

**MONTGOMERY COUNTY
BOARD OF COMMISSIONERS**

VALERIE A. ARKOOSH, MD, MPH, CHAIR
KENNETH E. LAWRENCE, JR., VICE CHAIR
JOSEPH C. GALE, COMMISSIONER



RECOVERY OFFICE
ONE MONTGOMERY PLAZA • PO Box 311
NORRISTOWN, PA 19404-0311
610-278-3029
FAX: 610-292-2032
WWW.MONTCOPA.ORG

TOM BONNER
RECOVERY OFFICER

THIRD-PARTY TECHNICAL ASSISTANCE TO MONTGOMERY COUNTY RECOVERY FUNDING PROPOSERS

Request for Proposals

Montgomery County is seeking qualified entities to provide technical assistance to parties developing proposals for consideration of funding by the Montgomery County Recovery Office (<https://www.montcopa.org/recoveryoffice>). The purpose of the Recovery Office is to directly engage in the management of resources received by Montgomery County related to the American Rescue Plan Act (ARPA) as well as other resources to be defined by state or federal legislative activities in the coming years.

Montgomery County is positioned to institute bold initiatives that will advance equity, ensure economic recovery, invest in infrastructure and lay the groundwork for prosperity for decades. The Recovery Office is responsible for planning and executing projects that fulfill the purpose of the funding, have the intended impact, and can be completed successfully within the timeframe. Building an implementable program of projects requires a professional, dedicated staff to ensure initiatives fulfill program goals, are well-planned, are executed and reported on transparently, and comply with legal and finance rules.

Federal guidance related to ARPA directly requires the County, as it establishes how these funds will be expended, to directly and affirmatively engage its community. In its rule governing use of funds, the US Department of the Treasury writes, “Treasury urges State, territorial, Tribal, and local governments to engage their constituents and communities in developing plans to use these payments, given the scale of funding and its potential to catalyze broader economic recovery and rebuilding.” The County is committed to fulfilling this directive in all facets of its management of its allocated ARPA State and Local Fiscal Recovery Funding (SLFRF), most importantly in the collection of ideas and initiatives from the Montgomery County community.

The County Recovery Office is building procedures for the submission, analysis, assessment, presentation, and ultimate adoption of projects and initiatives, and seeks to remove any barriers to submission of good ideas. Submissions will likely be formatted as “pre-proposals,” through which interested groups or individuals will be required to review guideline information, answer questions, submit data and financial plans, and provide brief narrative descriptions. To ensure objective “apples to apples” comparisons of initiatives, Recovery Officer personnel will then communicate across multiple stakeholders including the submitter to produce fully detailed project proposal documents for consideration. The focus of this request for proposals is these two first steps, the submission of a pre-proposal and any follow up communication. For those initiatives that are ultimately determined to function best as a grant program, assistance with future application steps will also be provided by the successful respondent to this RFP.

The successful respondent will be expected to provide direct assistance towards removing any obstacle faced by any person or group seeking to submit an initiative pre-proposal or grant application, and to assist with follow-up technical questions. For example, language differences, lack of familiarity with financial planning or electronic document completion, lack of capacity for program budget planning or data analysis, are all factors that community groups have voiced as reasons they did not apply for past programs. The County seeks to eliminate such hurdles by contracting for technical assistance services through this RFP.

SCOPE OF WORK

Montgomery County is seeking to provide a range of technical assistance support to groups and individuals interested in submitting ideas for consideration by the Recovery Office, with the goal of providing equitable, inclusive opportunity for consideration. To facilitate the submission of all viable proposals to the Recovery Office from eligible entities seeking to fund projects, programs, and/or initiatives, respondents must provide a plan description that demonstrates an ability to provide the below services at minimum. Respondents need not be able to provide all services with in-house resources; partnerships, on-call contractors, and / or consortium-style groups will be given full consideration. The successful respondent will include in their service plan an understanding of the County's overarching objective for this effort: to maximize participation from as many sectors of the Montgomery County community as possible.

