

RFP Open Date – September 27, 2022
RFP Close Date – October 6, 2022

Request for Proposal for American Rescue Plan Act 2021 Project Management and Reporting

Reno County is requesting proposals from Firms/Consultants that has Project Management experience with the American Rescue Plan Act 2021 (ARPA). Proposals shall also include experience in ARPA reporting and data collection, ARPA recipients/sub-recipients, liasoning with the County and knowledgeable of the United States Department of Treasury guidelines and procedures.

Interested Agencies are invited to submit proposals in the format described in this Request for Proposal (RFP).

This RFP can be found online at Reno County's Official website, <https://www.renogov.org/800/ARPA--American-Rescue-Plan>. Notification of the RFP will be mailed to those businesses that appear to fit the image, quality, and service Reno County wishes to offer. Reno County assumes no responsibility for failure to send the RFP to all interested Agencies.

For Questions Please Contact:

Randy Partington
County Administrator
Randy.partington@renogov.org
(620) 694-2530

****Deadline for Questions or Comments must be submitted by email by 5:00 pm on October 3, 2022**

Background:

Reno County is a community of approximately 62,000 residents. After the American Rescue Plan Act was signed into law in 2021, Reno County was allocated \$12,042,385 by the United States Department of Treasury from the Coronavirus State and Local Fiscal Recovery Funds "SLFRFF" Program, to respond and recover from the impacts of the Coronavirus pandemic. As such, Reno County is considered a "Tier 2" recipient under the ARPA program, which comprises counties with a population below 250,000 and an award of greater than \$5,000,000.

The County is looking to contract with a Firm/Consultant in order to ensure all relevant reporting metrics, set forth by the United States Department of Treasury, have been met and appropriate data collected from recipients/ sub-recipients for the duration of the ARPA program projects. Reno County has elected to utilize the maximum \$10,000,000 standard allowance available in the SLFRF rules to be expended as and reported as "Revenue Loss Replacement".

The County Commissioners have worked with community leaders, community stakeholders and others to research projects, but are seeking additional professional services to manage the selected ARPA projects.

Project Description:

Reno County is seeking to enter into a contract with a competent professional administration/management Firm or Consultant that has experience in grants/contract administration with the following qualifications:

- Experience and comprehensive knowledge of the federal Final Rule, Compliance and Reporting Guide, and all federal requirements specifically outlined for the ARPA / SLFRF funds including but not restricted to, eligible projects, procurements and expenditures, federal SLFRF portal reporting requirements, contracts and awards, and subrecipient monitoring.
- Related experience in managing federally funded grants and requirements of 2 CFR 200.
- Consultant/Firm are required to be registered and have an “active” status with the System of Award Management (SAM). SAM is the Official U.S. Government system that consolidates the capabilities of CCR/FedReg, ORCA, and EPLS. There is no fee to register for this site. Entities may register at no cost directly from the SAM website located at: <https://www.sam.gov>.

***NOTE- Active status in SAM will be verified to be considered for this RFP. It is strongly recommended to review and update (if applicable) your entities SAM status prior to Proposal Submission.**

Scope of Services:

The scope of services described herein is to provide contract-related management services for Reno County, including but not limited to, the following areas:

PROJECT MANAGEMENT SERVICES

1. Review contracts and purchasing documentation to ensure cost recovery and compliance of expenditures using ARPA Funds. Aid in preparing ARPA/SLFRF compliant subrecipient agreements, vendor contracts, etc.
2. Advise the County and subrecipients as to which projects and expenditures should be reported utilizing the standard Revenue Loss Replacement Allowance of \$10,000,000 and which should be expended and reported as specific Expenditure Categories meeting the federal requirements for response to the COVID-19 public health emergency or its negative economic impacts or other specifically eligible uses.
3. Advise the County and subrecipients as to project requirements which will meet federal deadlines for obligating funds and liquidating those obligations within timeframes that maintain compliance with all federal rules and guidance for ARPA/ SLFRF.
4. Review County and sub-recipient policies, procedures, financial statements, and other relevant documents as needed to ensure compliance with general federal and state guidelines.
5. Communicate and collaborate with the City of Hutchinson’s ARPA Consultant firm for coordination, project alignment and any additional needs that may occur related to ARPA.

6. Proactively recommend any financial and operational processes to the County. Adopt procedures to help achieve compliance with applicable laws, rules, regulations, and guidance in an efficient manner.
7. Review and assist with processing reimbursement requests and determining allowable costs that are set by the County.
8. The Consultant/Firm shall provide and assist with the following:
 - Assistance and oversight to help facilitate and ensure appropriate progress for ARPA projects.
 - Award/funding close-out services to ensure ARPA funding is retained.
 - Fraud, waste and/or abuse identification, reporting and remediation.
 - Summarizing costs for presentation to the Federal Government
 - Monthly reporting in a document report format

