



RFP § 2.5 Cost Proposal

Attachment D §2.4.1—Cost Allocation Plans (441 Hours Annually)

For DSN's proposed hours and staff for the cost allocation plans, our team will prepare all needed documents, including response letters to Federal program staff inquiries on the Cost Allocation Plan. Our team will perform the following tasks which are further outlined in more detail in **Attachment F—Technical Proposal**.

- Develop and maintain comprehensive Cost Allocation Plans for the FSSA in accordance with applicable Federal laws and regulations, including OMB guidance in the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 CFR, Part 225.
- Review existing Cost Allocation methodology and recommend any necessary changes.
- Identify alternative Cost Allocation methodologies which may favorably impact cost recoveries for the FSSA.
- Present, negotiate and secure approval of the completed Cost Allocation Plan with representatives of the appropriate Federal agencies in coordination with the FSSA
- Revise the Cost Allocation Plan as necessary, based upon requirements communicated from the appropriate Federal agency, in order to obtain final approval of the Cost Allocation Plan by the U.S. Department of Health and Human Services.
- In case of an audit by the Federal agency, DSN is well-prepared to assist FSSA in defending the Cost Allocation Plan.
- Review, respond, and resolve all audit adjustments and recommendations.
- Prepare responses to inquiries and letters from Federal agencies regarding the Cost Allocation Plan.

Attachment D §2.4.2—Data Gathering, Analysis and Maintenance (2,832 Hours Annually)

For DSN's proposed hours, our team will review the data collection, preparation of reports, and ongoing cost allocation and rms processes. Our team will perform the following tasks which are further outlined in more detail in **Attachment F—Technical Proposal**.

- Compile the quarterly financial and statistical information. Any changes or modifications to submitted PACAP amendments will be included in the quarterly allocations.
- Make any modifications and updates, as necessary, to *DSN RMTS®*.
- Compile, analyze and review data from the FSSA's RMS sample groups.
- Oversee the random moment sampling.
- Report and update, maintain and update matrix, and prepare daily and quarterly reports for the RMS.
- Provide a quarterly presentation of cost pool and data collection analysis.
- Prepare the FSSA descriptive statements of the automated methodology that is going to be used for cost allocation.

Attachment D §2.4.3—Advisory Service (601 Hours Annually)

For DSN's proposed hours, our staff members will provide technical assistance based on their enhanced knowledge and experience as the current vendor serving the FSSA. Our staff will provide insight and guidance in particular areas as situations arise during the project. Our team will perform the following tasks that are further outlined in more detail in **Attachment F—Technical Proposal**.

- Share knowledge regarding allocation methods and collection of data, set up and link programs and activities within RMS that produce the correct charge to the Federal





government, and, advise whether and where potential changes in the PACAP should be displayed.

- Review, evaluate, and recommend revenue enhancement strategies for Federal and State supported programs.
- Assist the FSSA in appropriately allocating administrative costs to allow for maximum allowable recovery.
- Provide the FSSA with up-to-date consultation and instructions relating to any revisions to the OMB Circular or the Uniform Guidance (2 CFR Part 225)
- Provide recommendations for record keeping and other issues regarding the new allowable costs identified by a revision to the OMB Circular or the Uniform Guidance (2 CFR Part 225)

Attachment D §2.4.4—Training of State Employees (441 Hours Annually)

For DSN's proposed hours, our staff members will identify any areas in which training could improve staff understanding and gathering of statistics used in the CAP. Our team will perform the following tasks that are further outlined in more detail in **Attachment F—Technical Proposal**.

- Provide cost allocation training for the FSSA executive management and controllers.
- If an issue is identified at an office, on the sample form or instructions, DSN will work with the FSSA staff to set up training, as needed, or prepare training tips for inclusion during the regularly scheduled meetings.
- Provide an annual cost allocation training session to agency financial staff as a refresher to focus on current needs, such as the use of State financial systems in implementing the FSSA Plan. This would be a brief overview of the Cost Allocation Plan and implementation process.
- Document and explain to the FSSA staff new features, as DSN continues to enhance the DSN RMTS®. o. Processes, current and new, will continue to be documented in the training materials and uploaded to LMS.
- Offer in-person training as needed, as many of the DSN team members are based in Indianapolis.

Attachment D § Other Cost (0 Hours Annually)

As the current vendor providing these services, DSN proposes no other costs which is reflected in **Attachment F—Technical Proposal and Attachment D—Cost Proposal**.

