

OKLAHOMA COUNTY, OKLAHOMA
BOARD OF COUNTY COMMISSIONERS

STANDARD SERVICE CONTRACT BETWEEN COUNTY AND VENDOR

CONTRACT made as of the _____ day of _____ 2024

BETWEEN the **COUNTY:** The Board of County Commissioners of the
County of Oklahoma
320 Robert S. Kerr, Rm. 101
Oklahoma City, Oklahoma 73102

on behalf of: **Oklahoma County Board of County Commissioners**
Contact Person: Joe R. Blough, Chief Deputy, Oklahoma County District One
Telephone Number: 405-713-1501

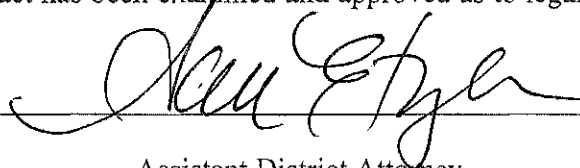
and the **VENDOR:** **MGT of America Consulting, LLC**
Address: 2251 Harvard Street, Suite 134
Sacramento, California 95815

Contact Person: J. Bradley Burgess, Executive Vice President
Telephone Number: 916-595-2646
Fax Number:

for the following maintenance or services:

Oklahoma County Juvenile Detention Rate Consultant Services

This Contract is a Renewal _____, New X Contract.
This contract has been examined and approved as to legality by the District Attorney, Oklahoma County.



Assistant District Attorney

6/13/24

Date

THE COUNTY AND THE VENDOR AGREE AS SET FORTH BELOW.

Standard contract consisting of 3 pages
with _____ page of attachments

ARTICLE 1
MAINTENANCE/SERVICES

The Vendor shall supply the following maintenance/services as required by the Contract and Bid Specifications: Oklahoma County Juvenile Detention Rate Consultant Services (See Attached Proposal for Services)

ARTICLE 2
INSURANCE/LIABILITY

The Vendor agrees to maintain liability and Workers' Compensation insurance to cover the acts of Vendor and his employees or agents regarding any services rendered pursuant to this contract. Such liability and Workers' Compensation insurance shall be sufficient in coverage and policy limitations to cover all claims arising under the Oklahoma Governmental Tort Claims Act. The Vendor agrees to indemnify and hold harmless the County for any negligent acts of Vendor in the performance of this Contract.

ARTICLE 3
TERM OF CONTRACT AND RENEWAL

This contract shall commence upon execution of both parties and shall terminate on June 30, 2024. The contract is renewable for an additional fiscal year upon approval of both parties.

Unless terminated earlier, this Contract will automatically terminate at the end of the current fiscal year (June 30) pursuant to Article 10, Section 26 of the Oklahoma Constitution.

It is agreed that the County may terminate this contract at any time before the end of the fiscal year for any reason after giving the Vendor a 30 day written notice of termination. It is further agreed the County may terminate this Contract immediately if the Vendor fails to provide services in accordance with this contract or in any way breaches any of the provisions of the Contract.

ARTICLE 4
CONTRACT AMOUNT

The County shall pay the Vendor the sum of \$9,475.00 upon completion of the scope of work and deliverables as outlined in the attachment. The price includes all professional, support, and travel costs.

ARTICLE 5

MISCELLANEOUS PROVISIONS

ARTICLE 6
BLANKET PURCHASE ORDER

This contract is null and void unless the amount of the contract has been encumbered by the Oklahoma County Clerk. Upon approval of this contract a Blanket Purchase Order Number will be issued by Oklahoma County as set out below.

ARTICLE 7
LEGAL AUTHORITY

It is expressly understood that the County is a subdivision of the State of Oklahoma and consequently may only contract pursuant to the procedures and with limitations provided by Oklahoma Law, including the County Purchasing Act, 19 O.S.A. Section 1500 et. seq., 19 O.S.A. Section 1 and 62 O.S.A., Section 430.1.

APPROVED this _____ day of _____, 2024.

