



Lower Connecticut River Valley Council of Governments

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Questions on RiverCOG RFP for Financial Administrative and Reporting Support for Municipal American Recovery Plan Act (ARPA) Funds

Questions as of 12/22/21 - **Answers are in red**

1. The RFP stated, in aggregate the region's municipalities are receiving approximately \$35 million from the federal American Rescue Plan Act (ARPA) for COVID-19 Pandemic recovery projects; sewer, water, and broadband internet infrastructure; and to make up for lost revenues. Can you please state how the \$35 million will be divided amongst the 17 municipalities? **Per Capita - <https://portal.ct.gov/-/media/OPM/Coronavirus/Local-Fiscal-Recovery-Fund-TBT-Allocations-Backup-6121-330pm.pdf>**
 - a. Will there be any additional funding that the 17 municipalities will receive through the course of this engagement? **Unknown. It is not expected that they will receive more funding specifically through ARPA.**
 - b. Do you expect additional future funding to be made available for the 17 municipalities that would require our support? **Not at this time. However, if there is a contract amendment could be explored**
 - c. How does RiverCOG expect to cover the fees and/or expenses incurred by the contractor awarded the services? **With a portion of the funds that each participating municipality received.**
 - d. How and with whom will the services be contracted? Will the selected vendor contract directly with RiverCOG in a master services contract or will the selected vendor be required to then contract directly with each individual municipality? **The selected vendor will contract with RiverCOG, as the purpose is to have one contract for multiple towns. If there is additional work outside of the scope of the contract that a municipality would like to hire the firm to do that would be a separate transaction or as an addendum to the RiverCOG contract.**
2. How will communication and work with the 17 municipalities occur? Will the contractor need to go through RiverCOG for each communication, or will the contractor be directly working with the municipalities? **We envision the contractor working directly with the municipalities once the larger questions of contract/scope have been communicated with RiverCOG and the project gets started.**
 - a. During the duration of the project what will be the nature of communication and interaction with RiverCOG? **RiverCOG will facilitate meetings with groups of municipalities, as needed, and will handle contract and payments. With the 17 municipalities? As each will have their own needs there will be interaction through either a designated person or committee.**
 - b. Will there be multiple vendors awarded the work, in order to meet the individual and specific needs of each of the various municipalities? **We are planning on awarding one contract for now, but we are open to individual consultants or consultant teams submitting a response to the RFP.**
3. Will the contractor be responsible for creating the guidance communications materials independently, or will the contractor work with RiverCOG's team to determine communications needs and timing? **RiverCOG will work with the contractor on initial gathering information and documents, also providing contacts with state and federal officials. After initial on-boarding the consultant will be responsible for making sure their information guidance materials are up-to-date and communicated to the municipalities.**

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4. Is there a total budget for this RFP? Have the municipalities designated or budgeted an amount of spend for ARPA related admin and reporting support? **We do not have a budget or any budget expectations at this time. We would like to get an idea of costs from the responding firms. RiverCOG has asked each of its municipalities to reserve money for participation in this and other regional projects. We advise being very specific and itemize as many service costs as possible so it can be more easily understood.**
5. What is the hierarchy in decision for projects? Is this from RiverCOG or the municipalities? **The municipalities are deciding on their own ARPA projects, RiverCOG is not involved (other than the regional projects, including this one, that we are seeking one contract for service for multiple towns)**
6. Are we required to enroll or onboard to RiverCOG as a preferred vendor? Do we need to onboard or enroll to RiverCOG? **No**
7. If we were to be successful with this bid, will this enable us to use this vehicle (RiverCOG) for other municipalities? **If a consultant successfully and satisfactorily completes its contract, we will gladly provide a positive reference to other COGs or municipalities.**
8. The RFP states that the contractor will serve as a resource to facilitate information sharing between municipalities. Is there a preferred method for this type of communication set forth by RiverCOG? **Typically email. Some vendors may have a pre-existing portal or intranet-type of communication function that would translate well to this project.**
9. Regarding the common reporting framework for municipalities. Does RiverCOG prefer to host the solution in their cloud infrastructure or the contractor's infrastructure? **The contractor's**
 - a. What languages would the solution need to support upon go-live? **English**
 - b. Does RiverCOG prefer the contractor to provide the additional required software/technology license or will RiverCOG use existing vendors or agreements such as with Microsoft? **We would assume the contractor has or will obtain the software licenses needed to complete the work.**
 - c. How many licenses (user access) does RiverCOG anticipate will be required for this project? **I would estimate approximately 20 users will access data.**
10. Does RiverCOG and the municipalities currently have a grant monitoring program in place for these funds? **No**
11. How does the RiverCOG and the municipalities currently track ARPA and other Federal COVID-19 Relief Funding? Does RiverCOG use a system or other tools? **We currently do not do any tracking of grants outside of the agency. Municipalities use a variety of accounting software packages.**
12. The RFP states potentially assist Middletown with any performance reporting requirements. Will the other municipalities also require assistance with reporting? **Middletown is the only municipality that as an entitlement community requires a higher level of reporting.**
13. In addition to what is currently stated in the RFP, what additional assistance do you expect will be required for the municipalities that might not be needed immediately but will be required as the project progresses? **Municipalities have until 2024 to obligate ARPA funds and 2026 to spend the funds. It's possible that reporting assistance work will be required through 2026.**

