



County Administrator
7 Court Street – Room 207
Belmont, NY 14813
585-268-9217
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Allegany County Request for Proposals for Planning Services to Develop a County-wide Shared Services Plan

Background: Allegany County, NY is located in the southwest part of New York State along the Pennsylvania border. The County is approximately 1,035 square miles in area. The County is subdivided into 29 Towns and 10 Villages with a population of 48,946 in 2010. The largest communities are Alfred, Wellsville and Cuba with populations around 3,000 – 5,000 each while 18 of the Towns and Villages have a population of less than 1,000. Historically the Towns and Villages have shared many services and these agreements were quantified in 2015 as part of a request from New York State. The County received a directive from New York State in the spring of 2017 to develop a shared services plan with the County, Towns and Villages. The County has held a series of meetings since June with the Towns and Villages in an attempt to come to consensus on services, equipment and staffing that could be shared. The New York State requirement of submitting a plan by September 15, 2017 was unanimously voted NO by the Towns and Villages in attendance. The general perception was that we could build a better overall plan if we worked through the year and submitted a plan in 2018 that would have more real quantifiable results truly impacting our municipalities in a positive manner. It is recognized that there are some activities that could be done in a more efficient way in terms of manpower, equipment, software, etc. The New York State requirements are aimed at financial improvements rather than these items. We may be interested in considering these other factors as additional items but if they do not yield a financial savings then we will not include them in the Plan report to New York State. The current level of interest in this project has waned by the Towns and Villages. The Consultant will need to work to reengage the Municipalities to participate and glean information from them to achieve a positive outcome. Virtually all information related to this effort during the last year is available on the County website at: <http://www.alleganyco.com/departments/county-administrator/county-wide-shared-services-initiative/>

RFP: Allegany County is soliciting proposals from qualified consultants to create a County-wide Shared Services Plan for the County, all 29 Towns and 10 Villages. The Plan must meet the requirements stated by New York State County-wide Shared Services Initiative (Enacted by Part BBB of Chapter 59 of the Laws of 2017) as well as other guidance from New York State. It must also yield viable projects that we can implement during 2018-2019. Ideally this would include projects that can be fully implemented over no more than five years with specific quantifiable financial results.

There are six [6] pages to this RFP plus three appendices.

Allegany County is not responsible for any costs incurred by prospective firms prior to the signing of a contract.

Allegany County will accept any questions in writing (letter or e-mail) until Thursday, November 30, 2017.

Sealed proposals (eight hard copies; 1 CD) must be received no later than Wednesday, December 6 at 3:00 p.m. EST. PROPOSALS NOT RECEIVED PRIOR TO THIS DATE WILL NOT BE CONSIDERED AND WILL BE RETURNED UNOPENED AFTER RECOMMENDATION OF AWARD.

Proposals should be addressed to:

**Tim Boyde
County Administrator
Allegany County
7 Court Street – Room 207
Belmont, NY 14813
boydett@alleganyco.com**

For additional questions, please contact Tim Boyde or Jodi Adams at 585-268-9217 or via e-mail.

I. General Information

Confidentiality

The content of all proposals will be kept confidential until the selection of the Consultant is publicly announced. At that time, the selected proposal is open for review. After the award of the Contract, all proposals will then become public information.

Modification/Withdrawal of Proposals

A respondent may withdraw a proposal at any time prior to the final submission date by sending written notification of withdrawal, signed by an agent authorized to represent the agency. The respondent may thereafter submit a new or modified proposal prior to the final submission date. Modifications offered in any other manner will not be considered. A final proposal cannot be changed or withdrawn after the time designated for receipt, except for modifications requested by Allegany County after the date of receipt and following oral presentations.

Oral Change/Interpretation

No oral change or interpretation of any provision contained in this RFP is valid whether issued at a pre-proposal conference or otherwise. Written addenda will be issued when changes, clarifications, or amendments to proposal documents are deemed necessary by Allegany County.