BOARD OF COUNTY COMMISSIONERS
OKLAHOMA COUNTY, OKLAHOMA

Approved by County Dept.: _____

Chair

Department Head

ATTEST:

MGT of America Consulting, LLC

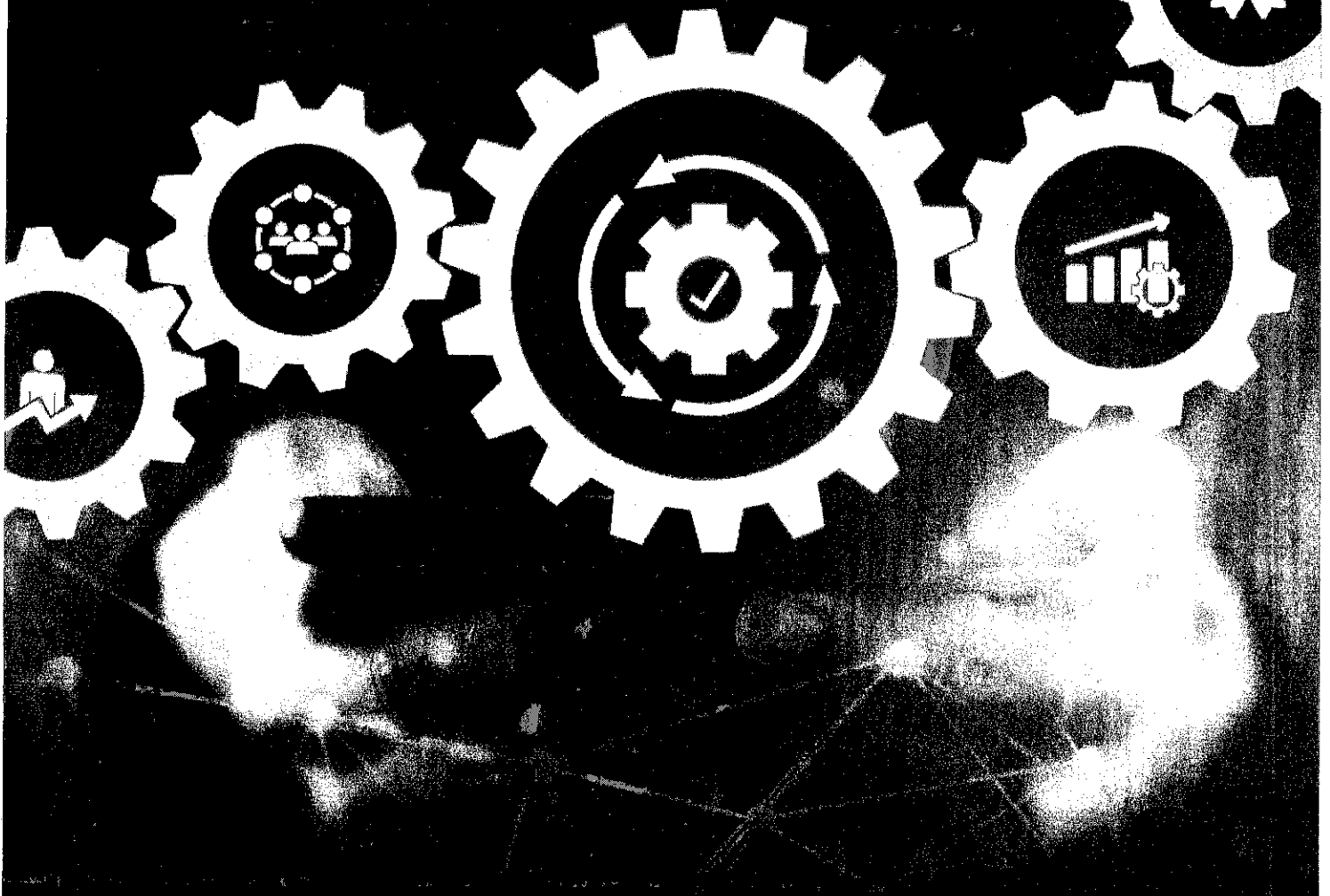
Maressa Treat, County Clerk

By: _____

Attest or Notary: _____

Requisition Number _____

Blanket Purchase Order Number _____



Proposal

June 12, 2024

Juvenile Detention Rate Consultant Services

Oklahoma County, Oklahoma

Submitted by:

PATRICK DYER
VICE PRESIDENT
3600 AMERICAN RIVER DRIVE, SUITE 150
SACRAMENTO, CA 95864
888.302.0899
pdyer@mgtconsulting.com

COUNTY OF OKLAHOMA

JUVENILE DETENTION RATE CONSULTANT SERVICES

JUNE 12, 2024

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I. FIRM PROFILE

We impact the communities we serve — for good.

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 who 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 MGT, 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: 500+ 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



I. FIRM PROFILE

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THE SOCIAL IMPACT OF MGT'S WORK



Defined by Impact

We understand the goals of the County and how this project and Oklahoma County's cost allocation processes impact the citizens of the community. By appropriately allocating central services department costs, the County complies with federal and state regulations, and ensures that general fund revenues are protected from unintentional subsidization of Enterprise or Grant operations and are available to provide the County's core services to its citizens. 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 state/federally compliant indirect rates, identify the full cost of the County's services for improved grant reimbursements, and maximize administrative claiming or cost recovery on fees charged. These all drive the County'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 County 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 County 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 County better its community.

MGT — Dedicated to the Community: We see Oklahoma County's 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

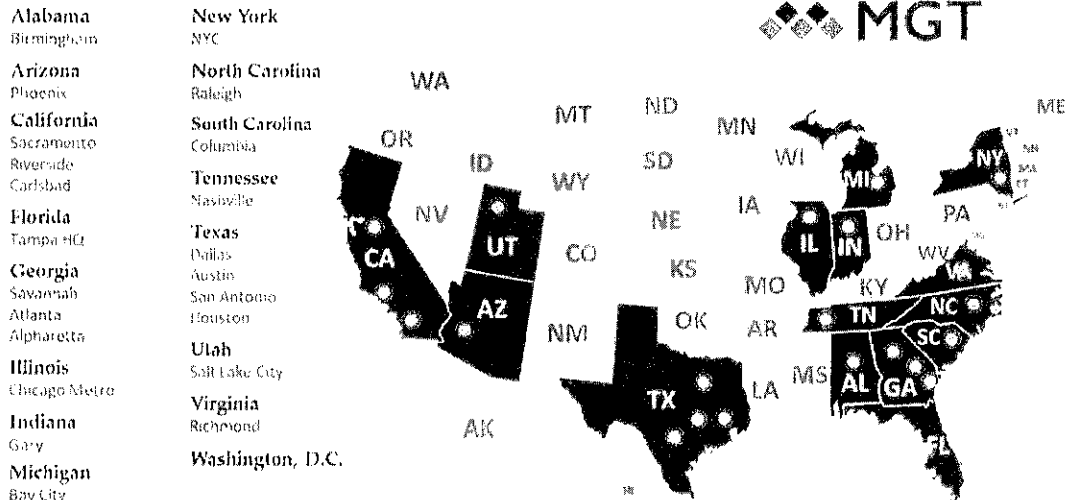
MGT staff are able to quickly assess and assimilate into various situations. Our focus is always on the task at hand, but we recognize that we are performing each task within a unique cultural environment. Our teams work across the country with new organizations on a regular basis and take the time to 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.

I. FIRM PROFILE

MGT OFFICE LOCATIONS

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

NATIONAL FIRM LOCAL FOCUS



MGT PRIMARY CONSULTING DIVISIONS

MGT employs over 500 consultants and staff. MGT is structured into two primary consulting divisions, along with various internal infrastructure groups to support our operations and growth.



Social Impact Solutions

Our Social Impact Solutions team combines Financial Solutions, Education 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 municipalities, government agencies, schools, districts, state agencies and colleges and universities perform at their best and thrive.



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.

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 County 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.

