



# REQUEST FOR STATEMENTS OF QUALIFICATIONS

RFQ'S WILL BE OPENED AT 10 A.M., MARCH 29, 2022  
LOCATION: MISSISSIPPI COUNTY COURTHOUSE, COUNTY JUDGE'S OFFICE  
822 PLANTATION ROAD, BURDETTE, AR 72321

## RFQ 2022-04 State Government Relations (Consultant/Lobbyist)

### IMPORTANT DATES

Solicitation Issue Date	Monday, March 21, 2022
Response Deadline	Tuesday, March 28, 2022

Qualifications shall not be accepted or reviewed after the designated response deadline. It is the responsibility of vendors to submit qualifications at the designated location on or before the response deadline.

#### 1. Brief Description

Mississippi County is located adjacent to the Mississippi River in the extreme northeastern corner of Arkansas. Created in 1833, the county currently has a population of 40,685 and a total area of 920 square miles. The county is located within Arkansas' First Congressional District and has a total operating budget for FY2022 of \$34,911,960.58

This document is a Request for Qualifications (RFQ) issued by the Mississippi County Government to vendors who are authorized to do business in the State of Arkansas and are qualified to provide state government advocacy and consultancy.

#### 2. Scope of Services

##### Goal

Mississippi County expects to receive approximately \$7,895,980 through the American Rescue Plan Act of 2021 based upon information received from the federal government. The County will receive the funds directly from the U.S. Treasury and is seeking consulting services to provide expertise with respect to the administration of the funds. The funds are to be transferred from the U.S. Treasury in two equal payments with the first payment having been made on June 23, 2021 and a second payment to be made in May 2022. The consultant will work with Mississippi County to ensure compliance with all federal regulations and reporting requirements and provide advice regarding eligible expenditures.

##### Terms of Award

The term of this agreement will be for one (1) year from time of award. Upon mutual agreement the contract may be extended for additional terms or a portion thereof. The award will be made to the most qualified, responsive, responsible vendor that provides the best value for the County.

##### Outcomes Desired

- Coordinate communication with other government entities to coordinate projects of mutual interest and develop processes for sub recipient interactions including risk assessment, management, monitoring and record-keeping;
- Develop internal controls based upon U.S. Treasury "Best Practices";
- Coordinate processing of payment requests;
- Develop and maintain an effective compliance system and a robust documentation system that ensures transparency;
- Ensure that fund usages fit into one of the statutory categories and is an allowable expenditure;
- Advise for compliance with U.S. Treasury's Rulemaking to ensure eligible uses, timeframes and reporting - including how and which aspects of the Uniform Administrative Requirements, cost principles and audit requirements for federal awards [2 CFR Part 200 the "Uniform Guidance"] are applicable;
- Develop and prepare required Initial Funding, Project and Expenditure Reports;
- Write narratives for the U.S. Treasury reporting portal on all expenditures;
- Advise on audit requirements and provide support to fulfill those requirements;
- Develop and implement internal controls to ensure periods of performance, e.g., period costs are incurred, period obligations are incurred, period in which funds must be expended;
- Resolve requests for information, justification, audit findings and eligibility appeals;
- Represent the county, when necessary, in meetings with other agencies;
- Be available to meet with the Quorum Court (or its committees) upon request, either in person or virtually, to consider/discuss ARP related issues; and
- Provide regular status reports to county officials.

##### Minimum Qualifications

- √ Vendor should have a proven track record of working with state/county/municipal officials regarding compliance and reporting of federal monies; and
- √ Vendor **must** provide, upon request, three (3) references regarding the likelihood of successfully providing state government relations to their client(s).

##### Joint Ventures

A joint proposal submitted by two or more vendors is acceptable.

#### 4. Selection of Vendor

The successful vendor will be selected by the County based upon the entire "body of work" submitted by the applicant. Some of the qualifications to be taken into account include but are not limited to: qualifications of the vendor, past relevant experience, understanding of multiple levels of government and the ability to work well with government personnel, availability and ability to prioritize multiple tasks; and "Pre-Interview Questionnaire" answers submitted by the vendor.

#### All applicants must answer the entire "Pre-Interview Questionnaire" listed below and submit supporting documentation when appropriate:

1. List of all persons who will provide services to the County and the affairs each would play, including who will serve as the primary point of contact.
2. Provide a brief history of the firm represented by the individuals listed above, including date established, total number of staff and office location.
3. Provide a comprehensive description of the vendor's experience providing consultancy services to state/county/municipal entities.
4. Please describe why the vendor believes his/her selection would best fulfill the needs of the County and how the vendor would approach working with the County and its partners.
5. Provide a statement to acknowledge vendor's intent to comply with federal and state law.
6. Please submit any additional relevant resources available to the vendor not mentioned elsewhere.

#### 5. Instructions for Submitting Responses

A total of one (1) signed submission by a person authorized by the Company to execute contracts shall be provided to the County for consideration.

<b>Responses delivered by U.S. Mail:</b> Mississippi County County Judge's Office c/o Tom Henry, Public Affairs Director PO Box 629, Blytheville, AR 72316	<b>Responses delivered by carrier (USPS, FedEx, etc.) or hand delivered:</b> Mississippi County County Judge's Office c/o Tom Henry, Public Affairs Director 822 West Plantation, Burdette, AR 72321	<b>Responses delivered by e-mail:</b> publicaffairs.director@mississippicountyar.org Subject Line: "re: RFQ 2022-04 American Rescue Plan Consulting Services (Consultant)"
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#### 6. Questions and Clarifications

All requests for clarification or additional information shall be submitted in writing to the County by emailing [publicaffairs.director@mississippicountyar.org](mailto:publicaffairs.director@mississippicountyar.org)