



Request for Proposals

Workforce

Accounting

Services

Provider

Proposals Due:
September 18, 2020

Midwest Urban Strategies
250 East Wisconsin Avenue, Suite 1800
Milwaukee, WI 53202

RFP Release Date:
August 21, 2020

Midwest Urban Strategies is an Equal Opportunity Employer and Service Provider. Auxiliary aids and services are available upon request to individuals with disabilities. If you need this information interpreted to a language you understand or in a different format, please contact Midwest Urban Strategies at (rfq@midwesturbanstrategies.com 414-347-7841).

Midwest Urban Strategies' Workforce Program Management Services are funded by Federal grants provided by the US Department of Labor (USDOL). Any agreements resulting from this RFP may be funded by Midwest Urban Strategies through the Federal grants provided by USDOL. The contractor must comply with all applicable regulations and the terms and conditions of the grant.

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A. GENERAL INFORMATION

This section provides general and background information needed to understand the context of this RFP. This section also describes important details regarding the services and stakeholders related to this RFP, as well as characteristics of any agreements that may result from this RFP.

About Midwest Urban Strategies, Inc.

Midwest Urban Strategies, Inc. (MUS) was organized in 2014 as an association of high performing urban workforce development boards focused on improving the results of the workforce development industry in its region. The leaders of these founding organizations recognized the need to build capacity in the field, establish scalable and innovative strategies for the practice of workforce and economic development, and to develop a platform to share the industry's successes.

Purpose of this RFP

The purpose of this Request for Proposals (RFP) is to solicit competitive proposals on behalf of Midwest Urban Strategies (MUS) to retain one (1) Accounting Services Provider to provide monthly accounting services to include invoicing, paying bills, reconciling bank accounts, monthly financial statements, annual tax prep and filing and financial consultation services monthly and two (2) financial accounting and fiscal support for a federal Department of Labor Employment and Training Administration grant. These responsibilities will include processing federal draws from DOL payment management system, completing quarterly QFR, receiving and processing monthly cost reports from sub recipients, and processing vendor payments.

Overview: Midwest Urban Strategies Grants

The Midwest Urban Strategies consortium ("The Consortium"). The Consortium represents a coordinated effort on behalf of 13 urban WDBs in the Midwest to bolster regional planning through systematic approaches in attracting and retaining businesses and talent. Together, these partners share and apply best practices in workforce development and integrate efforts and resources to fully maximize federal, state and local funds and initiatives to build a competitive regional workforce system aimed at revitalizing the Midwest economy. MUS seeks to procure the expertise of an Accounting Services Provider with the skill set required to include financial accounting as well as fiscal management for the Pathways grant to include federal draws from the Department of Labor's payment management system, completing quarterly financial reporting (QFR), receiving and processing monthly cost reports from sub recipients, and processing vendor payments.

Service Dates

The selected applicant will begin delivering the full range of services as described below at a mutually agreed upon date.

Who can apply?

Eligible applicants include non-profit and for-profit organizations, private sector entities, educational institutions, community-based organizations and other entities operating in accordance with federal, state and local law. Applicants must be an incorporated organization. Eligible applicants must be in good standing with the federal government, not debarred, and have proof of insurance and a DUNS number. Organizations currently barred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by a Federal, State, City or County department/agency, quasi-governmental agency, or Midwest Urban Strategies are ineligible to apply. See *Office of Management and Budget's Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards at 2 CFR 200*.

Applicant Competency – All applicants must have the technical competence, knowledge and expertise, management and administrative capabilities and capacity, professional staff, financial resources and stability, and administrative and fiscal systems to carry-out the work described in this RFP.

Qualifications must include, but are not limited to:

- Significant and long-term experience and capacity providing accounting services.
- Robust partnerships with organizations, businesses, and government agencies.
- Experience administering federal job training grants.

Midwest Urban Strategies requires assurance that the selected applicant(s)'s performance of the terms and conditions of any agreement resulting from this RFP be undertaken in accordance with the highest level of integrity and business ethics. Applicants are responsible for being knowledgeable of all laws, regulations, rules, and policies of the funding sources identified in this RFP. If Midwest Urban Strategies determines, at its sole discretion, that the selected applicant(s) is not responsible, that it does not possess the administrative, fiscal, and/or technical resources and capabilities necessary to successfully perform under the terms and conditions of an agreement, it shall terminate the agreement immediately.

STATEMENT OF WORK

All proposals must be concise, well-organized, and demonstrate how your proposed services, approach and methodology, qualifications, experience, and terms meet or exceed Midwest Urban Strategies' requirements.

PROPOSAL PROCESS & REQUIREMENTS

This section provides instructions for preparing and submitting a proposal in response to this RFP, including required proposal content and format, important dates and deadlines, and how to find out more about the RFP. Before preparing and submitting a proposal, interested and qualified applicants are highly encouraged to read all other sections of this RFP and key source documents referenced throughout to gain a full understanding of the services requested and provider characteristics and competencies sought.

