

**REQUEST FOR PROPOSALS (RFP)
COST ALLOCATION SERVICES
FOR THE CITY OF STOCKTON, CALIFORNIA
(PUR 20-033)**

ADDENDUM No.1

DATE: 4/22/21

To All Potential Proponents:

A. This Addendum shall be considered part of the proposal documents for the above-mentioned project as though it had been issued at the same time and shall be incorporated integrally therewith. Where provisions of the following supplementary data differ from those of the original bid documents, this Amendment shall govern and take precedence. PROPONENTS MUST SIGN THE ADDENDUM AND SUBMIT IT WITH THEIR PROPOSALS.

B. Proponents are hereby notified that they shall make any necessary adjustments in their estimates as a result of this Addendum. It will be construed that each proponent's proposal is submitted with full knowledge of all modifications and supplemental data specified herein.

PLEASE NOTE THE FOLLOWING CHANGES TO RFP COST ALLOCATION SERVICES FOR THE CITY OF STOCKTON, CALIFORNIA (PUR 20-033)

1. Does the City have a current Total Cost Allocation Plan, Indirect Cost Recovery Rates, and Cost Recovery Allocation Plan that complies with the 2 CFR Part 200?

The City has a Total Cost Allocation Plan based on FY 2018-19 and a Cost Recovery Allocation Plan that complies with 2 CFR Part 200 based on FY 2017-18. The City does not have current Indirect Cost Recovery Rates.

- a. What was the last fiscal year that the deliverables were based upon?
See response to question 1.
- b. Can copies of these deliverables be provided?
This information is available by means of a public information records request.
- c. Were these deliverables prepared by a vendor or in-house?
Vendor prepared.
- d. If prepared by a vendor, please provide the total annual fee paid for each deliverable or the total annual fee if performed for a fixed price.
This information is available by means of a public information records request.
- e. Please provide a copy of the last Indirect Cost Rate Agreement approved by the California Department of Transportation and/or the Federal Highway Administration.
The City does not have this information.

2. On pg. 15 of the proposal, it states that the cost plan must have 4 levels of cross allocations, it is our understanding that the OMB requirement is only for 2 step down methodology. It is our understanding CalTrans typically accepts the OMB Compliant plans. Can you please confirm that the 4 step down is required?

It is the City's intent to have a plan that will meet the requirements of 2 CFR Part 200 and Caltrans/Federal Highway Administration.

3. The scope of services requires that there is a Total Cost Plan and a Central Services Overhead Cost Allocation Plan. We would like to understand the difference between the two plans - typically the full cost plan consists of Central Services already. Are the central services being referenced include internal service funds (i.e. Workers Comp, Liability, etc.)?

In most cases when "Central Services Overhead Cost Allocation Plan" is used in the RFP, it is in connection with the Full or Total Cost Allocation Plan. In section 2.1, a Central Services overhead cost allocation study and a total cost allocation plan are listed. This is further clarified in section E. on page 16. The request is for a model that can be used to calculate the total cost of providing a City service, including hypothetical services under consideration.

4. Could we please get a copy of the City's most recent cost allocation plan(s) submitted?

This information is available by means of a public information records request.

5. Who was the previous vendor that completed the cost plan(s) and the price for the contract?

This information is available by means of a public information records request.

6. Are there any existing issues or concerns with the current plan(s) and methodology?

There are no existing issues.

7. At the bottom of pg. 14 and top of pg. 15 of the RFP it discussed user fees and a fee study. We want to confirm that the City is not interested in user fee study.

No User Fee Study is required in this RFP.

8. Please confirm that bidders may submit their proposals electronically and that hard copies with wet signatures are not required.

Electronic submissions are acceptable.

9. Is the Proponent's Checklist on PG. 2 required with the proposal?

No. The list is for proponent reference.

10. Is a City of Stockton business license required and is it required to be submitted with the proposal?

A City of Stockton Business License is not required to submit a proposal. However, the awarded proponent will be required to obtain a City of Stockton Business License prior to contracting with the City.

11. Is a certificate of insurance required with the proposal?

Proponents must assert that the insurance requirements will be met as part of their proposal response. Failure to comply with these insurance requirements may result in a proposal being deemed unresponsive.

It is strongly suggested that insurance requirements be reviewed with Proponent's broker to ensure any additional costs are included in the proposal pricing component.

12. Please confirm that a bond is not required.

A proposal bond is not required at this time.

PROPONENTS MUST ACKNOWLEDGE THIS AMENDMENT BY SIGNING BELOW AND ATTACHING THE SIGNED AMENDMENT TO THE BID FORM:

Company Name _____

Contact Person _____

Signature _____

Date _____

Proposals Due – Promptly by **2:00 P.M., Thursday, April 29, 2021**, in the office of the City Clerk, first floor, City Hall, 425 North El Dorado Street, Stockton, California 95202-1997 or electronically to city.clerk@stocktonca.gov.

-----City of Stockton Use Only below this line-----
Addendum acknowledged and signed? _____ (Procurement Specialist's initials)