



Proposal

JULY 28, 2023

SOQ NO. 23-016

To Provide Services to Develop a Parish-Wide Cost Allocation Plan

Submitted by:

BRET SCHLYER
VICE PRESIDENT, PERFORMANCE SOLUTIONS
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JEFFERSON PARISH GOVERNMENT, LOUISIANA

Table of Contents

COVER LETTER 1

GENERAL PROFESSIONAL SERVICES QUESTIONNAIRE..... 3

FIRM PROFILE 5

 THE RIGHT FIT 8

EXPERIENCE AND QUALIFICATIONS 10

 AUDIT DEFENSE HISTORY 16

PROJECT TEAM QUALIFICATIONS 19

 RESUMES 21

PROJECT UNDERSTANDING, APPROACH AND METHODOLOGY 27

 PROPOSED CAP WORK PLAN 31

 DELIVERABLES – COST ALLOCATION PLAN 36

 ESTIMATED SCHEDULE 37

COST PROPOSAL 38

Proposal Exhibits

Exhibit 1. MGT’s National Cost Allocation Experience10

Exhibit 2. MGT’s Cost Allocation Expertise11

Exhibit 3. Sample Communications Report.....28

Exhibit 4. MGT’s Components to Client Satisfaction

Cover Letter

July 28, 2023

Donna Reamey
Jefferson Parish Purchasing Department
General Government Building
200 Derbigny Street, Suite 4400
Gretna, LA 70053
Dreamey@jeffparish.net
504-364-2684

SUBJECT: SOQ # 23-016 - TO PROVIDE SERVICES TO DEVELOP A PARISH-WIDE COST ALLOCATION PLAN

Dear Ms. Reamey:

Jefferson Parish needs a cost allocation plan to maximize administrative claiming and cost recovery on fees charged to ultimately improve the general financial health and fiscal sustainability of the Parish. MGT of America Consulting, LLC (MGT) is pleased to submit this proposal to develop a Parish-Wide Cost Allocation Plan for Jefferson Parish ("Parish") for the District Attorney's Office to support and administer the Child Support program based upon audited financial statements for the years 2023, 2024 and 2025. Our team's response provides the Parish with related firm qualifications, key experience, a detailed work plan with timeline, and associated fees to provide services that exceed expectations. We are experts in cost allocation services and know we would be a perfect fit for the Parish.

Having successfully completed hundreds of cost allocation plans, indirect cost rate proposals and related services around the country, MGT understands that the Parish's request goes well beyond the project deliverables. We believe we have the most experienced and knowledgeable cost allocation plan consultants in the country. Our staff understands all the latest federal and state cost allocation plan requirements and best practices used by local governments. Some of the key benefits to the Parish of having MGT prepare your cost allocation plan include:

- ◆ **Cost Allocation Expertise** – MGT's project team members for this engagement possess 40+ years of combined cost allocation experience.
- ◆ **Compliance** – Every plan prepared by our firm is thoroughly reviewed by MGT's senior staff and the Parish's project officer. The proposed project team has unparalleled experience preparing compliant plans that meet or exceed the local/state/federal requirements.
- ◆ **Trusted Advisor** – From project kick-off through results presentation of the cost allocation plans, MGT will be the Parish's trusted advisor and consultant.

The consultants proposed to the Parish's project perform many cost allocation projects for public agencies in Louisiana. In fact, MGT has successfully prepared the Jefferson Parish cost allocation plans



COVER LETTER

for more than ten years. Our staff are very familiar with the Parish’s operations and the available financial information. Our extensive experience with the Parish and this project has led to efficiencies that minimize the amount of time and resources Parish staff need to devote to this project each year.

MGT is the largest provider of cost allocation services to governmental agencies in the State of Louisiana. The following is a listing of recent Louisiana cost allocation clients similar in nature to the Parish:

- ◆ Orleans Parish District Attorney
- ◆ Lafayette Parish Consolidated Government
- ◆ Rapides Parish
- ◆ City of Alexandria
- ◆ City of Lake Charles
- ◆ St. Charles Parish
- ◆ St. Tammany Parish
- ◆ Caddo Parish
- ◆ Baton Rouge Retirement System
- ◆ Baton Rouge District Attorney
- ◆ Louisiana Department of Administration
- ◆ Louisiana Department of Administrative Law

In addition to our commitment and ability to develop the most technically compliant cost allocation plans, we believe our most important objective is to assist agencies in the actual application of project results and the recovery of administrative costs from non-general fund sources. The extensive experience and understanding of cost recovery principles and local government operations by our consultants will enable us to assist the Parish in identifying the maximum allowable administrative costs; and more important, recovering those costs from grant awards and other non-general fund sources.

MGT CONTACT INFORMATION

PROJECT LEADER / PROPOSAL CONTACT	Bret Schlyer Vice President 6478 Winchester Blvd #124 Canal Winchester, Ohio 43110 P 316.214.3163 Email: bschlyer@mgtconsulting.com
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MGT has reviewed and understands this SOQ and will work within the necessary timeline. MGT is willing to enter into an agreement under the terms and conditions prescribed in this SOQ. This proposal is firm and irrevocable for a period of no less than 120 calendar days from the date of submittal. If you have questions on any aspect of our proposal, please contact **Bret Schlyer** at **316.214.3163** or by email at **bschlyer@mgtconsulting.com**.

I am authorized by our firm to commit MGT to the terms and conditions included in the attached proposal.

Sincerely,



Patrick J. Dyer, Vice President, Performance Solutions
Authorized to Bind the Firm



General Professional Services Questionnaire

General Professional Services Questionnaire

A. Project Name and Advertisement Resolution Number:

To Provide Services to Develop a Parish-Wide Cost Allocation Plan_SOQ 22-016

B. Firm Name & Address:

MGT of America Consulting, LLC
4320 West Kennedy Blvd., Ste 200
Tampa, FL 33609

C. Name, title, & contact information of Firm Representative, as defined in Section 2-926 of the Jefferson Parish Code of Ordinances, with at least five (5) years of experience in the applicable field required for this Project:

Bret Schlyer_ Vice President, Financial Solutions
C: 316.214.3163
bschlyer@mgtconsulting.com

D. Address of principal office where Project work will be performed:

4320 West Kennedy Blvd., Ste 200
Tampa, FL 33609

E. Is this submittal by a JOINT-VENTURE? Please check:

YES _____ NO

If marked "No" skip to Section H. If marked "Yes" complete Sections F-G.

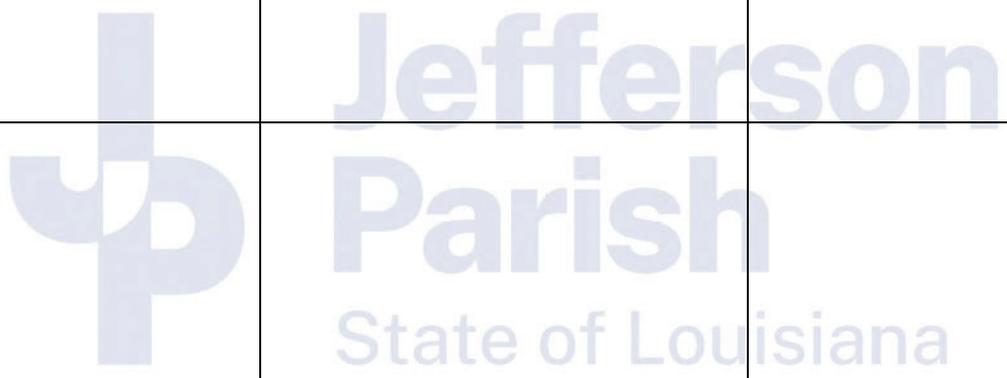
F. If submittal is by JOINT-VENTURE, list the firms participating and outline specific areas of responsibility (including administrative, technical, and financial) for each firm. Please attach additional pages if necessary.

1.

2.

General Professional Services Questionnaire

G. Has this JOINT-VENTURE previously worked together? Please check: YES _____ NO _____ <div style="text-align: center;">N/A</div>		
H. List all subcontractors anticipated for this Project. Please note that <u>all subcontractors must submit a fully completed copy of this questionnaire</u>, applicable licenses, and any other information required by the advertisement. See Jefferson Parish Code of Ordinances, Sec. 2-928(a)(3). Please attach additional pages if necessary.		
Name & Address:	Specialty:	Worked with Firm Before (Yes or No):
1. N/A: no subcontractors will be used on this project		
2.		
3.		
4.		
5.		



General Professional Services Questionnaire

I. Please specify the total number of support personnel that may assist in the completion of this Project: <u> 3 </u>
J. List any professionals that may assist in the completion of this Project. If necessary, please attach additional documentation that demonstrates the employment history and experience of the Firm's professionals that may assist in the completion of this Project (i.e. resume). Please attach additional pages if necessary.
PROFESSIONAL NO. 1
Name & Title: Bret Schlyer, Vice President Financial Solutions
Name of Firm with which associated: MGT of America Consulting, LLC
Description of job responsibilities: Mr. Schlyer will serve as the Project Executive/Project Manager for this engagement. He will be the primary person responsible for ensuring the resources to conduct the study are available from start to finish and that the team fulfills all contractual requirements, produces a quality report, and meets all project deadlines. The MGT Project Executive/Project Manager is the main point of quality control, has final authority for the project and deliverables, and helps resolve conflicts over any project issues. The Project Executive/Project Manager will address any questions or concerns throughout the project and will be available to attend on-site interviews, necessary meetings and present the final report findings to Parish staff. The Project Executive/Project Manager will ensure that the Parish is unconditionally satisfied with the services received from MGT consultants.
Years' experience with this Firm: 15 years with MGT, over 25 years experience providing cost allocation services.
Education: Degree(s)/Year/Specialization: B.S. in Accounting, University of Kansas, 1994
Other experience and qualifications relevant to the proposed Project: Mr. Bret Schlyer is a Vice President at MGT with over 25 years of public-sector consulting. He has extensive experience in assisting state agencies and local governments in the preparation and submission to federal cognizant agencies of indirect cost rates and indirect cost allocation plans and has completed several annual ICRP, CAP, and indirect cost rate projects for state agencies over the course of his career. Mr. Schlyer has acquired extensive experience in assisting in the negotiation of the approval of cost allocation plans and indirect cost rates with federal and state agencies. On all cost allocation plan projects on which he participated, he was actively involved in the defense, negotiation, and revision of the plans. More detail about Mr. Schlyer's education and experience can be found in our detailed proposal and his resume under the Project Team Qualifications section of this proposal.

