REQUEST FOR PROPOSALS

for

Accounting and CFO Services

for the

Maine Port Authority

August 1, 2019



Maine Port Authority

460 Commercial Street

Portland, Maine 04101

(207) 200-2400

[www.maineports.com](http://www.maineports.com)

|  |  |
| --- | --- |
| **RFP Coordinator** | *All communication regarding this RFP must be made through the RFP Coordinator identified below*.**Name:** Jon Nass **Title:** CEO **Contact Information:** Jon.Nass@maineports.com |
| **Submitted Questions Due** | *All questions must be received by the RFP Coordinator identified above by:***Date:** **August 19, 2019**, no later than 4:00 pm, local timeQuestions, together with the official responses, will be posted on the Authority’s website at [www.maineports.com](http://www.maineports.com) by August 23, 2019. |
| **Proposal Submission** | *Proposals must be received by the RFP Coordinator by:***Submission Deadline:** **September 6, 2019**, no later than 11:59pm, local time*Proposals must be submitted electronically to the following address:* |

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# **PUBLIC NOTICE**

**\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\***

**Maine Port Authority**

**RFP# 2019-002**

**RFP for Accounting and CFO Services**

The Maine Port Authority is seeking proposals for Accounting and Chief Financial Officer Services on a consulting basis.

A copy of the RFP, as well as the Question & Answer Summary and all amendments related to this RFP, can be obtained at the following website: [www.maineports.com](http://www.maineports.com)

Proposals must be submitted to the Maine Port Authority, via e-mail, to the following email address: jon.nass@maineports.com. Proposal submissions must be received no later than 11:59 pm, local time, on September 6, 2109. Proposals will be opened at the International Marine Terminal, 460 Commercial Street, Portland, Maine the following business day. Proposals not submitted to the Maine Port Authority’s aforementioned email address by the aforementioned deadline will not be considered for contract award.

**\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\***

**RFP DEFINITIONS/ACRONYMS**

The following terms and acronyms shall have the meaning indicated below as referenced in this RFP:

|  |  |
| --- | --- |
| **Term/Acronym** | **Definition** |
| **Authority** | Maine Port Authority |
| **RFP** | Request for Proposal |
| **CFO** | Chief Financial Officer |

**Maine Port Authority**

**RFP# 2019-002**

**RFP for Accounting and CFO Services**

# **PART I INTRODUCTION**

## A. Purpose and Background

The Maine Port Authority (the “Authority”) is seeking proposals to provide Accounting and CFO Services as defined in this Request for Proposals (RFP) document. This document provides instructions for submitting proposals, the procedure and criteria by which the Provider(s) will be selected and the contractual terms which will govern the relationship between the Authority and the awarded Bidder.

The Authority plans, develops, maintains and promotes ports and intermodal facilities across the State to stimulate commerce and enhance the global competitiveness for the future wealth and prosperity of Maine. In partnering with the Icelandic shipping company Eimskip, the Authority has seen a significant increase in intermodal activity at the International Marine Terminal it manages in Portland, Maine. The Authority also manages a number of other leases along the coast of Maine, including the Mack Point terminal in Searsport, Maine.

Historically accounting, finance, payroll and management of annual government audits services are performed by an employee of the State of Maine, Department of Transportation. The Authority CEO and Board of Directors is looking to: (1) streamline accounting and payroll processes by optimizing technology for payment processing (currently the Authority pays all vendors by paper checks); (2) increase access for real time account reporting for its CEO and treasurer ; and (3) to increase the level of professional financial consulting services provided to the CEO and Board.

## B. General Provisions

1. From the time this RFP is issued until award notification is made, all contact with the Authority regarding this RFP must be made through the aforementioned RFP Coordinator. No other person/Authority employee is empowered to make binding statements regarding this RFP. Violation of this provision may lead to disqualification from the bidding process, at the Authority’s discretion.
2. Issuance of this RFP does not commit the Authority to issue an award or to pay expenses incurred by a Bidder in the preparation of a response to this RFP. This includes attendance at personal interviews or other meetings and software or system demonstrations, where applicable.
3. All proposals should adhere to the instructions and format requirements outlined in this RFP and all written supplements and amendments (such as the Summary of Questions and Answers), issued by the Authority. Proposals are to follow the format and respond to all questions and instructions specified below in the “Proposal Submission Requirements” section of this RFP.
4. Bidders shall take careful note that in evaluating a proposal submitted in response to this RFP, the Authority will consider materials provided in the proposal, information obtained through interviews/presentations (if any), and internal Authority information of previous contract history with the Bidder (if any). The Authority also reserves the right to consider other reliable references and publicly available information in evaluating a Bidder’s experience and capabilities.
5. The proposal shall be signed by a person authorized to legally bind the Bidder and shall contain a statement that the proposal and the pricing contained therein will remain valid and binding for a period of 180 days from the date and time of the bid opening.
6. The RFP and the selected Bidder’s proposal, including all appendices or attachments, shall be the basis for the final contract, as determined by the Authority.
7. Following announcement of an award decision, all submissions in response to this RFP will be considered public records available for public inspection pursuant to the State of Maine Freedom of Access Act (FOAA) (1 M.R.S. §§ 401 et seq.).
8. The Authority, at its sole discretion, reserves the right to recognize and waive minor informalities and irregularities found in proposals received in response to this RFP.
9. All applicable laws, whether or not herein contained, shall be included by this reference. It shall be the Bidder’s responsibility to determine the applicability and requirements of any such laws and to abide by them.

