



LEWIS COUNTY NOTICE FOR: Request for Proposals (RFP)

RFP for Application Development, Grant Administration and Grant Management Services for the American Rescue Plan 2021, regarding the Coronavirus State and Local Fiscal Recovery (SLFRF) for Lewis County, Washington

Proposals must be marked "Grant Administration" Attention: Becky Butler and be delivered to the Lewis County Commissioners' Office Rm. 210, 351 NW North St., Chehalis, WA 98532.

Lewis County desires to engage a qualified and experienced Grant Administrator to provide Application Development, Grant Administration, Grant Management and reporting Services for but not limited to the American Rescue Plan Act of 2021, regarding the SLFRF.

CLOSING DAY AND TIME: Responses will be accepted no later than 4:30 p.m. April 29, 2022.

The proposals must be submitted with a master (marked "Original") and four (4) copies (marked "Copy") and one jump/flash drive with a copy of the proposal downloaded (e-mails or faxes are not accepted). Completed proposal packets are limited to ten (10) pages, double-sided if needed.

For more information about the project and submittal requirements contact Becky Butler at 360-740-1198 or email becky.butler@lewiscountywa.gov or visit www.lewiscountywa.gov/offices/commissioners/bocc-legal-notices for an information packet.

DATED this 12th day of April, 2022.

Clerk of the Board of County Commissioners

Lewis County, WA

PUBLISH: The Chronicle – April 14, 16 and 19, 2022

Lewis County website @www.lewiscountywa.gov

TERMS & CONDITIONS

Late Proposals:

Lewis County reserves the right to not accept late proposals. Each Respondent is responsible for insuring that responses to this RFP have been delivered by the date, time and to the location as specified in this Request for Proposal Document. The receipt of the responses submitted will be acknowledged as received only, and does not constitute any acceptance by Lewis County as an offer. Documentation will become a part of the Commissioners minutes only after selection is made, if any.

Disadvantages Business Enterprise (DBE)

Lewis County is committed to developing, establishing, maintaining, and enhancing minority business involvement in the total procurement process. The County, its contractors, their suppliers and sub-contractors, vendors of goods, equipment, services, and professional services, shall not discriminate on the basis of race, color, religion, national origin, age, handicap, or sex in the award and/or performance of contracts. However, competition and quality of work remain the ultimate standards in contractor, sub-contractor, vendor service, professional service, and supplier utilization. All vendors, suppliers, professionals and contractors doing business or anticipating doing business with Lewis County shall support, encourage and implement steps toward our common goal of establishing equal opportunity for all residents of Lewis County. Small and minority businesses, women's' business enterprises, and labor surplus are firms are encouraged to participate in this RFP.

Cost of Preparation:

Costs of preparation of a response to this request are solely those of the Respondent including but not limited to any expenses incurred for interviews, presentations or negotiations. Lewis County assumes no responsibility for any such costs incurred by the Respondent. The Respondent also agrees that Lewis County assumes no responsibility for any costs associated with any administrative or judicial proceedings resulting from the solicitation process.

Confidentiality during Evaluation Process:

All documents submitted as part of the Respondent's offering will be deemed confidential during the evaluation process.

Rejection of Responses:

Lewis County reserves the right to accept or reject any or all proposals, with or without cause, to waive technicalities, or to accept the proposal which, in its sole judgment, best serves the interest of the County, or to award a contract to the next most qualified Respondent if a successful Respondent does not execute a contract within 15 business days after approval of the selection by the Lewis County Commissioners.

ETHICS/GRATUITIES:

Lewis County may, by written notice to the Awarded Respondent, cancel any contract without liability to Awarded Respondent if it is determined by Lewis County that gratuities, in the form of entertainment, gifts, or otherwise, were offered or given by the Respondent, or any agent or representative of the Respondent, to any officer or employee of Lewis County with a view toward securing a contract or securing favorable treatment with respect to the awarding or amending, or the making of any determinations with respect to the performing of such a contract. In the event this contract is canceled by Lewis County pursuant to this provision, Lewis County shall be entitled, in addition to any other rights and remedies, to recover or withhold the amount of the cost incurred by Awarded Respondent in providing such gratuities

COMPLIANCE WITH RFP TERMS:

Respondents are cautioned that exceptions to these terms, conditions, and attachments may result in rejection. Any awarded respondent will be expected to execute a contract separate from this document but includes this document as part of the contract.

