



STATE OF WASHINGTON
OFFICE OF FINANCIAL MANAGEMENT

RFP NO. 15-1000

Cost Allocation Plan

AMENDMENT NO. ONE (1)

OFM RESPONSE TO BIDDER QUESTIONS

August 13, 2015

OFM Answers to Bidders' Questions

This OFM Answer to Bidders' Questions may only explain or clarify some aspect that is already addressed in the RFP. But some of the answers may also supplement or change what was previously stated in the RFP or in an exhibit.

Therefore it is important that bidders review all questions and answers, and not just those which they may have submitted.

Bidders' Questions & Answers

Question 1: Section 2.4 Submission of Proposals – Bidders must also provide on a thumb drive one (1) soft copy. Are we allowed to submit a soft copy burned to a CD in the required Word or PDF format as an alternative to a thumb drive? [Note: Our company requires encryption software on all company computers that limits our ability to share thumb drives]

ANSWER: No. Our computers do not have disc drives.

Question 2: Can you provide the name of the most recent vendor and the annual value of the contract?

ANSWER: MGT of America; The annual amount was \$34,400 on average.

Question 3: Is it possible to obtain an electronic copy of the most recently submitted SWCAP report?

ANSWER: We do not have a copy of the approved final version for the FY 2016 SWCAP, but we do have the submitted version – attached to this document.



Adobe Acrobat
Document



Adobe Acrobat
Document

Question 4: In the last 3 years has the State been able to meet their December 31 Federal filing dates?

ANSWER: Yes.

Question 5: Has the State ever requested a filing extension from the US Department of Health and Human Services (DHHS)?

ANSWER: In the past eight years, the state has requested one 30-day extension.

Question 6: How many years of SWCAP Section I (Allocated non-billed cost) reports are currently unapproved and in negotiation with DHHS?

ANSWER: The state has an approved SWCAP through FY 2016.

Question 7: How many years of SWCAP Section II (direct billed internal service activities) reports are currently unapproved and in negotiation with DHHS?

ANSWER: The state has an approved SWCAP through FY 2016.

Question 8: Will the vendor be required to develop cost allocation models for each billed internal service activity? Or only prepare the financial reconciliation from information provided by the State?

ANSWER: The state has working models for all billed internal service activities. Unless otherwise suggested, the state would continue with its current models.

Question 9: For SWCAP Section II reporting (direct billed internal service activities), in recent history has the State been required to negotiate the settlement of excess balances for any billed services? If so, which services?

ANSWER: Yes. The state has had excess balances in some of its IT services, Personnel Services, and Procurement Services. Several of the excess balances were the result in reduced expenses over several fiscal years of reduced budgets causing a smaller working capital reserve and exposing existing fund balance.