DATA COLLECTION and REPORTING SERVICES

- Assist the county to ensure accountability and compliance with reporting requirements;
- Proactively monitor and advise the Project Team with any guidance/requirements issued pertaining to the ARPA funding;
- Establish proper accounting and reporting of internal control mechanisms to record, track and track the disbursement of ARPA Funding according to all Federal, State, and local laws, rules, regulations, awarding requirements and guidance. Including, but not limited to: Uniform Guidance, General Accepted Accounting Principles, and the County's internal funds based accounting policies and procedures.
- Prepare and submit all periodic performance reports required by the Treasury.
- Provide regular status reports (financial performance and projection modeling). These reports must include, but are not limited to:
 - Addressing the county's distribution and use of the ARPA funding.
 - Status reports must include:
 - Total ARPA Funding the County is eligible to receive.
 - Total of ARPA funding the County has actually receive.
 - Total ARPA Funding the county has distributed to date.
 - How the distributed ARPA Funding has been allocated.
- Prepare and review documentation and reports for completeness to ensure eligible work and costs are captured for audit;
- Work with to resolve any possible disputes with FEMA, the US Department of Treasury, the Internal Revenue Service, the Centers for Medicare and Medicaid Services, external auditors, or other agencies as necessary. Including, but not limited to, the preparation of justifications, responses to audit findings or appeals.
- Develop policies and procedures for appropriate document retention and reporting with the Federal Financial Accountability and Transparency Act (FFATA) and/ or Treasury Office of Inspector General.
- Streamline reporting process to ensure continued compliance and provide post award administration.

MEETING and COMMUNICATION

1. Participate in recurring ARPA Project Team meetings.
2. Attend meetings with County leadership, County staff, sub-recipient staff and/or Federal, State and local officials regarding ARPA Funding matters when requested by the Commissioner's and/or the ARPA Project Team.
3. Represent the County by attending meetings with the Treasury or other agencies, as necessary, on behalf of the County.
4. Collaborate with the County's finance, accounting staff, outside auditors and other County staff and agents, as necessary, to perform the Services when requested by the Commissioner's.

TENTATIVE SCHEDULE OF EVENTS

The County proposes the following tentative schedule of events for this Request for Proposals (RFP), and subsequent award of contract. This schedule is for planning purposes only, and is subject to change, without notice, based upon the County's needs.

Issuance of RFP	September 23, 2022
Deadline for Questions	October 3, 2022 at 5:00 pm
Proposals Due	October 6, 2022 at 4:30 pm
Issuance of Notice of Award & Contract	TBD

Proposal Requirements:

Proposals must address all portions of the solicitation and contain all required documents to be considered. Proposals must be submitted in writing with a copy of this RFP attached.

In order to be considered, all proposals must be submitted in the manner and number described in this RFP.

Proposals must be signed by the proposer or its authorized representative.

1. **A written narrative detailing qualifications and experience:**
 - a. Experience in providing the services described herein.
 - b. Projected Vision and Viability
 - c. Staffing: Provide names, qualifications and experience of key employee(s) to be assigned to the project. Provide the length (time and number of locations) relationship the Service Provider has with the proposed employee(s).
2. **References** - Provide at least three (3) references for which services of a similar nature were provided within the past three (3) years. The references should include the name, title, address, phone number and email for each reference. (see attached)

Submission Instructions:

A. Submit at a proposal by email to randy.partington@renogov.org or by mail at the following address.

Randy Partington
Reno County Administrator
206 West First Avenue
Hutchinson, KS 67501-5245

B. **DEADLINE:** The Request for Proposal must be received at the address above before 4:30 p.m. on October 6, 2022. Reno County reserves the right to accept proposals after the due date.

C. Proposals should be clearly marked **“RFP ARPA Project Management and Reporting Services”**.

D. Proposals signed by an agent must be accompanied by evidence of the authority of the agent. Proposals submitted by an individual as sole owner must be signed by the owner. Proposals submitted by a partnership must be signed by at least one of the partners.

E. Reno County reserves the right to reject any and all proposals. The Reno County Board of Commissioners will have final approval of the selected Firms/Consultants.

Length of Agreement:

A final agreement between the selected service provider and Reno County shall operate on a year-to-year basis with an option to renew annually.

Failure to submit an agreeable contract to the County within 20 days of selection will be basis to rescind the selection, the County reserves the right to make an alternate selection.

Insurance Requirements:

During the term of the contract, or longer if required, Firm/Consultant shall maintain Liability Insurance and Workers' Compensation Insurance in reasonable amounts. The Contractor shall name Reno County as an additional insured under said Public Liability Insurance. Award is conditional upon submission of insurance documents. Failure to do so may result in disqualification of the Offeror as non-responsive.

To Whom It May Concern:

We understand that Reno County may not select any of the submitted proposals. We understand that if Reno County selects a proposal, Reno County shall select the proposal it determines to be in the best interest of Reno County.

The representation made in our Proposal is complete, truthful and accurate.

Company: _____

Signature: _____

Print Name: _____

Title: _____

Vendor References Form

Please list at least three (3) companies or governmental agencies (preferably a municipality) where the same or similar products and/or services as contained in this specification package were recently provided.

THIS FORM MUST BE RETURNED WITH YOUR OFFER.

REFERENCE ONE

Government/Company Name: _____

Address: _____

Contact Person/Title: _____

Phone: _____ Fax: _____

Email Address: _____ Contract Period: _____

Scope of Work: _____

REFERENCE TWO

Government/Company Name: _____

Address: _____

Contact Person/Title: _____

Phone: _____ Fax: _____

Email Address: _____ Contract Period: _____

Scope of Work: _____

REFERENCE THREE

Government/Company Name: _____

Address: _____

Contact Person/Title: _____

Phone: _____ Fax: _____

Email Address: _____ Contract Period: _____

Scope of Work: _____

Complete & Return this Form with Response Submission