

**CITY OF ST. JOHNS
REQUEST FOR PROPOSAL
COST ALLOCATION PLAN
2017**

The City of St. Johns will receive sealed requests for proposal for providing the City of St. Johns Cost Allocation Plan services until **11:00 a.m., June 28, 2017** in the office of the City Clerk, City of St. Johns, 100 E. State Street, Suite #1100, P.O. Box 477, St. Johns, Michigan, 48879-0477, at which time and place all proposals will be opened and read aloud.

Three copies of the request for proposal shall be submitted. Specifications are on file at the office of the City Clerk. To request the documents or if you have questions regarding the process, contact the City of St. Johns Clerk's Office at (989) 224-8944, ext. 223 or by e-mail mseavey@ci.saint-johns.mi.us.

The City of St. Johns reserves the right to reject any or all proposals and to waive any defects in the proposals in the best interest of the City of St. Johns and to accept the proposal which, in the opinion of the commission, best serves the interest and needs of the City of St. Johns.

If only one proposal is received said proposal will be presented unopened to the city commission at their next regular meeting. The city commission, at said meeting, may or may not open and/or award based on the sole proposal in the city commission's discretion.

The City of St. Johns does not discriminate on the basis of race, color, age, religion, sex, disability, and national origin; nor does it discriminate on the basis of handicap status and activities, as to employment or the provision of services. The City of St. Johns is an equal opportunity employer.

Please mark your envelope: **"COST ALLOCATION PLAN"**.

Mindy J. Seavey
City Clerk

REQUIREMENTS FOR REQUESTS FOR PROPOSAL

The City of St. Johns is accepting proposals from experienced and knowledgeable companies for performing a cost allocation plan.

Your Request for Proposal should include the following information:

1. A description of your company, including the number and type of employees or principles/owners along with their licenses, training and years of experience.
2. Related experience and examples of other municipalities for which your firm has performed services during the last two years that are similar in scope to this one, including a contact person.
3. List of services you propose to provide as agency for the City of St. Johns' finance department and if the services are provided by in-house staff or by outside resources. As well as an estimate of the time needed to perform the services.
4. You are invited to include a maximum of one page of information not included above if you feel it may be useful and applicable to this scope.

SCOPE OF WORK

The City of St. Johns is seeking requests for proposal to perform the following cost allocation plan services:

- The city has historically used a methodology to charge a portion of general fund administrative costs as administrative fees to other funds based on the subject fund's level of expenditures.
- City staff desires to develop a methodology that will provide a more equitable allocation of general fund expenditures to other funds that benefit from the services provided (e.g., payroll, accounting, collections, payables, human resources, office space, copier usage, city attorney, police and fire protection, etc.).
- Cost allocation plan developed will be used by city staff in order to develop future allocations.
- Cost allocation plan is intended for internal only use; there are no plans to use the information for federal or state grants.
- City uses BS&A general ledger, timesheet, and payroll software. Any required reports will be made available in support of the cost allocation plan.
- Successful bidder will be required to enter into a Professional Services Contract. A copy of such contract is attached for review.

RATES

Please provide all fees associated with the proposed contract. Indicate all hourly rates.

SELECTION CRITERIA

A selection committee will evaluate responses and decide which respondent(s), if any, they will interview. During the interview process, the selected respondent(s) will have the opportunity to discuss the details of their qualifications, their experience, costs, and other elements of their proposal.

The city reserves the right to reject the low cost proposal, if evaluation determines that to be in its best interest. Proposals whose costs do not accurately represent a reasonable cost for the services being contracted may be automatically disqualified and rejected.

Proposals will be evaluated based on the following:

1. Quality of proposal/responsiveness to needs.
2. Demonstrated ability to provide the services based on references.

3. Professional credentials.
4. City's opinion regarding the firm which will best serve the needs of the city.
5. Cost – proposal will be considered valid for 60 days after the proposal closing date unless otherwise stated.

Experience will be a key consideration for proposal evaluation.

CONTRACT TERM

The contract will be a one-year (1) agreement.

The proposal schedule is as follows:

June 5, 2017:	Request is sent out to identified firms and posted on the city's website.
June 11, 2017	Request published in the local newspaper.
June 16, 2017:	Questions due via email only, by 4 p.m. to: mseavey@ci.saint-johns.mi.us Questions will be answered to the best of staff's ability.
June 21, 2017:	Answers transmitted to all interested firms by 4 p.m.
June 28, 2017:	Proposals due by 11:00 a.m., City of St. Johns Offices, 100 E. State Street, Suite #1100, St. Johns, MI 48879
July 17, 2017:	Anticipated start date for cost allocation plan.