CONFIDENTIALITY:

Any material that is to be considered confidential in nature must be clearly marked as such and may be treated as confidential to the extent allowable in the Washington Public Records Act. Pricing information is not considered to be confidential. Trade secrets or confidential information **MUST** be placed in a separate envelope marked "CONFIDENTIAL INFORMATION" and EACH PAGE must be marked "CONFIDENTIAL INFORMATION". Please be advised that Lewis County cannot and will not make any agreement to withhold information from the public that is contrary to the County's responsibility under the Act.

PROPOSED SCHEDULE

This is a proposed schedule, Lewis County reserves the right to change or extend the dates listed below at any time.

- RFP Issued: April 12, 2022
- Final Date for Questions Related to RFP: April 22, 2022
- Proposal Deadline: April 29, 2022
- Applicant Selection (may include interviews): May 11-13, 2022*
- Selection of Consultant and Contract Development: May 18, 2022*

*Exact dates are subject to change at the county's discretion

SCOPE OF WORK

Lewis County is seeking proposals from competent service provider(s) to assist the County in the overall management of its American Rescue Plan of 2021 allocation activities, funded through the United States Department of Treasury. Awarded Respondent will be responsible for application development and project management along with Management and Administration of the grant. Awarded Respondent will assist the Lewis County and/or grant recipients in completion of all projects.

Any awarded Respondent shall be tasked with the following:

- 1) Comprehensive administration and compliance of the United States of Treasury and WA State programs and projects contemplated by allowable projects through the United States of Treasury/WA State programs;
- 2) Research, develop and prepare grant applications and/or other public assistance documents;
- 3) Research, monitor, report, document, manage, analyze, assess and design work related to disaster recovery, disaster planning, disaster mitigation and public assistance;
- 4) Attend meetings with Lewis County Board of County Commissioners (LCBOCC) and or state agencies in conjunction with and on behalf of Lewis County;
- 5) Collaborate with Lewis County Administration and Public Works on project formulation; information gathering, project development (define both small and large project's scope, size and damages, including cost estimating that will be the basis of each project); project submittals (draft and submit small and large projects to LCBOCC and or other state agencies);
- 6) Develop program guidelines, policies, procedures, implementation plans or other pertinent documents;
- 7) Assist with and or present at public hearings in conjunction with Lewis County Commissioner's public meetings;
- 8) Ensure that fraud prevention and abuse practices are in place and being implemented.
- 9) Provide ongoing guidance to maximize funding;
- 10) Coordinate and manage deliverables with the United States Department of Treasury and/or other federal and state agencies;
- 11) Assist with, United States Department of Treasury and/or other federal and state grants reporting requirements'
- 12) Generate time extension requests to the United States Department of Treasury and/or other federal grants and/or state agencies when necessary so that eligibility is not forfeited;
- 13) Review data and records for compliance with federal requirements including assist in document retention strategy and schedules;

- 14) Assist in retrieving any necessary legal documents necessary for proper filing;
- 15) Assist in responding to Requests for Information from the United States Department of Treasury and/or other federal grants and/or state agencies;
- 16) Track and report the status of the United States Department of Treasury and/or other state agencies reimbursement and serve as a co-liaison between the United States Department of Treasury and/or other state agencies and Lewis County;
- 17) Coordinate with Lewis County staff to obtain all costs and necessary backup documentation to develop, revise and submit Forms;
- 18) Assist with the submission of appeals for United States Department of Treasury and/or other state agencies.
- 19) Provide detailed and periodic management project reports including developments, revisions, submissions, approval, open issues and financial overview, etc;.
- 20) Provide cash management reports showing the projected schedule for reimbursement requests and the actual status of the reimbursements received;
- 21) Review, advise and assist on the management of the closeout process;
- 22) Enter expenses and request reimbursement in the grant portal; and monitor the comptroller website for the release of funds;
- 23) Provide and prepare public procurement documentation and any additional procurement assistance, including but not limited to preparing and writing requests for qualification, request for proposals, or other applicable procurement processes for identified projects that align with the grant in compliance with Federal and State Law;
- 24) Assist with the procurement of services, materials, rental/lease equipment, professional design services, or other items needed to implement grant projects—may include multiple bids for contracted work for various projects; (in conjunction with Lewis County);
- 25) Assist with any and all applicable procurement processes as required by Federal Grant and the State of Washington;
- 26) Labor and procurement duties including but not limited to ensure compliance with all relevant labor standards regulations and procurement regulations and policies.
- 27) If necessary, assist with preparation of construction and/or material contracts;
- 28) Research, assist, coordinate and report any Treasury program requirements;
- 29) Review State and Federal contracts and related requirements to develop implementation guide and policies for County's participation in grants;

