



Development Authority of Lumpkin County  
Request for Proposals

#2021-004

*Technical & Grant Administrative Services for a Broadband  
Infrastructure Grant Project*

Proposals to be received by 4:00 PM Friday, October 22, 2021.

Submit Proposals to:  
Development Authority of Lumpkin County  
Attn: Rebecca A. Mincey, Executive Director  
342 Courthouse Hill  
Dahlonega, GA 30533

[Rebecca.shirley@lumpkincounty.gov](mailto:Rebecca.shirley@lumpkincounty.gov)  
706.482.2648

## REQUEST FOR PROPOSALS

The Development Authority of Lumpkin County (DALC) and Lumpkin County Government intend to hire a third-party contractor (Program Manager) to assist with project implementation, oversight, tracking and collection of data related to performance measurements, and reporting. This Program Manager role will work on behalf of the DALC and Lumpkin County Government to ensure there is no fraud, waste, or abuse associated with the grant funds received from the State Fiscal Recovery Fund for a broadband infrastructure project.

The Program Manager will provide oversight for the project to ensure the provider implements the project as outlined, that all reporting requirements are met, and that project goals are achieved. The Program Manager will also assist with collection, collation and submission of performance data to the DALC in a timely manner. The Program Manager will be prepared to assist in fulfilling all required reports for the Coronavirus State and Local Fiscal Recovery Funds that may include the Interim Report, Project & Expenditure Report, and the Recovery Plan Performance Report.

The Program Manager will manage, monitor, and oversee the private provider on behalf of the DALC and Lumpkin County Government, as well as advise the DALC and Lumpkin County Government on any requested changes or modifications of the proposed project by the private providers.

### Background

The DALC, Lumpkin County Government, and a provider partner intend to submit a grant application to the state of Georgia's Fiscal Recovery Fund for a broadband infrastructure project. The infrastructure project will address the disproportionate access for residents and businesses to broadband infrastructure in Lumpkin County. The COVID-19 pandemic exposed this digital divide and underscored the importance of universally available, high-speed, reliable, and affordable broadband coverage for Lumpkin County residents. These hardships were specifically faced by individuals needing to telecommute, engage with healthcare professionals through telehealth, participate in online education, and remain connected. Overall, having more of the Lumpkin County population served by broadband will create a happier, healthier, and more resilient community.

The funding will be announced in January 2022 and must be fully expended by December 30, 2026.

### Current Timeline

Activity	Date
RFP release	September 22, 2021
Deadline for questions	October 6, 2021
Response for questions posted	October 13, 2021

Proposals due	October 22, 2021
State Fiscal Recovery Fund Application Due Date	October 31, 2021
Program Manager interviews scheduled	Week of November 1, 2021
State Fiscal Recovery Fund Application Review by Office of Planning & Budget and Committee	November 1, 2021 – December 16, 2021
Program Manager selection and referral to DALC Board of Directors & Lumpkin County BOC	November 16, 2021
Program Manager contract review period	December 1-December 31, 2021
State Fiscal Recovery Funds awards announced by Office of Planning & Budget	Week of January 3, 2022
Program Manager agreement start date	TBD
Program Manager, DALC, private provider kick off meeting	TBD
Project start	TBD

The dates shown above may be subject to change within the development Authority of Lumpkin County's sole discretion and upon written notification as set forth herein.

### **Communications**

All communications by parties who have indicated an intent to submit or have submitted a proposal in response to this RFP ("Respondents"), including any questions or requests for clarifications, submission of the proposal, requests for status updates about the proposal selection process, and any other inquiries whatsoever concerning this RFP shall be sent, in writing, to the following DALC staff person ("DALC Contact"):

Development Authority of Lumpkin County  
 Rebecca A. Mincey, Executive Director  
 342 Courthouse Hill, Dahlonega, GA 30533  
[Rebecca.shirley@lumpkincounty.gov](mailto:Rebecca.shirley@lumpkincounty.gov)  
 706.482.2648

No contact is permitted with any other DALC staff member with regard to this RFP during the RFP process unless specifically authorized in writing. Prohibited contact may be grounds for disqualification.

