



# PURCHASING DEPARTMENT

## COUNTY OF STEUBEN

3 EAST PULTENEY SQUARE  
BATH, NEW YORK 14810-1510  
(607) 664-2484

**DATE:** July 13, 2017

**MEMO TO:** WHOM IT MAY CONCERN

**FROM:** Andrew G. Morse, Director of Purchasing

**RE:** COST ALLOCATION PLAN (CAP)

### **Addendum #1, Document # GC-17-026-P**

Responses to questions from vendors:

1. The vendor that prepared the County's last CAP is Technical Analysts for Government.
2. The current CAP engagement will end 12/31/2017.
3. It is unknown how many days the current vendor spent onsite.
4. The current fee is \$5,000.00
5. The current CAP utilizes Excel spreadsheets.
6. The current CAP was prepared utilizing double step down methodology.
7. Financial and statistical information will be readily available in both hard and soft copy for the periods under review.
8. Year-end financials are generally available late August.
9. A copy of the current CAP work products/deliverables has to be requested through the Freedom of Information Law (FOIL) process.
10. It is expected that the vendor will prepare the County Wide Central Service Cost Plan, the Maintenance in lieu of Rent (MLR) Analysis and complete the claiming reports as required in the Fiscal Reference Manual, including the Statement of Estimated Maintenance Costs (SEAMC), Local Department of Social Services (LDSS)-4927 and LDSS-539.

**This information shall become part of the proposal document and should be considered in any response to this solicitation. It is required that this addendum be signed, dated and included with all bid submittals.**

If you have any questions regarding this matter, please contact this office.

Andrew G. Morse  
Director of Purchasing

Signature:	Date:
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