General Professional Services Questionnaire

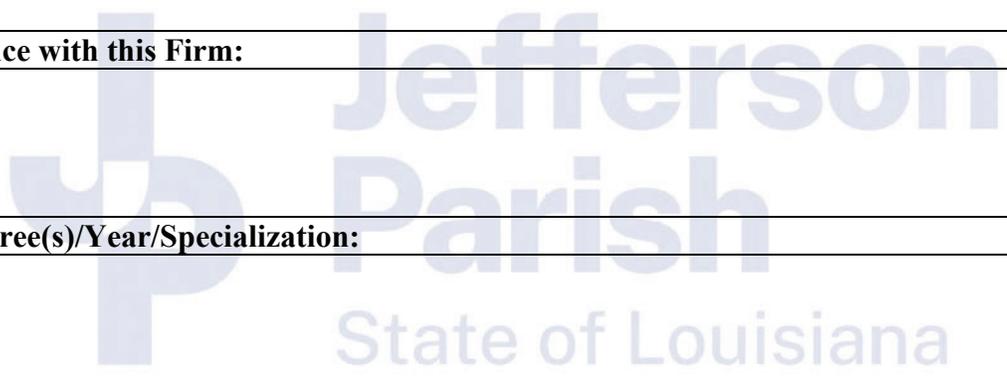
PROFESSIONAL NO. 2
Name & Title:
Meredith Miller, Director Financial Solutions
Name of Firm with which associated:
MGT of America Consulting, LLC
Description of job responsibilities:
The MGT Technical Advisor will be available, as needed, to ensure completion of the scope of services in the required time. Her primary responsibilities will be to provide technical guidance, to review documents and work papers, and to assist in decisions about process and data analysis.
Years' experience with this Firm:
5 years with MGT. 14 years performing cost allocation services.
Education: Degree(s)/Year/Specialization:
Bachelor of Business Administration, The University of Texas at Austin
Other experience and qualifications relevant to the proposed Project:
Ms. Miller is a Director with MGT's Financial Solutions Group and has been performing governmental cost-of-service studies for the past fourteen years. She has developed a broad background in local government consulting, with a primary focus on cost allocation development, cost of services and user fee rate development, SB 90 reimbursement, and management auditing of government operations for city, county, state, and special district government agencies. She has worked extensively with all the major cities in Texas, cities and counties in California and Louisiana, and cities in Nevada, New Mexico, Colorado, Oklahoma, Minnesota, and Kansas. Over the past three years she has worked with state agencies in Alabama, Kansas, New Mexico, Oregon, Mississippi, and Arizona and negotiated indirect cost rates with their various cognizant agencies annually. More detail about Ms. Miller's education and experience can be found in our detailed proposal and his resume under the Project Team Qualifications section of this proposal.

General Professional Services Questionnaire

PROFESSIONAL NO. 3
Name & Title:
Matt Wilson, Consultant Financial Solutions
Name of Firm with which associated:
MGT of America Consulting, LLC
Description of job responsibilities:
<p>The MGT Project Consultant will conduct on-site or virtual interviews, training and coordination over the life of this engagement and will be responsible for the day-to-day management of all project activities, which includes refining procedures, assigning and monitoring all activities, and maintaining frequent contact with the Parish Project Officer throughout the life cycle of the project.</p> <p>The Project Consultant will work in close contact with MGT's Project Manager and key Parish officials, as appropriate, to customize and execute each work task and fulfill the Parish's stated expectations. He will be actively involved in data gathering, data analysis, report writing, follow up phone calls and e-mails, and will also closely monitor the project timeline against milestones and deadlines. Under the supervision of the Project Manager, he will review, document, evaluate, and generate recommendations in accordance with each component of the work plan.</p>
Years' experience with this Firm:
1 year with MGT. 5 years performing cost allocation services.
Education: Degree(s)/Year/Specialization:
Bachelor of Business Administration, Finance, Radford University, Virginia Master of International Business, University College Dublin Michael Smurfit Graduate Business School, Dublin, Ireland
Other experience and qualifications relevant to the proposed Project:
<p>Mr. Wilson is a dedicated consultant with a demonstrated pattern of success in his young career. Matt is an experienced financial, software, and business analyst with work history stretching across the US, Australia, UK, and Ireland bringing leading techniques to help clients in the private and public sector solve their most challenging problems. He has experience working with city governments and private companies and his focus is supporting cost allocation plans. Over the past five years, he has demonstrated excellent analytical and communication skills as evident through success throughout his educational career as well as previous roles. More detail about Mr. Wilson's education and experience can be found in our detailed proposal and his resume under the Project Team Qualifications section of this proposal.</p>

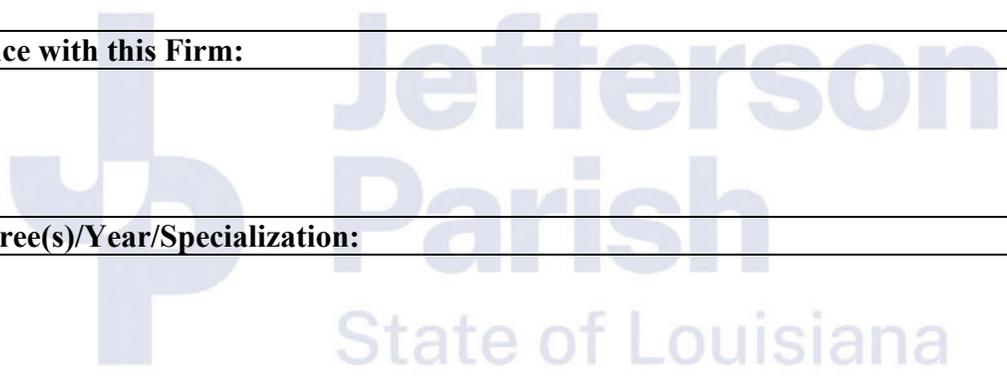
General Professional Services Questionnaire

PROFESSIONAL NO. 4
Name & Title:
Name of Firm with which associated:
Description of job responsibilities:
Years' experience with this Firm:
Education: Degree(s)/Year/Specialization:
Other experience and qualifications relevant to the proposed Project:



General Professional Services Questionnaire

PROFESSIONAL NO. 5
Name & Title:
Name of Firm with which associated:
Description of job responsibilities:
Years' experience with this Firm:
Education: Degree(s)/Year/Specialization:
Other experience and qualifications relevant to the proposed Project:



General Professional Services Questionnaire

K. List all prior projects that best illustrate the Firm's qualifications relevant to this Project. Please include any and all work performed for Jefferson Parish. Please attach additional pages if necessary.

PROJECT NO. 1

Project Name, Location and Owner's contact information:	Description of Services Provided:
Jefferson Parish (LA) Parish-Wide and District Attorney Cost Allocation Plan Victor J. LaRocca III Budget Director Office: 504.364.2796 Vlarocca@jeffparish.net	MGT has annually provided the Parish's Federal 2 CFR Part 200 cost allocation plan, and the District Attorney cost allocation plan.
Length of Services Provided:	Cost of Services Provided:
Annually for 13 years	under \$20,000 annually

PROJECT NO. 2

Project Name, Location and Owner's contact information:	Description of Services Provided:
St. Tammany Parish (LA) Cost Allocation Plan Leslie Long, Finance Director 985.898.2513 llong@stpgov.org	Annual Full Cost Allocation Plan.
Length of Services Provided:	Cost of Services Provided:
Annually for 8 years	Over \$15,000 annually

General Professional Services Questionnaire

PROJECT NO. 3	
Project Name, Location and Owner's contact information:	Description of Services Provided:
State of Louisiana Department of Administration Statewide Cost Allocation Plan Sean Langlois, Accounting Manager 225.342.5509 Sean.Langlois@LA.GOV	Statewide cost allocation plan that is filed and negotiated with the U.S. Department of Health & Human Services.
Length of Services Provided:	Cost of Services Provided:
Annually for past 11 years	Over \$25,000 annually.

PROJECT NO. 4	
Project Name, Location and Owner's contact information:	Description of Services Provided:
Caddo Parish (LA) Cost Allocation Plan Hayley Barnett Director of Finance 318.226.6921 hbarnett@caddo.org	Annually prepare a Federal 2 CFR Part 200 cost allocation plan.
Length of Services Provided:	Cost of Services Provided:
Annually for 3 years	Over \$10,000 per year

General Professional Services Questionnaire

PROJECT NO. 5	
Project Name, Location and Owner's contact information:	Description of Services Provided:
<p>City of Lake Charles (LA) Cost Allocation Plan</p> <p>Missy Billiot Assistant Director of Finance mbilliot@cityoflc.us 337-491-1232</p>	<p>Annually provide a Federal 2 CFR Part 200 cost allocation plan.</p>
Length of Services Provided:	Cost of Services Provided:
<p>Annually for 8 years</p>	<p>Over \$15,000 annually</p>

PROJECT NO. 6	
Project Name, Location and Owner's contact information:	Description of Services Provided:
<p>Orleans Parish District Attorney (LA) Cost Allocation Plan</p> <p>Skip Cade 504.596.0114 scade@orleansda.com</p>	<p>For the last 12 years, MGT has prepared the annual cost allocation plan for the District Attorney's Office to identify and distribute the administrative costs of the organization to all its operating divisions. The primary purpose of the plan is to identify the administrative support associated with the Child Support Enforcement operations, which results in cost recovery from the State of Louisiana.</p>
Length of Services Provided:	Cost of Services Provided:
<p>Annually for 12 years</p>	<p>Over \$10,000 annually</p>

General Professional Services Questionnaire

PROJECT NO. 7	
Project Name, Location and Owner's contact information:	Description of Services Provided:
<p>Rapides Parish (LA) Cost Allocation Plan</p> <p>Bruce Kelly Treasurer 318.473.6672 bkelly@RPPJ.com</p>	<p>Annually prepare a Federal 2 CFR Part 200 cost allocation plan</p>
Length of Services Provided:	Cost of Services Provided:
<p>Annually for 11 years</p>	<p>Over \$10,000 per year</p>

PROJECT NO. 8	
Project Name, Location and Owner's contact information:	Description of Services Provided:
<p>City of Alexandria, Louisiana Cost Allocation Plan David Johnson, Director of Finance</p> <p>318.449.5091 David.Johnson@cityofalex.com</p>	<p>Annually prepare a Federal 2 CFR Part 200 cost allocation plan.</p>
Length of Services Provided:	Cost of Services Provided:
<p>Annually for 11 years</p>	<p>Over \$10,000 per year</p>

General Professional Services Questionnaire

PROJECT NO. 9	
Project Name, Location and Owner's contact information:	Description of Services Provided:
Johnson County (KS) Cost Allocation Plan Robin Symes Assistant Budget Director 913.715.0555 robin.symes@jocogov.org	MGT annually provides a 2 CFR Part 200 cost allocation plan, a Full Cost allocation plan, and a Health Department indirect cost rate proposal.
Length of Services Provided:	Cost of Services Provided:
Annually for over 11 years	Over \$15,000 per year.

PROJECT NO. 10	
Project Name, Location and Owner's contact information:	Description of Services Provided:
Lafayette Consolidated Government, LA Parish-Wide and Fiber Cost Allocation Plans Cydra Wingerter, Chief Administrative Officer 337.291.8311 cwingarter@lafayettela.gov	Annual Federal 2 CFR Part 200 cost allocation plan. Annual Full cost allocation plan.
Length of Services Provided:	Cost of Services Provided:
Annually for 11 years	Over \$25,000 per year

General Professional Services Questionnaire

L. List all prior and/or on-going litigation between Firm and Jefferson Parish. Please attach additional pages if necessary.

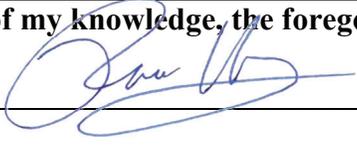
Parties:		Status/Result of Case:
Plaintiff:	Defendant:	
1.	Not Applicable No litigations between Firm and Jefferson Parish	
2.		
3.		
4.		

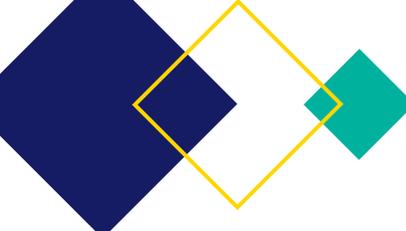
M. Use this space to provide any additional information or description of resources supporting Firm's qualifications for the proposed project.

