

BID 9373 **SB90 BID MATRIX**

RFP Q#, P#	Bidders	Cost Recovery Systems, Inc.	Pg#	MGT of America	Pg#
Q1	MAIN OFFICE LOCATION	705-2 East Bidwell St #294	12	2251 Harvard Street, Ste 134	12
		Folsom, CA		Sacramento, CA	
P10	Checklist Items:				
	Items Received as Requested* (Y/N)	Y		Y	
	Acceptance of Indemnification	N - see Exception		Y	
P11	Cost Proposal Overview:				
	Part 1: Annual Reimbursement Claims	13,000 max 20	11a	24,000 max 20	Tab2
	Part 2: New Mandates	4,000 max 10*	11a	4,500	Tab2
	Additional Services Costs: Reports, Test Claims, Incorrect Reduction Claims	0		14,000^	Tab2
	Qualifications and Experience:				
	City of Fresno Experience	Current consultant - 17 years	2	Current consultant - Budget	
	Office Serving in Fresno (Y/N)	N	18	N	18
	Fresno Business License (Y/N)	N	18	Y - Acct 422580	18
Q8	Organization Chart Provided (Y/N)	N - 1 employee	13(8)	Y	13c
	SB90 Staff				
	Staff Composition	1	13(8)	8 SB90	13a
	Average # Years Experience	20+ years	12a	11.75 years - Sac office	13a
	SB90 Scope of Services:				
P35	State Mandated / Annual Claims				
	Establish schedule for State Mandated Claims			Y	13f
	Prepare and Submit State Mandated Claims	Y	13a(1)	Y	13e
	Prepare and Submit State Mandated Claims Prior Years	Y	13a		
	Perform Internal Quality assurance	Y	13b(5)	Y	13f
	Provide completed claims for City Controller review			Y - 2 to 3 weeks prior	13e
	Coordinate and Monitor status and overall Claims Process	Y	13a(4)	Y	13h
	Send list of New/Suspended Mandates to City at each stage of budget process			Y	13i

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P35					
	State Mandated / Annual Claims continued				
	Assist with State Controller requests or audits	Y	13c	Y	13k
	Test Claim Services				
	Prepare / File Test Claims on City's behalf	Y	13(2)	Y	13l^
	Attend all hearings and conferences related to test claims			Y	13l^
P36	Response to All California Agencies				
P36	Respond to all filings by the State agencies or other parties	Y	13c	Y	13k
	Monitor and assist in, if required, providing information related to appropriation legislation			Y	13l
	Extend all obligations through all hearings by Commission on State Mandates			Y	13e
	Services and Materials to be Provided by Contractor				
	Assist and guide in establishing source documentation standards	Y	13b	Y	13e
	Provide follow-up with claim department for each claim	Y	13b	Y	13i
	Inform the City of status of work on any issues			Y	13h
	Provide regular updates on changes in claims rules or procedures	Y	11b	Y	13i
	Make available all working papers and documents upon request			Y	13j
	Assist in determining best method of documentation, setting up recommended time keeping tools	Y	13b	Y	13e
	Provide bi-annual report showing status of State payments	Y - regular status reports	11b	Y - sample provided	13m
	Conduct annual on-site meetings to explain methods employed in preparing claims	Y	13b	Y	13i
Submit completed claims at least 3 weeks prior to filing deadline for Finance review			Y	13e	

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P37	Services and Materials to be Provided by Contractor continued				
	Coordinate discussions with City departments and Finance for necessary changes or corrections found after initial review	Y	13c	Y - prepare amended claims as requested	13l
	Provide single contact for managing claims and questions by the City	Y	13b	Y	13h
	Indirect Costs				
	Prepare indirect cost rate proposals in accordance with OMB A-87	Y	13b	Y	13h
	Report providing status information for ICRP processing			Y	13l
	Contractor Assistance if Audited				
	Preparation and filing of any incorrect reduction claims	Y	11b	Y	13l^
P37	Assist and prepare amended claims as needed	Y	13c	Y	13l
P38	Training				
	Annual On-site training	at least one day annually	13b	Y - frequency not indicated	13i
P38					
	Reports				
	Annual payments Report which includes all payments received on appropriate fiscal years paid	Y - sample provided, bi-annual	13c		
	Bi-annual report to City Staff of all activity undertaken by Contractor	Y - regular status	11b	Y - related to payments	13l
	Custom reports as requested by the City			Y	13k^
Q5 P12				User fee, jail rate, ISF, management, disparity, class and comp, and speciality studies, fleet analysis, public affairs, and education consulting	
		Indirect Cost Rate Proposal (ICRP) or overhead rate preparation.	12(5)		
	Other Types of Services:				
	* Part 2 Items identified - new or amended claims, support if audited by the State, Incorrect Reduction Claims (IRC's) and File Test Claims.				
	Noted that if more than one activity is performed in any given fiscal year and no activities were performed in prior or subsequent year, the				
	Consultant will transfer the cost of the extra services provided to unbilled year.				
	**Bidder gave blanket statement for "including all activities listed in RFP" in part 1 of proposal.				

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	^Additional Requested Services: for Reports, (One included) Test Claims, Incorrect Reduction Claims				
	^ Noted that "the City may not require assistance for New Mandates or Additional Services in any given year, therefore costs for those services would not be billed if services requested.				