



Request for Proposals

for

ACCOUNTING SERVICES

RFP No. 1

Issued: May 12, 2020

Proposals Due: May 22, 2020

Request for Proposals: Accounting Services

The Health Care Authority of the City of Huntsville, Alabama (“Authority”), is seeking to engage the services of one or more qualified contractors to provide Accounting Services to support the Authority, including one or more of its hospitals and affiliates, in response efforts as a result of the COVID-19 Pandemic. The Authority was established under sections 22-21-310 through 22-21-344 of the Code of Alabama and operates a number of hospitals in Alabama including primarily Huntsville Hospital. All of the Authority’s hospitals, including Huntsville Hospital, have been impacted by the COVID-19 Pandemic and may require services as procured pursuant to this Request for Proposals (“RFP”).

The President of the United States declared a nationwide state of emergency due to the COVID-19 pandemic on March 13, 2020. Also on March 13, 2020, the Governor of the State of Alabama, pursuant to the relevant provisions of the Alabama Emergency Management Act of 1955, as amended, Ala. Code §§ 31-9-1 et seq., declared a state public health emergency in the State of Alabama. On March 29, 2020, the President of the United States issued a major disaster declaration for Alabama, designated Alabama COVID-19 Pandemic (DR-4503). The Authority desires to obtain the services of one or more qualified and experienced accounting firms familiar with accounting services related to federal grants to provide professional services necessary to assist the Authority in maximizing and managing federal grant funding received, e.g., through the Federal Emergency Management Agency (“FEMA”) Public Assistance program, the CARES Act, or any other federal program or agency.

The selected contractor shall provide personnel, equipment, plans, procedures, and other materials and capabilities necessary to provide accounting services related to grant funds associated with the COVID-19 Pandemic and other tasks as may be specifically assigned. Proposers are to have experience in accounting services for disaster related events. Proposals shall document the contractor’s familiarity with and history of compliance with the current FEMA, CARES Act, federal, state, and local guidelines and regulations as they relate to disaster related events. The full Scope of Services is described more fully in **Exhibit A** to this RFP.

FEMA financial assistance will be used to fund all or part of the resulting contract. All work must be completed in compliance with FEMA’s rules and guidance, as well as Federal laws, regulations, executive orders, and the federal cost principles at 2 C.F.R. Part 200.

All Authority contractors are required to comply with the Alabama Immigration Law under Sections 31-13-9 (a) and (b) of the Code of Alabama. All Respondents should submit with their proposal a completed E-Verify package.

Proposals are due by 5:00 p.m. on Friday, May 22, 2020. Further instructions for proposal submission are contained in this RFP. Interested persons or entities may obtain a copy of the RFP from Authority’s website at www.huntsvillehospital.org. All proposals must be e-mailed to Mark.Schneider@hhsys.org. **E-MAIL SUBJECT LINE MUST BE IDENTIFIED AS “Accounting Services – RFP No. 1.”**

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General Information

I. Project Objective

The Authority is seeking to engage the services of one or more qualified contractors to provide Accounting Services. A complete scope of services is attached as **Exhibit A** and incorporated into this RFP.

II. Instructions to Respondents

A. Proposal Submission

Respondents must submit one electronic copy in .pdf format by 5:00 p.m. (CDT) on May 22, 2020 to Mark.Schneider@hhsys.org. Proposals by telephone, mail, hand-delivery, or facsimile shall not be accepted and will be rejected as non-responsive regardless of when they are received. It is the sole responsibility of the Respondent to ensure that its proposal arrives within the given timeframe. Proposals received after the specified time and date shall be returned unopened. The decision to refuse to consider a proposal that was received beyond the date/time established in the solicitation shall not be the basis for a protest.

The e-mail attaching the .pdf proposal shall include the following information:

SUBJECT: **Accounting Services – RFP No. 1**

E-MAIL BODY MUST INCLUDE:

[Respondent's Company Name]
[Contact Person]
[Address]
[Phone Number]
[E-mail Address]

Respondents are cautioned that they are responsible for delivery of their proposal to the Authority. The Authority will not be responsible for technical difficulties, internet outages, or for any associated delivery delays. If .pdf files are too large to transfer via e-mail, Respondents may provide a link to a Dropbox, sharefile, FTP, or other file-sharing site where the document may be downloaded. The Authority will not be responsible for technical difficulties associated with any such site.