Jefferson Parish
State of Louisiana

MGT is the leading provider of cost allocation services in the State of Louisiana. Each year, MGT consultants prepare more than 600 cost allocation plans, indirect cost rate proposals and related projects for state and local government agencies in all regions of the U.S. Because we prepare so many cost allocation plans and indirect cost rate proposals, we have a significant amount of experience negotiating plans and rates with federal cognizant agencies.
Please see MGT's detailed proposal for further details about our proposed work plan, staffing, qualifications, and experiences.

N. To the best of my knowledge, the foregoing is an accurate statement of facts.

Signature:  Print Name: Robert Holloway
 Title: Senior Vice President Date: 07/26/2023



Firm Profile

We impact the communities we serve — for good.

MGT of America Consulting, LLC (MGT) began operations in 1974 as a public sector research firm and has expanded its consulting capabilities and client offerings over the years. We are a national consulting firm specializing in **assisting public sector clients to operate more efficiently and effectively**. A significant portion of MGT’s work is repeat business, reflecting a high level of customer satisfaction in our ability to provide exceptional professional services.

MGT is organized as a privately held, employee-owned and financially stable limited liability company with a deep roster of experienced cost allocation experts, support resources, and a commitment to serve the public. It’s our people that are the driving force behind the impact we create. Every member of the firm has a vested interest in the successful completion of every project, for every client. This mindset is embedded in our culture and is at the heart of what we do.

MGT has acquired a keen understanding of the structures, operations, and issues facing public agencies. This understanding comes from **nearly 50 years** of extensive experience providing financial and management consulting services to state and local governments, and the prior work experience of our consultants. We are not the biggest, oldest, or highest profile consulting firm; just the best for combining firm qualifications and consultants’ cost allocation expertise with the needs of cities, counties, and state agencies.

Prior to working as consultants, many of our consultants worked in government agencies as managers and staff. This insider knowledge and understanding of government gives our consultants the ability to hit the ground running from the very start of a project. MGT consultants understand what it means to work within constrained timelines, and the need to produce a product that concisely and clearly articulates findings and results.



MGT

FIRM AT A GLANCE

Name: MGT of America Consulting, LLC (MGT)

Founded: 1974

Locations: Headquarters in Tampa, Florida; branch offices nationwide

Staff: 450+ consultants with a deep roster of experienced cost allocation experts

Structure: Privately held, employee-owned, client-driven Limited Liability Company

Lines of Business: Government Consulting, Education and Financial Solutions, Diversity, Equity and Inclusion, Human Capital, Cyber Security and Technology



The Social Impact of MGT's Work



Defined by Impact



We understand the goals of the Parish and how this project and the Parish's cost allocation processes truly impact the citizens of the community. A well-executed cost allocation plan preserves general fund dollars and enables more discretionary programs. This discretionary spending directly impacts the community and the citizens the Parish serves. MGT is also a service organization, improving underserved communities through the work we do. Recognizing the positive benefit that our work provides, and not treating these processes as a commodity, ensures we are working toward a positive goal with our clients and producing the best possible outcomes for your community.

▶ **Goals of this Project:** MGT will develop an effective cost allocation plan process, prepare both a Federal and a Full Cost Allocation plan, and develop an indirect cost rate for the District Attorney's Office. Combined, these deliverables will identify the full cost of Parish services for improved grant and special revenue fund reimbursements. These all drive the Parish's general financial health and its fiscal sustainability, both of which lead to many community benefits.

▶ **Clear Community Benefit:** Appropriately allocated central services ensure the Parish is in compliance with federal and state laws and appropriately uses general fund revenues so it has revenue to provide services to the public. Properly crafted cost allocation plans assist the Parish and ensure the organization meets its mission in providing services to the public. New facilities, new programs and enhancements to the community are all leveraged when the general fund is healthy and properly supported, which this MGT project will ensure. The end result is that this specific MGT project will help the Parish better its community.

▶ **MGT — Dedicated to the Community:** We see the Jefferson Parish community as our community. MGT consultants have worked in the public sector and understand the challenges you face. We think in the long-term — *for relationships and solutions*. That is why we are deeply committed to helping you bring out the best in your community. Seeing lives improved is how we really measure our mutual success.

MGT's Commitment to Culture

MGT staff are able to quickly assess and assimilate into various situations. Our focus is always on the task at hand, but we recognize that we are performing each task within a unique cultural environment. Our teams work across the country on a regular basis and take the time to understand the challenges facing each organization. It starts with listening to our clients, not making assumptions, and drawing appropriate comparisons to past experiences. Our high level of repeat work demonstrates our ability to be professional and develop new relationships.

MGT Office Locations

MGT’s headquarters are in Tampa, Florida, with additional locations across the country.

NATIONAL FIRM LOCAL FOCUS



Financial Stability and Litigation Statement

As a long-standing contractor, MGT has the financial capacity to undertake and complete a project of this scope. MGT has been in continuous business since 1974 and has the necessary financial ability to perform the functions required by this RFP and to provide those services represented in this response. MGT does not anticipate any organizational changes that may impede our ability to complete any future projects. We have nearly 50 years of experience in providing sound, practical, implementable solutions to state and local governments around the country. In addition, MGT has not been involved in any litigation or court proceedings whereby a court or any other administrative agency has ruled against MGT in any matter related to the professional activities of our firm. MGT is fully bondable, and a copy of financial statements are available upon request.

MGT Primary Consulting Divisions

MGT is structured into several primary consulting divisions. The MGT Performance Solutions Group, which is responsible for the completion of this project, combines Financial Solutions, Human Capital, Government Consulting, and Diversity, Equity and Inclusion to provide an integrated team with subject matter expertise and the financial acumen to help government agencies perform at their best and thrive.



Performance Solutions

Our Performance Solutions team excels at fiscal management and operational efficiency assessments that help clients make data-driven decisions, anticipate workforce issues, and integrate technologies to empower our clients to elevate enterprise performance objectives.



Technology Solutions

Our Technology Solutions business supports state, local, education and private companies as they seek to improve and protect their network infrastructure and data for greater resiliency. We offer world-class IT infrastructure management, cyber security and strategic IT professional staffing.



Education Solutions

Our Education Solutions team partners with schools, districts, state agencies and colleges and universities to deliver performance improvement and innovation and transformation planning and implementation.

The Right Fit

The MGT Advantage



IMPARTIAL PERSPECTIVE. MGT offers an expert **impartial perspective** on organizational structure, processes, and practices. As an independent entity, our only vested interest is that of our clients; therefore, we apply our extensive experience to generating objective, independent solutions to meet our clients’ needs.



DATA-DRIVEN. MGT leverages **best-of-breed data sources** to inform policy development and service delivery. Our team balances “gold standard” resources with our unique past performance lessons learned. MGT is committed to offering useful recommendations that achieve tangible results and is ever mindful of the practical and political realities the Parish may face.



EXTENSIVE TRACK RECORD. MGT has an **extensive track record** of providing consulting services that are similar in scope to this project. Our solutions help the organizations we work with achieve their goals and serve their constituents more effectively and efficiently. The considerable amount of repeat work we deliver demonstrates our ability to be professional and develop lasting client relationships.



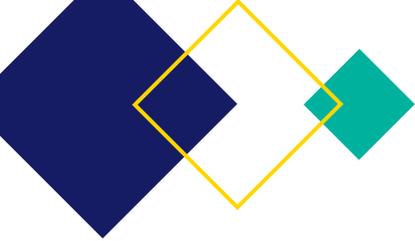
SPECIFICALLY TAILORED. MGT provides solutions which are **specifically tailored** to meet the needs of our clients. The MGT team has an impressive track record of providing customized solutions, objective research, creative recommendations, and quality products that respond to each client's unique needs and time requirements.

What Makes MGT the Best Choice?

MGT is the best choice for this project for a variety of reasons, including:

- ◆ **Cost Allocation is Our Core Business.** Preparing cost allocation plans and indirect cost rates is our core business. We understand the technical requirements, best practices, and how to deliver a data intensive project that can be understood by all involved staff with maximum transparency. There are engineering firms and small CPA companies who dabble in this area and larger consulting firms that do cost allocation plans, but these firms are not committed to these core services over the long run. MGT has nearly 40 full-time consultants who prepare cost allocation plans and indirect cost rates all year, every year. This focus and commitment allow us to provide better service and the best advice in these areas.
- ◆ **Finest Project Staff and Deepest Bench.** MGT has handpicked the finest consultants in the cost accounting field. No other single factor is as important as the professional staff providing the analysis and managing the project. Our staff understand what the plan is used for and its impacts.
- ◆ **Proximity.** Our project team will be close to the Parish throughout this effort. We will provide plenty of virtual consulting and assistance, as appropriate.
- ◆ **Anticipation.** We know what factors produce exceptional plans and what causes projects to stall or eventually fail. MGT will provide the Parish with a plan for the best possible project. You will know what the project milestones are and who is responsible for what tasks. We can also show you how to avoid common timeline challenges that can derail this type of project.
- ◆ **Innovations.** MGT's consultants have been responsible for many of the key innovations in the cost allocation plan area. We invented a cost allocation system that not only provides the most accurate double step-down methodology, but also has a management reports feature that allows the Parish to understand year-over-year changes in any of its allocations. Every number in our cost allocation plan can be easily traced to its source.

Further information on MGT and its services is available at www.mgtconsulting.com.



Experience and Qualifications

Incomparable Cost Allocation Expertise.

We are proud to offer the exceptional expertise of our team members, and our understanding and knowledge of the Jefferson Parish’s scope based on years of relevant experience. MGT’s Financial Solutions Group concentrates on cost allocation plans, grant preparation and support, indirect cost rate proposals, user fee studies, and internal service fund rate calculations. These have been our core service offerings in Financial Solutions since 2007, and our consultants have been leading innovators and practitioners in this field since the late 1980s. Constantly striving for better results and better customer service, our consultants have designed some of the most important new cost allocation methodologies and approaches in the marketplace.

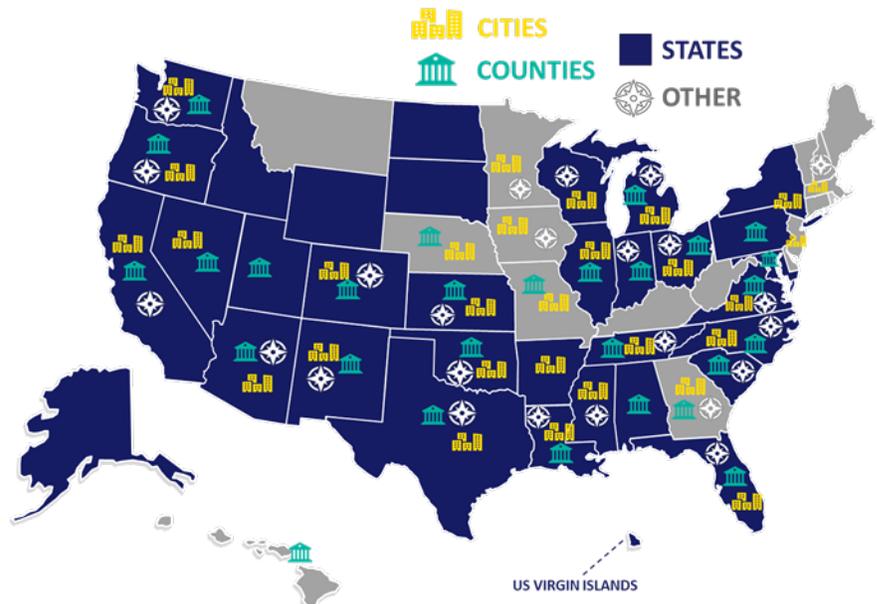


Exhibit 1. MGT’s National Cost Allocation Experience

MGT provides a wide range of cost allocation services, ranging from city and county indirect plan preparation, calculation and negotiation of statewide indirect cost allocation plans, to public assistance cost allocation narrative review, development, federal claiming assistance. Each year, MGT staff prepare and submit hundreds of plans and rates to state and federal authorities for review and approval, as illustrated in the map in **Exhibit 1**. MGT’s National Cost Allocation Experience. Over the past two years, we have significantly invested in our team, adding senior level staff with decades of experience in preparing user fee studies and reviewing, developing, and implementing public assistance cost allocation plans. No firm anywhere in the United States has a better understanding of the guidelines set forth in the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR part 200) and how it is carried out in practice.

