



**County of Inyo-Office of the Auditor Controller
PO Box R Independence CA 93526**

**Request for Proposal
Cost Allocation Plan**

INTRODUCTION:

The County of Inyo -Office of the Auditor-Controller(Auditor) is requesting proposals (RFP) from qualified firms to prepare a cost allocation plan (CAP) to calculate the fully burdened costs of providing County services in order to ensure that all costs are being allocated and recovered for the next five years beginning with FY 2020-2021 data for use in FY 2022-2023.

The selected Consultant shall perform the tasks specified in the "Scope of Work" section below. Proposals shall provide a straightforward and concise presentation adequate to satisfy the requirements of this Request for Proposals (RFP). Consultants are encouraged to suggest and incorporate additions or modifications to the scope that will enhance or clarify the CAP as needed.

SCOPE OF WORK:

The following is a summarized scope of work. The Consultant is requested to develop a detailed scope of work as part of the Proposal.

1. Work with County staff to define the purpose, uses and goals for a Cost Allocation Plan, ensuring that the development of the Plan will be both accurate and appropriate for the County's needs.
2. Meet with staff and conduct interviews as needed to gain an understanding of the County's practices, operations, and services provided by all County departments. This includes identifying where certain services/functions are performed together/shared by different departments. Costs should be identified so that they can be allocated appropriately across different departments.
3. Development of a Cost Allocation Plan for calculating the fully burdened costs associated with providing each County service.

4. Presentation of the Plan to County staff and make necessary adjustment as requested.
5. An electronic copy of the final comprehensive reviews, including related schedules and cost documentation, ready for submission to the California State Office of Controller.
6. Consult with the County staff should the need arise to defend the cost allocation plan as a result of audits or other challenges.

The County of Inyo -Office of the Auditor-Controller reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposals, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the Auditor and the firm selected.

To be considered, please submit an original and five (5) copies of your proposal by 5:00 p.m. on Wednesday June 30, 2021 to:

County of Inyo- Board Clerk
ATTN: Cost Allocation Plan
224 N. Edwards Street
PO Box N
Independence, CA 93526

The outside of the envelope must identify the RFP subject (Cost Allocation Plan) and the name of the firm.

Inquiries concerning the RFP should be addressed to Amy Shepherd, Auditor-Controller at ashepherd@inyocounty.us , 760-878-0343.

During the evaluation process, the County of Inyo -Office of the Auditor-Controller reserves the right, where it may serve the County of Inyo -Office of the Auditor-Controller's best interest, to request additional information and clarifications from proposers, or to allow corrections of errors or omissions. Oral presentations at the County of Inyo -Office of the Auditor-Controller's discretion may be requested by any one or all firms. It is anticipated that recommendation of the cost plan allocation development firm selection will be presented to the Board of Supervisors at the Tuesday, July 13, 2021 meeting. Following notification of the selected firm, it is expected a contract will be executed between both parties by the end of July 2021.