

## **METROPOLITAN COMMUNITY SERVICES**

**37 Robinwood Avenue  
Columbus, OH 43213**

### **REQUEST FOR PROPOSAL**

#### **SUMMARY**

METROPOLITAN COMMUNITY SERVICES (dba MCS-T.O.U.C.H.) is the recipient of a grant from the U.S. Department of Labor, Employment and Training Administration. This federally funded grant has strict federal guidelines and requirements.

MCS-T.O.U.C.H. will also partner with outside entities to provide various programmatic services to meet the scope of work of the grant. In order for MCS-T.O.U.C.H. to comply with certain requirements of its grant, the areas of need are as follows:

- a. Financial infrastructure and monitoring system for internal grants administration
- b. Fiscal infrastructure for Sub-recipient/contractors, including risk assessment and on-going monitoring
- c. Develop contracts for vendors and Sub-recipient/contractors

MCS-T.O.U.C.H. requires fiscal and grants administration systems be in place to address requirements for compliance with the federal regulations governing its DOL grant agreement by September 1, 2015

- a. Review organizational fiscal internal controls pertaining to on-going internal monitoring and Sub-recipient/contractor monitoring and develop a fiscal infrastructure for federal grants administration and Sub-recipient/contractor monitoring
- b. Develop a risk assessment tool for Sub-recipient/contractor assessment prior to entering into grant agreements
- c. Provide training to staff on the fiscal infrastructure created for grants administration
- d. Provide on-going fiscal monitoring of Sub-recipient/contractors based upon risk analysis

As a newly awarded DOL grant recipient, MCS-T.O.U.C.H. wants to ensure that its policies and procedures are relevant and up to date. Current fiscal policies, such as accounting, procurement, and internal controls should be thoroughly reviewed to address the requirements of the DOL grant and to ensure systems are in place that would address on-going internal monitoring and Sub-recipient/contractor monitoring for compliance with the federal regulations.

## **SCOPE OF WORK**

The Scope of Work incorporates proven methodologies, extremely qualified personnel, and a highly responsive approach to managing deliverables. Provide a description of project methods, including how the project will be developed and a proposed timeline of events that will be reflective of the needs of the DOL grant and Sub-recipient/contractor/contractor grant administration.

## **PROJECT DELIVERABLES**

Following is a broad list of all project deliverables:

Preliminary Assessments of Fiscal Systems and report on findings:

Staff Interviews

Accounting System

Cost Allocation Methodology

Internal Controls

Document Preparation:

Sub-recipient/contractor Risk Assessment

Sub-recipient/contractor Invoicing Documentation

Sub-recipient/contractor Compliance Check List

Grant tracking forms

Cash Draw Down Tracking Form

Sub-recipient/contractor grant agreement

Vendor contract agreement

Process Preparation

Grant tracking process and procedures

Cost Allocations process and procedures

Cash draw down process and procedures

Fiscal processes and procedures incorporating DOL requirements

Sub-recipient/contractor invoice process and procedures

Sub-recipient/contractor monitoring

Sub-recipient/contractor risk assessment

Staff Training

On-Going Sub-recipient/contractor monitoring as needed and as determined by the results of the Sub-recipient/contractor risk assessment

**QUOTE FOR SERVICES**

<b>SERVICES</b>	<b>PRICE</b>
PRELIMINARY ASSESSMENTS	\$
DOCUMENT PREPARATION	\$
PROCESS PREPARATION	\$
STAFF TRAINING	\$
SUB-RECIPIENT/CONTRACTOR RISK ASSESSMENT	\$
SUB-RECIPIENT/CONTRACTOR/ ON GOING MONITORING	\$
TOTAL	\$

Completed RFPs should be e-mailed to:

[bkw@touchimp.org](mailto:bkw@touchimp.org)

[lsloutsky@touchimp.org](mailto:lsloutsky@touchimp.org)

Questions should be directed to:

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