III. Changes and Interpretations

The Authority reserves the right, and has absolute and sole discretion, to cancel a solicitation at any time prior execution of a resulting contract. The decision to cancel a solicitation cannot be the basis for a protest.

Any proposal may be withdrawn until the date and time set above for the submission of the proposals. Any proposal not so withdrawn shall constitute an irrevocable offer, for a period of 90 days, to provide to the Authority the services set forth in this RFP, or until one or more of the proposals has been awarded.

Respondents shall not direct any queries or statements concerning their proposal to Authority staff during the selection process, from the time of submission of a proposal until the execution of a contract. Any proposer who initiates any discussions with staff in any manner other than that described below is subject to disqualification from this procurement. No oral interpretation of this RFP shall be considered binding.

All questions or concerns regarding this RFP must be submitted in writing via email no later than three days before the proposal due date and hour to Mark.Schneider@hhsys.org. The Authority may issue Addenda to the RFP posted to the Authority's website at www.huntsvillehospital.org. Any responses by the Authority to Respondents' questions or concerns will be addressed, if at all, by Addenda.

IV. **Property of Authority**

All materials submitted in response to this RFP become the property of the Authority. The Authority has the right to use any or all ideas presented in any response to this RFP, whether amended or not, and selection or rejection of a proposal does not affect this right. No variances to this provision shall be accepted.

V. **RFP Timetable**

The anticipated schedule for this RFP and contract approval is as follows:

Proposal Due Date and Time	May 22, 2020
Proposal Evaluation	May 29, 2020
Contract Negotiations/Approval	TBD

**The Authority reserves the right to amend the anticipated schedule as it deems necessary.
All times Central Time Zone.**

VI. **Ethics Requirement**

This RFP is subject to any applicable Authority or other policies with respect to ethics and conflicts of interest. All Respondents shall submit a signed and notarized statement regarding conflicts of interest with their proposal on the form provided herein (**Exhibit B**).

VII. **Disclosure and Disclaimer**

This RFP is being provided by the Authority without any warranty or representation, express or implied, as to its content, accuracy, or completeness and no Respondent or other party shall have recourse to the Authority if any information herein contained shall be inaccurate or

incomplete. No warranty or representation is made by the Authority that any proposal conforming to these requirements will be selected for consideration, negotiation, or approval.

In its sole discretion, the Authority may withdraw this RFP either before or after receiving proposals, may accept or reject proposals, and may accept proposals which deviate from the non-material provisions of this RFP. Any action taken by the Authority in response to proposals submitted in response to this RFP or in making any award or failure or refusal to make any award, or in any withdrawal or cancellation of this RFP, either before or after issuance of the notice of intent to make an award, shall be without any expense, liability, or obligation on the part of the Authority, or its advisors.

VIII. **Contract Agreement / Compensation**

Per Federal procurement standards and FEMA guidance, the Authority prefers to award a lump sum or unit rate (e.g., performance-based deliverables) contract. The Authority will consider an hourly rate proposal if a Respondent represents that it will not accept any other form of contract or provides hourly rate pricing that represents the best value to the Authority. If a Respondent offers more than one form of pricing, the Authority may select the proposal that, in its sole discretion, it deems the most advantageous. If an hourly rate contract is awarded, it will include a not-to-exceed amount which the contractor exceeds at its own risk. The not-to-exceed amount may be included in the contract itself, work orders issued authorizing a specific scope of work, or both.

The terms and conditions of the resulting non-exclusive contract will be negotiated with successful Respondent(s). If the Authority and the successful Respondent cannot agree on the terms and conditions of the resulting contract, the Authority reserves the right to terminate negotiations with the successful Respondent and move to the next ranked Respondent to commence negotiations. Negotiations may continue in this process until the Authority is able to enter into a contract with a Respondent that best meets the needs of the Authority. The contract must include the contract provisions required by 2 C.F.R. § 200.326 and FEMA guidance. More information about these provisions is available at https://www.fema.gov/media-library-data/1569959119092-92358d63e00d17639d5db4de015184c9/PDAT_ContractProvisionsTemplate_9-30-19.pdf.

While Authority anticipates awarding one contract, Authority reserves the right to award to more than one Respondent if it is in the best interests of Authority.

