

## Request for Proposal

The City of St. Louis (“The City”) is soliciting written proposals from firms to prepare and negotiate a central service cost allocation plan and indirect costs rates in accordance with OMB Circular A-87 along with a second cost allocation plan in accordance with “Full Costing” principles. Similar plans have been prepared for the fiscal year ending June 30, 2007 and the summary schedule will be made available to interested parties.

The City shall furnish the consultant with all available necessary information, data and materials pertinent to the execution of the agreement. The City shall cooperate with the consultant in carrying out the work and shall provide adequate staff for liaison with the consultant and other agencies of City government. The use of minority sub-contractors is encouraged.

### I. Scope of Services

- A. Development of a central services cost allocation plan and indirect cost rates in accordance with OMB Circular A-87, which identify the various costs incurred by the City to support and administer federal fund programs. This plan will contain a determination of the allowable costs of providing each supporting service, such as department overhead. These plans will be for the years ending:

- |                  |                  |
|------------------|------------------|
| 1. June 30, 2008 | 4. June 30, 2011 |
| 2. June 30, 2009 | 5. June 30, 2012 |
| 3. June 30, 2010 |                  |

- B. Negotiation of the completed A-87 cost allocation plan and rates with the appropriate federal representatives.

- C. Development of a second cost allocation plan in accordance with “Full Costing” principles to identify the cost of support provided outside agencies. These plans will be based on budgeted costs for the years ending:

- |                  |                  |
|------------------|------------------|
| 1. June 30, 2009 | 4. June 30, 2012 |
| 2. June 30, 2010 | 5. June 30, 2013 |
| 3. June 30, 2011 |                  |

- D. Assistance in using each plan in preparing the claims to outside users for recovery of funds due The City. Consultant will monitor the progress of claims to insure the City receives recoveries due it.

### II. Time of Performance and Method of Payment

- A. The services to be performed hereunder by the consultant shall be undertaken and completed in such sequence as to assure their expeditious completion and best carry out the purposes of the agreement. The engagement will be commenced within one month of the date the contract is signed, and a completed copy of the A-87 cost plan (with rates) will be delivered within six weeks of the date the contract is started. All services required hereunder shall be completed within eight months of the end of each fiscal year.

- B. The consultant shall commence, carry on and complete the project with all practicable dispatch, in a sound economical and efficient manner, in accordance with the provisions thereof and all applicable laws. In accomplishing the project, the consultant shall take such steps as are appropriate to insure that the work involved is properly coordinated with related work being carried on in The City.

- C. Consultant will submit an invoice for one third of the fee upon commencement of field works. One-third shall be invoiced six weeks after commencement. The remaining one-third shall be invoiced upon the acceptance by the City of each pair of cost allocation plans.

- D. The City shall not be obligated or liable hereunder to any party other than the consultant.

III. Records, Reports, Inspections and Consultant Liability

- A. The consultant shall, at such time and in such form as The City may require, furnish such periodic reports concerning the status of the project, such statements, certificates, approvals and copies of proposed and executed plans and claims and other information relative to the project as may be requested by The City. The consultant shall furnish The City, upon request, with copies of all documents and other materials prepared or developed in relation with or as part of the project.
- B. The consultant shall maintain full and accurate records with respect to all matters covered under this agreement. The City shall have free access at all proper times to such records and the right to examine and audit the same and to make transcripts therefrom and to inspect all program data, documents, proceedings and activities.
- C. The consultant will assume all financial and statistical information provided to the consultant by City employees or representatives is accurate and complete. Any subsequent disallowance of funds paid to The City under the plan is the sole responsibility of The City for errors involving financial and statistical data. The consultant is responsible for errors in computation or allocation of costs. The consultant will, however, provide assistance to The City should an audit be undertaken of The City indirect cost.

IV. Form of Response

- A. The response must be in writing.
- B. The response must state the scope of services to be provided and specifically address each of the items under "Scope of Services" above.
- C. The response must include the compensation for each employee per hour, the estimated hours for each employee and maximum cost which will not be exceeded. The maximum fee will include all out-of-pocket reimbursable expenses.
- D. The response should include a detailed list of recent cost allocation experience. Include all such plans since January 2005.
- E. The response should include the names of each individual to be assigned along with the relevant experience of each individual. The City's evaluation will pay particular attention to the expertise of assigned personnel. No reassignments of individuals will be allowed without the approval of The City.
- F. The response must include the firm's best estimate of total man-hours required. Also estimate the date of completion of the plan.
- G. Minority/women participation plan: It is the goal of The City to obtain a minimum of 30% (25% minority, 5% women) minority participation on this contract. In order to achieve this goal, minority consultants are encouraged to bid on the entire contract.
- H. The response must include a contract form to be executed.

V. License and Tax Issues

An affirmative statement that the firm is current as to its requirements under all The City license and tax laws is necessary.

VI. Selection Criteria

All proposals will be evaluated on six (6) major criteria:

- A. Scope of Services - particular scrutiny will be given to deviations from the specific requirements

- B. Expertise of assigned personnel
- C. Expertise of firm
- D. Estimated time completion
- E. Cost
- F. Use of minority sub-contractors

VII. Submission Information

Five (5) copies of the proposal must be received by: Comptroller's Office  
Attn: Beth Seright  
1200 Market St – Room 311  
St. Louis, MO 63103

**before 5:00 PM Wednesday, May 14, 2008.** The package must be clearly marked "Cost Allocation Plan".

Any questions regarding this invitation must be in writing and directed to the above.