



Fulton County Board of Commissioners
Agenda Item Summary

17-0532

BOC Meeting Date
 6/21/2017

Requesting Agency

Finance

Commission Districts Affected

All Districts

Requested Action *(Identify appropriate Action or Motion, purpose, cost, timeframe, etc.)*

Request approval of recommended proposal - Finance Department, RFP# 17RFP105752C-BKJ, Annual Central Service Cost Allocation Plan in the amount of \$40,500 with MAXIMUS, Inc. (Reston, VA) to prepare Fulton County's annual Cost Allocation Plans to comply with the requirements of 2 CFR Part 200 effective upon BOC approval through December 31, 2017, with two renewal options.

Requirement for Board Action *(Cite specific Board policy, statute or code requirement)*

In accordance with Purchasing Code Section 102-374 and 102-375, all competitive sealed proposals shall be forwarded to the Board of Commissioners for approval.

Is this Item related to a Strategic Priority Area? *(If yes, note strategic priority area below)*

Yes All People trust government is efficient, effective, and fiscally sound

Is this a purchasing item?

Yes

Summary & Background

(First sentence includes Agency recommendation. Provide an executive summary of the action that gives an overview of the relevant details for the item.)

Scope of Work: The Finance Department requests approval of recommended proposal for professional services with MAXIMUS, Inc.

These services involve the development and preparation of Fulton County's Cost Allocation Plan which comply with the requirements of 2 CFR Part 200 (Uniform Grant Guidance) and will be used as a basis for charging indirect costs to Fulton County's various Special Revenue and Enterprise Funds. Additionally, the consultants will prepare an indirect cost rate proposal for the Department of Health and Wellness as a requirement of funding by the State of Georgia Department of Human Services.

Federal and State granting agencies require the preparation of a Cost Allocation Plan in accordance with 2 CFR Part 200 in order to charge administrative cost (indirect costs) to federal and state funded programs.

Community Impact: No direct community impact.

Department Recommendation: The Finance Department requests approval of recommended proposal for professional services with MAXIMUS, Inc.

Project Implications: These services involve the development and preparation of Fulton County's Cost Allocation Plan which comply with the requirements of 2 CFR Part 200 (Uniform Grant

Agency Director Approval		County Manager's Approval
Typed Name and Title Felicia Strong-Whitaker, Director	Phone (404) 612-5800	
Signature	Date	

Revised 03/12/09 (Previous versions are obsolete)

Guidance) and will be used as a basis for charging indirect costs to Fulton County's various Special Revenue and Enterprise Funds. Additionally, the consultants will prepare an indirect cost rate proposal for the Department of Health and Wellness as a requirement of funding by the State of Georgia Department of Human Services.

Community Issues/Concerns: None noted.

Department Issues/Concerns: Federal and State granting agencies require the preparation of a Cost Allocation Plan in accordance with 2 CFR Part 200 in order to charge administrative cost (indirect costs) to federal and state funded programs. If not approved, the County will not be able to recoup indirect costs of approximately \$1.3 million from grant programs.

History of BOC Agenda Item: This is a new procurement.

Contract Compliance Information	<i>(Provide Contractor and Subcontractor details.)</i>
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Contract Value:	\$40,500.00
Prime Vendor:	Maximus Consulting Services, Inc.
Prime Status:	Non-Minority
Location:	Reston, VA
County:	Fairfax County
Prime Value:	\$34,425.00 or 85.00%
 Subcontractor:	 VK Brown Financial Services
Subcontractor Status:	African American Female Business Enterprise- Certified
Location:	Marietta, GA
County:	Cobb County
Contract Value:	\$6,075.00 or 15.00%
 Total Contract Value:	 \$40,500.00 or 100.00%
Total M/FBE Value:	\$6,075.00 or 15.00%

Solicitation Information	NON-MFBE	MBE	FBE	TOTAL
No. Bid Notices Sent:	0	12	8	20
No. Bids Received:	2	0	0	2

Total Contract Value	\$40,500.00 or 100.00%
Total M/FBE Values	\$6,075.00 or 15.00%
Total Prime Value	\$34,425.00 or 85.00%