## C. Eligibility to Submit Bids

All interested parties are invited to submit bids in response to this Request for Proposals.

## D. Contract Term

The Authority is seeking a cost-efficient proposal(s) to provide services, as defined in this RFP, for the anticipated contract period defined in the table below. Please note that the dates below are estimated and may be adjusted, as necessary, in order to comply with all procedural requirements associated with this RFP and the contracting process. The actual contract start date will be established by a completed and approved contract.

Contract Renewal: Following the initial term of the contract, the Authority may opt to renew the contract for two, two-year renewal periods, as shown in the table below, and subject to continued availability of funding and satisfactory performance.

The term of the anticipated contract, resulting from this RFP, is defined as follows:

|  |  |  |
| --- | --- | --- |
| **Period** | **Start Date** | **End Date** |
| Initial Period of Performance | 10/1/19 | 9/30/21 |
| Renewal Period #1 | 10/1/21 | 9/30/23 |
| Renewal Period #2 | 10/1/23 | 9/30/25 |

## E. Number of Awards

The Authority anticipates making one award as a result of this RFP process.

# **PART II SCOPE OF SERVICES TO BE PROVIDED**

The successful Bidder will provide professional Administrative, Accounting, and CFO Services on a consulting basis as requested by the Authority, including the following:

* One-time onboarding, accounting process development and documentation, implementation and training (up to 5 Authority staff)
* Process Bi-Weekly Accounts Payable (Average 25 transactions)
* Process Bi- Weekly Accounts Receivable (Average 10 transactions)
* Process Grant Reimbursement Requests
* Generate P&L Budget Performance Report and Balance Sheets/Comparison reports for bi-monthly Board meetings
* Attend bi-monthly Board Meetings at request of CEO
* Coordinate Pre-audit and Audit field work and submit audited financial statements to Maine State Controller
* Process employee payrolls (Bangor Payroll) and track employee leave time (2 full-time employees)
* Coordinate group life, retirement payments/reports for participating MainePERS employee (currently 1 employee)
* Coordinate Maine state employee health insurance payment/reports for participating employee (currently 1 employee)
* Reconcile checking and investment accounts
* Reconcile credit cards
* Conduct financial management meetings with Authority management
* Develop budget and monitor performance
* Perform cash flow projections
* On demand CFO advisory and business strategy support
* Other services to be added on an on-going basis, as request and agreed to by both parties

\*See Maine Port Authority quarterly and annual P&L and balance sheets at <https://www.maineports.com/financials> for further reference.

# **PART III KEY RFP EVENTS**

## Questions

**1. General Instructions**

a. It is the responsibility of all Bidders and other interested parties to examine the entire RFP and to seek clarification, in writing, if they do not understand any information or instructions.

b. Bidders and other interested parties should use **Appendix E** – Submitted Questions Form – for submission of questions.

c. The Submitted Questions Form must be submitted by e-mail and received by the RFP Coordinator, identified on the cover page of this RFP, as soon as possible but no later than the date and time specified on the RFP cover page.

d. Submitted Questions must include the RFP Number and Title in the subject line of the e-mail. The Department assumes no liability for assuring accurate/complete/on time e-mail transmission and receipt.

**2. Question & Answer Summary:** Responses to all questions will be compiled in writing and posted on the following website no later than August 23, 2019 at [www.maineports.com](http://www.maineports.com). It is the responsibility of all interested parties to go to this website to obtain a copy of the Question & Answer Summary. Only those answers issued in writing on this website will be considered binding.

## Amendments

All amendments released in regard to this RFP will also be posted on the following website: [www.maineports.com](http://www.maineports.com) It is the responsibility of all interested parties to go to this website to obtain amendments. Only those amendments posted on this website are considered binding.

