

LACKAWANNA COUNTY BOARD OF COMMISSIONERS

REQUEST FOR QUALIFICATIONS
FOR SERVICES
WITH RESPECT TO
PREPARATION OF AN INDIRECT COST PLAN

OCTOBER 5, 2012

NOTICE IS HEREBY GIVEN that pursuant to a fair and open process, sealed submissions will be received and reviewed by the County of Lackawanna (the "County") Board of Commissioners ("Board of Commissioners") for the Preparation of an Indirect Cost Plan on behalf of the County for the year ended December 31, 2011.

Respondents must submit their written proposal by 1:00 PM prevailing time on **Friday November 2, 2012.**

Proposals received will be reviewed and evaluated by the Board, based upon such criteria as the Board, in its sole discretion, deems appropriate. The Board reserves the right to request clarification or additional information from any respondent. The Board, in its sole discretion, may accept the proposal of a respondent, may choose a respondent with which the Board will enter into negotiations, or may reject all proposals.

The Board reserves the opportunity to modify this Request for Proposal at its own discretion and without prior notice, and to waive any immaterial defect or informality in any proposal as may be permitted by law.

PURPOSE:

The purpose of this Request for Proposal is to solicit proposals from qualified firms and or individuals to prepare an Indirect Cost Plan. A qualified firm or individual will be selected through a fair and open process at the sole discretion of the County.

SPECIFICATIONS:

- 1.) Development of central services cost allocation plans that identify various costs incurred to support and administer federal programs.
- 2.) The County will entertain proposals for 2011 only, as well as proposals for 2011, 2012, and 2013.

PROCEDURES FOR RESPONDING TO REQUEST FOR PROPOSAL:

1. Four (4) copies of the submission must be provided. Qualifications must be submitted to the Board of Commissioners, c/o Maria Elkins, Chief of Staff, 200 Adams Avenue, 6th Floor, Scranton, Pennsylvania 18503. Qualifications must be submitted in a sealed envelope with the name of the firm submitting the qualifications clearly marked on the outside of the envelope. The County assumes no responsibility for delays in any form of carrier, mail, or delivery service causing the submission to be received after the above-referenced due date and time. Submissions by fax, telephone, or email is not permitted. The final selection will be made in the sole discretion of the Board.
2. All questions regarding this Request for Proposal should be made in writing to the Board of Commissioners, c/o Maria Elkins, Chief of Staff, 200 Adams Avenue, 6th Floor, Scranton, Pennsylvania 18503 or via e-mail at elkinsm@lackawannacounty.org

CRITERIA FOR EVALUATION OF PROPOSAL:

The Board will independently evaluate each submission and selection will be made upon the following criteria:

1. Experience and reputation in the field.
2. Experience and reputation with respect to representation of governmental entities;
3. Knowledge of the subject matter of the services to be provided to the County;
4. Ability to meet timelines and schedules for completion on an expedited basis as set forth by the Board;
5. Availability to accommodate any required meetings of the Board;
6. Maintenance of a legal office in Lackawanna County; and
7. Other factors determined to be in best interest of the County in the Board's sole discretion.

PROPOSAL

Each proposal must be in sufficient detail to permit evaluation, at a minimum, with respect to the following issues. Proposals must include the information that is specifically requested herein as well as such additional information as a respondent deems relevant to the process.

1. **Scope of Services/Prior Experience** - All submittals must detail the services proposed to be provided and the firm's experience in providing such services.
2. **Personnel** – All proposals submitted to the County must include the following:
 - a. Name, address, and brief description of your firm;
 - b. The names, experience, and qualifications of the individual(s) who would be primarily responsible for performing services on behalf of the County;
 - c. A statement of assurance that your firm is not currently in violation of any regulatory rules and regulations that may have any impact on your firm's operations; and
 - d. A statement that your firm is not involved in any current litigation with the County.
3. **Conflict of Interest** - All submittals must state that there are no conflicts of interest to which the firm would be subject if it were to provide the requested legal services on behalf of the County.
4. **Communication with Elected or Appointed Officials** - All communications during this process should be directed to the appropriate contact listed in this request for proposals. Any firm that makes any effort to communicate with any other official of Lackawanna County, either directly or indirectly, during this process will be excluded from consideration.

CONFIDENTIALITY:

This Request for Proposal, and all proposals received in response, will remain confidential (with the exception of information that was previously public information), and will not be used for any purpose other than the evaluation of the proposals received by the Board. Each respondent, by responding to this Request, acknowledges the terms expressed above and agrees to safeguard the details of this process and the contents of this document. If your organization does not agree to these conditions concerning confidentiality, or if you elect not to respond to this Request for Proposal, please return this Request to the Board and retain no copies thereof.

Lackawanna County
Qualification Base Selection Process

The statement of qualifications will be evaluated in accordance with the County's Qualifications Base Selection Process. Anyone submitting a statement of qualifications is advised to review that process, which is set forth on the County's website.