



ST. TAMMANY PARISH

MICHAEL B. COOPER
PARISH PRESIDENT

April 8, 2024

Please find the following addendum to the below-mentioned RFP.

Addendum No.: 1

RFP #: 24-6-3

Project Name: Cost Allocation Plan Services

RFP Due Date: Tuesday, April 23, 2024

QUESTIONS & ANSWERS:

Question 1. Would the Parish please provide a copy of the most recently completed CAPs?

Answer 1. This can be obtained through a Public Records Request through the Parish's Legal Department.

Question 2. Would the Parish please name the vendor who prepared them?

Answer 2. Please refer to answer No. 1.

Question 3. What is the annual fee paid to prepare them?

Answer 3. Please refer to answer No. 1.

Question 4. Under Part II Scope of work/Services, it states that the Proposer shall provide a full cost allocation plan, and it also states that the cost allocation plan must be compliant with "Subpart E – Cost Principles of Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Subpart E – Cost Principles), as well as generally accepted accounting principles and federal cost recovery principles, policies, and procedures." A cost allocation plan that conforms to the requirements of 2 CFR 200 excludes costs that would otherwise be included in a full cost allocation plan. Please clarify – does the Parish request both the cost allocation plan based on budgeted expenditures and the plan based on actual expenditures to conform to 2 CFR Part 200?



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Answer 4. We require a full cost allocation plan. We no longer require a plan that conforms to 2 CFR Part 200, but would like the consultant to have the knowledge of 2 CFR Part 200.

Question 5. Section 2.5 states, “The location(s) the work/delivery/service is to be performed, completed and managed is located at the Finance Department of the Parish, 21454 Koop Drive, Suite 2-F-1, Mandeville, LA 70471.”

A. Is the Proposer expected to be onsite for all of the tasks listed in 2.1 Scope of Services, or can a portion of the work be performed remotely?

A. The work can be performed in person or remotely.

B. Are the meetings with departmental staff expected to be in-person or virtual?

B. The meetings can be performed in person or remotely.

C. Is the presentation of the cost allocation plan to selected Parish staff and Parish Council expected to be in-person or virtual?

C. The presentations can be performed in person or remotely.

Question 6. Is there a minimum or maximum number of recent projects that the Parish is requesting under section 1.5.C?

Answer 6. We only want responses for clients in which the vendor supplies or has supplied cost allocation plan services to governmental entities. If the response is too voluminous, please submit detailed information on a limited number of relevant engagements and also provide a general regional listing.

End of Addendum # 1