

City of Gainesville, Florida

*CMGR-220032-ARPA-GD | Statement of qualifications
Consultant for distribution of non-profit ARPA funds*

December 21, 2021



December 21, 2021

Ms. Gayle Dykeman
Procurement Specialist 3
City of Gainesville
Submitted via DemandStar.com

Baker Tilly US, LLP
8626 N Himes Avenue
Tampa, FL 33614
T: +1 (813) 936 0313
bakertilly.com

Dear Ms. Dykeman:

Welcome! This proposal marks the beginning of a valuable relationship we plan to build with the City of Gainesville (the City). Based on the requirements detailed in your request for qualifications (RFQ), we are confident we are the right fit to serve as the City's consultant for distribution of American Rescue Act (ARPA) funds to non-profits.

Baker Tilly has developed a proprietary, customizable grant application and award system to help automate the pass-through of grant awards received by the City. We have helped dozens of governmental clients distribute grant money from the Coronavirus Aid, Relief, and Economic Security Act (CARES) Act and ARPA to individuals, small businesses and non-profits. Our services include application design and development, application intake through the web portal, applicant communication and management, application review, and award distribution and tracking.

Benefits of working with Baker Tilly include:

The right firm

The City will benefit from our best-of-both-worlds solution that pairs the technical qualifications, technology tools and expansive resources of the largest firms with the responsive service, personalized attention and proactive communication of smaller firms.

The right experience

Our firm is structured around industry-specialized practice groups, allowing us to provide focused training and continuing education to our team members. Our understanding of the public sector, paired with targeted grant management experience, will help you achieve your program objectives.

The right team

Your team includes technical and industry-specialized team members who understand the City's program requirements, challenges and opportunities. You will receive a tailored approach designed to meet your needs and exceed your expectations.

The right approach

We provide high-quality service tailored to your operational and reporting needs. Our significant level of principal and manager involvement translates into a responsive, efficient engagement and the ability to deliver value throughout the engagement.

We appreciate this opportunity to provide our qualifications for your consideration and we would welcome a chance to further discuss your plans for meeting the needs of you community and the municipal organization. If our proposal does not meet your expectations in any way, please reach out to us.

Sincerely,

Kate Crowley, Principal
Baker Tilly US, LLP
+1 (608) 240 6718
kate.crowley@bakertilly.com

Caitlin Humrickhouse, Director
Baker Tilly US, LLP
+1 (312) 729 8098
caitlin.humrickhouse@bakertilly.com

Serving as the City's Value Architect™

Clients like the City are the reason our team members love to work for Baker Tilly. We do not think of ourselves as accountants, financial advisors, or management consultants — that is what we do. Instead, we consider ourselves Value Architects™. It is a mindset; a set of skills, capabilities, and behaviors rather than a job description.

Like an architect, we will work with the City to design unique blueprints for your success. We will have meaningful conversations to solve your most pressing problems. You can trust our judgment to marshal the right people and resources for whatever you need. **And we will continue to make that commitment to you, day in and day out.** We invite you to click on the video below to hear what being a Value Architect™ means at Baker Tilly.



OUR COMMITMENT TO BEING YOUR VALUE ARCHITECT™

Being your Value Architect™ means we will be there for the City] every step of the way as your organization evolves.

Based on what we learned from you, here are some of the ways we plan to help enhance and protect your value by delivering a customized Value Architect™ approach.

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1. RFQ cover page



Procurement Division
(352) 334-5021(main)

Issue Date: December 7, 2021

REQUEST FOR QUALIFICATIONS: CMGR-220023-ARPA-GD
Consultant for Distribution of Non-Profit ARPA Funds

PRE-PROPOSAL MEETING: ☒ Non-Mandatory ☐ Mandatory ☐ N/A ☐ Includes Site Visit
DATE: Wednesday, December 15, 2021 TIME: 8:00am
LOCATION: Zoom – All Zoom meeting access information can be located in Exhibit D

SUPPLIER QUESTIONS DUE DATE: Thursday, December 16, 2021, 3:00pm

DUE DATE FOR UPLOADING PROPOSAL: Tuesday, December 21, 2021, 3:00pm

SUMMARY OF SCOPE OF WORK: The City of Gainesville is seeking organizations to coordinate the distribution of funds granted via ARPA (American Rescue Plan Act) – State and Local Fiscal Recovery Fund through the State of Florida. The City desires to distribute \$7 million of the funds to non-profit organizations within the boundaries of the City of Gainesville and is seeking qualified organizations to equitably manage the distribution and compliance of the funding.

For questions relating to this solicitation, contact:

Gayle Dykeman, Procurement Specialist 3, dykemangb@cityofgainesville.org

Respondent is not in arrears to City upon any debt, fee, tax or contract:

☒ Respondent is NOT in arrears ☐ Respondent IS in arrears

Respondent is not a defaulter, as surety or otherwise, upon any obligation to City:

☒ Respondent is NOT in default ☐ Respondent IS in default

Respondents who receive this solicitation from sources other than City of Gainesville Procurement Division or DemandStar.com MUST contact the Procurement Division prior to the due date to ensure any addenda are received in order to submit a responsible and responsive offer. Uploading an incomplete document may deem the offer non-responsive, causing rejection.

ADDENDA ACKNOWLEDGMENT: Prior to submitting my offer, I have verified that all addenda issued to date are considered as part of my offer: Addenda received (list all) # _____

Legal Name of Respondent: Baker Tilly US, LLP

DBA: N/A

Authorized Representative Name/Title: Kate Crowley, Principal

E-mail Address: kate.crowley@bakertilly.com FEIN: 39-0859910

Street Address: 8626 N Himes Avenue, Tampa, FL 33614

Mailing Address (if different): _____

Telephone: (608) 240 6718

Fax: (608) 249 8532

By signing this form, I acknowledge I have read and understand, and my business complies with all General Conditions and requirements set forth herein; and,

☐ Qualifications Submittal is in full compliance with the Specifications.

☒ Qualifications Submittal is in full compliance with the Specifications except as specifically stated and attached hereto.

SIGNATURE OF AUTHORIZED REPRESENTATIVE: _____

SIGNER'S PRINTED NAME: Kate Crowley, Principal

DATE: December 21, 2021

2. Minimum qualifications

1.6 The specific qualifications of respondents for this specific Request for Qualifications are included in Part 3, 3.2 Consultant Qualifications. Respondent must also demonstrate that it is responsible as defined in the City of Gainesville's Financial Services Procedures Manual, Section 41-522, as may be amended.

As a part of the proposal evaluation process, City reserves the right to conduct a background investigation of proposer, including a record check by the Gainesville Police Department if the qualifications require it. Respondent's submission of a proposal constitutes acknowledgment of the process and consent to such investigation.

Baker Tilly acknowledges and will comply with the above.

No contract will be awarded to, any proposer who is in arrears to City upon any debt, fee, tax or contract, or who is a defaulter, as surety or otherwise, upon any obligation to City, or who is otherwise determined to be not responsible by City pursuant to Section 41-522, Financial Services Procedures Manual, following:

These criteria consider the respondent's capability to perform:

- 1. The ability of the respondent to successfully carry out a proposed contract.*

Baker Tilly has the experience and qualifications to carry out the proposed contract. Please see Section 3 for details on our project approach and the qualifications of our firm and assigned project staff.

- 2. Past performance (including reference check), experience, business and financial capabilities, skills, technical organization, legal eligibility and reliability.*

We are happy to provide references for similar work. We have included several case studies of similar projects on pages 17-21. Please also see references in Section 7.

- 3. Current litigation pending between the respondent and the City.*

Not applicable.

- 4. Respondent has paid all debts owed to the City.*

Yes.

- 5. Respondent possesses all required licenses.*

Baker Tilly is licensed to do business in the State of Florida. Please see Section 9 for additional details.

2. MINIMUM QUALIFICATONS

1.7 Each proposal will be reviewed to determine if the proposal is responsive to the submission requirements outlined in the RFQ. A responsive proposal is one which follows the requirements of the RFQ, includes all required documentation, is submitted in the format outlined in the RFQ, is of timely submission (via upload to DemandStar.com), and has the appropriate signatures as required on each document. Failure to comply with these requirements may deem the proposal non-responsive (see Section 41-444 of the [Financial Services Procedures Manual](#)).

Baker Tilly acknowledges and understands.

2.3 Respondents shall demonstrate a minimum of five (5) years of successfully operating as a funds distribution consultant, program manager and facilitator, with some experience in distribution of Federal Funds.

Baker Tilly Vantagen, a wholly-owned subsidiary of Baker Tilly US, LLP, will be the distributor of funds for this project. Baker Tilly Vantagen balances people, technology and strategy to create a high-touch client experience. They have been providing complete benefits administration and consulting services to clients representing a variety of industries, including the public sector, for 20 years.

Baker Tilly's Public Sector team has been providing advisory services for 90 years. In that role we routinely act on behalf of or support our clients in successful deployment and implementation of a variety of projects and programs. This often involves input and coordination with multiple stakeholders including government staff, elected officials, citizens, and other community stakeholders.

Furthermore, Baker Tilly's experience with federal grants is rooted in our knowledge of the federal single audit guidelines and the volume of single audits we conduct annually. Since the passage of the Single Audit Act of 1984, Baker Tilly has recognized the importance of becoming specialists in this highly complex area. Our firm currently performs more than 500 single audits each year, ranking Baker Tilly in the top three, nationally, based on number of audits conducted by CPA firms.

If it is determined that the respondent is not responsible, City will notify respondent of its finding, including evidence used, and allow respondent the opportunity to come into compliance within three (3) business days of notification.

Baker Tilly acknowledges and understands.

Successful Respondent must either update or complete City's supplier application, pay business tax (if applicable), and register with the State of Florida (if required by law).

Baker Tilly acknowledges and will comply.

3. Statement of qualifications

3.1 Project understanding and approach

Describe your understanding of the objectives and scope of the requested services and your general approach to such. Include a general time frame for being able to respond to City requests for specific project proposals.

As local governments across the nation receive significant allocations of federal funding via ARPA, the question on everyone's minds is: where do we start?

On top of the day-to-day responsibilities of finance officials, the growing to-do list can be daunting: tracking the latest guidance from the U.S. Treasury; communicating information to colleagues, elected leaders and the public; building a strategic funding plan; implementing the programs; and, as always, learning and complying with new reporting requirements. That's where we come in. **The Baker Tilly Public Sector team is a leader in the industry, providing guidance and reassurance to public sector colleagues around the CARES and now ARP funds. We are here to assist the City with the important next step in COVID-19 recovery.**

The City is looking for support in distributing ARPA funding to local non-profits and deserves to work with a provider who goes beyond simply meeting requirements.

We acknowledge that all funds will be distributed within the City of Gainesville.

You require a Value Architect™ who will enhance and protect your value. We listened as you described the City's needs and relationship expectations in your RFP. The following table details our understanding of what we heard and how we plan to address your needs in a valuable way.

