

CAMERON COUNTY REGIONAL MOBILITY AUTHORITY

REQUEST for PROPOSALS

for

ACCOUNTING AND FINANCIAL SERVICES

Release Date: September 26, 2011

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RFP TITLE: Accounting and Financial Services
ISSUING DATE: September 26, 2011
ISSUING AGENCY: CAMERON COUNTY REGIONAL MOBILITY AUTHORITY
CONTACT PERSON: Pete Sepulveda, Jr., RMA Coordinator
PROPOSAL DUE DATE: 4:00 P.M. CDST, OCTOBER 27, 2011

1. Introduction

1.1 Summary of Request

The Cameron County Regional Mobility Authority (the “Authority”) is requesting Proposals from Professional Firms interested in providing the Authority with Accounting and Financial Services. Qualified respondents will be able to provide the Authority with services needed in relation to Accounting and Financial Services. Firms submitting Proposals must be well-established in the business of providing Accounting and Financial Services to private sector and governmental entities. Experience working with governmental entities, transportation providers and /or Firms involved in the toll industry is preferred.

1.2 Description of Authority

The Authority is a regional entity granted broad powers under state law to study, design, construct, operate, expand, enlarge, and extend transportation projects in the region of the authority (Cameron County) and adjacent areas as permitted by law.

The powers and duties exercised by the Authority and its Board of Directors are established by and subject to state and federal laws and regulations. Authority Board of Directors and Staff have been conducting public information and outreach efforts on projects in the transportation system which are intended to address congestion and improve mobility in the Cameron County and South Texas region. The Authority works cooperatively with the Texas Department of Transportation and the area Metropolitan Planning Organizations to identify and implement transportation projects in Cameron County and South Texas as well as working with our counterparts in Northern Mexico, specifically, the State of Tamaulipas and the City of Matamoros. The region is currently under construction and contemplating several additional toll projects that the Authority will ultimately operate and maintain. The Authority is or will be participating in public involvement activities for these projects.

2. Scope of Services

The Scope of Services to be provided by the Accounting and Financial Firm or combination of Firms may include, but not be limited to, the following:

1. Prepare monthly revenue and expenditure reports, prepare monthly/yearly financial statements and reports, maintain oversight of the financial records, prepare monthly cash flow statements, prepare list of claims, prepare all reports required by the State auditing agencies and assist with balancing the toll transactions.

3. Respondent Qualifications

3.1 Firm Qualifications

A brief history and general description of the Firm should include information relative to the capabilities and resources of its Texas headquarters office and listing of its Texas office personnel by discipline who would be assigned to the Authority's contract. Provide a synopsis of the Firm's experience in providing marketing, advertising, and public relations, education and outreach services to corporations and governmental entities, with particular emphasis on experience with toll and other transportation-related Authorities or agencies.

- Experience with development and implementation of financial statements and/or reports.
- An abstract of the Firm's cost control procedures.
- Comprehensive description of the procedures used by the Firm to supervise the provision of Accounting and Financial Services in a timely and cost effective manner
- Summarize how the Firm charges professional fees for the services described in the RFP.
- Disclose any conflicts or potential conflicts of interest. Disclose all contractual or informal business arrangements/agreements, including fee arrangements, consulting agreements, and the nature of any legal representation between your Firm and the Authority's Staff, and/or any of its Board of Directors; any entity that provides services to the Authority or TxDOT; and any governmental entity or political subdivision within the geographic area encompassed by the Authority.

The Authority has adopted certain conflict of interest policies applicable to Consultants and key financial personnel. The Conflict of Interest Policy for Consultants, the list of key Personnel, and the Disclosure Form can be obtained from the Cameron County Regional Mobility Authority website at www.cameroncountyrma.org. Provide the disclosures required by such policies.

3.2 Firm Organization, Staffing and Procedures

1. Provide an organizational chart identifying key project management and lead personnel for both the Firm and any of its anticipated Sub-Consultants. The position titles and relevant areas of project responsibility for lead personnel should be indicated. Designate the Firm's principal office and officer to be directly responsible for potential Authority projects. Provide in detail the identified personnel's experience with advertising, marketing, and public education and outreach campaigns, particularly any experience with governmental entities providing transportation-related services.
2. Provide the names and resumes of all key local personnel who currently are full time employees of the Firm, or its anticipated Sub-Consultants, who would be in a lead role in this Contract. Resumes should include all relevant information, as specified in the

prior section, and each resume is limited to no more than 2 pages. The resumes will be included as Appendix B to the response.

