



# **REQUEST FOR QUOTE For COST ALLOCATION PLAN**

October 5, 2017

## **1.0 INTRODUCTION**

The City of Fort Walton Beach is seeking price quotes and proposals from professional services firms for the preparation of central services cost allocation plans.

## **2.0 SCOPE OF SERVICES**

- 2.1 This Request for Quote requires you to address the following
  - 2.1.1 Preparation of a Full Cost Allocation Plan based on full costing principles.
  - 2.1.2 Preparation of a Cost Allocation Plan based on OMB Circular A-87
  - 2.1.3 Specific scope of services
  - 2.1.4 Project schedule / timelines
  - 2.1.5 Fees
  - 2.1.6 Staff – Contact information

## **3.0 INQUIRIES & QUESTIONS**

**Please direct all questions & inquiries regarding this Request for Quote to:**

Giuliana Scott, Purchasing Agent, CPPB  
City of Fort Walton Beach  
105 Miracle Strip Pkwy SW  
Fort Walton Beach, FL 32548

850-833-9523 – direct  
850-833-9643 – fax  
[gscott@fwb.org](mailto:gscott@fwb.org)

## **4.0 DEADLINE FOR QUOTES**

Quotes shall be received at the Purchasing Division no later than Tuesday, October 31, 2017 at 3:00PM local time.