



Fresno Economic Opportunities Commission
REQUEST FOR PROPOSAL
Performance of Agreed Upon Procedures - Cost Allocation and Federal Interest Reporting
Bid Number 03062020

I. GENERAL INFORMATION

A. Purpose

This Request for Proposal (RFP) is a specific service contract for Fresno Economic Opportunities Commission for the performance of Agreed Upon Procedures associated with Health and Human Services Head Start funding in the areas of facility cost allocation and Real Property Status Report SF-429 federal interest reporting. Services must be substantially completed by May 15, 2020 so that recommendations may be presented to the Board of Commissioners on May 27, 2020. Please see specific timeline attached in Exhibit II. Fresno Economic Opportunities Commission is looking to contract with an external Certified Public Accounting firm to perform analysis of existing policies and procedures, provide recommendations, and provide implementation training and technical assistance for any identified areas.

B. Who May Respond

Only qualified, licensed certified public accounting firms may respond to this RFP, herein referred to as the BIDDER.

C. Instructions on Proposal Submission

1. Closing Submission Date

Proposals must be submitted no later than 4:00 p.m. on **March 23, 2020**.

2. Inquiries

Inquiries concerning this RFP should be directed to Rebecca Heinricy, Financial Officer, at rebecca.heinricy@fresnoeoc.org and must be submitted by March 16, 2020.

All inquiries and responses will be posted for viewing on the Fresno Economic Opportunities Commission website by March 19, 2020.

3. Conditions of Proposal

All costs incurred in the preparation of a proposal responding to this RFP will be the sole responsibility of the Bidder and will not be reimbursed by Fresno Economic Opportunities Commission. Unless otherwise stated, all materials submitted by the Bidder in response to this RFP shall become the property of Fresno Economic Opportunities Commission.

4. Instructions on Proposal Submission

Your proposal should be addressed as follows:

Kerry Wiley, Procurement Director
Fresno Economic Opportunities Commission
1920 Mariposa Mall, Suite 330
Fresno, CA 93721

Five (5) original copies of the Bidder's proposal must be submitted and clearly marked with the following information:

Request for Proposal -- Agreed Upon Procedures
Bid Number: 03032020

RFP content shall also be submitted electronically to Kerry Wiley at kerry.wiley@fresnoeoc.org. Proposals transmitted by facsimile or e-mail only will not be accepted.

It is the responsibility of the Bidder to ensure that the proposal is received by Fresno Economic Opportunities Commission by the date and time specified above. Late proposals will not be considered.

The bid format, as specified in Section III, must be submitted by each and every bidding party. Deviation from the bid format shall be noted and the reason for the deviation shall be explained. This does not, however, preclude the bidding party from offering alternatives in addition to the format coverage and approaches. The alternatives, however, must be fully explained in writing.

This RFP is available via e-mail from kerry.wiley@fresnoeoc.org.

5. Right to Reject

Fresno Economic Opportunities Commission reserves the right to reject any and all proposals received in response to this RFP. A contract for the accepted proposal will be based upon the factors described in this RFP.

The Fresno Economic Opportunities Commission reserves the right to waive informalities or irregularities in bids.

In any case of deviation from enclosed specifications, the bidders shall indicate, in writing, the exception to the specifications. If no exception(s) is noted, it is understood that the specification will be complied with in detail as requested with no exception.

6. Women, Disabled Veterans, Small and/or Minority-Owned Businesses

Efforts will be made by Fresno Economic Opportunities Commission to utilize women, disabled veterans, small, and/or minority-owned businesses, with the consideration that the primary responsibility is the most favorable return to Fresno Economic Opportunities Commission.

A Bidder qualifies as a small business firm if it meets the definition of "small business" as established by the Small Business Administration (13 CFR 121.201), having annual receipts for the last year of less than \$20.5 million.

7. Price

All prices and quotations must be typed or written in ink. No erasures or correction fluid is permitted. Errors may be crossed out and corrections printed in ink by the person signing the bid.

8. Time

Time of delivery and service completion is a part of the consideration and must be stated in definite terms and must be achieved. See Exhibit II for required timeline.

9. Authorized Proposals

All proposals must be dated and signed with the firm's name and by a responsible officer or employee.

10. Notification of Award

It is expected that a decision selecting the successful firm will be made within ten (10) days of the closing date from the receipt of proposals.

