federal and/or state agency as requested.
3. Assist the County as needed in preparing claims to agencies or other outside sources to insure that the County receives all of the recoveries owed to it.
4. Be available to present cost plan findings to the Financial Services Department staff, County departments and/or elected officials if requested.

D. Mandatory Items to be Included in Proposal Response:

Minimum Qualifications

1. Must have been in business three years. Please list the year your firm was founded and the year obtained Arizona business license.
2. Proposed team members must have each completed three cost allocation plans as permitted by "Federal 2 CFR Part 200 Cost Allocation Plan" for similarly sized government entities in the past year. Please list jurisdiction, services provided, contact name and contact data.

Sections

1. Firm resources
 - a. List number of consecutive years in business.
 - b. List services provided and markets served.
 - c. Describe any lawsuits or administrative actions pending in any court or before any administrative body against your organization. Describe any lawsuits or

administrative actions filed or disposed of within the last five years and the outcome of each.

2. Staffing and team assigned to project
 - a. List the proposed project team
 - b. For each proposed team member include the following
 - i. years of experience
 - ii. years with the firm
 - iii. number of county cost allocation plans prepared as a member of your firm in the past two years
 - iv. number of Arizona jurisdiction cost allocation plans prepared as a member of your firm in the past two years
 - v. proposed duties and responsibilities
 - c. Indicate how the quality and continuity of personnel assigned to the project will be maintained. Since immediate access to assigned personnel is imperative describe how that availability will be assured. Address contingency plan if one or more team members leaves your firm, becomes incapacitated or is otherwise unable to fulfill proposed duties.
 - d. Describe the experience in the past two years of proposed team members defending and gaining approval of cost allocation plan for local governments.
3. References
 - a. Three current or county cost allocation plan references for members of the proposed project team (not the firm but the actual team)
4. Firm Experience
 - a. List the number of cost allocation plans prepared in the past two years
 - b. List the number of cost allocation plans prepared in Arizona in the past two years
5. Qualifications
 - a. Describe your understanding of Federal 2 CFR part 200 Subpart E cost allocation plans
 - b. Describe your knowledge of Full Cost allocation plans
 - c. Describe your knowledge of cost allocation plans for Arizona local governments
 - d. Describe your firm's' knowledge of the County.
6. Methodology and approach
 - a. Describe proposed methodology and work plan. Do not merely repeat the scope of work included in the RFP. Elaborate on the objectives and scope of the project. Provide specific statement of how the work will be organized, managed and implemented.
 - b. Indicate the County departments you may interact with and what type of information you may require to complete your proposed scope of services
 - c. Describe the level of involvement of County personnel you will require to complete your proposed scope of services.
7. Project deliverables and Fixed fee
 - a. List your proposed project deliverables

- b. The County is not required to select the proposal with the lowest pricing, but shall take into consideration other factors and relevant criteria including qualifications, experience, methodology, work plan, references, firm resources and staffing.

E. PROPOSAL CONDITIONS AND PROVISIONS:

1. All proposals must be submitted in accordance with all terms, conditions, specifications, and stipulations contained herein. Respondents shall carefully read and be familiar with all terms, conditions, specifications, and stipulations contained in this RFP, which shall become part of the final contract.
2. All proposals must be signed by a duly-authorized official of the company. The completed and signed proposal (together with all required attachments) must be returned to Yuma County Financial Services Department on or before the due date and time shown on Page 1.
3. All participating respondents, by their signature hereunder, shall agree to comply with all of the conditions, requirements and instructions of this RFP as stated or implied herein. Any alteration, erasure or inter lineation by the respondent in this RFP shall constitute cause for rejection by the County. Exceptions or deviations to this RFP must not be added to the RFP pages, but must be on company letterhead and accompany the proposal response. Should the County omit anything from this RFP that is necessary to a clear understanding of the work, or should it appear that various instructions are in conflict, then the respondent shall secure written instructions from the Compliance Division within the Financial Services Department.
4. All respondents are required to complete all the information requested in this RFP. Failure to do so may result in the disqualification of the proposal.
5. Prices stated must be in the units specified. (Provide pricing for one year and the two possible extensions). In the case of a discrepancy between the unit price and extension, the unit price shall be considered correct. Minor details omitted by oversight will not constitute an excuse for their omission.
6. Proposals shall be firm quotations subject to acceptance or rejection within thirty (30) days of the proposal opening date.
7. A respondent may withdraw their proposal at any time prior to the scheduled time of receipt; however, persons or firms withdrawing proposals may not submit another proposal in this matter.
8. The County will not be responsible for any goods delivered or services performed without its purchase order, signed by an authorized representative of the County's Financial Services Department.

