

REQUEST FOR PROPOSAL

Cost Allocation Plan

FOR

CITY OF SANGER, CALIFORNIA

July 24, 2018



**CITY OF SANGER
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Attachment: FY 2019 Internal Service Budget and FTE

I. GENERAL

- A. **INTRODUCTION:** The City of Sanger ("City") is accepting proposals for a cost allocation plan for Internal Services. The RFP is located at www.ci.sanger.ca.us and at www.publicpurchase.com.

The City will be open to vendor suggestions to enhance the website.

- B. **SUBMITTAL LOCATION, CLOSING DATE, AND TIME:** Proposals will not be received after the "closing" date and time indicated. Faxed or e-mail proposals will not be accepted.

Submittal Closing: August 20, 2018, at 3:00 p.m., PST

Location: Administrative Services Department
City of Sanger

Mailing Address: 1700 7th Street, Sanger, California 93657

Proposals received after that date will not be considered.

- C. **INQUIRIES:** Any prospective Proposer desiring an explanation or interpretation of the solicitation, specifications, etc., must request so in writing, no later than ten (10) days before proposal due date to allow a reply to reach prospective Proposers before the proposal submission date. Verbal explanations or instructions given during any phase of this solicitation will not be binding. Any information given to a prospective Proposer will be furnished promptly as an amendment to the solicitation, if that information is necessary in submitting proposals or if the lack of it would be prejudicial to other prospective proposers. Written inquiries regarding this solicitation should be directed to:

Gary Watahira
Administrative Services Director
City of Sanger
Phone: (559) 876-6300 ext. 1150
Fax: (559) 875-8770
Email: gwatahira@ci.sanger.ca.us

Please reference "Request for Cost Allocation Plan" when contacting the City regarding this solicitation. The City of Sanger Web Page, <http://www.ci.sanger.ca.us>, will contain a copy of this document as well as a summary of any/all applicable addenda. Also can be viewed at <http://www.publicpurchase.com/gems/bid/bidView?bidId=82045>

- D. **SELECTION CRITERIA:** Selection among the proposals received will be based upon the following criteria:

1. Proposer's experience related to the development of cost allocation plans for government agencies.
 2. Proposer's qualifications (resume's included) of key personnel that would be working on behalf of the City of Sanger.
 3. Proposer's ability to have adequate technical and financial resources for performance, as well as adequate equipment, or have the ability to obtain and to manage such resources and equipment as required during the performance period of the proposed contract.
 4. Proposer's ability to obtain and maintain a current City Business License.
 5. A selection committee will determine the proposals which best meet the above criteria to be interviewed. The committee will make recommendation of the selected service provider.
- E. **NON-DISCRIMINATION**: The City of Sanger hereby notifies all proposers that it will affirmatively ensure that minority business enterprises will be afforded full opportunity and consideration when submitting proposals in response to this invitation and will not be discriminated against on the grounds of race, color, sex, creed or national origin when reviewing the proposals for award of contract.

Questions can also be submitted and responses reviewed:
<http://www.publicpurchase.com/gems/bid/bidView?bidId=82045>

II. PROPOSAL FORM AND CONTENT

A. Cover Letter

Cover letter expressing interest in the City engagement, stating the Proposer's name, address, email, and telephone number, and signed by a representative of Proposer authorized to bind the Proposer.

B. Proposed Services Narrative

Narrative on how Proposer will undertake the Scope of Services and description and list of demonstrated experience.

C. Qualifications

Identify the person(s) with key responsibilities who will be assigned to work for the City and describe their role/duties. Describe experience and qualifications which qualify the individual to perform consulting services specified within the Scope of Services. Include resumes for each person(s).

D. Client List

List of public clients for whom the Proposer currently provides services.

E. References

List of references relating to projects completed for local governments over the last three (3) years. Include name, address, email, and phone number of contact person.

F. Compensation and Fees

Describe fee proposal in detail whether fee for services.

