

RESPONSES TO SUBMITTED QUESTIONS

**American Rescue Plan Act Funding
Accounting, Reporting and Compliance Assistance
for North Shore Towns**

REQUEST FOR PROPOSALS

OCTOBER 21, 2021

**The Metropolitan Area Planning Council issues this Request for Proposal on behalf of the
Massachusetts Towns of Hamilton, Manchester By-the-Sea, Essex, Topsfield, North Andover, Boxford,
Marblehead and Middleton (and other MAPC region cities and towns)**



QUESTIONS AND ANSWERS

The following questions were asked about this RFP and the responses below constitute MAPC's formal response to these questions:

Is there a total budget for this RFP? Have the towns designated an amount?

No. There is no total budget for this RFP and the communities have not at this point designated an amount of service they will require.

Is there an equitable allocation from each town for this effort?

Participating towns or cities will determine their needs for the support being procured independently.

Will there be any allocation from County funding? Or will that be from additional RFP's?

There is effectively no county funding in Massachusetts and ARPA funds are going to towns and cities directly, as well as to the state government.

If awarded this contract, will we be precluded from any subsequent ARPA RFPs?

No. Award here would not impact a firm's ability to seek other ARPA related business.

What role does MAPC have? Will they receive an administrative fee from this?

MAPC is serving as the procurement and contracting agent for this initiative. It will be the awarding and contracting authority. As described in the RFP, there is a contract administration fee equal to .05 percent of the total billed sales of services provided to participating towns.

Does this need to be submitted through a Massachusetts contract vehicle, specifically MA ITS-74?

No. This is an MAPC procurement.

What is the hierarchy in decision for projects? Is this from MAPC or the Towns?

Participating towns or cities will determine their needs for the support being procured independently.

Are we required to enroll or onboard to MAPC as a preferred vendor? Do we need to onboard or enroll to MAPC?

No. This is not a pre-qualification but a unique procurement for the services described in the RFP.

If we were to be successful with this bid, will this enable us to use this vehicle (MAPC) for other municipalities in other states? If so, which states?

No. This RFP is for the participating cities and towns and the 101 municipalities in the Greater Boston area that are in the MAPC region.

Will this a sole source award or multiple awards to multiple companies?

The award will likely be made to one vendor deemed most advantageous in providing the services described in the RFP.

Does a proposer have to be a Certified Public Accountant to be awarded a contract?

As per the amended RFP document accompanying these questions; proposers preferably are or should possess on staff a Certified Public Accountant (CPA) and proof of such credential must be submitted to

MAPC upon execution of any contract. MAPC will consider responses from parties without a CPA credential if they can demonstrate exemplary experience on all the evaluation criteria.

Would there be any advantage for your grading process for responders that are leveraging a Commonwealth of Massachusetts state contract?

That is something that can be cited within a proposal, particularly if it is relevant in demonstrating that you have direct experience with Massachusetts cities and towns. It is however not required or directly relevant to any of the specific evaluation criteria.

We are planning and assuming multiple skill sets will be involved for this contracted work; are you comfortable with the submission of hourly rates being put in for each resources? Examples could be:

- a. CPA
- b. Project Manager
- c. Communications Manager
- d. Business Analyst

While we understand that different skill sets will be involved, we are looking for a single blended rate to be quoted through this RFP. That would be the rate offered for any services under this procurement. That would not preclude a firm that, after being awarded a contract, decided to charge a lower rate if they are only providing services at a level that would be less than the quoted rate. Higher rates than the quoted rate would not be acceptable.