

**REQUEST FOR PROPOSALS -
PREPARATION OF INDIRECT COST ALLOCATION PLANS FOR CARROLL COUNTY, OHIO**

Pursuant to Ohio Revised Code, bids and proposals subject to the conditions and specifications herein are invited for furnishing services and materials related to the preparation of indirect cost allocation plans.

All quotes will be received by the Board of Commissioners of Carroll County, Ohio (“Carroll County”) before 3:00 p.m. local time on Friday, the 14th day of March 2025. A recap of the timely quotes received will be publicly available on Tuesday, the 21st day of March 2025.

I. DELIVERY INSTRUCTIONS:

A. Delivery Method

Bidder may submit a complete, fully executed RFP response document (i.e. proposal) via regular U.S. Mail, FedEx, UPS or other hard copy delivery method with a subject reference of ‘RFP: Carroll County - Indirect Cost Allocation Plans’. Proposals may also be submitted via email to Melissa Schaar, Clerk at mschaar@carrollcountyohio.us and April Mayle, Assistant Clerk I at amayle@carrollcountyohio.us .

Hard copy proposals should be clearly marked “CARROLL COUNTY - INDIRECT COST ALLOCATION PLANS”. Emailed proposals should have “CARROLL COUNTY - INDIRECT COST ALLOCATION PLANS” written in the subject line.

B. Cover Letter

Proposals should include a cover letter that is addressed and marked as shown below.

BOARD OF COMMISSIONERS OF CARROLL COUNTY, OHIO
RFP: INDIRECT COST ALLOCATION PLANS
119 S. LISBON ST., SUITE 201
CARROLLTON, OHIO 44615

II. DESCRIPTION OF PROCUREMENT PROCESS

A. Request for Proposal

Carroll County is seeking a qualified firm to develop an indirect cost allocation plan for the fiscal year ending December 31, 2024 and subsequent fiscal years ending December 31, 2025 and December 31, 2026 that is in accordance with the requirements of 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. Special focus shall be placed on direct versus indirect cost categories and use of best practice methodologies.

Additionally, Carroll County desires to have a better understanding of the indirect cost allocation plan, including the construction of the plan and how the information contained in the plan should be utilized.

B. Interpretations and Clarifications:

Requests for information or clarification of this RFP must be made in writing and addressed to Melissa Schaar via email at mschaar@carrollcountyohio.us no later than **Tuesday** Friday, February 28, 2025 at 3:00 pm.

C. Non-Collusion Affidavit:

For the Non-Collusion Affidavit form, see the last page of this document. Carroll County requires each bidder to print, sign, and submit the signed and scanned copy of the Non-Collusion Affidavit with their proposal.

D. Submission of RFP:

Please submit a copy of the proposal along with the Non-Collusion Affidavit on or before March 14, 2025 at 3:00 p.m. Proposals may be submitted via U.S. Mail, FedEx, UPS or other hard copy delivery method. Proposals may also be submitted via email to Melissa Schaar, Clerk at mschaar@carrollcountyohio.us and April Mayle, Assistant Clerk I at amayle@carrollcountyohio.us.

In submitting a proposal, it is understood by the Bidder that Carroll County reserves the right to accept any proposal, to reject any and all proposals as non-responsive, and to waive any irregularities or informalities in proposals when to do so is in the best interest of Carroll County.

Any proposal may be withdrawn or modified by written request of the Bidder, provided such request is received by Carroll County at the designated email address prior to the date and time set for timely receipt of bids.

E. Post-Submission of RFP:

When received, all proposals and supporting materials, as well as correspondence relating to the RFP, shall become the property of Carroll County. If a proposal includes any proprietary data or information, such data or information must be specifically identified as such on every page on which it is found. Data or information so identified will remain confidential to the extent allowed by Ohio Revised Code and will be used by Carroll County personnel solely for the purposes of evaluating proposals and conducting contract negotiations.

