

Request for Qualification (RFQ) Accounting

Beaver County Behavioral Health (BCBH) (a unit of the County of Beaver, PA) is charged with the responsibility to encourage a seamless system of care that is accessible, continuously available and emphasizes health promotion, prevention, early intervention, resiliency, recovery and rehabilitation.

- To create opportunities and environments that empower those we serve to succeed in the accomplishment of their goals and reconnect themselves with family, friends and community
- To ensure the availability of a workforce and provider network, sufficient in size and skill, to meet the behavioral health needs of Beaver County residents
- To ensure care that is safe, person-centered, effective, efficient, equitable and timely

Instructions - Please provide responses to each number/bullet point under each of the identified areas, Services Required, Applicant Information, and Reimbursement.

Services Required

BCBH is seeking proposals identifying potential accounting firms capable of providing outsourced federal, state and private foundation grants management services, including those listed below. Describe your capacity/experience in each area.

1. Completing various sections for grant applications and ongoing continuations, including:
 - a. Compiling budgets from the various grant partners (subcontractors)
 - b. Assisting with the budget narrative portion of the application
 - c. Completing standard budget forms that are part of an application packet, such as SF 424 and SF 424A
 - d. Navigating Grants.gov and eRA Commons
2. Completing monthly cash drawdowns for grants.
3. Completing required Financial Status Reports, including:
 - a. Quarterly reports
 - b. Annual reports
 - c. Carryover requests
 - d. Closeout reports
 - e. Grant extensions
4. Working with program staff and subcontractors to complete and monitor budgets.
5. Working with BCBH administration to:
 - a. Update the indirect cost allocation plan annually
 - b. Develop contract payment terms for grant sub-recipients
 - c. Compile match documentation
 - d. Train sub-recipients on match requirements and documentation
6. Serving as a fiscal liaison between the grant agencies and the Federal government on behalf of BCBH.
7. Performing sub-recipient monitoring related to contractors under the grants.

Applicant Information:

In an effort to ensure the CPA firm has the necessary qualifications and to determine the most qualified firms to be considered, please forward the following information:

1. A description of the firm, its services and its qualifications. Information provided in this section should include:
 - a. The number of staff and partners of the office to serve BCBH, which meet the Yellow Book CPE requirements and are knowledgeable of Federal Grants management.
 - b. The number of staff and partners of the office, who are knowledgeable of state and private foundation grants.
 - c. The number of similar engagements performed by the office to serve BCBH.
2. Describe the firm's qualifications, technical knowledge and relevant experience in providing outsourced Federal Grants Management services.
3. Describe the background and experience of the partner or manager and other support personnel who would be assigned to work with BCBH, including professional qualifications, length of time working with the firm and length of time working in non-profit/governmental services, as well as any other relevant experience and credentials.
4. Describe, in detail, the efforts your firm will undertake to satisfy the services required. Describe any additional services which your firm may offer that will distinguish your firm from other proposers. Provide a description of any value added services that are included within the fee quote.
5. Describe how your firm regularly makes suggestions to clients for improvements in accounting, financial and operational controls.
6. Please provide local not-for-profit/governmental references from clients for whom you provide similar services.
7. Identify any changes made to program activity, data collection, reporting or invoicing that your organization was required to make as the result of an external audit.

Reimbursement

Costs should be detailed according to:

- a. Professional services and
- b. Expenses, such as travel, clerical support, reproduction, etc.

Costs for professional services must be shown according to hourly rate per classification and estimated number of hours per classification to be spent for completion of the work. Include standard billing rates for partners, managers, and various staff levels.

Term

Successful completion of this RFQ will place your organization on a Qualified Provider list for five years from the date of notification.

Submission

All proposals must be emailed or delivered no later than XXXXX. Incomplete or late proposals will be rejected. Return your completed proposal to Danielle Rombach at 1040 8th Avenue, Beaver Falls, PA 15010 or hireing.bcbh@gmail.com. If you have any questions, please contact Danielle Rombach at (724) 847-6225.