

Supplement B
 Department of Budget and Management
ACTION AGENDA
 October 31, 2018



DBM 1B

*Contact: Jamie Tomaszewski 410-260-7386
 jamie.tomaszewski@maryland.gov*

1-S. DEPARTMENT OF BUDGET AND MANAGEMENT
Office of Budget Analysis

Contract ID: Maryland Statewide Central Services Cost Allocation Plan (SWCAP);
 ADPICS # F10B8400044

Contract Description: Prepare the State of Maryland’s annual Statewide Central Services Cost Allocation Plan (SWCAP) and conduct negotiations with the federal government to see the SWCAP through to final approval by the federal cognizant agency.

Award: MAXIMUS Consulting Services, Inc. (MAXIMUS)
 Reston, VA

Term: 11/15/2018 (or earlier upon BPW approval) – 2/28/2023 (w/3 one-year renewal options)

Amount: \$108,000 NTE (2 Years, up to 4 ½ Years; Base Contract)
 \$ 54,000 NTE (1 Year, up to 2 ½ Years; Option #1)
 \$ 54,000 NTE (1 Year, up to 2 ½ Years; Option #2)
\$ 54,000 NTE (1 Year, up to 2 ½ Years; Option #3)
 \$270,000 NTE Total (5 Fiscal Years, up to 7 ½ Years)

Procurement Method: Competitive Sealed Proposals

Proposals:

Offerors	Technical Ranking	Total Evaluated Price (Financial Ranking)	Overall Ranking *
MAXIMUS Consulting Services, Inc. Reston, VA	1	\$270,000 (2)	1
MGT Consulting Group Tallahassee, FL	2	\$256,250 (1)	2

*Note: * Technical and financial factors had equal weight in the overall award determination.*

MBE Participation: None (see Requesting Agency Remarks below)

Incumbent: Same

Requesting Agency Remarks: A notice of availability of the Request for Proposals (RFP) was published on *eMaryland Marketplace* and posted on DBM’s website Bid Board. Copies of the solicitation notice were sent directly to three prospective vendors, none of which are Maryland firms or minority businesses.

Supplement B
Department of Budget and Management
ACTION AGENDA
October 31, 2018



1-S. DEPARTMENT OF BUDGET AND MANAGEMENT (cont'd)

Two proposals were received in response to the RFP, and both were determined to be reasonably susceptible of being selected for award. MAXIMUS Consulting Services, Inc. (MAXIMUS) was ranked overall #1 with the higher ranked technical proposal and the higher price. The technical differences between the two offerors were determined to outweigh the 5% difference in price (\$13,750 or \$2,750 per year). Therefore, award is recommended to MAXIMUS as having the more advantageous offer for the State.

If approved, the recommended awardee will prepare the State’s SWCAP, provide reconciliation of the MCE Fund, and conduct negotiations with the federal government through to final approval by the United States Department of Health and Human Services in accordance with U.S. Office of Management and Budget Circular A-87 Revised.

This contract requires a contractor to prepare the State of Maryland’s SWCAP for two Fiscal Years (FYs) - FY2020 based on FY2018 actuals, and FY2021 based on FY2019 actuals. There are three one year renewal options - FY2022 based on FY2020 actuals, FY2023 based on FY2021 actuals, and FY2024 based on FY2022 actuals. The services include the review and revision of charging for Facilities Maintenance services to reflect the full allowable cost of providing that service; providing a service-by-service reconciliation of the Maryland Correctional Enterprises (MCE) Fund at the State’s option; and conducting negotiations with the federal government to see the SWCAP through to final approval by the federal cognizant agency, which could potentially take up to almost three years beyond the initial FY SWCAP. Therefore, the two FY base contract term could continue for approximately four and a half years pending final approval with no event past February 28, 2023. Each renewal option, if exercised, would run according to the same schedule with the final renewal option ending no later than February 28, 2026.

No MBE or VSBE participation goals were established for this contract based upon the determination that there were none or an insufficient number of subcontractors that could be utilized for the limited subcontracting opportunities to perform the cost allocation services.

Fund Source: 85% General Funds; 15% Reimbursable Funds (MCE)

Appropriation Code: F10A0501

Resident Business: No **MD Tax Clearance:** 18-2420-0001

BOARD OF PUBLIC WORKS ACTION – THIS ITEM WAS:

APPROVED

DISAPPROVED

DEFERRED

WITHDRAWN

WITH DISCUSSION

WITHOUT DISCUSSION