



DODGE COUNTY FINANCE DEPARTMENT

Purchasing Division

127 East Oak Street, Juneau, WI 53039

(920)386-4224

Email: sjustmann@co.dodge.wi.us

Request for Information (RFI)

Third Party Administrator of ARPA Funds for Dodge County

Dodge County, WI

RFI #9970 22-04

Dodge County is requesting assistance for third party administration of the County's American Rescue Plan (ARPA) allocation. The qualified candidate must have prior experience in the administration of Federal grant programs.

Request for information packets will be available starting February 18, 2022, on the DemandStar website, www.demandstar.com or on the Dodge County website,

<https://www.co.dodge.wi.gov/departments/departments-e-m/finance/request-for-proposals-bids>

The Request for Information must be received in the County Clerk's Office, Administration Building, 127 E. Oak Street, Juneau, WI by 10:00 a.m. on or before March 18, 2022.

Dodge County reserves the right to waive any informalities or technicalities and to reject any and all proposals or parts thereof deemed to be unsatisfactory or not in the County's best interest. Furthermore, Dodge County reserves the right to cancel any order or contract for failure of the successful candidate to comply with the terms, conditions and specifications of the request and/or contract. Dodge County reserves the right to award this request to the candidate whose proposal is overall the most advantageous to the County in the County's sole determination.

Stephanie Justmann
Dodge County
Purchasing Agent

I. Request for Information

Dodge County has been allocated approximately 17M of American Rescue Plan Act (ARPA) funds from the Federal government. The County has established an Ad Hoc Committee to review funding requests, with an approval process including the Dodge County Finance Committee, and final approval authority by the Dodge County Board of Supervisors. The County is seeking support to assist in the administration of the ARPA funds and adherence to all US Department of the Treasury Rules, associated regulations and reporting requirements. **Qualified candidates must have prior experience in working with and supporting Federal grant programs.** The expected term of engagement is through December 2024 with a potential extension to December 2026.

Information Requested

- Bio of your company, including number of years working in grant administration or related fields, number of employees, and relevant certifications or licenses.
- List experience working as a third party program administrator.
- List experience working with Federal Grants and/or writing of Federal Grants including submission of necessary reports. **Prior experience working with and supporting Federal grants is required.** Please list examples of experience within the last 5 years, such as CARES Act or CDBG grants.
- Please describe knowledge and experience with the US Department of Treasury Interim Final Rule (IFR) and Final Rule (FR) for the American Rescue Plan Act.
- List experience working with State of Wisconsin Grants and/or writing of grants to the State of Wisconsin. Please list examples of experience within the last 5 years.
- List knowledge of and experience with Dodge County.
- List experience working with minority and underserved populations.
- List experience working with municipal governments, businesses, and/or not-for-profit organizations.
- List any barriers to scheduling in-person meeting(s).
- Submit proposed service agreement/contract.
- Submit cost estimation including billing rates and fees.
- Include any other information relative to this RFI.

II. Submittal Schedule

Task	Date
RFI Issued	February 18, 2022
Questions are due	February 25, 2022
Questions answered via addendum	March 3, 2022
RFI submittal deadline	March 18, 2022 at 10:00 a.m.
Recommendation by ARPA and Finance Committees	TBD
Resolution of Award by the County Board	TBD

III. Instructions

It is the responsibility of the Candidate to carefully read the entire Request for Information, which contains provisions applicable to successful completion and submission of an RFI. If any ambiguity, inconsistencies, or errors are discovered in the RFI, the County Purchasing Agent must be notified in writing. Only interpretations or corrections of the RFI made in writing through addenda by the Purchasing Agent will be considered binding. Questions shall be directed to the Purchasing Agent Stephanie Justmann via email to sjustmann@co.dodge.wi.us. Questions must be submitted by February 25, 2022. Questions received after this date may not be answered. The RFI consists of all documents identified in the Request for Information section.

RFI forms can be obtained at the DemandStar website, www.demandstar.com or on the Dodge County website, <https://www.co.dodge.wi.gov/departments/departments-e-m/finance/request-for-proposals-bids>

Responses to the Request for Information (RFI) must be received in the County Clerk's Office, Administration Building, 127 E. Oak Street, Juneau, WI by 10:00 a.m. on or before March 18, 2022.

IV. Preparing and Submitting

Responses will be evaluated based on information submitted plus references, oral presentation (if requested), and any supplemental information requested. Failure to respond to each requirement in the RFI may be a basis for rejecting the proposal.