F. Documented Communication:

After the RFP issue date, all communications between Carroll County and Bidders shall be in writing via email. Any inquiries, requests for information, technical questions, clarifications, or additional information shall be directed to Melissa N. Schaar, Clerk via email at mschaar@carrollcountyohio.us.

III. CARROLL COUNTY

1. INTRODUCTION AND BACKGROUND

The Federal Government recognizes that Federal Programs administered by local governments place a significant burden on their administrative and support services. The Federal Office of Management and Budget (OMB) has developed methods and procedures to provide for a fair and reasonable reimbursement of these costs, which are called central service indirect costs.

The Federal guidelines were first issued to bring about more efficient administration of Federal grants and contracts, and to ensure that all Federal agencies use uniform cost reimbursement policies. It established a system whereby a single Federal Department, called the cognizant agency, acts on behalf of all Federal Departments in approving certain state and local costs associated with the performance of Federal supported programs.

The Federal guidelines state that indirect costs are eligible for reimbursement provided they are necessary for

the efficient conduct of the grant or contract and provided Federal law or regulations do not restrict them. Further, the guidelines do not specify a particular form of organization, management technique, or method of accounting, as a condition of cost reimbursement.

1.1. Scope of Services

Carroll County desires to contract with a Bidder to prepare and negotiate (if required) an indirect cost allocation plan that favorably impacts the recoveries of indirect costs for Carroll County from federal and state grants and contracts and can be successfully defended under audit or review by program monitors. The indirect cost allocation plan shall be based on actual expenditures of Carroll County and will conform to the requirements of all applicable federal and state governments and agencies. The indirect cost allocation plan shall reconcile the claim for FY 2023 indirect costs and project the indirect costs for FY 2024 and for the next two years thereafter. As part of the Scope of Services, the successful Bidder shall provided yearly training to Carroll County.

Additionally, Carroll County desires to have a better understanding of the indirect cost allocation plan, including the construction of the plan and how the information contained in the plan should be utilized. To this end, yearly training to be provided by the successful Bidder to all interested departments, including but not limited to Commissioners, Auditor and Job and Family Services. Training may be provided in person or via Zoom or other video conferencing platform.

1.2. Proposal Costs

All costs incurred by the Bidder in preparing the proposal, or costs incurred in any other manner in responding to this proposal will be the sole responsibility of the Bidder. All material and documents submitted by the Bidders in response to this RFP become the property of Carroll County and will not be returned.

1.3. Addenda to this RFP

The Bidder will not be responsible for oral interpretations given by any of its employees, representatives, or others. The issuance of a written addendum is the only official method whereby interpretation, clarification, or additional information can be given. If any addenda are issued to this RFP, Carroll County will attempt to notify all prospective Bidders who have secured the RFP. However, it will be the responsibility of each Bidder, prior to submitting the competitive proposal, to contact the County's Point of Contact to determine if addenda were issued and to make such addenda a part of its competitive proposal.

2. TERMS AND CONDITIONS

2.1. Independent Contractor Status

It is expressly understood and agreed that the proposing Bidder is an independent contractor at all times and for all purposes hereunder. Officers, employees, or representatives of the Bidder will not be deemed in any way to be and shall not hold themselves out as employees, servants, representatives, or agents of Carroll County and will not be entitled to any fringe benefits of Carroll County such as, but not limited to, health and accident insurance, life insurance, longevity, economic increases, or paid sick or vacation leave. The Bidder will be solely responsible for payroll wages, for the withholding and payment of all income and social security taxes to the proper federal, state, and local governments, and for providing workers' compensation and unemployment insurance of the Bidder.

2.2. Statement of Time

A period of time, unless stated as a number of workdays, shall include Saturdays, Sundays, and holidays.

2.3. Qualifications of Bidders

The Board of Commissioners of Carroll County, Ohio may make such reasonable investigations as deemed proper and necessary to determine the ability of solicited and unsolicited Bidders to perform the work. Bidders must furnish Carroll County all such information and data for this purpose as may be requested. The Board of Carroll County Commissioners further reserves the right to reject any proposal if the evidence submitted by or investigations of such Bidder fails to satisfy the Board of Carroll County Commissioners that such Bidder is properly qualified to carry out the obligations of the contract and to complete the work contemplated herein.

