

Request for Information

02-117-24



State of Alaska
Department of Administration
Division of Finance

Date Issued: February 5, 2024

COST ALLOCATION AND INDIRECT COST RECOVERY SERVICES

Introduction:

The Department of Administration (DOA), Division of Finance (DOF), is seeking information from qualified vendors who provide cost allocation and indirect cost recovery services.

This request for information (RFI) does not guarantee future work. The information gathered will aid the division in conducting market research to ascertain the availability of resources.

Background Information:

DOF is seeking information from vendors who are qualified to provide statewide cost allocation plan (SWCAP) preparation and other accounting services in support of indirect cost recovery.

DOF is responsible for negotiating an annual SWCAP for indirect services and billed services provided by central agencies in accordance with 2 CFR Appendix V to Part 200.

DOF oversees the operation of the statewide accounting and payroll systems, providing support to financial staff in 18 individual departments in all three branches of government, and is also responsible for other statewide reporting functions, including the Comprehensive Annual Financial Report.

Response Information:

Responses must include the following:

1. Organization name, contact name, mailing address, phone number, and e-mail of designated point of contact;
2. Existing capableness and competence related to the SWCAP preparation services identified above;
3. Level of experience in the SWCAP preparation services identified above detailing number of states and number of years' experience held; and
4. Responses in PDF format, including any supplemental attachments.

This RFI does not extend any rights to prospective vendors or obligate the state to conduct a solicitation or purchase any goods or services. DOA does not intend to award a contract from this RFI, nor will DOA be financially responsible for the preparation, or administration cost incurred to respond to this RFI. All costs associated with responding will be at the sole discretion of any interested party's expense.

Procurement Officer contact information:

Interested parties must submit a written response by February 15, 2024, at 2:00 PM AKST. Responses must be sent via E-mail to doa.oppm.procurement@alaska.gov

All questions must be in writing and emailed to doa.oppm.procurement@alaska.gov

Attention: Lisa Trombi, Department Procurement Manager
Department of Administration
Office of Procurement and Property Management