WHAT WE HEARD YOU NEED	HOW BAKER TILLY WILL MEET YOUR NEEDS
A depth of resources to meet your evolving needs	<ul style="list-style-type: none">– Ability to offer a bench strength of 4,600+ professionals as the ninth largest accounting firm in the U.S.– Direct access to global resources through Baker Tilly International, the 10th largest accounting and advisory network– Full suite of value-added consulting, accounting and assurance solutions to meet your needs
A firm with relevant industry experience	<ul style="list-style-type: none">– Specialized knowledge and direct experience gained from serving more than 3,100 public sector clients like the City– Support from our public sector practice group with a bench strength of 420 professionals– In-depth understanding of local government and your most pressing challenges

3. STATEMENT OF QUALIFICATIONS

WHAT WE HEARD YOU NEED	HOW BAKER TILLY WILL MEET YOUR NEEDS
A responsive engagement team	<ul style="list-style-type: none"> – Thoughtful, strategic guidance from a consistent team who will serve you throughout the project – enhancing and protecting your value over the long term – Handpicked team of public sector specialists who will deliver big-picture insights and best practices – Engagement team members who are leaders in industry associations and authors of thought leadership – Commitment to year-round accessibility and communication
Proven experience delivering grant program support services	<ul style="list-style-type: none"> – COVID-19 relief funding support delivered to 300+ clients in 37 states over the past 18 months – More than 50 specialists assigned to COVID-19 engagements – Over \$1 billion in CARES/ARP Act awards supported – Proprietary, customizable portal to manage federally funded grant programs
Value for fees paid	<ul style="list-style-type: none"> – Competitive fee arrangement; we do not bill for every question, comment or concern – Significant principal and manager involvement to deliver timely, responsive service – Year-round training, education and insight at no additional cost – Streamlined approach that pairs technical expertise with innovative technology to add efficiencies

Tailoring the scope of work to the City's needs

Baker Tilly will provide advisory, program support and application development services to the City to support a non-profit grant program using ARPA Funds. Specifically, Baker Tilly will provide the following support:

- Develop (with the assistance of the City's Office of Equity and Inclusion) a standardized applicant vetting process that insures funds assist individuals and communities in greatest need, particularly communities that have been historically disadvantaged and have experienced disproportionate impacts of the COVID-19 crisis.
- Create and implement an on-line application portal for applicants to initiate and add to their application.
- Design and implement a one-on-one application support system for applicants that require additional assistance in completing the application.
- Provide support to non-profit organizations in building administrative capacity and strengthening existing infrastructure.

Leveraging Baker Tilly's grant portal technology

Our firm has developed a highly efficient proprietary system to manage federally funded grant programs. Your engagement team will leverage this system to develop the City's custom grant portal.

3. STATEMENT OF QUALIFICATIONS

- Evaluate each applicant/application using the criteria developed for equitable distribution of the funds and make recommendations to City staff regarding applicant status.
- Follow State of Florida Sunshine laws and Federal Government reporting requirements to assure that all decisions are made in a public meeting and recorded for public record.
- Submit quarterly reports to the City that align with the requirements of the ARPA award

Project approach

Program design

- Meet with City leadership team to review program design as outlined in the City's RFQ
- Meet with City leadership to finalize application questions and documentation development

Web portal development

- Develop a City-branded web portal where non-profit applicants can apply for your program and upload their supporting documentation; upon award, the portal will also enable grantees to digitally sign a certification indicating that they accept the funds and will use them in alignment with program guidelines
- Design the portal to include workflow during the review process, with customized automated communication throughout the application process (For example, if an applicant submits an incomplete application, our proprietary system allows reviewers to add comments and highlight the specific section that needs additional attention from the applicant. The application can then be placed back in the applicant's queue to be edited. The applicant will receive an email notification that action is required on their end. When they resubmit their application, it will go back into our review process. **The workflow allows all documentation and applicant communication to be captured in a single system**)
- Deliver non-profit grant application web portal with a link that can be posted to the City website

Program management support

- Develop frequently asked questions (FAQs) for the City to distribute to applicants
- Provide a dedicated email address and call center support during the application period to respond to applicant questions and inquiries within two business days
- Host up to three informational sessions to answer questions and walk-through the application process with non-profits
- Perform initial review of applications to determine if they meet the City's minimum program criteria previously set forth by the City (the City will make all decisions on which applicants will receive an award and the amount of the award). This review will include insuring that the non-profit is located within City limits.
- Review and regularly report on grant awardees who have accepted awards so the City can issue payment. If needed, Baker Tilly can provide check processing services on behalf of the City.
- Review and regularly report on grant awardees who have fulfilled any post-award reporting requirements
- Provide final file of all grantees and supporting documentation for City retention in accordance with funding program guidelines

3. STATEMENT OF QUALIFICATIONS

Treasury reporting support

- Provide program statistical information and narrative to support quarterly and annual U.S. Department of Treasury reporting requirements

Co-developing a timeline to meet the City's deadlines

Your time is valuable, and one significant way we'll add value to your organization is by delivering our services on time or ahead of schedule.

Below is an overview of our customized approach to successfully provide non-profit ARPA grant program support services. During your client service plan development, we will collaborate with the City to co-develop an agreed-upon service timeline that meets your needs and timing requirements.

ACTIVITY	2022						
	Jan	Feb	Mar	Apr	May	Jun	Jul
Project kickoff and planning							
Program design and web portal development							
City and non-profit community communication and outreach to potential applicants							
Begin accepting applications							
Application intake and review							
Pay file development for City processing							
Applicant case management							
Data management and reporting support							

COMMITMENT TO SUCCESSFULLY MEETING YOUR REQUIREMENTS

Your time is valuable. We will co-develop a service timeline to provide service services on time or ahead of schedule.

3.2 Proposed project staff

Identify the key personnel who will be directly assigned to this project. State the qualifications and related experience of each member of the proposed project team of engineers and surveyors. Provide a resume for each team member for the project.

The quality of your Baker Tilly team is a critical component in our ability to deliver value-added observations and leading best practices guidance over the course of our relationship with you. Our staffing objective in assigning teams is to arrange a mix of personnel that collectively possesses municipal operations knowledge, technical competencies, and interpersonal skills to complete a successful consulting engagement and deliver high quality service. In choosing professionals for an engagement, we primarily consider performance record, certifications held, and prior experience with similar projects and industry.

Resumes for these team members are provided in [Appendix A](#).

INTENTIONALLY SELECTED PROJECT TEAM FOR THE CITY

Engagement leadership



Kate Crowley, Principal – Firm public sector advisory services leader

Role: Project sponsor

Kate leads Baker Tilly's public sector advisory practice and is a principal in the firm's project finance practice, providing comprehensive project finance solutions for public-private partnerships (P3) and economic development initiatives. These services include strategic planning and economic impact analysis, tax credit and incentives analysis and negotiation, and creative financing and funding solutions. Kate will serve in the role of project sponsor, providing independent oversight of the quality and completeness of the project team's progress and deliverables. She will also ensure appropriate resources are assigned and available to the City throughout the duration of the project.



Caitline Humrickhouse, MPA, SWP, Director

Role: Senior program manager

Caitlin is a seasoned consulting director and program manager in Baker Tilly's public sector practice and has been with the firm since 2012. Since the beginning of the pandemic, she has managed multiple COVID-19 related funding engagements with public sector clients. In addition, she specializes in organizational management, business process redesign and strategic workforce planning. Caitlin has managed COVID-19 related grants programs for nearly a dozen local governments.

INTENTIONALLY SELECTED PROJECT TEAM FOR THE CITY

Subject matter-specialists



Sheanne Hediger, CPA – Senior Manager

Specialty: Grants portal specialist

Sheanne, senior manager in the state and local government practice, has been with Baker Tilly since 2008. She specializes in providing financial audits for governmental entities. She has substantial experience with compliance matters related to state and federal grant funding. She routinely performs single audits of federal awards in accordance with Uniform Guidance. Sheanne recently managed a \$12 million dollar small business grant program for Dakota County, MN.



Monique Caston, MSW, MSM – Manager

Specialty: Federal grant management

Monique has over 15 years in grants and program management across federal, state, and local government agencies, as well as nonprofit organizations. Her hands-on experience includes grant application, pre- and post-award oversight, federal guidance interpretation and application, grantee programmatic record oversight, staff training, budget development and oversight, and technical compliance. Specifically, Monique has administered funding for a variety of federal grant programs, such as those funded by the Federal Emergency Management Administration (FEMA), Department of Justice (DOJ), Department of Housing and Urban Development (HUD), and the Department of Health and Human Services (HHS). Monique has managed COVID-19 related grant distribution programs for the City of Fort Wayne, IN, the City of Anoka, MN and Elkhart County, IN.



Elias Mathes, Senior Consultant

Specialty: Federal grant programs

A senior consultant with Baker Tilly's public sector advisory team, has been with the firm since 2021. Elias has played a pivotal role within Baker Tilly conducting extensive research on ARP funding, eligibility uses by recipients, and compliance activities as described within the U.S. Treasury's Interim Final Rule (2 CFR 200). Elias has experience working with the following federal funding sources:

- U.S. Economic Development Administration
 - ARPA Economic Adjustment Assistance Grant Program
 - ARPA Travel, Tourism, and Outdoor Recreation Grant Program
- U. S. Department of Agriculture
- U.S. Department of Transportation (Federal Transit Administration)
- U.S. Department of Homeland Security (FEMA)
- U.S. Department of Housing and Urban Development

INTENTIONALLY SELECTED PROJECT TEAM FOR THE CITY



Tom Kaleko, Principal

Specialty: Reporting

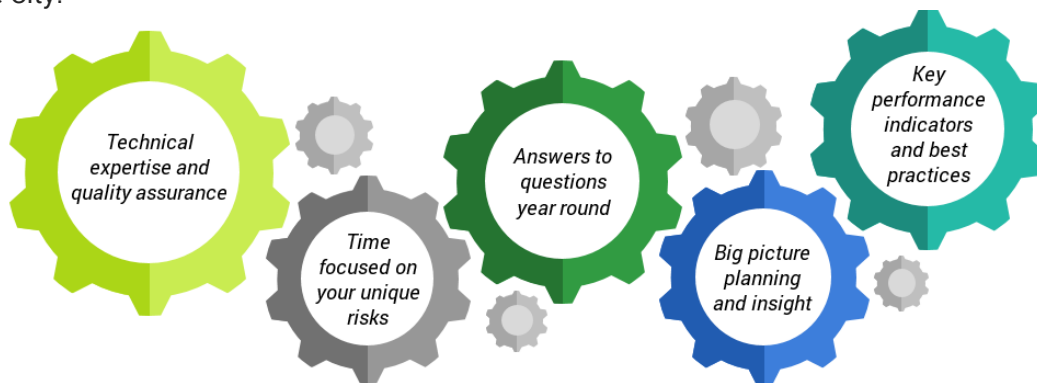
Tom has provided financial advice to cities, counties and school districts since 2005. Previously, he served for 20 years in various city management roles. Tom has extensive experience helping high-growth communities address their capital needs. He specializes in the areas of economic development and development finance – aiding in the evaluation and financing of mutually beneficial public-private partnerships.

