

REQUEST FOR PROPOSALS (RFP)

for

Programmatic and Fiscal Monitoring (PFM)



ISSUE DATE: July 14, 2021

RESPONSES DUE: August 18, 2021

AWARD NOTIFICATION: August 31, 2021

City of Detroit

Michael E. Duggan, Mayor

Nicole A. Sherard-Freeman, Executive Director, Workforce Development

Mayor's Workforce Development Board

Cynthia J. Pasky, Co-Chairperson

David E. Meador, Co-Chairperson

Detroit Employment Solutions Corporation

Calvin C. Sharp, Chairperson

Terri Weems, Interim President and Chief Executive Officer



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Programmatic and Fiscal Monitoring (PFM) Request for Proposal (RFP)

BIDDING INFORMATION	
Issue Date:	July 14, 2021
Questions Deadline:	<p>July 26, 2021 at 5:00 PM (EST)</p> <p>All questions should be submitted in writing via email to procurement@detempsol.org.</p> <p>To be properly received, <u>Email Subject line must include:</u> Questions for PFM RFP</p> <p>DESC will provide a response to all companies/individuals that requested an RFP via email upon completion of responses.</p>
Response to Questions:	<p>July 29, 2021 at 5:00 PM (EST)</p> <p>Responses to questions will be available at this link:</p> <p>https://www.descmiworks.com/opportunities/rfps-and-rfqs/</p>
Proposal Due Date:	<p>August 18, 2021 at 5:00 PM (EST)</p> <p>Responses must be received electronically by email to: procurement@detempsol.org</p> <ul style="list-style-type: none"> Files submitted via email must not exceed 25 MB. Do not include embedded links to external information in proposal submissions. To be properly received, <u>Email Subject line must include:</u> Response to PFM RFP Proposal email submissions that include DESC staff will not be accepted. Confirmations of proposals submitted will be provided within 48 hours of receipt. <p>Please note: <i>Allow ample time for submitting your proposal. DESC strongly encourages submitting at least one business day prior to due date above. Proposal email submissions that include DESC staff will not be accepted.</i></p> <p><i>Due to the competitive nature of this procurement, individualized technical assistance is not available to assist in completing a response to this RFP. DESC reserves the right to disqualify an Applicant's proposal from evaluation for failure to comply with requirements of this RFP.</i></p> <p>DESC WILL NOT ACCEPT PAPER/HARD-COPY OR LATE PROPOSALS.</p>
Award Notice:	Award notice is expected to be provided by September 15, 2021
Contract Start Date:	The contract period is scheduled to begin October 1, 2021 and contingent on funding availability.



Programmatic and Fiscal Monitoring (PFM) Request for Proposal (RFP)

Contents

I.	INTRODUCTION	4
II.	CONFIDENTIALITY	4
III.	ORGANIZATION QUALIFICATIONS.....	4
IV.	SCOPE OF WORK	6
V.	COOPERATIVE APPLICATIONS	7
VI.	AWARD, TERM AND RENEWAL INFORMATION.....	8
VII.	PROPOSAL REQUIREMENTS	8
VIII.	RFP PROCESS AND PROCEDURES.....	9



Programmatic and Fiscal Monitoring (PFM) Request for Proposal (RFP)

I. INTRODUCTION

The Mayor's Workforce Development Board (MWDB) is directly responsible and accountable to the State of Michigan, Labor and Economic Development, Workforce Development (LEO/WD) for the planning and oversight of talent development programs in the City of Detroit. Designated by the MWDB, Detroit Employment Solutions Corporation (DESC) serves as the fiscal and administrative entity that provides workforce services to job seekers and employers. DESC's primary funding streams include Workforce Innovation and Opportunity Act (WIOA), Temporary Assistance to Needy Families (TANF) that funds Michigan's PATH (Partnership. Accountability. Training. Hope.) employment program, Food Assistance Employment and Training (FAE&T), Wagner-Peyser Employment Services (ES), and other public and private funding.

DESC oversees eight (8) Detroit Michigan Works! One-Stop Service Centers and contracts with qualified entities to provide workforce development services to job seekers and employers. Locally, the Michigan Works! One-Stop Service Centers are branded as Detroit at Work Career Centers. DESC is also a proud member of the American Job Center network.