How to Apply

Interested and qualified applicants must submit proposals by September 11th, 2020 at 5:00 pm CST to rfq@midwesturbanstrategies.com. Emails must have the subject line "Midwest Urban Strategies Accounting Service Delivery Proposal [Organization name]." Late or incomplete proposals will not be considered. Proposals must be submitted in 12-point, Times New Roman font, double-spaced with 1-inch page margins. Your proposal may not be considered if page limitations and formatting requirements are not met. Your proposal must contain all the content below in the same general order illustrated. Strong proposals will demonstrate a full understanding of the requirements described throughout this RFP and establish the capacity, expertise and program design needed to meet the required standards and goals:

- A. Executive Summary – Include each of the following: (maximum 1 page)
 - a. Overview of the organization's qualifications and alignment with the services sought by this RFP.
 - b. The total annual cost for services.
- B. Organization Description – Describe each of the following for your organization: (maximum 1 page)
 - a. Basic organizational description, including but not limited to year established, legal status, governance structure, mission, principal programs and services, executive leadership, annual budget and number of full-time staff.
 - b. Past experience in accounting management services similar in size and scope to that required by this RFP.
 - c. Administrative and fiscal capacity, including but not limited to your organization's proven ability to provide fiscal support and oversight, utilize information systems, manage resources and personnel, and produce timely and accurate reports.
- C. Service Description – Provide a work plan for completing this project (maximum of 5 pages). Include an estimate of the hours you believe it will take for your team to complete each phase of work. The accounting services provider to provide monthly accounting services to include invoicing, paying bills, reconciling bank accounts,

monthly financial statements, annual tax prep and filing and financial consultation services monthly. The qualified service provider will also provide financial accounting and fiscal support for a federal Department of Labor Employment and Training Administration grant. These responsibilities will include processing federal draws from DOL payment management system, completing quarterly QFR, receiving and processing monthly cost reports from sub recipients, and processing vendor payments.

- D. Cost – Provide a budget for this project, including an itemization of expected direct and indirect costs. We anticipate awarding a time and materials contract with a maximum dollar amount; accordingly, your proposal must include:
 - a. Hourly rates for personnel assigned to the project;
 - b. An estimate of the total number of days or hours the applicant expects to bill for the project;
 - c. An estimate of the total cost of the project, including expenses.
- E. References – Provide professional references (including full contact information) concerning the applicant’s performance on three comparable projects
- F. Other Information – You may provide other information or materials that you believe is relevant to our evaluation or that provides additional features or value.

Review and Selection Process

All proposals received by the submission deadline will be initially reviewed by MUS for completeness and compliance with the specifications and requirements contained in this RFP. Proposals passing the initial review will be scored by qualified evaluators according to the criteria below, with attention to clarity, completeness and quality. High scoring proposals will clearly demonstrate an ability and likelihood to effectively perform the Statement of Work and meet the standards and intended outcomes of this RFP. Select applicants may be requested to participate in presentations or discussions with proposal evaluators and other Midwest Urban Strategies staff. Selection of a proposal for contract award will be subject to successful contract negotiations.

Scoring for the required sections of the proposal will be assigned as follows:

Proposal Review Scoring Rubric	
1. Executive Summary	Required, but not scored
2. Organization Description	20 points
3. Service Description	50 points
4. Cost	30 points
5 & 6. References & Other Information	May support scores of related proposal sections
Total points available	100 points

The selected applicant will be invited to negotiate a contract for services based on the project described in the proposal and stipulations of the funding source.

Review Timeline (all dates are subject to change):

Release of RFP: August 21, 2020
 Proposal Due: September 11, 2020 by 5:00 PM CST
 Formal Award Notification: September 25, 2020
 Contract Start Date: September 28, 2020

Questions

We welcome your questions and look forward to hearing from you. All questions or requests for additional information must be made in writing to rfq@midwesturbanstrategies.com answers will be posted at www.midwesturbanstrategies.com to make them available to the public and ensure a fair and transparent process.

Disclaimers

- This Request for Proposals (RFP) does not commit Midwest Urban Strategies to award a contract.
- Midwest Urban Strategies may select a firm based on its initial proposal received, without discussion of the proposal. Accordingly, each proposal should be submitted on the most favorable terms, from a price and technical standpoint, that the bidder can submit to Midwest Urban Strategies. Midwest Urban Strategies may, however, have discussions with those firms it deems in its discretion to fall within a competitive range.
- Midwest Urban Strategies reserves the right to request additional information from any applicant, request oral presentations from applicants, or conduct site visits from any applicant before a contract award.
- Midwest Urban Strategies reserves the right to fund portions of a proposal, or to reject any and all proposals in whole or in part. Rejection of a portion of a proposal does not necessarily negate the entire proposal.
- Midwest Urban Strategies may, at its discretion, adjust the level of funding provided to successful bidders under this RFP and/or consider the funding of proposals not initially funded under this RFP at a later date.
- No costs will be paid to cover the expense of preparing a proposal or procuring a contract for services or supplies.
- All data, material, and documentation originated and prepared by the bidder pursuant to the contract shall belong exclusively to Midwest Urban Strategies and be subject to disclosure under the Freedom of Information Act, Right to Know Law, or other applicable legislation.
- The contract award will not be final until Midwest Urban Strategies and the successful bidder have executed a mutually satisfactory contractual agreement. Midwest Urban Strategies reserves the right to make an award without further discussion of the proposal submitted. No activity may begin prior to final Midwest Urban Strategies approval of the award and execution of a contractual agreement between the successful bidder and Midwest Urban Strategies.
- The submission of the proposal warrants that the costs quoted for services in response to the RFP are not in excess of those that would be charged any other individual for the same services performed by the bidder.
- Applicants are advised that most documents in the possession of Midwest Urban Strategies are considered public records and subject to disclosure. Midwest Urban Strategies reserves the right to issue additional RFPs if and when it is in Midwest Urban Strategies' best interest to do so and, may elect to negotiate and issue multi-year contracts to successful bidders under this or subsequent RFPs.
- All programs and activities are designated as equal opportunity employers/programs. The proposing Contractor agrees to follow all regulations as stipulated in 29 CFR part 38. Auxiliary aids and services are available upon request to individuals with disabilities. Contact staff to request assistance with access to this RFP.