

REQUEST FOR LEGISLATIVE ACTION

Completed by County Counselor's Office:

Res/Ord No.: 18827

Sponsor(s): Alfred Jordan

Date: May 4, 2015

| SUBJECT | <p>Action Requested <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Ordinance</p> <p>Project/Title: <u>Awarding a Contract for Cost Allocation Plan and Indirect Cost Rate Proposal for the Family Support Division of the Prosecuting Attorney's Office to Maximus of Springfield, Illinois under the terms and conditions of Request for Proposal No. 23-15.</u></p> | | | | | | | | | | |
|--|---|---|-------------|--|--------------------------|--|-------------|--|-------------|--|-------------|
| BUDGET INFORMATION <i>To be completed By Requesting Department and Finance</i> | <table border="1"> <tr> <td>Amount authorized by this legislation this fiscal year:</td> <td>\$17,030.00</td> </tr> <tr> <td>Amount previously authorized this fiscal year:</td> <td></td> </tr> <tr> <td>Total amount authorized after this legislative action:</td> <td>\$17,030.00</td> </tr> <tr> <td>Amount budgeted for this item * (including transfers):</td> <td></td> </tr> <tr> <td>Source of funding (name of fund) and account code number: 001-5101-56010 General Fund, Non-Departmental, Auditing and Accounting Services</td> <td>\$17,030.00</td> </tr> </table> <p>* If account includes additional funds for other expenses, total budgeted in the account is: \$</p> <p>OTHER FINANCIAL INFORMATION:</p> <p><input type="checkbox"/> No budget impact (no fiscal note required) <input type="checkbox"/> Term and Supply Contract (funds approved in the annual budget); estimated value and use of contract: Department: _____ Estimated Use: \$ _____</p> <p>Prior Year Budget (if applicable): _____ Prior Year Actual Amount Spent (if applicable): _____</p> | Amount authorized by this legislation this fiscal year: | \$17,030.00 | Amount previously authorized this fiscal year: | | Total amount authorized after this legislative action: | \$17,030.00 | Amount budgeted for this item * (including transfers): | | Source of funding (name of fund) and account code number: 001-5101-56010 General Fund, Non-Departmental, Auditing and Accounting Services | \$17,030.00 |
| Amount authorized by this legislation this fiscal year: | \$17,030.00 | | | | | | | | | | |
| Amount previously authorized this fiscal year: | | | | | | | | | | | |
| Total amount authorized after this legislative action: | \$17,030.00 | | | | | | | | | | |
| Amount budgeted for this item * (including transfers): | | | | | | | | | | | |
| Source of funding (name of fund) and account code number: 001-5101-56010 General Fund, Non-Departmental, Auditing and Accounting Services | \$17,030.00 | | | | | | | | | | |
| PRIOR LEGISLATION | <p>Prior ordinances and (date): _____ Prior resolutions and (date): _____</p> | | | | | | | | | | |
| CONTACT INFORMATION | <p>RLA drafted by (name, title, & phone): Barbara Casamento, Purchasing Supervisor, 881-3253</p> | | | | | | | | | | |
| REQUEST SUMMARY | <p>The Family Support Division of the Prosecuting Attorney's Office requires a Cost Allocation Plan to seek reimbursement from Federal and State Funds under Title IVD Child Support Enforcement Program. The Purchasing Department issued Request for Proposal No. 23-15 in response to those requirements.</p> <p>A total of three notifications were distributed and two responses were received and evaluated as follows:</p> <table border="1"> <thead> <tr> <th>Respondent</th> <th>Amount</th> <th>Points Awarded</th> </tr> </thead> <tbody> <tr> <td>Maximus, Springfield, IL</td> <td>\$17,030.00</td> <td>96</td> </tr> <tr> <td>MGT of America, Tallahassee, FL</td> <td>\$18,460.00</td> <td>56</td> </tr> </tbody> </table> <p>Points awarded were based on the Respondent's Qualifications and Experience, References, Proposed Work Plan and Pricing.</p> <p>Pursuant to Section 1054.6 of the Jackson County Code, the Director of Finance and Purchasing recommends the award of a Contract for a Cost Allocation Plan and Indirect Cost Rate Proposal for the Family Support Division of the Prosecuting Attorney's Office to Maximus of Springfield, IL as the lowest and best proposal received.</p> | Respondent | Amount | Points Awarded | Maximus, Springfield, IL | \$17,030.00 | 96 | MGT of America, Tallahassee, FL | \$18,460.00 | 56 | |
| Respondent | Amount | Points Awarded | | | | | | | | | |
| Maximus, Springfield, IL | \$17,030.00 | 96 | | | | | | | | | |
| MGT of America, Tallahassee, FL | \$18,460.00 | 56 | | | | | | | | | |
| CLEARANCE | <p><input type="checkbox"/> Tax Clearance Completed (Purchasing & Department) N/A <input type="checkbox"/> Business License Verified (Purchasing & Department) N/A <input checked="" type="checkbox"/> Chapter 6 Compliance - Affirmative Action/Prevailing Wage (County Auditor's Office)</p> | | | | | | | | | | |
| ATTACHMENTS | <p>The Abstract of Proposals Received, a Memorandum from Melissa Mauer-Smith of the Family Support Division and the pertinent pages of Maximus's proposal.</p> | | | | | | | | | | |