- Submission of Proposal
The following information must be included in your proposal and organized with headings and sub-headings.
 - Letter of introduction including name of primary contact, phone number, e-mail address, and web site address. Provide preferred method of contact.
 - Include material requested in the Information Requested section, in the order listed, with all the necessary detail.

V. Evaluation Criteria

Proposals received will be scored on the following criteria:

- A. **Complied with format, complete proposal**
- B. **Company profile/capability of candidate**
- C. **Experience and qualifications of candidate**
- D. **Experience and qualifications of staff**
- E. **Ability to commit to the timeframe requested**
- F. **Cost/Rate/Fee Schedule**

The County may contact all proposers to conduct interviews and gather additional information to determine the most qualified candidate.

VI. Insurance Requirements

Minimum Scope and Limits

A. Architects, Engineers, Other professionals – Errors & Omissions (Professional Liability) coverage, with a minimum limit of \$1,000,000 per claim, \$2,000,000 annual aggregate. This insurance is to be maintained for at least two years after completion of the project. If the firm changes insurance carriers and this policy is provided on a “claims made” basis, the firm will secure the appropriate coverage extension to provide coverage to the project for a periods of at least two years following the completion of the project.

B. Commercial General Liability coverage with limits of no less than the following:

1. General aggregate limit per project (Other than Products-Completed Operations)	\$2,000,000
2. Products-Completed Operations Aggregate per project	\$1,000,000
3. Personal and Advertising Injury Limit	\$1,000,000
4. Each Occurrence Limit	\$1,000,000
5. Fire Damage Limit-any one Fire	\$ 50,000
6. Medical Expense Limit-any one Person	\$ 10,000

C. Automobile Liability coverage with minimum limits of \$1,000,000 combined single limit per accident for bodily injury and property damage, provided on a Symbol 1-Any Auto basis.

D. Worker’s Compensation and Employers Liability Insurance with sufficient limits to meet underlying Umbrella Liability Insurance requirements.

E. Umbrella Liability providing coverage at least as broad as the underlying General Liability, Automobile Liability and Employers Liability coverages, with a minimum limit of \$2,000,000 each occurrence and \$2,000,000 annual aggregate, and a maximum self-retention of \$10,000.

Other Requirements

A. Acceptability of Insurers. Insurance is to be placed with insurers who have a Best’s Insurance Reports rating of no less than A and a Financial Size Category of no less than a Class VI, authorized as an admitted insurance company in the State of Wisconsin.

B. Certificates of Insurance acceptable to Dodge County shall be submitted prior to commencement of the work. Certificates shall contain a provision that coverage afforded under the policies will not be cancelled until at least 30 days’ prior written notice has been given to Dodge County.

- C. Dodge County, Dodge County's elected and appointed officials, and Dodge County employees shall be named as additional insureds on all liability policies for liability arising out of project work. Please provide a copy of this endorsement with your certificate of insurance.

VII. General Information

- A. Dodge County requires a high level of service from any candidate who is looking to do business with the County. Quality, service and price are all critical factors that Dodge County considers when doing business and in continuing business with candidates. This is especially important when it comes to the requirements of this request. Dissatisfaction due to product or performance may result in Dodge County discontinuing service with a candidate.
- B. Dodge County is a tax-exempt municipality under Section 77.54(9a) (b), Wis. Stats.
- C. Successful Candidate(s) shall provide a certificate of insurance, including naming Dodge County, its officers, elected officials and employees as Additional Insureds, upon proposal award.
- D. All proposals shall be binding for ninety (90) calendar days following the proposal opening date unless the candidate(s), upon the request of the County, agrees to an extension.
- E. Payment for services will be made to successful candidate(s) contingent upon County's acceptance and approval of all work done and/or products provided or services rendered. Acceptance as herein means acceptance by the County of all work performed or products provided and services rendered, after the department's authorized agent has found it to be in compliance with the specification requirement. Fuel surcharges or surcharges of any kind will not be allowed.
- F. Candidates may withdraw their proposal at any time before the proposal due date and time by written request for withdrawal to the Purchasing Agent and by presenting proper identification upon request. **Faxed and emailed proposals will be rejected. Late proposals will not be accepted.**
- G. Dodge County's Standard Terms and Conditions available at: <https://www.co.dodge.wi.gov/departments/departments-e-m/finance/purchasing-division> are applicable to this request and are hereby made a part of it.
- H. If a candidate receives this packet from any source or entity other than the Dodge County Purchasing Division or its website, <https://www.co.dodge.wi.gov/departments/departments-e-m/finance/purchasing-division> It is the candidates responsibility to view the RFI document, and check the website for updates and to retrieve any addenda issued for this request. Candidates may also contact Dodge County Purchasing Division and request any addenda for this request prior to submitting their proposal. Failure to do so in no

way obligates the County to issue addendum or other information concerning this request to the candidate.