To ensure that all Respondents have a clear understanding of the scope and requirements of this RFP, the DALC will respond to all timely questions submitted via e-mail to the DALC Contact by the question deadline stated above. Questions and the responding answers will be sent via e-mail to all Respondents who have provided an e-mail address to the DALC Contact and will be posted on the DALC's web page for this RFP. The DALC's failure to timely respond

or provide responses to any questions shall not delay or invalidate the DALC's right to make a decision to award an agreement pursuant to this RFP.

The DALC will make every reasonable effort to keep Respondents informed about the RFP process. Notifications about Timeline date changes, amendments to the RFP and other information about the RFP will be sent by e-mail to Respondents who have provided an e-mail address to the DALC Contact and will be posted on the DALC's website for this RFP. The DALC's failure to provide such information shall not delay or invalidate the DALC's right to make a decision to award an agreement pursuant to this RFP.

## **Scope of Services**

The DALC is seeking the services of a Program Manager to perform the following services as part of a broadband infrastructure project. Each Respondent's proposal shall address each of the following services, using the same identifying language.

The selected Program Manager will assist the DALC with the following duties to monitor project implementation, verify provider milestones, govern/oversee modifications, ensure project and fiscal accountability, and collect data:

- Written policies and procedures
- Written standards of conduct
- Risk-based due diligence
- Risk-based compliance monitoring
- Record maintenance and retention

The Program Manager will work with DALC and the private provider. The hours per week will vary depending on the status of the project. On average approximately 15 hours per week will be required for the duration of the project. The project is currently estimated to begin January 1, 2022 and end December 31, 2023.

The Program Manager role and responsibilities will be the following:

- Provide technical advisory services related to allowed uses of funds
- Respond to questions from and provide formal opinions regarding the eligibility of specific expenses to be covered by funds available from federal, state and other sources
- Provide expert programmatic and policy advice on program
- Develop appropriate documentation to demonstrate compliance with guidance
- Develop processes and documentation requirements around sub-recipient risk assessment, monitoring and management, including training of sub-recipients on funding requirements
- Provide guidance on a technology solution for tracking American Rescue Plan Act funding distribution strategy to sub-recipients
- Provide assistance and oversight to facilitate and ensure appropriate progress on agreed-upon deliverables
- Resolve any requests for information, justification, audit findings, and eligibility appeals
- Review contracts and purchasing documentation to ensure cost recovery and compliance of expenditures using federal funds
- Provide oversight and guidance to guarantee compliance with OMB Uniform Guidance 2 CFR, Part 200, including performing internal control risk assessments as required
- Review and assist with processing payment requests, determining allowable costs

- Assist with preparation of project files and responses to any findings and/or concerns identified during monitoring visits and/or audits by any requesting entity
- Provide 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 with applying for and packaging materials for reimbursement
- Streamline reporting process to ensure continued compliance and provide post award grants administration
- Meet regularly with the provider implementation teams to assess progress and inform reporting, including onsite visits to the project area to ensure quality control measures are in place

It is anticipated that a Professional Services Agreement resulting from this RFP shall commence on approximately January 1, 2022 for an initial term of one (1) year, with five additional one-year optional renewals.

#### Proposal Preparation and Submission Process

Proposals must be postmarked to the DALC no later than 4:00 pm October 22, 2021. Submit four hard copies and one (1) digital copy to:

Development Authority of Lumpkin County  
 Attn.: Rebecca A. Mincey, Executive Director  
 342 Courthouse Hill, Dahlonega, GA 30533  
[Rebecca.shirley@lumpkincounty.gov](mailto:Rebecca.shirley@lumpkincounty.gov)  
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This RFP is designed to facilitate the evaluation and selection of a Program Manager that is best able to achieve the DALC's objectives. The proposal shall contain a table of contents. All pages shall be numbered, and major sections and all attachments shall be referenced in the table of contents. In order to enable the DALC to effectively review the information contained in the proposals, proposals shall reference the numbered sections of the RFP. The response to each section shall be clearly indicated and addressed or an explanation provided for why the Respondent is not submitting a proposal for a specific section or requirement of the RFP. If desired, the proposal may include an executive summary of no more than two pages.

Each proposal shall be signed by an individual authorized to enter into and execute contracts on the Respondent's behalf. Unless otherwise specified in its proposal, Respondent represents that it is capable of meeting or exceeding all requirements specified in this RFP.

