

Request for Proposals

RFP #25-03

The Community Development Program  
of Beaver County

Development of Internal Fiscal Policies and Procedures

## Development of Internal Fiscal Policies and Procedures

### GENERAL CONDITIONS

#### Submission of Proposals

The Community Development Program of Beaver County (CDP) has invited qualified persons to present professional credentials and submit proposals for the Development of Internal Fiscal Procedures for Grant Funding (U.S. Department of Housing and Urban Development (HUD), State, and County). This contract will be funded through the County of Beaver's contract(s) with the HUD and PA Department of Community and Economic Development (DCED). The work includes the development of comprehensive internal fiscal procedures for managing federal (HUD CDBG, HOME, and ESG), state, and county grant funding. The goal is to establish clear, efficient, and compliant fiscal processes to ensure proper management and accountability of all grant-related financial activities. This invitation was posted on the Beaver County local government and Community Development Program webpages on August 20, 2025.

This Request for Proposal (RFP) contains the most definitive statement of the plan's purpose, scope of work and conditions that CDP is able to provide. It includes all the information necessary for individuals to submit a proposal.

To be eligible for consideration, consultant's proposal must be submitted to the Community Development Program of Beaver County, 1013 Eighth Avenue, Beaver Falls, PA 15010 office no later than September 30, 2025. An original proposal must be submitted in a sealed package/envelope.

#### Budget and Basic Requirements

The offeror must agree to enter into a firm "not to exceed" contract for services. An estimated budget of **\$20,000 will be issued in monthly increments once the work has been rendered.** The analyst is expected to provide progress reports on a monthly basis.

#### Contracts for Services

The selected consultant shall enter into a contract for services with the County of Beaver, PA according to prevailing contract requirements and conditions.

#### Scope of Work

The scope of work shall include at a minimum the following:

The selected consultant will be responsible for developing and implementing a unified set of internal fiscal procedures, for both a **two-person** and **three-person** fiscal department, covering the entire grant lifecycle, including but not limited to:

- **Pre-award Activities:**
  - Grant application review and feasibility assessment.
  - Budget preparation and approval processes.
  - Cost allocation and eligibility determination.
- **Post-award Activities:**
  - Grant setup and activation.
  - Expenditure tracking and documentation.
  - Drawdown and reimbursement procedures.
  - Financial reporting and compliance with grantor requirements.
  - Grant closeout and retention of financial records.
- **Specific Focus Areas:**
  - Compliance with HUD regulations (e.g., procurement, fair housing, duplication of benefits).
  - Compliance with specific State and County grant requirements.
  - Development of internal controls to prevent fraud and misuse of funds.
  - Implementation of accounting systems and software best practices for grant tracking and reporting.
  - Development of training materials and workshops for staff on new procedures.
  - Establishing an effective grants policy that aligns with organizational goals and ensures consistency in accepting and managing grants.

