

Ingham County Request for Proposals
Cost Allocation Plan
Packet #46-19

ADDENDUM NO. 1

The following clarifications, modifications and/or revisions to the above project shall be considered a part of the original specifications:

1. On Page 2; 1.0 Purpose The RFP talks about knowledgeable background, and qualifications in the following areas:
 1. 2 CFR Part 200 compliant cost plans
 2. Plans prepared in accordance with GAAP

Typically to us this means that you want two cost plans; First a 2 CFR Part 200 compliant CAP for claiming reimbursement for federal programs, and Second a Full Cost cost allocation plan that would be used for claiming reimbursement against non-federal grant programs.

Page 2 is the only place in the RFP that talks about preparation of the cost plan in accordance with GAAP principals.

Do you want both Cost Plans prepared or only the 2 CFR Part 200 CAP? 90% of our clients only have the 2 CFR Part 200 cost plan prepared.

Answer: The only part we need now is the 2 CFR Part 200 CAP.

2. Section 6.0 Scope of Work, #6. Provide instruction sessions with County personnel to ensure the perpetuation of the Plan and to enable the County to annually update the indirect cost rate proposals in the most efficient manner.
 - a. Does “ensure the perpetuation of the Plan” mean after the initial 3-year term?

Answer: No, it includes each year of the contract. It also means working directly with key users to see how the allocation is being used to make sure it is being implemented properly.

- b. Please clarify the County’s planned division of responsibilities between the consultant and county personnel in the first 3-year term, and in any possible option years.

Answer: We have limited resources and your work is likely to take place during our annual audit and/or budget process. Therefore, we are expecting that much of the information you need can be extracted by your personnel in a way that minimizes the time and frequency of interruption. We acknowledge that we will have to allocate time, but we cannot afford to pull employees off task for any extended period of time.

3. Section 5.0 Minimum Qualifications, #2. Proposers must provide proof of experience in preparing cost allocation plans subject to 2 CFR Part 200 (formerly OMB Circular A-87) during the past three (3) years for any consulting personnel who will participate in this assignment. Later in the RFP (section 14.0 Response Format) Ingham County requests (3) references serviced in the last (5) years. Which of these timelines do you prefer?

Answer: Please provide references for the last five (5) years.

4. Section 9.13 Advice of Omission or Mistatement. Per Section 9.13 of the Request for Proposal Packet #46-19 on page 10 of the RFP, exceptions are expressly permitted, and on page 14, Section 11.2 "Basis for Award" states the County Evaluation Team will review and evaluate each proposal and selection will be made on the basis of the criteria listed. If a bidder submits exceptions, will points be deducted for the basis for award?

Answer: Exceptions will be evaluated on a case-by-case basis.

5. Section 11.2 Basis for Award - "Basis for Award" assigns points for compliance with Contract Terms and Conditions. However, Section 9.13 expressly allows exceptions. How will points be assigned and/or deducted if a bidder submits exceptions?

Answer: Exceptions will be evaluated on a case-by-case basis.

Please acknowledge your receipt and understanding of the aforementioned Addendum by signing below and returning it with the submittal of your proposal.

_____ Signature	_____ Date
_____ Print Name	_____ Title
_____ Company Name	_____ Phone #/Fax #