Our collective experience provides our clients the confidence that the work done by MGT will not only meet what is considered the “Best Practices” in their specific circumstance but will also meet the requirements set forth in the federal circular and required by their cognizant agency(ies). When the Parish selects MGT, it gets access to all of the best practices gained from our national experience as well as our regional experience.

MGT is the largest provider of cost allocation services to governmental agencies in the State of Louisiana. The following is a listing of recent Louisiana cost allocation clients similar in nature to the Parish:

- ◆ Orleans Parish District Attorney
- ◆ Lafayette Parish Consolidated Government
- ◆ Rapides Parish
- ◆ City of Alexandria
- ◆ City of Lake Charles
- ◆ St. Charles Parish
- ◆ St. Tammany Parish
- ◆ Caddo Parish
- ◆ Baton Rouge Retirement System
- ◆ Baton Rouge District Attorney
- ◆ Louisiana Department of Administration
- ◆ Louisiana Department of Administrative Law

MGT’s Specific Cost Allocation Expertise

The goal of Parish plans is to allocate centrally provided services to all departments in a fair and equitable manner. MGT prepares more cost allocation plans and user fee studies than any other firm in the United States. We have provided similar services to many comparable counties and cities nationally. We understand jurisdictions like Jefferson Parish and what it takes to have a successful engagement.

MGT’s Experience with Jefferson Parish

In addition to our wide range of experience with cost allocation in Louisiana and the rest of the United States, we also have a long history of successful contract performance with Jefferson Parish. MGT has successfully completed the Parish’s cost allocation project since 2009. Since that time, MGT has implemented substantial improvements to both the cost allocation process and deliverables, particularly by providing a wealth of comparative data that makes reviewing the plan much simpler for Parish staff.





Cost Allocation
Plan Specialists
Since 1974



We have prepared
2,000+ CAPs over
the last 5 years



We prepare
cost plans in
37 STATES



70% of our
consulting staff
are former public
sector leaders



**Robust CAP
Software**
includes comparison
trends &
management tools



40+ dedicated CAP consultants
averaging **15+** years experience

Exhibit 2. MGT’s Cost Allocation Expertise

Similar or Relevant Projects

The following list is a sample of large and/or complex governmental organizations currently receiving cost allocation services from MGT costing services consultants. MGT is the largest provider of cost allocation services in the **State of Louisiana**. Below is a listing of the jurisdictions that have received cost allocation services from MGT in the state over the last five years.

MGT COST ALLOCATION PLAN CLIENTS		
LOUISIANA		
City of Alexandria	State of Louisiana	Jefferson Parish
City of Baton Rouge	State of Louisiana Division of Administration (OSRAP)	Lafayette Consolidated Government
City of Lake Charles	State of Louisiana HCM	Orleans Parish District Attorney
City of New Orleans	State of Louisiana Office of Technology Services	Rapides Parish
Louisiana Department of Transportation & Development	Baton Rouge Retirement System	Rapides Parish Police Jury
Louisiana Housing Corporation	East Baton Rouge Parish District Attorney	St. Charles Parish
Louisiana Office of Aircraft Services		St. Tammany Parish Government

Outside of Louisiana, MGT also prepares cost allocation plans to a wide variety of medium to large size local governments, including the following over the last five years.

MGT COST ALLOCATION PLAN CLIENTS		
ALASKA		
Alaska Environmental Conservation		
ALABAMA		
Jefferson County Commission	Alabama DCNR	
ARIZONA		
City of Flagstaff	Cochise County	Arizona Attorney General
City of Glendale	Coconino County	Arizona Department of Forestry
City of Mesa	Maricopa County	Arizona Forestry & Fire Mgmt
City of Surprise	Pima County	Arizona Game & Fish
City of Tucson	Pinal County	Arizona Office of the Governor
City of Yuma	Yuma County	
CALIFORNIA		
City of Alameda	City of Rancho Cucamonga	Napa County
City of Anaheim	City of Redlands	Nevada County
City of Banning	City of Rohnert Park	Orange County
City of Beaumont	City of Rohnert Park Public Safety	Plumas County
City of Chula Vista	City of Roseville	San Bernardino County
City of Clovis	City of Sacramento	San Joaquin County
City of Corona	City of Santa Ana	San Mateo County
City of Covina	City of Turlock	San Mateo County Sheriff

EXPERIENCE AND QUALIFICATIONS

MGT COST ALLOCATION PLAN CLIENTS

City of Daly City	City of Turlock Transit	Santa Clara County
City of Dublin	City of Whittier	Siskiyou County
City of Fremont	City of Yuba City	Sonoma County
City of Fresno	Alpine County	Stanislaus County
City of Fullerton	Amador County	Sutter County
City of Garden Grove	Butte County	Tuolumne County
City of Healdsburg	Calaveras County	Ventura County
City of Industry	Del Norte County	Yolo County
City of La Mesa	El Dorado County	Yuba County
City of Long Beach	Humboldt County	Golden Gate Bridge Highway & Transportation District
City of Newport Beach	Inyo County	Los Angeles County Metro Transportation Authority (LA METRO)
City of Oakland	Lake County	
City of Oxnard	Lassen County	
City of Pasadena	Mono County	

COLORADO

City and County of Broomfield	Bent County	Lincoln County
City and County of Denver	Boulder County	Logan County
City and County of Denver Fire Rates	Cañon City	Mesa County
City and County of Denver Public Works	Chaffee County	Moffat County
City and County of Denver Special Districts	Cheyenne County	Montezuma County
City and County of Denver Environmental Health	Crowley County	Montrose County
City and County of Denver Human Services	Delta County	Otero County
City of Boulder	Dolores County	Ouray County
City of Brighton	Douglas County	Park County
City of Carson	Eagle County	Phillips County
City of Centennial	Elbert County	Pitkin County
City of Colorado Springs	Fremont County	Prowers County
City of Durango	Garfield County	Rio Blanco County
City of Lafayette	Gilpin County	Routt County
City of Loveland	Grand County	Saguache County
City of Rifle	Gunnison County	Sedgwick County
City of Westminster	Huerfano County	Summit County
Town of Castle Rock	Jefferson County	Teller County
Adams County	Kiowa County	Washington County
Arapahoe County	LaPlata County	Yuma County
Archuleta County	Larimer County	Colorado Dept of Public Safety
Baca County	Las Animas County	The Center for Relationship Education

FLORIDA

City of Margate	Collier County	Pinellas County
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EXPERIENCE AND QUALIFICATIONS

MGT COST ALLOCATION PLAN CLIENTS

City of Hollywood	Martin County	Southwest Florida Water
Broward County	St. Johns County	Management District

GEORGIA

City of Atlanta	DeKalb County
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HAWAII

Kauai County

IDAHO

State of Idaho Controller’s Office	Idaho Department of Health and Welfare
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ILLINOIS

Boone County	Cook County	Rock Island County
DuPage County	Kane County	

INDIANA

Blackford County	Jay County	Vermillion County
DeKalb County	Lawrence County	Warrick County
Delaware County	Montgomery County	Wayne County
Fountain County	Porter County	Whitley County
Jackson County		

KANSAS

City of St. Marys	Sedgwick County	Kansas Department of Wildlife Parks and Tourism
City of Topeka	Kansas Corporation Commission	Kansas Department of Commerce
City of Wichita	Kansas Department of Labor	Unified Government of Kansas
Johnson County	Kansas Department of Wildlife	Unified Government of WYCO/KCK

MARYLAND

Frederick County

MICHIGAN

City of Kalamazoo	Gogebic County	Montcalm County
City of St. Johns	Grand Traverse County	Montmorency County
Alcona County	Gratiot County	Muskegon County
Alger County	Hillsdale County	Newaygo County
Alpena County	Houghton County	Oceana County
Arenac County	Huron County	Ontonagon County
Baraga County	Ingham County	Osceola County
Barry County	Isabella County	Oscoda County
Bay County	Iosco County	Otsego County
Benzie County	Kalkaska County	Ottawa County
Branch County	Lapeer County	Presque Isle County
Calhoun County	Leelanau County	Roscommon County
Cass County	Livingston County	Saginaw County
Charlevoix County	Luce County	Sanilac County
Cheboygan County	Mackinac County	Schoolcraft County
Clare County	Manistee County	Shiawassee County
Clinton County	Marquette County	St. Clair County
Crawford County	Mason County	St. Joseph County
Delta County	Menominee County	Tuscola County

EXPERIENCE AND QUALIFICATIONS

MGT COST ALLOCATION PLAN CLIENTS

Dickinson County
Emmet County

Missaukee County

Wexford County

MISSOURI

Clay County

NORTH CAROLINA

City of Fayetteville

Davie County

Nash County

City of Greenville

Duplin County

Pitt County

City of Hickory

Forsyth County

Randolph County

City of Salisbury

Greene County

Richmond County

City of Winston-Salem

Guilford County

Robeson County

Town of Cary

Harnett County

Rockingham County

Alleghany County

Hertford County

Rowan County

Cabarrus County

Hoke County

Stokes County

Camden County

Iredell County

Warren County

Catawba County

Lee County

Wilson County

Craven County

Lincoln County

North Carolina Dept of
Environment & Natural Resources

Currituck County

McDowell County

North Carolina Housing Finance
Agency

State of North Carolina

Department of Environmental
Quality

NORTH DAKOTA

State of North Dakota

NEBRASKA

Dawson County

Gosper County

City of Lincoln

NEW MEXICO

City of Farmington

New Mexico Dept of Health

City of Las Cruces

Los Alamos County

State of New Mexico - Early Childhood Education and Care Department

NEVADA

Nevada Department of Corrections
State of Nevada

City of Las Vegas

City of Reno

OHIO

Northeast Ohio Regional Sewer District

Ohio Division of Environmental Response and Revitalization

Greater Cleveland Reg Transit

Adams County

OKLAHOMA

City of Edmond

City of Tulsa

Oklahoma County

OREGON

Pacific States Marine Fisheries Commission

PENNSYLVANIA

Beaver County

Luzerne County

TENNESSEE

Nashville and Davidson County - Metro Government

TEXAS

City of Abilene
City of Arlington

City of Midland
City of Odessa

Harris County
Harris County Health Department

EXPERIENCE AND QUALIFICATIONS

MGT COST ALLOCATION PLAN CLIENTS

City of Bryan	City of Plano	Kendall County
City of College Station	City of San Angelo	Tarrant County
City of Corpus Christi	City of San Antonio	Victoria County
City of Dallas	City of Waco	Texas Department of Agriculture
City of Denton	Cameron County	Texas Office of the Attorney General
City of Fort Worth	Collin County	Texas Office of the Governor
City of Garland	Dallas County	Texas Veterans Commission
City of Houston	El Paso County	Rio Grande Council of Government
City of Lewisville	Galveston County	Texas Department of Housing and Community Affairs

UTAH

State of Utah

U.S. VIRGIN ISLANDS

U.S. Virgin Islands Virgin Islands Economic Development Authority

VIRGINIA

City of Hampton	City of Richmond	Loudoun County
City of Newport	City of Suffolk	Roanoke County
City of Newport News	City of Virginia Beach	State of Virginia DMME
City of Portsmouth		

WASHINGTON

City of Ocean Shores City of Spokane Sound Transit Authority
 State of Washington Office of Financial Management

WISCONSIN

City of Madison Walworth County

TRIBAL GOVERNMENTS

Moapa Band of Paiute Indians Navajo Nation Red Cliff Band of Lake Superior Chippewa

Audit Defense History

States, and many state agencies, counties (parishes) and cities provide services that include administrative and support expenditures allowable for federal and/or state reimbursement. Under 2 CFR 200, local governments may be reimbursed for these administrative and support expenditures if they are documented in a cost allocation plan that is compliant with the principles contained in the regulations. It can be generalized that a 2 CFR Part 200 compliant cost allocation plan is applicable to external purposes.