9. The County reserves the right to negotiate optional items and/or services with the successful respondent.
10. The successful respondent will be required to provide proof of and the required limits of liability insurance, including Workers' Compensation. This proof of insurance must be in the form of a "Certificate of Insurance" and must show coverage in the amounts specified by the Laws of the State of Arizona for the duration of a contract issued as a result of this RFP. Additionally, the County will be notified of any changes occurring in this coverage while proving to the County that such changes do not in any way affect the minimum liability insurance required for this proposal.
11. The successful respondent may be required, as a provision of this RFP, to submit proof of compliance with governmental health and safety codes, regulations and standards, as appropriate.
12. The County reserves the right to waive any technical or formal errors or omissions and to reject any and all proposals, or to award a contract for the items herein, either in part or in whole, if it deems it to be in the best interest of the County to do so.
13. The successful respondent shall be in complete compliance with all of the specifications, terms and conditions of this RFP as outlined herein. The County shall have the right to inspect the facilities and equipment of the successful respondent to ensure such compliance.
14. No proposal shall be accepted from, and no contract will be awarded to, any person, firm or corporation that is in arrears to the County, upon debt or contract, or that is a defaulter, as surety or otherwise, upon any obligation to the County, or that has failed to attain or demonstrate compliance with any law, ordinance, regulation, or contract term or condition as may be provided for or required in any County contract, or that may be deemed irresponsible or unreliable by the County. The successful respondent may be required to submit satisfactory evidence that they have a practical knowledge of the particular work, as described, and that they have the necessary financial resources to perform and complete the work outlined in this RFP.
15. All information submitted in response to this RFP may be subject to disclosure under the Open Records Act. Respondents are discouraged from providing information that they consider confidential and/or privileged as part of a response to this RFP.
16. The contractor agrees to abide by all the laws, regulations and administrative rulings of the United States, the State of Arizona and the County of Yuma, securing all necessary licenses and permits in connection with this RFP.
17. All materials furnished or services performed under the terms of a contractual agreement issued as a result of this RFP shall comply with the requirements and standards specified in the Williams-Steiger Occupational Safety and Health Act of 1970 (Public Law 91-596), as well as with other applicable federal, state and local codes.

18. This RFP requires a formal contract to be prepared by the County. The successful respondent will properly sign and furnish any performance bonds, insurance, Workers' Compensation, etc. as may be required by the County within ten (10) days (unless a longer period is allowed by the County) from the date of receipt of the formal contract forms.
19. All respondents must take into consideration that only the County's contract documents will be used in the finalization of any agreement issued as a result of this RFP. Respondents are responsible for reviewing such documents prior to submitting their proposal response.
20. All respondents must submit written disclosure of any known potential conflicts of interest that may result during the course of performance of the services listed herein.

F. Cooperative Use of Agreement

In addition to the County of Yuma and with approval of the awarded contractor, this Agreement may be extended for use by other municipalities, school districts and government agencies of the State. A current listing of eligible entities may be found at www.maricopa.gov/materials and then click on 'Contracts', 'S.A.V.E.' listing Any such usage by other entities must be in accordance with the ordinance, charter and/or procurement rules and regulations of the respective political entity.

Orders placed by other agencies and payment thereof will be the sole responsibility of that agency. The County shall not be responsible for any disputes arising out of transactions made by other agencies who utilize this Agreement.

G. Notices and Requirements for Award of Services:

The County will notify Vendors of Selection via email and/or other written communication. Yuma County reserves the right to reject any and all proposals if deemed in the best interest of the County.

H. Response Location and Deadline:

Two (2) copies of responses must be received by 4:00 p.m. (M.S.T) on 30, October 2020 at the following address:

Yuma County Financial Services Department
198 S. Main Street
Yuma, Arizona 85364
Attn: Brenda Mendez, Compliance Officer

END OF REQUEST FOR PROPOSAL