IX. **Insurance Requirements; Safety Precautions; and Limitation of Liability**

The Respondent(s) selected for award shall obtain or possess the following insurance coverages, and will provide Certificates of Insurance to the Authority, with the Certificate Holder listed as the Health Care Authority of the City of Huntsville, to verify such coverage as a condition precedent to award:

1. **Workers' Compensation** - The contractor shall provide coverage for its employees with statutory workers' compensation limits, and no less than \$500,000.00 for Employers'

Liability. Said coverage shall include a waiver of subrogation in favor of Authority and its agents, employees and officials.

2. Commercial General Liability - The contractor shall provide coverage for all operations including, but not limited to Contractual, Products and Completed Operations, and Personal Injury. The limits shall be not less than \$2,000,000.00, per occurrence, Combined Single Limits (CSL) or its equivalent. The General Aggregate limit shall either apply separately to this Contract or shall be at least twice the required occurrence limit.

Business Automobile Liability - The contractor shall provide coverage for all owned, non-owned and hired vehicles with limits of not less than \$1,000,000.00, per occurrence, Combined Single Limits (CSL) or its equivalent.

X. **Record Retention Requirements**

The Contractor will be required to maintain adequate records to justify all charges, expenses, and costs incurred in estimating and performing the work for at least ten years after completion of the contract resulting from this RFP. The Authority shall have access to all records, documents, and information collected and/or maintained by others in the course of the administration of the agreement. This information shall be made accessible to the Authority at the Contractor's local place of business for purposes of inspection, reproduction, and audit, without restriction. If records are unavailable locally, it shall be the Contractor's responsibility to ensure that all required records are provided to the Authority at the Contractor's expense.

XI. **Subcontracting**

If the Respondent intends to subcontract any portion of the work under the awarded contract, the Respondent must take all necessary affirmative steps to assure that small and minority businesses, women's business enterprises, and labor surplus area firms¹ are solicited and used when possible. Affirmative steps must include:

- (1) Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
- (2) Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
- (3) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;
- (4) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises; and

¹ A list of labor surplus areas is available on the U.S. Department of Labor's website at <https://www.doleta.gov/programs/lisa.cfm>.

- (5) Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce.

XII. Evaluation and Award

The Authority will evaluate and rank the most advantageous proposals and select one or more for contract negotiation and award. The selected Respondent(s) will be notified in writing with an intent to award letter.

Each proposal will be evaluated individually and in the context of all other proposals. Proposals must be fully responsive to the requirements described in this RFP and to any subsequent requests for clarification or additional information made by the Authority through written addenda to this RFP. Proposals failing to comply with the submission requirements, fail to respond to any questions, or those unresponsive to any part of this RFP, may be disqualified. There is no obligation on the part of the Authority to award the proposal to the lowest priced Respondent, and the Authority reserves the right to award the contract to the Respondent submitting the best overall responsive proposal which is most advantageous to and in the best interest of the Authority consistent with the evaluation criteria. The Authority shall be the sole judge of the proposals that is in its best interests.

As part of the evaluation process, the Authority may investigate references, including but not limited to, a record check of consumer affairs complaints. Submission of a proposal in response to this RFP constitutes acknowledgment of the investigation process and consent to the Authority’s investigation. The Authority is the sole judge in determining Respondent's qualifications.

While the Authority allows Respondents to specify any desired variances to the RFP terms, conditions, and specifications, the number and extent of variances specified will be considered in determining the Respondent who is most advantageous to the Authority.

A. Evaluation Criteria and Scoring

The evaluation of the proposals will be conducted in accordance with the following provisions. Scoring is based on a 100-point scale. **To be considered “Qualified”, a Respondent must receive a minimum 70 points.**

EVALUATION CRITERIA	Points Awarded
Responsiveness to RFP 1. Comprehensiveness of proposal 2. Completeness of proposal	0 – 10 points
Cost Effectiveness 1. Price proposal	0 – 25 points
Technical Approach 1. Response to Questions outlining the method of operation	0 – 25 points