The proposed members of the proposed consulting team are each expert in the principles, calculations, and applications applicable to 2 CFR Part 200, frequently presenting at conferences, writing articles, and providing training sessions for entities and governments throughout the United States.

This expertise is demonstrated through the successful completion and negotiation—when required—of literally hundreds of 2 CFR Part 200 compliant cost allocation plans and associated calculations such as

indirect cost rates. **More than 125 successfully completed and/or negotiated 2 CFR Part 200 cost allocation plans have been prepared by members of the project team in the past five years** with many hundreds under prior federal regulations having been completed over the past 20 plus years.

The first and best defense a cost allocation plan can have is **accuracy**. MGT is committed to spending the time with department staff necessary to understand how operations are structured. This time with staff is vital to ensuring that the final cost allocation fully reflects the operational structures and that all allocations results are consistent with the relative benefits received for each department/fund.

Cost Allocation Plan Audit and Defense Experience

Listed on the following page are examples of the current experience the MGT project team has with cost allocation audit defense. The members of the MGT project team proposed for Jefferson Parish each prepare over a dozen cost allocation plans that are negotiated and approved by state or federal agencies each year. We have provided a small cross-section of those clients to demonstrate the range of organization types that we prepare cost allocation plans for and the diversity of state and federal agencies that we have successfully defended our cost allocation methodologies with.

To provide Jefferson Parish with the most accurate picture of the proposed MGT project team’s capabilities and experiences, we have limited our examples to only those projects that the proposed project team has had direct involvement with. While other firms may claim very extensive listings of experiences, often the experiences are for staff that are not part of the project team and will have no direct involvement with the proposed services.

MGT has successfully negotiated ICRPs within the past year with the following federal agencies: U.S. Dept. of Health & Human Services, U.S. Housing & Urban Development, U.S. Department of Justice, U.S. Department of Education, U.S. Department of Commerce, U.S. Department of Labor, U.S. Department of Interior, U.S. Department of Energy, and the U.S. Department of Agriculture.

Additionally, the list below is just a small sample of the plans that we negotiate with federal cognizant agencies on an annual basis. A full listing is available on request.

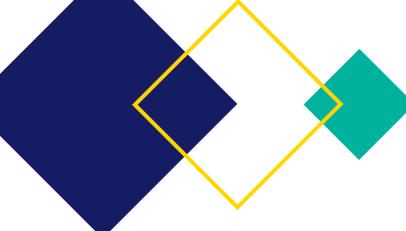
- ◆ **Orleans Parish District Attorney (LA)**—Annually prepares the District Attorney’s cost allocation plan which is submitted and negotiated with the Louisiana Department of Social Services.
- ◆ **Kansas Corporation Commission**—Annually prepared the Department’s ICRP for the last 16 years. The ICRP is annually submitted to and approved by the U.S. Department of Energy for review and approval. Also assisted the Agency in revising its policies and procedures to ensure compliance with 2 CFR Part 200 and to maximize indirect cost recoveries.
- ◆ **Arizona Department of Game and Fish**—Annually prepared the Department’s ICRP for the last 16 years. The ICRP is annually submitted to and approved by the U.S. Department of Interior.

These examples show a wide range of experiences with different organization types and federal/state cognizant agencies.

EXPERIENCE AND QUALIFICATIONS

- ◆ **State of Louisiana**—Annually prepare the State’s Statewide Cost Allocation Plan (SWCAP) for the past 10 years. The plan is annually submitted to and negotiated with the U.S. Department of Health & Human Services, Division of Cost Allocation.
- ◆ **State of Texas**—Annually prepare the State’s Statewide Cost Allocation Plan (SWCAP) for the past nine years. The plan is annually submitted to and negotiated with the U.S. Department of Health & Human Services, Division of Cost Allocation.
- ◆ **Adams County (CO)**—Every cost allocation plan prepared for counties in Colorado is audited by the Colorado Department of Human Services. Each year, members of the MGT project team submit and negotiate approval for over a dozen Colorado county cost plans, including for Adams County.
- ◆ **Orange County (CA)**—Annually prepared the City’s cost allocation plan for the last 14 years. The plan is annually submitted to and negotiated with the California State Controller’s Office.
- ◆ **City of Wichita (KS)**—MGT project team members have prepared the City’s cost allocation plan annually since 1990. The plan is annually submitted to and negotiated with the U.S. Department of Transportation.

Additionally, the proposed project team can draw on the experience of over two dozen additional senior-level MGT cost allocation consultants if needed. Our experienced team of over 40 cost allocation staff has over 15 years of experience with cost allocation development, negotiation and audit support.



Project Team Qualifications

The success of a consulting engagement depends on the qualifications of the project team and the way in which the project is structured and managed.

While the qualifications and experience of a firm are important, perhaps more important are the qualifications and experience of the proposed project team. MGT has successfully implemented the team approach to most cost allocation projects. We assign multiple consultants to every complex cost allocation plan we prepare for the following reasons.

- To speed up the timeline of the project.
- To increase the quality of the results through diversity of experience and strengths.
- To provide redundancy in staffing to assure project milestones and deadlines are met even in the unforeseen, but potentially possible, event when a project consultant becomes ill or injured or otherwise unavailable.

There are **three primary benefits** to our proposed project team.



The first, and perhaps the greatest benefit, of the proposed project team is cost allocation **experience** with other organizations similar to the Parish that share common goals. Our consultants have an average of over 15 years of experience in preparing cost allocation plans and applying them to enterprise operations, and state and federal grant programs.



The second benefit is that the **expertise of the team as a whole** is greater than the sum of the team's parts. The proposed team members bring unique education, skills, and experiences from numerous local government cost allocation, user fee, management study, and performance review consulting engagements.



The third benefit is that by placing more than one expert on the project, all phases of the project are completed in a timely manner which results in **an overall on-time project**.

In addition to our experience and technical expertise, one of MGT's greatest strengths is our consultants' ability to communicate effectively with our clients, from direct operational staff that provide user fee or cost plan services, up to managers, directors, and elected officials. We provide flexibility in the amount of time each level within our clients' organizational structure wants to devote to each project while ensuring everyone involved in the effort understands the scope, objectives, and most importantly, the outcome(s).

MGT also has a deep pool of experienced cost allocation consultants to supplement the project as necessary. These consultants have unique skill sets such as performance measurements, performance management, and process improvement. These experts are available to assist the proposed project team as needed.

Project Staff Roles and Responsibilities

Jefferson Parish Project Officer

▪ TBD

MGT suggests that the Parish appoint a single point of contact to serve as the Project Officer. The Project Officer will have primary responsibility and final authority over all activities, and he/she will provide project guidance and direction to the MGT team. The Project Officer will approve the contract, work plan, and final report. All project correspondence, progress reports, and final reports will be delivered to the Project Officer.

MGT Project Manager

▪ **Bret Schlyer, Vice President**

The MGT Project Manager is the main point of quality control, has final authority for the project and deliverables, and helps resolve conflicts over any project issues. The Project Manager will be responsible for the completion of the scope of services and the provision of all deliverables. He will be actively involved in all tasks of our work plan and the development of all deliverables. The Project Manager will lead client meetings and interviews and be responsible managing the project on a day-to-day basis including the delegation of tasks, scheduling, and operations of the project, including data gathering, data summation, creating the cost allocation model, and meeting with Parish staff to gather information and to review interim reports.

MGT Technical Advisor

▪ **Meredith Miller, Director**

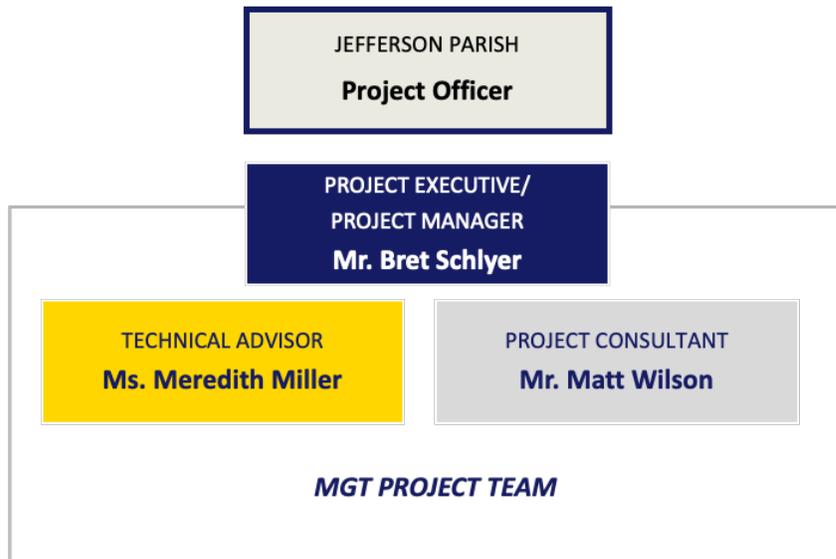
The MGT Technical Advisor will be available, as needed, to ensure completion of the scope of services in the required time. Her primary responsibilities will be to provide technical guidance, to review documents and work papers, and to assist in decisions about process and data analysis.

MGT Consultant

▪ **Matt Wilson, Consultant**

The MGT Project Consultant will work in close contact with MGT’s Project Manager, Technical Advisor, and key Parish employees, as appropriate, to customize and execute each work task and fulfill the Parish’s stated expectations. Under the supervision of the Project Manager he will review, document, evaluate, and generate recommendations in accordance with each component of the work plan.

Project Team Organizational Chart



Resumes

More detailed project team resumes are included on the following pages.



BRET SCHLYER

Vice President | Performance Solutions

Mr. Schlyer has more than 25 years of experience assisting state and local government clients. His work and consulting project experiences have provided him with both theoretical and practical experience in the analysis and costing of governmental operations. He has extensive experience with federal cost determination standards; generally accepted accounting principles and procedures; and governmental budgeting, finance, accounting, and operations.



Mr. Schlyer is nationally recognized as an authority on federal cost principles and its impact on state and local governments. He has made numerous presentations to and published articles for governmental organizations on the development and application of federal cost allocation plans, indirect cost rates, charge-back rates, and compliance with federal cost principles. He has provided training at several state Association of Governmental Accountants and Governmental Finance Officer Association professional development conferences. In addition, he has given presentations on federal costing principles, cost analysis, and cost recovery subjects to state agencies and local entities in more than a dozen states.