Additional public sector-specialized staff have been identified and will be assigned based upon the needs and timing of engagement milestones and deliverables.

Building trust and maximizing value with significant principal and manager involvement

Your experienced engagement team members will be responsive to your needs, quickly resolve challenges and build trust. You can expect to receive technical insights and an approach customized to your unique structure, culture, timing and strategic goals.

We are ready to serve you when you need us, where you need us and for as long as you need us. Whether it is an early-morning phone call or late-night email, we are here to give you peace of mind when it comes to financial reporting. The graphic below details how we will build trust and maximize value with the City.



COLLABORATING WITH YOU AS YOUR TRUSTED VALUE ARCHITECT™

Your principals and managers will be deeply involved in the engagement to give them an in-depth working knowledge of your organization and processes to deliver value throughout the year.

3.3 Qualifications of firm

Provide pertinent information about the firm and related experience with similar projects. In addition, the firm should identify its total number of technical and professional personnel by discipline and training and further describe the total workload during the project period. Indicate what resources (professional and technical time) the firm would have available to allocate to the project.

Baker Tilly at a glance

We dedicate ourselves to delivering efficiency, quality, creativity, innovation, and forward-thinking solutions. We are passionate about protecting and enhancing our clients' value, which is a collective effort by everyone across our firm.

the City will receive an exceptional experience for your management team, governance team, internal process owners, and — ultimately — your constituents. Below are some key facts about our firm.



COMPREHENSIVE EXPERIENCE TO SERVE THE CITY

The City will receive support and guidance from a respected firm that continues to grow — as evidenced by INSIDE Public Accounting naming Baker Tilly as the ninth largest accounting firm in the U.S. on their 2021 Top 400 Firms list.

Celebrating 90 years serving our valued clients

As a future-looking firm, we celebrate 90 years in the marketplace by honoring our roots and continuing to shape our future. We embrace the fact that business can't stand still — and we won't stand still. As we help our clients identify new needs and opportunities, we innovate and change to work better.

Our roots took hold in 1931 in Waterloo, Wisconsin, where we began as a public accounting firm specializing in canning factory audits. Since that time, we have grown with more than 40 different business combinations, each with its own rich history, expanding our presence coast to coast and globally and expanding our scope across industries, services, and areas of expertise.

One thing hasn't changed in 90 years: **our shared passion for enhancing and protecting our clients' value.**

As we reimagine our lasting impact, we remain grounded in our timeless core values. Through dedication, creativity, and adaptability, Baker Tilly will become ever more connected to our clients, our people, our communities, and our profession.



State and local government industry specialization

Baker Tilly has served local governments since our establishment 90 years ago.

State and local government is a complex, unique environment shaped by fiscal, regulatory, and operational considerations not found in other industries. Recognizing this complexity, and eager to serve as a true **Value Architect™** to the public sector, Baker Tilly formalized its dedicated public sector specialization more than 60 years ago.

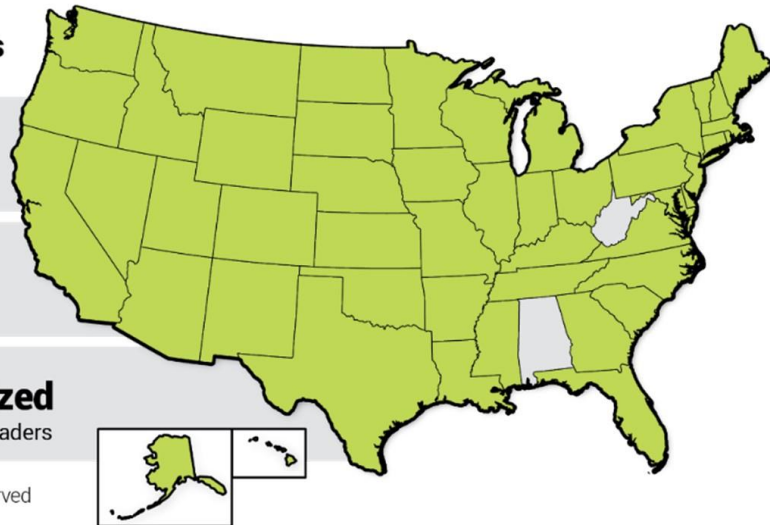
Public sector: experience that matters

3,100+
public sector clients

90 years
industry experience

Nationally recognized
industry trainers and thought leaders

■ States where Baker Tilly has served
public sector clients



Our full range of service offerings for local governments includes:

Public finance/bond issuance*	Economic development
Arbitrage/rebate regulatory compliance	Financial management services
Capital planning	Investment services**
TIF management	Post-issuance compliance
User fees	Public sector human capital services
Financial Reporting & GAAP services	Referendum assistance/surveys
Cybersecurity planning	Efficiency studies
Accounting services	Attestation services

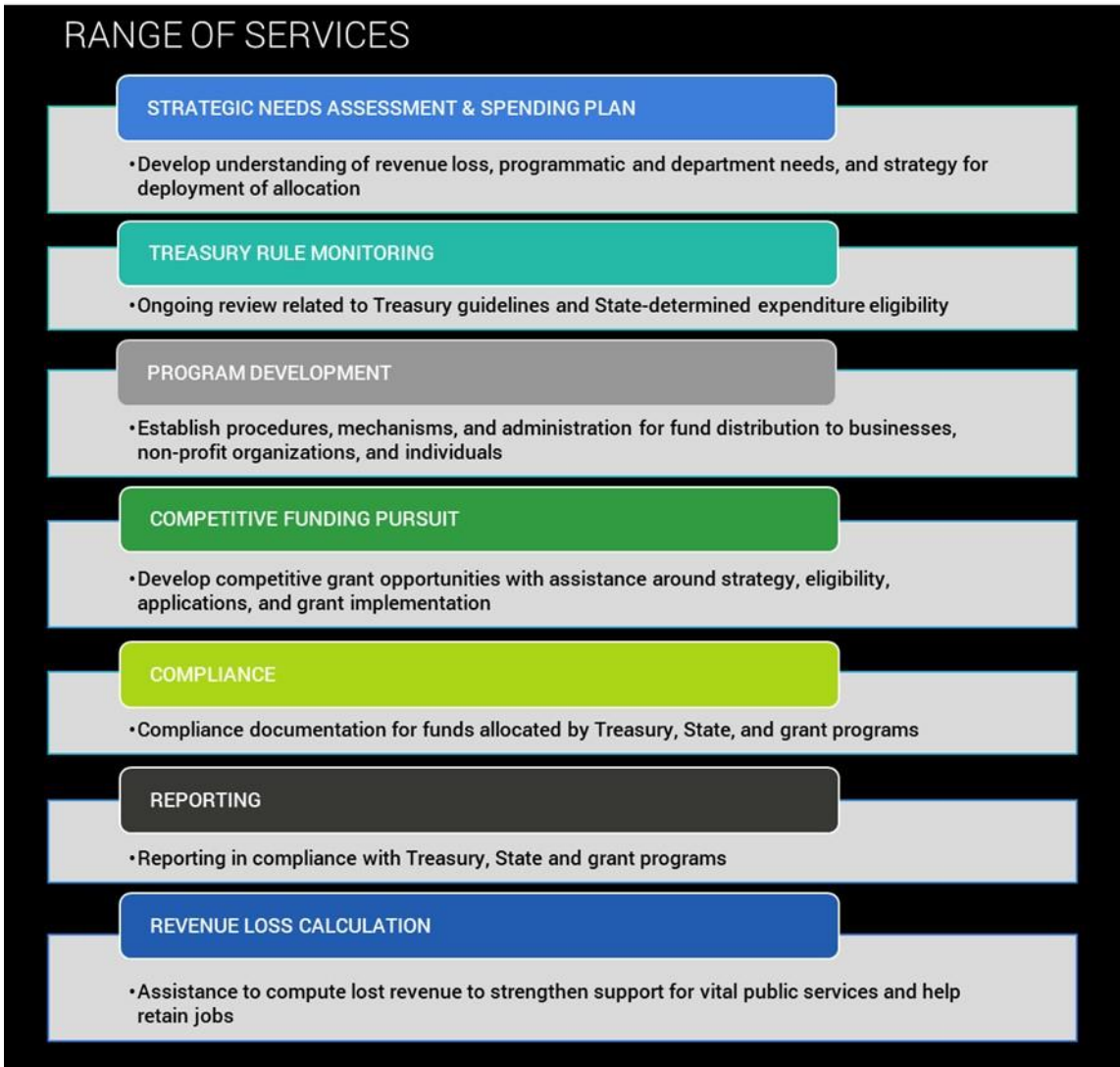
*Services provided by Baker Tilly Municipal Advisors, LLC, a registered municipal advisor and controlled subsidiary of Baker Tilly US, LLP, an accounting firm.

** Services provided by Baker Tilly Investment Services, a division of Baker Tilly Wealth Management, which is a registered investment advisor and subsidiary of Baker Tilly US, LLP.

Delivering ARP services

Baker Tilly has worked with our clients since the start of COVID-19 to determine the range of services needed to advance CARES Act and ARPA planning, funding strategies, program management, and implementation.

Below is the broad range of services we have offered to our clients.



Leveraging ARP ACTION, our innovative strategic financial planning application

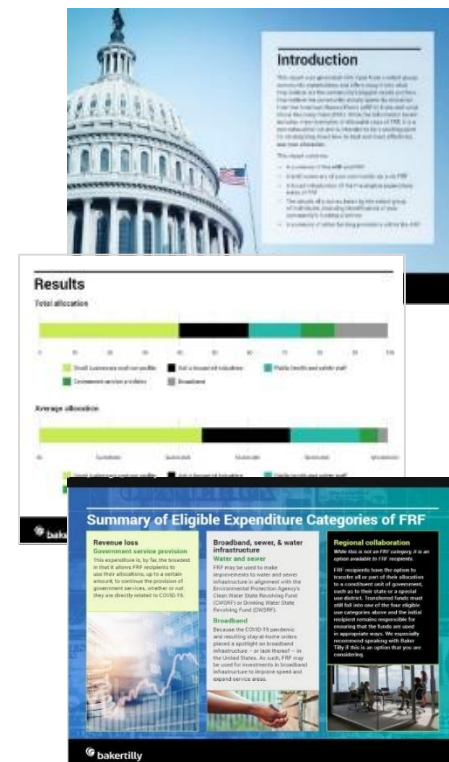
Baker Tilly's public sector specialists continue to monitor the sections of the American Rescue Plan Act of 2021 impacting state and local governments. With eight months since the signing of the ARP, leaders across state, county and local levels agree – the effort to analyze and plan for the funding is overwhelming. In a recent Baker Tilly public sector survey, more than 50% of participants indicated they have begun initial ARP strategic planning.



Baker Tilly's [ARP ACTION](#) is a web-based survey application, serving as a valuable resource designed to share key insights from discussions with clients across the country – what's needed, what to consider and where to start. **ARP ACTION was created to help you identify your community's available funding opportunities and prioritize eligible expenses and investments.** The ARP ACTION application produces a customized, strategic funding report that can be shared with elected officials, department heads and community members.

