

RFP 2021-12: Professional Services Contract For Cost Accounting/Fiscal Service Support
Questions 1-3

Submitted to Mel Maier, Otsego County Finance Director

Submitted by Luke Sweeney, CF APMP, Proposal Writer, Financial Services at Maximus on Wednesday, May 26, 2021 at 1:37 p.m.

Question 1:

II. Nature of Services Required, Item #3: "The negotiations must be successfully conducted on the County's behalf before any compensation is due to the successful firm. "Successfully conducted" is defined as receiving written acknowledgement from the State of Michigan, approving the use of the indirect cost plan." (RFP page 6)

Typically, when Michigan counties submit their CAP to DHHS, the agency will respond with any questions and resolve any issues before the plan is used. If DHHS does not ask any questions, the plan is used by the county without any formal acknowledgement or approval. Can the County confirm this is the expected outcome for this project?

Otsego County's Response to Question 1:

The above is the expected outcome. If DHHS does not ask any questions, the plan is used by the County without any formal acknowledgement or approval. However, the County does expect to receive confirmation and evidence of submission to the State of the plan.

Question 2:

IX Proposal Requirements, B. Technical Proposal, #2 Firm Qualifications and Experience: "The firm is also required to submit a copy of the report on its most recent external quality control review, with a statement whether that quality control review included a review of specific government engagements." (RFP page 11)

Maximus does not have an external quality control review report. Our firm manages all quality controls internally. Would the County consider waiving this requirement? Or, is there another document that might suffice?

Otsego County's Response to Question 2:

No waiver will be provided. However, the County will take bids without external reviews into consideration during the review process.

Question 3:

IX Proposal Requirements, B. Technical Proposal, #6 Report Format: The proposal should include sample formats for required reports.

Would a sample CAP developed by Maximus for another MI county suffice? If not, can you elaborate on this requirement?

Otsego County's Response to Question 3:

Yes, a sample CAP developed for another MI county would suffice. Alternatively, if the bidder provided Otsego County's most recent CAP, that report can be included with a statement noting that formats are not expected to change significantly. If the format is expected to change, please provide an updated sample.