## Submitting the Proposal

1. **Proposals Due:** Proposals must be received no later than 11:59 p.m. local time, on the date listed on the cover page of this RFP, at which point they will be opened. Proposals received **after** the 11:59 p.m. deadline will be **rejected** without exception.
2. **Delivery Instructions:** Email proposal submissions are to be submitted to the Maine Port Authority, via email, to the email address provided on the RFP Cover Page (jon.nass@maineports.com).
3. Only proposals received by email will be considered. The Authority assumes no liability for assuring accurate/complete e-mail transmission and receipt.
4. Bidders are to insert the following into the subject line of their email submission:

“**RFP# 2019-002 Proposal Submission**”

# **PART IV PROPOSAL SUBMISSION REQUIREMENTS**

This section contains instructions for Bidders to use in preparing their proposals. The Authority seeks detailed yet succinct responses that demonstrate the Bidder’s experience and ability to perform the requirements specified throughout this document.

## Proposal Format

* 1. All electronic documents should be formatted for printing as formatting will not be adjusted prior to printing and reviewing these documents.
	2. It is the responsibility of the Bidder to provide all information requested in the RFP package at the time of submission. Failure to provide information requested in this RFP may, at the discretion of the Authority’s evaluation review team, result in a lower rating for the incomplete sections and may result in the proposal being disqualified for consideration.
	3. The Bidder should complete and submit the “Proposal Cover Page” provided in **Appendix A** of this RFP and provide it with the Bidder’s proposal. It is important that the cover page show the specific information requested, including Bidder address(es) and other details listed. The proposal cover page shall be dated and signed by a person authorized to enter into contracts on behalf of the Bidder.
	4. The Bidder should complete and submit the “Debarment, Performance and Non-Collusion Certification Form” provided in **Appendix B** of this RFP. Failure to provide this certification may result in the disqualification of the Bidder’s proposal, at the discretion of the Authority.

##

## Proposal Content

**Section I   Organization Qualifications and Experience**

1. **Overview of the Organization**

The Bidder is to complete **Appendix C** (Qualifications and Experience Form) describing their qualifications and skills to provide the requested services in this RFP.

1. **Litigation**

Attach a list of all current litigation in which the Bidder is named and a list of all closed cases that have closed within the past five (5) years in which Bidder paid the claimant either as part of a settlement or by decree.  For each, list the entity bringing suit, the complaint, the accusation, amount, and outcome.  If no litigation will be included, write “none” on submitted attachment.

1. **Financial Viability**

Provide the following information for each of the past three tax years:

* Balance Sheets
* Income (Profit/Loss) Statements
1. **Licensure/Certification**

Provide documentation of any applicable licensure/certification or any specific credentials required to provide the proposed services.

1. **Certificate of Insurance**

Provide a certificate of insurance on a standard Acord form (or the equivalent) evidencing the Bidder’s general liability, professional liability and any other relevant liability insurance policies that might be associated with the proposed services.

**Section II Proposed Services**

* 1. **Services to be Provided**

 Discuss the Scope of Services referenced above in Part II of this RFP and what the Bidder will offer. Give particular attention to describing the methods and resources you will use and how you will accomplish the tasks involved. Also, describe how you will ensure expectations and/or desired outcomes as a result of these services will be achieved.

**Section III Cost Proposal**

1. **General Instructions**
2. The Bidder must submit a cost proposal that covers the entire period of the initial contract. Please use the expected “Initial Period of Performance” dates stated in PART I, D.
3. The cost proposal shall include the costs necessary for the Bidder to fully comply with the contract terms and conditions and RFP requirements.
4. No costs related to the preparation of the proposal for this RFP or to the negotiation of the contract with the Authority may be included in the proposal. Only costs to be incurred after the contract effective date that are specifically related to the implementation or operation of contracted services may be included.
5. **Cost Proposal Form Instructions**

The Bidder should fill out **Appendix D** (Cost Proposal Form), following the instructions detailed here and in the form. Failure to provide the requested information, and to follow the required cost proposal format provided, may result in the exclusion of the proposal from consideration, at the discretion of the Authority.

# **PART V PROPOSAL EVALUATION AND SELECTION**

Evaluation of the submitted proposals shall be accomplished as follows:

## Evaluation Process - General Information

* + - 1. An evaluation team, comprised of qualified reviewers, will judge the merits of the proposals received in accordance with the criteria defined in the RFP.
			2. Officials responsible for making decisions on the selection of a contractor shall ensure that the selection process accords equal opportunity and appropriate consideration to all who are capable of meeting the specifications. The goals of the evaluation process are to ensure fairness and objectivity in review of the proposals and to ensure that the contract is awarded to the Bidder whose proposal provides the best value to the State of Maine.
			3. The Authority reserves the right to communicate and/or schedule interviews/presentations with Bidders if needed to obtain clarification of information contained in the proposals received, and the Authority may revise the scores assigned in the initial evaluation to reflect those communications and/or interviews/presentations. Interviews/presentations are not required, and changes to proposals will not be permitted during any interview/presentation process. Therefore, Bidders should submit proposals that present their rates and other requested information as clearly and completely as possible.