- 30) Provide labor standards compliance for all contracted work in conformance with Federal and the State of Washington Government Code, review of all contractor payrolls, wage determination, calculation of wage restitution, etc;
- 31) Assist with documentation of any project related force account (county crew and equipment) hours and costs—;
- 32) Assist in compilation of data for county owned equipment used for each project if applicable;
- 33) Review of all contractor or materials invoices for compliance with financial reporting requirements;
- 34) Assist in preparing Certifications and back-up documents related to individual projects for signature by local officials;
- 35) Assist with and provide guidance regarding quality assurance documentation for conformance with the County's Design Criteria and Specification;
- 36) Provide and present periodic reports for Commissioners meetings regarding each project's status
- 37) Coordinate with the County's financial officers and staff on project-specific cost accounting and tracking;
- 38) Prepare summary of allowable costs and amounts reimbursed from the fund in compliance with Federal and State Uniform Grant Management Standards for each project;
- 39) Assist in preparation of amendments to Agreements and revisions to other Program Management Services as may be required by Grant or County;
- 40) Assist with any and all audit services and requirements;

DESCRIPTION OF SERVICES AND SPECIAL CONDITIONS

Respondent must be able to perform the tasks listed herein to be considered eligible for an award under this Solicitation. Respondents should provide a detailed narrative of their experience as it relates to each of the items below. Respondents should clearly indicate if they intend to provide services in-house with existing staff or through subcontracting or partnership arrangements. Grant Administration Services will be provided in conformance with the guidance documents and use forms provided by the sub recipient utilizing Lewis County guidance. The providers shall furnish pre-funding and post-funding grant administrative services to complete projects, including, but not limited to the following:

a) Pre-Funding Services

Grant Administrator will develop project scope and complete grant applications. The provider will work with the Lewis County Budget Administrator to provide the concise information needed for submission of complete funding application and related documents.

b) **Post-Funding Services**

Grant Administrator will administer and complete infrastructure, utilities, housing and eligible projects approved for disaster recovery funding. The selected administrative firm must follow all requirements of the State and Federal Grant programs.

ADDITIONAL PROVISIONS

State and Federally funded grants and contracts are subject to a variety of required statutes, regulations, and contract and procurement clauses. It is the responsibility of the Respondent to be aware of and comply with those requirements. The list below is not exhaustive, and other provisions may apply based on the type of work being performed and the dollar amount of the contract. The provisions below are common to many covered grants and contracts:

a) **Labor and Employment Laws and Regulations**

A variety of construction and non-construction labor and employment laws and regulations are required as a condition of County's Federal funding. These are assembled at 2 C.F.R. § 200.326 and 2 C.F.R. Part 200, Appendix II, and include provisions related to Equal Employment Opportunity, Prevailing Wages, Anti-Kickback provisions, Overtime and Work Safety requirements, and a variety of whistleblower protections.

b) **Rights to Inventions Made Under a Grant or Contract**

If a contract awarded by Lewis County may result in the creation of protectable intellectual property, including a patentable invention, copyrighted material, trade secret or technical data, or any other invention or discovery, the requirements of 37 CFR § 401 may apply.

c) **Environmental Regulations**

Contracts over **\$150,000** require the contractor to comply with Clean Air Act and Federal Water Pollution Control Act. Specific provisions and requirements are set forth in 2 C.F.R. Part 200, Appendix II.

d) **Contracting with Suspended or Debarred Persons or Entities**

County shall not enter into any agreement with any person or entity subject to Federal Debarment or suspension, nor consent to a subcontract with any such person or entity. A list of all such persons or entities can be found at www.sam.gov.

