



## REQUEST FOR PROPOSALS

2010-2926-1524

October 14, 2009

City of Newport News

OFFICE OF THE PURCHASING DIRECTOR

2400 Washington Avenue

Newport News, VA 23607

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[www.nngov.com/purchasing](http://www.nngov.com/purchasing)

### Central Services Cost Allocation Plan (CAP)

#### ADDENDUM 1

It is agreed and understood that the following changes shall be made part of the original Request for Proposals (RFP).

*This published addendum consists of two (2) pages as follows:*

- 1. Addendum Cover page (1) - Addendum announcement and description.*
- 2. Page 7 - Replace original RFP page 7 with addendum 1 page 7. **This change corrects and clarifies SCOPE OF SERVICES item 8.***

**Proposal Due:** October 30, 2009 @ Close of Business (COB)  
**(Unchanged)**

**Contract Officer:**

Marie-Therese (Mimi) M. Gartner, CPPB, Buyer, (757) 926-8040, email: [mgartner@nngov.com](mailto:mgartner@nngov.com)

**PLEASE INCLUDE THIS SIGNED ADDENDUM PAGE WITH YOUR SUBMITTAL**

Company Name: \_\_\_\_\_

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*(This Form Must Be Signed. Signature must be original, not photocopied)*

## **GENERAL**

The City of Newport News is interested in receiving proposals from qualified offerors to develop a *Central Services Cost Allocation Plan (CAP)* to meet the requirements of applicable federal and state grantor agencies. The Plan will be used for reimbursement of costs of providing support services to federal and state grant-funded and cost-sharing programs, for charging enterprise funds for services provided by the General Fund, as well as in the determination of the full costs of departments providing user fee related services. Additionally, it will be used for obtaining management information as it relates to how the agency carries out its programs.

A Schedule of Federal Awards from the City's annual report is included as *Appendix A* for information. Additional information may be requested using the procedure given in the *QUESTIONS* paragraph (see page 10) of this Request for Proposals document.

A copy of the current Plan is available for review in our offices by appointment only, during regular office hours (Monday through Friday, 8:00 a.m. to 5:00 p.m.). Please make the appointment request at least 48 hours in advance.

## **SCOPE OF SERVICES**

1. Develop a Central Services Cost Allocation Plan (CAP) which identifies various costs incurred by the City to support and administer federal and state programs.
2. Negotiate, on behalf and in the best interests of the City, the completed CAP with federal and state representatives, as needed.
3. Assist in preparing the initial claims for recovery of funds due to the City.
4. Prepare a draft CAP within six weeks of the begin date (not later than January 3), available for review not later than February 1, changes from the City to be submitted within two weeks after draft receipt, and a completed CAP prepared not later than February 20 of each year.
5. Submit a completed CAP to federal and state negotiators per their requirements but not later than March 31 of each year.
6. Provide status reports, statements, certificates, approvals and copies of proposed and executed plans and claims and other information relative to the project, as requested by the City.
7. The City shall provide necessary information and liaison with City agencies and offices.
8. The fee for services is payable after the CAP is submitted to state officials.

## **CONTRACT PERIOD**

The contract period will be fiscal year 2010 (July 1, 2009 – June 30, 2010, inclusive), with the option to renew, at the City's discretion, for four successive fiscal year periods. Written notice of intent to renew shall not be required. Issuance of a purchase order shall constitute exercise of the renewal option.