III. TERMS AND CONDITIONS

NOTE: IT IS THE PROPOSER'S RESPONSIBILITY TO EXAMINE THE "REQUEST FOR PROPOSAL" SOLICITATION IN ITS ENTIRETY PRIOR TO SUBMITTING A PROPOSAL

A. WAITING PERIOD: Proposals shall be firm offers, subject to acceptance or rejection for a period of up to ninety (90) days from the due date of the proposal until proceedings are completed and an award is made. Proposer shall assume full responsibility for the effect of the waiting period on all proposal fees and terms.

B. INSURANCE: In order to protect the City of Sanger from any liability based on the provider's work for the City we will require a certification for proof of insurance prior to the commencement of services.

During the term of this Contract, the provider shall maintain at their sole expense, the following insurance.

Minimum Scope of Insurance:

1. General Liability: \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage.
2. Automobile Liability. \$300,000 combined single limit per accident for bodily

injury and property damage.

3. Workers' Compensation and Employers Liability: Workers' compensation limits as required by the Labor Code of the State of California.
4. Professional Liability, and Errors and Omissions Insurance with a limit not less than \$1,000,000.

Acceptability of Insurers:

All insurance is to be placed with insurers with a Best rating of no less than A: VII, and who are admitted Insurers in the State of California.

Verification of Coverage:

Firm shall furnish the City with certificates of insurance and with original endorsements effecting coverage required by the City for themselves prior to commencing work or within fourteen (14) days of notification of award of contract; whichever is shorter.

Submittal of Certificates:

Submittal of the required certificates and endorsements are to be made to the attention of the following:

Gary Watahira
Administrative Services Director
City of Sanger

- C. PROPOSAL/ PREPARATION COSTS: The City is not, nor shall be deemed, liable for any costs incurred by Proposer in the preparation, submittal, or presentation of their proposals.
- D. WITHDRAWAL OF PROPOSAL BEFORE CLOSING: Any Proposer may request the withdrawal of their submitted proposal by written request at any time prior to the scheduled closing date and time. Upon receiving written request to withdraw any proposal, the City will consider the Proposal null and void. Withdrawal of proposal will not prejudice Proposer's resubmittal for this or any future proposal(s).
- E. PROPOSAL SUBMITTAL: All Proposers shall complete and return one (1) original and seven (5) copies of their proposal. Any proposal found to be illegible or incomplete shall not be considered for selection. Whether sent by courier, mail, or by means of personal delivery, Proposers assume full responsibility for

having their proposal deposited at the proper address and not later than the scheduled closing time. ***E-mailed proposals will not be accepted.***

- F. PROPOSAL ACCEPTANCE: The City of Sanger reserves the right to accept or reject any and all proposals and waive any irregularities or informalities in any proposals or in the proposal process. The City may interview selected proposers. The City of Sanger further reserves the right to award the contract to other than the lowest Proposer if such action is deemed to be in the best interest of the City of Sanger.
- G. COMPENSATION: The proposed compensation may be in the format of an hourly rate(s) for all work OR the submittal a proposal of a monthly contract amount OR a combination of both.
- H. SCOPE OF WORK:

Please describe how you propose to provide services to the City to meet the following objectives: Prepare the City's Cost Allocation Plan, which may include the following elements (if the consultant feels that additional tasks are warranted, they must be clearly identified in the consultant's proposal):

1. Work and meet with the selected City staff to refine the project scope, purpose, uses and goals of the City's Cost Allocation Plan to ensure that the study will be both accurate and appropriate to the City's needs. Review project schedule and answer any questions pertaining to the successful development of the study.
2. Meet with staff and conduct interviews as needed to gain an understanding of the City's processes and operations. This includes where certain services and functions are performed together or shared through cooperation between different departments. Costs should be identified so they can be allocated to and tracked by appropriate department.
3. Identify the total cost of providing each City service at the appropriate activity level and in a manner consistent with all applicable laws, statutes, rules and regulations governing the collection of fees, rates, and charges by public entities including, but not limited to, the State Controller's Office Guidelines for Cost Claiming and OMB 2 CFR Part 225 standards.
4. Develop a Cost Allocation Model using FY 2018/19 budget and/or actual data for calculation of the full costs of providing each City service. The requirements of the model should allow for:
 - a. Additions, revisions, or removal of direct and overhead costs so the cost allocation plan can be easily adapted to a range of activities, both simple and complex.

