



Request for Proposals for American Rescue Plan Act 2021 Program Evaluation and Monitoring, Compliance, and Audit Preparation

Information and Background

The Montgomery County Commission (“County”) received \$43,992,250 from the Coronavirus State and Local Fiscal Recovery Fund established by the American Rescue Plan Act (“ARPA”). The County joined with the City of Montgomery to create the Montgomery Thrive Investment Initiative to jointly obligate and expend their ARPA funds for the maximum community impact.

The County is soliciting proposals from consultants with ARPA project management experience to monitor ARPA funded programs, to evaluate programs and compliance, and to assist in reporting and audit preparation. The consultant must have all the skills and experience required to perform the proposed services and the ability to comply with all applicable federal, state, and local laws and regulations.

Application and Submission Deadline

- RFP Release– October 8, 2024
- RFP Questions can be submitted on or before October 16, 2024 **do we need to extend this date or have we answered all the questions we need to for this RFP?**
- RFP Submission Deadline-~~October 28, 2024~~ **November 8, 2024**
- Contract execution is anticipated within 30 days and will terminate January 31, 2027, unless terminated sooner

How Will Funding Decisions be Made?

Proposals will undergo an evaluation process conducted by a review committee (“Committee”). The committee will develop a score for each proposal based on the combination of experience staffing and costs as follows:

Proposals will be evaluated based on the following criteria:

- 20 points- relevance and depth of experience providing program administrative services for similar programs.
- 20 points-capacity to manage the financial aspects of the program effectively.
- 20 points-quality and clarity of the bidder’s financial management and oversight processes.
- 20 points- competitiveness of fee structure.
- 20 points-references and past performance

Interviews

The County reserves the right to determine whether interviews will be necessary and the number of proposers to be interviewed. If the County deem interviews necessary, selected proposals will be notified. The proposer's primary contact, as well as other key personnel must be present and participate in the interview. The purpose of the interview is to further document the proposer's ability to provide the required services and to provide the committee with an understanding of how the program will be implemented and specific services will be furnished.

Eligible Responders

Consultants with the following qualifications are eligible to apply:

- Experience in managing federally funded grants and requirements of 2 CFR 200, including program evaluation and compliance, reporting and audit preparation, and sustainability funding;
- Registered with an “active” status with the System of Award Management (SAM).

Scope of Services

The scope of services described herein is to provide monitoring services for the County, including but not limited to, the following areas:

- Review contracts and purchasing documentation to ensure compliance of expenditures using ARPA Funds;
- Review County and sub-recipient policies, procedures, financial statements, and other relevant documents as needed to ensure compliance with all federal, state and local laws and regulations;
- Adopt procedures to help achieve compliance with applicable laws, rules, regulations, and guidance in an efficient manner;
- Facilitate and ensure timely progress for ARPA projects;
- Assist in audit preparation and reporting; and
- Provide sustainability and ongoing funding strategies, to include the following:

The selected respondent will be required to incorporate a comprehensive sustainability plan as part of the federal award monitoring and compliance services. This plan should outline strategies for ensuring that the programs and initiatives established under the initial federal award continue beyond the award period. Specifically, the respondent shall:

Identify Additional Funding Opportunities: Proactively research and identify relevant federal, state, and private grant opportunities that align with the objectives of the initial award. The respondent will be responsible for providing recommendations for securing supplemental funding to sustain, expand, or enhance the programs initiated under the initial federal award.

Grant Application Support: Provide technical assistance in the development of new grant proposals, including but not limited to drafting narratives, budgets, and required documentation necessary for the submission of competitive applications.

Long-Term Financial Planning: Develop and recommend strategies for diversifying funding streams to ensure program longevity. This may include collaboration with stakeholders,

establishing public-private partnerships, or identifying additional revenue sources to support the long-term sustainability of program activities.

Reporting and Compliance: Ensure that all new funding sources are compliant with federal regulations, including those governing programmatic and financial reporting, audit requirements, and any other stipulations outlined by the funding agencies.

The respondent's proposal should demonstrate a track record of successfully securing additional federal or private funding and show evidence of a commitment to the long-term sustainability of grant-funded programs.

Proposal Requirements

Each response to this RFP shall include the information described in this section. Provide the information in the specified order. Failure to include all the elements specified may be cause for rejection. Additional information may be provided but should be succinct and relevant to the goals of this RFP.