Award will be made to the responsible Bidder whose experience, service, delivery, and cost are most compatible with Fresno Economic Opportunities Commission. Fresno Economic Opportunities Commission will be the sole judge in making this determination.

11. Patent Indemnity

The Bidder shall hold Fresno Economic Opportunities Commission, its officers, agents, servants, and employees, harmless from liabilities of any nature or kind on account of use of any copyrighted or un-copyrighted composition, secret process, patented or unpatented invention, article of appliance furnished or used under this RFP.

12. Samples

Samples, when required, must be furnished free and, if not destroyed by tests, will upon requests be returned at the Bidder's expense.

13. Rights and Remedies of Fresno Economic Opportunities Commission for Default

In case of default for any reason, including circumstances beyond the control of Bidder or Fresno Economic Opportunities Commission, or contract violation or breach of contract by Bidder, Fresno Economic Opportunities Commission may procure the articles or services from another source and may recover the loss occasioned thereby from any unpaid balance due the Bidder or by proceedings against performance bond of Bidder, if any, or by suit against Bidder. The prices paid by Fresno Economic Opportunities Commission shall be considered the prevailing market price at the time such purchase is made.

14. Inspection

Inspections on deliveries or services or offer for such, which do not meet specifications, will be at the expense of the Bidder.

D. Description of Entity

Fresno Economic Opportunities Commission is a nonprofit organization which services primarily Fresno County in California. Fresno Economic Opportunities Commission is a private, nonprofit corporation and has been determined to be exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code. It is governed by a twenty-four (24) member volunteer Board of Commissioners. Administrative offices and records are located at 1920 Mariposa Mall, Fresno, CA 93721. Over eighty (80) other owned or leased program locations are located throughout the Fresno area. The annual budget is approximately \$100 million with around 1,200 employees.

Fresno Economic Opportunities Commission utilizes an automated general ledger system for all programs that has been designed specifically for the purpose of managing not-for-profit and government funded programs. Fresno Economic Opportunities Commission maintains separate bank accounts to control cash receipts and disbursements and utilizes a fully automated general ledger accounting system which includes modules for accounts payable, accounts receivable, and fixed assets. Fresno Economic Opportunities Commission utilizes a third party payroll service to process payroll.

E. Options

At the discretion of Fresno Economic Opportunities Commission and the contracted BIDDER, this contract can be extended for additional time periods. The cost for the option periods will be agreed upon by Fresno Economic Opportunities Commission and the Bidder.

II. SPECIFICATION SCHEDULE

A. Scope of Financial and Compliance Review, Analysis, Recommendations, and Training

The purpose of this RFP is to procure and contract with a certified public accounting firm, licensed by the California Board of Accountancy. The preferred BIDDER will have knowledge and experience with Head Start and/or other programs funded by the federal Department of Health and Human Services. The BIDDER will be an entity that has no prior experience with Fresno Economic Opportunities Commission. The goal of the Agreed Upon Procedures is to provide review, recommendations, and training to the Fresno Economic Opportunities Commission on the current facility cost allocation and federal interest reporting policies and procedures pertaining to the Fresno Executive Plaza location (1900/1920 Mariposa Mall, Fresno CA) to assist with the resolution of deficiencies identified in the recent Federal monitoring. The BIDDER will review policies, procedures, and internal controls regarding the current Fresno Economic Opportunities Commission cost allocation pool methodology and the SF-429 federal interest procedures. Both areas will be reviewed for accuracy of allocations, identification of potential enhancements, and identification of deficiencies. The analysis of these areas will be used to provide recommendations and training to Fresno Economic Opportunities Commission staff and Board of Commissioners.

Pertinent federal records to be read and understood by the BIDDER include, but are not limited to:

1. The Head Start Act
2. 45 Code of Federal Regulations Part 75 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards
3. Head Start Information Memorandum: ACF-IM-HS-17-01 Attachment 1 - Facilities Guidance.