II. Scope of Work

In completing the Allegany County Shared Services Plan update, consultants are generally expected to follow the tasks outlined in this section. Consultant will work with Allegany County personnel (Shared Services Team including but not limited to: Administrator, Planning, Emergency Management, Health, Human Resources, Real Property, DPW, Treasurer, etc.) to complete some tasks (i.e. minutes, mapping, identification of opportunities for sharing, provide detailed analysis previously completed, research that has been collected, etc.); the details of

which can either be addressed in the Consultant’s proposal and/or specified in the contract. The final draft must be completed in a timely manner in accordance with these dates. The Schedule cannot be longer than these dates, but if the consultant can complete the project sooner that is optimal.

- January – Startup Research and Initial kick off meeting;
- February – April: one on one meetings with each of the 29 Towns, 10 Villages and Allegany County;
- Draft Plan by May 30th : distributed to all Towns, Villages and the County for review;
- Final Plan July 15th to County for Legislative Approval.
- All official paperwork submitted to New York State per their timeline, currently expected no later than September 15th.

All work completed as part of this project must meet or exceed the requirements of the New York State requirements - County-wide Shared Services Initiative (Enacted by Part BBB of Chapter 59 of the Laws of 2017).

1) REVIEW:

- A. Review the existing 2015 Shared Services Report by Allegany County. Review minutes of the County Efficiency Ad-Hoc Committee and the Shared Services meetings held in 2017. Review plans that were submitted from other Counties in New York State for the 2017 round.
- B. Review and analyze other best known practices and possibilities for shared services that may apply to a rural county like Allegany County.

2) RESEARCH AND STAKEHOLDER ENGAGEMENT:

- A. Evaluate potential Shared Services in Allegany County to include a Plan.
- B. Develop a schedule, in cooperation with Allegany County personnel, for hosting and completing community input sessions throughout the planning process.
- C. Engage the municipalities throughout the County and the County Shared Services Team to develop the updated Plan. Consultant, with the assistance of Allegany County personnel, will facilitate several meetings with Town and Village staff, government officials to present information, and understand concerns and objectives, for Allegany County and all 29 Towns, 10 Villages.

3) DRAFT PLAN DEVELOPMENT

- A. Recommend and prioritize opportunities for efficiency and sharing at all levels including Town-Town; Town-Village; Town-County, Village-County, etc.
- B. The Plan should include specific descriptions of each type of activity, what Towns, Villages and/or County has agreed to participate, the basic protocols to implement the activity, draft/templates of Memorandum Of Understanding or other documents that may be required, descriptions of steps needed to be taken to actually legally implement the activity, and other descriptions to allow the participants to fully implement the project and specific financial projection of savings that are expected to result from this activity.
- C. Solicit municipal input on the draft Plan

- The Consultant and Allegany County personnel shall hold a series of public meetings on the findings and revisions to the Allegany County Shared Services Plan to solicit input from the public, municipal staff, and government officials, engaging them in an interactive draft plan evaluation.

4) FINAL PLAN AND DELIVERABLES

A. Reporting

- 1) Allegany County shall review the draft and return an edited version to the Consultant. The Consultant shall submit the final Plan as corrected to New York State and the Allegany County Legislature.
- 2) At the conclusion of the contract the County will be provided with a written summary of the process by which the final plan was developed for the County, including meeting schedules, agendas, notes, rosters of attendees, and any other relevant information. A digital version of all files created during this project will be provided to the County Administrator on CD/DVD.

B. Deliverables

- 1) The Consultant shall provide reports to the County Administrator on a monthly basis or other timeline as notified in writing.
- 2) The Consultant shall provide paper copies of the **Final Plan** for the following: New York State [as required], Allegany County Administrator [1], and Allegany County Board of Legislature [16]. A digital version of all files created during this project will be provided to the County Administrator on CD/DVD.
- 3) The Consultant shall provide CD/DVD Copies and 1 paper copy or other accommodation of the **Final Plan** for all 29 Towns, and 10 Villages [39].

III. Submittal Contents and Requirements

All proposals must be signed, and include the following:

A. Letter of transmittal:

- 1) A statement indicating your understanding of the work to be performed;
- 2) An affirmation of the firm's qualifications for professionally and expertly conducting the work as understood;
- 3) The firm's contact person concerning the proposal and a telephone number and email where that person can be reached.