2. Contingencies / requirements of Authority 3. Capacity for multiple contractual obligations 4. Evidence of availability to deliver in the timeline 5. Proposed project timeline	
Qualification of Staff 1. Staff qualifications and subject knowledge 2. Evidence of experience and skill 3.	0 - 15 points
Similar Projects and References 1. Prior experience with three similar projects 2. References from at least three entities for similar projects or work 3. Successful past projects with Authority	0 – 15 points
Default, Termination, Litigation, Debarment, etc. 1. Instances of a default under a similar project or contract 2. Instances of litigation related to a similar project or contract 3. Instances of on any debarment by a local, state or federal governmental entity (note that current suspension or debarment will result in disqualification)	0 – 10 points
Total	100 points

XIII. **Proposal Format**

Each Respondent shall submit one electronic copy in .pdf format by e-mail, in a clear, concise manner, on 8 1/2" x 11" paper, in English.

Proposals must be properly signed (digital is acceptable) by the owner/principal having the authority to bind the Respondent in a resulting contract. **Signatures are required where indicated; failure to do so may be cause for rejection of proposal.**

All proposals shall be submitted in the format identified below. Failure to submit the required documentation in the format identified may cause the proposal to be rejected.

A. **Table of Contents**

B. **Letter of Transmittal (not to exceed two pages)**

This letter will summarize in a brief and concise manner the following:

- General summary of Respondent’s business operation; how long in business; general approach to tasks and projects; and, why the Respondent should be selected.

- Respondent's understanding of the scope of services, which should include previous experience with accounting services for disaster related events, references, and other related information.
- An authorized agent of the Respondent must sign the Letter of Transmittal and must indicate the agent's title or authority.

C. Proof of Licenses (unlimited pages)

Respondents shall provide proof of required licenses for the firm and scope of services to be performed. This shall include:

- Proof of all applicable licenses for goods and/or services to be rendered (including registration with State of Alabama, if applicable);
- Statement or proof of required insurance;
- Proof of Respondent's Business Tax Receipt (as applicable); and
- Other Proof of Specific Qualifications.

D. Fees and Cost Effectiveness (unlimited pages)

Respondents are to provide a price proposal as identified in **Exhibit C** of the RFP.

E. Technical Approach (limited to 15 pages)

Respondents shall provide responses to the following questions relating to the methods of operation, operational structure and services to be provided. Responses to these questions should fully and completely demonstrate the proposers intended methods in performing the contract and specifically identify any obligations of Authority (e.g. services and operational requirements) upon which the approach is contingent.

Company Description, History, and Structure

1. Provide organizational chart of the Respondent.
2. What is the Respondent's length of existence, background, and experience, particularly not-for-profit health systems of similar size, for disaster related accounting services?
3. What is the Respondent's specific experience working with FEMA or State officials on disaster related accounting work?
4. What is the total dollar value of disaster related accounting services the Respondent has completed in the past three years, in terms of amount of grant dollars supported?

5. Provide the address of your main office, other locations, and the address of the office that will serve the Authority.
6. Provide coverage amounts and policy descriptions regarding errors and omissions insurance.

Accounting Services Strategy

1. What is the Respondent's overall approach to accounting services for disaster-related events and how will that approach be applied to the services under the Agreement?
2. How does the Respondent intend to meet FEMA and the State's required timelines to recover full reimbursement?
3. How will the Respondent work with Authority staff to perform the services under the Agreement?
4. Describe in detail how the Respondent intends to gather and organize any documentation required for reimbursement and/or grant applications.
5. What is the Respondent's plan for assisting Authority in responding to any audits?
6. Describe any deliverables that the Respondent will provide to the Authority.
7. Describe any software or systems the Respondent intends to use to successfully deliver the requested services.

Project Timeline

8. Provide the proposed project timeline.
9. Describe the Respondent's ability to deliver the requested services in the proposed project timeline.
10. Are there any known or potential circumstances which may prevent the Respondent from completing its work in a timely and efficient manner? If so, please describe the circumstances and the actions Respondent would take to overcome the circumstances.

F. Qualifications of Staff (limited to five pages exclusive of resumes)

Key Personnel

Respondents shall provide the following information:

1. Provide name, title, address, telephone number and email address of the person in your organization who will be the key contact person for this proposal.
2. Provide name, title, address, telephone number and email address of all key personnel.
3. Provide the number of staff and composition by professionals, support staff, and analysts employed by the Respondent or affiliated with the Respondent.

Resumes of key personnel should also be included. Resumes should not exceed two-pages per person.