Over the last five years, our staff have completed over 700 detention rate studies, cost allocation plans and indirect cost rate proposals for state and local government agencies in all regions of the U.S., including annual jail per diem study for the Oklahoma County Sheriff's Office (2017-2024), and the juvenile detention rate studies based on 2017, 2019-2022 actual costs. All members of our project team annually complete dozens of billed service rate and methodology development, cost allocation plan, and detention rate projects for state and local governments. Our work is regularly submitted to and reviewed by federal and state cognizant agencies.

The following is a sample of some of the detention rate study projects MGT consultants have completed during the last five years.

- ♦ Oklahoma County, OK
- ♦ Tulsa County, OK
- ♦ Cochise County, AZ
- ♦ Maricopa County, AZ
- ♦ Pinal County, AZ
- ♦ Adams County, CO

I. FIRM PROFILE

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- ♦ Fremont County, CO
- ♦ Butler County, KS
- ♦ Sedgwick County, KS
- ♦ El Paso County, TX

Because we prepare so many cost of service projects each year, we have a significant amount of experience presenting and negotiating cost plans and rates with federal and state cognizant agencies. In just the past year, we have successfully negotiated plans and rates with the U.S. Department 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, the U.S. Department of Agriculture, and more than a dozen state agencies.

In addition to cost of service experience, MGT has many experienced consultants that are strong and diversified in the areas of state and local government cost analysis, charge-back rate development, operational analysis, program structuring and compliance.

MGT ADVANTAGES

The first advantage of MGT's employee owned organizational structure is that every member of the firm, and by extension every member of a project team, has a vested interest in the successful completion of every project, for every client. Additionally, this ownership structure creates a mindset that permeates through every MGT owner of operating a growing, yet stable firm based on building long-term relationships.

The second advantage of this organizational structure is our client's direct access to executive-level staff on every project. Many engagements are staffed with an executive of the firm who is actively involved in all aspects of the project. All engagements are no more than one staff member away from an executive of the firm. This access ensures the client will receive not just project specific expertise, but also decisions and resolutions of any concerns in a timely manner.

The third advantage of this organizational structure is the focused expertise of the consultants within MGT Financial Solutions. These consultants provide state agencies, special districts, cities, and counties services limited to cost allocation plans, billed service rate development, user fee studies, indirect cost rate proposals, and detention rate studies. This focus on cost of service issues ensures every project is staffed not just with experienced consultants, but with experienced cost allocation consultants.

QUALIFICATIONS OF MGT

The extensive knowledge and experience of MGT's project team in preparing rate studies, cost allocation plans, ICRPs, and related services for state and local government agencies makes MGT the best qualified company to provide the services requested. We believe the following supports this statement:

- ♦ **Team Experience:** MGT project team members have completed literally hundreds of indirect cost studies over the course of their career. Team members have also prepared over two

I. FIRM PROFILE

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hundred cost allocation plans and departmental indirect cost rate proposals (ICRPs) for over 60 different state agencies in accordance with GAAP and federal cost principles. All ICRPs were successfully negotiated with and approved by each state agency's federal cognizant agencies.

- ♦ **Public Finance Experience:** MGT's project team members have extensive public financial consulting experience and practical experience working for state and local government agencies, averaging more than 15 years of public finance consulting experience.
- ♦ **Cost Identification/Recovery Experience:** Our project team members are nationally recognized authorities on the identification and recovery of costs by state and local government agencies. In addition to preparing detention rate studies, ICRPs, Statewide Cost Allocation Plans (SWCAPs), and local and state agency cost allocation plans for over a decade, our team members have provided training on indirect cost identification and recovery related topics at the American Institute of Certified Public Accountants governmental training program, Association of Governmental Accountants professional development conferences, Governmental Finance Officer Association development conferences, and National Association of State Comptrollers annual conferences.
- ♦ **Government Consulting Experience:** Each member of the MGT project team chosen for the County's project has over 16 years of public financial consulting experience and practical experience working for state and local government agencies. All team members have completed multiple detention rate studies, cost allocation plans and indirect cost rate proposal projects for local and state agencies, and large governmental entities. The utilization of experienced consultants will minimize County staff efforts during interviewing and data-gathering tasks, ensure an accurate evaluation of County processes, and ensure the provision of results that meet County objectives within the required time frame.
- ♦ **Decades of experience with detention rate studies, the federal cost regulations of 2 CFR Part 200, OMB A-87, OASC-10, and Title 34 of the Code of Federal Regulations.**

