



## Interoffice Memorandum

October 3, 2022

TO: Mayor Jerry L. Demings  
-AND-  
County Commissioners

 FROM: Carrie Mathes, CFCM, NIGP-CPP, CPPO, C.P.M., Manager II, Procurement Division

CONTACT: Eric Ushkowitz, Economic Development Administrator, County Administration  
(407) 836-7326

SUBJECT: Selection of Consultant, Request for Proposals Y22-501-AH, Grant Administration for Small Business and Gig Worker Grants

### RECOMMENDATION:

Selection of KPMG LLP to provide Grant Administration for Small Business and Gig Worker Grants, Request for Proposals Y22-501-AH. Further request authorization for the Procurement Division to negotiate and execute a contract within a not-to-exceed amount of \$1,100,000.

The proposals were evaluated by the Procurement Committee on September 21, 2022. Commissioner Christine Moore was assigned to the Procurement Committee.

### PROCUREMENT:

This contract will assist Orange County with project development and administration of the federal American Rescue Plan Act (ARPA) programs providing grants to small businesses and gig workers to support them in recovery from COVID-19.

### FUNDING:

Funding is available in account number 5896-019-8600-3230.

### APPROVALS:

County Administration and the Business Development Division concur with this recommendation.

### REMARKS:

Orange County requires a consultant with a proven history managing the distribution of grants to businesses and workers based upon specific criteria to include expense tracking, accounting and customer service. Under this contract, some of the roles of the consultant are:

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1. Facilitating, in cooperation with Orange County Staff, community engagement and awareness campaigns with local businesses and gig workers to promote the ARPA grant programs.
2. Developing a reporting mechanism for leadership to track progress and spending on the programs on a weekly basis.
3. Utilizing the Neighborly Software system to administer the grant programs and track the progress of the applicants.
4. Developing a reporting system, in partnership with the Orange County Comptroller's Office, to make the grant payments to successful applicants.
5. Developing, in partnership with Orange County Staff, eligibility criteria for the programs.

Three proposals were received in response to this Request for Proposals. The proposals received from Alexander Rebb, Inc. and Riley Equitable Solutions, Inc. scored too low for Board consideration.

Consensus scores of the Procurement Committee are attached.

Procurement Committee Meeting - September 21, 2022, 1:00PM  
RFP #Y22-501-AH, Grant Administration for Small Business and Gig Worker Grant Programs

CRITERIA	Qualifications of Staff	Qualifications of Firm	Technical Approach	Fee Proposal	Total Weighted Points
Weighted Value	25	25	30	20	100
KPMG LLP	125.00	125.00	150.00	60.00	460.00



**Interoffice Memorandum**

September 20, 2022

To: Alina Hernandez Fernandez, Contracting Supervisor  
Procurement Division

FROM: Sheena Ferguson, Manager  
Business Development Division 

SUBJECT: **Y22-501-AH, Grant Administration for Small Business and Gig Worker Grants**

Orange County would receive federal funding through the U S Department of Treasury for the services solicited in the Request for Proposal. Accordingly, Orange County's M/WBE ordinance and program do not apply to this solicitation.

Orange County shall participate in the federal requirements 2 CFR 200.321 (or 45 C. F. R. 75.330 for Health and Human Services funds) to ensure small and minority-owned firms, women-owned business enterprises, and labor surplus area firms have been afforded subcontracting opportunities.

The Business Development Division evaluated the three bids to denote whether an executed and notarized "Affidavit of Compliance Requirements" form submitted with the proposal for the federal requirements. Alexander Rebb, Inc; KPMG LLP and Riley Equitable Solutions, Inc provided the executed and notarized federal compliance forms.

Listed below are respondents to the subject IFB with their confirmed small and minority-owned firms, women-owned business enterprises, and labor surplus area firms' utilization:

Prime Contractor	Federal M/WBE Firm Confirmed	Type of Work	Amount of Subcontract
Alexander Rebb, Inc.	N/A		
	Total Federal M/WBE Participation		0%

Prime Contractor	Federal M/WBE Firm Confirmed	Type of Work	Amount of Subcontract
KPMG LLP	Indelible Emergency Management LLC	Governance, risk and compliance management systems	25%*
	Total Federal M/WBE Participation (*Amount to be determined)		25%

Prime Contractor	Federal M/WBE Firm Confirmed	Type of Work	Amount of Subcontract
Riley Equitable Solutions, Inc	Listed individuals and not firms		
	Total Federal M/WBE Participation		0%