- b. The ability of the City to continuously update the model and full cost allocation plan from year to year as organization and/or service model changes occur over time.
 - c. The addition of hypothetical service area information for future service enhancements, and the ability to calculate the estimated cost to provide the service under consideration (i.e. ad-hoc analysis).
5. Report on other matters that surface during the evaluation that the City should consider.
 6. Present the plan to the City's management group and make necessary adjustments as requested.
 7. Prepare and deliver presentation to the Council to facilitate their understanding of the plan and its implications to the City.
 8. Work with the Finance Department in developing service provisions, cost categories, and allocation criteria for current and future programs.
 9. Provide the City with an electronic copy of the final comprehensive review, including related schedules and cost documentation in a format such as Microsoft Word and Excel that can be edited and updated by City staff to accommodate changes in the organization or changes in cost.
 10. Prepare a final report and provide ten (10) bound copies, and a PDF file of the Cost Recovery Plan that can be made available to City staff, Council and Committees. Models, tables, and graphs should be provided in Excel. Any Cost Allocation Model revisions developed shall also be made available to the City in Excel and PDF formats, providing the ability to add, delete and/or update information as needed.
 11. Provide a computer-based model in Excel for adjusting these fees and charges for the City's current and future needs and provide the City with an electronic copy of the final comprehensive study, including related schedules and cost documentation in a format that can be edited and updated by City staff to accommodate changes in the organization or changes in costs.
 12. Consult with City staff should the need arise to defend the cost allocation plan as a result of audits or other challenges.

I. PROPOSAL FEE:

1. Be advised that, at any time, the City may require the Proposer to further itemize and detail components of any or all proposal fees, invoices, etc.; e.g., labor, materials, sales tax, etc.
 2. All items presented by the successful Proposer in his/her proposal shall be subject to negotiations between the City and the Proposer.
- J. **PUBLIC RECORD:** Be advised that all information contained in proposals submitted in response to this solicitation shall become a matter of public record upon contract award, and be made available upon request, unless otherwise marked. The Proposer must identify, in writing, all copyrighted material, trade secrets or other proprietary information the Proposer claims are exempt from disclosure pursuant to the California Public Records Act. The Proposer who claims such an exemption must also state in the proposal that, "The Proposer agrees to indemnify and hold harmless the City and its officers, employees and agents from any claims, liability or damages against the City and to defend any actions brought against the City for its refusal to disclose such material, trade secrets or other proprietary information to any party."
- K. **CONTRACT EXECUTION:** Upon selection, the Proposer execute a Services Agreement with the City for a cost allocation plan prepared by City.
- L. **BUSINESS LICENSE:** The selected service provider, and any subconsultant(s), shall obtain a valid, current City of Sanger Business License on or before their commencement of work.
- M. **PROFESSIONAL LICENSING:** The selected service provider, and any subconsultant(s), shall possess any necessary professional certifications and/or license(s) relative to the work to be performed required by an appropriate licensing authority of the State of California and shall provide evidence of such to the City with their proposal or prior to commencement of the work in such form as the City shall require.
- N. **INDEMNIFICATION:** As appropriate, indemnification provisions will be incorporated in the Consultant Services Agreement which will be executed between the provider selected for the services and the City.
- O. **FEDERAL, STATE, AND LOCAL LAWS:** The selected provider shall comply with all applicable federal, state, and local laws, rules, and regulations.
- P. **RETENTION OF AND ACCESS TO RECORDS:** At all reasonable times during the term of this contract and for a minimum of three (3) years following final settlement, the City of Sanger, and any designated representative shall have access to all records related to work performed under this contract and the attorney/law firm and all subcontractors shall make such records available for

inspection, audit, copying excerpts and transcriptions.