3. Provide the hourly rates for all key personnel listed and identify the employee who will provide the services identified. The number of annual hours provided in Attachment "A" for each job classification are estimates. The actual assigned workload may vary. If a Sub-Consultant will be performing one of the key jobs listed, provide the hourly rate to be charged to the Authority for that Sub-Consultant. The hourly rates submitted will be incorporated into the contract document and there will be no increase to the rates during the initial two year contract period.
4. Number of Staff, broken into groupings, by specialty and by geographic location committed for availability.
5. Provide an abstract of the Firm's quality assurance procedures.

3.3 Experience

A List of relevant projects accomplished within the past five years shall include the following:

1. Project name
2. Project location
3. A brief description of the project and the work performed
4. Name, address, and telephone number of client contact
5. A summary of those significant active projects expected to be underway in the Firm's designated project office during the calendar year's 2011 and 2012. The summary should indicate Staff levels by discipline that the Firm has precommitted to such projects, in sufficient detail to establish the Firm's ability to provide the level of staffing required for the Authority's high priority assignments.

3.4 Historically Underutilized ("HUB") and Disadvantaged Business Enterprise ("DBE") Participation

1. Indicate whether your Firm is a qualified "HUB" or "DBE" and if so provide supporting documentation including letters of certification.
2. Describe the provision for or the efforts made or that will be made for HUB and/or DBE participation if your Firm were to receive the Authority's assignment.
3. Provide an organizational chart for your organization indicating the total number of employees and the percentage of minority employees by standard classification for race and sex.

4. Identify all Sub-Consultants that you propose to use on the project. List the name of the principal(s) and the home office address for each Firm. Indicate if the Firm will have Staff supporting the Authority based in Cameron County and what specific tasks the Firm would be hired to accomplish. If any of the Sub-Consultant Firms are certified as a HUB or DBE Firm provide supporting documentation including letters of certification. If so, provide the name of the Firm, the Principals, with a summary of the work to be performed and the percentage of the total Contract.
5. Describe the Affirmative Action Plan of your Firm.
6. State whether your Firm will be able to conform with the requirements of Authority's Policy on the Participation of HUBs in Authority Professional Services and Contracting Opportunities.

4. Invoice Preparation

A single monthly comprehensive and detailed invoice shall reference the basis for each item charged and documentation that validates the charges shall be attached.

- Itemize all charges and provide copies of supporting documentation.
- Hourly Wages: Each Proposer employee must report the tasks they performed and the amount of time spent performing those tasks.
- Sub-Consultants: The Proposer must submit copies of individual invoices for any work performed by Sub-Consultant. All Sub-Consultant invoices shall be reimbursed at cost with no markup.

5. Copyrights

The Proposer shall obtain necessary copyrights for the Authority.

- Proposer shall not assert rights at common law or in equity or establish any claim to statutory copyright any material or information developed in performances of the services authorized.
- The Authority has the right to use, reproduce, or distribute any or all of such information and other materials without the necessity of obtaining any permission from Proposer and without expense and charge.
- Materials or information made or obtained by the Proposer on behalf of the Authority may be used by the Proposer for other purposes if approved in writing by the Authority.
- The Authority will not be held liable/responsible for any copyright infringements or liabilities thereto from videotapes provided by the Proposer.

6. Ownership of Materials and Products

- The Authority will retain all property rights, including publication rights, to all products developed by Proposer on the Authority's behalf
- Proposer shall ensure that duplication and distribution rights are secured for the Authority from all Consultants and Sub-Consultants.

7. RFP Submittal Requirements and Process

Submittal text shall be limited to twenty (20) double sided pages in length, exclusive of professional resumes, cover sheets, flyleaves, table of contents, dividers, etc., printed on two sides and double-spaced. Materials submitted in excess of the specified 20 pages will not be reviewed.

Preprinted brochure material may be included in the submittal if desired and will not be counted in the 20-page maximum.

Proposals submitted to the Authority in response to this RFP will be reviewed by a Board of Directors designated Selection Committee to identify Proposals that best serve the interests of the Authority and their customers. The Selection Committee will make a recommendation to the Board of Directors.

7.1 Contact Person for RFP Questions

All questions regarding the RFP shall be submitted in writing and must be received at by the Cameron County Regional Mobility Authority at the address shown below no later than 4:00 p.m. C.D.S.T., October 26, 2011. Informal verbal inquiries are not allowed. **NO QUESTIONS WILL BE ACCEPTED AFTER THIS DEADLINE.** Written questions may be submitted via U.S. mail, in person, via fax to 956-983-5099 or via email to dgarcia@cameroncountyrma.org.