| | | |
|--------|--|----------------------|
| REVIEW | Department Director: <i>Melissa Meyer Smith</i> | Date: <i>4-24-15</i> |
| | Finance (Budget Approval): <i>If applicable</i> | Date: <i>4/27/15</i> |
| | Division Manager: <i>Mary Rasmussen</i> | Date: <i>4/28/15</i> |
| | County Counselor's Office: <i>Mary Lou Brown</i> | Date: |

Fiscal Information (to be verified by Budget Office in Finance Department)

- This expenditure was included in the annual budget.
- Funds for this were encumbered from the _____ Fund in _____.
- There is a balance otherwise unencumbered to the credit of the appropriation to which the expenditure is chargeable and there is a cash balance otherwise unencumbered in the treasury to the credit of the fund from which payment is to be made each sufficient to provide for the obligation herein authorized.
- Funds sufficient for this expenditure will be/were appropriated by Ordinance # _____.
- Funds sufficient for this appropriation are available from the source indicated below.

| Account Number: | Account Title: | Amount Not to Exceed: |
|-----------------|----------------|-----------------------|
| | | |

- This award is made on a need basis and does not obligate Jackson County to pay any specific amount. The availability of funds for specific purchases will, of necessity, be determined as each using agency places its order.
- This legislative action does not impact the County financially and does not require Finance/Budget approval.



JEAN PETERS BAKER
Jackson County Prosecuting Attorney

Memorandum

To: Barbara Casamento, Purchasing

From: Melissa Mauer-Smith, Family Support

MMS

Re: Review of Bids for Jackson County Request for Proposal #23-15 CAP

Date: April 23, 2015

After thoroughly reviewing Chapter 10 of the County Code, and all material submitted the Committee met and agreed on the following scores for each of the vendors:

| <u>Vendor</u> | <u>MAXIMUS</u> | <u>MGT of America</u> |
|-------------------------------|----------------|-----------------------|
| Responsiveness to RFP | 5 | 5 |
| Qualifications and Experience | 21 | 11 |
| References | 15 | 10 |
| Proposed Work Plan | 15 | 10 |
| Price | 40 | 20 |
| <hr/> Total | <hr/> 96 | <hr/> 56 |

It is the Recommendation of the Committee that the bid be awarded to MAXIMUS Consulting Services, Inc.

Pricing

MAXIMUS, Inc. appreciates the opportunity to submit this price proposal to assist Jackson County with the preparation of a countywide cost allocation plan as described in the Scope of Services section of this proposal.

This pricing is based on our understanding of your desired scope of work and the work plan which we have prepared in response. We would welcome the opportunity to meet with you to discuss both the project scope and budget to make certain that we have properly aligned your work expectations and the budget we have prepared. Throughout our technical proposal, we have established various expectations regarding specific tasks. The proposed budget is based on the assumption of those expectations; should it be necessary to adjust those, then we would need to discuss comparable budget adjustments with you.

Our practice is generally to use fixed fee agreements when the scope of work is predictable. The effort required to complete the project as described in the Scope of Services section is fairly predictable, based on our experience with Jackson County and similar Missouri County clients. We are proposing a fixed, all-inclusive fee for these services. The fee will include all professional staff effort, and is inclusive of travel cost, the cost of clerical effort, and all other miscellaneous project expenses.

We will invoice the County the full amount upon completion of the cost allocation plan, indirect cost rates and submission of the material to the State of Missouri, Office of Child Support Enforcement.

Proposed Fee

Initial Year Pricing – Work completed in 2015

- For completion of the Cost Allocation Plan and Indirect Rates based on County fiscal year 2014 actual costs. We propose a fixed, all-inclusive fee of **\$17,030** for completion of the tasks outlined in the Proposed Approach and Work plan.

Optional Year Pricing – Work completed in 2017 and 2019

- For completion of the Cost Allocation Plan and Indirect Rates based on County fiscal year 2016 actual costs - **\$17,371**
- For completion of the Cost Allocation Plan and Indirect Rates based on County fiscal year 2018 actual costs - **\$17,718**

ABSTRACT OF BIDS

| NO | DESCRIPTION | UNIT | QTY | MGT of America, Inc. AMOUNT | Maximus Inc. AMOUNT | AMOUNT | AMOUNT |
|----|-------------|------|-----|-----------------------------------|---------------------------|--------|--------|
|----|-------------|------|-----|-----------------------------------|---------------------------|--------|--------|

See Proposal
see bid see bid

CERTIFICATION OF BID OPENING
BIDS WERE PUBLICLY
OPENED AND RECORDED

ON: April 14, 2015, BY

CLERK OF THE LEGISLATURE

Barbara Casamento
PURCHASING