

**REQUEST FOR PROPOSALS FOR
GRANTS MANAGEMENT SERVICES RELATED TO
STATE AND FEDERAL GRANT PROGRAMS**

The Board of County Commissioners of Madison County, Florida (the “County”) requests sealed bids from qualified individuals or firms to provide Professional Consulting for grant management services related to state and federal grant programs. Respondents shall be capable of performing all tasks associated with comprehensive grants management services for Federal and State grant programs, including, but not limited to, the American Rescue Plan Act (ARPA), the Infrastructure Investment and Jobs Act (IIJA), broadband grant funding, and any other task that may be requested by the Commission.

To be considered, bids must be received by the County Manager’s office located at Room No. 219, Madison County Courthouse Annex, 229 SW Pinckney Street, Madison, Florida 32340 no later than 4:00 p.m., on Thursday, August 18, 2022. Bids must be sealed and shall be marked on the outside as **“Proposal for Grants Management Services Related to State and Federal Grant Programs.”** NO FAXED OR EMAILED PROPOSALS WILL BE ACCEPTED.

Prior to submission, persons wishing to make a bid must review the specifications for this request for proposals. The specifications include, among other things, the details of the services requested, how to make a proposal, the requirements for a proposal, the process for evaluation of the proposals and the County’s reserved rights and understandings. A copy of the specifications for this request for proposals may be obtained from the County Manager’s office located at Room No. 219, Madison County Courthouse Annex, 229 SW Pinckney Street, Madison, Florida 32340; Email: assistant@madisoncountyfl.com, or on the County’s website: <https://madisoncountyfl.com>.

All questions concerning the above should be directed to Ms. Sherilyn Pickels, County Manager at (850) 973-3179.

THE BOARD OF COUNTY COMMISSIONERS
OF MADISON COUNTY, FLORIDA

07/20/22, 07/29/22, 08/03/22 and 08/12/22.

REQUEST FOR PROPOSALS

SPECIFICATIONS

1.0 Introduction

This request for proposals (“RFP”) is being made by the Board of County Commissioners (the “Board”) of Madison County, Florida (the “County”). The Board is the governing body for the County. The Board meets in the Board of County Commissioners Meeting Room located at Room No. 107, Madison County Courthouse Annex, 229 S.W. Pinckney Street, Madison, Florida 32340. Ms. Sherilyn Pickels (the “County Manager”) is the County Manager for the County. The County Manager’s office is located at Room No. 219, Madison County Courthouse Annex, 229 SW Pinckney Street, Madison, Florida 32340. The County Manager may be contacted by mail (Post Office Box 539, Madison, Florida 32341); telephone (850-973-3179); or email (admin@madisoncountyfl.com).

2.0 Specifications

The Board of County Commissioners of Madison County, Florida (the “County”) requests sealed bids from qualified individuals or firms to provide professional consulting services for comprehensive grants management services for State and Federal grant programs, including, but not limited to, the American Rescue Plan Act (ARPA), the Infrastructure Investment and Jobs Act (IIJA), and broadband grant funding for Madison County. This will include the following tasks:

- Funding Needs Analysis/Strategic Outreach
- Grant Funding Research
- Grant Proposal Development and Review.
- Technical Assistance and Program Administration
- Regulatory compliance expertise including identification of authorized uses of the Rescue Plan funds, and any funds that may become available to the County through other government agencies in the future.
- Interpret Federal Guidance and establish and/or verify eligibility under the Rescue Plan Funds and any funds that may become available to the County through other government agencies in the future.
- Establish procedures for verification of eligibility for award and expenditure of Rescue Plan Funds and any funds that may become available to the County through other government agencies in the future.
- Establish proper accounting and reporting internal control mechanisms to record, track, and disburse funds according to all federal, state, and local laws and regulations including, but not limited to: Uniform Guidance; General Accepted Accounting Principles; and the County’s internal fund(s) based accounting

policies and procedures.