To streamline received input regarding how to allocate and dispense funding for the best possible outcomes, we solicit equitable responses from selected community leaders where each participant is given an equal say. All responses are aggregated and reflected equally. This equips you with equitable input to support decision-making and ensure that the spending priorities align with the City's needs.

The result is a highly organized, visually insightful report that you can use as a basis for sound community investment and funding decisions, budget development and strategic planning. It becomes an integral part of the presentation of your proposed strategic funding plan to leadership and the community at large.



3. STATEMENT OF QUALIFICATIONS


Bringing the specialized expertise of our public sector practice to the City's engagement

Our public sector practice includes approximately 420 full-time professionals, who specialize in serving 3,100 governmental clients, including large, complex governments like the City. We count many complex governmental entities as clients, serving in various advisory and assurance capacities, including:

- Austin Energy, Texas
- Baltimore, Maryland
- Chicago, Illinois
- Chicago Public Schools, Illinois
- Dallas, Texas
- Detroit Water & Sewerage Department, Michigan
- DuPage County, Illinois
- Fort Worth, Texas
- Gainesville Public Utilities, Florida
- Houston, Texas
- Los Angeles Unified School District, California
- Madison, Wisconsin
- Milwaukee, Wisconsin
- Minneapolis, Minnesota
- Saint Paul, Minnesota
- Seattle, Washington
- State of Illinois
- State of Maryland
- State of Wisconsin

We are prepared to support the City's program needs. Our relationship-driven approach has been carefully developed over 90 years to decrease your internal staff burden, add efficiencies and reduce risk – all while meeting your deadlines on time and on budget. We will continue to deepen our understanding of your organization objectives and are ultimately dedicated to helping the City's grant program succeed. **After all, we only have one agenda: yours.**

The following are case studies from recent engagements in which our firm has assisted with COVID-19-related and other consulting projects similar to the City's engagement. To protect client confidentiality, we have withheld names.

CARES Act funding strategic grant administration	
Client's need	A county needed a strategic grant administration program to support the small businesses, not-for-profit organizations and school in its communities with the CARES Act funding they received.
Solution	Baker Tilly provided the county with a strategic plan to administer funds received, which included using Baker Tilly's grant administration portal.
Results	<p>The organization recently joined Baker Tilly's CommuniTIES podcast to discuss the grant administration portal and process and how the grant portal benefitted them. We invite you to click the image below to listen to the podcast.</p> 

3. STATEMENT OF QUALIFICATIONS

Grants program design and assistance for large municipality	
Client's need	A large municipality in Indiana received \$14 million in emergency rental assistance funds from the U.S. Department of Treasury. The City required a partner to assist in program design, technology solution development, application review, payment issuance and federal reporting.
Solution	Baker Tilly provided the City with a custom application portal which includes workflow for application review, an audit trail, report generation and the ability for users to check the status of their application and sign an award agreement. Furthermore, Baker Tilly provides the first level of application review before the City's final approval and overall quality assurance. Finally, Baker Tilly processes all payments to program applicants on behalf of the City.
Results achieved	To date, nearly \$10 million in payments have been made to the citizens of the City as part of the emergency rental assistance program.
COVID-19 funding relief assistance, including FEMA funding	
Client's need	An organization sought assistance with navigating the COVID-19 relief funding landscape and needed a partner to assist with identification of available funding, developing a funding pursuit strategy, reviewing grant and expenditure eligibility and ensuring policies and procedures, including funding received through FEMA.
Solution	Baker Tilly provided the organization with an initial funding relief plan to present to their emergency management committee. Upon approval, Baker Tilly assisted with navigating the FEMA public assistance application process, identifying eligible expenditures in development of the project costing, reviewing policies and procedures and assistance with developing distribution plans for other relief funding.
COVID-19 funding relief assistance to tribal government	
Client's need	One of the largest federally recognized tribal governments was seeking a firm to assist with compliance and program management for over \$715 million in funding received through the CARES Act and other federal disaster relief programs, including Federal Emergency Management Agency (FEMA) relief. The partner they sought would need to assist with collaborating with the Office of the Controller to ensure funds were spent in compliance with the appropriate regulations as well as assist with funding strategy development, drafting spending resolutions, overall project management and individual expenditure plan execution.
Solution	Baker Tilly deployed a team of compliance specialists to assist the Tribe during their time of need, including deploying individuals onsite to work directly with the Office for the duration of the contract. We used our expertise serving the public sector and Indian Country, and our leadership in the profession through serving on various AICPA committees, to assist the Tribe in successfully deploying over \$715 million in federal funding in a compliant fashion in less than eight months. Our solution included providing subject-matter expertise, along with the development of customized software solutions to assist with the expenditure, monitoring and subsequent compliance of the funding received.

COVID-19 funding relief assistance to tribal government	
Results achieved	<p>Baker Tilly oversaw and executed projects in the following areas:</p> <ul style="list-style-type: none">– Overall project management, including review of all expenditure plans for compliance with applicable laws and regulations– Staffing augmentation for the Office of the Controller, providing subject-matter expertise for leadership– Funding strategy and expenditure review, ensuring that expenditures made conformed to the appropriate federal regulations, contained adequate documentation and were processed through a system of internal controls– Small business grant program, developing a customized portal to deploy over \$30 million dollars to over 5,000 individual applicants– Subrecipient monitoring for over \$180 million dollars of sub-grants made from the Tribe utilizing a customized portal that can be accessed by management and their auditors– Supply chain management, overseeing the procurement, warehousing and distribution of over \$30 million in PPE and essential supplies during the height of the COVID-19 pandemic– Hardship assistance program, the single largest expenditure plan that provided over \$340 million dollars in individual assistance payments to tribal members based on an application and established eligibility criteria, including creating a customized portal and paper application process– Assistance with submission of required reporting <p>In collaboration with Baker Tilly, the Tribe was able to successfully distribute the largest single Coronavirus relief funding allocation made to Indian Country in a compliant manner by the expenditure deadline established in the CARES Act.</p>

3. STATEMENT OF QUALIFICATIONS

COVID-19 funding relief assistance for a large municipality	
Client's need	<p>A large City requested assistance from Baker Tilly to help it manage all aspects of funding received in response to the COVID-19 emergency. This wraparound project entails the following services:</p> <ul style="list-style-type: none"> – Reviewing and developing the appropriate accounting system to identify and track relevant expenditures – Working with spending City departments to help educate, accumulate data and assist with grant applications – Identifying of available funding sources based on activities and spending by City departments – Assisting with determining most effective way to assign expenditures to available programs as well as filing related claims and reports – Reviewing existing policies and procedures to help ensure compliance with applicable federal requirements – Ongoing support, including sharing of information and guidance issued by federal agencies and lessons learned from similar engagements
Results achieved	<p>Under the guidance of City management, we helped the City identify areas of potential risk, given the significant amount of funding received and expenditures incurred across many City departments. In addition to providing continuous advisory service, we have shared recommendations for improvements to policies, procedures and documentation for expenditures incurred under the Coronavirus Relief Fund and FEMA programs.</p>
Economic development and real estate stabilization strategy	
Client's need	<p>Located in the heart of one of America's iconic cities, this business district was once a thriving retail and cultural hub for the City's African American community. While still home to many businesses, the district had suffered from decades of disinvestment. The pandemic added to this decline. Furthermore, the district has become an epicenter of civil unrest stemming from recent police shootings in the City and across the County, which amplified calls for change in the corridor.</p>
Solution	<p>In the face of these challenges, an innovative and well-connected community development organization engaged Baker Tilly to develop an economic development and real estate strategy for the district. Baker Tilly's work began by assisting with the preparation of a successful application to the U.S. Economic Development Administration (EDA), which secured more than \$200,000 in federal funding for the project.</p> <p>Baker Tilly's scope included engaging with local stakeholders, conducting a detailed data analysis to better understand the district's market conditions, developing strategies to eliminate vacancies, identifying tools to diversify the corridor's business mix, and assisting in leveraging alternative financing tools to redevelop key sites.</p>
Results achieved	<p>Below is a summary of what has been accomplished:</p>

Economic development and real estate stabilization strategy

- Assembled a high-level advisory committee, which brought together leaders from local government, business, not-for-profits and research institutions to focus on strategies for the district.
- Completed a data analysis evaluating current conditions and market opportunities related to demographic, economic and real estate trends.
- Created an overarching strategic framework for corridor revitalization identifying key priority areas of focus.
- Created work groups for each focus area that identified specific projects and priorities.
- Identified a series of “catalytic projects” that provide opportunities for high-impact projects and revitalization of key properties.
- Connected with potential funders, including corporate philanthropy and national Opportunity Zone investors to begin building partnerships to finance and implement projects in the district.

Delivering specialized grant administration experience

Baker Tilly’s public sector advisory team specializes in developing and managing federal and state funded grants programs on behalf of our clients. Our unique blend of compliance expertise rooted in single audit standards, technology deployment and application development, stakeholder engagement and process documentation ensure that we can provide end-to-end management of grant programs for our clients.

Applications: Prior to application, Baker Tilly professionals can develop an overall funding pursuit plan based on a detailed evaluation of the organization’s current situation across component units of government, taking into consideration current and future needs or opportunities to ensure alignment with strategic goals and objectives. This will include a detailed evaluation and summary of applicable programs and next steps to access and/or pursue (if competitive funding programs). Once funding priorities are established, our Baker Tilly professionals include team members with experience evaluating grant opportunities and writing successful grant applications for local governments, tribal nations and development districts.

Baker Tilly’s unique blend of compliance expertise

Our compliance expertise is rooted in single audit standards, combined with technology deployment and application development, stakeholder engagement and process documentation. This means we can provide end-to-end management of grant programs for our clients.

Grant specific standard operating procedures: Every grant comes with its own specific program and reporting requirements. As such, it is critical that grantees are proactive in preparing themselves for success. Baker Tilly’s professionals will work with your team to create individualized Standard Operating Procedures (SOPs) for every active grant awarded. Through the development of SOPs, your organization will become better equipped to efficiently and concurrently administer multiple grant awards that follow standardized processes to increase overall productivity while reducing risk of errors.

Baker Tilly also utilizes SOPs as foundational training documents for staff to ensure your teams are executing daily operations with consistency and within funder compliance.

Tracking grant usage, utilization and reporting through Tableau: Managing grant funding is a substantial undertaking that requires grantees to process, monitor and analyze voluminous data. Using Tableau, a cutting-edge and well-established data analytics tool, Baker Tilly's specialized professionals can help you determine what this data means, identify trends, predict outcomes, inform leadership decision-making and visualize data.

Baker Tilly can use Tableau dashboards to graphically display and monitor spending related to grants and private funding spending. This streamlined solution provides deeper understanding of your agency's financial position at all times, while providing granular and high-level information so you can make informed management decisions.

Award pass through and distribution: Baker Tilly has developed a proprietary grant application and award system to help automate the pass-through of grant awards received by the organization. We have helped dozens of communities distribute grant money from the CARES Act to individuals, small businesses and not-for-profits. Our services include application design and development, application intake through the web portal, applicant communication and management, application review, and award distribution and tracking.