G. Similar Projects and References (limited to five pages)

1. Respondents shall provide a summary of minimum of three similar projects, including:
 - Name of client.
 - Current contact person at client with telephone and e-mail information.
 - Description of project.
 - Project cost as compared to project budget.
 - Project start and end dates as compared to project schedule.
 - Personnel involved in project that are also identified as key personnel in Respondent's proposal.
2. Respondents shall provide the same information described in paragraph 1 with respect to past projects for the Authority.
3. Respondents shall provide a minimum of three references to demonstrate their experience and/or skill with similar projects. Prior experience and skill with other hospital or healthcare entities is desirable. Respondents are responsible for verifying correct phone numbers and contact information provided. Failure to provide accurate information may result in the reference not being obtained or considered. Please also include a description of the service provided to each reference.

H. Default, Termination, Litigation, Debarment, etc. (unlimited pages)

Respondents should provide a summary of any default, termination, litigation, or debarment against or which named the Respondent in the past five years which is related to the goods and/or services sought in this RFP or that Respondent otherwise provides in the regular course of business. The summary shall state the nature of the default, termination, litigation, or debarment and a brief description of the outcome or projected outcome, and the monetary amount involved. *If none, state as such.*

Proposers must also sign and return the Certification Regarding Debarment, Suspension and Other Responsibility Matters and the Certification Regarding Lobbying for Contracts, Grants, Loans, and Cooperative Agreements attached hereto as **Exhibits D and E**, respectively.

XIV. **Representations by Submittal of Proposals**

By submitting a proposal, the Respondent warrants, represents and declares that:

- (1) The person(s) designated as principal(s) of the Respondent is (are) named and that no other person(s) other than the person(s) mentioned has (have) any interest in the proposal or in the resulting contract.
- (2) The proposal is made without connection, coordination, or cooperation with any other persons, company, firm, or party submitting another proposal, and that the proposal submitted is, in all respects, fair and in good faith without collusion or fraud.
- (3) The Respondent understands and agrees to all elements of the proposal unless otherwise indicated or negotiated, and that the proposal may become part of any contract entered between Authority and the Respondent.
- (4) By signing and submitting a proposal, Respondent certifies that Respondent and any parent corporations, affiliates, subsidiaries, members, shareholders, partners, officers, directors, or executives thereof are not presently debarred, proposed for debarment, or declared ineligible to bid or participate in any federal, state, or local government agency projects.
- (5) Respondent recognizes and agrees that Authority will not be responsible or liable in any way for any losses that the Respondent may suffer from the disclosure or submittal of proposal information to third parties.

XV. **Protests**

All decisions of the Authority with respect to this RFP and resulting contract award will be final and not subject to challenge or protest.

END OF RFP – RFP EXHIBITS FOLLOW

Exhibit A: Scope of Services
RFP No. 1 – Accounting Services

The scope of services to be provided pursuant to this RFP includes accounting services and other related services as outlined in this section to assist the Authority with the development and support of FEMA grant applications and other federally funded grants as may be specifically requested in response to the COVID-19 pandemic.

Respondents are advised to propose based on the entire scope of services as defined herein, however the Authority reserves the right to select which specific services the Respondent will provide and to add or delete services within this scope throughout the term of any resulting agreement with mutual consent.

In performing the services under the contract, the Contractor is expected to use staff with qualifications commensurate with the nature of the work to be performed. Use of staff that are more highly qualified than necessary for the associated work is not permitted and may jeopardize FEMA reimbursement.

The services the successful Respondents may be asked to perform include, but are not limited to, the following:

- Provide advice to the Authority about accounting procedures related to FEMA, Federal, or State agency pass-through grants. The successful Respondent will review the Authority's current record-keeping strategy. Respondent will assist the Authority to develop a standard guideline as part of its emergency plans on how Authority should record and maintain accounting information and provide any other associated services that may be directly related to support COVID-19 related costs and reimbursement from appropriate agencies.
- Support as required to meet all stated deadlines to meet FEMA or any other applicable federal agency and the State's required timelines to recover full reimbursement.
- Meet with FEMA Representatives, other federal representatives, and/or the State Public Assistance Coordinator as requested to discuss the Authority's COVID-19 related costs and expenditures.
- Assist the Authority in completing the appropriate documentation required for federal and state grant funding, and the submittal of all eligible expenditures to the appropriate agencies, and within the required deadline. This work shall include assisting the Authority to provide necessary supporting costs documentation that will garner full reimbursement or grant eligibility and assisting the Authority in responding to any requests for additional documentation or information from the agencies. The documentation submitted for reimbursement must withstand a FEMA or Federal or State audit and State Emergency Management audit, and the successful Respondent will have to support the work for which they are assisting Authority.

