

Request for Information



State of Alaska
Department of Transportation & Public Facilities
Division of Administrative Services

Date Issued: July 20, 2021

REQUEST FOR INFORMATION (RFI) # 2522H009 RATES, TRANSITION AND IMPLEMENTATION ASSISTANCE

Introduction:

The Alaska Department of Transportation and Public Facilities (DOT&PF), Administrative Services is requesting information from vendors capable of providing contractual assistance in the following areas:

- 1) Leasing and Facilities Consolidation;
- 2) Indirect Cost Rate Proposal Procedures, Training, Assistance with Software Implementation and Software Testing;
- 3) Small Cost Allocation Plans Consolidation and Outreach; and
- 4) State Equipment Fleet Assistance

Background Information:

On July 1, 2021, all leasing management, and remaining facilities maintenance and management services, including management of the Public Building Internal Service Fund, transferred from the Department of Administration to the Department of Transportation.

Required Tasks:

Task #1. Leasing and Facilities Consolidation

- a. Identify needs for and develop ALDER reports incorporating the developed structure schema to enable ongoing financial monitoring.
- b. Assist with development of comprehensive financial projection processes, including the process to be used to identify initial estimates of spend by building in a given fiscal year, segregation of spend between maintenance and capital improvements, managing changes to projection during the course of the fiscal year, and ongoing periodic measurement of actual financial activity against projected activity to enable informative reporting to customer agencies.
- c. Provide consultative services on the effects of fiscal year close-out for FY21 for both DFS and transferring components and capital projects. This includes analyzing the impacts of rate shortfalls or overcollections from FY21 that will affect FY22 or FY23 rates and provide options to management for recovery. This may also include assistance with Comprehensive Annual Financial Reporting (CAFR) requirements regarding the Public Building Fund, and assisting in related knowledge transfer from Department of Administration to the Department of Transportation and Public Facilities.
- d. Working with staff transferred from the Department of Administration and staff from Department of Transportation and Public Facilities, assist in development of a comprehensive depreciation policy for the

department's facilities. This will involve analysis of the historical policy used by the Department of Administration for buildings within the Public Building Fund.

- e. Work with former and current Department of Administration staff on identifying continuing Statewide Cost Allocation Plan (SWCAP) requirements for the Public Building Fund, and the appropriate future processes for elements required in the SWCAP vs those required in the department's ICRP.
- f. Review Service Level Agreement and Reimbursable Services Agreement billing and collection practices against agreement requirements and informational needs, identify gaps and recommend process improvements.
- g. Assist as needed on development and implementation of policy and procedure.
- h. Consultation on future budget and funding options and implications in consideration of work performed by Division of Facilities Services (DFS) staff, and work performed in other divisions of the department in support of DFS.
- i. During FY22, periodically review financial reporting to ensure successful implementation of and adherence to financial structure schema across operating and capital activity, and consult on any anomalies for possible adjustments to practices or structure mechanisms.
- j. Assist as needed with FY22 fiscal year close-out activities, including CAFR and SWCAP requirements, providing staff training as requested and needed. Prepare and provide final report on transition status after completion of SWCAP and CAFR for FY22, including analysis of any remaining unresolved financial transition issues.

Task #2. Indirect Cost Rate Proposal Procedures, Training, Assistance with Software Implementation, and Software Testing

- a. Using the department's current approved methodology for its Indirect Cost Rate Proposal (ICRP), develop comprehensive procedures for completion of the ICRP and provide formal and informal training to staff. This will involve independent preparation of a draft FY23 ICRP by the contractor for use in evaluating the success of staff training exercises and efforts.
- b. Assist with software implementation and conduct comprehensive scenario-based testing of the department's current approved methodology in cost allocation software and provide independent assessment of efficacy and suitability to the department's business needs and processes.

