

## AMENDMENT NO. 3

DATE: April 12, 2023

RE: SOLICITATION NUMBER: RFP No. 23-01

PROJECT: FINANCIAL AND ACCOUNTING SERVICES FOR METRO TRANSPORTATION ENGINEERING & CONSTRUCTION COOPERATIVE (MTECC)

NOTICE is hereby given of the following changes or clarifications that have been issued and questions received regarding the above-referenced Solicitation:

### QUESTIONS AND ANSWERS:

1. **QUESTION:** We see the MTECC budget for finance/accounting was \$36,000 in FY 22-23. Does BMPO or MTECC anticipate increasing this budget in future years to support the funding of these services? Is there a budget for these services?

**ANSWER:** The budget for FY 22-23 is small because the entity was only started in the Fall of 22 and has had very little finance and accounting activity in the year with only six deposits (from each of the member cities) and to date one payment. It is anticipated that the entity will grow over time as transportation projects are identified by the BMPO, Cities, and Florida Department of Transportation for MTECC to implement. The MTECC leadership and the selected finance and accounting team would jointly develop the budget for the following year. It is important that the budget be tightly managed on the front end to be efficient and grow as the entity budget and activity grows during the next three to five years. This is a chance for a finance and accounting firm to come in at the ground floor and work closely with the MTECC leadership team to build an accounting process.

2. **QUESTION:** Some of these services listed, for example, managing banking services and relationships, would not be possible to provide. Can you confirm Broward MPO is not looking for a consultant who can perform all of the services listed?

**ANSWER:** The MTECC Board Chair/Vice Chair and Executive Director are authorized to make payments. Deposits are managed by the MTECC leadership team. We have established a banking relationship with Wells Fargo including all approvals and processes to accept deposits. The banking services agreements are in place with MTECC. It is expected the finance and accounting firm would assist MTECC leadership in the development of deposit and payment packages for approval and deposits and payment by MTECC leadership.

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3. **QUESTION:** The RFP says that the contractor will be expected to perform services located at Section 2-1, Addendum 1 under special comments and says the following:

The services identified within the “Scope of Services” section are an outline of general activities that can be expected to be performed under the IDIQ contract. A more specific and deliverable-based scope of work will be provided within each individual work order issued pursuant to the Agreement. The BMPO shall request consultant services on an as-needed basis. There is no guarantee that any or all of the services described in the Scope of Services will be assigned during the term of the Agreement. The BMPO may, at its sole option, elect to have any or none of the services assigned.

Given this fact, how should an estimated cost be provided for the services?

**ANSWER:** The “Total for All Three Years” in the Section 18: Price Proposal Form, is used for evaluation purposes only. The firm’s proposed hourly rates in the Price Proposal Form will be used to negotiate task work orders throughout the term of the Agreement. MTECC leadership will work with the selected finance and accounting firm to develop scope of services, hours estimates and a budget. Please note that the described services are also available for BMPO as well as MTECC and at this time there is no guarantee that BMPO will access these services for BMPO.

**Offers/Proposers must acknowledge receipt** of this Amendment by completing and returning Section 5 Acknowledgement Form with your sealed submittal package by the time and date of the closing. **Failure to do so may deem your offer/proposal non-responsive.**