Fiscal Impact / Funding Source	<i>(Include projected cost, approved budget amount and account number, source of funds, and any future funding requirements.)</i>
100-999-S200-1257: General, Non-Agency, Cost Allocation - \$40,500	

Exhibits Attached	<i>(Provide copies of originals, number exhibits consecutively, and label all exhibits in the upper right corner.)</i>
Exhibit 1: Evaluation Committee Recommendation Letter	
Exhibit 2: Contractor Performance Report	

Source of Additional Information	<i>(Type Name, Title, Agency and Phone)</i>
Ray Turner, Deputy Director, Finance, 404-612-7737	

Agency Director Approval		County Manager's Approval
Typed Name and Title Felicia Strong-Whitaker, Director	Phone (404) 612-5800	
Signature	Date	

Revised 03/12/09 (Previous versions are obsolete)

Procurement**Contract Attached:**
No**Previous Contracts:**
No**Solicitation Number:**
17RFP105752C-BKJ**Submitting Agency:**
Finance Department**Staff Contact:**
Ray Turner**Contact Phone:**
404-612-7737**Description:** Annual Central Service Cost Allocation Plan**FINANCIAL SUMMARY****Total Contract Value:**

Original Approved Amount: .
 Previous Adjustments: .
 This Request: \$40,500.00
 TOTAL: \$40,500.00

MBE/FBE Participation:

Amount: . %: .
 Amount: . %: .
 Amount: . \$6,075.00 15.00%: .
 Amount: . %: .

Grant Information Summary:

Amount Requested: . ☐ Cash
 Match Required: . ☐ In-Kind
 Start Date: . ☐ Approval to Award
 End Date: . ☐ Apply & Accept
 Match Account \$: .

Funding Line 1:

100-999-S200-1257

Funding Line 2:

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Funding Line 3:

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Funding Line 4:

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KEY CONTRACT TERMS**Start Date:**

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End Date:

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Cost Adjustment:

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Renewal/Extension Terms:

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ROUTING & APPROVALS

(Do not edit below this line)

X	Originating Department:	Turner, Ray	Date: 5/23/2017
X	County Attorney:	Ringer, Cheryl	Date: 6/15/2017
X	Purchasing/Contract Compliance:	Strong-Whitaker, Felicia	Date: 6/15/2017
X	Finance/Budget Analyst/Grants Admin:	Stewart, Hugh	Date: 5/23/2017
.	Grants Management:	.	Date: .
X	County Manager:	Anderson, Dick	Date: 6/15/2017



INTEROFFICE MEMORANDUM

TO: Felicia Strong-Whitaker, Director
Department of Purchasing & Contract Compliance

FROM: Evaluation Committee Recommendation Letter

DATE: May 15, 2017

PROJECT: 17RFP105752C-BKJ, Annual Central Service Cost Allocation Plan

In accordance with the Purchasing Code, a duly appointed Evaluation Committee has reviewed the proposals submitted in response to the above-reference project on behalf of the Finance Department.

Two (2) qualified firms submitted proposals for evaluation and consideration for award of this project:

1. Maximus, Inc.
2. MGT Consulting Group

After review, evaluation and consideration of all available information related to the requirements and evaluation criteria of the RFP, the Evaluation Committee has determined that the proposal submitted by Maximus, Inc. with a total score of **93.16**, is the recommended vendor for the award of 17RFP105752C-BKJ, Annual Central Services Cost Allocation Plan.

May 15, 2017

Page | 2

The Evaluation Committee members attest that each member scored each proposal independently in accordance with the evaluation criteria set forth in the Request for Proposal and that their individual score is a part of the final scores in the attached Evaluation Matrix.