Areas of Expertise

- ◆ Cost Allocation Plans (CAPs) in accordance with federal cost principles (2 CFR Part 200) and generally accepted accounting principles (GAAP)
- ◆ Statewide Cost Allocation Plans (SWCAPs).
- ◆ Indirect Cost Rate Proposals (ICRPs).
- ◆ Development and negotiation of charge-back rate methodologies and rates for Internal Service Funds.
- ◆ Daily Jail Rate, Booking Fee Analyses
- ◆ Indirect cost policies, procedures, and models for sub-grantees.
- ◆ Activity based cost of services and user fee studies
- ◆ Assisting agencies in maximizing general fund cost recoveries from federally funded programs, enterprise and special revenue funds, and other non-general fund sources
- ◆ Development and implementation of personnel activity reporting systems

Education

Bachelor of Science, Business Accounting, University of Kansas

Professional Experience

MGT of America Consulting, LLC, *Vice President, Financial Solutions, 2008-Present*

Maximus, Inc., *Director, Financial Services Division*

David M. Griffith & Associates, LTD. (DMG), *Consultant*

Kansas Corporation Commission, *Administrative Officer*

State Government Expertise

Mr. Schlyer has extensive experience and knowledge of 2 CFR Part 200 and its application and relevance to state governments in a variety of settings including the development and negotiation of cost allocation plans (CAP), statewide cost allocation plans (SWCAPs) and indirect cost rate proposals (ICRP). He also has experience with implementing and administering random moment sampling systems, and rate setting and administrative claiming for the Medicaid program.

Local Government and Not-For-Profit Expertise

Mr. Schlyer has significant experience with local government and not-for-profit cost recovery operations. His experiences have included managing and preparation of indirect cost rate proposals (ICRP), cost allocation plans (CAP) in accordance with 2 CFR Part 200 and GAAP for the identification of general fund costs provided



BRET SCHLYER

Vice President | Performance Solutions

to non-general fund entities, charge-back rates for billed services, and user fee studies. He has successfully negotiated CAPs and ICRPs with the over a dozen federal cognizant agencies including the U.S. Department of Health and Human Services, Department of Interior, Department of Labor, Housing and Urban Development, Department of Education, Department of Agriculture, and the Department of Justice.

Client Service Highlights

Indirect Cost Rate Proposal | Navajo Nation

Mr. Schlyer prepared ICRPs for the Navajo Nation and successfully negotiated them with the U.S. Department of Interior. Prior to engaging with MGT, the Nation had not had a timely submission or a current indirect cost rate for over a decade. MGT initiated a project plan which brought the nation back into compliance with timely filing and successful negotiations. Mr. Schlyer also revised and negotiated previously submitted ICRPs to maximize the indirect cost recovery.

Cost Allocation Plans and Indirect Cost Rates | St. Louis County, MO

MGT prepared the 2 CFR Part 200 and Full Cost Allocation Plans with departmental indirect cost rates for St. Louis County. Mr. Schlyer led this project by successfully transitioning from a previous long-term vendor and enhancing the project through the increased inclusion of departmental staff throughout the process. Mr. Schlyer developed and presented a training session which was designed to increase the client staff's understanding of federal cost recovery as well as their understanding of the specific methodology utilized for the County's calculations.

Statewide Cost Allocation Plans | State of Nevada

Mr. Schlyer annually prepares the Statewide Cost Allocation Plan (SWCAP) for the State. This project includes both a central services cost allocation plan as well as the development of fund balance reconciliations for all billed service and insurance funds. The plan has been successfully negotiated with the U.S. Department of Health & Human Services each year, enabling the State to recover millions of dollars in federal funding. Mr. Schlyer also provides an annual training session to state budget and finance staff to review the methodology and identify any potential federal cost recovery issues that need to be addressed.

Internal Service Fund Rate Setting | State of Louisiana

Mr. Schlyer assisted the State of Louisiana with transitioning several services to Internal Service Funds by developing billing rate methodologies, cost models, procedure manuals and providing training for the Office of Aviation, Office of State Procurement, Office of Human Capital and the Division of Administrative Law. These projects enabled the State to accelerate cash flow, maintain compliance with federal cost principles, and to be able to maintain the models and rate setting process without the on-going need for consulting assistance.

Enterprise Fund Transfer Policy | City of Harrisonville, MO

Following a state audit finding, Mr. Schlyer developed an enterprise fund transfer policy for the City to calculate and justify the transfers made to the General Fund. The project included the development of a cost allocation model, a Payment-In-Lieu of Tax calculation, as well as a Franchise Fee calculation and policy for the City's enterprise funds. Mr. Schlyer provided a presentation and training to transition the annual maintenance of the project back to City staff at completion. The completion of the project protected more than \$2.5 million in annual transfers to the General Fund.



MEREDITH MILLER

Director | Performance Solutions

Ms. Miller is a Director with MGT's Financial Solutions Group and has been performing governmental cost-of-service studies for the past fourteen years. She has developed a broad background in local government consulting, with a primary focus on cost allocation development, cost of services and user fee rate development, SB 90 reimbursement, and management auditing of government operations for city, county, state, and special district government agencies. She has worked extensively with all the major cities in Texas, cities and counties in California and Louisiana, and cities in Nevada, New Mexico, Colorado, Oklahoma, Minnesota, and Kansas. Over the past three years she has worked with state agencies in Alabama, Kansas, New Mexico, Oregon, Mississippi, and Arizona and negotiated indirect cost rates with their various cognizant agencies annually.



Prior to working with MGT, Ms. Miller served as a Senior Consultant with MAXIMUS, where she prepared cost allocation plans, indirect cost rate studies, user fee studies, and claims for various cities and counties in Texas, California, Colorado, Louisiana, and New Mexico. She also managed the program and staff for company's SB 90 practice, during her tenure there.

Recent cost allocation projects include Lafayette Consolidated Government, LA, City of Fullerton, CA, Merced County, CA, City of Fort Worth, TX, City of El Paso, TX, City of Las Cruces, NM, City of Madison, WI, City of Whittier, CA, City of Alexandria, LA, City of Las Vegas, NV, City of Reno, NV, and City of Lake Charles, LA. Recent user fee studies include the Oklahoma City, City of Dallas, City of Whittier, CA, City of Garland, TX and the City of Sugar Land, TX.

Areas of Expertise

- ◆ Government Cost Allocation Plans (2 CFR Part 200)
- ◆ Indirect Cost Rate Proposals
- ◆ Full Cost Allocation Plans (GAAP)
- ◆ Cost Analysis
- ◆ User Fee Studies
- ◆ SB 90 claim preparation and reimbursement
- ◆ Jail Rate Studies

Education

Bachelor of Business Administration, The University of Texas at Austin

Professional Experience

MGT of America Consulting, LLC, *Director, 2019 - present*

MAXIMUS Consulting Services, *Senior Consultant*

Relevant Project Experience

- Prepared cost allocation plans, indirect cost rate studies, user fee studies, and claims for various cities, counties, and state agencies in Alabama, California, Colorado, Kansas, Louisiana, Mississippi, Nevada, New Mexico, Oklahoma, Oregon, Texas, and Wisconsin.
- Managed program and staff for SB 90 practice.
- Developed cost of fee studies and set performance targets by conducting activity-based costing studies for numerous cities and counties.
- Conducted organizational review and service delivery analyses for domestic and international clients.



MEREDITH MILLER

Director | Performance Solutions

Client Service Highlights

Cost Allocation, Local | City of El Paso, TX

Ms. Miller worked with the City of El Paso on an annual basis for over twelve years. During this time, she maximized reimbursement back to the General Fund through the establishment of indirect cost rates and developed the city's cost allocation plan. In addition, she developed the 2 CFR Part 200 Plan and successfully defended it through an almost yearlong audit by the FTA. This defense resulted in a positive outcome for the City and satisfied all Federal audit concerns.

Cost Allocation and Indirect Cost Rates, State | Alabama Department of Conservation and Natural Resources

Ms. Miller has worked with the Alabama Department of Conservation and Natural Resources to prepare their cost allocation plans and indirect cost rates for the previous three fiscal years. Ms. Miller prepared previous year plans ex post facto and defended all submissions which were audited by the Department of the Interior to ensure there would be no delay in receiving indirect cost recoveries.

Development Services Fee Calculations | Dallas Sustainable Development and Construction Department

Ms. Miller assisted the City in developing a comprehensive development services user fee policy study. In cooperation with the City staff, Ms. Miller updated the Sustainable Development and Construction Department's fee structures; implemented new and/or revised fee policies; and provided a cost model and methodology for the City to use in future years in updating fees. Ms. Miller's work with the Current Planning Division revealed that the City could potentially recover over \$700k in additional annual revenue by charging the true cost of their fees.



MATT WILSON

Consultant | Performance Solutions Group

Mr. Wilson is a dedicated consultant with a demonstrated pattern of success in his young career. Matt is an experienced financial, software, and business analyst with work history stretching across the US, Australia, UK, and Ireland bringing leading techniques to help clients in the private and public sector solve their most challenging problems. He has experience working with city governments and private companies and his focus is supporting cost allocation plans. Over the past five years, he has demonstrated excellent analytical and communication skills as evident through success throughout his educational career as well as previous roles.



Areas of Expertise

- ◆ Cost Allocation Plans
- ◆ Project Management

Education

Master of International Business, University College Dublin Michael Smurfit Graduate Business School, Dublin, Ireland

Bachelor of Business Administration, Finance, Radford University, Virginia

Professional Experience

MGT, *Consultant, 2023-present*

KPMG Ireland, *Student Consultant, 2022*

First Hawaiian Bank, *Loan Analyst, 2021*

Diligent Corporation, *Senior Customer Transactions Analyst, 2018-2020*

Professional History

In 2023, Mr. Wilson joined MGT. Prior to joining MGT, Matt worked with KPMG Ireland and City governments to create an index to assess individual cities readiness for Mobility as a Service while completing his master's in international business at University College Dublin. In 2021, Matt worked with First Hawaiian Bank, the Small Business Administration, and business owners to secure Paycheck Protection Program funds by creating and refining processes and contesting denied loan applications. From 2018-2020 Matt worked in the private sector on software integrations, data migration, and accounts receivable.

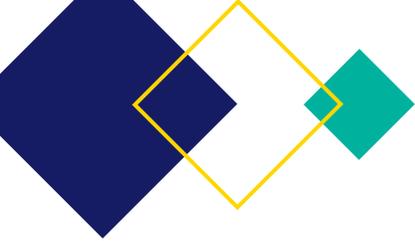
Relevant Experience

Public Transportation Mobility as a Service:

- ◆ City of Dublin, IE
- ◆ City of Galway, IE
- ◆ City of Cork, IE
- ◆ City of Limerick, IE
- ◆ City of Waterford, IE
- ◆ City of Belfast, UK
- ◆ City of Derry, UK
- ◆ City of Craigavon, UK
- ◆ City of Lisburn, UK
- ◆ City of Bangor, UK

Cost Allocation Support:

- ◆ Jefferson Parish, LA
- ◆ City of Lake Charles, LA
- ◆ Alleghany County, NC
- ◆ Stokes County, NC
- ◆ Jefferson County, NC
- ◆ Hoke County, NC
- ◆ Sedgwick County, KS
- ◆ City of Reno, NV
- ◆ City of Plano, TX
- ◆ City of Waco, TX



Project Understanding, Approach and Methodology

Strict adherence to a detailed work plan and schedule specifically designed for providing quality cost allocation services.