Keeping you informed through our industry involvement

To help you respond to and prepare for change, we are actively involved in local and national associations, keeping us on the leading edge of what is happening in our industry. Our memberships in the following organizations and our involvement as authors, speakers, trainers and promoters of governmental accounting and auditing help us actively assist you with the implementation of new regulations or the adoption of new standards. Because of this active involvement, we are able to provide the City with timely and relevant industry information. It also allows for us to be a sound resource to the City as complex or routine accounting issues arise.

- American Institute of Certified Public Accountants
- American Women's Society of Certified Public Accountants
- Association of Certified Fraud Examiners
- Association of Government Accountants
- Center for Research in Regulated Industries
- Government Audit Quality Center
- Government Finance Officers Association

3. STATEMENT OF QUALIFICATIONS

Sharing complimentary educational resources with our clients

Baker Tilly's position of leadership, significant involvement in the accounting profession and deep industry and service specialization translates into knowledge we share with the City.

The value of our service is based upon your assessments and expectations. Therefore, educating your staff and supporting your operations will be the foundation of our relationship with the City. Complimentary educational opportunities include:

- Routine questions throughout the year fielded by Baker Tilly personnel who can provide **meaningful, timely and realistic guidance at no additional charge.**
- Web-based **resources**, including our [American Rescue Plan resource center](#), are available to Baker Tilly clients and feature educational materials, tools and resources on topics important to governments. Recent articles include: [bakertilly.com/insights/local-governments-can-support-communities-with-covid-19-grant](https://www.bakertilly.com/insights/local-governments-can-support-communities-with-covid-19-grant)
- Our quarterly CommuniTIES Connection newsletter with industry and accounting updates. As well as the weekly [CommuniTIES podcast series](#) where we speak with public sector leaders from across the firm about practical guidance to help governmental entities protect and enhance their value.
- **Timely alerts** on laws, regulations or decisions with an immediate or near-future impact on local governments clients.
- **Regular webinars** on topics such as fraud, understanding financial reports, new GASB reporting standards, grant-related topics and cost reduction/revenue maximization. These webinars are free to our clients and qualify for CPE. Webinar recordings are available on our website and can be viewed at any time.



Click the images above to watch our most recent webinars designed to address trending topics for local governments. Additional webinars and on-demand videos are available at bakertilly.com/state-and-local-government

4. Pricing proposal

Pricing Proposal in a separate document (Part 3)

As required, we have submitted our pricing proposal in a separate document.

5. Drug-free workplace form

EXHIBIT A
DRUG-FREE WORKPLACE FORM

The undersigned respondent in accordance with Florida Statute 287.087 hereby certifies that

(Name of Proposer) Baker Tilly US, LLP does:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for the drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).
4. In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this respondent complies fully with the above requirements.



Respondent's Signature

December 21, 2021

Date



6. Bidder verification form



7. Reference form

EXHIBIT C
REFERENCE FORM

Name of Respondent: Baker Tilly US, LLP

Provide information for three references of similar scope performed within the past three years. You may include photos or other pertinent information.

#1 Year(s) services were provided (i.e. 1/2015 to 12/2018):..... 8/2021 to present

Company Name: St. Louis County, Minnesota

Address: 100 North Fifth Avenue West

City, State Zip: Duluth, MN 55802

Contact Name: Laura Birnbaum, Housing and homelessness programs supervisor

Phone Number: (218) 726 2492 Fax Number: (218) 726 2469

Email Address: birnbaum.l@stlouiscountymn.gov

Service provided: Community partner grant program using CARES Act funds with \$5 million dollar available to not-for-profits and small businesses

#2 Year(s) services were provided (i.e. 1/2015 to 12/2018):..... 10/2020 to present

Company Name: Dakota County, Minnesota

Address: 1590 Highway 55

City, State Zip: Hastings, MN 55033

Contact Name: Pete Skwira, Finance Director

Phone Number: (651) 438 8318 Fax Number: _____

Email Address (if available): peter.skwira@co.dakota.mn.us

Service: Multiple rounds of CARES Act-funded small business grant program with \$11.5 million dollars awarded to small businesses

#3 Year(s) services were provided (i.e. 1/2015 to 12/2018):..... 2/2021 to present

Company Name: City of Fort Wayne, Indiana

Address: 200 East Berry Street, Suite 470

City, State Zip: Fort Wayne, IN 46802

Contact Name: Kelly Lundberg, Deputy Director - Office of Housing and Neighborhood Services

Phone Number: (260) 427 2158 Fax Number: _____

Email Address (if available): kelly.lundberg@cityoffortwayne.org

Service: Multiple rounds of Emergency Rental Assistance Program support with \$10.5 million in awards granted to date

8. Bidder's W-9 form

Request for Taxpayer Identification Number and Certification

Give Form to the
requester. Do not
send to the IRS.

► Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type.
See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. Baker Tilly US, LLP	
2 Business name/disregarded entity name, if different from above	
3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
<input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input checked="" type="checkbox"/> Other (see instructions) ► Limited Liability Partnership	Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>
5 Address (number, street, and apt. or suite no.) See instructions. PO Box 7398	Requester's name and address (optional)
6 City, state, and ZIP code Madison, WI 53707-7398	
7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number	
or	
Employer identification number	
3 9	- 0 8 5 9 9 1 0

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign
Here

Signature of
U.S. person ►

Sean Matthews

Date ► 01/04/2021

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding*, later.



9. Applicable licenses and certifications

Baker Tilly is licensed to do business in the state of Florida.

10. Exceptions to the RFQ

Per RFQ Section 4.5, we hereby take exception to RFQ Section 8.8. If selected, we will provide the City with a copy of our standard engagement terms for review. Should the City wish to incorporate specific language from the RFQ or proceed on the basis of its own format agreement, we will require the ability to negotiate mutually acceptable terms and conditions, as stated in RFQ Part 6(e), prior to executing a final contract.



Appendix A: Resumes

The City of Gainesville's handpicked engagement team members are well-versed and experienced specialists in your industry.

PRINCIPAL

Kate Crowley

Kate Crowley, principal with Baker Tilly, has been with the firm since 2009.



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Education

Master of Urban Planning
University of Illinois at Urbana-
Champaign

Bachelor of Science in economics
University of Wisconsin –
Madison

Registered Municipal Advisor with
the Securities
and Exchange Commission

Kate leads Baker Tilly's Public Sector Advisory practice and is a principal in the firm's project finance practice, providing comprehensive project finance solutions for public-private partnerships (P3) and economic development initiatives. These services include strategic planning and economic impact analysis, tax credit and incentives analysis and negotiation, and creative financing and funding solutions.

Specific experience

- Leads the firm's Public Sector Advisory practice, overseeing a diverse and talented team of financial, operational, risk and municipal advisory professionals
- Performs financial analysis of public-private partnerships (P3) and economic development initiatives to optimize available project financing options
- Structures incentives and tax credit programs that impact growth and development initiatives
- Provides application and feasibility reviews for federal and state tax credit, financing and funding programs
- Develops tax increment financing (TIF) strategies and projections, creates TIF districts and consults on redevelopment and TIF agreements
- Formerly served as an economic development consultant to public sector and not-for-profit agencies
- Formerly worked as a project manager for a private development firm

Industry involvement

- Industrial Asset Management Council
- Council of Development Finance Agencies
- Wisconsin Economic Development Association
- Financial Industry Regulatory Authority (FINRA) – Series 24, 63, 50, 54 and 79 Securities Licenses

DIRECTOR

Caitlin M. Humrickhouse, MPA, SWP

Caitlin Humrickhouse, director with Baker Tilly's public sector advisory practice, has been with the firm since 2012.



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Education

Master of Public Administration with
concentration in financial
management
University of Illinois at Chicago

Bachelor of International Business
Bachelor of Spanish
University of Illinois at Urbana-
Champaign

Caitlin is a Strategic Workforce Planner with a deep understanding of succession planning and strategic human capital management. Caitlin's other areas of expertise include benchmarking, organizational redesign and system needs assessment and selection. Prior to joining the firm, she worked at the University of Illinois at Chicago performing program and market analyses for an online education unit.

Specific experience

- Leads COVID-19 related grant distribution programs including program design, technology design and compliance.
- Provides management consulting services with a focus on resource optimization, assisting governmental entities in their efforts to ensure the resources available (people, processes and technology) are utilized in the most efficient manner
- Reviews and redesigns core business processes to enhance internal controls, align with industry best practices, leverage available technology and create efficiencies
- Performs organizational structure analyses for local governments, examining the current state versus the future optimal state of job functions and departments
- Offers technology needs assessment and system selection services to help organizations achieve strategic goals by leveraging technology
- Prepares organizations to be sustainable and resilient in the face of workforce challenges and fiscal pressure through the application of operational and organizational reviews, succession planning and technology implementation

Industry involvement

- Illinois Association of Municipal Management Assistants
- Illinois City/County Management Association (ILCMA)
- Institute of Internal Auditors (IIA)
- International City/County Management Association (ICMA)

DIRECTOR

Caitlin M. Humrickhouse, MPA, SWP

Page 2

Community involvement

- Step Up
- Chicago Chapter of the U.S. National Committee for United Nations Women

Thought leadership

- “Cell phone policies: how to reduce risk,” ICMA webinar, 2017
- “Creating a sustainable organization: the intersection of finance, technology and human capital,” Baker Tilly webinar, 2017
- “Cybersecurity: guarding your organization’s assets against attack,” Baker Tilly webinar, 2017
- “Enterprise resources planning system selection best practices,” American Public Power Association (APPA), 2017 (co-author)
- “Remote workplaces: leveraging technology and developing infrastructure,” ICMA webinar, 2017
- “Risks and considerations for ERP systems implementations,” IIA Southern Regional Conference, 2017
- “Best practices for assessing and selecting an enterprise resource planning system,” Baker Tilly webinar, 2016
- “Best practices for ERP system procurement,” bakertilly.com, 2016
- “Cybersecurity: not just an IT issue,” ILCMA Metro Managers Luncheon, 2016
- “Preserving a vibrant workforce: establishing sustainable succession planning program,” APPA, 2016 (co-author)
- “Success in succession planning,” APPA webinar, 2016
- “Success in succession planning: building a program that works,” ICMA webinar, 2016
- “Succession planning,” Baker Tilly Utility University, 2015

Continuing professional education

- Strategic Workforce Planner, Human Capital Institute

SENIOR MANAGER

Sheanne Hediger, CPA

Sheanne Hediger, senior manager in the state and local government practice, has been with Baker Tilly since 2008.



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Education

Bachelor of Business
Administration in accounting
University of Wisconsin-Eau Claire

Sheanne specializes in providing financial audits for governmental entities and colleges and universities.