2. EXPERIENCE AND ABILITY OF ASSIGNED STAFF

We believe MGT has designated a project team for the County project with exceptional qualifications for completing the scope of work and assisting the County in determining per diem juvenile detention costs. We intend to only assign senior consultants with extensive experience in preparing and negotiating detention rates. MGT consultants to be assigned to this project have prepared numerous detention rate studies over the past 25 plus years. Our project team will assure the development of a quality deliverable within the required time frame. The primary MGT project team will consist of a Project Director and one Project Manager.

MR. BRET SCHLYER, VICE PRESIDENT | PROJECT DIRECTOR

As Project Director, Mr. Schlyer will be ultimately responsible for the completion of the scope of work and the provision of all deliverables. In addition to his project management responsibilities, he will be actively involved in data gathering, data analysis, report writing, and with any negotiations with the County cognizant agency.

Mr. Schlyer is a Vice President with over 25 years of public-sector consulting experience and a BS in Accounting from the University of Kansas. He has extensive experience in assisting state and local agencies in the preparation and submission to cognizant agencies of detention rates, indirect cost rates, cost allocation plans, and billed service methodologies. Sample agencies for which he has developed detention rates include:

- ♦ **Oklahoma.** Oklahoma County Adult Detention Jail Rate Study.
- ♦ **Arizona.** Maricopa County Adult Detention Rate Study, Cochise County Adult and Juvenile Detention Rate Studies, Pinal County Adult and Juvenile Detention Rate Studies.
- ♦ **Kansas.** Sedgwick County Adult and Juvenile Detention Rate Studies.

He also has assisted in the development of service charge-back rates for state and local agencies, and successfully negotiated their approval with federal cognizant agencies. On all government agency service rate projects on which he participated, he was actively involved in the review and development of the methodology; the actual preparation of service rates based on the methodology; the negotiation of approval of the methodology and rates; and in assisting the agency in the implementation, application, and clarification of the rates with users. This has provided him with an extensive knowledge of both the theoretical development of rates and the practical side of developing and applying rates in a state or local government setting.

Mr. Schlyer has significant experience in projects designed to maximize federal funding for government agencies. He has participated on federal revenue enhancement projects for the following state agencies: Alabama Department of Mental Health and Mental Retardation, Arizona Health Care Cost Containment System, Connecticut Department of Social Services, Delaware Department of Aging, Florida Department of Children & Families, Kansas Department of Social & Rehabilitative Services, Kansas Health Policy and

2. EXPERIENCE AND ABILITY OF ASSIGNED STAFF

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Authority, New Jersey Department of Addiction Services, New Jersey Department of Mental Health Services, and New Mexico Department of Health.

As a result of his experience, Mr. Schlyer is nationally recognized as an authority on 2 CFR Part 200 (formally OMB Circular A-87) and its impact on state and local governments. He has made numerous presentations and published articles for governmental organizations on the development and application of OMB Circular A-87 cost allocation plans, indirect cost rates, and charge-back rates. 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 OMB Circular A-87, cost analysis, and cost recovery subjects to state agencies and local entities in Alabama, Arizona, Colorado, Florida, Kansas, Louisiana, Nebraska, New Jersey, New Mexico, and Oklahoma.

