

MANATEE COUNTY GOVERNMENT INTENT TO NEGOTIATE

SUBJECT	Professional Services for Indirect Cost Allocation Plans	DATE POSTED	MC <u>11/6/13</u> DS <u>11/6/13</u> CC <u>5/8</u>
PURCHASING REPRESENTATIVE	Frank Lambertson, 3042	DATE CONTRACT SHALL BE AWARDED	November 12, 2013 or later
DEPARTMENT	Financial Management	CONSEQUENCES IF DEFERRED	None
SOLICITATION	RFP #13-1819FL	AUTHORIZED BY DATE	Melissa M. Wendel, CPPO November 5, 2013 (C) 11/5/13

NOTICE OF INTENT TO NEGOTIATE

Notice of Intent to Negotiate with Maximus Consulting Services, Inc., Tallahassee, FL to provide Indirect Cost Allocation Plans for the Manatee County Financial Management Department.

ENABLING/REGULATING AUTHORITY

Federal/State law(s), administrative ruling(s), Manatee County Comp Plan/Land Development Code, ordinances, resolutions, policy.

Manatee County Code of Laws

BACKGROUND/DISCUSSION

PROJECT BACKGROUND:

The intent of this Request for Proposal and resulting contract is to provide Manatee County Financial Management Department professional services for indirect cost allocation plans. Manatee County desires examination of federal grants programs, special revenue, enterprise and all other operations for the purpose of ensuring that the cost incurred for administrative services and central services attributed to those activities are reimbursed to the extent possible under current federal, state and local policies and guidelines. This project will consist of two (2) separate plans; both plans shall be based on actual expenditures for the fiscal year ended September 30, 2013.

1. The first plan (full cost plan) shall identify all funds administered by the County and shall be prepared using full cost accounting concepts which recognize all expenditures of the County for special revenue and enterprise activities, and establish overhead reimbursement levels for each activity.
2. The second plan (A-87 Plan) shall identify all federal program funds administered by the County, and establish allowable overhead reimbursement rates for each program. This section shall be prepared in accordance with Federal OMB Circular A-87.

SOLICITATIONS:

The RFP was advertised on the Manatee County website, DemandStar, in the Bradenton Herald and the Tempo News and was also provided to the Manatee County Chamber of Commerce for release to its members. Five (5) proposals were received. No Manatee County or Local firms submitted proposals. Firms that submitted proposals include:

AGA Accounting, Casselberry, FL
KPMG, Atlanta, GA
Maximus Consulting, Tallahassee, FL
MGT of America, Tallahassee, FL
Sequoia Consulting, Avon, IN

	<ul style="list-style-type: none"> • Ed Hunzeker Email dated 10/31/2013 	FUNDING SOURCE (Acct Number & Name)	001-0015700-534000 <input checked="" type="checkbox"/> Funds Verified <input type="checkbox"/> Insufficient Funds
COST	Annual Cost \$30,000	AMT/FREQ OF RECURRING COSTS (Attach Fiscal Impact Statement)	N/A

EVALUATION COMMITTEE (VOTING) MEMBERS:

Suzanne Luchs, Clerk of the Circuit Court, Finance Department
Greg Wright, Financial Management Department, Budget Management Division
Frank Lambertson, Financial Management Department, Purchasing Division (Chairman)

Non-Voting Staff Attending:

None.

EVALUATION RESULTS:

The Evaluation Committee convened on October 29, 2013 for a review of evaluation committee requirements and the Sunshine Laws as applicable to public meetings. The discussions resulted in the Committee initially short-listing and ranking the firms. The decision was made to continue the acquisition process with the top ranked firm and make a recommendation to proceed with negotiations to the County Administrator.

Maximus Consulting Services, Inc., Tallahassee, FL – The firm presented its professional capabilities in a clear and concise manner via their proposal. Of particular importance was the firm's successful performance of these services in the past with similarly sized counties on a local and national basis; a lower cost than what the County is currently incurring at this time and with future savings in the out years; and a willingness to fully meet the County's needs. Additionally another benefit the Evaluation Committee discussed was the benefits and value of having a "new set of eyes" perform the necessary services to meet our Indirect Cost Allocation Plan requirements.

KPMG, LLP, Orlando, FL - The firm submitted an informative proposal detailing their qualifications in a professional format and discussed it past experience with the County dating back to 1999 as it provided Indirect Cost Allocation Plan services. Additionally KPMG discussed their skilled team, well established approach, strong understanding of the public sector and valued integrity. While impressed with the firm's qualifications they were evaluated second by the Evaluation Committee. The additional cost over a three year period was a consideration of the committee.

REMAINING RESPONDENTS:

These remaining respondents, although well qualified, were not selected based on a comparison of capabilities of the selected firms.

AGA Accounting, Casselberry, FL
MGT of America, Tallahassee, FL
Sequoia Consulting, Avon, IN

ESTIMATED COST OF SERVICES: \$30,000 annually

FUNDING: FMD 001-0015700-534000

The above justifications are a generalized summary of major observations intended only to provide the County Administrator a sufficiently detailed overview of the main observations of a majority of Committee Members. Each Committee Member may have considered one or more facts or factors more or less important than the other Committee Members when voting, and this summary of the Evaluation Committee's decision is not an attempt to exhaustively describe each of the relevant factors which motivated each of the Committee Members to select the rankings described.

The Evaluation Committee voted 3-0 to proceed with Maximus Consulting Services, Inc., Tallahassee, FL.

The resulting agreements will be managed by the Financial Management Department.

Re: Approval to Negotiate - RFP #13-1819FL - Professional Services for Indirect Cost Allocation Plans
Ed Hunzeker
to:
Melissa Wendel
10/31/2013 10:18 PM
Cc:
Frank Lambertson, Dennis Wallace, Jim Seuffert, Jan Brewer
Show Details

Please proceed!

Jan, I would like a discussion of the methodology to be employed.
Thanks
Ed

Sent from my iPad

On Oct 31, 2013, at 3:58 PM, "Melissa Wendel" <melissa.wendel@mymanatee.org> wrote:

Mr. Hunzeker,

The Evaluation Committee formed to evaluate proposals submitted in response to RFP 13-1819FL, **Professional Services for Indirect Cost Allocation Plans**, is recommending contract negotiations commence with **Maximus Consulting Services, Inc.** of Tallahassee, Florida.

Upon your approval of the recommendation of the Evaluation Committee, the Purchasing Division will proceed with the posting of the selection and schedule negotiations. If you choose, you may direct staff to present this recommendation to the Board of County Commissioners for consideration.

Thank you,
Melissa
Melissa M. Wendel, CPPO
Purchasing Official
Manatee County Purchasing Division
941-749-3054

----- Forwarded by Melissa Wendel/MCG on 10/31/2013 03:48 PM -----

From: Frank Lambertson/MCG
To: Melissa Wendel/MCG@MCG
Date: 10/31/2013 01:58 PM
Subject: Approval to Negotiate - RFP #13-1819FL - Professional Services for Indirect Cost Allocation Plans

APPROVAL TO NEGOTIATE

Email to: Melissa Wendel, CPPO, Purchasing Official
Subject: Recommendation for Negotiation, RFP #13-1819FL Indirect Cost Allocation Plans

Pursuant to Request for Proposal **#13-1819FL** for Professional Services

for Indirect Cost Allocation Plans authorization from the County Administrator is requested to commence negotiations with **Maximus Consulting Services, Inc., Tallahassee, FL.**

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Frank G. Lambertson, Contracts Negotiator
Manatee County Government, Purchasing Division
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