Specific experience

- Manages financial audits of municipalities, municipal utilities, counties and school districts
- Manages financial audits for private colleges and universities
- Provides compliance audits services of federal and state awards for governmental entities
- Provides compliance audit services of federal and state awards received by private colleges and universities
- Prepares regulatory reports for municipalities and municipal utilities
- Assists clients with implementing new accounting standards
- Provides accounting assistance
- Firm engagement quality reviewer for government financial and single audit engagements
- Presents audit results to governing bodies and committees
- Member of the Baker Tilly Public Sector Technical Committee (Industry Center of Excellence)
- Baker Tilly Professional Practice Leader for Single Audits

Industry involvement

- American Institute of Certified Public Accountants
- Wisconsin Institute of Certified Public Accountants
- Wisconsin Government Finance Officers Association
- Speaks on accounting and auditing topics at industry conferences

Community involvement

- Eau Claire Chamber of Commerce – Leadership Eau Claire Class of 2016
- Chair of Emerging Leaders – United Way of the Greater Chippewa Valley

SENIOR MANAGER

Sheanne Hediger, CPA

Page 2

Continuing professional education

- Baker Tilly, Yellow Book and Single Audit Updates (multiple sessions)
- Baker Tilly, Compliance Supplement Updates
- AICPA, Navigating Indirect Costs in Your Single Audit
- AICPA, Smart Sampling in a Single Audit
- Baker Tilly, Public Sector Accounting & Auditing Updates (multiple sessions)
- Baker Tilly, Ethics and Fraud Training
- Baker Tilly, New Other Post Employment Benefits
- SmartPros, Independence Common and Current Items
- Checkpoint Learning, Ethics for CPAs

CONSULTING MANAGER

Monique N. Caston, MSW, MSM

Monique Caston, consulting manager with the energy and utilities team, joined Baker Tilly in 2020.



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Education

Master of Science in management
with concentration in human
resources

University of Maryland University
College

Master of Social Work
Howard University
(Washington , D.C.)

Bachelor of Science in
architectural studies
University of Illinois at Urbana–
Champaign

Monique is a subject-matter specialist in grants administration, government contracting and strategic planning. She also specializes in program management, policy writing and analysis, and program/project compliance.

Specific experience

- Provides management consulting and technical guidance to stakeholders focusing on efficient grant administration, code of federal regulations, adequate finance and procurement policies, and procedures to ensure overall contract compliance
- Conducts strategic budgeting and resource planning activities to pinpoint spending trends, identify funding reallocation and cost savings opportunities, and forecast future resource needs
- Assesses and documents client resources to determine current and desired operating states to ensure alignment with organizational vision and goals
- Performs gap analyses with clients to support their identification of critical business needs and ascertaining strategic, cost-efficient solutions that can be implemented to address gaps within operations
- Reviews funding and contract proposals submitted by potential vendors to ensure the scope of work addresses client procurement needs while prioritizing essential resource requirements

Community involvement

- Alpha Kappa Alpha Sorority, Incorporated ®
- Chicago Cares
- A Safe Haven Foundation

SENIOR CONSULTANT

Elias Mathes, MSP

Elias joined Baker Tilly in 2021 and has over 10 years of experience in economic development, operational management, strategic planning, and grants administration.



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Education

Master of Science, urban planning,
and regional planning
Master of Science, business
administration
Florida State University

Bachelor of Arts, political science
Valdosta State University

Elias is deeply versed in administration, operations and monitoring of public sector programs at the local, regional and state levels and has administered state and federal programs totaling over \$800 million. Prior to joining Baker Tilly, Elias worked for a management consulting firm in the areas of post disaster economic recovery and grants administration. Previously, Elias was a division manager with the City of Asheville, NC and worked as a project manager for a property redevelopment corporation.

Specific experience

- Served as Project Manager for two federal economic recovery block grant programs on behalf of the State of Florida. The combined allocation for both programs was over \$720 million and was used to support businesses and private landowners impacted by natural disasters. Responsible for program design, implementation, monitoring and reporting, and engagement with industry leaders and stakeholder organizations.
- State of Florida Disaster Recovery Coordinator representative for Hurricane Michael. Provided technical assistance and support to dozens of local governments and community organizations in 11 counties to coordinate post-disaster economic recovery efforts.
- Served as Division Manager for the City of Asheville, NC. Transit Planning and Operations Division. Managed and distributed annual federal grant programs as the direct recipient of federal transit funds in the region. Designed and implemented a 10-year transit master plan and completed an organizational restructuring of the agency.
- Served as Project Manager for a property redevelopment corporation in Tallahassee, FL. Developed financial budgets utilizing state, local, and federal funding sources for brownfield and historic property revitalization projects. Coordinated with local and state government officials as well as local community organizations.

Community involvement

- Volunteer Firefighter and Medical First Responder
- Alligator Point Volunteer Fire Department

PRINCIPAL

Tom L. Kaleko, CIPMA

Tom Kaleko, principal at Baker Tilly Municipal Advisors, LLC, has advised local governments for more than 30 years.



Baker Tilly Municipal Advisor, LLC

5440 West 110th Street
Suite 300
Overland Park, KS 66211
United States

T: +1 (816) 333 7294
tom.kaleko@bakertilly.com

bakertilly.com

Education

Master of Public Administration
University of Kansas

Bachelor of Business
Administration
University of Tennessee

Registered Municipal Advisor with
the Securities and Exchange
Commission

Tom leads Baker Tilly's municipal advisory professionals in Iowa, Kansas, Minnesota, Missouri, Montana, North Dakota and Wisconsin. He has provided financial advice to cities, counties and school districts since 2005. Previously, he served for 20 years in various city management capacities. Tom has extensive experience helping high-growth communities address their capital needs. He specializes in the areas of economic development and development finance – aiding in the evaluation and financing of mutually beneficial public-private partnerships.

Specific experience

- General obligation, special obligation, lease revenue and utility revenue bonds
- Development finance
- Economic development
- High growth communities
- Complex issue presentation

Industry involvement

- International City/County Management Association (ICMA)
- Government Finance Officers Association (GFOA)
- Kansas Association of City/County Management (KACM)
- Missouri City/County Management Association (MCMA)
- Kansas Government Finance Officers Association (KSGFOA)
- Missouri Government Finance Officers Association (GFOA-MO)
- Wisconsin Government Finance Officers Association (WGFOA)

PRINCIPAL

Tom L. Kaleko, CIPMA

Page 2

Thought leadership

- “Due Diligence and Risk Management Measures for Economic Development Incentive Approvals,” Missouri Municipal Review; with Joe Lauber, Lauber Municipal Law
- “Discovering the Possible, Collaborative Capital Financing in Kansas,” presentation to the Midwest Regional Public Finance Conference
- “Fundamentals of Municipal Bonds,” presentation to the Public Risk Management Association
- “Municipal Bond Continuing Disclosure,” presentation to the Southwest Missouri Government Finance Officers Association
- “Tax Increment Financing Districts and Transportation Development Districts,” presentation to the League of Kansas Municipalities
- “Evaluating Economic Development Proposals,” presentation to the Missouri Municipal League
- “Priority Base Budgeting,” presentation to the Kansas Government Finance Officers Association
- “Financing Capital Improvements in Missouri,” presentation to the Southwest Missouri City Clerks/Finance Officers Association
- “Basic Questions/Foundations for Incentives,” presentation to the Missouri Economic Development Council

Industry involvement

- Certified Independent Professional Municipal Advisor (CIPMA)



Appendix B: Prioritizing diversity, inclusion and belonging

Prioritizing diversity, inclusion and belonging (DIBS)

Baker Tilly do prioritize diversity, inclusion and belonging (DIBS) within our firm. DIBS is who we are rather than what we do. Creating an environment where all team members are valued empowers us to bring our authentic selves to work each day. When our contributions reflect our individual best, we achieve better results for the City of Gainesville.

Belonging is a core Baker Tilly value. We foster a deep level of mutual respect where each one of us feels seen, heard, valued and connected. Each team member commits to upholding a diverse and inclusive workplace driven by fairness, compassion and equality.

Throughout our firm, you will find our DIBS philosophy and practices embedded into everything we do. We hire people who bring new perspectives and experiences. We embrace our differences and believe a more open, connected world serves everyone better. DIBS is the lens that helps us see things more broadly and lights the path for us to follow. This benefits our people, our clients and our communities.

We choose to embed DIBS into all aspects of our business from strategy to operations.

From how we recruit, develop and promote team members, to the way we serve clients, manage projects and treat each other.

DIBS steering committee

Baker Tilly's national DIBS steering committee is designed to strengthen our firm's culture of diversity, inclusion and belonging. Theresa Nickels, principal and general counsel, chairs this committee.

A cross-section of leaders across our firm oversee our strategy – from inclusion-related communications to accountability measures for our key diversity goals and coordination of our signature initiatives described below and on the following pages.



COMMITMENT TO DIBS

We invite SAEDD to listen to how we celebrate and value the contributions of every team member across our firm.



Growth and Retention of Women (GROW)



Through our GROW initiative, Baker Tilly provides women valuable opportunities to network, share their stories, acquire skills, strengthen professional relationships and advance in their careers. Our commitment to GROW increases the number of women in management positions, enhances the retention of women at all firm

levels, creates an environment where women feel empowered and supports our advocacy of advancing women in business. It also helps us share knowledge gained with clients and creates a workforce that reflects our client base.

Supporting Opportunity, Advancement and Retention for all (SOAR)



SOAR focuses on improving inclusion and increasing retention of team members of color to create a more inclusive, innovative and productive workforce. Diversity makes each of our professionals unique; inclusion is how that unique team collaborates to achieve common goals. Our SOAR strategy rests on four key pillars: talent acquisition, advancement, education and awareness, and recognition.

NexGen: joining workforce generations



Today, four generations coexist in the workplace — baby boomers, Gen X, millennials and Gen Z — and each brings unique viewpoints influenced by events and experiences in their lifetime. With NexGen, we aim to empower the next generation of team members to collaboratively engage in our firm's progress while promoting an overall investment in our future. Key components of NexGen's vision involve discovering how different generations can build rewarding professional relationships that are mutually beneficial. NexGen amplifies the voices of our firm's next generation of professionals, providing leadership and growth opportunities along the way.

PRIDE team member network



Our PRIDE team member network exists to support the LGBTQ+ community and their allies within Baker Tilly. We strive to create an open environment centered on LGBTQ+ issues and topics relevant to the workplace. This effort includes the involvement, support, understanding and acceptance from colleagues across our firm.

Racial Equity Action Plan (ACTION) and focus on social justice



Our firm developed an ACTION plan to support our strategic goal of increasing the retention of team members of color and also to create positive change in our communities and our profession. As initial steps in our plan, we convened our DIBS steering committee and formed a racial equity advisory group consisting of a diverse group of team members. We then worked closely with a highly respected consulting firm to assess the current state of our workplace as it relates to diversity, inclusion and racial equity. We used their recommendations to refine our DIBS strategic plan and inform the next steps in our journey.

Over the past year, Baker Tilly team members have taken the time to have difficult conversations and reflect deeply. Colleagues shared stories of how racism and discrimination affect their daily lives — stories they did not feel comfortable sharing before. Others gained new insight into their own unconscious biases and the steps needed to overcome them. As a firm, we are committed to continue on this learning journey and achieve tangible results together.

