

Sample Request for Proposals to Provide Management, Accounting and Other Professional Support Services

REQUEST FOR PROPOSALS

_____[Name]____ (hereinafter the "Program Sponsor") is soliciting proposals to provide the management, accounting and other professional services that these specifications outline and describe.
Proposals will be received until the hour of _____[Time]_____ on _____[Date]_____ in _____[Room]_____ at _____[Street Address]_____.
The Program Sponsor will not consider proposals that arrive after the deadline. Late proposals will be returned unopened. To have their proposals considered, proposers must also follow the instructions and the general terms and conditions included in these specifications. Proposers should direct technical questions to _____[Name]_____ at _____[Telephone Number]_____.

Section 1 -- Overview

1.1 Project Overview

The Program Sponsor hopes to increase the size and number of emerging business enterprises in all sectors of the construction industry. The closely related objectives of its mentor-protégé program are two. The first is to increase the volume of work that emerging business enterprises are winning in open competition with all other firms. The second is to broaden the base of their activity -- increasing the number and stability of such firms, and spreading their activity throughout the building, highway, heavy, industrial and utility sectors of the industry.

To these ends, the Program Sponsor seeks to contract with one or more accounting and other firms to provide management, technical and other professional services to the emerging business enterprises enrolled in the mentor-protégé program.

Section 4 (Scope of Services) outlines the types of services that the mentor-protégé program will require. The Program Sponsor has put these services into several different categories or modules, and proposers are free to address any one or combination of these modules. The Program Sponsor intends to contract with one or more service providers for the various services that Section 4 describes.

The Program Sponsor does not guarantee that the successful proposer(s) will be engaged to provide any particular amount or level of service. The demand for any and all services will depend on the particular needs of the _____[number]_____ firms enrolled in the mentor-protégé program.

A pre-proposal conference will be held at _____[Time]_____ on _____[Date]_____ in _____[Room]_____ at _____[Street Address]_____ .

1.2 Proposal Evaluation and Contract Award

An evaluation committee appointed by the Program Sponsor will evaluate all responsive proposals. This committee will follow and apply with the criteria found in Section 3 (Evaluation of Proposals). Only the highest ranking proposers will be invited to participate in the interview stage of the evaluation process.

1.3 Background & Statistics

The Program Sponsor is _____[General Description]_____

A study of the size and number of emerging business enterprises in the local construction industry reveals _____[General Description]_____

Past studies of the construction industry have identified five major impediments to the success of emerging business enterprises. These impediments are (1) ineffective working relationships, (2) lack of adequate job notification, (3) size of available projects, (4) financing and (5) bonding. The services that Section 4 outlines are all services that the Program Sponsor has found that emerging business enterprises need to address these impediments.

Section 2 -- General Requirements

2.1 Request for Proposals (RFP)

The Program Sponsor requests proposals for management, accounting and other professional support services for emerging business enterprises seeking to enter the mainstream of the construction industry. This request for proposals (RFP) sets forth the minimum qualifications that proposers shall possess and the minimum requirements that their proposals shall meet. The Program Sponsor will not consider proposers that fail to demonstrate the minimum qualifications, or proposals that fail to meet the minimum requirements.

All technical questions and all related communications, including questions about the scope of the work, should be directed to _____[Name]_____ at _____[Telephone Number]_____. All other questions and communications, including questions about the decision-making process, should be directed to _____[Name]_____ at _____[Telephone Number]_____.

2.2 Changes to the RFP

The Program Sponsor reserves the right to modify, revise or cancel this RFP. Neither its receipt of proposals nor its interviewing of proposers shall obligate the Program Sponsor to award a contract.

All modifications and revisions of this RFP shall be made by written addendum signed by _____[Name]_____. All explanations, clarifications and approvals shall be made the same way. The Program Sponsor shall not be responsible for any explanation, clarification or approval made or given in any other manner.

Copies of all addenda will be mailed to each person who requests and receives this document, and such addenda shall be considered a part hereof.

2.3 Proposal Format and Content

Proposals shall be clear and concise and shall address all of the questions that this RFP raises. The Program Sponsor shall not be liable for any expenses incurred in the preparation of proposals or for interviews. Proposals must conform to the following format:

Proposal Form in Part 1 -- Proposers must place the Proposal Form found in Section 5 of this RFP in Part 1 of their proposals.

Responsibility and Qualifications in Part 2 -- Proposers must clearly identify their qualifications and roles, and provide an overview of their organizational structure and size, in Part 2 of their proposals.

Data and Other Requirements in Part 3 -- Proposers must identify any data that they will need the Program Sponsor to provide in Part 3 of their proposals. Proposers must also identify any obligations omitted from this RFP that proposers will need the Program Sponsor to accept, in order for proposers to provide the requested services.

Exceptions to RFP in Part 4 -- Proposer shall state any and all exceptions to any provision of this RFP in Part 4 of their proposals. Proposers shall also give reasons for their exceptions and shall offer alternatives for the Program Sponsor to accept or reject, at the latter's discretion.

Qualifications and Scope of Proposed Work in Part 5 -- Proposers must include the following information in the following order in Part 5 of their proposals:

- A description of the proposer's qualifications and experience in performing similar work, including the qualifications and experience of any subconsultants that the proposer would use.
- The name, training and experience of each individual who would perform or supervise contract work (include those working for any subconsultants), including each individual's specific area(s) of expertise.
- A list of at least 20 clients for which the proposer has performed similar work within the past seven years, including the name, title, address and telephone number of an individual with personal knowledge of the quality of the proposer's performance of similar work for each of listed clients.
- A description of the proposed approach and methodology for performing each element of the requested services. This statement should be detailed enough to allow the evaluation committee to determine the proposer's understanding of the mentor-protégé program and how the requested services would support that program.
- A description and explanation of how the proposer would manage the project, including the employees who would be involved.
- A description and explanation of how the proposer would control the quality of its work and monitor the transfer of knowledge and information to the program's protégés.
- A description and explanation of the measures that would make the proposer cost-effective, and a similar description and explanation of any additional services and/or innovative concepts that the proposer may want to offer (whether or not requested by this RFP). The proposer must, however, separate and list the fees for any additional services that it may propose. Failure to separate any additional services and fees could cause the Program Sponsor to reject a proposal.
- Any other matters that proposer believes the Program Sponsor would find helpful.

- In a separate envelope marked "Proposed Fee Schedule," the rate and/or fee schedule for the services proposer would provide. The document shall also state the hourly rates of the individuals who would be assigned to perform the discrete tasks that the proposal includes. The document shall also describe the billing procedures that the proposer would follow.

2.4 Submission of Proposals

Proposers must hand deliver or mail a cover letter and one original and Number copies of their proposals to ____ [Room] ____ at ____ [Street Address] ____ no later than ____ [Time] ____ on ____ [Date] ____ .

IT IS THE PROPOSER'S RESPONSIBILITY TO ENSURE DELIVERY BY THE DUE DATE AND TIME. PROPOSALS RECEIVED AFTER THE DEADLINE WILL NOT BE CONSIDERED. LATE PROPOSALS WILL BE RETURNED UNOPENED.

To ensure proper identification and handling, proposers should mark their proposals "Mentor-Protégé Program -- Professional Support Services." Also, proposers should clearly identify their names and address.

2.5 Cancellation/Rejection of Proposals

Without liability to any proposer, the Program Sponsor reserves the right to cancel this RFP and/or reject all proposals at any time prior to the execution of a contract.

2.6 Billing Procedures

The Program Sponsor will evaluate proposed billing procedures and in conjunction with the other elements of each proposal.

2.7 Validity Period and Authority

Proposers shall agree not to withdraw their proposals for at least sixty (60) days and their proposals shall contain a statement to that effect. Proposers shall also provide the name(s), title(s), address(es) and telephone number(s) of the individual(s) with the authority to bind the proposers to a contract.

Section 3 -- Evaluation of Proposals

3.1 Evaluation Procedures

The Program sponsor shall apply the criteria found in paragraph 3.2 (Evaluation Criteria) to determine which proposers are within the competitive range. The Program Sponsor will consider only the proposers in that range. The Program Sponsor may invite one or more of these proposers to participate in the interview stage of the evaluation process, and for that reason, proposers should be prepared to respond to all questions about their qualifications and the details of their proposals. The Program Sponsor may, however, forego one or more interviews, and it reserves the right to make a decision solely based on a written proposal.

3.2 Evaluation Criteria

The Program Sponsor will use the following criteria to evaluate the responsive proposals that it receives by the stated deadline:

- MANAGEMENT ORGANIZATION (35%)
 - Project understanding based on proposed approach and methodology for performing described services
 - Demonstrated ability to quantify recommendations and results
 - Project management plan and schedule maintenance
 - How project scope will be controlled
- PROJECT TEAM'S DEMONSTRATED EXPERIENCE (30%)
 - Firm background and qualifications and demonstrated experience of proposer's personnel on similar projects
 - Specialized qualifications and experience or unique knowledge of individuals or key personnel to provide one-on-one technical assistance for the range of services proposed by the firm
- SPECIAL (10%)
 - Quality and responsiveness of proposal
 - Quality of references
 - Quality control and cost-effective measures
- PROPOSED FEE (25%) -- BUT ONLY AMONG THE FIRMS THAT THE OTHER CRITERIA PLACE IN THE COMPETITIVE RANGE

Section 4 -- Scope of Services

4.1 Overview of Services

The successful proposer(s) shall be responsible for providing management, technical and other professional services to the firms enrolled in the mentor-protégé program, and for teaching these firms how to make permanent improvements in their business practices. The services provided to a given protégé, at a given time, will depend on the results of the monthly and other meetings between that protégé and its two mentors. Following is a detailed description of the services that the Program Sponsor seeks to arrange, including the categories or modules into which these services fit.

4.2 One-on-One Support Services

The Consultant shall provide one-on-one support services to protégé firms. The objective in providing one-on-one support services is to transfer knowledge to protégé firms which will enhance their profitability. The Program Sponsor will conduct random quality audits by contacting protégé firms to evaluate the services provided. The key categories or modules are these:

General Business Management:

- Business plan
- Implementation and action plans
- Organization structure/ownership
- Market analysis, marketing/sales
- Operations' assessment (production/administration)

Financial Administration:

- Accounting records preparation and maintenance
- Cost accounting

Banking Services:

- Identify capital loan assistance available and most advantageous to participant
- Assist participants in securing and utilizing capital loans
- Monitor participant performance
- Job costs and work in progress
- Payrolls (federal or state regulations and fringe benefits)

Bonding and Insurance:

- Bond packaging and application review
- Market individual contractor to surety
- Participation of several surety firms in the program

4.3 Tasks and Responsibilities

The successful proposer(s) must be responsive to the needs of all protégés. It (they) shall respond to protégé's telephone calls within one (1) hour. If the protégé needs on-site assistance (with project management or troubleshooting), the successful proposer(s) shall be available to meet with the protégé on-site within four (4) hours.

The successful proposer(s) must also be responsive to the Program Sponsor, the local construction industry, and the financial and other institutions that serve that industry, in order to provide quality service and meet the goals of the mentor-protégé program.

The successful proposer(s) shall prepare a brief written work order for each instance in which it (they) provides one-on-one assistance.

The work order must:

- Identify the participant receiving the assistance
- Identify the category and subject area of the assistance provided
- Describe the type of assistance provided
- Include the number of hours required to perform the assistance
- State the date(s) on which the assistance was provided.
The successful proposer(s) must send a copy of the written work order to the protégé and the Program Sponsor. The work order shall also accompany all invoices.
- As needed, the successful proposer(s) shall also provide services at the protégé's place of business and/or construction site. The Program Sponsor will encourage the successful proposer(s) and the protégés to communicate over the telephone and through the mail whenever feasible, to maximize the amount and level of assistance available to everyone enrolled in the program.
- The successful proposer (s) shall create and maintain an individual file on each protégé that it (they) services one-on-one. In that file, the successful proposer(s) shall
- The successful proposer(s) shall work with prime contractors to identify protégés to which the prime contractors may want to subcontract work

4.4 Reporting Requirements

The successful proposer(s) shall maintain project data and submit project activity reports along with its (their) monthly invoices, and on a quarterly and annual basis.

4.5 Monthly Invoice Reporting

The successful proposer(s) shall submit the following information along with its (their) monthly invoice(s):

- Name of protégé(s)
- Estimated hours and actual hours
- Individual(s) providing service
- Separate billing by protégé, including work order numbers and descriptions of all services for which payment is requested

4.6 Semi-Annual and Annual Reports

The successful proposer(s) shall prepare semi-annual and annual reports on protégé progress and results. The reports shall be clear and concise, detailing the activities of the reporting period. The final report shall include an executive summary as well as graphs and charts to further illustrate the narration.

Semi-annual reports shall be submitted to the Program Sponsor no later than 30 days following each project quarter. The final report of the foregoing activities shall be delivered to the Program Sponsor no later than 60 days following twelve months of service.

Section 5 -- Proposal Form

MANAGEMENT, ACCOUNTING AND OTHER PROFESSIONAL SUPPORT SERVICES FOR MENTOR-PROTÉGÉ PROGRAM

The undersigned proposer submits this proposal in response to ____ [Name] ____ 's Request for Proposals (RFP) dated ____ [Date] ____, for the contract named above.

The proposer warrants that it has carefully reviewed the RFP and that this proposal includes a statement of all of the proposer's exceptions to any provisions of the RFP. The proposer agrees that, if this proposal is accepted by ____ [Name] ____ (hereinafter the "Program Sponsor"), the proposer will enter into a professional services contract with the Program Sponsor to provide all necessary labor, materials, equipment, and other means required to complete the work in accordance with the requirements of the RFP and contract.

Except as otherwise expressly provided in this proposal, this proposal incorporates by reference, as if fully set forth in the proposal, the full content of the RFP.

All documents required by the RFP are attached to this Proposal Form. The person signing this proposal for the proposer certifies that he or she is authorized by the proposer to sign this proposal on the proposer's behalf.

The proposer acknowledges receipt of Addendum No. __, __, __, __, __, and submits this proposal in response thereto.

Name of Proposer: _____

Mailing Address: _____

Phone: _____ Fax: _____

Authorized Signature: _____ Date: _____

Print Name: _____

Signer's Title: _____