



**SEDGWICK COUNTY, KANSAS
DIVISION OF FINANCE
PURCHASING DEPARTMENT**

525 N. Main, Suite 823 ~ Wichita, KS 67203
Phone: 316 660-7255 Fax: 316 383-7055

<http://sedgwickcounty.org/finance/purchasing.asp>

**Request for Proposal
#12-0135
Cost Allocation Plan,
Indirect Rate Proposal, Jail Study Plan,
Health Department Cost Allocation Plan
and COMCARE Fully-Loaded
Hourly Personnel Rates Report
Addendum #1**

December 17, 2012

The following is to ensure that vendors have complete information prior to submitting a proposal. Here are some clarifications regarding the above proposal.

Questions and/or statements of clarification are in bold font, answers to specific questions are italicized.

1) Item 1c on page 6 states: "Prepare a Fully-Loaded Hourly Personnel Rates Plan based on prior years budgeted expenditures allocated to COMCARE service provider staff." Does the County desire to have this calculation completed each year of the contract term?

Answer: Every other year starting with costs based on 2012 actual expenditures.

2) Item 6 on page 6 states: "Provide consulting support to the County Manager's Office regarding user fee cost recovery, which may include annual meetings to discuss user fee recovery options available to the County." Does the County contemplate this item including actual user fee calculations, or is it intended to only cover the meetings and discussions specifically mentioned?

Answer: Meetings only. Any actual fee calculation work would be outside of this RFP.

3) What central service or allocating departments/centers are included in the current Division of Finance cost allocation plan (CAP)? Would the County CAP be part of the Division of Finance's?

Answer: There is one CAP for the County which is done under the coordination of the Division of Finance. The Central Service Departments are: Division of Operations – Administration, Facilities Maintenance, Facility Project Services, County Manager, Division of Finance, Budget, Human Resources, Purchasing, Information Services, Enterprise Resource Planning, Accounting, County Treasurer, and County Counselor.

4) What entity approves the current CAP that the Division of Finance prepares? Would the County CAP be approved through the same entity?

Answer: There is one CAP for the County and it is not approved by a federal agency as we do not have a cognizant agency, however, it is reviewed by our auditors during the OMB A-133 Single Audit each year. And it is possible that it could be submitted to a federal or state agency as documentation to support indirect costs at which time it could be reviewed by that agency.

5) Does the County currently prepare an annual indirect cost proposal for the Health Department?

Answer: Yes, one is prepared by a consultant for the County.

6) If an annual indirect cost proposal for the Health Department is currently being prepared, is it subject to approval by a state or federal agency?

Answer: No state or federal agency approves it, however, our auditors may review it during the OMB A-133 Single Audit.

7) Are any cost allocation database or spreadsheet tools currently being used by the County for cost allocation plan or rate setting purposes? If so, will the vendor have access to this information?

Answer: The consultant should provide all software or tools needed to develop the CAP. However the County will provide all cost and activity data needed by the consultant to complete the CAP. Most County data is provided in electronic format (excel, word or pdf).

8) Please provide a description of any cost allocation database or spreadsheet tools currently being used for cost allocation or rate setting purposes.

Answer: See response to question #7.

9) Is the County looking for a web-based or Access-based cost allocation plan?

Answer: No, but all reasonable proposals meeting requirements will be reviewed.

10) Does the County wish to run the CAP or have the contractor process the CAP on behalf of the County?

Answer: The County usually has the contractor provide the completed CAP. However, if a vendor would like to propose an alternative solution that would be fine.

11) Sections 12.4 and 12.5 request the Project Manager's credentials and experience. Is the County requesting a Project Manager for each of the Cost Plan and Study activities? Should the proposer provide credentials and experience for each proposed project team member? Please clarify.

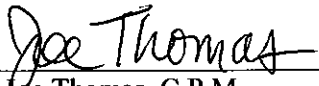
Answer: The proposer may use as many Project Managers as they wish for the various cost plan activities in the RFP. We just need the credentials and experience for the one(s) the proposer selects.

12) Please confirm the address to send the original and four (4) copies of the proposal to.

Answer: Sedgwick County Purchasing Department, 525 N. Main, Suite 823, Wichita, KS 67203.

Firms interested in submitting a proposal, must respond with complete information and all supplementary materials and **deliver on or before 1:45 p.m. (CST), Tuesday, January 8, 2013.** Late proposals will not be accepted and will not receive consideration for final award.

PLEASE ACKNOWLEDGE RECEIPT OF THIS ADDENDUM ON THE PROPOSAL RESPONSE PAGE.



Joe Thomas, C.P.M.
Acting Purchasing Director