



The City of New York
Office of Management and Budget
255 Greenwich Street, New York, New York 10007 - 2146

REQUEST FOR PROPOSALS

The New York City Office of Management and Budget Seeks One or Two Consulting Firms to Assist with City-Wide FEMA Technical/Administration/Data Collection/Reporting Requirements

I. SCOPE OF WORK AND REQUIRED QUALIFICATIONS:

As a result of Hurricane Sandy and the subsequent Northeaster, which caused extensive damages throughout the City, the New York City Office of Management & Budget (“OMB”) is seeking to engage a Program Management Services Firm (the “Program Consultant”) to assist the City (through OMB) and individual City Agencies and related organizations (the “Agencies”) in strategically managing the City’s claims development and administration under the Federal Emergency Management Agency’s (“FEMA’s”) Public Assistance (“PA”) Program for Disaster 4085. OMB is also seeking to engage a firm to provide grant accounting/administration support as needed to City agencies and related organizations (the “Financial Services Firm”). OMB may also consider one firm to provide both services. The maximum contract amount for the contracts will not exceed five million dollars.

The Program Consultant will perform a variety of technical, project-specific functions, including, but not limited to:

1. Provide extensive knowledge, experience and technical competence in dealing with Federal regulations, specifically including the Stafford Act.
2. Proactively identify and resolve issues that may arise related to the funding of work completed or to be completed.
3. Provide specialized assistance to address unique needs in connection with grant development.
4. Assist in identifying opportunities for hazard mitigation programs to reduce or eliminate risk from future events.
5. Provide technical assistance to City agencies as requested.
6. Meet as necessary with OMB staff and other City/State/Federal representatives in connection with the programmatic, financial, contracting and accounting services necessary to meet Federal and State regulations.
7. Assist in providing interagency (Federal, State, City) coordination and technical support, as well as identifying funding resources that may be available to assist in the long term recovery process.

Program Consultant qualifications must, at a minimum, include the following:

- Seven (7) or more years of experience with all categories of work in Federally declared man-made and natural disasters.
- Experience in developing, reconciling and reviewing large federal grants, including Project Worksheets (“PWs”) or Federal loans in excess of \$250 million.
- Demonstrated experience in developing and implementing successful innovative solutions to difficult PA problems.

The Financial Services Firm will be expected to supply grant accounting and administrative staff to perform the following tasks:

1. Assist the City, in partnership with applicable Federal and State agencies and personnel, to develop a process/system to efficiently submit Federal grant applications, capture costs, prepare cost reports, reconcile invoices, and close-out projects.
2. Provide oversight of contractors’ billing to ensure that they invoice City agencies properly and are only compensated for work actually performed, and that all costs eligible for FEMA funding are documented and claimed.
3. Obtain, analyze and gather field documentation, including gathering all relative records in order to extract pertinent information necessary for submittal including timekeeping and staff assignment records.
 - Perform data summarization to efficiently submit Federal grant applications, capture costs, prepare cost reports, reconcile invoices, and close-out projects
 - Review for clarity and completeness, as well as consistency and accuracy, all data and supporting documentation
 - Scan electronically and save all data and documentation for FEMA’s review and approval of the assigned PW.

Financial Services Firm qualifications must, at a minimum, include the following:

- Seven (7) or more years of experience working with the FEMA Public Assistance Grant Program at the Federal, State or local level, including PW development, Community Disaster Loans, PW audit, documentation review, eligible cost reconciliation, audit checklists, appeals/appeal responses, and closeout process.
- Experience in developing, reconciling and reviewing large Federal grants, including PWs or other Federal grants and loans in excess of \$250 million.
- Experience managing the financial functions of a large-scale disaster reconstruction program.
- Prior experience performing internal controls reviews and improper payment reviews.

Expectations for both firms:

Strict accountability is expected for all time billed (such as use of certified time sheets or sign-in procedures, invoices which include specific descriptions of tasks and time spent on each by individuals and the tracking of activities to specific projects/PWs to enable FEMA claiming, or other accountability procedures as deemed necessary by OMB and/or Agencies). OMB does not expect to be billed separately for the firms’ administrative time/costs in collecting/summarizing data and preparing and supporting bills.

II. PROPOSAL FORMAT:

Your proposal should be no more than 5 pages, **not including** your Cover Letter and any resumes you wish to submit. It should be emailed to contracts@omb.nyc.gov by the due date and time listed in Section IV.

1. Cover Letter should be no longer than one page. It should list the name and address of your firm, your firm’s Tax ID#, the name, title, telephone and email of your firm’s contact person. The Cover Letter must also be signed by an authorized representative of your firm.
2. Your proposal should be no longer than five pages and should include successful relevant experience, your firm’s organization capabilities with respect to the scope of work, and your proposed approach described in detail how your firm will provide the services described in Section I.
3. You may include the resumes of key people in your firm who may work on this contract if selected.

III. PRICE PROPOSAL:

Please propose your best hourly rates on the charts on Attachment 1. OMB expects a discount from the listed GSA contract rates because OMB expects the contract(s) to be larger than the maximum GSA order. Please also indicate the expected proportion of total invoiced time expected for each category; this may be in the form of a range (such as “Partner/Principal/Executive Director – 3-5%, Staff Accountant/Auditor – 60-70 %”).

IV. PROPOSAL DUE DATE AND TIME:

Proposals are due no later than 4:00 pm on Tuesday, December 11, 2012. They should be emailed to contracts@omb.nyc.gov with FEMA CONSULTANT RFP in the subject line.

V. EVALUATION CRITERIA:

Proposals will be evaluated based on the following criteria:

- Demonstrated quantity and quality of successful relevant experience 40%
- Demonstrated level of organizational capability 40%
- Price 20%

VI. LOCAL LAW 34 OF 2007

Pursuant to Local Law 34 of 2007, amending the City’s Campaign Finance Law, the City is required to establish a computerized database containing the names of any “person” that has “business dealings with the city” as such terms are defined in the Local Law. In order for the City to obtain necessary information to establish the required database, proposers responding to this solicitation must complete the Doing Business Data Form and return it with the proposal. The submission of a Doing Business Data Form that is not

accurate and complete may result in appropriate sanctions which may include your proposal being deemed unresponsive. (Attachment 2)

VII. GSA CONTRACT TEMPLATE AND ATTACHMENTS

The GSA contract template for the City of New York is attached (Attachment 3). The selected firm is expected to enter into an agreement with no changes to the terms and conditions of the contract language.

ATTACHMENT 1

Please fill out the two tables below. If you are proposing to be either the Program Consultant or the Financial Services Firm but not both, please fill out only the corresponding table below.

PROGRAM CONSULTANT:

CATEGORY RATES PER HOUR			
Project Executive	\$	% of time	%
Subject /Industry Matter Specialist	\$	% of time	%
Project Manager	\$	% of time	%
Senior Management Consultant	\$	% of time	%
Management Consultant	\$	% of time	%
Analyst	\$	% of time	%
Project Administrator	\$	% of time	%

FINANCIAL SERVICES FIRM:

CATEGORY RATES PER HOUR			
Partner /Principal/Executive Director	\$	% of time	%
Senior Manager	\$	% of time	%
Manager	\$	% of time	%
Senior	\$	% of time	%
Staff	\$	% of time	%
Project Leader	\$	% of time	%
Project manager	\$	% of time	%
Task Leader	\$	% of time	%
Senior Accountant/ Auditor	\$	% of time	%
Staff Accountant/ Auditor	\$	% of time	%
Quality Control/Assurance	\$	% of time	%
Industry Specialist	\$	% of time	%

Name: _____

Firm: _____

Signature: _____ Date: _____