- **Control Environment**
  - Formal Written Policies and Procedures: Clearly documented guidelines for every step of the grant process, from application to closeout, help ensure consistency and accountability.
  - Clear Roles and Responsibilities: Defining clear roles and responsibilities within the organization for grants management.
  - Training and Awareness: Regular training for all fiscal staff involved in grant management on internal controls, fraud prevention, and detection techniques.
- **Risk Assessment**
  - Fraud Risk Profile: Developing a fraud risk profile based on potential fraud schemes and their likelihood and impact.
  - Identifying High-Risk Areas: Pinpointing areas with complex transactions or extensive use of third-party vendors that may be more vulnerable to fraud.
  - Assessing Internal Controls: Evaluating the effectiveness of existing internal controls in mitigating identified risks.
  - Considering the Potential for Fraud: Explicitly addressing the possibility of fraud in the risk assessment process.
- **Control Activities**
  - Segregation of Duties: Dividing incompatible tasks, such as authorizing, recording, custody, and reconciliation, among different individuals or teams to prevent fraud or errors, ensuring no single individual has control over all parts of a transaction.
  - Authorization and Approval: Requiring preauthorization for expenses exceeding specific thresholds and setting dollar limits for different expense categories.
  - Physical Safeguards: Protecting assets and records through measures like locked cabinets, security cameras, and restricted access.
  - Documentation and Record Keeping: Maintaining detailed and accurate documentation for all transactions, including original itemized receipts, invoices, and proof of payment.
  - Reconciliations: Regularly comparing internal records with external statements (e.g., bank statements) to identify discrepancies and anomalies.
  - Credit Card Usage Policy: Implementing clear policies for using agency credit cards, including limiting the number of cards and users, prohibiting personal use, setting account limits, requiring original receipts, and examining statements monthly.
  - Competitive Bidding: Requiring competitive bidding for major purchases and contracts to prevent conflicts of interest and ensure fair pricing.
- **Information and Communication**
  - Clear Policies and Procedures: Documenting and communicating policies and procedures related to grants management to all relevant staff.
  - Open Communication Channels: Encouraging open communication between employees and management regarding concerns or potential issues.
  - Timely and Accurate Reporting: Ensuring that financial and programmatic reports are accurate and submitted within required deadlines.
- **Monitoring**
  - Internal Audits: Regularly conducting internal audits to assess the effectiveness of internal controls and detect potential fraudulent activity.
  - Review of Grant Expenditures: Regularly reviewing and reconciling grant expenditures to verify accuracy and identify discrepancies.
  - Periodic Risk Assessments: Conducting periodic risk assessments to identify new fraud risks or changes in existing risks.
  - Continuous Monitoring Systems: Implementing systems that allow for real-time detection of anomalies and suspicious activity.
  - Third-Party Audits: Engaging external auditors for an additional layer of assurance and expertise in detecting and preventing fraud.

## Submission Requirements

Interested consultants are invited to submit comprehensive proposals addressing all aspects of the scope of work. Proposals should be structured as follows:

- Executive Summary: Briefly outline your understanding of the project, your proposed solution, and the key benefits for [Your Organization Name].
- Firm Qualifications and Experience: Detail your firm's experience in developing fiscal procedures for government grants (HUD CDBG, HOME, ESG, State, and County). Include relevant case studies and client references.
- Project Team and Expertise: Introduce the project team, highlighting their qualifications and experience in grant financial management.
- Proposed Methodology: Explain your approach to developing and implementing the fiscal procedures, including a work plan and timeline.
- Deliverables: Confirm your ability to provide all listed deliverables.
- Project Management Plan: Detail your project management approach, communication protocols, and risk mitigation strategies.
- Budget and Pricing: Provide a detailed budget breakdown for your services, including a breakdown of fees and any additional expenses. Clearly specify your pricing model (e.g., fixed fee, hourly rate).
- Value Proposition: Highlight your firm's unique strengths and how they will benefit [Your Organization Name].
- Terms and Conditions: State any proposed contractual terms and conditions.

## Basis for Compensation

All proposals must provide a range of fees for each work item, e.g. Community Development and Affordable Housing.

The offeror may suggest a lump sum form of compensation, an hourly rate form of compensation, or a combination of lump sum and hourly rate compensation. Hourly billing rates for each individual to be assigned to the project must be included in the offeror's proposal.

Fees will be negotiated for additional services when needed by the County, e.g. applications for various state or Federal grants, special surveys, or analyses, etc.

## Evaluation criteria

Proposals will be evaluated based on the following criteria:

- Expertise and experience in developing fiscal procedures for government grants.
- Demonstrated understanding of HUD, State, and County grant regulations.
- Quality of proposed methodology and work plan.
- Qualifications and experience of the project team.
- Cost-effectiveness and value for money.
- References and past performance.

Proposals shall be reviewed by the Director and staff of the Community Development Program and/or other appropriate parties. Interviews may be requested.

## Factors for Award and Evaluation Criteria

1.	Understanding of the scope of work	40 pts
2.	Work Management Plan and Time Schedule	20 pts
3.	Experience and qualifications in the area of <u>data management, data quality, and data quality improvement strategies.</u>	25 pts
4.	Minority Women Owned/Disadvantaged Business Enterprise/ Small Business (1.25 points each)	5 pts
5.	Strong professional references	<u>10 pts</u>
	Total Score	100 pts