

# Council Business Meeting

May 1, 2017

**Title:** Approval of a public contract for a Cost Allocation Plan  
**From:** Mark Welch Administrative Services Director  
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## **Summary:**

Approval is being requested to award a public contract for a **Cost Allocation Plan**. FCS Group was determined to be the highest ranked proposer and if approved by the City Council will be awarded the public contract for a **Cost Allocation Plan**.

## **Actions, Options, or Potential Motions:**

The Council, acting as the Local Contract Review Board, moves to approve the award of a public contract to FCS Group for a Cost Allocation Plan.

## **Staff Recommendation:**

Staff recommends the public contract for a Cost Allocation Plan be awarded to FCS Group.

## **Resource Requirements:**

The proposed cost for the Cost Allocation Plan is \$23,260.00.

## **Policies, Plans and Goals Supported:**

The development of a new comprehensive Cost Allocation Plan will support the City's goal for financial accuracy and transparency.

## **Background and Additional Information:**

The sourcing method used to acquire these services is a formal Competitive Sealed Proposal (Request for Proposal). The City received three (3) proposals in response to this RFP and the proposals were evaluated in accordance with the evaluation process outlined in the RFP by three-person evaluation committee. FCS Group was determined to be the highest ranked proposer.

The scope of work for this public contract includes the development of a comprehensive **Cost Allocation Plan**, including an updated methodology, that will ensure an equitable allocation of expenses related to internal services currently being provided by the City. The City allocates expenses related to internal services to other funds and departments.

The Internal Services include:

- Central Services (City Administration, Administrative Services, Human Resources, City Recorder, GIS, Public Works-Engineering)
- Facilities
- Equipment Replacement (including fleet)
- Insurance

The model for the Cost Allocation Plan will also be developed in an interactive platform for ease in updating and allocating existing expenditures, including and allocating any new expenditures and the potential for phased implementation.

Staff anticipates that a new schedule of fees will be allocated based on the successful proposer's analysis of the services currently being provided by the City and the development of a new comprehensive Cost Allocation Plan.

**Attachments:**

RFP Cost Allocation Plan – Evaluation Summary

**City of Ashland**  
**Request for Proposal**  
**COST ALLOCATION PLAN**  
**Evaluation Summary**  
**April 19, 2018**

Evaluation Criteria	Points	FCS GROUP (Financial Consulting Solutions Group, Inc.)			Matrix Consulting Group, Ltd.			MGT Consulting Group		
		#1	#2	#3	#1	#2	#3	#1	#2	#3
Letter of Introduction, Table of Contents & Proposal Submission Form (Exhibit A)	<b>5</b>	5	5	4	5	4	4	5	5	5
Qualifications and Experience & Company/Agency/Individual Profile (Exhibit B)	<b>45</b>	40	45	35	30	30	30	40	45	40
Proposed Services	<b>25</b>	20	25	20	25	15	15	15	20	25
Sample Reports	<b>10</b>	10	10	9	8	8	10	8	3	10
References	<b>10</b>	10	10	10	0	5	8	10	10	8
Contract Terms and Conditions & Certificate of Compliance (Exhibit C)	<b>5</b>	5	5	5	5	5	5	5	5	5
<b>SUBTOTAL</b>	<b>100</b>	90	100	83	73	67	72	83	88	93
Cost Proposal	<b>25</b>	24	24	24	25	25	25	23	23	23
<b>TOTAL</b>	<b>125</b>	114	124	107	98	92	97	106	111	116
<b>GRAND TOTAL</b>		<b>345</b>			287			333		