Following award of the RFP, the contracted BIDDER will be provided the following records:

1. HHS Head Start Monitoring report
2. Quality Improvement Plan (QIP)
3. Accounting Policies and Procedures Manual

4. Head Start 0-5 cost allocation procedures
5. Facility Cost Pool Procedure
6. Facilities Executive Plaza (FEP) Budget and related documents
7. FEP Facility Cost Pool Allocation records for Jan 1999 – December 2019.
8. Worksheet detailing components of allocated FEP Facility cost to the HHS Head Start grant.
9. FEP historical actual cost allocation cost per square foot from 1994 to 2019.
10. Legal settlement historical documentation of allowance of Federal Interest July 1991 – December 1998.
11. Head Start occupancy for the FEP location from July 1, 1991 to December 31, 2019 with supporting documentation.
12. FEP depreciation detail from 1991 to 2019 from General Ledger and Fixed Asset records.
13. General ledger records for mortgage principal, mortgage interest, and bond amortization costs associated with the FEP facility.
14. Filed SF-429 form and supporting documents and procedure documentation.
15. Notice of Federal Interest

B. Reports to be Issued

Report Preparation - Report preparation, editing, and printing shall be the responsibility of the auditor. Following the completion of the review, the auditor shall issue the following reports;

1. Agreed Upon Procedures report to including findings related to the accuracy of cost allocations and the analysis of the policies, procedures, and internal controls and well as to the reporting of Federal Interest in Form SF-429
2. Schedule of Findings and Recommendations
3. Supplementary information as required by the Quality Improvement Plan (QIP)
4. Training agenda and attendance documents

All reports will be included in communications with the U.S. Department of Health and Human Services Office of Head Start in conjunction with on-going efforts to resolve areas of deficiencies.

C. Delivery Schedule

Bidder will provide draft review report to Fresno Economic Opportunities Commission's Chief Executive Officer no later than May 15, 2020. A final report on performed procedures and recommendations will be submitted by May 21, 2020. At the conclusion of field work findings and recommendation will be in writing and presented to the Board of Commissioners during the regularly scheduled board meeting on Wednesday, May 27, 2020 at 6:00 P.M.

Reports and recommendations may be submitted earlier than the above schedule. However, if the BIDDER fails to make delivery of the reports and recommendations within the time schedule specified herein, or if the BIDDER delivers reports and recommendations which do not conform to all of the provisions of this agreement, Fresno Economic Opportunities Commission may, with written notice of default to the BIDDER, terminate the whole or any part of this agreement. Under certain extenuating circumstances, Fresno Economic Opportunities Commission may extend this schedule upon written request of the BIDDER with sufficient justification.

D. Price

Bidder's proposed price should be submitted with information indicating how the price was

determined for the review, analysis, recommendations, and training. For example, Bidder will indicate the estimated number of hours by staff level, hourly rates, and total cost by staff level. The proposed price shall be a "not to exceed" amount. Any out-of-pocket expenses should also be indicated.

E. Payment

Progress payments will be allowed to the extent that Fresno Economic Opportunities Commission can determine that satisfactory progress is being made. Final payment will be made when Fresno Economic Opportunities Commission has determined that the total work effort has been satisfactorily completed. Should Fresno Economic Opportunities Commission reject the report, Fresno Economic Opportunities Commission's authorized representative will notify the Bidder in writing of such rejection giving the reason(s). The right to reject a report shall extend throughout the term of this contract and for ninety (90) days after the Bidder submits the final invoice for payment.

Upon delivery of the final reports to Fresno Economic Opportunities Commission and their acceptance, the Bidder may submit a bill for the balance due on the contract for the reviews.

F. Work Papers

1. Upon request, the Bidder will provide a copy of supporting work papers pertaining to the resolution of the areas of deficiencies including any areas that identify potential disallowed costs. The work papers must be concise and provide the basis for any questioned costs as well as an analysis of the problem.
2. The work papers will be retained for at least five (5) years from the end of the performance period.
3. The work papers will be available for examination by authorized representatives of federal, state, or local agencies, and Fresno Economic Opportunities Commission.

G. Work Area

Fresno Economic Opportunities Commission will provide the reviewing team with reasonable work space. The reviewer will also be provided with the use of Fresno Economic Opportunities Commission's photocopiers, fax, e-mail, Wi-Fi, and access to telephone to facilitate the field work.

H. Confidentiality

Bidder agrees to keep information related to all contracts in strict confidence. Other than the reports submitted to Fresno Economic Opportunities Commission, the Bidder agrees not to publish, reproduce, or otherwise divulge such information in whole or in part, in any manner or form or authorize or permit others to do so. Bidder agrees to take such reasonable measures as are necessary to restrict access to the information, while in the Bidder's possession, to those employees on the Bidder's staff who must have the information on a "need-to-know" basis. Bidder agrees to immediately notify, in writing, Fresno Economic Opportunities Commission's authorized representative in the event the Bidder determines or has reason to suspect a breach of this requirement.