MS. MEREDITH MILLER, DIRECTOR | PROJECT MANAGER

Ms. Miller will serve the County as a Project Manager and will assist in all aspects of the development of the juvenile detention per diem rate study. She has prepared the juvenile rate study the past two years and assisted Mr. Schlyer on the Adult Detention Jail Rate Study as well. She has been performing governmental cost-of-service studies for the past thirteen 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, Senate Bill 90 reimbursement, and management auditing of government operations for city, county, state and special district government agencies. She has performed recent, relevant work for Oklahoma County, OK; Oklahoma City, OK; Arlington, Texas; El Paso, Texas; El Paso County, Texas; Fort Worth, Texas; McKinney, Texas; and Victoria County, Texas.

3. METHODOLOGY, APPROACH, AND WORK PLAN

MGT'S METHODOLOGY AND APPROACH

To meet our commitment to the County, we will utilize a methodology and approach that has been used by our project team members to prepare numerous detention rate studies. The experiences MGT's project team members have acquired through the preparation of detention rate studies across the country, allow us to develop and acquire approval of rates that detail the daily cost of housing and providing care to inmates. Our technical approach will meet your objectives through interviews with agency staff, and a comprehensive data collection and review process.

Our methodology and approach have been used by our project team members to prepare dozens of detention rate studies.

SCOPE OF WORK

MGT has a full understanding of the goals and objectives of this project. We understand the County provides juvenile inmate housing services and seeks to charge a cost-based fee for this service. The costs associated with housing these inmates include both direct and indirect costs, and both fixed and variable costs.

Based on our understanding of the County's circumstances and request, we propose to complete the scope of work as requested in the task order by providing the following services:

1. Develop Juvenile Detention Per Diem Fee Methodologies

MGT will work with the Oklahoma County Juvenile Bureau (OCJB) staff and management to develop per diem fee methodologies applicable to housing juvenile inmates in the Oklahoma County Juvenile Bureau juvenile detention facility. The methodologies will:

- ♦ Identify the methods and tasks necessary for the identification of the total annual costs (direct and indirect) and average per-day costs incurred by the County for inmate housing in the juvenile detention facilities. This step will include:
 - Analyzing the OCJB activity structures and update the per diem fee components that will recover the direct costs of these activities.
 - Analyzing the OCJB indirect costs and update detention per diem fee components that will recover the indirect costs.

This will be developed in accordance with generally accepted accounting and costing principles as recognized by the Governmental Accounting Standards Board and will be in a format that can be audited by external auditors.

2. Develop Juvenile Detention Per Diem Fees for Inmates

3. METHODOLOGY, APPROACH, AND WORK PLAN

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MGT will determine the County's total costs, both direct and indirect, for inmate housing in the Oklahoma County Juvenile Bureau detention facilities and calculate the per diem fees applicable to all inmates. In cooperation with OCJB, MGT will evaluate and determine the costs to be used to develop juvenile detention per diem fees and calculate the fees utilizing the appropriate cost data.

3. Presentation of Results

MGT will be available upon request to present the methodology and juvenile detention per diem fees to the County staff.

PROJECT DELIVERABLES

Project deliverables will include a juvenile detention per diem rate study that details the cost of housing an inmate in the juvenile facility during FY 23. It will include exhibits providing and supporting the developing of per diem fees.

1. Juvenile Detention Per Diem Fees

The deliverable will be a document providing the per diem fees for inmate housing in County juvenile detention facilities applicable to all inmates. The document will include a narrative discussion of the fees and cost exhibits that display the calculations and reconcile the costs included in development of the fees to County financial reports or budgets. The document will contain sufficient information for internal and external auditors to determine the appropriateness and source of the financial information, and the reasonableness of the methodology used to develop the fees.

- ♦ An initial draft document with juvenile detention per diem fees will be provided to and reviewed with OCJB staff. An electronic copy of the initial draft document will be provided to the County's project director for dissemination and review by County staff. MGT's project manager will be available for a virtual meeting with County staff to review the initial draft, answer questions, discuss issues, and discuss any requested revisions.
- ♦ A revised draft document with juvenile detention per diem fees will be developed incorporating any agreed-upon revisions identified during the review of the initial draft document. The revised draft document will be provided to and reviewed with OCJB staff. An electronic copy of the revised draft document will be provided to the County's project director for dissemination and review by County staff. MGT's project manager will be available for a virtual meeting with County staff to review the revised draft, answer questions, discuss issues, and discuss any requested revisions.
- ♦ A final electronic document with juvenile detention per diem fees will be provided incorporating any agreed-upon revisions identified during the review of the revised draft document.

