**STATE OF MAINE**

**Department of Administrative and Financial Services**



**Request for Responses**

for

**Program Design, Reporting and Compliance Services for Maine state allocations from the federal American Rescue Plan Act (ARPA)**

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| **Contact** | *All communication, including questions and response submissions, must be made through:*  **Name:** John Spier **Title:** Procurement Analyst II  **Contact Information:** [john.f.spier@maine.gov](mailto:john.f.spier@maine.gov) |
| **Response Deadline** | **Response Deadline:** May 12th, 2021, no later than 5:00 p.m., local time  *Responses must be submitted electronically to the Contact listed above and include* ***“ARPA Response”*** *in the subject line of the email.* |
| **Respondent Meetings** | *Meetings will be scheduled with organizations who submit a response by the deadline stated above.* |

**PROJECT OVERVIEW**

The State of Maine is seeking expert advice and support services to understand and interpret federal guidance, design program management processes, perform eligibility determinations, reporting and compliance for Maine’s anticipated allocation from the American Rescue Plan Act (ARPA) and continued reporting of Coronavirus Relief Funds (CRF). The proposed support will provide compliance expertise to keep us up to date with changing provisions of the federal regulations associated with the ARPA and CRF, data acquisition, eligibility determination, compliance and reporting to support state allocations of ARPA and CRF funds.

The Department of Administrative and Financial Services will be the primary stakeholder in the process seeking improved data, processes and compliance with federal regulations governing ARPA and CRF spending, monitoring and reporting.

## SCOPE OF WORK

## The ARPA Program Design Recommendations, ARPA and CRF Compliance, Reporting and Support Services will include, but not be limited to:

## Compliance - Provide expert guidance regarding federal / state regulations including analysis of federal guidance and interpret / relay to state officials

## Applications - Review applications for completeness and compliance to support final eligibility determinations made by the State.

1. Audit – design a subrecipient monitoring process/checklist and assist with subrecipient monitoring. Audit invoices prior to submission through DAFS Financial Service Centers.
2. Reconciliation - Recommend format and process for compiling data necessary to support reconciliations. Perform reconciliations of funding provided (obligations, disbursements) with State’s accounting system and federal reporting portals.
3. Reporting - Aggregate data in required format and perform upload/entry into federal reporting portal.
4. Web Presence – Provide a portal or guidance to establish a State portal for potential recipients to submit applications for funding. This may include a portal for recipients to provide required data for reporting/reconciliation also.
5. Work Location - Remote work is acceptable, contractor is not required to be onsite.

**Anticipated Period of Work and Potential Deliverables:**

**Phase 1** (June 1, 2021 to June 30, 2021):

1. Initial analysis of ARPA and CRF regulations/guidance to inform best program recommendations for immediate decision making.
2. Recommendations for transaction processing framework and support for disbursement processing.
3. Deliverables will incorporate feedback from State leadership and provide analysis of spending, compliance and reporting requirements.
4. Reporting will include presentation materials that may be helpful for key stakeholders.

**Phase 2** (July 1, 2021 to August 31, 2021):

1. Support for more detailed program design, including data capture, transaction approval, audit, reconciliation and reporting framework.
2. Support services for application processing, eligibility determination, transaction approval, including portal development.
3. Models from other states for consideration.
4. Staffing and program planning support for any new targeted ARPA programs.

**Phase 3** (September 1, 2021 to June 30, 2025):

1. Support for more detailed program design, including audit, subrecipient monitoring, reconciliation and reporting framework.
2. Ongoing support for updated regulations, guidance and requirements related to ARPA and CRF funding.
3. Ongoing support services for application processing, eligibility determination, transaction approval, reconciliation, reporting and subrecipient monitoring.

**RESPONSE SUBMISSION REQUIREMENTS**

**Submission of Response**

Responses are to be submitted electronically to the Contact staff identified on the cover page of this Request for Responses by or before the response deadline, also identified on the cover page. Responses are to be submitted as a single, typed, PDF or WORD file and must include the following sections presented in the order below:

1. Response Cover Page
2. Qualifications and Experience Summary
3. Scope of Work Synopsis
4. Pricing/Cost Information

Response Cover Letter

Respondents are to complete the information requested on the Response Cover Letter (Attachment 1) and include it as the first page of their response submission.

Qualifications and Experience Summary

Respondents are to provide a high-level summary of their qualifications and experience in providing services similar to those presented in this Request for Responses. This summary is to be no more than one page.

Scope of Work Synopsis

Respondents are to consider the information in the Project Overview and Scope of Work sections of this Request for Responses and present the methodologies and strategies they would utilize in order to achieve the desired outcomes and potential deliverables. Respondents are encouraged to provide additional considerations not identified in this Request for Responses if those considerations would result in a more comprehensive analysis and applicable recommendations for this project. This synopsis is to be no more than two pages.

Pricing/Cost Information

Respondents are to present cost and pricing considerations for the State should the organization be contracted to provide the services in this Request for Responses. The Department is seeking to understand how the organization will bill for the services and estimates on the overall costs for this project. This information is to be limited to one page.

**Respondent Meetings**

The State will schedule individual meetings with each respondent that responds to this request. The meetings will be done via Zoom and the Contact for this Request for Responses will reach out to the Lead Point of Contact identified on the respondent’s cover page to finalize those meeting times. The purpose of these meetings will be to allow respondents to explain, and potentially expand upon their responses. It will also allow for the Department to ask questions regarding a respondent’s submission.

**Attachment 1**

**STATE OF MAINE**

**Department of Administrative and Financial Services**

**RESPONSE COVER PAGE**

**Request for Responses**

for

**Program Design, Reporting and Compliance Services for Maine state allocations from the federal American Rescue Plan Act (ARPA)**

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| **Respondent Name:** | | |  | |
| **Lead Point of Contact - Name/Title:** | | | |  |
| **Tel:** |  | | | |
| **E-Mail:** |  | | | |
| **Website:** |  | | | |
| **Street Address:** | |  | | |
| **City/State/Zip:** | |  | | |