

REQUEST FOR PROPOSAL OF MONITORING

Community Action Kentucky, Inc. is requesting proposals for the completion of LIHEAP Community Action Agency monitoring.

Proposals should be sent to:

Roger McCann
Executive Director
Community Action Kentucky, Inc.
101 Burch Court
Frankfort, KY 40601

Any costs incurred by the individual in preparing the RFP are the responsibility of the applicant.

Questions regarding the proposal should be directed to Roger McCann or Susan Young at (502) 875-5863.

Upon delivery, all materials submitted in response to this RFP become the property of CAK and may be appended to any formal documentation establishing a contractual relationship between CAK and individual. The individual shall not submit any information that is of a proprietary nature or mark its proposal as proprietary or confidential.

The individual agrees in submitting a proposal that the proposal may not be modified, withdrawn, or canceled by the individual for one hundred eighty (180) calendar days following the submittal date. The individual's proposal will be valid for a period of one hundred eight (180) calendar days following the submittal date.

Each proposal will be reviewed and ranked. Community Action Kentucky expects to select a monitor by 12/15/17. CAK reserves the right to reject any or all responses received or any part thereof or to accept any response or any part thereof when it is deemed to be in CAK's best interest. A contract will be negotiated with the selected individual.

Following contract negotiations with the selected individual, all entities that submitted a proposal will be notified in writing of the individual selected.

Community Action Kentucky, Inc., is a private, nonprofit corporation. It is exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code. A Board comprised of executive directors of the 23 Kentucky Community Action Agencies governs the organization.

The mission of Community Action Kentucky is to build and strengthen the network of Kentucky's Community Action Agencies resulting in the improvement in the lives of the people we serve.

The following is a list of information provided by contacting Susan Young at susan@capky.org:

Scope of Work
Program Compliance Review Templates
Agency Listing
LIHEAP Manual

The organization is an Equal Opportunity employer. As such, it attempts to empower all employees regardless of race, creed, color, age, sex, national origin, or disability. The individual must work in accordance with this philosophy.

The individual should conduct their monitoring between January 19 and May 11, 2018. All responsibilities of completing monitoring are detailed in the Scope of Work. Failure to submit the reports by the dates specified above could result in the termination of all or part of the monitoring contract.

Copies of any workpapers may be requested by Community Action Kentucky. Workpapers must be made available for review to any of the organization's funding sources with written consent from the organization. The workpapers must be retained for at least three years following the end of the contract period.

The RFP should be submitted using the following format:

1. A cover letter should include the following: Complete legal name of the individual, address, telephone number, name and title of contact person and completed W-9 form. Assurance must be provided that adequate bonding insurance is secured.
2. Provide a description of the individual's prior monitoring experience with nonprofits, similar types of programs and funds.
3. An estimated number of hours for monitoring completion and estimated travel costs should be indicated.
4. Specific tasks/work to be performed should be described.
5. Assurances that the individual is competent to perform the monitoring and is familiar with any rules and regulations that govern federal and state grants.
6. The proposed price of the monitoring should be indicated. A description of how the price was determined should also be included. Describe any technical assistance the individual would provide to the organization during and after the monitoring. Any limitations on or additional fees for technical assistance should be explained.

7. Signed "Certification". (Attachment B)

CERTIFICATIONS

On behalf of the Offeror:

- A. The individual signing certifies that the Offeror is not involved in any agreement to pay money or other consideration for the execution of this agreement, for the purpose of restricting competition.
- B. The individual signing certifies that the prices in this proposal have been arrived independently, without consultation, communication, or agreement, for the purpose of restricting competition.
- C. The individual signing certifies that the prices quoted in this proposal have not been knowingly disclosed by the Offeror prior to an award to any other Offeror or potential Offeror.
- D. The individual signing certifies that there has been no attempt by the Offeror to discourage any potential Offeror from submitting a proposal.
- E. The individual signing certifies that he/she has read and understands all of the information in this Request for Proposal, including the information on the programs/grants/contracts to be monitored.

Dated this _____ of _____, 2017.

(Offeror's Name)

(Signature of Offeror)