

# REQUEST FOR PROPOSAL

## ADMINISTRATION/PROFESSIONAL SERVICES

Request for Proposals

July, 2021

American Rescue Plan

Act of 2021 (ARPA)

**RFP – ARPA Administrative Services**

July, 2021

Re: American Rescue Plan Act of 2021 Administration

Dear Administrative Service Providers:

Attached is a copy of the Township's Request for Proposals (RFP) for Administration/Professional services. These services are being solicited to assist Ypsilanti Township and its administration and reporting of the American Rescue Plan Act of 2021 stimulus funds.

The submission requires for this proposal are included in the attached RFP. Firms and/or individuals should have past experience with federally funded programs and reporting. Please submit a sealed proposal of services and statement of qualifications by following the guidelines listed in article VI. This RFP will also be listed on Michigan Inter-governmental Trade Network (MITN). The deadline for submission is July 29<sup>th</sup> 2021.

Sincerely,

Brenda L. Stumbo, Township Supervisor  
Charter Township of Ypsilanti  
7200 South Huron  
Ypsilanti, MI 48197

## RFP – ARPA Administrative Services

Ypsilanti Township is seeking to enter into a services contract with a competent administration/management/professional service provider to assist the Township in the administration, management and reporting of its funds received through the American Rescue Plan Act of 2021 (“ARPA”). The following outlines the request for proposals.

### I. Scope of Work

The professional administration/management/professional service (“Consultant”) to be hired is to provide professional services in the administration, management and reporting of the ARPA funds received by Ypsilanti Township, including but not limited to the scope below.

#### a. Pre-Funding Services

Consultants will have knowledge of Federal and State rules and guidance concerning pre-funding services and receipt of federal funds. The Consultant will work with the Charter Township of Ypsilanti government to provide concise information needed for receipt and holding of initial and on-going deposits expected as part of the ARPA. The Consultant will have knowledge of interim Final Rules and other guidance released by the U.S. Treasury and other applicable sources.

#### b. Post-Funding Services

Consultant will advise and oversee fund administration and will work with, and report to, township officials by accurately researching and making determination of eligibility of fund expenditure per Final Rules issued by the U.S. Treasury.

Consultant will review township budgets and work closely with township staff, officials and professional service providers to identify COVID-19 related lost revenues. Consultant will provide budget report and reimbursement recommendation to township officials.

Consultant will review Township Master Plan, infrastructure and utility plans to identify projects that may be eligible for funding per ARPA final rules. Consultant will provide a recommendation to the township board as it pertains to determination guidelines, project specifics and project budgets.

## RFP – ARPA Administrative Services

Consultant may attend meetings regarding collaborative efforts for regional ARPA eligible projects. Reports from meetings and recommendations will be made to township officials. Consultant may also be expected to participate in community engagement or meetings.

Consultant will draft local rules, program specifications and guidelines for funding plans as directed by Township Board.

### c. Reporting

Reports for use of funds, methodology for determination guidelines, and project budgets will be provided to the township officials for each approved expenditure.

Consultant will create filing and maintain complete records of all expenditures of ARPA funds. The complete records and filings must be provided to the Township Clerk, Accounting Director and Township Attorney.

Consultant will work with township staff to prepare single audits for expenditures. Consultant will work with Accounting Director and auditors as needed.

## II. Statement of Qualifications

Ypsilanti Township is seeking to contract with a competent, professional administration/management firm or consultant having substantial experience in federal and local grants and contract management. Additional qualifications include:

- Experience in local municipal funding, budgeting, and auditing
- Experience with local planning and economic development initiatives
- A proven record of collaboration, communication, and project completion.
- Consultant/Firm is not debarred or suspended for any reason in the System for Award Management (SAM)
- Recommendations and referrals from past governmental clients, as well as resumes of all employees and subcontractors (if applicable) who will or may be assigned to provide technical assistance to this project

## III. Proposed Cost of Services

## RFP – ARPA Administrative Services

Please provide your cost proposal to accomplish the scope of work outlined above and for any additional services required. The proposal must include all foreseeable costs and reimbursable expenditures that are deemed necessary to successfully complete these activities. Please note that the lowest bid will not be used as the sole basis for entering into this contract.

### IV. Submission Requirements

- a. Proposal and detailed scope of services
- b. Cost for Services
- c. Grant/Contract Experience
- d. References or referrals
- e. Resumes of full project team
- f. Livable Wage Certification for all employees or contractors related to the project.
- g. Current coverage for professional insurance liability and workers compensation

### V. Questions

Questions may be submitted in writing via email to Heather Jarrell Roe, Ypsilanti Township Clerk at [hjarrellroe@ytown.org](mailto:hjarrellroe@ytown.org) by July 22<sup>nd</sup> Email responses will be set to all interested parties by 4pm July 23<sup>rd</sup>

### VI. Deadline for Submission

Proposals must be received in the Clerk's office no later than 2pm on July 29<sup>th</sup>. Bid opening will be held on July 29<sup>th</sup> at 2pm, located at 7200 S Huron River Drive, Ypsilanti MI 48197 in the Board Room. It is the responsibility of the submitting party to ensure that the proposal is received in a timely manner. Proposals received after the deadline will not be considered for award, regardless of whether or not the delay was outside the control of the submitting consultant/firm. Please submit your proposal to the following address:

**Ypsilanti Township**  
**ATTN:**  
**Heather Jarrell Roe, Ypsilanti Township Clerk**  
**7200 S Huron Drive**  
**Ypsilanti, MI 48197**

## **RFP – ARPA Administrative Services**

The submittal must be delivered in a sealed 9 x 12 or larger envelope clearly marked on the outside (“RFP- ARPA ADMINISTRATIVE SERVICES – 2021”) or submitted electronically via MITN’s sealed bid process:

Ypsilanti Township is an affirmative/Equal Opportunity Employer. The Township does not discriminate on the basis of race, color national origin, sex, sexual orientation, gender identity, religion, age or handicapped status in employment or the provision of services.