

BOARD OF BIDS AND CONTRACTS JANUARY 3, 2008

**COST ALLOCATION PLAN, INDIRECT RATE PROPOSAL AND JAIL STUDY PLAN –
DIVISION OF FINANCE
FUNDING – REVENUE MANAGEMENT**

(Request for proposal sent to six vendors)

RFP 07-0235

	Maximus Financial Services, Inc.	TALX Corp.	Dunn Corporate Resources, Inc.
Annual fee for development of Cost Allocation Plan (all inclusive fixed price)	\$18,500.00 yr	No Bid	No Bid
	Deloitte & Touché	Public Resource Management Group	Public Consulting Group, Inc.
Annual fee for development of Cost Allocation Plan (all inclusive fixed price)	No Bid	No Bid	No Bid

On the recommendation of Joe Thomas, on behalf of the Division of Finance, Jennifer Dombaugh moved to **accept the proposal from Maximus Financial Services, Inc. and execute a three (3) year contract for a total cost of \$55,500.00 with two (2) one (1) year options to renew.** Don Brace seconded the motion. The motion passed unanimously.

Note: A committee consisting of Marty Hughes, Revenue Manager; Bill Farney, Administrative Services Director for the Health Department; Tania Cole, Budget Analyst; Brandi Bailey, Senior Accountant; Joe Thomas, Senior Purchasing Agent were involved in reviewing the proposal. The evaluation was based on the proposal content, qualifications, experience and methodology to provide services.

Vendors were contacted to find out why they didn't respond. One vendor chose not to bid due to staffing and scheduling problems. Another vendor said their failure to respond was due to their error. The proposal was forwarded to the wrong department and discovered after the due date had passed. Another vendor reported that they had recently made the decision to get out of the business of doing Cost Allocation Plans.

A Cost Allocation Plan (CAP) is the allocation of indirect services provided by central service departments to direct service departments and their programs. The CAP is prepared in accordance with the policies and procedures contained in OMB Circular A-87, thus allowing these indirect costs to be applied to federal and state grant programs.

Maximus Financial Services, Inc. (the current vendors) is proposing the same costs as the last contract and has not raised their fees to Sedgwick County for more than 10 years.