Baker Tilly Foundation support for racial justice advocacy



As a firm, we have made our position clear: we stand against racism and discrimination in any form. The Baker Tilly Foundation's board of directors, with input from our team members, recently selected key racial justice organizations as recipients of direct financial support from our firm with a commitment to match team member donations. Additionally, our local SOAR committees

support social justice causes across the United States through event sponsorship, fundraising initiatives and volunteer engagement.

Tone from the top: CEO Action for Diversity & Inclusion

CEO **ACT!ON FOR DIVERSITY & INCLUSION**

Baker Tilly is a member of CEO Action for Diversity & Inclusion, a steering committee of CEOs focused on making diversity and inclusion a business priority. CEO Action for Diversity & Inclusion is the most extensive alliance of business leaders openly committed to sharing successful diversity initiatives and lessons learned.

As a member, Baker Tilly pledges to:

- Make our workplace a safe place to have open conversations about diversity and inclusion
- Implement and expand unconscious bias education
- Share best, and unsuccessful, practices
- Create and share strategic inclusion and diversity plans with our board of partners

“

We do not view diversity, inclusion and belonging as a program or something we “have to do.” We genuinely believe this is who we are. This includes the way we recruit, how we develop and promote team members, how we serve clients and how we treat each other. This is not easy to do. It is much easier to roll out a program as “evidence” of our commitment. However, we are not interested in scratching the surface. We want to effect change for the long run — in our firm and in our profession.

Baker Tilly CEO, Alan Whitman



Appendix C: Charting your path to economic recovery with COMPASS

Charting your path to economic recovery with COMPASS

Baker Tilly's comprehensive federal funding assessment, COMPASS, is an interactive advisory delivery model that takes into account the City's specific priorities, then designs a tailored investment and funding strategy to accomplish the City's recovery and growth objectives. Our collaborative step-by-step process meets the City **where you are today** by assessing your current status and future goals to provide recommended actions to leverage federal funding programs, including American Rescue Plan (ARP) and IIJA, as well as state-specific programs for which the City is eligible.

The end result is a meaningful, understandable financial plan to help the City maneuver through federal, state and local funding initiatives during this unprecedented time.

Count on our government specialists

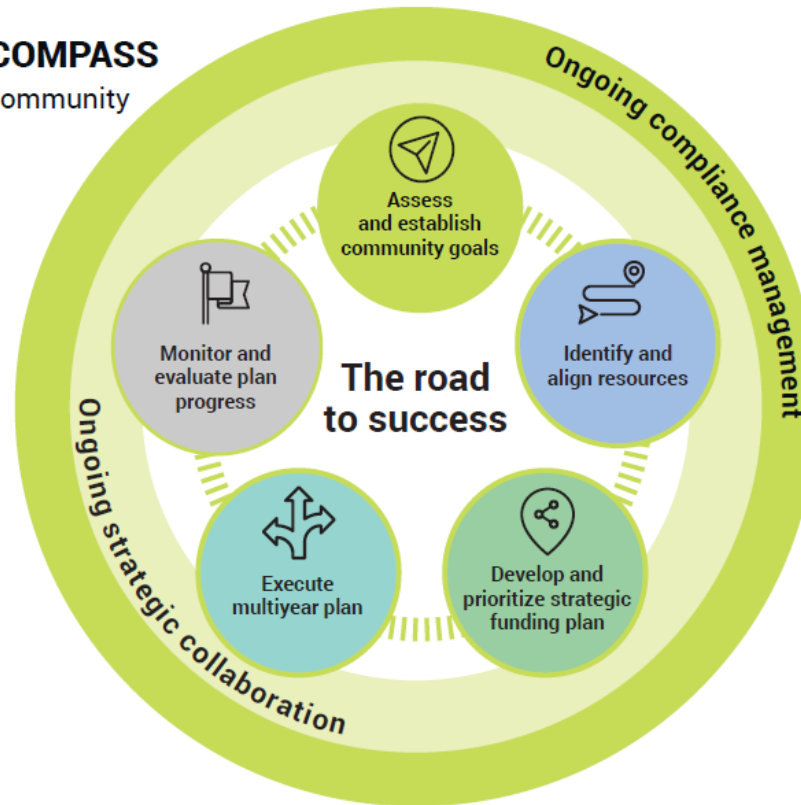
Our team of more than 400 public sector Value Architects™ across 17 states is actively working with communities to help develop an effective spending strategy and prepare to procure and comply with Infrastructure Act funding. Lean on us to:

- Collaborate on a strategic plan for IIJA funding, considering the City's priorities and infrastructure improvement needs (similar to how we're [helping communities develop ARP funding strategies](#))
- Develop tools to assist in managing the City's [construction risk and project management](#)
- Connect state and local governments to private investors and [public-private partnership](#) opportunities
- Formulate strategies to help achieve the City's specific [broadband goals](#)
- Assess and mitigate cybersecurity, IT and other risks related to infrastructure upgrades
- Prepare for [single audit](#) and other [accounting/reporting compliance](#)



Baker Tilly COMPASS

Meeting each community where you are



<p>1 Assess and establish community goals</p> <p>At this point:</p> <ul style="list-style-type: none"> – Stakeholder engagement and input – Community needs assessment and/or survey – Current conditions analysis – Challenges and risks analysis – Assessment/input analysis – Goals prioritization 	<p>2 Identify and align resources</p> <p>At this point:</p> <ul style="list-style-type: none"> – Funding, leadership, human capital and other community resource canvassing – Funding eligibility analysis – Resource coordination and collaboration 	<p>3 Develop and prioritize strategic funding plan</p> <p>At this point:</p> <ul style="list-style-type: none"> – Project mapping (e.g., housing, economic development, utilities, transportation, workforce, education, etc.) – Stakeholder involvement 	<p>4 Execute multiyear plan</p> <p>At this point:</p> <ul style="list-style-type: none"> – Communitywide communication – Grant funding application and administration – Funding procurement and alignment – Establish community impact metrics (e.g., fiscal, economic, environmental, social, etc.) 	<p>5 Monitor and evaluate plan progress</p> <p>At this point:</p> <ul style="list-style-type: none"> – Analyze results compared to goals – Community impact measurement – Continuous communication and plan updates – Adapt plan according to legislative and other future changes
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Ongoing compliance

Appendix D: Signed addenda



City of Gainesville

Budget and Finance Department Purchasing Division

Addendum Publish Date: December 15, 2021
Consultant for Distribution of Non-Profit ARPA Funds
RFQ#: CMGR-220032-ARPA-GD

ADDENDUM NO. 1

Bid Due Date: December 21, 2021, 3:00pm EST

NOTE: The original Specifications remain in full force and effect except as revised by the following changes which shall take precedence over anything to the contrary.

1. Any questions regarding this solicitation shall be submitted in writing to the City of Gainesville (CoG) Procurement Division by 3:00pm, (local time), Thursday, December 16, 2021, 3:00pm local time. Submit questions to:
dykemangb@cityofgainesville.org
2. Please find attached:
 - a. A copy of the Procurement Pre-Bid Discussion/Information Check List
 - b. A copy of the Cone of Silence period information (Financial Procedures Manual Section 41-424 Prohibition of lobbying in procurement matters)
3. CORRECTIONS TO THE SOLICITATION:
 - a. The correct RFQ number is: CMGR-220032-ARPA-GD (NOT 220023 as stated on the solicitation)
 - b. In addition to the minimum qualification stated in 2.3 (page 6), Section 1.6 and 1.7 (pages 3&4) are also minimum qualifications for this solicitation
4. The following is a recap of the discussion that occurred during the Non-Mandatory Pre-bid Meeting, held December 15, 8:00am EST
 - a. Gayle Dykeman discussed all Procurement related issues relating to this solicitation, including the addition of Sections 2.3 and 2.4 as minimum requirements. Notes on the material she covered can be found on Attachment A of this document. The Cone of Silence was discussed in detail and the rules are attached.
 - b. Roberta Griffith described the project:

The City Commission wants to distribute ARPA funds to local nonprofit agencies, equitably, rapidly and in compliance with all the Interim Final Rule and any additional guidance provided by Treasury in the future. The best way for the City to successfully complete this goal is to have an organization with expertise in funds distribution to conduct the application, vetting and development of recommendations to the City Commission for various awards of funding. The City Commission is concerned about equitably spending the funds the best way possible. Public Records requests – observe State of Florida public records (Sunshine laws). The application, deliberation and recommendation process must be in compliance with the Sunshine laws and all records should be kept to assure compliance. Treasury guidance also requests fair and open process. to be transparent.
4. The following questions were asked and answers were provided during the Pre-Bid Meeting:
 - a. Question: Currently we manage CARES funding – some of the responsibilities include invoicing and backup documentation to provide to Treasury. Will the selected Agency be responsible for collecting and maintaining backup documentation for reporting to City and Treasury for the ARPA funds, similar to CARES?
Answer: Yes, the City expects that the selected agency will meet Treasury's terms of reporting. The majority of work will be conducted by the consultant, with participation of the City, since the City is ultimately responsible for funding distribution.
 - b. Question: Do you have a deadline for when you expect to have all of the funding distributed?
Answer: As soon as possible, the City does not have a specified deadline at this time. Part of the discussion with the awarded agency will be to discuss the schedule for distribution of funds.

- c. Question: Where does the responsibility of making recommendations rest? With the agency or the City?
Answer: The agency will make recommendations of award to the City Commission and the City Commission makes final decision. The awarded agency will work with the City staff in creating an agenda item, to present to City Commission. The City Commission will review and ratify the recommendations or refer back to City Staff and agency with recommended changes. Agency and Staff will make appropriate adjustments, and the City issues funds.
- d. Question: Section 2.3 Provide support to nonprofit organizations in building administrative capacity and strengthening existing infrastructure. Can you elaborate on what is intended?
Answer: The City Commission does not want less seasoned agencies to be turned away because they may not have the expertise in the application process that larger agencies have, so the awarded agency will assist those agencies with completing a competitive application.
- e. Question: Does the City have technical standards for developing an on-line portal? Is the City anticipating that the awarded agency will provide the technology to receive and process applications?
Answer: The City does not have coders or developers to support the automation of application intake. The City's is in transition with our technology. The City would link to a portal that the awarded agency provide and will be in charge of automating application in-take, safely, securely, and in compliance with laws that apply to privacy and security.
- g. Question: How will the City determine equitable distribution of funds? Is this going to be the same as the first round of ARPA funds or is this something different?
Answer: The City has developed an Equity Tool Kit that can be used as is, or as a foundation for a more user friendly version of the tool. The City is not tied to the existing Tool Kit and is looking for assistance from the awarded agency and the City's Equity and Inclusion Department to develop a tool that may be more streamlined than the current Equity Tool Kit.

CERTIFICATION BY PROPOSER

The undersigned acknowledges receipt of this Addendum No. 1 and the Proposal submitted is in accordance with information, instructions, and stipulations set forth herein.