Pete Sepulveda, Jr.
RMA Coordinator
Cameron County Regional Mobility Authority
1100 E. Monroe Street - Suite 256
Brownsville, Texas 78520

Responses to all questions received will be made available to all responders via posting on the Cameron County Regional Mobility Authority website at: <http://www.cameroncountyrma.org/notices>

7.2 *Delivery and Deadline for Submission of Responses*

All Proposal responses shall be received by the Cameron County Regional Mobility Authority at 1100 E. Monroe Street – Suite 256, Brownsville, Texas 78520, no later than 4:00 p.m. C.D.S.T., October 27, 2011. Six copies of the response of a Firm shall be submitted. NO PROPOSALS WILL BE ACCEPTED AFTER THE TIME AND DATE SPECIFIED.

The responsibility for submitting a Proposal to the Authority on or before the stated time and date will be solely and strictly the responsibility of the Respondent. The Authority will in no way be responsible for delays caused by the United States mail delivery, common carrier, or caused by any other occurrence.

7.3 *Anti-Lobbying Provision*

Except as provided above as to questions and clarifications concerning this RFP, during the time of this procurement prospective respondents may not directly or indirectly contact members of the Authority's Board of Directors, its employees, consultants, or contractors performing work for the Authority concerning the subject matters of this RFP. Violation of this restriction is grounds for disqualification from consideration.

7.4 *Public Information Act; Release of Information*

All responses submitted to this RFP become the property of the Authority and may be subject to public disclosure under the Texas Public Information Act (PIA). Any material deemed by a Respondent to be proprietary, confidential, or otherwise exempt from disclosure under the PIA shall be clearly marked as such. It is not acceptable to designate all or substantially all of the response to the RFP as "confidential" or "proprietary", and any such response will be returned to the Respondent without further consideration by the Authority.

The Authority will notify the Respondent if a request for public information is received that may require the Authority to disclose any material in the Response that the Respondent has marked as proprietary, confidential, or otherwise exempt from disclosure under the PIA. The Authority does not have and does not assume any obligation to assert or argue on behalf of the Respondent that any information provided to the Authority is exempt from required disclosure.

7.5 *Proposal Participants*

Respondents may submit a Proposal either solely or in partnership with other firms.

7.6 *Responsiveness of Proposals*

The Authority reserves the right to reject any Proposal as non-responsive if the Proposal fails to include any of the required information.

7.7 *Right to Cancel or Amend*

The Authority reserves the right to cancel or amend this RFP if it is determined to be in the best interest of the Authority.

7.8 *Request for Additional Information*

The Authority may request additional information from the Respondents.

7.9 *Responsibility for Costs*

All costs incurred by any party in responding to this RFP shall be borne by that party. The Authority shall have no responsibility whatsoever for any associated direct or indirect costs.

8. Proposal Evaluation

The Authority will make its selection based in demonstrated competence, experience, knowledge, and qualifications, as well as the reasonableness of the fee compared to other vendors. Proposals submitted to the Authority in response to this RFP will be reviewed by a Board of Directors designated Selection Committee to identify Proposals that best serve the interests of the Authority and their customers. The Selection Committee will make a recommendation to the Board of Directors. A final score and recommendation from the Selection Committee for the most qualified Proposer will be made at this point.

The ultimate selection of a Firm or Firms will be made by the Cameron County Regional Mobility Authority Board of Directors.

The Board of Directors reserves the right to negotiate services to be provided, and to reject all Proposals. The Proposer will be compensated for services rendered based on the hourly rates submitted as part of the Proposal. Fees for outside services and Sub-Consultant work will be negotiated on an individual basis. The Authority will not pay a mark up for Sub-Consultant services or third party charges including standard advertising commissions. The Authority is exempt from the payment of sales tax. It will be the responsibility of the successful Proposer to invoice accordingly.

8.1 Evaluation Criteria

Scoring of responses shall be based upon the following criteria:

Scoring Criteria	Points
Ability to successfully complete the tasks outlined in the Scope of Services.	20
Successful management of similar contracts and projects	20
Experience of team members	15
Understanding of the Authority and its needs	10
Strategic vision and innovative concepts for provision of contract services.	10
Diverse Workforce with emphasis on HUB/DBE involvement	5
Local Workforce	10
Rates	10

8.2 Attachment "A" Rates

8.2 Attachment "B" Resumes