

**STATE OF ALABAMA**

**DEPARTMENT OF CONSERVATION & NATURAL RESOURCES**

**REQUEST FOR PROPOSALS**

**For**

**Indirect Cost Rate Proposal Consulting Services**

**For Grant Years 2012 and 2013**

**As Amended on July 22, 2010**

**Preparation of 2 ICRPs Using 2 Sets of Data and Costs**

Enclosed is a request for proposals to prepare the State of Alabama, Department of Conservation & Natural Resources Indirect Cost Rate Proposal based on actual costs for the fiscal year ending September 30, 2010. Request for Proposals (RFP) will be available at <http://www.outdooralabama.com/about/> on July 14, 2010. One original and two paper copies as well as one electronic copy of the proposal (MS Word and Excel and/or Adobe Acrobat software that is supported by Windows XP) must be submitted to the address shown below and received no later than Noon CDT July 30, 2010. It is anticipated that the contract will be awarded on or about August 13, 2010.

If you need additional information, please contact Cheri Hart at (334) 353-0225 or [Cheri.Hart@dcnr.alabama.gov](mailto:Cheri.Hart@dcnr.alabama.gov).

Alabama Department of Conservation and Natural Resources  
Administrative Division - Central Accounting  
64 North Union Street – Room 458  
Montgomery, AL 36104

July 22, 2010

**REQUEST FOR PROPOSALS  
FOR  
CONSERVATION AND NATURAL RESOURCES  
INDIRECT COST RATE PROPOSAL CONSULTING SERVICES**

**1. Purpose.** The Alabama Department of Conservation and Natural Resources (DCNR) solicits proposals from firms interested in providing preparation and negotiation of the Indirect Cost Rate Proposal, ICRP (see “**Scope of Services**”). The procurement of services that are the subject of this Request for Proposals (RFP) is not subject to the competitive bidding requirements of Section 41-16-20, Code of Alabama (1975). This RFP is issued in accordance with the requirements of Alabama Act No. 2001-956, Section 4(4). This RFP is not an offer to contract but seeks the submission of proposals from interested professional service providers that may form the basis for negotiation of a professional service contract or contracts. *DCNR reserves the right to reject any or all proposals and to solicit additional proposals if that is determined to be in the best interests of the State of Alabama.*

**2. Scope of Services.** Consultant will prepare the 2012 and 2013 ICRPs for DCNR based on actual expenditures for the fiscal years ending September 30, 2010 and 2011 respectively, in accordance with OMB Circular A-87 and any other applicable federal guidelines, rules, or regulations. The consultant, with the assistance of DCNR personnel, will identify DCNR’s various central services, gather necessary data, prepare the cost plan, develop divisional indirect cost rates, develop all OMB Circular A-87 required ICRP documentation, and submit and negotiate the acceptance of the completed ICRP with the representatives of the United States Department of Interior (DOI). **The 2012 ICRP must be completed, reviewed and approved by the State, and submitted to DOI by April 1, 2011. The 2012 ICRP must be completed, reviewed and approved by the State, and submitted to DOI by April 1, 2012.** The consultant will maintain full and accurate records. DCNR shall have access to such records during normal business hours to examine and make transcripts and to inspect all program data, documents, proceedings, and activities. The consultant shall provide appropriate briefings and training for DCNR’s liaison persons assigned to coordinate and assist with the communications necessary regarding the ICRP and implementation of the divisional indirect cost rates. The term of the contract shall be October 1, 2010 to October 1, 2012; provided however, consultant will be required to perform certain continuing obligations thereafter relating to review, acceptance or audit of the ICRP.

**3. Overview of DCNR.** The department is made up of one administrative support and five operating divisions. In addition to the separate funds that all the divisions operate with there are three trust funds, one additional non-agency operating fund, and two bond funds that are administered through our Department. All divisions and funds are as follows:

1. Administrative Division (Fund 0563)
2. State Parks Division (Funds 0430 and 0308)
3. Marine Police Division (Fund 0306)
4. Wildlife and Freshwater Fisheries Division(Fund 0304)
5. Marine Resources Division (Fund 0303)
6. State Lands Division (Fund 0305)
7. Game and Fish Endowment Trust Fund (Fund 0567)

8. Marine Resources Endowment Trust Fund (Fund 1037)
9. State Parks System Improvement (Bond) (Fund 1085) (Last expenditures out of this bond Fund were May 2010. Bonds refunded June 2010.)
10. State Parks Improvement Maintenance (Bond) (Fund 1086) (Last expenditures out of this bond Fund were May 2010. Bonds refunded June 2010.)
11. Forever Wild Land Trust (Fund 0746)
12. Gulf of Mexico Energy Security Act through State Lands (Fund 1220) (No expenditures out of this fund as of June 2010)
13. Forever Wild Stewardship Account (Fund 0747)
14. American Recovery and Reinvestment (ARRA)(Fund 1348)
  - a. Wildlife and Freshwater Fisheries and Marine Police only ARRA grant recipients as of this proposal.
15. BP Oil Spill Conservation (Fund 1402) (Deepwater Water Horizon Disaster)

Additional information on DCNR can be located at <http://www.outdooralabama.com/>. Annual reports are posted on the website and can be located under About Us at the lower left-hand corner of the home page. The full-time equivalent of employees for FY 2009 was 1,178.54.

**4. Qualifications.** Consultant must be staffed with personnel that are knowledgeable and experienced in the requirements of developing and negotiating, and implementing for a state department central services departmental cost allocation plans, divisional indirect cost rates, and ICRPs. The consultant must be knowledgeable in the specific requirements of OMB circular A-87 and other federal regulations governing allocation of cost to federal programs. Resumes for the individual(s) who will be assigned to complete the work should be included with the proposal.