In February 2017, the Mayor's Office of Workforce Development and DESC launched Detroit at Work to build Detroit's talent pool, create an opportunity for Detroiters, and give employers access to a demand-driven talent pipeline. Detroit at Work offers residents and employers a simplified brand to serve as the umbrella for all City of Detroit workforce development efforts. This includes the employment and training programs administered by DESC.

DESC currently has approximately seventy (70) subrecipient contracts that require monitoring for regulatory compliance. The number of contracts may increase/decrease in relation to service-level needs and funding availability of the organization.

DESC is seeking proposals from qualified individuals and/or organizations to provide as needed, programmatic and fiscal monitoring services for the Detroit Employment Solutions Corporation (DESC), and the MWDB.

DESC plans to award **one (1) contract** for requested services as detailed in this RFP.

II. CONFIDENTIALITY

DESC will treat as confidential any non-public information that we receive from you in our discussions about the transaction contemplated by your RFP (other than information that we also receive from other, non-confidential sources, or that we independently develop ourselves).

III. ORGANIZATION QUALIFICATIONS

Eligible applicants include non-profit organizations, private for-profit companies, units of local government including community colleges and universities, and faith-based and community organizations.

Small businesses, minority-owned firms, women's business enterprises, and labor surplus area firms are particularly encouraged to apply.



Programmatic and Fiscal Monitoring (PFM) Request for Proposal (RFP)

Organizations and individuals are ineligible if they are currently barred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by a federal department/agency, or if they are not in compliance with the State of Michigan Department of Revenue or Internal Revenue Service requirements.

Applicants must possess the following:

- All required licenses, bonding, equipment, and identified core personnel necessary to perform the work as required in the RFP;
- Documentation of the business structure (e.g. corporation., LLC, sole proprietor, partnership, etc.) you have registered to conduct business; and
- Personnel policies and procedures demonstrating compliance with Equal Employment Opportunities requirements, Americans with Disability Act, and Drug Free Workplace and Byrd Anti-Lobbying Act.

Applicants must assure the ability to comply with all applicable laws and regulations, as well as the nondiscrimination and equal opportunity provisions of 29 C.F.R. § 38.25, if awarded a contract and remain in compliance for the duration of the award.

Applicants must be financially and operationally stable and must possess sufficient scale in terms of staff and other resources to support DESC throughout the term of a contract, if awarded as a result of this RFP.

- a) If a contract is awarded as a result of this RFP, Applicants must be able to comply with insurance requirements, as necessary based on the nature of the particular contract. Required coverage may include: Commercial General Liability Policy (A \$3,000,000 per occurrence) with the following coverages:
 - Broad form property damage
 - Premises/Operations
 - Independent Contractors
 - (Blanket) Broad form Contractual
 - Personal Injury
- b) Workers' compensation insurance, as required by law,
- c) \$1,000,000 combined single limit automobile liability insurance, including hired and leased vehicles, owned and non-owned autos, and "no fault" coverage,
- d) Errors and omissions liability insurance with minimum limits of \$1,000,000 per occurrence and \$1,000,000 dollars aggregate,

To be considered for an award for this service, the proposing organization or individual must meet the following qualifications:

- Applicants must be a licensed Certified Public Accountant or licensed Certified Public Accounting Firm



Programmatic and Fiscal Monitoring (PFM) Request for Proposal (RFP)

- **At least three (3) years'** experience providing products/services to public agencies, non-profit organizations, federal grant recipients and organizations of similar scope and size.

IV. SCOPE OF WORK

DESC is looking for a vendor to provide, as needed **programmatic and fiscal monitoring services** to perform financial and programmatic compliance audits for its workforce programs and operations.

DESC has executed subrecipient contracts to support workforce development services funded by the USDOL and LEO-WD. The awarded applicant will perform financial and programmatic compliance audits for DESC's workforce programs and operations. DESC follows generally accepted accounting principles, GAAP, and procedures maintained by the United States Department of Labor, USDOL, and fiscal procedures defined by the LEO-WD. DESC's contractors are also required to adhere to the procedures and standards maintained by the USDOL and LEO-WD.