Cost allocation plans are essential tools for municipal fiscal management. Well-documented and defensible plans are essential for our clients to recover indirect administrative costs in a variety of internal and external contexts. MGT is a nationally recognized specialist in developing cost allocation plans and assisting our clients with cost allocation plan implementation. Our effort will allow the Parish to account for the actual cost of providing services and to calculate hourly staff rates that will recover all allocated costs using a clear, equitable and defensible method that complies with regulations.

MGT's cost allocation plans provide our clients with exceptional financial and managerial information. Examples of useful and meaningful information that can be extracted from the plan reports include:

- Compliant documentation for state or federal reimbursement
- Defensible interfund transfers
- Establishing user fees and hourly billing rates
- Identification of administrative expense

MGT's history with the Parish allows us to hit the ground running each year, building off the knowledge gained from our past work. This familiarity enables us to understand unique aspects of the Parish, and to recognize where data may need additional attention to ensure it fully matches the operational realities of the Parish.

MGTCAP™ Cost Allocation Software

We utilize MGT's proprietary cost allocation software, **MGTCAP™**, to develop the cost allocation plans. Our cost allocation software incorporates years of refinements and continual field use by MGT consultants. The software has been utilized to develop local government, statewide and state agency cost allocation plans that have been reviewed by numerous federal and state agencies. It is the tool we use to generate all of the 2 CFR Part 200 and Full Cost allocation plans we prepare on behalf of city, county and state clients each year.

The **MGT**CAP****[™] software uses a double iteration (step-down) methodology ensuring the full allocation of all costs and the recognition of the cross allocations among central service agencies. The software enables the allocation of an unlimited number of cost pools using multiple allocation bases. Report outputs include detailed schedules that reconcile all costs allocated in the CAP to the Parish’s financial statements. It also provides summary and management reports which compare the current year’s allocation results with prior years.

MGT**CAP**

MGTCAP****[™] *writes reports directly into Microsoft Excel, providing us the ability to modify the presentation of results fully customized to Jefferson Parish.*

MGTCAP****[™] writes reports directly into Microsoft Excel, which provides us the ability to modify the presentation of the results in a nearly unlimited fashion. MGT’s final reports are packed into all-inclusive PDF files that include a plan cover, table of contents, introduction, certifications, detailed cost allocation results, and departmental narratives. Executive Summary information and year-to-year comparison worksheets can be incorporated into separate deliverables for Parish management and other users that are more interested in bottom line results and don’t require all the detailed calculations. Our cost plans offer transparency to both reviewers and the public.

Effective and Continuous Communication

Effective and continuous communication between the MGT Project Director, the Parish Project Officer, MGT team members, and stakeholders is one of the most critical aspects of project management. The MGT Project Director will actively seek input and feedback from the Parish Project Officer and key stakeholders at each stage of this study. MGT’s Project Director will regularly communicate information about the study’s progress and problems which may arise before becoming a larger issue. A sample of the communications report we use frequently is shown in Error! Reference source not found.

Project Management

Each of our proposed senior level consultants is an expert in applying various project management methods and techniques to cost allocation projects. This expertise is rooted in completing hundreds of cost allocation plans, many for jurisdictions similar in size to the Parish and many requiring negotiations with state and federal auditors. Additionally, all MGT consultants attend regular peer group reviews and training sessions to continuously refine project management, client service and 2 CFR Part 200 knowledge and skills.

Our approach is to jointly establish a framework of firm timelines and milestones with each client based on that client’s unique circumstances and needs. Aside from fixed deadlines and milestones, however, the framework is flexible to accommodate each client and even each annual project for recurring clients.

MGT’s project management process and client satisfaction components are graphically represented below in Error! Reference source not found.. We have found that focusing on these six components of client satisfaction ensures that the work is properly performed and that milestones are met on schedule and within budget. The primary tool for delivering each of the components is communication. Our project teams are in regular contact with the project executive, providing project status updates and explaining any variances from the planned schedule. Additionally, **MGT is committed to regular client contact through client meetings and formal status updates at regular intervals.**

March 23, 2018

Mary Ann Fotinos, Deputy Director
City of Phoenix
Planning & Development Department
Management Services
200 W. Washington Street, 3rd Floor
Phoenix, AZ 85003

Dear Mary Ann:

The following table is a status report for the planning and development department user fee study project. It is intended to give you up to date information about the status of the project, identify milestones achieved and those still to be met, and highlight any issues that may need immediate attention.

Status Report #: 2
Project: Planning & Development Dept. User Fee Study
Project start date: December 2017
Proposed completion date: March 2019
Estimated completion date: March 2019
Estimate of completion: 20%

Project Milestones:

Milestone	Responsibility	% Complete	Notes
1. Entrance Conference	MGT & City	100%	Initial meeting to discuss project with key staff members
2. Project kick-off	MGT & City	100%	Initial kickoff meetings with all staff and individual program staff. Introductory meeting with Steering Committee.
3. Planning session with department	MGT and City	100%	1 hr. meeting with each program area to discuss fee schedule
4. Interview departments/collect user fee information	MGT and City	100%	Individual meetings with each program area for data gathering

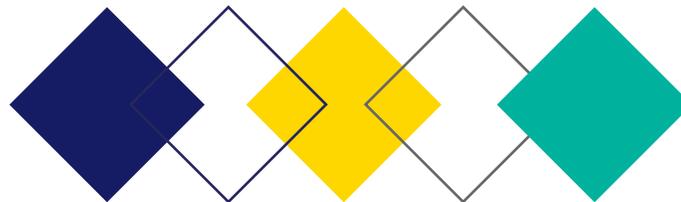
2251 Harvard Street, Suite 134 | Sacramento CA 95815 | 916.443.3411 | mgtconsulting.com

Exhibit 3 Sample Communications Report

MGT Client Satisfaction Components



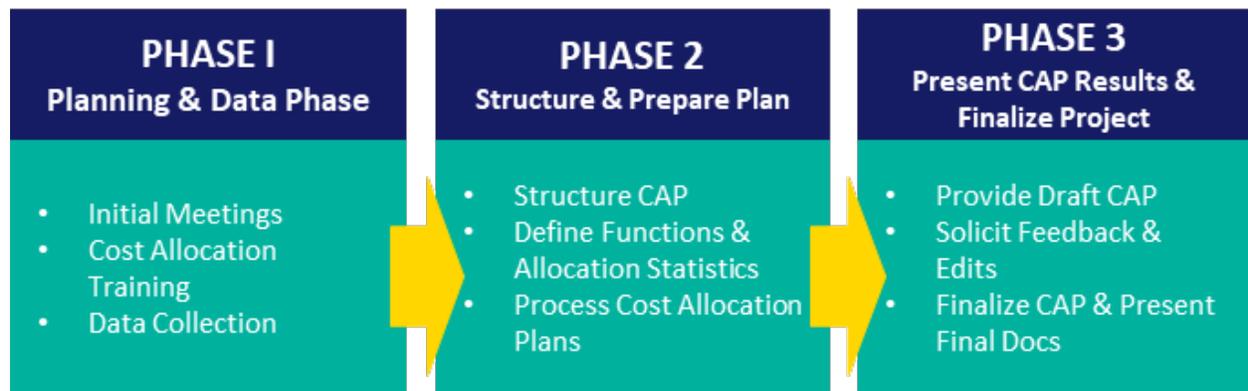
Exhibit 4 MGT Client Satisfaction Components



Proposed CAP Work Plan

Organized Phased Approach to CAP

The following work plan has been refined over many years to provide a methodology that produces MGT’s cost allocation plans with minimal disruption to our clients’ workloads. Following are the steps involved with preparing a 2 CFR Part 200 cost allocation plan, Full cost allocation plan, and District Attorney cost allocation plan. **The plans will be prepared simultaneously**, and the tasks associated with the overall process are presented below. This is a draft schedule which can easily be modified depending on the Parish’s direction. The Phases and tasks presented below are consistent with how MGT has prepared the plan over the past several years.



PHASE 1 PLANNING & DATA PHASE

Task 1.0: CONDUCT AN INITIAL MEETING WITH DESIGNATED PERSONNEL

Meet with Parish personnel who have responsibility or a high interest in the cost allocation plans. This meeting will refine the project scope, specific objectives, goals, uses, requirements, measurements, and schedule of the project to reflect any specific issues that may be in play each year.

Task 2.0: CONDUCT INTRODUCTORY TRAINING SESSION WITH ALL RELEVANT PERSONNEL

If requested, Conduct an initial and introductory training session with key Parish personnel and project stakeholders. Project consultants will work with Parish personnel to establish the objectives, content, and list of attendees for this meeting or presentation. This session is vital to successful project results including approval by operating department officials. Agenda items for these meetings or presentations could include:

- ◆ Review the project scope, objectives, and schedule.
- ◆ Review available financial and allocation data.
- ◆ Summarize the purpose for calculating the cost allocation plans.
- ◆ Review example summary reports produced by the project.
- ◆ Discuss example applications produced by the project.
- ◆ Review and confirm the federal and/or state requirements.
- ◆ Address potential areas for additional direct or indirect cost recovery.

Task 3.0: REVIEW THE PARISH'S ORGANIZATIONAL STRUCTURE & EXISTING COST PLANS

Review the Parish's organizational structure for any changes from last year. Prepare for department interviews.

Task 4.0: COLLECT BASIC FINANCIAL AND OPERATIONAL DATA

Collect and review data such as expenditure statements, budgets, personnel counts, salary reports, and transaction statistics. Project consultants will work with Parish personnel to develop and gather the needed data in the most efficient way possible.

Task 5.0: CONDUCT DEPARTMENT INTERVIEWS

Meet with and interview central service departments as necessary to determine the allowable expenditures, services provided, charge backs or direct bills, personnel providing the services, the recipients of the provided services, and appropriate transaction data.

Task 6.0: EVALUATE EXISTING METHODOLOGIES AND DEVELOP REPORT OF FINDINGS AND RECOMMENDATIONS

Based on the information gathered in Task 4.0 and the data received from all prior steps, MGT will evaluate the Parish's existing methodology for each central service department and identify areas for improvement. Improvements may include methodology changes, different ways of summarizing data for allocation, or different calculation methods. A report will be created and presented to Parish staff which summarizes all suggested enhancements. As part of this process, it is anticipated that questions may arise as to the financial impact to the Parish's General Fund, and to the grantee departments, of any such enhancements. As such, we will also be creating a custom cost allocation model for the Parish which incorporates the various suggestions from our report. The work plan steps that follow are the continuation of that model creation process.

PHASE 2 STRUCTURE & PREPARE PLAN

Task 7.0: REVIEW COST PLAN STRUCTURE & DISTRIBUTE CENTRAL SERVICE DEPARTMENT COSTS INTO FUNCTIONS

Using the Parish's organizational structure, budget, and staffing information, MGT will review the existing structure of the most recent cost allocation plan, identifying any changes or new central service (or allocating) departments and operating (or receiving) departments:

- Central service functions will be determined based on timesheets, assignments, activities, or other allowed methods. Once staff members and their corresponding salaries are distributed into functions, other department costs such as materials and supplies will also be distributed into the same functions. This task breaks a department into functional cost pools, which can then be allocated throughout the organizational structure using meaningful, measurable, and auditable allocation bases.

