



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

**Request for Proposal  
SB 90 Mandated Costs Claim**

**INTRODUCTION:**

The County of Inyo -Office of the Auditor-Controller (Auditor) is requesting proposals (RFP) from qualified firms to prepare California SB90 Mandated Cost Claims FY 2020-21, FY 2021-22, FY 2022-23, FY 2023-24, and FY 2024-25 (5 fiscal years in total).

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).

**SCOPE OF WORK:**

- Provide the County with a list of all eligible claims, as well as program summary and data collection forms.
- Work in concert with County's SB 90 Coordinator to coordinate the overall claiming process.
- Develop a schedule and plan for mining the necessary data to ensure claims are completed well before the claiming deadlines.
- Conduct department meetings and provide summary and data collection forms specific to their program area.
- Gather salary, benefit and cost plan data from the accounting staff or the individual departments for all required fiscal years.
- Prepare all necessary department-wide indirect cost rate proposals (ICRPs) in accordance with OMB A-87.
- Working with the County's SB 90 Coordinator, decide which claiming departments it might be appropriate to use the State's 10% ICRP rate.

- Ensure that all eligible annual claims are filed on time, and coax departments to ensure that all eligible claims are filed timely.
- Ensure that all eligible late and new or initial claims are filed on time, and coax departments to ensure that all eligible claims are filed timely.
- Prepare claims and provide the completed claims, including all related backup, and ICRPs to the departments and coordinator for review.
- Discuss any potential or necessary changes with the appropriate staff member(s).
- Hand-deliver the signed claims with the State Controller prior to the deadline.

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: SB90 Mandated Costs Claims  
224 N. Edwards Street  
PO Box N  
Independence, CA 93526

The outside of the envelope must identify the RFP subject (SB90 Mandated Costs Claim) and the name of the firm.

Inquiries concerning the RFP should be addressed to Amy Shepherd, Auditor- Controller at [ashepherd@inyocounty.us](mailto: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.