PROPOSER COMPANY NAME: Baker Tilly US, LLP

SIGNATURE: 

LEGIBLY PRINT NAME: Kate Crowley, Principal

DATE: December 21, 2021



City of Gainesville
Procurement Division
200 E University Avenue, Rm 339
Gainesville, FL 32601
(352) 334-5021(main)

ATTACHMENT A
PRE-BID DISCUSSION/INFORMATION CHECKLIST

BID NAME: Consultant for Distribution of Non-Profit ARPA Funds

BID NUMBER: CMGR-220023-ARPA-GD

PRE-BID MEETING DATE: 12/15/21, 8:00am

_____ Introductions

_____ Questions/Answers and topics of discussion addressed at the pre-bid will be available through <https://www.demandstar.com/> in future Addendums.

_____ Any questions after today's meeting must be in writing

– Email to dykemangb@cityofgainesville.org

– Questions Deadline: **12/16/21 – 3:00pm**

_____ All communication, contact and/or correspondence must be with dykemangb@cityofgainesville.org or CITY Purchasing Division staff.

– Bidders who have contact with anyone other than Gayle Dykeman or CITY Purchasing Division staff, (examples of “anyone other than”: Department Staff, City Manager, City elected officials, etc.) will be disqualified.

_____ Bid Due Date: **December 21, 2021, 3:00pm**

_____ Location to receive bids: Demandstar.com.

_____ **Minimum Qualifications: pp 6, 2.3**

Responsiveness and Responsibility of Proposers – p 3 – 4 - Addendum will be added to minimum qualifications

_____ Bonds - ☐ YES ☒ NO

– If no, bring attention to State Statute of \$200,000

_____ Exhibit B - Local Preference, Not applicable to this solicitation – Exhibit B

_____ Small and Service Disabled Veteran Business Participation, Exhibit B

_____ Living wage, Exhibit B

_____ Addenda

– Sign sheet included with each addendum and submit with bid

_____ **REQUIRED FORMS TO BE SUBMITTED**

_____ Completed Cover Page, page 1

_____ Drug Free Workplace – Exhibit A, Page 20

_____ Proposer's Verification Form, Exhibit B, Page 21

_____ Reference Form, Exhibit C, Page 22

_____ Bid Information Form - If not bidding, please complete the form and let us know why you are not bidding.

CITY OF _____ FINANCIAL SERVICES GAINESVILLE PROCEDURES MANUAL

41-524 Prohibition of Lobbying in Procurement Matters

Except as expressly set forth in Resolution 170116, Section 9, during the Cone of Silence as defined herein no person may lobby, on behalf of a competing party in a particular procurement process, City Officials or employees, except the Procurement Division or the procurement designated staff contact person. Violation of this provision shall result in disqualification of the party on whose behalf the lobbying occurred.

Cone of Silence period means the period between the issue date which allows for immediate submittals to the City of Gainesville Procurement Division in response to an invitation to bid, or a request for proposal, or qualifications, or information, or an invitation to negotiate, as applicable, and the time that City Officials or the Procurement Division, or City Department awards the contract.

Lobbying means when a person seeks to influence or attempt to influence City Officials or employees with respect to a decision of the City, except as authorized by procurement procedures.



City of Gainesville

Budget and Finance Department Purchasing Division

Addendum Publish Date: December 16, 2021
Consultant for Distribution of Non-Profit ARPA Funds
RFQ#: CMGR-220032-ARPA-GD

ADDENDUM NO. 2

Bid Due Date: December 21, 2021, 3:00pm EST

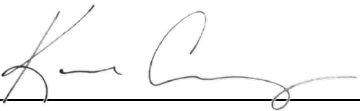
NOTE: The original Specifications remain in full force and effect except as revised by the following changes which shall take precedence over anything to the contrary.

1. Please find attached:
 - a. A copy of the Cone of Silence period information (Financial Procedures Manual Section 41-424 Prohibition of lobbying in procurement matters)
 - b. A copy of the City's ARPA Equity Tool
 - c. A copy of the pricing response page
4. The following questions were asked prior to the Supplier Questions Deadline, with answers following:
 - a. Question: What grants management system is currently in place?
Answer: The City uses Workday for its grants management system.
 - b. Question: What accounting software is currently in place?
Answer: The City uses Workday for its financial operating system.
 - c. Question: Other than allocating \$7 million of ARPA funds to non-profit organizations, are there any other organizations in your ARPA plan to receive the fund?
Answer: Not at this time
 - d. Question: How many recipients are expected to receive funds and be subject to monitoring?
Answer: This would be determined by the number of grant awards processed to distribute the \$7 million allocation.
 - e. Question: Is there an existing or approved ARPA plan in place? If yes, please share the document or point us to the website to obtain.
Answer: The City Commission has set aside funds for specific usage/ Projects, however, a complete plan has not been developed
 - g. Question: Regarding fees, by "pricing structure", do you mean to include Labor hours & rates, broken down by each service, e.g., program design, implementation, reporting, etc.? Please clarify
Answer: Fees may be presented by job classification/hourly rate/multiplier for each person working on the project. A breakdown of tasks and how those individual fees will fit into each task is also desired. Please refer to the Pricing Response Sheet attached for guidance. This file is also available in Demandstar as an editable Excel File.
 - h. Question: Can the City share the City-developed equity toolkit?
Answer: The Toolkit is attached to this Addendum 2

CERTIFICATION BY PROPOSER

The undersigned acknowledges receipt of this Addendum No. 2 and the Proposal submitted is in accordance with information, instructions, and stipulations set forth herein.

PROPOSER COMPANY NAME: Baker Tilly US, LLP

SIGNATURE: 

LEGIBLY PRINT NAME: Kate Crowley, Principal

DATE: December 21, 2021



ARPA Equity Tool

The ARPA Equity Tool is designed to integrate explicit consideration of racial equity in decisions addressing programs used to alleviate the impact of COVID-19 on the Gainesville community. The Office of Equity and Inclusion will provide technical assistance and support while navigating the budget tool process.

Fill in
Program Name:
Funding Needed:
Lead contact:

Eligible Use:
<p>Per federal guidelines, identify which eligible uses the programs aligns.</p> <p>(Guidelines for reference)</p>

Strategic Plan Alignment

Identify the City of Gainesville goals that align with the program:

(Please highlight all goals that apply)

- Equitable Community
- Sustainable Community
- A Great Place to Live and Experience
- Resilient Local Economy
- “Best in Class” Neighbor Services

Identify the top and high priority policy targets that aligns with the program:

(Please highlight all priorities that apply)

Top priorities

- Vision Zero
- Housing Strategy [22-part motion]
- Community Paramedicine Program Expansion
- Racial Equity Policy and Implementation Plan
- Comprehensive City Public Health Policy

High priorities

- Zero-Waste Policy
- “City Green New Deal”
- GCRA Plan Implementation
- Homeless Policy and Action Plan
- Mobility Master Plan
- City-wide Proactive Communications Enhancement
- Gainesville East Incentivized Development Plan
- Poverty Reduction Policy/Plan

Equity:

Describe the project or program:

In a few sentences, explain what disparity this program seeks to alleviate and what population will benefit most from this program. (Be specific about race, gender, ethnicity, geography, income)

Describe how the program is designed to specifically serve this population.

What is the estimated number of people the program is projected to impact?

In a few sentences, identify what populations will be burdened by this program and how the program is designed to mitigate unintended consequences.

Show data to demonstrate existing disparities and impact of COVID on the population identified, include local data if possible.

Examples of data can be related to health, socioeconomic status, housing, or factors specific to the program.

How will the success of the program be measured? Be specific and explain how data will be collected and disaggregated by race, ethnicity, gender, income , and geography.

Explain the plan to report back to the community on the impact of the program

Rating System

The programs will be reviewed based off of the following rating system:

- **Good:** the proposal includes at least one way to enhance resources or services to underrepresented communities.
- **Better:** the proposal includes at least two ways to enhance resources
- **Best:** the proposal includes at least two ways to enhance resources, is data based, and addresses a systemic problem or has a system-wide approach to building equity.
- **Does not advance equity:** Proposal was reviewed with staff, and department and concluded the proposal does not lend itself to an equity opportunity

Community Engagement

Meets community need as articulated by people who are most impacted by existing disparities made worse by COVID.

Note: Community engagement is to be completed separately. This serves as a reminder to identify the populations that will need to be engaged, based on who the program will impact most.

RFQ: CMGR-220032-ARPA-GD
CONSULTANT FOR DISTRIBUTION OF NON-PROFIT ARPA FUNDS

PRICING RESPONSE SHEET

NOTE: The data contained in the spreadsheets below is for DEMONSTRATION purposes only.
Please modify these spreadsheets with responses that reflect your organization.

Instructions:

- Step 1** Modify the spreadsheets below to describe the functional job classifications of individuals who will be working on the project.
Insert their current hourly pay rate
Indicate the 'mark-up' or multiplier that will result in the bill rate to the City
The Bill Rate will autocalculate for you.
Create as many contributing functional job classifications as you need
- Step 2** Identify each major task that will need to be accomplished
List the Classifications that will contribute to the completion of that task
Estimate the number of hours that position will contribute to that task
Enter the Bill Rate for the classification
The total Billable amount for that task, by job classification will be auto calculated for you
Create as many Task sections as needed

Functional Classification	Hourly Rate	Multiplier	Bill Rate
Principal	\$ 250.00	23%	\$ 307.50
Senior Consultant	\$ 225.00	23%	\$ 276.75
Consultant	\$ 200.00	23%	\$ 246.00
Grant Manager	\$ 150.00	22%	\$ 183.00
Grant Specialist	\$ 100.00	21%	\$ 121.00
Planner	\$ 100.00	15%	\$ 115.00
Project Control Specialist			\$ -
Data Storage Website Manager	\$ 125.00	23%	\$ 153.75
Financial Lead			\$ -
Financial Assistant			\$ -
Clerical/ Administrative Assistant			\$ -
Payroll Review Clerk			\$ -
Data Entry Clerk			\$ -
Other Positions- Please Specify			\$ -

Task	Classification	# of Hours	Bill Rate	Total
Program Design	Principle	2	\$ 307.50	\$ 615.00
	Senior Consult	12	\$ 276.75	\$ 3,321.00
	Grant Manager	44	\$ 246.00	\$ 10,824.00
				\$ -
Total for Program Design				\$ 14,760.00

Task	Classification	# of Hours	Bill Rate	Total
Implementation	Principle	2	\$ 307.50	\$ 615.00
	Senior Consult	20	\$ 276.75	\$ 5,535.00
	Grant Manager	44	\$ 246.00	\$ 10,824.00
	Data Storage Mgr	17	\$ 153.75	\$ 2,613.75
Total for Implementation				\$ 19,587.75

Project Grand Total	\$ 34,347.75
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City of Gainesville

Budget and Finance Department
Purchasing Division

CITY OF GAINESVILLE FINANCIAL SERVICES PROCEDURES MANUAL

41-424 Prohibition of lobbying in procurement matters

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Lobbying means when a person seeks to influence or attempt to influence City Officials or employees with respect to a decision of the City, except as authorized by procurement procedures.