## Scoring Weights and Process

1. **Scoring Weights:** The score will be based on a 100-point scale and will measure the degree to which each proposal meets the following criteria.

**Section I. Organization Qualifications and Experience (35 points)**

Includes all elements addressed above in Part IV, B, Section I.

**Section II. Proposed Services (35 points)**

Includes all elements addressed above in Part IV, B, Section II.

**Section III. Cost Proposal (30 points)**

Includes all elements addressed above in Part IV, B, Section III.

1. **Scoring Process:** The review team will use a consensus approach to evaluate and score Sections I & II above. Members of the review team will not score those sections individually but, instead, will arrive at a consensus as to assignment of points for each of those sections. Sections III, the Cost Proposal, will be scored as described below.
2. **Scoring the Cost Proposal:** The total cost proposed for conducting all the functions specified in this RFP will be assigned a score according to a mathematical formula. The lowest bid will be awarded 30 points. Proposals with higher bids values will be awarded proportionately fewer points calculated in comparison with the lowest bid.

The scoring formula is:

(Lowest submitted cost proposal / Cost of proposal being scored) x (30) = pro-rated score

No Best and Final Offers: The Authority will not seek a best and final offer (BAFO) from any Bidder in this procurement process.  All Bidders are expected to provide their best value pricing with the submission of their proposal.

1. **Negotiations:** The Authority reserves the right to negotiate with the successful Bidder to finalize a contract at the same rate or cost of service as presented in the selected proposal. Such negotiations may not significantly vary the content, nature or requirements of the proposal or the Authority’s Request for Proposals to an extent that may affect the price of goods or services requested. The Authority reserves the right to terminate contract negotiations with a selected Bidder who submits a proposed contract significantly different from the proposal they submitted in response to the advertised RFP. In the event that an acceptable contract cannot be negotiated with the highest ranked Bidder, the Authority may withdraw its award and negotiate with the next-highest ranked Bidder, and so on, until an acceptable contract has been finalized. Alternatively, the Authority may cancel the RFP, at its sole discretion.

## Selection and Award

**1.** Notification of contractor selection or non-selection will be made in writing by the Authority.

**2.** Issuance of this RFP in no way constitutes a commitment by the Authority to award a contract, to pay costs incurred in the preparation of a response to this request, or to pay costs incurred in procuring or contracting for services, supplies, physical space, personnel or any other costs incurred by the Bidder.

**3.** The Authority reserves the right to reject any and all proposals or to make multiple awards.

**4.** The Authority recognizes that an actual contract effective date depends upon completion of the RFP process, date of formal award notification, length of contract negotiation, and preparation and ratification by the Board of Directors.

* + - 1. In providing services and performing under the contract, the successful Bidder(s) shall act as an independent contractor and not as an agent of the Authority.

#

# **PART VI LIST OF RFP APPENDICES AND RELATED DOCUMENTS**

1. **Appendix A** – Proposal Cover Page
2. **Appendix B** – Debarment, Performance and Non-Collusion Certification
3. **Appendix C** – Qualifications and Experience Form
4. **Appendix D** – Cost Proposal Form
5. **Appendix E** – Submitted Question Form

**APPENDIX A**

**Maine Port Authority**

**PROPOSAL COVER PAGE**

**RFP# 2019-002**

**Accounting and CFO Services**

|  |  |
| --- | --- |
| **Bidder’s Organization Name:** |  |
| **Chief Executive - Name/Title:** |  |
| **Tel:** |  | **E-mail:** |  |
| **Headquarters Street Address:** |  |
| **Headquarters City/State/Zip:** |  |
| ***(Provide information requested below if different from above)*** |
| **Lead Point of Contact for Proposal - Name/Title:** |  |
| **Tel:** |  | **E-mail:** |  |
| **Headquarters Street Address:** |  |
| **Headquarters City/State/Zip:** |  |

* This proposal and the pricing structure contained herein will remain firm for a period of 180 days from the date and time of the bid opening.
* No personnel currently employed by the Authority or its contractors participated, either directly or indirectly, in any activities relating to the preparation of the Bidder’s proposal.
* No attempt has been made, or will be made, by the Bidder to induce any other person or firm to submit or not to submit a proposal.
* The above-named organization is the legal entity entering into the resulting agreement with the Authority should they be awarded the contract.
* The undersigned is authorized to enter contractual obligations on behalf of the above-named organization.