Respondent plan descriptions must include:

- General support service via phone, e-mail, and video (i.e. Zoom, Webex, Teams, etc.) to answer questions about submission format, required information, eligibility parameters, process structure, etc.
 - Support services may be provided on an appointment or on-call basis or both, as long as the program plan incorporates measures to provide support during some weekday evening and some weekend hours.
- Service to facilitate submission of materials by groups / individuals for whom English is not a first language.
 - Services can minimally include written and oral translation services and support in multiple languages.
 - Respondents should prepare at a minimum to include Spanish and Korean languages in their plan
- Respondents should also be able to provide support for individuals with vision and/or hearing impairments.
- Assist prospective proposers with acquisition of pertinent data or other information to help facilitate the development of proposals
 - Respondents will necessarily communicate frequently with the County Recovery Office, and will help create a body of best practices for reference by prospective proposers
- Assist prospective proposers in submitting their proposals to the Recovery Office through the web-based platform, including but not limited to remote screen-share technical assistance

PROPOSAL FORMAT

The successful respondent to this RFP will be required to frequently interact with County staff and systems using English language communications. All response materials must therefore be submitted in English, through the County's Bonfire portal.

Only those proposals submitted through the County's procurement portal, accessible via the below link, can be considered.

Proposals must be submitted here:

<https://montcopa.bonfirehub.com/opportunities/56021>

Respondents should organize their proposal in keeping with the scope of work and according to the following required information. Proposals must be submitted as two distinct parts, a narrative describing the plan to execute the scope of work (including qualifications, approach, experience, and / or technical capabilities), and a cost package for the work described. Inclusion of cost information in the narrative package will render proposal non-responsive, as will failure to submit a separate cost proposal. Proposals must be submitted electronically (as pdf files) through the Montgomery County Purchasing Department web portal.

In the case of multiple entities partnering to submit a proposal, there should be a single proposal submitted by an entity that will take on the fiscal responsibility for the partnership. Entities that are minority, women, and/or veteran-owned are strongly encouraged to submit a response.

Narrative proposal must include:

- a. Description of proposing firm, including any partners the proposing team comprises, including:
 - Team organization for project, both between (if applicable) and within firms
 - Capabilities
 - Experience with comparable efforts
- b. Explanation of service plan, specifically addressing each of the scope of work items, including:
 - Approach to providing services listed
 - Justification for and considerations informing project plan, including discussion of issues, known and unknown, that have a potential to change approach

Cost proposal document:

Because of the fluid nature of the demand for the requested services (meaning the County does not have an anticipated utilization load, and is seeking a provider willing to work flexibly with an unpredictable number of prospective proposers), the County is requesting a cost proposal based on a pay-per-utilization model but will consider alternative models based on respondent recommendation. This means that while a cost proposal based on a unit cost ("prospective proposer served," for example) is preferable, the County recognizes

that other (i.e. lump sum, hourly, bill-for-service, hybrid) models may function better for a given respondent, and is prepared to review and assess different cost proposal models.

- a. Summary cost that includes a unit cost for a pay-per-utilization model, including any explanation / notes needed.
 - Proposers should delineate their preference and add detail (i.e. calculations, backup, rates, etc) for alternative cost models that incorporate the scope of work and planned timeframe.
- b. Explanation of cost breakdown following narrative proposal work items, and including all expenses required to complete the scope of work
- c. Any additional pertinent staff or resource billing rates that would be used in the event of a change to the scope of work

PROJECT TIMELINE

Respondents should anticipate the work beginning in January 2022 and continuing at least until the end of June 2022 with the possibility of an extension of services.

PROPOSAL SCHEDULE

Montgomery County will conduct one question and answer meeting pursuant to the proposal schedule below. Proposers should use the County's portal for questions or clarifications to submit questions no later than 4 pm on December 20, 2021. To maintain full transparency for all proposers, all questions that have been submitted through the portal will be answered and posted for all respondents. Final proposals must incorporate pertinent answers to be considered responsive.

Initial Question and Answer Session <i>Pre-proposal meeting to review scope</i>	December 8, 2021
--	------------------

CLICK HERE TO REGISTER FOR SESSION:

https://zoom.us/webinar/register/WN_vCaBJfGJSSCinwkE020d9g

Proposer questions must be submitted through County portal	By 4:00 pm, December 20, 2021
--	-------------------------------

Final Answers posted	By 4:00 pm December 21, 2021
----------------------	------------------------------

Proposals Due **December 23, 2021**

County Evaluation Period	December 24, 2021 – January 4, 2022
--------------------------	-------------------------------------

Contract Awarded	January 6, 2022
------------------	-----------------

County Process Orientation	January 10 – 14, 2022
----------------------------	-----------------------

Scope of services commencement (work begins)	January 17, 2022
--	------------------