I. General Conditions

1. Insurance

The certified public accounting firm shall maintain insurance adequate for protection

from claims under Workers' Compensation Laws and from claims from damages for personal injury, including death and damage to property, which may arise from reviewer's operation under this agreement.

2. Errors and Omissions Insurance

Prior to commencement of services under this agreement, reviewer shall furnish to Fresno Economic Opportunities Commission satisfactory proof of coverage, for the period of this agreement, of errors and omissions insurance with limits of at least \$1,000,000.00.

3. Independent Contractor

While performing services pursuant to this agreement, auditor is an independent contractor and not an officer, agent, or employee of Fresno Economic Opportunities Commission.

4. Assignment of Contract

The reviewer shall not assign or transfer, by operation of law or otherwise, any or all of their rights, burdens, duties, or obligations without the prior written consent of Fresno Economic Opportunities Commission.

5. Assurances

Reviewer certifies that they are a currently and properly licensed certified public accountant. reviewer further certifies that they meet the independence standards of the U.S. Government Accountability Office (GAO) *Standards for Audit of Governmental Organizations, Programs, Activities, and Functions*, and the American Institute of Certified Public Accountants.

6. Extra Work

No bill or claim for extra work or materials shall be allowed or paid unless the doing of such extra work or the furnishing of such extra materials shall have been authorized in writing by Fresno Economic Opportunities Commission. Fresno Economic Opportunities Commission shall have the right to make any changes that may be hereafter determined upon, in the nature of dimensions of the work, either before or after its commencement, and such changes shall in no way affect or void the obligation of this contract. If such changes affect the cost of the work, an equitable adjustment shall be made by Fresno Economic Opportunities Commission to cover said cost.

7. Indemnity

The successful Bidder shall hold harmless and indemnify Fresno Economic Opportunities Commission, its officers, agents, and employees from and against any and all actions, suits, or other proceedings as may arise as a result of performing the work hereunder, except such actions, suits, or other proceedings as may arise as a result of the negligence or willful misconduct of Fresno Economic Opportunities Commission, its officers, agents, and employees.

III. BIDDER'S TECHNICAL QUALIFICATIONS AND BID FORMAT

The Bidder, in its proposal, shall, as a minimum, include the following:

A. Prior Experience

Bidder should describe its prior experience including the names, addresses, contact persons, and telephone numbers of prior organizations audited. Bidder must provide at least three (3) references. Experience should include the following categories:

1. Prior experience auditing private nonprofit 501(c)(3) entities
2. Prior experience auditing Head Start programs and any experience in reviewing corrective actions.
3. Prior experience in conducting organization-wide single audits in accordance with OMB Circular A-133 and/or the Uniform Guidance standards and requirements
4. Prior experience in preparing audit reports in accordance with the Government Auditing Standards - Standards for Audit of Governmental Organizations, Programs, Activities, and Functions.

B. Organization, Size, and Structure

Bidder should describe its organization, size (in relation to audits to be performed), and structure, including if the firm is local, regional, national, or international; the location of the office from which the work is to be done and the number of partners, managers, supervisors, and senior staff; and the range of activities performed by the local office such as auditing, accounting, tax service, or management services. Indicate, if appropriate, if the firm is a small and/or minority-owned business.

Fresno Economic Opportunities Commission draws upon the power of its diverse staff and board membership to create positive and meaningful accomplishments in its human development activities, social ventures, and community partnerships. The RFP's evaluation process is designed to reflect Fresno Economic Opportunities Commission's commitment and support in creating inclusive employment opportunities by encouraging our vendors and contractors in participating in our vision.

Bidder must include a copy of the most recent peer review, or state why the Bidder has not had a peer review.

C. Qualifications and Experience

Bidder should describe the qualifications of partners, managers, and supervisors who will directly supervise the review, including their experience with similar engagements.

Include resumes of partners, managers, and supervisors, to be assigned to the review with education, position in firm, years and type of experience, continuing professional education, state(s) in which licensed as a CPA, CPA license number, and other pertinent information.

D. Understanding of Work to be Performed

Bidder should describe its understanding of work to be performed, including audit procedures, estimated hours, and other pertinent information.