2. Presentation on Juvenile Detention Per Diem Fees

- ♦ If requested, MGT will develop a presentation on the juvenile detention per diem fees. A draft presentation will be developed and provided to the County for review. A final presentation will

3. METHODOLOGY, APPROACH, AND WORK PLAN

be developed incorporating any agreed-upon revisions. MGT's project team will be available to present or assist in the presentation to the County.

WORK PLAN

Embedded within our work program for the development of the per diem fee methodology and model is our management philosophy of close communication with our clients. Our philosophy calls for interactive communication with our clients because it fosters an understanding of the work being performed, status of work, and improves client satisfaction with our work. Progress and project review meetings are not shown on our narrative work program, but are planned. Our work program includes the following tasks.

TASK 1.0 INITIAL MEETING

An initial meeting will be held with County staff to determine the exact parameters of the project, clarify any external requirements or issues, and clarify project deliverables. MGT staff understands the general goals going into the project. However, having an initial meeting to set and determine specific goals ensures the final product will meet the County's expectations.

TASK 2.0 OBTAIN ORGANIZATION OVERVIEW

We will meet and work with County staff and management to acquire an understanding of Juvenile Detention operations. Information on the Juvenile Detention organization and operations will be obtained and reviewed. At a minimum, we will acquire and review current organization charts, annual reports, organization unit descriptions, and performance data on the number of individuals booked and housed.

TASK 3.0 OBTAIN AND REVIEW FINANCIAL INFORMATION

During this task, we will obtain and review the juvenile detention facility's actual cost expenditure information at the greatest level of detail available.

TASK 4.0 DATA ANALYSIS

During this task, we will identify and analyze all activities and costs associated with the housing of inmates in the juvenile detention facilities. We will identify all direct and indirect costs. We will determine the appropriate methods for assigning both direct and indirect costs to the per diem fees. Meetings will be held with appropriate County staff to review activities, costs, and availability of cost allocation base data.

TASK 5.0 DEVELOP JUVENILE PER DIEM FEE METHODOLOGY

MGT will develop a methodology providing for the development of housing fees applicable to all inmates. The methodology will identify the methods and tasks necessary for the identification of the total annual costs (direct and indirect) and average per-day costs incurred by the County for housing in juvenile detention facilities. The methodology will be developed in accordance with generally accepted accounting and costing principles.

TASK 6.0: DEVELOP DRAFT JUVENILE PER DIEM FEES FOR INMATES

MGT will develop a draft of document with the juvenile per diem fees using the methodology developed in task 5. Using an appropriate expenditure set, the County's total costs, both direct and indirect, for the housing of inmates in the County's juvenile facilities will be determined and used to develop juvenile per diem rate fees applicable to all inmate jurisdictions. A document will be provided that includes a description of the methodology used to develop the fees, the actual fees, exhibits and identify the display the calculation of the fees and which reconcile the costs included in development of the fees to County financial reports or budgets, and the model spreadsheets supporting the development of the fees. The document will contain sufficient information for internal and external auditors to determine the appropriateness and source of the financial information, and the reasonableness of the methodology used to develop the fees.

TASK 7.0: PROVISION AND REVIEW OF DRAFT JUVENILE PER DIEM FEES

An initial draft document with juvenile per diem fees will be provided to and reviewed with County staff. A revised draft document will be developed incorporating any agreed-upon revisions identified during the review of the initial draft document. The revised draft document will be provided to and reviewed with County staff. An electronic copy of the initial draft and revised draft documents will be provided for dissemination to County staff for review.

TASK 8.0: PROVISION OF FINAL JUVENILE PER DIEM FEES

A final document with juvenile detention per diem fees will be provided. The final document will include any agreed-upon revisions identified during the review of the draft document.