- Q. DRUG-FREE WORKPLACE REQUIREMENTS: The provider and all subcontractors shall comply with the requirements of the Drug-Free Workplace Act of 1990 (Government Code Sections 8350 et seq.).
- R. AMERICANS WITH DISABILITIES: The provider and all subcontractors shall comply with the Americans with Disabilities Act (ADA) of 1990 (42 U.S.C. 12101 et seq.) which prohibits discrimination on the basis of disability, as well as all applicable regulations and guidelines issued pursuant to the ADA.
- S. CONFLICT OF INTEREST: No official, officer, or employee of the City of Sanger or of a local public body during his/her tenure or for one year thereafter shall have any interest, direct or indirect, in this contract or the proceeds thereof. Furthermore, the parties hereto covenant and agree that to their knowledge, no board member, officer or employee of the City of Sanger has any interest, whether contractual, non-contractual, financial or otherwise, in this transaction, or in the business of the contracting party other than the City of Sanger, and that if any such interest comes to the knowledge of either party at any time, a full and complete disclosure of such information will be made in writing to the other party or parties, even if such interest would not be considered a conflict of interest under Article 4 (commencing with Section 1090) or Article 4.6 (commencing with Section 1120) of Division 4 of Title 1 of the Government Code of the State of California.
- T. DISPUTES: Any controversy or claim arising out of or relating to the provisions of this Agreement or the breach thereof shall be settled by arbitration, in accordance with the Rules of the American Arbitration Association, unless the parties agree, in writing, to some other form of alternative dispute resolution.
- U. SMALL AND DISADVANTAGED BUSINESSES: The City of Sanger hereby notifies all proposers that it will affirmatively ensure that minority business enterprises will be afforded full opportunity and consideration when submitting proposals in response to this invitation and will not be discriminated against on the grounds of race, color, sex, creed, or national origin when reviewing the proposals for award of contract.

City of Sanger
FY 2019 Internal Service Budget

Departments	Appropriations
City Manager's Office	481,886
City Clerk	418,871
Administrative Services	914,463
Information Technonogy	88,600
Equipment Fund	169,900
Total	2,073,720

ByDepartment/Division

Fund	Department	Divisions	FTE
General	City Council	City Council	5.50
Internal Service	City Manager	City Manager	2.39
Internal Service	City Clerk	City Clerk	2.00
Internal Service	Administrative Services	Administrative Services	4.14
General	Public Works	Streets	5.45
General	Public Works	Parks	1.85
General	Public Works	Community Facilities District	1.00
General	Public Works	Facilites	0.40
General	Public Works	Recreation	2.20
Enterprise	Public Works	Water	5.82
Enterprise	Public Works	Sewer	7.80
Enterprise	Public Works	Disposal	2.04
Special Revenue	Community Development	Planning	2.20
Special Revenue	Community Development	Building	4.95
Special Revenue	Community Development	Economic Development	0.35
General	Police	Police Operations	31.00
Special Revenue	Police	SLEFS	1.00
Special Revenue	Police	Measure S	7.00
Special Revenue	Police	Local Public Safety	1.00
Special Revenue	Police	Community Facilities District	2.00
General	Fire	Fire Operations	15.25
General	Fire	Ambulance	6.75
Special Revenue	Fire	Measure S	4.00
Special Revenue	Fire	Community Facilities District	2.00
Agency	Redevelopment Agency	Sanger Public Housing	0.41
Agency	Redevelopment Agency	Successor Agency	0.25
Grand Total			118.75

By Fund

Fund	FTE	%
Agency Total	0.66	0.556%
Enterprise Total	15.66	13.187%
General Total	76.90	64.758%
Internal Service Total	8.53	7.183%
Special Revenue Total	17.00	14.316%
Grand Total	118.752	100%