2.4. Compliance with the Law

Bidders shall adhere to all applicable federal, state, and local laws, ordinances, and regulations while rendering services pursuant to any Agreement entered into as a result of this RFP.

3. PROPOSAL FORMAT

The proposal must contain the following sections, in the order and format described:

Table of Contents

1. Executive Summary
2. Bidder Profile
3. Non-Collusion Affidavit
4. Project Approach including an outline of a proposed work plan and a timeline.
5. References: Provide at least two (2) references of similar size governments in which an indirect cost allocation plan has recently been completed.
6. Price Proposal: Include comprehensive, itemized pricing for each element of proposal.

4. DESCRIPTION OF GOVERNMENT

The awarded Bidder's principal contact with Carroll County will be Melissa N. Schaar, Clerk.

Carroll County was established in 1833 and provides a normal range of governmental services including human services (via Job & Family Services, Department of Health, Veterans Services, others), public safety (via Sheriff's Office, Jail, 911 Center, Dog Pound, Emergency Management, etc.), Economic Development, Elections, Planning, Property Tax Administration, Public Utilities, Register of Deeds, Soil & Water Conservation, and Solid Waste. EMS services are provided by a third-party independent contractor. Landfill services are also provided by a third-party independent contractor.

Carroll County's fiscal year begins January 1 and ends December 31.

Annual financial audits are available for download at: <https://ohioauditor.gov/auditsearch/Search.aspx>

5. PROPOSAL EVALUATION PROCESS AND FACTORS

Carroll County will evaluate and review all proposals and select the best for further review. Carroll County may or may not contact Bidders for additional questions or clarification, so proposals should be as detailed as possible. The factors below will be used in ranking and selecting proposals for further review and/or award.

- A. Responsiveness and Clarity of Proposal – 10 points
- B. Contract Cost – 25 points
- C. Background and Experience of Bidder – 20 points
- D. Technical Capability – 20 points
- E. Project Approach – 15 points
- F. Past Performance - 10 points

6. TIME REQUIREMENTS

6.1. Proposal Calendar

The following is a list of key dates up to and including the date proposals are due to be submitted:

Request for Proposal Issued: January 27, 2025 (Monday)

Final Day for Comments/Questions: February 28, 2025 (Tuesday)

Due Date for Proposals: March 14, 2025 (Friday)

Recap of Proposals Received: March 21, 2025 (Friday)

6.2. Notification and Contract Dates

The selected Bidder will be notified by March 21, 2025 (Friday).

6.3. Date Work May Commence

Selected Bidder can begin preparing for the work as soon as they are awarded the contract.

6.4. Date Final Reports are Due

The final version of the indirect cost allocation plan shall be presented by October 1st of each year. **For clarity:** The final report due on October 1, 2025 will be for 2024 financials. Reimbursement to the vendor will be in 2026.

6.5 Final Report Format

The final approved report shall be submitted to the county via email as well as two hard copies mailed to the Commissioners' office.

Non-Collusion Affidavit

STATE OF _____)

COUNTY OF _____)

SS:

_____, being first duly sworn, deposes
(NAME)

and says that he/she is _____ for
(POSITION)

_____ the party making the fore-
(COMPANY NAME)

going proposal or bid, that such proposal or bid is genuine and not collusive or sham; that said bidder has not colluded, conspired, connived or agreed, directly or indirectly, with any bidder or person, to put in a sham bid or to refrain from bidding, and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference, with any person, to fix the bid price of affiant or of any other bidder, or to fix any overhead, profit or cost element of said bid price, or of that of any other bidder, or to secure any advantage against the Board of Commissioners of Carroll County, Ohio or any person interested in the proposed contract; and that all statements in said proposal or bid are true.

AFFIANT

Sworn to and subscribed before me, a Notary Public, on this _____ day of _____, _____.

NOTARY PUBLIC

My commission expires _____, _____.