The following publications and guidelines shall govern the scope of services:

- The Single Audit Act Amendments of 1996. American Institute of Certified Public Accountants (AICPA) Industry Audit guide, Audits of State and Local Government Units.
- Government Auditing Standards, Comptroller General of the United States. Financial Accounting Standards Board (FASB) Statement of positions 80-2, Accounting and Financial Reporting by Governmental Units.
- Omni Circular 2 CFR 200, OMB Circulars A-21, A-50, A-87, A-102, and A-133, as applicable.
- OMB's Compliance Supplement for Single Audits of State and Local Governments.
- LEO-WD Policy Issuances.
- WIOA Financial and Programmatic Monitoring Reports, Incident reports, Investigative Reports of the Office of the Inspector General, which may have potential audit implications.
- The WIOA, Personal Responsibility and Work Opportunity Reconciliation Act of 1996, and Federal regulations, and
- AICPA Professional Standards.

Awarded contractor will be required to successfully complete required State of Michigan and/or regulatory forms/guides/reports, etc. as required for compliance. Sample guides and worksheets are provided with this RFP.

Auditing Services:

Auditing services must include an examination for compliance with applicable directives of the laws, regulations and contracts or grant documents. 2 CFR §200.302 requires the financial oversight of federal awards to establish that such funds have been used according to the Federal statutes, regulations, and the terms and conditions of the Federal award. The financial oversight system must provide, among other things, records that adequately identify the source and use of federally funded activities, written procedures, and satisfactory internal controls.

The awarded applicant will be responsible for the following activities for each contract:

- Composing and delivering pre-visit letters describing scope of services,



Programmatic and Fiscal Monitoring (PFM) Request for Proposal (RFP)

- Scheduling and conducting onsite programmatic and fiscal monitoring.
- Conducting sample selection and testing,
- Gathering and retaining audit trail documentation,
- Creating and delivering post-visit letters describing results and corrective actions,
- Documenting results of monitoring visits and completing required monitoring reports for each subrecipient contract.
- Developing, issuing, implementing, and monitoring corrective action plans and outcomes.

Audit Review

Awarded applicant will be responsible for preparing initial draft of audit reports. These audit reports will be reviewed and approved by DESC before they are finalized.

Exit Conference

Awarded applicant will attend an exit conference with DESC and DESC's subrecipient representative(s) at the conclusion of the field work to discuss internal controls, audit reports, contract compliance observations and recommendations. Monitoring visit observations and recommendations must be summarized in writing and discussed with DESC.

Work Papers

Awarded applicant will obtain and maintain work papers related to monitoring visits. Work papers will be made available to DESC upon request. The selected vendor will provide a copy of the work papers pertaining to any questioned costs determined by the audit, as required. Work papers must be concise and provide the basis for questioned costs as well as an analysis of the problem. The work papers must be retained for at least seven (7) years from the end of the monitoring period. Work papers must be made available for examination by authorized representatives of the cognizant federal, state or city monitoring agency, the General Accounting Office, and DESC.

V. COOPERATIVE APPLICATIONS

If two or more organizations plan to share responsibility for carrying out the main work of the grant, then those organizations may partner as co-grantees with one organization being designated as the "lead". However, each organization will be equally responsible for the performance and financial obligations. This relationship need not result in a new legal entity being formed, but some form of a contractual relationship must be documented and submitted that reflects the roles and responsibilities of the party.

Applicants awarded a contract in response to this RFP must provide the majority of the principal services detailed in this RFP. If one organization will be responsible for the overall work of the grant, with other organizations performing separate and distinct functions to serve or aid that principal effort, then such other organizations must be procured by the prospective applicant as a subgrantee or subcontractor.

Subcontractors and subgrantees cannot be identified in a bid proposal response or bid proposal budget unless they were competitively procured for the intended purpose prior to the submission



Programmatic and Fiscal Monitoring (PFM) Request for Proposal (RFP)

of the bid/proposal. The prospective applicant must ensure that the identified parties were properly procured, or the proposal must be rejected.

All professional qualifications required of the primary provider must also be met by any subcontractors, and these qualifications must be described in the proposal.