PROPOSAL SUBMISSION REQUIREMENTS

Proposal Components: To achieve a uniform review process and to obtain a maximum degree of comparability, proposals must be submitted with a master (marked “Original”) and four (4) copies (marked “Copy”) and one jump/flash drive with a copy of the proposal downloaded. Both physical and electronic versions shall include a Table of Contents and must include the following:

All proposals must include the following components:

Section	Topic
1	Firm Profile
2	Executive Summary
3	Project Services and Relate Experience
4	References
5	Cost Proposal
6	RFP Instruction Compliance/Required Forms

SUBMITTAL COMPONENTS:

1. **Firm Profile:** Include an original signed cover letter with the original submittal and a copy of the cover letter with each copy of the submittal.

The Cover Letter should include the following:

- A brief statement of the firm’s understanding of the project
- The name, title, phone number, fax number, email address, and street address of the person in the firm’s organization who will respond to questions about the submittal
- Highlights of the firm’s qualifications and ability to perform the project services

Also, in this section, provide the following information about your firm:

- The firm’s name, email address, business address, phone number and fax number
- Types of services and products offered
- Number of years in business
- Information on pending or past litigation the firm has been involved in
- Number of employees
- The location of the offices that would provide the project services
- A brief statement of the firms’ background, demonstrating longevity and financial stability.
- Submit a recent audited Financial Statement of your Firm

2. Executive Summary: Start the section by introducing key personnel that would work on Grant Management Services for Lewis County. Only submit resumes that would actually be assigned to work with Lewis County. Include a brief resume for each team member that includes:

- History and specific experience in applying for and managing federally and/or State funded local public works projects including FEMA's public assistance;
- Include a description for each assigned personnel that demonstrates capabilities in project services, and experience with government entities and grant programs;
- Education and professional license information.
- Outline their specific areas of responsibility (administration, design, inspection, financial, management, labor standards, environmental review, etc.) and team leaders.

3. Project Services and Related Experience: In this section, which is intended to be the heart of the proposal, describe the respondents expertise with the methods necessary to perform the management services requested in this document. Include references of recent work relevant to Grant Management Services requested in this RFP document:

- Include experience in applying for and managing federally funded local public works projects including FEMA's public assistance;
- Demonstrate successful experience in coordinating with Federal, State and Local emergency agencies, citing the disaster event, project scope of the engagement and funding outcomes for the affected local government and a contact information of who your firm worked with on the project.

4. References: Include minimum of three references of recent work relevant to Grant Management Services requested in this RFP document:

5. Cost Proposal –Please submit hourly rates for each job classification required to perform the tasks associated with the scope of work included in the RFP. Overhead, profit, and any other fees will be discussed as part of contract negotiations after a firm has been selected.

6. RFP Instruction Compliance/Required Forms: Complete, execute and submit all forms executed as required. Copies of Licensures, SAMS Debarment, copies of insurance coverage, if applicable.

All forms must be completed including:

- ☐ Certificate of insurance
- ☐ Compliance with Federal and State Laws
- ☐ RFP Signature Form
- ☐ Vendor Reference Form
- ☐ Insurance Certification
- ☐ Conflict of Interest (Form CIQ) HB1295
- ☐ Certification Regarding Lobbying

- ☐ SAMS Debarment Form www.sam.gov (not included in packet print and attach from website)

EVALUATION CRITERIA AND PROCESS

After opening of submissions, an evaluation committee will score and rank the returns based on the criteria listed below. After a short list has been determined, the committee may request information, clarifications, presentations or interview some, or all of the top ranked Respondents. The evaluation committee will determine the best value offer based on the submitted proposals and will begin contract negotiations. Lewis County reserves the right at its sole discretion to determine if pursuing any contract negotiations is in the best interest of the County as a result of this RFP.

Presentations

During the evaluation process, Lewis County may at its discretion, request Respondents to make oral presentations. All costs incurred by Respondent for the presentations will be the sole responsibility of the Respondent. After any such presentation, proposals may be evaluated again. Lewis County reserves the right at its sole discretion to determine if presentations are in the best interest of the county and is under no obligation to request presentations from all Respondents.

