

WEST SHORE SCHOOL DISTRICT
REQUEST FOR QUALIFICATIONS (RFQ)
COMPLIANCE SERVICES - REDEVELOPMENT ASSISTANCE
CAPITAL PROGRAM (RACP)

STATEMENTS OF QUALIFICATIONS MUST BE RECEIVED NO LATER THAN: **MARCH 10, 2025** at 3p.m. E.S.T.

STATEMENTS RECEIVED LATE WILL NOT BE CONSIDERED.

Direct all replies to: Brett Sanders
West Shore School District
507 Fishing Creek Road, P.O. Box 803
New Cumberland, PA 17070
BSanders@wssd.k12.pa.us

INTRODUCTION

The West Shore School District (“West Shore” or “School District”), located between Harrisburg and York in south-central Pennsylvania, has seven primary schools, two intermediate schools, three middle schools, two high schools, and a virtual learning academy. With more than 7,500 students and approximately 950 staff members, West Shore is the third largest public school district in the Greater Harrisburg metropolitan area.

Our pledge to families is that we are committed to providing our students with inspiring and relevant experiences so they may live meaningful, purposeful, and impactful lives.

BACKGROUND

West Shore is requesting Statements of Qualifications (“Statements”) from experienced grant compliance analysts or firms specializing in grant compliance to assist the School District with the Redevelopment Assistance Capital Program (“RACP”). RACP is a Commonwealth grant program administered by the Office of the Budget for the design, acquisition, and construction of regional economic, cultural, civic, recreational, and historical improvement projects. West Shore is seeking qualified specialists to oversee its RACP-funded improvement projects, to provide general consulting services with respect to RACP, and to ensure compliance with all applicable rules and regulations throughout the RACP grant process. Applicants will be evaluated and selected based on various criteria, including prior experience, capabilities, professional qualifications, and proposed fees.

SCOPE OF SERVICES

The successful candidate will provide comprehensive compliance services to West Shore throughout all aspects of the RACP grant process. These services include, but are not limited to, the following:

- Evaluate compliance of RACP-funded improvement projects and prepare detailed reports of project status;
- Analyze construction progress, project financing, and cash flow for each project and address financial issues in a timely manner;
- Prepare Project Management Proposal; Draft and submit grant agreement; Prepare and submit scope and match funding documentation; Review and oversee compliance with special conditions; participate in specials packet review
- Attend and prepare District for all audit and compliance meetings/conferences with the Office of Budget and other State officials as necessary for grant compliance;
- Assist District to comply with any audit findings throughout construction and present/communicate all findings, reports, and analyses in a direct and concise manner to the Director or Business Affairs, Superintendent, Director of Operations & Planning and Solicitor as necessary and directed;
- Evaluate all bid documents to ensure compliance with RACP requirements;
- Successfully work with the District until project closeout to submit payment requests and

obtain full reimbursement of grant funds;

- Effectively collaborate with all project partners to resolve issues that arise during the RACP grant process.

MINIMUM QUALIFICATIONS

All applicants must have extensive experience and expertise with grant compliance and capital project planning, financing, and budgeting. Specific experience with the RACP grant process is required.

SUBMISSION REQUIREMENTS

The following information is required and must accompany all Statements:

I. Cover Letter

Provide a cover letter indicating your interest in serving as a RACP compliance analyst for West Shore.

II. Resumes

Attach resumes for all relevant personnel.

III. References

Attach five references from local governments or other entities for which similar services were provided and a project description including the amount the grant involved.

IV. Services and Approach

Provide an overview of your approach to grant compliance and project management and the range of services you provide.

V. Insurance/Non-Collusion

Provide proof of all applicable insurance certificates and a non-collusion affidavit.

VI. Fees

State your fee rate/structure. Describe all costs related to your services that West Shore should reasonably anticipate.

SUBMISSION DEADLINE AND CANDIDATE SELECTION

All questions related to this RFQ must be in writing and directed to:

Brett Sanders
West Shore School District
507 Fishing Creek Road, P.O. Box 803
New Cumberland, PA 17070
BSanders@wssd.k12.pa.us
717-938-9577

Applicants must submit sealed Statements - one original and two copies, marked COMPLIANCE SERVICES - REDEVELOPMENT ASSISTANCE CAPITAL PROGRAM (RACP). All Statements must be received prior to March 10, 2025 at 3pm E.S.T. and directed to:

Brett Sanders
West Shore School District
507 Fishing Creek Road, P.O. Box 803
New Cumberland, PA 17070

Statements received after the deadline will not be considered.

The criteria to be considered in selecting a candidate will include, but not be limited to, the following:

- (1) Competency and responsibility of the applicant;
- (2) Prior experience, references, and demonstrated ability to provide comprehensive RACP grant compliance services;
- (3) Professional qualifications/competency of relevant personnel; and
- (4) Proposed fees.

The School District may request additional information/clarifications from applicants during the review process.

SPECIAL NOTES

West Shore shall not be liable for any costs incurred by respondents to this RFQ or for any costs associated with discussions required for clarification of items relating to this RFQ.

West Shore reserves the right to negotiate the terms of the contract, including the applicant's fees, with the applicant prior to entering into a contract. If contract negotiations cannot be concluded successfully with the selected applicant, West Shore may negotiate a contract with another applicant.

West Shore may undertake such investigations as it deems necessary to evaluate the qualifications and experience of any applicant. West Shore reserves the right to waive any irregularities in any Statement and to reject any or all applicants if in the School District's best interest to do so.

CONFIDENTIALITY

The successful candidate must agree to keep confidential all information concerning the plans, operations or activities of West Shore which may be divulged by West Shore or ascertained by the candidate while performing any services for West Shore. In the event the candidate is required to disclose confidential information pursuant to a subpoena, a court order, or other legal process, the candidate shall, upon notice of such required disclosure and prior to disclosure, immediately notify West Shore and allow West Shore the opportunity to inspect the information subject to disclosure. In the event such disclosure is objectionable under any law, ordinance, regulation, or court rule, the candidate shall exhaust all legal means to prevent disclosure.

CONFLICT OF INTEREST

To avoid a conflict of interest, or the appearance of a conflict of interest, the successful candidate should not engage in any outside activities that are inconsistent, incompatible, or appear to conflict with the candidate's ability to exercise independent/objective judgment in the best interest of West Shore. The candidate should outline all conflicts of interest that may exist in relation to providing grant compliance services to West Shore.

GOOD STANDING

The successful candidate must be in compliance with all applicable federal, state, and local laws and regulations, including but not limited to tax obligations and corporate registration requirements.

NON-DISCRIMINATION CLAUSE

The successful candidate shall provide to all persons equal access to all categories of employment, regardless of race, age, color, creed, religion, sex, gender, gender identity, sexual orientation, ancestry, genetic information, marital status, pregnancy, national origin, handicap/disability, or differently-abled status, in accordance with state and federal laws governing educational and vocational programs and in its recruitment and employment practices. The successful candidate shall make reasonable accommodations for identified physical and mental impairments that constitute disabilities, consistent with the requirements of federal and state laws and regulations.