



MASSACHUSETTS COLLEGE *of* PHARMACY
and HEALTH SCIENCES

MCPHS UNIVERSITY
REQUEST FOR PROPOSALS
DISASTER RECOVERY (COVID-19) CONSULTING SERVICES

September 30, 2021

BACKGROUND INFORMATION

MCPHS is a private, not-for-profit, healthcare focused university with three campuses – Boston and Worcester, MA, and Manchester, NH. The University offers a full spectrum of healthcare programs including approximately 100 undergraduate, graduate, and certificate programs offered across 14 academic schools. Today, MCPHS enrolls approximately 7,500 students in both degree and certificate programs across the university.

SCOPE OF THE PROPOSED PROJECT

MCPHS University (“MCPHS” or “University”) anticipates receiving funds through FEMA’s Public Assistance Program for COVID-19 response and recovery assistance. Through this RFP, the University seeks professional services from consulting firms with expertise in the oversight and administration of FEMA funds, as well as compliance with funding authority requirements.

Specifically, the University is seeking a professional consulting firm(s) to provide: 1) expertise and consulting services for emergency recovery and FEMA public assistance associated with impacts from Coronavirus (COVID-19); and 2) to augment staff’s capabilities to ensure compliance with state regulations, federal regulations and FEMA requirements, while maximizing the recovery of and beneficial uses of FEMA funding dollars within the University.

The ideal consulting firm(s) will have demonstrated experience in programmatic disaster recovery and must have intimate knowledge and expertise in the areas of compliance with the federal Office of Management and Budget (OMB)’s Uniform Guidance 2 CFR, Part 200 federal funding requirements, including but not limited to federal acquisition requirements, operations and cost/funding eligibility requirements of the FEMA Public Assistance Program. The University is seeking services in at least the following areas:

- **Cost Recovery and Emergency Advisory Services**
 - Assessment, Planning and Decision Making
 - Application, Reimbursement Request Review, Funding and Cost Reimbursement
 - Compliance Monitoring and Reporting

This RFP may result in on-demand contracts to meet the need for timely specific services. Any contracts entered into as a result of this RFP must comply with the federal Office of Management and Budget (OMB)’s Uniform Guidance 2 CFR, Part 200, including but not limited to the requirements set forth in Appendix II. Consulting firm(s) must have an understanding of the intricacies of the laws, regulations, policies, timelines, requirements, processes, and systems that govern eligibility and reporting for FEMA, HUD, HHS and other federal agencies with regard to FEMA funding. Consulting firm(s) must have the ability to perform services remotely with access to electronic tools.

The selected consulting firm(s) may assist the University with the following duties as mutually agreed upon:

- Provide technical advisory services related to recovery from COVID-19.
- Develop and implement strategies designated to maximize federal and state assistance.
- Provide expert programmatic and policy advice on federal disaster relief programs.
- Provide support for strategic planning and coordination of all recovery efforts.
- Identify long-term cost exposures and expenditures associated with COVID-19.
- Review contracts and purchasing documentation to ensure cost recovery and compliance of expenditures using federal funds.
- Identify potential improvements and maximize public assistance funding in conjunction with the University.
- Provide oversight and guidance to guarantee compliance with OMB Uniform Guidance 2CFR, Part 200, including performing internal control risk assessments as required.
- Provide support for navigating federal agency web portals and processes.
- Provide the University assistance with the education and training of staff that will or may be involved with the various aspects of recovery efforts.
- Review and assist with processing payment requests, determining allowable costs, with scope of review and assistance to be set by University.
- Represent MCPHS University and attend meetings with FEMA, U.S. Treasury, or other agencies as may be necessary on behalf of the University.
- Work with the University to resolve disputes with FEMA, U.S. Treasury, Internal Revenue Service, Centers for Medicare & Medicaid Services, external auditors, community partners, or other agencies as may be necessary, including but not limited to the preparation of appeals.
- Provide assistance and oversight to the University to facilitate and ensure appropriate progress on agreed-upon deliverables.
- Provide the University with grant / funding close-out services to ensure funding is retained.
- Prepare and review documentation and reports for completeness to ensure eligible work and costs are captured for audit.
- Assist the University with applying for, aggregating, and packaging materials for reimbursement.
- Resolve any requests for information, justification, audit findings and eligibility appeals.
- Streamline reporting process to ensure continued compliance and provide post-award grants administration.

INSTRUCTIONS TO OFFERORS

1. GENERAL

Date of Notice: September 30, 2021

Contracting Agency: MCPHS University

Contacts: Ashleigh Jones, Chief Business Officer
ashleigh.jones@mcphs.edu

Yadelyn Mahoney, Associate Controller
Yadelyn.mahoney@mcphs.edu
617-732-2978

Teresa Pitaro, Senior Director of Procurement
teresa.pitaro@mcphs.edu
617-413-6735

Funding: MCPHS University intends to fund the project through administrative overhead allowable under FEMA's Public Assistance Program.

2. SUBMISSION

The submissions must be received by **4:00 p.m. on October 15, 2021** as an electronic copy in pdf format. Submission must be transmitted via attachment to an email titled "Proposal for Disaster Recovery Consulting Services" and addressed to ashleigh.jones@mcphs.edu, yadelyn.mahoney@mcphs.edu, and teresa.pitaro@mcphs.edu.