DEFINITIONS

[Grantees] Grantees are defined as “a recipient of funds under a grant or grant agreement. Synonymous with ‘Recipient’.

[Sub-grantees] Sub-grantee is synonymous with sub-recipient which means a non-Federal entity that receives a subaward from a pass-through entity to carry out part of a Federal program.

[Sub-contractors] A sub-contractor is a vendor that provides goods or services to the contractor.

(Please note: DESC’s procurement policy follows the guidelines set forth in the Workforce Development Agency, PI 19-30. Please see https://www.michigan.gov/documents/leo/PI-19-30_Procurement_669923_7.pdf for more information.

VI. AWARD, TERM AND RENEWAL INFORMATION

If a contract is awarded as a result of this RFP, it will be a one (1)-year **service-based** Contract.

The period of performance will be for a minimum of twelve (12) months and will not be earlier than July 1, 2021 or later than June 30, 2022.

Award amounts will be determined solely at DESC’s discretion after review and evaluation of the proposals. If more than one contract is awarded pursuant to this RFP, the applicant acknowledges and understands that contract award amounts may differ between vendors and that the determination is made at DESC’s sole discretion.

Based on performance during the initial contract period and contingent upon availability of funds, contracts may be extended for service and eligible for two (2) one (1)-year renewal option(s). Any renewal option exercised under this contract is effective only after approval by the DESC Board of Directors and/or the President/CEO, as required.

In the event that additional funds become available, DESC reserves the right to use such funds to select additional providers from proposal applications received in response to this RFP. If no funds or insufficient funds are appropriated to DESC, or if funding is otherwise unavailable during the period of payment due under the contract, then DESC, upon written notice to the vendor, shall have the right to amend or terminate the contract without any penalty or expense to DESC.

VII. PROPOSAL REQUIREMENTS

Accuracy and Completeness of Information: All information pertaining to the prospective applicant’s approach in meeting the requirements of the RFP shall be organized and presented in the prospective applicant’s proposal. The instructions contained in this RFP must be strictly followed.

Accuracy and completeness are essential. Omissions and ambiguous or equivocal statements will be viewed unfavorably and may be considered in the evaluation. Since all or a portion of the successful proposal may be incorporated into any ensuing contract, all applicants are further cautioned not to



Programmatic and Fiscal Monitoring (PFM) Request for Proposal (RFP)

make any claims or statements that cannot be subsequently included in a legally binding agreement.

Ambiguous or inaccurate budget information is a basis for proposal disqualification.

VIII. RFP PROCESS AND PROCEDURES

A. Questions, Question Deadline and Responses to Questions

Should a vendor have any questions about this RFP or be in doubt as to the true meaning of any portion of this RFP or find any patent ambiguity, inconsistency, or omission herein, the prospective vendor must make a written request for an official interpretation or correction.

Prospective vendors are advised that no oral interpretation, information, or instructions provided by an officer or employee of DESC shall be binding upon DESC. DESC will only honor questions submitted in writing.

All questions regarding the RFP shall be received by email no later than **July 26, 2021 at 5:00 PM (EST)** to procurement@detempsol.org.

To be properly received, Email Subject line must include **Questions for PFM RFP**

Responses to questions will be available at this link by **July 29, 2021 at 5:00 (EST)**:
<https://www.descmiworks.com/opportunities/rfps-and-rfqs/>

DESC does not guarantee a response to questions received after the question deadline. NO TELEPHONE CALLS WILL BE ACCEPTED.

ALL INQUIRIES MUST BE VIA EMAIL DIRECTLY at procurement@detempsol.org .

B. Preparation of Proposals

The RFP response must be composed in a single document. Acceptable document formats are MS Word or PDF. Each page should be numbered in this format '*n of N*'. **File must be titled PFM RFP Proposal Response**

This part of the proposal response should be composed as follows:

- Table of Contents
- Summary
- Qualifications
- Service Delivery Description
- Performance History
- Administrative Capacity

Page limits for the RFP response:

- Single applicant proposals are limited to twenty (20)-pages; double-spaced using a 12-point font unless stated otherwise in the preparation directions.
- Two (2) or more Co-applicants are limited to twenty-five (25)-pages; double-spaced using a 12-point font unless stated otherwise in the preparation directions.



