



Proposal to Provide

Statewide Cost Allocation Plan – Cost Proposal

Prepared for the
**State of Washington Office of
Financial Management**

RFP NO. 25-400
July 28, 2025

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1.0 IDENTIFICATION OF COSTS

The efficiencies of our cost allocation processes honed over the last four decades allow us to competitively price projects and provide our services in an economical manner. We believe – and our clients will affirm – that we provide significant value to our clients in relation to our fees.

Maximus US Services, Inc. (Maximus) is pleased to submit our cost proposal for the scope of work contained in the Washington State Office of Financial Management's (Agency's) Request for Proposal (RFP) NO. 25-400.

Based on the proposed scope of work, tasks, and deliverables described in our accompanying proposal, Maximus is proposing the fixed fees below.

This fixed price includes all travel and project-related expenses. Maximus will not solicit additional fees for the proposed scope of services.

Presented below is our proposed fixed price for the preparation and development of the Statewide Central Services Cost Allocation Plan. This proposal is valid for at least 60 days from July 28, 2025. Pricing is for:

1. An Allocation of non-billed, central service costs benefiting state operating agencies with federal programs.
2. A financial reconciliation of billed central internal service activities that impact federally funded activity in operating states.

1.1 Costs for Annual Cost Allocation Plan

Below is the fixed price cost for (1) Year One Annual Cost Allocation Plan as referenced in RFP #20-900 Sections 1.1 and 1.3.:

Year One Annual Cost Allocation Plan	\$30,000
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1.1.1 Detailed Budget

Maximus incorporates all administrative costs into hourly rates. For the purposes of this cost proposal, we have developed a detailed Work Breakdown Structure identifying the estimated number of hours by staff by major task and presented it below. Using these assumptions, our detailed budget has factored in the cost of professional fees and travel expenses into a single hourly rate per title.

1.1.2 Proposed Number of Hours

Exhibit 1.1.2-1: Hourly Rate Table presents the proposed staff, their current Maximus titles, their proposed project titles, estimated project hours, and the budgeted hourly rate including a travel expense factor. We estimate a total of 164 hours to complete this project annually. Maximus does not intend to utilize subcontractors for this engagement.

Proposed Staff	Current Job Title / Project Title	Proposed Hours	Hourly Rate
	Associate Managing Director/ Project Director	14	\$250
	Manager / Project Manager	80	\$200
	Consultant / Project Consultant	70	\$150

Exhibit 1.1.2-1: Hourly Rate Table. *Proposed Number of Hours by Hourly Rates.*

1.1.3 Work Breakdown Structure

Work Plan: WA SWCAP Task	Project Director	Project Manager	Project Consultant	Total Staff Hours
1. Project Initiation		4	4	8
Conduct Kickoff Meeting				
Update Project Schedule				
Create Project Repository				
2. Gather Financial Information		4	4	8
Send Out Information Requests				
Gather Available Financial Information				
3. Review Collected Financial Information		8	8	16
Verify that previous year's CAS-negotiated modifications have been implemented				
Verify previous year's single audit modifications have been implemented				
Determine Uniform Guidance impact on State's SWCAP				
4. Analyze Expenditures and Classify Costs		8	8	16
Review and classify all Department units and associated costs				
Inventory Agency, Federal, and Internal Service Funds				

Work Plan: WA SWCAP Task	Project Director	Project Manager	Project Consultant	Total Staff Hours
Determine Administrative Departments				
5. Analyze Cost Allocation Processes		4	4	8
Determine the indirect cost pools and allocation statistics				
Eliminate unallowable costs and determine cost allocation adjustments				
Document changes in cost allocations				
6. Prepare a Draft SWCAP Section I Report	4	8	8	20
Prepare a Draft SWCAP Section I Report				
7. Prepare Fixed Cost Summary Schedule		2	2	4
Summarize the roll-forward computation				
Summarize proposed fixed cost allocations				
Develop projection of next FY allocated central services cost				
8. Review Draft Section I SWCAP Report with Agency		4	2	6
Review Draft Section I SWCAP with Agency				
9. Finalize and Submit SWCAP Section I Report		4	4	8
Document Section I in a formal report				
Prepare analysis comparing indirect cost to prior FY indirect cost				
Finalize SWCAP Section I report				
10. Analyze Section II Special Reporting Requirements	2	8	8	18
Determine if billed services are reporting at the Fund or Service level				
Review the operating schedules for each billed service				
Review and assess previous Section II negotiated settlements				
11. Prepare Section II Reports & Supporting Schedules	4	16	18	38
Prepare Draft SWCAP Section II				

Work Plan: WA SWCAP Task	Project Director	Project Manager	Project Consultant	Total Staff Hours
Review Draft SWCAP Section II Report with the Agency				
Finalize SWCAP Section II report				
12. Assist Agency with Negotiating SWCAP with Federal Government	4	14	4	22
Total Hours	14	80	70	164
Total Annual Cost	\$3,500	\$16,000	\$10,500	\$30,000

Exhibit 1.1.3-1: Maximus Work Plan – SWCAP contains a preliminary project work breakdown and schedule to prepare the SWCAP for the first year of the project.

1.1.4 Costs for Extra Services References in Section 1.3

The Agency has requested we provide an all-inclusive hourly rate by job title for extra services. Maximus looks forward to discussing such services in detail should the Agency determine a future need. We have many such arrangements with our SWCAP clients.

Should the Agency identify an area where such services are requested, we are prepared to provide a Statement of Work (SOW) that would include a project plan and establish a not-to-exceed budget amount. We anticipate that both parties would provide input and agree on the SOW prior to executing a task order agreement. *Exhibit 1.1.4-1: All-Inclusive Extra Service Hourly Rates* provides hourly rates by Maximus job title.

Maximus Job Title	All Inclusive Hourly Rate
Consultant	\$150
Manager	\$200
Associate Managing Director	\$250

Exhibit 41.1.4.-1: All-Inclusive Extra Service Hourly Rates.