- I. No reimbursement will be made by the County for any cost incurred in preparing responses to this solicitation, or for cost incurred before a formal notice to proceed is issued if a contract is awarded.
- J. Dodge County shall be the owners of any and all of the reports, plans, specifications and documents resulting from this RFI and candidate shall provide both digital and hard copies of all reports, plans and documents as indicated in this RFI to Owner in a format usable to the County. Awarded candidate(s) shall also waive any rights to copyright protection so Owner may reproduce, distribute and use all reports, plans, specifications and documents as it so chooses.
- K. Any proposal/response and any and all supporting materials submitted in conjunction with this request will become a public record, subject to public inspection.
- L. Candidates responding to this request shall include with the proposal a proposed contract covering all the terms, conditions and specifications for the performance of all work for this request.
- M. Candidates shall list any consultants or subcontractors that may be used to complete this project.
- N. All questions resulting in further clarification or modification to this (RFI) document will be handled by written addenda. Questions shall be directed to the Purchasing Division via email to sjustmann@co.dodge.wi.us. Questions must be asked by February 25, 2022. Questions received after this time may not be answered. Any changes as a result of issues raised will be made by written addenda and posted on the Dodge County website at <https://www.co.dodge.wi.gov/departments/departments-e-m/finance/purchasing-division> and on DemandStar www.demandstar.com It is the candidate's responsibility to check the websites for addenda prior to submitting your proposal. Oral and other interpretations or clarifications will be without legal effect.
- O. Dodge County assumes no responsibility or liability for any error or omission in any part of this RFI or resulting design. Prior to the deadline for questions, a candidate shall notify Dodge County of any error for any error or omission in any part of this RFI or resulting design. Prior to the deadline for questions, a candidate shall notify Dodge County of any error, omission, inconsistency or other factor which requires clarification that is discovered while reviewing the documents or preparing a proposal. Such notification shall be made in writing to Dodge County's Purchasing Office.
- P. Confidentiality and Security – This document or any portion thereof may not be used for any purpose other than the submission of proposals. The successful consultant must agree to maintain security standards consistent with the confidentiality and security policies of Dodge County and any applicable state or

federal laws or regulations. These include strict control of access to secure areas, sensitive data and maintaining confidentiality of information gained while carrying out their contractual obligations. The successful consultant will be required to ensure that all consultant's personnel providing services to the County which require access to secure and confidential Dodge County information or facilities, meet the criteria for personal security clearance prescribed by Dodge County. Dodge County reserves the right to deny access to any individual that is not fully compliant with security criteria without disruption to timeline or adjustment to project cost.

- Q. Dodge County reserves the right to require background checks for any employee or subcontractor employee involved in this project from the awarded candidate(s).
- R. Unpublished information pertaining to Dodge County or its employees obtained by the candidate as a result of participation in this RFI or resulting contract is confidential and must not be disclosed without written authorization from Dodge County Corporation Counsel or pursuant to a court order.
- S. **INDEMNIFICATION AND DEFENSE OF SUITS** The successful candidate agrees to indemnify, hold harmless, and defend Washington County, its officers, agents and employees from any and all liability including claims, demands, actions, or causes of action, together with any and all losses, costs, or expense, including attorney fees, where such liability is found upon or grows out of the acts, errors, or omission of the successful candidate, employees, agents or subcontractors.
- T. **NON-COLLUSIVE STATEMENT** Each candidate, by submitting a response, certifies that it is not a party to any collusive action with Dodge County personnel and/or Consultants. Each candidate also certifies that it is not a party to any collusive action with any other party submitting a proposal in response to this solicitation.
- U. Dodge County reserves the right to reject any or all proposals or parts thereof, to waive any technicality in any proposal and accept any proposal deemed to be the most advantageous to the County. It is possible that multiple awards may be made through this RFI process.
- V. This request and possible resulting contract shall be interpreted under the laws of the State of Wisconsin. Any disputes or claims that arise under this contract shall be litigated in the Circuit Court of Dodge County, WI.