

RFI REGISTRATION

You MUST register using this form in order to receive notice of any addenda to these documents. Please fax the completed form to the Procurement Division as soon as possible. It is the vendor's responsibility to verify if addenda have been issued.

RFI Number and Title: RFI 11-048

Description: Indirect cost Allocation

Receiving Period: Prior to 2:00p.m., April 6, 2011

Bid Opening: 2:00p.m., April 6, 2011

This form is for bid registration only. Please scroll down for additional information.

Special Instructions: **N/A**

BIDDER REGISTRATION
FAX THIS FORM BACK IMMEDIATELY
FAX: (863) 534-0055

Carefully complete this form and mail or fax it to the Procurement Division. You must submit one form for each bid that you are registering for.

Company Name: _____

Contact Person: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Fax: _____ E-mail: _____

Cut along the outer border and affix this label to your sealed bid envelope to identify it as a "Sealed RFI". Be sure to include the name of the company submitting the response where requested.

SEALED RFI • DO NOT OPEN

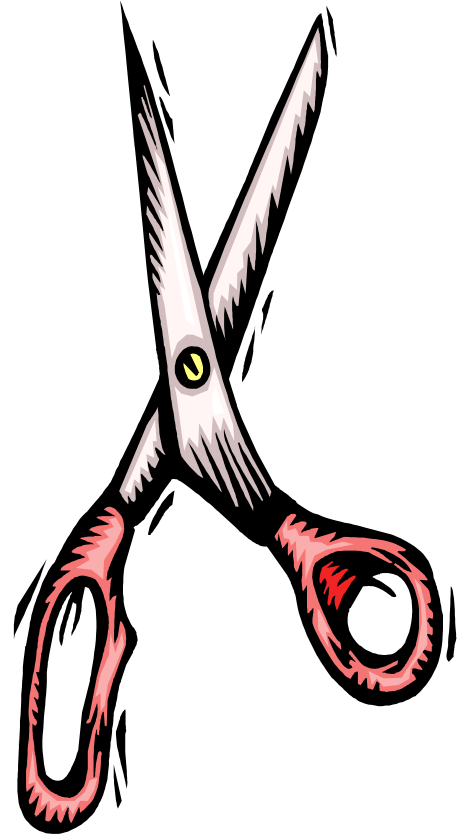
SEALED RFI NO 11-048

LOI TITLE: Indirect Cost Allocation

DUE DATE/TIME: April 6, 2011, PRIOR TO 2:00PM

SUBMITTED BY: _____
(Name of Company)

DELIVER TO: PROCUREMENT DIVISION
2470 Clower Lane
Bartow, Florida 33830



POLK COUNTY BOARD OF COUNTY COMMISSIONERS

Procurement Division
Christine Rewis, CPPB
Interim Procurement Director
REQUEST FOR INFORMATION #11-048
INDIRECT COST ALLOCATION

Sealed proposals will be received in the Procurement Division on **April 6, 2011, prior to 2:00 p.m.**

Attached are important instructions and specifications regarding responses to this Request for Information. Failure to follow these instructions could result in Proposer disqualification.

Questions regarding this request should be in writing and should be sent to **Michele Sims, Procurement Specialist**, via e-mail: michelesims@polk-county.net or via fax at (863) 534-0055. **All questions must be received by noon on April 6, 2011.**

Prospective vendors shall not contact, communicate with or discuss any matter relating in any way to the Request for Information with the Board of County Commissioners, any employee of Polk County, other than the Procurement Director or as directed in the cover page of the Request for Information. Such communications initiated by a proposer shall be grounds for disqualifying the offending proposer from consideration for award of the proposal and/or any future proposal.

Proposals may be mailed, express mailed or hand delivered to:

Procurement Division
2470 Clower Lane
Bartow, Florida 33830

STATEMENT OF NO SUBMITTAL

If you do not intend to submit the requested information, please complete the information below and return this form to the address above with the proposal number and title clearly marked on the front of the envelope.

- | | |
|--|--|
| ☐ Insufficient time to respond | ☐ Unable to meet specifications |
| ☐ Schedule would not permit us to perform | ☐ Do not offer this product |
| ☐ Specifications unclear | ☐ Other (please specify below) |

Company Name: _____ Date: _____

Signature: _____ Telephone Number: _____

INTRODUCTION

Polk County, a political subdivision of the State of Florida, requests the submittal of information from vendors that are interested in providing assistance with the preparation of a Full Cost Allocation Plan and an OMB Circular A-87 Plan based on expenditures for the fiscal year ended September 30, 2010.

It is the intent of the County to obtain information from those vendors interested in indirect cost allocations in accordance with the requirements of this request for information (RFI). Prices **must not** be included at this time, and the information received may be used to develop a Request for Proposal to assist the County with the preparation of a Full Cost Allocation Plan. All vendors submitting information for the RFI will be notified when a Request for Proposal (RFP) is solicited.

SCOPE OF SERVICES

The first plan will be a "full-cost" plan for use in allocating indirect costs to enterprise funds, internal service funds, and certain special revenue funds.

The second plan will be prepared in accordance with the Federal Office of Management and Budget Circular A-87, Cost principles for State and Local Governments and may be used for allocating indirect costs to the County's federal grant programs.

Polk County will be responsible for the collection of all statistical information used as allocation bases, as well as all decisions regarding allocation statistics, cost pools, and receiving departments used in the cost allocation plan.

SUBMITTAL

Submittals should not contain information in excess of that requested, must be concise, and must specifically address the issue of this RFI. Limit your response to three (3) pages. A page can be either single or double sided.

Each submittal shall contain:

- Vendor's name, address, telephone number, fax number and email address.
- Sample of Cost Allocation Plans
- Sample of OMB A-87 documents

Vendors are cautioned that Florida has very broad Public Records Laws. Any information that vendors consider to be proprietary should be marked as such and placed into a separate section of the submittal. Information marked by vendors as proprietary will be reviewed by the Polk County Attorney's office for a determination of whether the information is required to in fact be treated as proprietary by the County or whether it is subject to release.

Submittals should not contain information in excess of that requested, must be concise, and must specifically address the issue of this RFI.

Submittals should be submitted in a sealed envelope with the enclosed Label attached. The sealed envelope should be labeled "**RFI #11-048, Indirect Cost Allocation**" and marked with the respondent's name and address. The requested information may be mailed or delivered to:

**Polk County Procurement Division
2470 Clower Lane
Bartow, Florida 33830**

The submittal shall be received by the County only at the above address prior to **2:00 p.m., Wednesday, April 6, 2011.**

The delivery of the submittal on the above date and prior to the specified time is solely the responsibility of the respondent.

The submittal may be withdrawn either by written notice to the Procurement Director or in person, if properly identified, at any time prior to the above submittal deadline.