



THE COUNTY OF GALVESTON

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COUNTY COURTHOUSE
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GALVESTON, TEXAS 77550
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March 13, 2018

PROJECT NAME: Cost Allocation Plan Services

BID NO: B182003

RE: ADDENDUM #1

To All Prospective Qualifiers,

The following information is being provided to aid in preparation of your qualification submittal(s):

REVISED BID OPENING DATE:

Due to the amount of inquiries received, the bid opening date has been revised. The new bid opening date is as follows:

Date: Thursday, March 22, 2018

Time: 2:45 P.M.

Question #1: *In two places of the RFP packet, including page 2 of the General Provisions, Qualifiers are instructed to use the enclosed label for use in this submission. Where in the RFP packet is this label located?*

Response: This label is not required for this solicitation.

Question #2: *RFP page 20 General Provision 54. Certificate Regarding Lobbying, item c. references a Certification Regarding Lobbying (included with bid packet) as being mandatory. Is this form mandatory and if so where do Qualifiers obtain the form?*

Response: The requirement for this forms has been waived. It is not required for this solicitation effort.

Question #3: *RFP page 3 Special Provisions J. Scope of Services, fourth bullet indicates a cost allocation plan (CAP) identifying the total costs associated with housing prisoners is based on actual costs incurred in the fiscal year ending 2011. Is this accurate?*

Response: No. It may be 2016 or 2017. The County has not had a cost allocation for the jail done recently.

Question #4: *RFP page 3 Special Provisions J. Scope of Services, fourth bullet related to costs associated with housing prisoners. Is this CAP to be prepared annually?*

Response: No.

Question #5: *RFP page 3 Special Provisions J. Scope of Services, fourth bullet related to housing prisoners. Is this CAP based on OMB or full-costing principles? If OMB, does the County negotiate with the U.S. Marshal?*

Response: Further clarification is requested regarding this question. The CAP is based on the revenues and expenditures associated with the function performed by the County.

Question #6: *RFP page 4 Special Provisions K. Deliverables, third bullet, item 13. instructs Qualifiers to provide a sample report, various status reports, and an invoice for review. Please provide more detail as to what exactly the County is looking for with this requirement. For instance, should Qualifiers provide a sample CAP or perhaps a sample of the indirect cost rate schedule as the “report.” Is there a status report/invoice format qualifiers should use in supplying these for review?*

Response: The RFQ should include a few pages of a sample report of XYZ entity. A sample invoice provide to another entity.

Question #7: *RFP Qualification Form Cost Allocation Plan Services page 2 instructs Qualifiers to provide “References of major suppliers of Qualifier who can speak to the financial capability of the Qualifier to carry out the requirements set forth in this qualification.” May Qualifiers instead supply a letter from its financial institution and/or audited financial statement such as a 10K filing?*

Response: Yes.

Question #8: *Would you disclose the vendor that prepared the County’s last CAP engagement?*

Response: MGT of America

Question #9: *How many days did this vendor spend onsite each year (conducting department interviews, gathering data, and verifying sources)?*

Response: The vendor did not have to come on-site.

Question #10: *What was the annual fee paid to the vendor to prepare the last annual CAP engagement?*

Response: \$19,500.00

Question #11: *Was the CAP developed using proprietary software or Excel spreadsheets?*

Response: This information is not known at this time.

Question #12: *Was the CAP prepared using a single step-down or double step-down cost allocation methodology?*

Response: A double step-down cost allocation methodology.

Question #13: *Is the County satisfied with the current vendor?*

Response: Yes.

Question #14: *Please provide an electronic copy (e.g. original PDF or a scan) of the last CAP engagement deliverables for the purpose of determining the County’s current indirect recoveries.*

Response: This may be included in a future addendum if issued as it is not available at this time.

Question #15: *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.*

Response: Typically the information is provided via email.

Question #16: When are year-end financials typically available to the vendor?

Response: When the information is requested by the vendor, the responsible County department typically begins requesting the information from the end-user departments. They FY has already been audited.

As a reminder, all questions regarding this qualification must be submitted in writing to:

Rufus G. Crowder, CPPO CPPB
Galveston County Purchasing Agent
722 Moody, Fifth (5th) Floor
Galveston, Texas 77550
E-mail: rufus.crowder@co.galveston.tx.us

If you have any further questions regarding this bid, please address them to Rufus Crowder, CPPO CPPB, Purchasing Agent, via e-mail at rufus.crowder@co.galveston.tx.us, or contact the Purchasing Department at (409) 770-5371.

Please excuse us for any inconvenience that this may have caused.

Sincerely,



Rufus G. Crowder, CPPO CPPB
Purchasing Agent
Galveston County