- Establish 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.
- If needed, design/establish application procedures.
- Confirmation of verification of eligibility and final disbursement of Rescue Plan Funds, and any funds that may become available to the County through other government agencies in the future.
- Monitor for duplication of benefits and develop processes and documentation requirements around sub-recipient risk assessment, monitoring and management, including training of sub-recipients on grant requirements.
- As may be applicable, coordinate between federal, state, and local agencies, including the: U.S. Department of the Treasury, U.S. Office of Management and Budget, U.S. Attorney's office, U.S. Department of Justice, State of Florida Emergency Management Agencies, Florida Attorney General's office, Florida Department of Revenue, Florida Auditor General, Florida Office of Management Services, and Madison County, Florida.
- Provide for fraud, waste, and/or abuse identification, reporting, and remediation.
- Provide oversight and guidance to guarantee compliance with OMB Uniform Guidance, 2 CFR, Part 200, and the Single Audit Act, including performing internal control risk assessments as required.
- Establish one or more appeals procedures for disputes regarding amounts awarded, including processes for evaluation of final determinations.
- Establish one or more appeals procedures for disputes with Local, State and Federal Government for mishandling or misinterpreting the rules and regulations which may result in payback to those agencies.
- Provide regular and frequent status reports, including reporting on financial performance and projection modeling, the form and contents of which shall be dictated by the County. These status reports should be transparent and address broader questions about the County's distribution and use of the Rescue Plan Funds. Examples of questions status reports should address include: "How much total funding is the County eligible to receive;" "How much total funding has the County actually received;" "How much total funding has the County distributed to date;" and "How have the distributed funds been allocated."
- Establish review processes for any new/future reporting requirements related and/or applicable to the Rescue Plan Funds and any funds that may become available to the County through other government agencies in the future.
- Resolve any requests for information, justification, audit findings, and eligibility appeals.

The County reserves the right to separate or combine projects based on the needs of the County.

The services shall begin upon execution of a contract. The initial term shall be for a period of five (5) years with the ability to extend the services yearly based on continued satisfactory performance by the Consultant at the sole discretion of Madison County.

The County may, at any time, without cause, order Respondent in writing to suspend, delay or interrupt the work in whole or in part for such period of time as the County may determine, or to terminate all or a portion of the Contract for the County's convenience. Upon such termination, the Contract Price earned to the date of termination shall be paid to Respondent, but Respondent waives any claim for damages, including loss of profits arising out of or related to the early termination. Those Contract provisions which by their nature survive final acceptance shall remain in full force and effect.

The end of the closeout period of this agreement does not affect continuing obligations under 2 C.F.R. Part 200 including those in 2 C.F.R. 200.344. Any right or obligation of the parties in this agreement or the closeout notification which, by its express terms or nature and context is intended to survive termination or expiration of this agreement, will survive any such termination or expiration of this agreement.

3.0 Form of the Proposal

Proposals shall be limited to a total of 30 pages, sectional dividers and front and back covers will not be counted toward the total. Proposals which exceed this length will be considered non-responsive and will not be evaluated.

Fee schedules shall include hourly rates of all personnel/staffing anticipated for this project and shall include the firm's rate multiplier, if any. Additionally, firms must identify any fees and anticipated expenses applicable to the provision of the services, if not included in a multiplier.

A Proposer seeking to do business with the County shall, at the time of submitting a Proposal, be appropriately registered with the Department of State in accordance with the provisions of Chapters 605, 607, 617, or 620 Florida Statutes, as applicable. For further information on required filing and forms, please go to the following sites: <http://sunbiz.org/index.html> or <http://www.dos.state.fl.us/doc/index.html>

The County is not required to seek clarification of proposals; therefore, the proposer should be as clear as possible in all of its responses to this RFP.

4.0 When Proposals Are Due

Submit one original and five (5) copies of your proposal labeled “Proposal for Grants Management Services Related to State and Federal Grant Programs” on the outside of the envelope.

Proposals must be received in the County Manager’s Office (see section 1.0 above) no later than 4:00 p.m., on Thursday, August 18, 2022.

5.0 Evaluation and Consideration of Proposals

Please see attached criteria to be used in the evaluation process. Proposals submitted to this RFP that satisfy the required qualifications and are deemed to be submitted by responsive and responsible Proposers shall be ranked by a Selection Committee authorized by the County Manager.

The County reserves the right to reject any or all Proposals, including without limitation, nonconforming, non responsive or conditional Proposals. The County further reserves the right to reject the Proposal of any Proposer whom it finds, after reasonable inquiry and evaluation, to be non-responsible.

More than one Proposal for the same Services from an individual or entity under the same or different names will not be considered. Reasonable grounds for believing that any Proposer has an interest in more than one Proposal for the Services may be cause for disqualification of the Proposer and the rejection of all Proposals in which that Proposer has an interest.

The County may conduct such investigation as it deems necessary to establish the responsibility, qualifications, and financial ability of Proposers, proposed subcontractors, suppliers, individuals or entities to perform the Services in accordance with the Contract document.

In ranking Proposals, the Selection Committee shall evaluate the Proposals on the basis of the information provided by the Proposer and rank each Proposal for compliance with the qualifications of each Proposer and compliance with the mandatory requirements of the RFP.

Proposers may be selected for interviews or oral presentations (shortlisted). The Board shall evaluate, consider, and possibly take action on the proposals as recommended by the Selection Committee at its meeting to be held at the Board’s Meeting Room (see section 1.0 above) at 6:00 p.m., on August 24, 2022.

6.0 Cost Liability for Proposal

Regardless of the ultimate outcome of this RFP, each Proposer (successful or otherwise) shall bear all costs associated with preparing and submitting its proposal.

7.0 Submitted Proposals to Be the Property of the County; Concepts Disclosed as Part of RFP Process May Be Used by the County at No Cost.

By submitting a Proposal in response to this RFP, a Proposer acknowledges that the County is a governmental entity subject to the Florida Public Records Law (Chapter 119, Florida Statutes). The Proposer further acknowledges that any materials or documents provided to the County may be “public records” and, as such, may be subject to disclosure to, and copying by, the public unless otherwise specifically exempt by Law.

Regardless of the ultimate outcome of this RFP, all materials submitted by proposers (successful and otherwise) become the sole property of the County upon submission and will not be returned. Regardless of the outcome of this RFP, the County has the absolute right to use, at no cost to the County, any ideas, concepts or configurations that are disclosed (orally, in writing or otherwise) to the County by a proposer (successful or otherwise) as part of this RFP process.

8.0 Statement of the County’s Reserved Rights and Understanding

Notwithstanding anything else provided herein, in any notice or otherwise, the County reserves, and may in its sole discretion, exercise the following rights and options with respect to this RFP:

- a. to accept, reject or negotiate modifications to any and all proposals as it shall, in its sole discretion, deem to be in the best interest of the County; submission of a proposal does not bind the County to any action or to any party. Submissions do not create or assume any relationship, agency or obligation by the County, its officers or employees;
- b. to issue additional solicitations for proposals and/or addenda to the RFP;
- c. award the proposal to the firm the County has determined to be most responsive, who has submitted a complete proposal which best meets the specifications and requirements which are deemed by the County most advantageous to and in the best interest of the County;
- d. to negotiate with any one or more of the proposers;
- e. to waive any irregularities in any proposal;
- f. to select any proposal as the basis for negotiations and to negotiate with the proposer for amendment or other modifications to their proposal; and,
- g. to conduct investigations with respect to the qualification of each proposer; to obtain additional information deemed necessary to determine the ability of the proposer to carry out the obligations required herein. This includes information needed to evaluate the experience and financial capability of the proposer.

9.0 Questions and Inquiries

Inquiries and requests for clarification of the RFP arising during the process or proposal preparation may be directed to the County Manager (see section 1.0 above).

GRANTS MANAGEMENT SERVICES RANKING SHEET
Madison County

Name of Person Ranking Firms:	
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Firm A:	
Firm B:	
Firm C:	
Firm D:	
Firm E:	
Firm F:	

EVALUATION FACTORS	POSSIBLE POINTS	A	B	C	D	E	F
Relevant Firm Experience If excellent, award.....20 points If above average, award.....15 points If average, award.....10 points If below average, award.....5 points	20						
Understanding of Services to be Provided If excellent, award.....20 points If above average, award.....15 points If average, award.....10 points If below average, award.....5 points	20						
Ability to develop and comply with various project schedules If excellent, award.....20 points If above average, award.....15 points If average, award.....10 points If below average, award.....5 points	20						
Project Management Approach and Availability of Key Personnel If excellent, award.....20 points If above average, award.....15 points If average, award.....10 points If below average, award.....5 points	20						
Cost Proposal If excellent, award.....20 points If above average, award.....15 points If average, award.....10 points If below average, award.....5 points	20						
TOTAL	100						

 Signature and date