Programmatic and Fiscal Monitoring (PFM) Request for Proposal (RFP)

Page limits do not apply to financial documents, price proposal, subgrantee and/or subcontractor agreement documents or required attachments (resumes, organizational charts, etc.).

Financial Fit and Capacity part of the proposal response must be composed in a separate file and titled **PFM RFP Financial Fit**. Acceptable file formats are MS Word, MS Excel or PDF.

Applicants shall provide the following information to determine financial fit and capacity necessary to support DESC throughout the term of a contract, if awarded as a result of this RFP.

A. CPA Audited financial statement for the most recent year completed and prior two (2) years.
or if not applicable

B. Provide a summary explanation if financial information cannot be provided. Please note that an evaluation of this criteria will not be possible without a response to information requested above.

Embedded links to external information will not be evaluated.

Price Proposal section of the proposal response must be composed in a separate document and titled **PFM RFP Price Proposal**. Acceptable file formats are MS Word or PDF file. Each page must be numbered in this format '*n of N*'.

Co-Grantee Agreements. If two or more applicants are submitting a proposal as co-grantees, response must include Memorandum of Understanding (MOU) that clearly outlines the roles and responsibilities of each partner. MOU must state that all co-grantees are equally responsible for performance and financial obligations. MOU must be signed by authorized Agents of each entity. **Agreement(s) must be included in a separate file titled PFM RFP CoGrantee MOU.** Acceptable file formats are MS Word or PDF.

Price Proposal section of the proposal response must be composed in a separate document and titled **PFM RFP Price Proposal**. Acceptable file formats are MS Word or PDF file. Each page must be numbered in this format '*n of N*'.

Subgrantee and/or subcontractor agreements section (if applicable) of the proposal response must be composed in a separate document. Acceptable file formats are MS Word or PDF. Each page should be numbered in this format '*n of N*'. **File must be composed in a separate document and titled PFM RFP Subgrantee Agreement.**

For each subgrantee or subcontractor identified (as applicable), the proposal response should include:

- RFP/Q Title, Issue Date and Response Due Date,
- Bid list or copy of the advertisement,
- Selected Applicant's response and,
- The summary document listing all respondents and scores/rankings.



Programmatic and Fiscal Monitoring (PFM) Request for Proposal (RFP)

DESC Cover Sheet (Form A) should be included with the RFP response and is available for download, as described below. Form A must detail the full legal name and business address of the prospective vendor, including a street address if different from the mailing address, and must be signed and dated by the person or persons authorized to bind the prospective vendor. If submitting a co-grantee application, a cover sheet is required for each co-grantee. Indicate the title of this RFP in the appropriate field on the cover sheet for RFP Title. **Cover sheet must be composed in a separate file titled PFM RFP Cover Sheet.**

Representations and Certifications response should be included with the RFP response and is available for download, as described below. **This document must be submitted as a separate attachment with RFP proposal response and titled PFM RFP Reps and Certs.**

- Do not include embedded links to external information in proposal submissions. Links provided in response to this RFP will not be evaluated.

DESC reserves the right to reject proposals that do not meet these requirements and they may not be evaluated.

Applicants must provide written notice in the proposal of intent to take exception to any requirements of the RFP. Such exceptions may reflect negatively on the evaluation of the proposal.

C. Changes in Proposal Requirements

DESC may make changes to the requirements of this RFP as it deems necessary. Such changes will be in writing, issued by DESC and will be sent to each vendor who has formally identified themselves as a potential responder. If changes are made, DESC may, at its discretion, extend the time allowed for submission of proposals.

D. Submittal Information

Prospective vendors shall submit their proposals in the following order and must contain the elements listed below, including all applicable attachments:

1. General RFP Application Information

- a) DESC Cover Sheet (Form A) – available for download from DESC’s website: <https://www.descmiworks.com/wp-content/uploads/DESC-FORM-A-Cover-Sheet-042420-General.pdf>. This document must be signed and submitted as a separate attachment with RFP proposal response. Please note: **Proposal Title** should reflect title of this RFP.
- b) Representations and Certifications - available for download from DESC’s website: <https://www.descmiworks.com/wp-content/uploads/DESC-Representations-and-Certifications-for-RFP-042420.pdf>. Provide as applicable below. This document must be submitted as a separate attachment with RFP proposal response.
 - i. If registered with www.SAM.gov, provide Representations and Certifications Report; otherwise;
 - ii. If not registered with SAM.gov, complete and provide DESC Representations and Certifications for RFP Offerors as provided in this RFP.