B. Consultant Fee & Insurance

- 1) The Proposed Consultant fee with a not-to-exceed cost for the entire project with cost breakdown of major work elements and deliverables in accordance with the requirements of the grant funding source.
- 2) Comply with the Allegany County requirements for insurance coverage as shown in the attachments.

C. Explanation of work

- 1) Explanation of work to be performed, including a detailed description of the procedures and methods you propose to use.
- 2) A project work schedule should be provided which includes time frames for each major work element, and dates for completion of draft and final documents.
- 3) Staffing and Project Management, including:

- a. The number of executive and professional personnel by skill and qualification that will be employed in the work. Show where these personnel will be physically located during the time they are engaged in the work. Indicate which of these individuals you consider key to the successful completion of the study or project;
- b. Identify individuals by name and title that will do the work on this project and their availability;
- c. Services to be provided by each team member;
- d. Team organization/organization chart;
- e. Technical resources;
- f. Resumes or qualifications are required for proposed project personnel.

D. Statement of Qualifications and Experience including:

- a. A discussion of the firm’s professional practice, areas of specialization, and philosophy;
- b. A discussion of the firm’s experience with work associated with preparing shared services or similar plans, listing relevant examples.
- c. Three references indicating project names, firm’s role, and client contact info (including telephone and email).

IV. Selection Process/Criteria

A committee of individuals representing Allegany County (i.e. Shared Services Team) will perform an evaluation of the proposals. The committee will rank the proposals as submitted, reviewing for completeness, clarity, focus, conciseness, and accuracy. They will also consider the relevance of experience, resources, references, quality, and diversity of expertise and any additional information provided.

Responses to this RFP will be evaluated based upon the following factors as presented in the submitter's proposal to assure it is advantageous and favorable to Allegany County:

A. Professional Qualifications — 25 Points.

Qualifications of the firm's personnel measured by education and experience, especially the specific person(s) that would be working on this project. Ability of the firm to meet the time table identified for the project. Familiarity with the study area.

B. Experience with Similar Projects — 25 Points.

Provide detailed information on experience with previous shared services plans including knowledge of current New York State Plan requirements. Provide at least three references for which your firm has provided the same or similar services. Include a point of contact, current telephone number, and a brief description of the services provided.

C. Project Understanding and Methodology — 40 Points.

Consultant should demonstrate thorough knowledge and understanding of New York State local government structure, services and financial requirements, describing in detail how the Consultant will accomplish each task as described in the Scope of Work.

D. Available Resources and Consultant Location – 10 Points

Consultant should demonstrate that they have the resources available to complete the project within the timeline stated, create all deliverables and have proximity to Allegany County to be available to complete the project as needed.

Reservation of Rights

Allegany County reserves the right to:

- Reject any or all proposals received in response to this request;
- Cancel any task request in effect should it determine that the proposed staff is not available or assigned to the task order;
- Award Contract(s) solely on the written proposal;
- Request oral interviews with the highest-ranked firms;
- Terminate negotiations with any Proposer should it be in the County's best interest.

Contract Negotiation and Award

The highest-ranked Proposer(s) may be invited to enter into Contract negotiations with Allegany County.

The Contract shall be effective from the date of approval by the Allegany County Legislature to the completion of all work and acceptance of deliverables by the Allegany County Office of County Administrator.

If an agreement cannot be reached with the highest-ranked Proposer, the County shall notify the Proposer and terminate negotiations. The second highest Proposer may be contacted for negotiations. This process may continue until successful negotiations are achieved.

All New York State and Federal laws are required to be followed during the execution of the project by the consultant.

APPENDICES AND ATTACHMENTS

Attached to this RFP are five [5] Appendices with standard Allegany County requirements, contract language and minimum insurance requirements as well as the New York State Law County-wide Shared Services Initiative (Enacted by Part BBB of Chapter 59 of the Laws of 2017). Calendars of meetings for all Towns, Villages and the County are also included in the appendices.

Appendix A: Terms A

Appendix B: Terms B

Appendix C: Allegany County Standard Insurance Requirements

Appendix D: New York State County-wide Shared Services Initiative (Enacted by Part BBB of Chapter 59 of the Laws of 2017)

Appendix E: County, Town and Village Meeting Typical Schedules – Subject to Change