INSTRUCTIONS

These instructions to offerors and all parts of the Request for Proposals are, by this reference, made part of the contract documents for this project. For a Proposal to be accepted as responsive, the following items must be included:

- A) **Transmittal letter:** A cover letter with company name, address, phone number, project contact and principal signature is required, expressing interest in the project and certifying that sufficient resources in personnel, equipment, and time are available and can be committed to this project.
- B) **Organizational Structure:** The legal form of the offeror's business organization, the state in which incorporated (if a corporation) and a certificate of good standing.
- C) **Facilities, Resources, and Personnel:** The offeror is required to state its organizational resources, which the offeror considers to be advantageous to the successful completion of the project. Items to be considered include the capabilities and experience of the offeror, identification of the principal participants including résumés, certifications and licenses, and office locations. Please include the name, position (including qualification) and phone number of the individual(s) that will be assigned to complete this project. These persons may not be withdrawn from the project or personnel substitutions made without consent of MCPHS University. Please identify how many projects the firm currently is obligated to perform and the approximate dollar value of each. Please provide proof of errors and omissions coverage. Please provide an organizational chart for this project.
- D) **References:** Information is required regarding previous work of a similar nature performed by the organization with other governmental units or businesses, if any. This would include a description of the work performed, when the work was performed, the dollar amount of the project, the date, name, address, and telephone number of at least three (3) clients who may be contacted for further information. Please provide verification that the offeror is not involved in any current litigation or been the subject of arbitration.
- E) **Work Plan:** Explain the work plan with detailed specific tasks as noted in the *Scope of the Proposed Project* section of this RFP. Note all tasks and the responsible parties. Given the limited information herein, provide a conceptual project plan and schedule. Demonstrate how your firm will minimize costs and maximize federal resources including utilization of project management resources in a cost-effective manner, assessment of alternatives, delivery methods, streamlining project and work tasks, quality control methods and so forth.
- F) **Costs:** Provide costs to complete the work plan as detailed in the Proposal. Provide hourly rates for each type of activity and each level of personnel, as well as an estimated total to complete the scope of work.

INQUIRIES AND ADDENDA

All inquiries concerning this project or the scope of work must be made no later than October 10, 2021, and should be directed to Teresa Pitaro, Senior Director of Procurement, Ashleigh Jones, Chief Business Officer, and Yadelyn Mahoney, Associate Controller. Questions must be submitted in writing, via e-mail to teresa.pitaro@mcphe.edu. All questions will receive a written response.

3. EVALUATION PROCESS

A committee comprised of University staff shall review and rank all Proposals according to qualifications. The committee will evaluate submissions received that conform to the instructions above. The committee's recommendation of a preferred firm or firms will be submitted to the University Chief Financial Officer for approval to proceed in the evaluation process.

Selected firms may be invited to participate in interviews or oral presentations as deemed necessary by the committee where the firm may elaborate on their submission. Travel costs of such an interview, if any, shall be borne by the offeror.

The selection of the consultant and the execution of a contract, while anticipated, are not guaranteed by the University. The University reserves the right to determine which offering is in the University's best interest and to award the contract on that basis, to reject any and all offerings or portions thereof, waive any irregularities of any offering, negotiate with any potential offeror (after Proposals are reviewed) if such is deemed in the best interests of the University.

4. EVALUATION CRITERIA

Proposals will be evaluated as follows:

- (1) An offeror's technical qualifications and experience will be evaluated; (see criteria below)
- (2) Interviews may be conducted with only the most qualified offerors with the best responsive and responsible submissions.

Firm selection will be based on the following weighted criteria:

Criteria

Firm's project approach and understanding of the Scope of Services required in the RFP as evidenced by its Proposal, including whether all requested information was furnished in the format required by the RFP and estimated costs. **(35 points)**

Experience and background of the specific personnel that will be assigned to the University's project as outlined in the Proposal, including consideration of the specific involvement of those persons in projects as noted in the Proposal. **(25 points)**

Past record of performance and experience on similar projects, including strength of references listed in the Proposal. **(20 points)**

Capacity and Capability of the firm to perform the work. **(10 points)**

Experience with higher education institutions and federal regulations. **(10 points)**

5. REJECTION RIGHTS

MCPHS reserves the right to reject any and all submittals for business reasons and reserves the right to resolicit submittals or change the closing date for any such business reason.

6. COST OF PREPARATION

No reimbursement will be made for any costs incurred prior to a formal notice to proceed under an appropriately executed contract.

PROPOSAL FORM

Note to Respondents/Proposers: All costs proposed are to be inclusive of labor, materials, equipment, incidentals, etc. necessary to provide the scope of services outlined in this RFP. Rates proposed are also to include all expenses, including general overhead, field overhead, profit, travel per diem, all necessary food, water, restroom, and lodging facilities needed to provide the required services.*

Position Descriptions	Hourly Rate
Senior Advisor	\$ _____
Technical Assistance Liaison	\$ _____
Appeals Specialist	\$ _____
Project Manager	\$ _____
Other: _____	\$ _____
Other: _____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

*NOTE: Hourly rates listed in response to the above rate table may be decreased through negotiation in any contract entered into as a result of this RFP, including the original contract and renewals, but cannot be increased

BIDDER INFORMATION

Name of Company:

Address:

Phone No.

E-Mail Address:

Federal I.D. No.

Bid Submitted By:

Name Printed Out _____

Signature _____

Title: _____

Date: _____