Programmatic and Fiscal Monitoring (PFM) Request for Proposal (RFP)

2. **Table of Contents**

3. **Summary**

Provide a one (1)-page summary that describes the individual's/organization's background/history, size, range of services, experience providing **programmatic and fiscal monitoring services** and experiences working with non-profits of a similar size / nature to DESC..

4. **Qualifications**

The applicant shall provide the following information that describes qualifications to successfully carry out activities described in the RFP.

- a) Identify key staff on your team that may be assigned to DESC. Information for each key staff must include:
 - i. Name;
 - ii. Title;
 - iii. Location of legal employment or auditing firm affiliation.
 - iv. Period of time for such employment or affiliation for the last three (3) years or since obtaining professional certification/licenses, whichever is less.
 - v. State license(s), certification and training.
 - vi. Areas of auditing expertise.
 - vii. Total years of auditing experience.
 - viii. Number of years providing proposed services specifically related to Scope of Work.
 - ix. Identify services the key staff may be expected to provide for this proposal.
 - x. Resume.
- b) Provide documentation of the business structure (e.g. corporation., LLC, sole proprietor, partnership, etc.) you have registered to conduct business. Include 501 (c) 3 papers (if applicable)

5. **Service Delivery Description**

The applicant shall provide the following information that describes a customer-focused service delivery model.

- A. Provide a comprehensive description of the proposed service and key activities. Applicants should describe a Work Plan that reflects the approach and methodology, tasks and services to be performed, deliverables, implementation and close-out plan and staffing of the proposed service.
- B. Describe the applicant's understanding of the work to be performed, estimated hours, and other pertinent information. The applicant should demonstrate how their proposal will best meet the needs of DESC.



Programmatic and Fiscal Monitoring (PFM) Request for Proposal (RFP)

C. Describe how DESC staff inquiries/requests will be managed.

D. Describe your hours of operation including:

- i. Standard Business (Days and Time)
- ii. After Hours (Days and Times)
- iii. Holidays

E. **Performance History**

The applicant shall provide the following information that demonstrates a proven track record:

- A. Provide details for at least three (3) projects that the applicant performed successfully relative to proposed service for organizations with similar size and needs as DESC. For each example, detail the organization, contract dates of service, scope of services requested and applicant's resulting accomplishments/outcomes.
- B. Provide at least three (3) customer references for organizations listed above in 6.A, including names, mailing addresses, email addresses, and telephone numbers that can attest to the applicant's qualifications presented in the bid.
- C. Provide details of current and prior experience specifically with non-profit corporations and/or prior experience with programs funded by the federal, state and local government.
- D. Provide information listing all contracts (both public and private) relevant to the service proposed that have been completed during the last three (3) years.
- E. Please describe your organization's experience with completing guides and worksheets, similar to sample documents included with this RFP or comparable auditing reporting tools.
- F. Provide information on any projects in which the applicant's contract was terminated for any reason.
- G. Identify any claims or lawsuits that have been brought against the individual or organization proposing service within the last five (5) years.

F. **Administrative Capacity**

Applicants shall provide the following information to determine operational capacity necessary to support DESC throughout the term of a contract, if awarded as a result of this RFP.

- A. Provide current annual budget.
- B. Provide organizational chart indicating the key staff and titles who will provide services resulting from this RFP.
- C. Describe applicant's current managerial capacity to manage a complex workflow.
- D. Briefly describe applicant's implementation, utilization, proficiency/skill with business software; applications and hardware technology used to perform, manage, and monitor funding and programmatic data.



Programmatic and Fiscal Monitoring (PFM) Request for Proposal (RFP)

8. **Price Proposal**

This part of the proposal response must be composed in a separate document as described above in the *Preparation of Proposal* section and titled PFM RFP Price Proposal. Acceptable file formats are MS Word or PDF file.