Task 8.0: REVIEW ALLOCATION BASES FOR CENTRAL SERVICE DEPARTMENT FUNCTIONS

MGT will review allocation bases for each function in each central service department and make adjustments where warranted. Project consultants will request corresponding transaction data from central service department personnel.

- Central service departments will allocate costs to all departments and funds. This allocation methodology ensures the fairest and most accurate distribution of costs as opposed to a methodology that singles out departments or funds for maximum allocation.

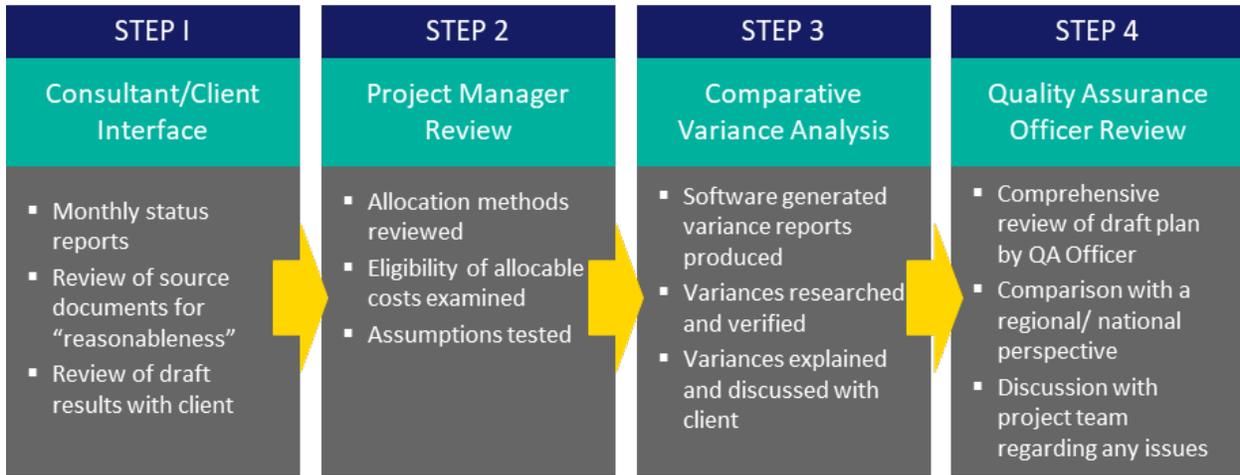
Task 9.0: PROCESS DRAFT COST ALLOCATION PLANS

Process the draft cost allocation plans using **MGTCAP™**. The cost allocation plans will include summary and detail reports. Summary reports in the cost allocation plans will provide information on the dollar amounts allocated from each central service department to every receiving department. The detailed reports in the cost allocation plans provide information on the expenditures, allowable costs, incoming costs, personnel distribution, functions, and allocation bases for every central service department.

Task 10.0: QUALITY CONTROL & INTERNAL REVIEW OF DRAFT COST ALLOCATION PLANS

The project manager and the project consultant will undertake an internal review process to raise the accuracy of the cost allocation plans and ensure Parish personnel do not waste time reviewing substandard or incomplete work. Additionally, the **MGTCAP™** proprietary cost allocation software

automatically generates a self-auditing schedule that reconciles the sum of all central service department expenditures to the sum of all allocated costs.



Task 11.0: PROVIDE JEFFERSON PARISH WITH DRAFT COST ALLOCATION PLANS

Meet with Parish management if requested or provide electronic copies of the draft results of the cost allocation plans. This step is an opportunity to review preliminary results, address questions or concerns, and make changes as necessary.

**PHASE 3
PRESENT CAP RESULTS & FINALIZE PROJECT**

Task 12.0: PROCESS FINAL COST ALLOCATION PLAN & PROVIDE FINAL CAP DOCS

Process the final cost allocation plans after addressing any issues raised in Task 11.0.

Provide electronic copies (Adobe PDF file) of each of the final cost plans following confirmation that the work is final by the Parish project officer. Additionally, project consultants will provide electronic copies (Excel or Adobe PDF files) of summary schedules, variance analyses, and management reports as requested. All MGT work papers are also available upon request.

Each cost allocation plan will contain:

- ◆ A narrative that clearly defines the purpose, uses, and goals of the plan.
- ◆ Descriptions of the methodology and procedures.
- ◆ Descriptions of the central services and the allocation bases utilized to allocate costs.
- ◆ Actual distribution of indirect costs to programs.
- ◆ Summaries of all allocations and the resulting charges to all operating departments and funds.

Task 13.0: PRESENT PROJECT RESULTS TO PROJECT STAKEHOLDERS

Assist with a presentation of the final project results to the Parish’s project stakeholders if requested. This presentation will include a high-level overview of the project and the applications, implications, and anticipated benefits to Parish operations. Detailed information will be presented as requested.

Task 14.0: PREPARE A COST ALLOCATION PLAN PROJECT RECAP REPORT & POST-PROJECT TRAINING SESSION

Prepare a cost allocation plan project recap report. This report will include comments and input from the Parish to review regarding the just-completed cost allocation plan. This report will also provide Parish personnel an opportunity to provide timely feedback on aspects of the cost allocation plan project that went well and aspects of the project that need improvement. The project consultants will then formulate this feedback into the following years’ work plans as applicable.

Additionally, the project recap report will include changes in allocation methodologies from the prior year and reasons for the changes.

Conduct a post-project training session with key Parish personnel and project stakeholders if requested. This training session will provide information on reading, interpreting, and extracting data from the recently completed cost allocation plans. This session will also reinforce current applications for the cost allocation plans results, as well as provide additional applications for the cost allocation plan results.

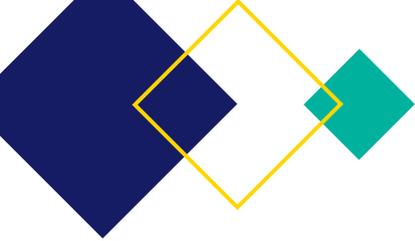
Deliverables – Cost Allocation Plan

COST ALLOCATION PLAN DELIVERABLES	
♦	Virtual meetings, workshops, interviews, and presentations on approach, methodology and recommendations related to the cost allocation plans.
♦	Draft Full Cost, 2 CFR Part 200, and District Attorney cost allocation plans using a double step-down allocation methodology based on the Parish’s actual expenditures and interviews with personnel and reviewed with the Parish staff.
♦	Final Full Cost, 2 CFR Part 200, and District Attorney cost allocation plans using a double step-down methodology based on actual expenditures; the final cost allocation plans will be produced as Excel and PDF files.
♦	<p>Customized management reports based on the final cost allocation plans. These management reports may include the following information:</p> <ul style="list-style-type: none"> ▪ A comparison to the prior year’s cost allocation plans, or similar analysis, to identify major variances of allocated costs to key receiving departments. ▪ A trend analysis. ▪ The per-unit costs of specific administrative and support activities. ▪ Variance analysis of costs or allocations.
♦	Electronic copies of each of the final cost allocation plan.
♦	A “Cost Plan 101” training session and comprehensive review of the draft cost allocation plans for finance personnel or other project stakeholders, including allocating department personnel, key receiving department personnel, Parish management and/or elected officials, if requested.
♦	Development of strategies and procedures to be used by Parish personnel that will optimize potential indirect cost recovery.
♦	Defend and respond to audit or other inquiries from federal/state and/or local authorities following delivery of the final cost allocation plans for three years after the approval of each plan.
♦	Ongoing guidance, and assistance to personnel.
♦	Access to all records for the requested period.
♦	Formal project status reports at intervals requested by Parish personnel (at least monthly).
♦	A formal project recap report. This report will include comments and input from the Parish personnel to review regarding the just-completed project. This report will also provide personnel an opportunity to provide timely feedback on aspects of the project that went well and aspects of the project that need improvement. This feedback will then be formulated into the following year’s work plan.

Estimated Schedule

These tasks will lead to the completion of the cost allocation plans and indirect cost rates in 4 months, assuming key data is made available in a timely manner. This represents the estimated amount of time to provide the proposed services. Historically, the project has been completed from March-June each year. MGT will utilize this same schedule unless the Parish provides different guidance.

Cost Allocation Plan		Month				Ongoing
		1	2	3	4	
PHASE 1: PLANNING & DATA PHASE						
1.0	Initial Meeting	█				
2.0	Introductory Training	█				
3.0	Review Existing CAP Methodology & Structure	█				
4.0	Collect Core Organization & Financial Data	█				
5.0	Conduct Department Interviews	█				
6.0	Evaluate Existing Methodologies and Develop Recommendations	█	█			
PHASE 2: STRUCTURE & PREPARE PLAN						
7.0	Review cost plan structure & Distribute central service department costs into functions	█	█			
8.0	Review allocation bases for central service department functions		█			
9.0	Process Draft Cost Plans		█	█		
10.0	Quality Control & Internal Review		█	█		
11.0	Provide Draft Cost Plans				█	
PHASE 3: PRESENT CAP RESULTS & FINALIZE PROJECT						
12.0	Process Final Cost Plans & Provide Final Docs				█	
13.0	Present project results to project stakeholders				█	
14.0	Prepare a cost allocation plan project recap report & post project training session				█	█



Cost Proposal

Defined by Impact. Driven by People. Dedicated to the Community.

MGT proposes to perform the services included in this proposal for a fixed fee of **\$57,750**

Proposed Fee Schedule		
FY 2023	FY 2024	FY 2025
\$19,000	\$19,250	\$19,500

Method of Payment

MGT will provide invoices to the Parish in 3 installments, as outlined below. It is customary for MGT to invoice 10% of the contract price at the time of project initiation or contract execution. This invoiced amount covers MGT’s efforts on strategy sessions, preliminary on-site meetings, project planning and items not tied to fixed fee tasks outlined in the proposal. The second installment of 80% will be invoiced after the delivery of draft documents. The third installment of the remaining 10% will be invoiced after delivery of the final deliverables and project completion.

Invoicing Schedule	Milestone	% of Contract Value
Invoice #1	Project Initiation	10%
Invoice #2	Delivery of Draft Documents	80%
Invoice #3	Delivery of Final Deliverables	10%

Project Assumptions

Our work plan and proposed fee for this project were developed with several key assumptions about the project. Changes to these assumptions may impact either or both our methodology and proposed fee. We welcome the opportunity to meet with the Parish to review these assumptions, validate or adjust these assumptions based on more complete information, and adjust the work plan and/or budget accordingly.

Below, we present our assumptions:

- ♦ The Parish will designate a Project Officer for this project. This person will function as the primary point of contact for the project, and coordinate and facilitate the flow of information and communication between the Parish, key stakeholders, and MGT.
- ♦ The Parish’s Project Officer will ensure that comments on draft documents are consolidated into a single document and any conflicting comments are reconciled before delivering the comments to MGT.

COST PROPOSAL

- ♦ MGT will have access to and cooperation and participation by staff and management. MGT expects to have reasonable, timely access to Parish personnel and data. If the Parish stops the project for any reason, MGT will be due all fees for services performed to date.
- ♦ If necessary, meeting facilities will be arranged for and used at the expense of the Parish. The Parish will provide all requested documents at its own expense.
- ♦ All costs and other data provided by the Parish will be considered accurate and valid. MGT will not be responsible for the audit and/or verification of any cost or other data provided by the Parish.
- ♦ If the Parish changes its accounting system and/or significantly changes its chart of accounts so that cost data cannot be matched to prior calculations, it may impact the fees as these efforts are not part of the fixed price.