*To the best of my knowledge, all information provided in the enclosed proposal, both programmatic and financial, is complete and accurate at the time of submission.*

|  |  |
| --- | --- |
| **Name (Print):** | **Title:** |
| **Authorized Signature:** | **Date:** |

**APPENDIX B**

**Maine Port Authority**

**DEBARMENT, PERFORMANCE and NON-COLLUSION CERTIFICATION**

**RFP# 2019-002**

**Accounting and CFO Services**

|  |  |
| --- | --- |
| **Bidder’s Organization Name:** |  |

*By signing this document, I certify to the best of my knowledge and belief that the aforementioned organization, its principals and any subcontractors named in this proposal:*

1. *Are not presently debarred, suspended, proposed for debarment, and declared ineligible or voluntarily excluded from bidding or working on contracts issued by any governmental agency.*
2. *Have not within three years of submitting the proposal for this contract been convicted of or had a civil judgment rendered against them for:*
	1. *Fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a federal, state or local government transaction or contract.*
	2. *Violating Federal or State antitrust statutes or committing embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;*
	3. *Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or Local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and*
	4. *Have not within a three (3) year period preceding this proposal had one or more federal, state or local government transactions terminated for cause or default*.
3. *Have not entered into a prior understanding, agreement, or connection with any corporation, firm, or person submitting a response for the same materials, supplies, equipment, or services and this proposal is in all respects fair and without collusion or fraud. The above-mentioned entities understand and agree that collusive bidding is a violation of state and federal law and can result in fines, prison sentences, and civil damage awards.*

**Failure to provide this certification may result in the disqualification of the Bidder’s proposal, at the discretion of the Department.**

|  |  |
| --- | --- |
| Name (Print): | Title: |
| Authorized Signature: | Date: |

**APPENDIX C**

**Maine Port Authority**

## QUALIFICATIONS & EXPERIENCE FORM

**RFP# 2019-002**

**Accounting and CFO Services**

|  |  |
| --- | --- |
| **Bidder’s Organization Name:** |  |

|  |
| --- |
| **Present a brief statement of qualifications, including any applicable licensure and/or certification. Describe the history of the Bidder’s organization, especially regarding skills pertinent to the specific work required by the RFP and any special or unique characteristics of the organization which would make it especially qualified to perform the required work activities. You may expand this form and use additional pages to provide this information.** |
|  |

**APPENDIX C (continued)**

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| --- |
| **Provide a description of projects that occurred within the past five years which reflect experience and expertise needed in performing the functions described in the “Scope of Services” portion of this RFP. For each of the project examples provided, a contact person from the client organization involved should be listed, along with that person’s telephone number and email address. Please note that contract history with the State of Maine, whether positive or negative, may be considered in rating proposals even if not provided by the Bidder.***If the Bidder has not provided similar services, note this, and describe experience with projects that highlight the Bidder’s general capabilities.*  |

|  |
| --- |
| **Project One** |
| **Client Name:** |  |
| **Client Contact Person:** |  |
| **Telephone:** |  |
| **E-Mail:** |  |
| **Brief Description of Project** |
|  |

|  |
| --- |
| **Project Two** |
| **Client Name:** |  |
| **Client Contact Person:** |  |
| **Telephone:** |  |
| **E-Mail:** |  |
| **Brief Description of Project** |
|  |

**APPENDIX C (continued)**

|  |
| --- |
| **Project Three** |
| **Client Name:** |  |
| **Client Contact Person:** |  |
| **Telephone:** |  |
| **E-Mail:** |  |
| **Brief Description of Project** |
|  |

**APPENDIX D**

**Maine Port Authority**

**COST PROPOSAL FORM**

**RFP# 2019-002**

**Accounting and CFO Services**

|  |  |
| --- | --- |
| **Bidder’s Organization Name:** |  |
| **Proposed Cost:** | **$**  |

(Insert your Department’s desired Cost Proposal Form here.)

 **APPENDIX E**

**Maine Port Authority**

**SUBMITTED QUESTIONS FORM**

**RFP# 2019-002**

**Accounting and CFO Services**

|  |  |
| --- | --- |
| **Organization Name:** |  |

|  |  |
| --- | --- |
| **RFP Section & Page Number** | **Question** |
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*\* If a question is not related to any section of the RFP, state “N/A” under “RFP Section & Page Number”.*

*\*\* Add additional rows, if necessary.*