Request for Information

Lewis County also reserves the right to request additional information or clarifications from Respondent or to allow corrections of errors or omissions as deemed in the best interest of the County. After any retrieval of information or clarifications presentations proposals may be evaluated again. Lewis County reserves the right at its sole discretion to request information, clarifications, presentations and or interviews from respondents. Lewis County is under no obligation and reserves the right to request information/clarifications/presentations and interview from one, some or all Respondents.

Contact

Respondents shall NOT have any contact regarding this RFP with any known member of the Evaluation Committee, member(s) of the Lewis County Commissioners or their staff, or any other Lewis County elected officials or their staff, prior to award. Any contact regarding this RFP, may result in the Respondents' disqualification and removal from consideration by the Lewis County Commissioners. Contact may only be initiated by Lewis County Administration for purposes of evaluation and clarification.

Approach

The Lewis County Budget Department will guide the evaluation of the responses received. An Evaluation Committee will be established to evaluate and score the submitted Proposals. The Evaluation Committee may consist of representatives from various County Departments. The County reserves the right at its sole determination to include additional Department(s), Employee(s), or Contractors(s) in the evaluation of proposals as the County deems necessary.

Vendor Demonstration and Presentations

When applicable, Respondents with the highest initial scores may be invited to provide a product demonstration and make a Presentation(s) to the Evaluation Committee. Invited respondents will receive additional direction with invitations. If selected, Respondents must be able to demo their solution, products and/or services. Respondents must be prepared to give virtual presentations/demos as an alternative to in-person presentations/demos, if requested by Lewis County. Evaluation Scores of the Demonstration and Presentations will be based on the same criteria used for the initial ranking. The demonstration/Presentation score for these Respondents could override the initial score. Lewis County reserves the right at its sole discretion to determine if product Demonstration and/or oral Presentation(s) are in the best interest of Lewis County. Lewis County is under no obligation to request product Demonstrations or Presentations.

Contract Negotiations

Lewis County reserves the right to negotiate with any and all persons or firms submitting proposals.

1. Discussions may be conducted only with responsible Respondents who submit proposals determined to be reasonably susceptible of being selected for award. Lewis County reserves the right to have discussions with only one, or some or all of the Respondents,
2. Respondents may be required to submit additional data during the process of any negotiations.
3. Lewis County reserves the right to negotiate the price and any other term with the Respondent.
4. Any oral negotiations must be confirmed in writing prior to award.

Best and Final Offer

The Respondents with the highest scores may be invited to prepare a Best and Final Offer for consideration by the Evaluation Committee. Lewis County reserves the right at its sole discretion to determine if pursuing BAFO(s) is in the best interest of the County. The County is under no obligation to pursue BAFO(s).

In the event, the County elects not to pursue BAFO(s), Contract Negotiation will be conducted based on the final rankings previously described. Lewis County reserves the right to request Best and Final Offers from Respondents including any necessary re-scoring as a result of the Best and Final Offers received.

Deviations

Requirements stated in this RFP shall become part of the contract resulting from this RFP unless the Proposer requests a deviation. Any requests for deviations from these requirements must be specifically defined by the Respondent in the proposal. If accepted, the deviation shall become part of the contract. Lewis County reserves the right to modify the requirements of this RFP.

Reservation of Rights

Lewis County expressly reserves the right to:

- waive any defect, irregularity or informality in any proposal;
- reject or cancel any proposal or parts of any proposal for any reason;
- award contracts to one or more Respondents; or
- procure the services in whole or in part;
- Interview, ask for presentations or information from only one, some or all proposers;
- Reject all proposals as deemed in best interest of the county
- To determine the process for this proposal evaluation and may elect to accelerate the evaluation process by combining or eliminating any or all of the evaluation phases. Lewis County reserves the right without prejudice to reject any or all proposals to this RFP
- To determine if pursuing contract negotiations is in the best interest of the County. The County is under no obligation to pursue a Contract.
- To award multiple contracts as a result of this RFP Process

EVALUATION CRITERIA

Respondents will be scored using the valuation table below as requested in proposal submission requirements section of this RFP.

Criteria	Points
Firm Profile	5
Executive Summary	20
Project Services and Related Experience	30
References	10
Cost Proposal	25
RFP Instruction Compliance/Required Forms	10

Total Maximum Allowable Points = 100