- **ORGANIZATION OVERVIEW**

Provide a brief description of your organization, mission, and history of managing similar projects. Please also make sure to include the following information: title of this RFP, name and mailing address of organization, and identify the designated contact person (including email address and phone number).

- **QUALIFICATION**

List the professional qualifications of your organization and the staff who will be involved in managing the program administration and fiscal responsibilities.

- **EXPERIENCE AND CAPACITY**

Provide a statement that is not more than two (2) pages listing any current or past experiences with providing monitoring services, especially for federally or state-funded programs. Indicate the clients/program names, locations, dates administered, and other relevant information.

- **PROPOSED FEE STRUCTURE**

Detailed explanation of your fee structure, including any indirect costs, direct costs, and other associated fees.

- **REFERENCES**

Provide a list of names, addresses, and telephone/email contacts of at least two (public sector preferred) clients for which the organization has successfully administered a state or federally funded program.

- **EXPECTATIONS FROM THE COUNTY**

Identify any information and tasks expected from the County to enable you to complete the Scope of Work.

- **OTHER**

- Responders may provide any other relevant information that will assist the County in evaluating their proposals.

- Proposals shall remain valid until the execution of a contract by the County.
- Responder may include in their proposal items not specified in this RFP, which they would consider pertinent. All such items shall be listed separate from the proposal and the cost thereof shall be separate and itemized.
- Proposals shall be examined and evaluated by the County's evaluation team to determine whether they meet the requirements of this RFP and to make a recommendation to the County.
- The successful proposal shall not be determined by price alone. The evaluation process will be directed toward identifying a Responder who best meets the County's functional requirements, is financially sound, technically oriented, user-friendly, competitively priced, and reflects Responder's experience and competency.
- The Proposer's entire response to the RFP will become part of the Contract.

Submission Format

- Email (1) PDF copy to Kindell Anderson (kindellanderson@mc-ala.org) and Regina Walker (reginawalker@mc-ala.org)
- Please note in subject line: Monitoring and Program Evaluation Response

Failure to provide all required submittals in completed form may result in a proposal being found unresponsive and given no consideration. Proposals must be neat, complete, and fully address all information requested.

Additional Information

- **Agreement.** All terms and conditions, as well as duties of the selected Responder, shall be set forth in a contract agreement between the selected Responder and County. The contract will incorporate reference to the requirements of the RFP and the Responder's proposal as negotiated. State law prohibits the County from agreeing to (1) indemnify the Contractor; (2) waive the right for jury trial; (3) grant a security interest; or (4) binding arbitration.
- **Immigration Law.** The selected Responder affirms that it will not violate federal immigration law or knowingly employ, hire for employment, or continue to employ an unauthorized alien within the State of Alabama for the duration of the agreement. Furthermore, a contracting party found to be in violation of this provision shall be deemed in breach of the agreement and shall be responsible for all damages resulting therefrom.
- **Minority and Women-Owned Businesses.** The County is committed to increase participation by Minority and Women-Owned Businesses (M/WBs) in the procurement process; to ensure equal opportunity for M/WBs to participate in the procurement process; to prohibit discrimination on the basis of race, color, religion, national origin, sex, age, disability, or veteran status in the procurement process; and to achieve a minimum of 30% participation by M/WBs in the procurement process.
- **Rights Reserved.** The County reserves the right, in its sole discretion, to reject all submissions, reissue a subsequent RFP, terminate, restructure, or amend this procurement

process at any time. Evaluation criteria contained herein shall be used in evaluating interested firms, groups, or persons for selection. The County may contact any RFP Responder after receiving its submittal to seek clarification on any portion thereof. The County further reserves the right to request additional information from any RFP respondent if such information is deemed necessary to further evaluate selection. All RFP material submitted becomes property of the County and will not be returned to the RFP Responders.

- **American Rescue Plan Act.** In the event American Rescue Plan Act funds are utilized for this purchase or contract, the County will require the selected program administrator to affirm its adherence to the applicable standards provided in 2 C.F.R. Part 200, including, but not limited to, its compliance with the applicable provisions of the following federal laws, regulations and orders:
 - a. Title VI of the Civil Right Act of 1964
 - b. Section 504 of the Rehabilitation Act of 1973
 - c. Davis Bacon Act of 1931
 - d. Age Discrimination Act of 1975
 - e. Section 402 of the 1974 Vietnam Veterans Act
 - f. Byrd Anti-Lobbying Amendment Compliance and Certification
 - g. Executive Order 11246 and Equal Employment Opportunity