Submission of a proposal shall be deemed authorization for the DALC to contact Respondent's references. Evaluation of proposals will be conducted by the DALC based on information provided in the Respondent's proposals and on such other available information that the DALC determines to be relevant. The evaluation of proposals may include an on-site assessment, meetings with authorized personnel, and may involve the use of a third-party consultant.

The Respondent selected by the DALC will be required to enter into a Professional Services Agreement (PSA) with the DALC. The PSA will be negotiated upon the selection of the Program Manager.

Respondents shall provide sufficient information in their written proposals to enable the DALC review team to make a recommendation to the Board of Directors and Lumpkin County Board of Commissioners. The DALC reserves the right to invite any or all Respondents to an interview to discuss their proposal. Any expenses resulting from such an interview will be the sole responsibility of the Respondent. The DALC is under no obligation to select any of the responding Respondents or to conduct the Project described herein. The DALC may amend or withdraw the RFP at any time, within its sole discretion. The DALC shall have no liability for any costs incurred in preparing a proposal or responding to the DALC's requests with respect to the proposal.

## **Proposal Content**

The proposal should include the following information in the order specified:

1. **Project statement:** A Project narrative that describes the Respondent's understanding of the DALC's needs and the unique value the Respondent will bring to the process.
2. **Description of Solutions and Services to be provided:** Describe in detail the services being proposed. The proposal should address the tasks as described in the Scope of Services and any other information that would assist in understanding of the project.
3. **Respondent's Qualifications:** Information about the Respondent and its qualifications for this Project. Describe the capability and experience to deliver the proposed consulting services.
4. **References:** Provide up to three projects of similar or greater magnitude that have been successfully completed in the last three years. Include a reference for each project, including name and contact information.
5. **Project cost:** Respondent will provide a fixed fee quote and a list of hourly rates for anything that could be considered out of scope of the project.
6. **Project personnel:** Identify the Respondent's lead person for the Project and provide names, resumes, and roles of all staff who will be involved in the Project. Provide data on the diversity of Respondent's overall workforce, including total number of employees and percentages of minorities and females employed.
7. **Subcontractors:** Names, resumes, and roles of all sub-contractors, associates, or any non-employees who will be involved in the Project.

## **Evaluation Criteria**

The following is a summary of the proposal evaluation criteria. It is within the DALC's sole discretion to determine the value assigned to each of these criteria.

**Proposal:** The Respondent's comprehension of the needs of the DALC, as demonstrated by its description of its approach to the elements listed in the Scope of Services section of this RFP.

**Experience:** The Respondent's relevant experience in providing the same or similar services.

**Cost:** The total cost of the Respondent's proposal is important to the DALC; however, based on the evaluation of the other criteria, the DALC will not necessarily select the lowest bidder.

**References:** Evaluation of the Respondent's work for previous clients receiving similar services to those proposed in this RFP.

**Commitment of Key Principals to the Project:** Demonstration of availability of senior-level staff or associates, including certified public accountants, to be assigned to this Project to ensure depth,

accountability, and diversity of perspective.

Other Criteria: Other criteria may be considered and evaluated by the DALC if it is determined to be in the best interest of the DALC and the success of the Project to do so.

The selection of a Program Manager is within the DALC's sole discretion and no reasons for rejection or acceptance of a proposal are required to be given. Although costs are an important consideration, the decision will be based on qualifications and compliance with the requirements of this RFP and not solely on cost. The DALC reserves the right to reject any or all proposals or to accept a proposal that does not conform to the terms set forth herein. The DALC further reserves the right to waive or modify minor irregularities in the proposals and negotiate with Consultants to serve the DALC best interest.

### **Miscellaneous**

The DALC reserves the right to amend or withdraw this RFP in the DALC's sole discretion, including any timeframes herein, upon notification of all Respondents as set forth above, and in such case, the DALC shall have no liability for any costs incurred by any Respondent.

The DALC may request additional information from any Respondent to assist the DALC in making its evaluation.

The proposal and all materials submitted with the proposal shall become property of the DALC and will be subject to open records law. If any proprietary information is submitted with the proposal, it must be clearly identified and a request to keep such information confidential must be submitted.

Submission of a proposal shall constitute a binding offer by Respondent to provide the services at the prices described therein until such time as the parties enter into a PSA.

Respondent is solely responsible for all costs associated with preparing and submitting proposals. Such costs will not be borne by the DALC.