



City of Georgetown
Purchasing Department
300-1 Industrial Ave
Georgetown, Texas 78626
(512) 930-3678

**City of Georgetown
Addendum to RFP No. 202033**

Addendum No.: 1

DATE: 02 October 2020
REQUEST FOR INFORMATION NO.: 202033 Cost Allocation Model Study
ORIGINAL DUE DATE, 2 PM: 9 October 2020
NEW DUE DATE, 2 PM (if applicable): N/A
DIVISION: Finance

ADDENDUM

The following are questions and the corresponding responses received against the referenced solicitation as well as additional clarifications from the City of Georgetown. Questions may have been edited and/or combined for clarity. The remainder of the solicitation remains unchanged by the addendum. Please acknowledge receipt of this addendum in response.

The City of Georgetown is now accepting bids to be electronically submitted through the City E-bid system accessible via City's web site at <https://gtowntx.ionwave.net/CurrentSourcingEvents.aspx>. Questions regarding use of the E-bid System may be directed by email to: Erica.Weitman@georgetown.org

Attached to this Addendum is the following:

- FY2021 Allocation Spreadsheet
- Question(s) below:

- Q1. Does the scope of work include the allocation of direct (fully burdened hourly rates) and overhead costs to each City fee or permit or is it limited to just determining the overhead allocations and the fully burdened staff hourly rates? If it includes the allocation to each fee or permit, does the City have a complete schedule of these to help proposers in preparing their response?
- A1. The scope was not written with contemplation of going to the level of detail of allocating every specific permit or fee in the City. Generally, the City wants to establish/validate allocation methods for internal/shared services based on some higher level of data. Example: The Human Resources department cost center is allocated by Full-time Equivalent position count to the paying funds.
- Q2. The RFP indicates that various departments in the Joint and General Funds "are generally allocated" based on various allocation metrics. Is a copy of the current allocation methodology available for review that allows a more detailed understanding of your current process?
- A2. Yes. Attachment of FY2021 budgeted allocations for Joint Services and General Fund provided.



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- Q3. Is one model now used to allocate costs from both the General fund and the Joint Services Fund?
A3. There is one spreadsheet for these two models. See attachment to A2
- Q4. Does a current model (or models) exist to calculate these allocations?
A4. See answer to A2. Fleet, Facilities and IT models also currently exist
- Q5. Does the City desire to keep the allocation methodology the same (“If it ain’t broke, don’t fix it.”), or are there identified deficiencies in the current approach that suggest an overhaul of the current system is required?
A5. As noted in the background and scope of the RFP, the City has been through significant organizational growth and change, and therefore desires to review these models and is prepared to change methodologies as appropriate and as funding sources allow.
- Q6. Is an Excel-based model required? Preferred?
A6. Yes, excel-based in preferred. The City is currently implementing Adaptive Insights as part of its Enterprise Resource Planning system. Adaptive has the capability to house allocation models in the future, but this is not part of the initial scope of implementation.
- Q7. Is the City open to a non-Excel-based model that provides similar, as well as enhanced features?
A7. Yes.

By the signatures affixed below, this addendum is hereby incorporated into and made part of the above referenced solicitation.

Addendum No. 1 Acknowledgement

Date

Firm Name and Printed Name of Authorized Representative