- Provide assistance to determine if any eligible expenses have not been quantified and presented for reimbursement.
- Assist in tracking all documentation submitted and following any outstanding expenditure(s) to ensure that all eligible expenditures are credited through submitted reimbursements. Track all expenditures and reimbursements to maintain high quality reconciliations of monies expended by the Authority and submitted for reimbursements versus those actually received.
- Assist the specialized FEMA teams as they become necessary in the process. FEMA teams may be assigned to Authority to review the reimbursement. The successful Respondent would work with this team as necessary to assist in getting reimbursement for the Authority.
- Maintain records of all the documentation provided by the Authority submitted to any outside agency for reimbursement and provide the Authority with said copies upon request at any point in the process. Offer the Authority any coordination ideas that may result in cost savings, efficiencies, or increased reimbursement.
- Assist with developing closeout strategies and procedures for the Authority and assist Authority with implementation of those strategies and procedures.
- Assist with responding to any requests for audit information by any source and assist with preparing responses to any audit.
- The successful Respondent must use generally recognized accounting principles in carrying out any of the services pursuant to the Agreement.
- Provide miscellaneous services not otherwise described, but which Authority may require during the course of the Agreement, or any other tasks associated with accounting services or documentation reimbursement process as requested by Authority.
- The successful Respondent will also provide Authority with a final report that will summarize the total reimbursement requested, total expenditures by Project Worksheet, and any special circumstances. Additionally, reporting requirements include the total number of Project Worksheets, total reimbursement requested by Category type, total reimbursement requested by small or large project, and any other relevant data.
- This scope of work may include public adjusting and will include coordinating with Authority to coordinate insurance and/or FEMA reimbursement as deemed necessary.

**Exhibit B: Conflict/Non-Conflict of Interest Statement
RFP No. 1 – Accounting Services**

CHECK ONE

To the best of our knowledge, the undersigned firm has no potential conflict of interest due to any other clients, contracts, or property interest for this project.

OR

The undersigned firm, by attachment to this form, submits information which may be a potential conflict of interest due to other clients, contracts, or property interest for this project.

Litigation Statement

CHECK ONE

The undersigned firm has had no litigation and/or judgments entered against it by any local, state, or federal entity and has had no litigation and/or judgments entered against such entities during the past ten years.

The undersigned firm, by attachment to this form, submits a summary and disposition of individual cases of litigation and/or judgments entered by or against any local, state or federal entity, by any state or federal court, during the past ten years.

Failure to check the appropriate boxes above may result in disqualification of your proposal. Likewise, failure to provide documentation of a possible conflict of interest, or a summary of past litigation and/or judgments, may result in disqualification of your proposal.

Signed, as to both statements:

Company Name

Authorized Signature

Name (Print or Type)

Title

Exhibit C: Price Proposal
RFP No. 1 – Accounting Services

Unless otherwise indicated in this Scope of Services, all services performed under this contract shall be paid in accordance with this Price Proposal.

An authorized representative of the firm offering this proposal must complete this form in its entirety. Prices entered herein shall not be subject to withdrawal or escalation by proposer. Authority reserves the right to hold proposals for a period not to exceed 90 days after the deadline for submission stated in this RFP before awarding the contract.

Any estimate of quantities of work to be done and materials to be furnished under the specifications as shown on the Price Proposal Form (or elsewhere) is approximate only and not guaranteed by Authority. Authority does not assume any responsibility that the final quantities shall remain in strict accordance with the estimated quantities, nor shall the proposer plead misunderstanding or deception because of such estimate of quantities or of the character, location of the work, or other condition pertaining thereto.