Applicants are requested to make a firm cost proposal to DESC. If a contract is entered into as a result of this RFP, DESC will not provide reimbursement for any activities outside of the agreed to terms and conditions.

Applicants should provide a detailed schedule of the charges that will be required for all services proposed. The detailed cost proposal shall include:

- A. Title/classification,
- B. Services to be performed.
- C. Fee/Hourly rate

Applicants should provide a separate schedule of charges, such as:

- D. Copies,
- E. Fax charges,
- F. Postage/Federal Express, if required.
- G. Telephone charges in connect with services; travel expense, if required; and
- H. Any other cost of materials to be purchased and used by the bidder, that will not be provided by DESC.

Applicants are required to itemize all costs that may be associated with the requested services. All costs associated with the services to be provided must be itemized and inclusive of all professional, administrative, and overhead costs.

If a contract is entered into as a result of this RFP, it will be a contract for fees as related to providing all requested services and equipment and may not exceed the prices quoted in the proposal.

DESC reserves the right to select proposals from the most responsible vendors with the most reasonable costs. DESC reserves the right to select multiple firms to perform all or separate parts of this function.

9. **Financial Fit and Capacity**

This part of the proposal response must be composed as described above in the *Preparation of Proposal* section, in a separate file and titled PFM RFP Financial Fit. Acceptable file formats are MS Word, MS Excel or PDF.



Programmatic and Fiscal Monitoring (PFM) Request for Proposal (RFP)

10. **Co-Grantee Agreements, (if applicable).**

This part of the proposal response must be composed as described above in the *Preparation of Proposal* section, in a separate file and titled PFM RFP CoGrantee MOU. Acceptable file formats are MS Word, MS Excel or PDF.

11. **Subgrantee and/or subcontractor Agreements (if applicable)**

This part of the proposal response must be composed as described above in the *Preparation of Proposal* section, in a separate file and titled PFM RFP Subgrantee Agreement. Acceptable file formats are MS Word, MS Excel or PDF.

E. Submittal Instructions

1. Proposals must be received electronically on or prior to the exact date and time detailed herein.
2. Attachments should be of good copy, quality, and legible.
3. Do not include embedded links to external information in proposal submissions. Links to external information provided in response to this RFP will not be evaluated.
4. Responses must be received no later than **August 18, 2021 at 5:00 PM by Email to:** Procurement@detempsol.org. Files submitted via email must not exceed 25 MB.
5. To be properly received, Email Subject line must include:

Response to PFM RFP

6. **Important Note:** Allow ample time for submitting your proposal. DESC strongly encourages submitting at least one business day prior to due date above. DESC will not extend the submission deadline due to technical issues or outages.

Due to the nature of this solicitation, proposal email submissions that include DESC staff will not be accepted. Confirmations of proposals received will be provided within 48 hours of receipt.

DESC WILL NOT ACCEPT PAPER / HARD-COPY OR LATE PROPOSALS.

F. Changes in Facts

Applicants shall advise DESC during the time the proposal is open for consideration of any changes in the principal officers, organization, the financial ability of, or any other facts presented in the proposal with respect to the applicant or the proposal immediately upon occurrence.



Programmatic and Fiscal Monitoring (PFM) Request for Proposal (RFP)

G. Communications

Applicants must submit all inquiries related to this RFP in writing to procurement@detempsol.org. Due to the competitive nature of this procurement, individualized technical assistance is not available to assist in completing a response to this RFP. DESC reserves the right to disqualify an Applicant's proposal from evaluation for failure to comply with requirements of this RFP.

H. Evaluation Procedures, Oral Presentations, and Site Inspections

Following the receipt of the applicant's proposal, a DESC designated evaluation committee will evaluate each response. All proposals which meet the required format of this RFP will be evaluated. Any proposal determined to be non-responsive to the specifications or other requirements of the RFP, including instructions governing submission and format, will be disqualified unless DESC determines, at its sole discretion, that noncompliance is not substantial or that an alternative proposal by the prospective vendor is acceptable.

DESC reserves the right to request additional information to amplify, clarify, or support proposals. DESC also reserves the right, at its own discretion, to request oral presentations regarding proposals received in response to the RFP. Failure to make an oral presentation after one is requested by DESC will be grounds for rejection of your proposal.

Prospective applicants will be notified by DESC of the date, time and location for any pre-award survey, site inspection, or oral presentation, if one is requested. A final determination will be made by DESC after any pre-award survey, site inspection, or oral presentations are completed.

The proposal will be evaluated in accordance with the criteria listed below. Please note, only finalists will be invited for an oral presentation. DESC reserves the right to award or reject funding for a proposal. Decisions regarding applicant proposals are the final determination of DESC.

CATEGORY		MAXIMUM POINTS POSSIBLE
A.	Summary	4
B.	Qualifications	5
C.	Service Delivery Description	30
D.	Performance History	30
E.	Administrative Capacity	5
F.	Price Proposal	20
G.	Financial Fit	6
TOTAL MAXIMUM POINTS – WRITTEN PROPOSAL		100



Programmatic and Fiscal Monitoring (PFM) Request for Proposal (RFP)

I. Pre-Award Termination of RFP process

DESC in conjunction with the MWDB reserves the right to cancel this RFP in part or in its entirety, to accept or reject any or all proposals received, to waive any non-conformity, to re-advertise for proposals, or withhold the award for any reason DESC determines, and to take any other appropriate action regarding this RFP that is in the best interest of DESC.

DESC reserves the right to negotiate with all qualified entities. This RFP does not commit the MWDB or DESC to award a contract, to pay any costs incurred in the preparation of a proposal under this request, or to procure or contract for services.

J. Contract Negotiations/Stipulations

The RFP is competitive. Each proposal should be submitted in the most favorable terms that the prospective vendor can submit from a technical and price standpoint. The offer is subject to negotiation, but costs cannot increase during contract negotiation unless required by DESC.

All contracts with DESC in excess of \$10,000 are subject to termination for cause, and for convenience by DESC. DESC will not enter into a contract with any person or entity that has been debarred or suspended from contracting with any Federal or State governmental unit. All prospective vendors must accept DESC's contract boilerplate language or have a negotiated revision to said language on file with the DESC. DESC's standard contract provisions can be provided upon request.

DESC has the right to terminate the negotiation process, at any time for default, or for convenience, at the sole discretion of DESC.

K. Contract Approval

Upon award of a contract, pursuant to this RFP, DESC and the applicant shall execute a contract that shall contain all contractual terms and conditions in a form provided by DESC. No contract shall become effective until the contract has been approved and executed by DESC. Prior to the completion of this approval process, the vendor shall have no authority to begin work under the contract. The Chief Financial Officer of DESC shall not authorize any payments to the vendor prior to such approvals; nor shall DESC incur any liability to reimburse the vendor regarding any expenditure for the purchase of materials or the payment of services.

L. DESC Performance Monitoring and Evaluation Procedures

DESC may conduct periodic monitoring and evaluation of all vendors to determine contractual compliance relative to funding requirements and guidelines, performance outcomes, quality of operation, and/or customer service. Based on the results of the evaluation or monitoring efforts, DESC may request performance improvement plans. In instances of significant performance or compliance deficiencies, DESC may place the contractor on a corrective action plan.



Programmatic and Fiscal Monitoring (PFM) Request for Proposal (RFP)

M. Modification of Services and Funding

DESC reserves the right to modify the services provided by vendors awarded a contract during the contract period. Any modification and resulting changes in pricing shall be made by amendment to the contract and the vendor and DESC.

DESC also reserves the right to decrease or increase contract amounts during the life of the contract, based on the utilization of funds, vendor performance, and the availability of funds, or as further described in the contract.

Any individual/organization applying under this RFP must be willing to adapt its proposal to specific funding guidelines or changes in DESC's, state, or federal regulations or policies.

Prospective vendors may be required to submit cost, technical, or other revisions of their proposal that may result from negotiations.

N. Terms and Conditions

The successful applicant will be expected to enter into a contract with DESC which will contain the Terms and Conditions outlined in a separate document that can be found on DESC's website at <https://www.descmiworks.com/wp-content/uploads/2018-06-22-DESC-General-Contract-Terms-and-Conditions.pdf>.