The consultant must include a valid copy of their current license to do business in the State of Alabama. Either of the following is acceptable. 1) "Certificate of Authority" issued by the Secretary of State to a foreign entity to transact business in the State of Alabama, 2) "Certificate of Existence" issued by the Secretary of State to an entity that is incorporated in the State of Alabama, or 3) A Business License issued by a probate judge in the state of Alabama.

The consultant must include the completed Disclosure Statement as required by Act 2001-955, State of Alabama for proposals exceeding \$5,000.

The consultant must provide an overview of all services they are providing or can provide to their customers. At least three references of cost allocation services rendered for State government departments must be disclosed along with pertinent contact information (contact name, telephone number, email address) for which the consultant has performed similar services requested in the DCNR RFP.

**5. Experience.** The consultant must have prepared and successfully negotiated a minimum of ten (10) statewide or state department indirect cost rate proposals in accordance with OMB Circular A-87 that included departmental central service cost allocation plans and

indirect cost rates. The consultant must provide references of state department indirect cost rates base on submitted ICRPs that have been negotiated. Experience with plans for counties or cities are not acceptable.

**6. Fees.** Proposals must disclose and include any and all fees, costs or expenses to be charged for the services described in the Scope of Services, Section 2 and each ICRP year listed separately. Failure to provide a complete listing of all fees, costs and expenses to be charged will result in the disqualification of the professional service provider submitting the proposal. The Alabama Department of Conservation and Natural Resources will pay 85% of the contracted amount when the plan has been submitted to and received by appropriate federal agency. Final payment will occur within 30 days after appropriate federal agency approves the plan and DCNR receives final invoice from consultant.

**7. Proposal Contents.** Proposals must describe the methodology used for allocating the Administrative Division's support costs to each DCNR division as well as identifying each division's indirect costs and developing indirect cost rates. The consultant will submit one original and two paper copies on as well as one electronic copy of the proposal (MS Word and Excel and/or Adobe Acrobat software that is supported by Windows XP).

**8. Personal Information.** All personal information that may be reviewed, including, but not limited to taxpayer identification number, social security number, name, address, shall be treated as strictly confidential as to comply with all applicable state and federal laws. Failure to comply with this confidentiality requirement may require sanctions, up to and including termination of any Contract awarded from this ITB.

**9. Other.** None of the required services may be subcontracted or assigned. Any contract awarded/issued shall be governed by, and interpreted in accordance with the Code of Alabama 1975, as amended.

**The following paragraphs will be incorporated into the contract awarded pursuant to this RFP.**

1. Certification Regarding Debarment, Suspension, and Other Responsibility Matters  
The Consultant certifies to the best of its knowledge and belief that it and its principals:
  - (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency.
  - (b) Have not within a three year period preceding this agreement been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, falsification or destruction of records, making false statements, or receiving stolen property;
  - (c) Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and
  - (d) Have not within a three-year period preceding this agreement had one or more public transactions (Federal, State, or local) terminated for cause or default.

2. It is agreed that the terms and commitments contained herein shall not be constituted as a debt of the State of Alabama in violation of Article 11, Section 213 of the Constitution of Alabama, 1901, as amended by Amendment Number 26. It is further agreed that if any provision of this contract shall contravene any statute or Constitutional provision or amendment, either now in effect or which may, during the course of this contract, be enacted, then that conflicting provision in the contract shall be deemed null and void. Except for mediation as provided in paragraph 5, the consultant's sole remedy for the settlement of any and all disputes arising under the terms of this agreement shall be limited to filing of a claim with the Board of Adjustment for the State of Alabama.

3. It is expressly understood and mutually agreed that any commitment of funds herein shall be contingent upon the receipt and availability of funds under the program for which this Agreement is awarded.

4. In the event of the proration of the fund from which payment under this contract is to be made, the contract will be subject to termination.

5. For any and all disputes arising under the terms of this contract, the parties hereto agree, in compliance with the recommendations of the Governor and Attorney General, when considering settlement of such disputes, to utilize appropriate forms of non-binding alternative dispute resolution including, but not limited to, mediation by and through the Attorney General's Office of Administrative hearings or where appropriate, private mediators.

## Attachment A

**Company Vendor Name:** \_\_\_\_\_

**Federal Taxpayer Identification Number:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Business Type:**

Mfg. \_\_\_\_\_ Retail \_\_\_\_\_ Wholesale \_\_\_\_\_ Service \_\_\_\_\_ Consulting \_\_\_\_\_

Construction \_\_\_\_\_ Other \_\_\_\_\_

**Organization Structure:**

Corp. \_\_\_\_\_ Individual \_\_\_\_\_ Partnership \_\_\_\_\_ Assoc. \_\_\_\_\_ Other \_\_\_\_\_

**Business Ownership:**

Size: Small<sup>1</sup> \_\_\_\_\_ Large \_\_\_\_\_

Gender: Male \_\_\_\_\_ Female<sup>2</sup> \_\_\_\_\_

Ethnic Minority: Yes<sup>3</sup> \_\_\_\_\_ No \_\_\_\_\_

<sup>1</sup>Small-Less than 50 employees or gross receipts less than \$1M per year. Independently owned and operated.

<sup>2</sup>Female Owned -At least 51 % owned by one or more females and whose management and daily business operations are controlled by one or females.

<sup>3</sup>Ethnic Minority -At least 51% owned by one or more ethnicity (other than Caucasian) and whose management and daily business operations are controlled by one or more of these persons.

**Ethnicity:**

Asian American \_\_\_\_\_ African American \_\_\_\_\_ Latino American \_\_\_\_\_

American Indian \_\_\_\_\_ Other Non-Caucasian \_\_\_\_\_ Caucasian \_\_\_\_\_