E. Certifications

The Bidder must sign and include as an attachment to its proposal the Certifications enclosed with this RFP (See Exhibit I). The publications listed in Exhibit I Certifications will not be provided by Fresno Economic Opportunities Commission.

IV. PROPOSAL EVALUATION

A review panel, including representatives of Fresno Economic Opportunities Commission's Board of Commissioners and Executive staff, will participate in the process of selecting the auditor. Reviewers will assess Bidders based on their proposals and oral presentation.

A. Submission of Proposals

All submissions shall include five (5) copies of the Bidder's complete proposal and one (1) electronic submission.

B. Non-Responsive Proposal

Proposals may be judged non-responsive and removed from further consideration if any of the following occur:

1. The proposal is not received timely in accordance with the terms of this RFP
2. The proposal does not follow the specified format
3. The proposal does not include the Certifications

C. Evaluation of Proposals

The following criteria will be used in evaluating the proposals:

1. Bidder's understanding of work to be performed (0-25 points)
 - a. Adequate coverage
 - b. Realistic time estimated of each step
2. Prior audit experience (0-20 points)
 - a. Prior experience auditing private 501(c)(3) non-profit entities
 - b. Prior experience with Head Start and any in reviewing corrective actions.
 - c. Prior experience in conducting organization-wide single audits in accordance with OMB Circular A-133 and/or the Uniform Guidance standards and requirements
 - d. Prior experience in preparing audit reports in accordance with the Government Auditing Standards - Standards for Audit of Governmental Organizations, Programs, Activities, and Functions.
Fresno Economic Opportunities Commission may contact prior audited organizations to verify experience described by Bidder.
3. Results of peer review. (0-10 points)
4. Diversity, structure, organization, and size of Bidder's firm. Considering size in relation to the audits to be performed. (0-10 points)
 - a. Diversity of staff
 - b. Women, disabled veterans, small and/or minority owned business
 - c. Adequate organization/size of the firm
5. Qualifications of staff to be assigned to the audits to be performed. This will be determined from resumes submitted. Education, position in firm, years and type of experience, continuing professional education, and state(s) in which licensed as a CPA, etc. will be considered. (0-10 points)
 - a. Audit team staffing

- b. Overall supervision to be exercised
- c. Prior experience of the individual audit team members

6. Price (0-25 points)

MAXIMUM POINTS – 100

D. Oral Presentation

Bidders who submit a proposal in response to this RFP may be required to give an oral presentation of their proposal to Fresno Economic Opportunities Commission. This will provide an opportunity for the Bidders to clarify or elaborate on the proposal but will in no way change the original proposal. Fresno Economic Opportunities Commission will schedule the time and location of these presentations. However, Fresno Economic Opportunities Commission reserves the right to make an award without further discussion of the proposals submitted. Therefore, proposals should be submitted initially on the most favorable terms, from both technical and price standpoints.

E. Protest Procedures

All protests to resolve disputes concerning this RFP shall be written, must specify in detail the grounds of the protest, the facts and evidence in support thereof and the remedy sought. The written protest must be delivered to the Finance Officer no later than five (5) days prior to the date of final decision. In the absence of a timely and properly submitted written protest, no party responding to the RFP shall be eligible for any remedy.

The Chief Executive Officer shall resolve any protest based upon the written protest and any oral or written response thereto provided by staff. The Chief Executive Officer's decision shall be deemed final.

CERTIFICATIONS

On behalf of the Bidder:

- A. The individual signing certifies authorization to enter into agreements/contracts on behalf of the Bidder.
- B. The individual signing certifies that the Bidder is not involved in any agreement to pay money or other consideration for the execution of this agreement, other than to an employee of the Bidder.
- C. The individual signing certifies that the prices in this proposal have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition.
- D. The individual signing certifies that the prices quoted in this proposal have not been knowingly disclosed by the Bidder prior to an award to any other Bidder or potential Bidder.
- E. The individual signing certifies that there has been no attempt by the Bidder to discourage any potential Bidder from submitting a proposal.
- F. The individual signing certifies that the Bidder, if awarded this agreement/contract agrees to not discriminate against any employee in the performance of this agreement/contract, or against any applicant for employment in the performance on this agreement/contract because of race, religion, color, national origin, ancestry, physical handicap, medical condition, marital status, age, gender, or sexual orientation. These requirements shall apply to, but not limited to, the following: employment, upgrading, demotion or transfer, rates of pay or other forms of compensation; and selection for training, including apprenticeship and certifies compliance with: (a) Federal Executive Order 11246, as amended by Executive Order 11375 relating to equal employment opportunity; (b) Title VI and Title VII of the Civil Rights Act of 1964, as amended; (c) Rehabilitation Act of 1973; as amended; (d) Title 41 Code of Federal Regulations, Chapter 60, (e) providing a Drug Free Workplace, and (f) American with Disabilities Act of 1990, as amended.
- G. The individual signing certifies that the Bidder is a properly licensed certified public accountant with the California Board of Accountancy.
- H. The individual signing certifies that the Bidder meets the independence standards of the *Government Auditing Standards - Standards for Audit of Governmental Organizations, Program, Activities, and Functions*, commonly known as the "Yellow Book."
- I. The individual signing certifies awareness and compliance with GAO requirement of an external quality control (peer) review at least once every three years.
- J. The individual signing certifies that the following publications, including but not limited to, relative to the proposed review have been read and understood.
 - 1. The Head Start Act
 - 2. 45 Code of Federal Regulations Part 75 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards
 - 3. Head Start Information Memorandum: ACF-IM-HS-17-01 Attachment 1 - Facilities Guidance.

Following award of the RFP, the contracted BIDDER will be provided the following records;

- 1. HHS Head Start Monitoring report
- 2. Quality Improvement Plan,
- 3. Accounting Policies and Procedures Manual
- 4. Head Start 0-5 cost allocation procedures

5. Facility Cost Pool Procedure
6. Facilities Executive Plaza (FEP) Budget and related documents
7. FEP Facility Cost Pool Allocation records for Jan 1999 – December 2019.
8. Worksheet detailing components of allocated FEP Facility cost to the HHS Head Start grant.
9. FEP historical actual cost allocation cost per square foot from 1994 to 2019.
10. Legal settlement historical documentation of allowance of Federal Interest July 1991 – December 1998.
11. Head Start occupancy for the FEP location from July 1, 1991 to December 31, 2019 with supporting documentation.
12. FEP depreciation detail from 1991 to 2019 from General Ledger and Fixed Asset records.
13. General ledger records for mortgage principal, mortgage interest, and bond amortization costs associated with the FEP facility.
14. Filed SF-429 form and supporting documents and procedure documentation.
15. Notice of Federal Interest

K. The individual signing certifies that all of the information in this Request for Proposal, including the information on the programs/grants/contracts to be reviewed, has been read and understood.

L. The individual signing certifies that the Bidder or any individual to be assigned to the review does not have a record of substandard audit work. If the Bidder or any individual to be assigned to the review has been found in violation of any state or AICPA professional standards, this information must be disclosed on a separate sheet of paper and attached to this certification.

Dated this _____ day of _____, 2020.

Bidder's Firm Name

Signature of Bidder's Representative

Printed Name and Title of Individual Signing

EXHIBIT II

**Fresno Economic Opportunities Commission
Performance of Agreed Upon Procedures - Cost Allocation and Federal Interest Reporting Calendar of
Events**

Listed below are specific dates and times of actions related to this Request for Proposal (RFP). The actions with specific dates must be completed as indicated unless otherwise changed by Fresno Economic Opportunities Commission. In the event that Fresno Economic Opportunities Commission finds it necessary to change any of the specific dates and times in the calendar of events listed below, it will do so by issuing a supplement to this RFP which will be posted on the Fresno Economic Opportunities Commission's website.

<u>DATE</u>	<u>TIME</u>	<u>EVENT</u>
March 6, 2020		Notify Bidders of RFP via e-mail and/or telephone notifications, and posting on www.fresnoeoc.org website.
March 16, 2020	4:00 PM PDT	Questions due from Bidders E-mail questions to kerry.wiley@fresnoeoc.org
March 19, 2020		Questions and responses posted on www.fresnoeoc.org website
March 23, 2020	4:00 PM PDT	Proposals due from Bidders
March 24, 2020		Review Team receives RFPs for review
March 25-30, 2020		Review Team interviews top 3-4 bidders (optional)
March 31, 2020		Review Team makes recommendation based on proposal and oral presentation (if held)
April 1, 2020		All Bidders are sent notification of selection