Per Federal procurement standards and FEMA guidance, Authority prefers to award a lump sum or unit rate (e.g., performance-based deliverables) contract. Authority will consider an hourly rate proposal if a Respondent represents that it will not accept any other form of contract or provides hourly rate pricing that represents the best value to Authority. If a Respondent offers more than one form of pricing, Authority may select the proposal that, in its sole discretion, it deems the most advantageous. If an hourly rate contract is awarded, it will include a not-to-exceed amount which the contractor exceeds at its own risk. The not-to-exceed amount may be included in the contract itself, work orders issued authorizing a specific scope of work, or both.

If the Respondent will not accept any form of contract but hourly rate pricing, check here:

Proposer: _____

By: _____

Date: _____

PROPOSED LUMP SUM OR UNIT PRICES (e.g., PERFORMANCE-BASED DELIVERABLES)

Any lump sum, unit price, or alternative pricing model may be proposed by attaching all relevant information to this **Exhibit C**.

PROPOSED HOURLY RATES

Item No / Position Description	Estimated Project Hours	Unit Price Per Hour	Extension
1. Project Executive		\$	\$
2. Project Manager		\$	\$
3. Senior Accounting Specialist		\$	\$
4. Junior Accounting Specialist		\$	\$
5. Data Manager		\$	\$
6. Subject Matter Expert		\$	\$
7. Closeout Specialist		\$	\$
TOTAL PROPOSAL PRICE (Items 1 - 7):			\$

Labor rates shall include all equipment, tools, and supplies necessary for the employee to perform the tasks assigned, including any costs associated with necessary software or data management.

Any other out of pocket expenses, such as travel related expenses, meal allowances, or hotel rooms shall be reimbursed at cost and must be pre-approved in writing by Authority.

Respondent may alter the categories listed above or propose a different form of contract (e.g., unit rates) as an alternative. Authority reserves the right to select the proposal that it deems most advantageous to Authority, in its sole discretion, based on the evaluation factors as described in this RFP.

Exhibit D: Certification Regarding Debarment, Suspension and Other Responsibility Matters
RFP No. XXXXX – Accounting Services

INSTRUCTIONS FOR CERTIFICATION

1. By signing and submitting this proposal, the CONTRACTOR (referred to herein as the “prospective lower tier participant”) is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or had become erroneous by reason of changed circumstances.
4. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meaning set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include this clause titled “Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction,” without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from covered transactions, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Non-Procurement Programs.

8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AN VOLUNTARY EXCLUSION—LOWER TIER COVERED TRANSACTIONS

- (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

 CONTRACTOR Company Name

 RFP Number

 Name

 Title

 Signature

 Date

**Exhibit E: Certification Regarding Lobbying for Contracts, Grants, Loans, and Cooperative
Agreements
RFP No. 1 – Accounting Services**

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31, U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

CONTRACTOR certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, CONTRACTOR understands and agrees that the provisions of 31 U.S.C. § 3801 et seq., apply to this certification and disclosure, if any.

CONTRACTOR Name

Signature of Contractor's Authorized Official

Name and Title of Contractor's Authorized Official

Date

Exhibit F: E-Verify Affidavit
RFP No. 1 – Accounting Services

E-VERIFY AFFIDAVIT

STATE OF _____

COUNTY OF _____

My name is _____ . I am the _____(TITLE) for _____(COMPANY). This Affidavit is based on my personal knowledge. I am over nineteen (19) years of age and competent to testify on the matters set forth herein.

_____ (COMPANY), in good faith, abides by the laws, rules and regulations of the State of Alabama, including, but not limited to, The Beason-Hammon Alabama Taxpayer and Citizen Protection Act, Act No. 2011-535 (“Alabama’s immigration law”).

_____ (COMPANY) does not knowingly employ or hire unauthorized aliens.

_____ (COMPANY) further attests that it does not employ unauthorized aliens, and it is enrolled in and uses the federal employment authorization program of the Illegal Immigration Reform and Immigrant Responsibility Act of 1996, P.L. 104-208, Division C, Section 403(a) and/or 8 U.S.C. §1324(a), which is operated by the United States Department of Homeland Security, or its successor program (“E-verify”). As proof thereof, (COMPANY) has provided documentation, which is attached hereto, of its enrollment in the E-verify program.

I have read the foregoing, and it is true and correct to the best of my knowledge, information and belief.

By: _____

Company: _____

Title: _____

Sworn to and subscribed before me this ____ day of _____, _____

Notary Public
My commission expires: