

# Boone County Purchasing

**Melinda Bobbitt, CPPO, CPPB**  
Director of Purchasing



613 E. Ash St., Room 110  
Columbia, MO 65201  
Phone: (573) 886-4391  
Fax: (573) 886-4390

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## MEMORANDUM

TO: Boone County Commission  
FROM: Melinda Bobbitt, CPPO, CPPB  
DATE: October 23, 2023  
RE: Request for Proposal Award Recommendation: C000681 (Bid 37-08SEP23) – ARPA Contract Administration Services with FORVIS, LLP

Request for Proposal 37-08SEP23 – ARPA Contract Administration Services closed on September 13, 2023. Four proposal responses were received.

The evaluation committee consisted of:

CJ Dykhouse, Legal Counsel  
Kip Kendrick, Boone County Presiding Commissioner  
Kyle Rieman, Boone County Auditor

Recommendation for award is to FORVIS, LLP of Springfield, Missouri per the attached Evaluation Report.

Award is for a not to exceed contract amount of \$220,000.00 and will be paid from department 2983- American Rescue Plan Act, account 71101 – Professional Services. A Budget Amendment was processed by the Auditor's office to budget the \$220,000.

ATT: Evaluation Committee Report

cc: RFP File

## Evaluation Report for Request for Proposal

### 37-08SEP23 – ARPA Contract Administration Services

#### OFFEROR #1: FORVIS, LLP

  X   It has been determined that **FORVIS, LLP** has submitted a **responsive** RFP response meeting the requirements set forth in the original Request for Proposal.

       It has been determined that **FORVIS, LLP** has submitted a **non-responsive** proposal.

**Proposed Pricing: \$220,000.00**

**Timeline: 12/31/26**

#### Experience/Expertise of Offeror

##### Strengths:

- Extensive, relevant experience with ARPA and Missouri counties. Provided ARPA contract administration services for 10 Missouri counties and municipalities (pg. 6).
- Offices in Springfield, MO will be home to staff working on our contract.
- The proposed team of four for Boone County all have relevant experience including ARPA Contract Administration Services experience (pages 8-10).
- Located in Missouri and has worked with several other first-class counties.

##### Concerns:

#### Method of Performance

##### Strengths:

- Proposal set out all requested deliverables on p. 25.
- Flexible to work with County on setting up contract administration; no apparent requirement to use their grants administration program.
- Solid proposal that appears to meet our needs.
- Currently providing these services for other Missouri counties.

##### Concerns:

- Submitted a confidentiality statement and said this information was not subject to the sunshine law (pg. 4).

- On their Cost Proposal, they do state it is a not to exceed price of \$220,000, but they also state that their fees may increase if their duties or responsibilities change because of new rules, regulations, and accounting or auditing standards (pg. 25).
- Is one year a long enough time frame? (pg. 29). Is their timeline flexible to administer our program through the December 31, 2026 deadline.
  - Per clarification response #1, they can provide all the services outlined within the scope of their proposal through December 31, 2026.
- Do you have the ability to be the primary for the contract administration portion such as interacting with sub-recipients, processing payment requisitions, requesting documentation from sub-recipients as needed and other contract administration activities.
  - Per clarification response #1, yes, will interact with subrecipients, processing payment requisitions for County approval, and requesting documentation from subrecipients, as needed.

## OFFEROR #2: iParametrics, LLC

X It has been determined that **iParametrics, LLC** has submitted a **responsive** RFP response meeting the requirements set forth in the original Request for Proposal.

\_\_\_\_\_ It has been determined that **iParametrics, LLC** has submitted a **non-responsive** proposal.

**Proposed Pricing: Only hours used up to \$600,000.00**

**Timeline: December 2026**

### Experience/Expertise of Offeror

#### Strengths:

- Good experience with ARPA including 20+ community programs on ARPA funding disbursements (p. 4)
- Saline County, KS ARPA program sounds similar (p. 38 PDF)

#### Concerns:

- Focus seems to be on FEMA federally-declared disaster recovery
- No Missouri county or city ARPA experience
- Proposed project team based in Alpharetta, Georgia

### Method of Performance

#### Strengths:

- They state “We will work with the County of Boone, Missouri, to ensure the cost of our services remains within the guidelines when established by the US /Treasury, so services rendered under this engagement are reimbursable through your federal grant, minimizing out-of-pocket costs to the County.” (pg. 60)

#### Concerns:

- Boone County does not likely need the geographic/demographic analysis described on p.5
- Boone County does not likely need their outreach services (p. 50) and this was disclosed in Addendum #2
- Program approach seems rigid to their pre-designed, FEMA-centric procedures
- Heavily dependent on their existing grants management program
- Hourly rates with a total contract not-to-exceed figure rather than separate contract milestones
- Focused on disaster recovery
- The proposal seemed to miss the mark some as we do not need project design as projects have already been determined

- Pricing incomplete. Hourly rates up to \$600,000.

### **OFFEROR #3: UHY Advisors Mid-Atlantic Inc.**

X It has been determined that **UHY Advisors Mid Atlantic Inc.** has submitted a **responsive** RFP response meeting the requirements set forth in the original Request for Proposal.

\_\_\_\_\_ It has been determined that **UHY Advisors Mid-Atlantic Inc.** has submitted a **non-responsive** proposal.

**Proposed Pricing: \$284,375.00**

**Timeline: June 30, 2025**

**Aligns with U.S. Treasury's guidance on timeline for each state. County must obligate the funds by December 31, 2024. Spend the funds by December 31, 2026. We anticipate that the County's ARPA funding will likely be exhausted by June 30, 2025, and have devised our approach and pricing accordingly.**

### **Experience/Expertise of Offeror**

#### **Strengths:**

- Several ARPA clients including two Missouri counties.
- Franklin County, MO & Cass County, MO ARPA programs are similar in size (\$20M) (p.15)
- The proposed team has good experience.
- UHY was established in 1968. (pg. 8)

#### **Concerns:**

### **Method of Performance**

#### **Strengths:**

- Includes contract administration within scope as set out in the RFP and repeated in their proposal response (p. 22)
- Master project workbook approach described on pp. 24-25 seems to create a solid audit trail for ARPA expenditures (example on pp. 42-44 is excellent)
- Online document portal allows for submission of documentation electronically (Suralink) p. 33
- Solid proposal covering contract administration and monitoring.

#### **Concerns:**

- Columbia, Maryland is location of proposed project team.
- Missouri county programs described on pp. 16-17 do not appear to include detailed contract administration to include progress payment documentation.

Their program seems to be designed around monitoring more than contract administration.

- Per Clarification #1 response, yes, UHY has a dedicated team that possess hands-on ARPA experience and has capacity to act as the primary point of contact. UHY acts as a primary point of contact interacting with sub-recipients and liaising with the County Departments. This includes Procurement Officers to ensure all sub-recipients' agreements contain all pertinent data elements. Department Heads – ensure appropriate project oversight is executed. Finance Director – ensure payment process is timely and prepare monthly and quarterly ARPA reports.

**OFFEROR #4: The Vander Weele Group LLC**

X It has been determined that **The Vander Weele Group LLC** has submitted a **responsive** RFP response meeting the requirements set forth in the original Request for Proposal.

\_\_\_\_\_ It has been determined that **The Vander Weele Group LLC** has submitted a **non-responsive** proposal.

**Pricing with Timeline:**

11/1/23 – 11/1/24	\$144,865.18
11/2/24 – 11/1/25	\$147,038.16
11/2/25 – 11/1/26	\$149,243.73
11/2/26 – 12/31/26	\$23,879.00
<b>TOTAL</b>	<b>\$465,026.06</b>

**Experience/Expertise of Offeror**

**Strengths:**

- WBE certified business
- Focus is on grant operations and compliance (p. 6 PDF)
- Experienced team
- Lots of experience with ARPA

**Concerns:**

- Based in Chicago, Illinois
- No Missouri references provided.

**Method of Performance**

**Strengths:**

- Took some time to review our recently approved projects. Good analysis of our current 27 ARPA awards (p.6 PDF)
- Excellent description of contract administration processes including payment requisitions with appropriate documentation (p. 33 PDF)
- Solid and detailed proposal especially contract administration

**Concerns:**

- Unclear if they envision being back-up to county personnel for contract administration or if they will take a primary role with the subrecipients and submit “completed and reviewed” payment requisitions to the County for further processing and payment. Do you have the ability to be the primary for the contract administration portion such as interacting with sub-recipients, processing

payment requisitions, requesting documentation from sub-recipients as needed and other contract administration activities.

- Per clarification #1 response, yes. 31 Certified Public Accountants and monitors with accounting degrees.

**SUMMARY:**

The evaluation committee initially met on September 18, 2023. During this meeting, it was determined not to move forth with iParametrics, LLC due to being unable to determine their true proposal pricing other than up to \$600,000. Clarification questions were sent to FORVIS, LLC, UHY Advisors Mid-Atlantic, Inc. and Vander Weele Group, LLC. The committee met again on October 2, 2023 to review the Clarifications responses and the reference check. The Committee scored the vendors.

**Recommendation for Award: FORVIS, LLP**

**EVALUATION REPORT FORM**

PURCHASING DEPARTMENT - BOONE COUNTY - MISSOURI  
 REQUEST FOR PROPOSAL # 37-08SEP23 - ARPA Contract Administration Services  
 Melinda Bobbit, CPPO, CPPB

NAME OF OFFEROR	METHOD OF PERFORMANCE (30 Points)	EXPERIENCE & EXPERTISE (20 points)	TOTAL SUBJECTIVE POINTS (50 points)	For Purchasing Use Only	
				COST POINTS (50 points) - through 11/01/25	TOTAL POINTS (Max 100 points)
1 FORVIS, LLP	25	20	45	50	95
2 iParametrics, LLC	10	10	20	16	36
3 UHY Advisors Mid-Atlantic Inc.	25	20	45	39	84
4 Vander Weele Group, LLC	20	15	35	38	73

We hereby attest that the subjective points assigned to each offeror above were scored pursuant to the established evaluation criteria and represent our best judgment of the subjective areas of the offerors' proposals. We have attached a brief narrative which highlights some, but not necessarily all, of the reasons for our evaluation of the proposals as indicated by the scores above. Our comments represent our opinions only and do not represent the position of the Purchasing Department of Boone County, Missouri, or any other party.

Evaluator Signature: [Signature] Date: 10/12/2023 Title: County Auditor Dept:

Evaluator Signature: [Signature] Date: 10/12/23 Title: Presiding Commission Dept:

Evaluator Signature: [Signature] Date:  Title:  Dept:

<b>37-08SEP23 - ARPA Contract Administration Services</b>	<b>Vander Weele Group</b>	<b>Vander Weele Clarification 1 - 11/1/23-11/01/25</b>	<b>FORVIS - through 12/31/26</b>	<b>UHY Advisors - through 06/30/25</b>	<b>iParametrics - 12 months - through 09/30/24</b>
<b>Total Budget</b>	<b>\$215,318.36</b>	<b>\$291,903.34</b>	<b>\$220,000.00</b>	<b>\$284,375.00</b>	<b>up to \$600,000.00</b>
<b>Response Form returned</b>	Yes	Yes	Yes	Yes	Yes
<b>Addendum #1 returned</b>	Yes	Yes	Yes	Yes	Yes
<b>Addendum #2 returned</b>	Yes	Yes	Yes	Yes	Yes
<b>Addendum #3 returned</b>	Yes	Yes	Yes	Yes	Yes
<b>Work Authorization returned</b>	Yes	Yes	Yes	Yes	Yes
<b>Debarment Form returned</b>	Yes	Yes	Yes	Yes	Yes
<b>Price 11/2/25-11/1/26</b>	Yes	<b>\$149,243.73</b>	Yes	Yes	Yes
<b>Price 11/2/26-12/31/26</b>	Yes	<b>\$23,879.00</b>	Yes	Yes	Yes