TASK 9.0: PRESENTATION ON JUVENILE PER DIEM FEES AND METHODOLOGY

If requested, MGT will develop a presentation on the methodology and juvenile per diem fees. A draft presentation will be developed and provided to the County for review. A final presentation will be developed incorporating any agreed-upon revisions. MGT's project manager will be available to present or assist in the presentation to County staff or other interested/necessary parties.

The completion of this work program will provide the County requested services and deliverables.

PROJECT ASSUMPTIONS

Our work program 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 County project manager 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:

1. The County will designate a County project manager 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 County departments and MGT.

3. METHODOLOGY, APPROACH, AND WORK PLAN

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2. The County's project manager 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.
3. MGT will have access to and cooperation and participation by staff and management.
4. MGT expects to have reasonable, timely access to County personnel and data.
5. Meeting facilities will be arranged for and used at the expense of the County.
6. The County will provide all requested documents at its own expense.
7. All results will be based on the best available cost and usage data available at the time cost analyses are performed and per diem fees are calculated.

All costs and other data provided by the County 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 County.

4. PROPOSED PRICE AND TIMELINE

MGT is prepared to begin this project immediately following the award of a contract and notification to proceed. Our schedule is to complete the project within two months of contract award. This schedule relies upon the reasonable availability of County staff and information, and the timely review of draft documents and reports.

MGT's proposed total fixed price for completing the scope of work and deliverables is a fixed price of \$9,475. The price includes all professional, support, and travel costs.

MGT intends to invoice the County 75 percent of the contract amount upon delivery of the draft report, with the remaining 25 percent to be invoiced upon completion of the final report. Invoices will be due within 30 days after receipt of an invoice

Oklahoma County

PURCHASE ORDER CURRENT LIST

CHANGE ORDER

Purchase Order Type: Blanket Fiscal Yr/Per 2024/01 PO# 22400016
Batch 1 PO Date 06/06/2024
Requisition 12400269
Department Code 110 General Government
Allocation Code 00000000
Buyer ID 6065bbkeltho Kelly Thomas
Needed By Date
General Commodity
Vendor 002875 MGT OF AMERICA CONSULTING LLC
PO BOX 17780
CLEARWATER, FL 33762-0780
Ship To Address BOCC OKLAHOMA COUNTY COMMISSIONERS
320 ROBERT S KERR
ROOM 101
OKLAHOMA CITY, OK 73102
Ship To Reference
Shipping Method
Bill To Address BOCC OKLAHOMA COUNTY COMMISSIONERS
320 ROBERT S KERR
ROOM 101
OKLAHOMA CITY, OK 73102
PO Description BLANKET Consulting for JJC daily rates FY24
Special Handling None Status Printed Distribution 1
Total PO Amount \$9,475.00
Liquidated \$ 0.00
Open Encumbrance \$9,475.00

Line Item Details

Req 12400269 Qty	9,475.00	UOM EACH	Unit Price	1.00000
%Disc 0.00 Credit	0.00	Freight	0.00	Sales Tax 0.00

Line Item Total		\$9,475.00
Qty Received 0.00	Liquidated	\$ 0.00
Qty Canceled 0.00	Canceled	\$ 0.00
Line Item Open Encumbrance		\$9,475.00

Description
Consulting Agreement for JJC daily rates
FY24

Department 110 1099 Box 7 Capital AssetN Needed By
Quote Bid
Work Order: Task:
Ship To Address BOCC OKLAHOMA COUNTY COMMISSIONERS
320 ROBERT S KERR
ROOM 101
OKLAHOMA CITY, OK 73102

Ship To Reference

Allocation Details

Oklahoma County

PURCHASE ORDER CURRENT LIST

Org	Obj	Proj	Description	Encumbered Amt	Bud
10110000	54455		Professional servi	\$9,475.00	U
			Liquidated	\$ 0.00	
			Canceled	\$ 0.00	
			Allocated open Encumbrance	\$9,475.00	

** END OF REPORT - Generated by Kelly Thomas **