



**INVITATION TO BID (ITB)**

**ITB 18-375**

**COST ALLOCATION STUDY**

**Invitation to Bid Due: September 21, 2018 @ 2:00pm EST.**

**Location:**

**City of Brookhaven City Hall**

**4362 Peachtree Road**

**Brookhaven, GA 30319**

**Questions :**

When you say under I. C. "Full cost allocation methodology for specific administrative costs that will reimburse the general fund and capital costs" does this mean you seek a study to employ more effective and efficient fees across the board for all city services and capital project AND want to understand the method of calculating the fee potential? That is how I interpret same.

**Response: It is the amount that we can use to charge our administrative personnel and their expenses based on the time that they spend in other areas. For example: the City Manager and the Assistant City Manager split their time amongst other operations and should be allocated out accordingly.**

2. Under II. B. "overhead cost rate that can receive overhead cost reimbursement from state/federal government," does this mean, "please include in your work a description of fees that we might recover for Brookhaven from external sources/other governments?"

**Response: There are federal guidelines for charging an administrative indirect overhead allocation. It will be used for management information, to be in compliance with Federal regulations, for example, OMB Circular A-122, A-87, A-21 or the Federal Acquisition Regulations and audit documentation.**

Has the City previously prepared a Cost Allocation Study and/or Comprehensive User Fee and Rate Study? **Response No**

- a. If yes, when were the studies prepared, who prepared the studies, and what was the price for the respective studies?

What is the scope period upon which the Cost Allocation Studies should be prepared (i.e., actual costs for the fiscal year ended December 31, 2017)?

**Response: Most recent available, unless there is something that will throw it off.**

The City is requesting an OMB Circular A-87 Cost Allocation Study. OMB Circular A-87 was superseded by 2 CFR Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* in 2014. In lieu of an OMB Circular A-87 Plan, will the City accept a Cost Allocation Plan prepared in accordance with 2 CFR Part 200?

**Response: Yes—it has to be.**

Will the City please provide a comprehensive list of the current User Fees and Rates that will be the scope of the Comprehensive User Fee and Rate Study project?

**Response: It does not seem to be pertinent in this study.**