SELECTION COMMITTEE MEMBERS:




Ray Turner

Deputy Director Finance



Angela Ash

Grants Management Officer



Sabrina McTier

Controller

EVALUATION CRITERIA	WEIGHT	MGT Consulting Group	Maximus, Inc.
Project Plan/Approach to Work	23%	19.167	21.083
Qualifications of Key Personnel	15%	12.500	15.00
Relevant Project Experience/Past Exp.	20%	15.000	18.333
Availability of Key Personnel	5%	4.167	3.750
Local Preference	5%	0.000	5.000
Service Disabled Veterans Preference	2%	0.000	0.000
Total Technical Scores		50.833	63.167
Cost	30%	19.721	30.000
TOTAL SCORE:		70.554	93.167

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DEPARTMENT OF PURCHASING & CONTRACT COMPLIANCE				
CONTRACTORS PERFORMANCE REPORT PROFESSIONAL SERVICES				
Report Period Start	Report Period End		Contract Period Start	Contract Period End
1/1/2016	3/1/2017		1/1/2016	12/31/2016
PO Number				PO Date
Department	FINANCE			
Bid Number	13RFP73281C-MT			
Service Commodity	Cost Allocation Study			
Contractor	Maximus			

0 = Unsatisfactory

Achieves contract requirements less than 50% of the time, not responsive, effective and/or efficient, unacceptable delay, incompetence, high degree of customer dissatisfaction.

1 = Poor

Achieves contract requirements 70% of the time. Marginally responsive, effective and/or efficient; delays require significant adjustments to programs; key employees marginally capable; customers somewhat satisfied.

2 = Satisfactory

Achieves contract requirements 80% of the time; generally responsive, effective and/or efficient; delays are excusable and/or results in minor programs adjustments; employees are capable and satisfactorily providing service without intervention; customers indicate satisfaction.

3 = Good

Achieves contract requirements 90% of the time. Usually responsive; effective and/or efficient; delays have not impact on programs/mission; key employees are highly competent and seldom require guidance; customers are highly satisfied.

4 = Excellent

Achieves contract requirements 100% of the time. Immediately responsive; highly efficient and/or effective; no delays; key employees are experts and require minimal directions; customers expectations are exceeded.

1. Quality of Goods/Services (-Specification Compliance - Technical Excellence - Reports/Administration - Personnel Qualification)

- ☐ 0
☐ 1
☐ 2
☐ 3
☒ 4

Comments:

Maximus performs a majority of cost allocation studies throughout the United States, and in metro Atlanta area. Staff assigned to Fulton County are knowledgeable of the cost accounting standards, and up to date on what other large governments are experiencing with cost allocation studies.

2.

Timeliness of Performance (-Were Milestones Met Per Contract - Response Time (per agreement, if applicable) - Responsiveness to Direction/Change - On Time Completion Per Contract)

- ☐ 0
☐ 1
☐ 2
☒ 3
☐ 4

Comments:

This is an area where both the County and the vendor could improve. Maximus schedules time to perform onsite analysis, but the County has been unable to provide relevant data information in a timely manner. This has caused repeated delays to Maximus, which in turn causes delays getting the analyzed information back to the County.

3. Business Relations (-Responsiveness to Inquiries - Prompt Problem Notifications)

- ☐ 0
☐ 1
☐ 2
☐ 3
☒ 4

Comments:

The Project Manager is responsive to our inquiries, and conducts onsite meetings with both central service departments as well as South Fulton departments in an effort to further explain how cost allocation studies are produced, with the concepts behind the analysis.

4. Customer Satisfaction (-Met User Quality Expectations - Met Specification - Within Budget - Proper Invoicing - No Substitutions)

- ☐ 0

Comments:

17-0532

- ☐ 1
☐ 2
☐ 3
☒ 4

Staff presentations are thoughtful, contained relevant information, and provided some examples of how these studies work. The difficulty is presenting and articulating the cost accounting concepts to non-accounting personnel.

5. Contractors Key Personnel (-Credentials/Experience Appropriate - Effective Supervision/Management - Available as Needed)

- ☐ 0
☐ 1
☐ 2
☐ 3
☒ 4

Comments:

No problems noted with Keith Frazier, Project Manager. Works independently.

Overall Performance Rating:	3.8		
Would you select/recommend this vendor again? (Check box for Yes. Leave Blank for No)		Rating completed by:	angela.ash
<input checked="" type="radio"/> Yes <input type="radio"/> No			
Department Head Name	Department Head Signature		Date
Hakeem Oshikoya			5/15/2017

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