Task #3. Small Cost Allocation Plans Consolidation and Outreach

- a. The department has several small cost allocation plans for activities such as materials testing. The contractor will need to evaluate the cost allocation plans submitted for FY22 FHwy approval against the historical over/under collections for each plan and provide management with recommendations for each as to whether the plan should continue independently or be consolidated into the ICRP.
- b. The contractor will be required to work with regional staff and staff in the Administrative Services division to assist in designing and implementing changes to business processes related to any consolidation.
- c. For any small cost allocation plans that will continue independently and not be consolidated, the contractor will need to develop comprehensive procedures for preparation of the small cost allocation plan proposal, and for the review of the proposal within the Administrative Services Division, and conduct training as needed.

Task #4. State Equipment Fleet Assistance

- a. Provide analysis and assistance in refining the process of federal approval of Fixed Usage Rates for the State Equipment Fleet.
- b. Provide related implementation assistance if needed.

Required Minimum Qualifications:**1) Experience in current accounting system, IRIS:**

- a. At least two years of expert level experience in the design and implementation of cost accounting structures and documents processing in the IRIS system, including demonstrated experience in each of the following:
 - i. Expert-level knowledge of and experience in Program Phase and Program Period cost accounting structure, relevant funding profile inferences, program budget, and program-appropriation budget.
 - ii. Accurately interpreting effects of and ability to train staff on transactions used in IRIS reimbursable services agreement processes, including IET, ITI/ITA and external billings.
- b. At least two years of expert level experience in leading fiscal year end closure processes required for State of Alaska capital and operating appropriations during the reappropriation period using the IRIS system.
- c. At least one year of experience in the use of, and financial reporting on, the specific IRIS financial accounting structure schema implemented within the State of Alaska, Department of Transportation and Public Facilities, including the department's rules regarding the use it allows of function, task, location, activity, program phase, program period, priority, and other structures, and their related roll-ups.

2) Experience in ALDER 2.0 (ALDER for IRIS)

- a. At least three years of expert level experience in assessing the need for, designing, and creating verifiably accurate appropriation, fund, cost accounting, structural, and other reports in ALDER 2.0, including demonstrated thorough understanding of field usage from the correct sub-environment.

3) Experience with financial projections for internal service funds, capital, and operating appropriations:

- a. At least two years of experience with developing, implementing, and conducting training on financial projection processes for governmental internal service funds, capital, and operating appropriations that each include multiple restricted revenue funding sources.

4) Experience in preparing indirect cost rate proposals in accordance with 2 CFR 200 Appendix VII

- a. At least two years experience in preparing indirect cost rate proposals for State or Local governmental agencies using the multiple allocation base method.
- b. Experience in developing special indirect cost rates as described in 2 CFR 200 Appendix VII (C)(4).

5) Experience in preparing central service cost allocation plans for billed central services for internal service funds in accordance with 2 CFR 200 Appendix V:

- a. At least two years experience in preparing required submissions for billed central services accounted for within an internal service fund as part of a central service cost allocation plan as described in 2 CFR 200 Appendix V.

Response Information:

Interested parties are invited to submit responses to the following:

- Identify the individual or firm name (including the business website address is applicable) with a contact person and their phone number/email address.
- Provide a detailed description of your company's capabilities and experience related to providing assistance with each required task, including how your company meets each of the required minimum qualifications.
- Responses to this RFI are for informational purposes only. Do not include cost estimates as they will not be considered in a response.

It is the responsibility of the interested party to follow up with the contracting officer listed below to ensure your response was received prior to the time and date specified.

This RFI does not extend any rights to prospective vendors or obligate the state to conduct a solicitation or purchase any goods or services.

Procurement Officer contact information:

Interested parties must submit a written response to the Procurement Officer no later than 3:00 pm Alaska Time, August 2, 2021:

Chris Hunt
Procurement Officer
Department of Transportation & Public Facilities
Division of Administrative Services

Phone: (907) 465-8448
Email: chris.hunt@alaska.gov

Emailed or hard copy responses are acceptable. If sending a hard copy response, send the response to the following address:

U.S. Mail:
P.O. Box 112500
Juneau, AK 99811-2500

Delivery Service (FedEx, UPS):
3132 Channel Drive
Juneau, AK 99801