



## **TRANSPORTATION & COMMUNITY DEVELOPMENT INITIATIVE (TCDI)**

### **ADMINISTRATIVE & FISCAL REQUIREMENTS PACKET**

#### **DELAWARE VALLEY REGIONAL PLANNING COMMISSION**

190 N. Independence Mall West – 8<sup>th</sup> Floor  
Philadelphia, PA 19106-1520  
P: (215) 592-1800 ~ F: (215) 592-9125  
[www.dvrpc.org](http://www.dvrpc.org)

### **Contract Process:**

Projects selected for TCDI funding by the DVRPC Board require a contract with DVRPC. In order to receive a contract the Project Sponsor must complete the following steps:

- a. Prepare an RFP and conduct a consultant selection process in accordance with federal procurement standards (OR) complete the attached Competitive Selection Certification Form (*Attachment: A*) if your previous selection process met the stated criteria.
- b. Submit a copy of the contract between the consultant and the Project Sponsor, scope-of-work, and budget proposal (*Attachment: B*).
- c. If the Project Sponsor is providing services as match – submit a Project Sponsor Budget Proposal (*Attachment: C*) and a scope-of-work describing the services.

Awardees will have until **March 31, 2015** to conduct the RFP process and enter into a contract with DVRPC. Failure to complete the RFP process and enter into a contract within this time frame may result in the loss of project funds.

All project work must be completed by **June 30, 2016**.

### **Instructions:**

Complete the attached forms and send the supporting documents to:

**Chanelle Ridgeway, Contracts Administrator**  
DVRPC  
190 N. Independence Mall West – 8th Floor  
Philadelphia, PA 19106-1520  
215-238-2914 – [cridgeway@dvrpc.org](mailto:cridgeway@dvrpc.org)

### **Payments & Invoicing**

Refer to the list of invoicing requirements (*Attachment: D*) to ensure payment. Failure to adhere to the requirements outlined will result in delayed or non-payment. Invoices and progress reports must be submitted on a quarterly basis at minimum. Final invoices must be received by **August 15, 2016**.

Send invoices and progress reports to:

**Accounting Department**  
DVRPC  
190 N. Independence Mall West – 8th Floor  
Philadelphia, PA 19106-1520

### **List of Attachments:**

- A:** Competitive Selection Certification Form
- B:** Consultant Budget Proposal
- C:** Project Sponsor Budget Proposal
- D:** Payment & Invoicing Requirements
- E:** Fiscal & Administrative Requirements Checklist



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8TH FLOOR  
PHILADELPHIA, PA 19106-1520  
Phone: 215-592-1800  
Fax: 215-592-9125  
www.dvrpc.org

## Competitive Selection Certification Form

### FRAMEWORK:

Project Sponsors may retain a consultant to perform all or part of the proposed scope-of-work on a project. Projects that use federal funds require all consultants to be competitively selected in accordance with federal procurement rules. Existing municipal consultants previously retained by the Project Sponsor may only be used if they were previously selected through a competitive selection process consistent with the stated criteria within the last (5) years (*on or after 7/1/2009*).

### OBJECTIVE:

The Delaware Valley Regional Planning Commission (DVRPC) recognizes that most government entities have consultant selection procedures. The following criteria represent what DVRPC considers to be acceptable standards for competitive consultant selection for projects utilizing federal funds.

### INSTRUCTIONS:

Mark each box to indicate that your agency has met each required criterion. The form should be signed by the Project Sponsor's Chief Executive Officer.

### ASSESSMENT CRITERIA:

- |   |  |
|---|--|
| <input type="checkbox"/> Procurement was conducted in a manner providing full and open competition.                                   | <input type="checkbox"/> Contracts were awarded to the firm(s) whose proposals were most advantageous to the program, with price and other factors considered.     |
| <input type="checkbox"/> Requests for proposals were publicized, and identified all evaluative factors and their relative importance. | <input type="checkbox"/> Records sufficient to detail the history of the procurement have been maintained.   |
| <input type="checkbox"/> Proposals were solicited from an adequate number of qualified sources.                                       | <input type="checkbox"/> There are written protocols established for conducting the technical evaluations of the proposals received, and for selecting recipients. |

Date of RFP: \_\_\_\_\_

Number of proposals received: \_\_\_\_\_

Advertisement type: \_\_\_\_\_

Notes/Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Project Sponsor: \_\_\_\_\_ DVRPC Contract # \_\_\_\_\_

Contact Name/Title: *(Print)* \_\_\_\_\_

Address: \_\_\_\_\_  
 \_\_\_\_\_

( ) \_\_\_\_\_

Phone: \_\_\_\_\_

( ) \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

### CERTIFICATION:

**As the duly authorized representative of the applicant, I certify that the above marked criteria have been met and performed in accordance with all applicable federal procurement requirements.**

\_\_\_\_\_  
Name *(Print)*

\_\_\_\_\_  
Title *(Print)*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

*(Signature may be typed in if submitting electronically)*

## TCDI: CONSULTANT BUDGET PROPOSAL

Consultant: \_\_\_\_\_ Project Manager: \_\_\_\_\_  
 Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
 \_\_\_\_\_ Email: \_\_\_\_\_

Contract #: \_\_\_\_\_  
 Contract Total: \_\_\_\_\_  
 Cash Amount: \_\_\_\_\_ Match Amount: \_\_\_\_\_

Project Sponsor: \_\_\_\_\_ Project Manager: \_\_\_\_\_  
 Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
 \_\_\_\_\_ Email: \_\_\_\_\_

### Proposed Consultant Expenses

1. DIRECT LABOR <i>(Employee Name &amp; Title)</i>	Estimated Hours	Payroll Rate	Estimated Cost
Total Direct Labor:			\$

2. LABOR OVERHEAD	Overhead Rate	Direct Labor	Estimated Cost
Total Labor Overhead:			\$

3. DIRECT EXPENSES (Describe)	Estimated Cost
Total Direct Expenses:	\$

4. Profit (10% maximum - Direct & In-direct)	Estimated Cost
Total Profit:	\$

Total Consultant Expenses (Items 1-4): \$ \_\_\_\_\_

Total Match Expenses *(from Project Sponsor Budget Sheet - Attachment C)* \$ \_\_\_\_\_

TOTAL EXPENSES (Cash & Match): \$ \_\_\_\_\_

### BUDGET CERTIFICATION:

I certify that the cost data used to prepare this Budget Proposal is current, and complete. This proposal is submitted for use in response to the grant program referenced below and reflects our best estimate in accordance with the governing principles for determining costs.

Transportation and Community Development Initiative (TCDI)

Date:	Name/Title: <i>(print)</i>	Signature: <i>(Signature May be typed in if submitting electronically)</i>

## TCDI: PROJECT SPONSOR BUDGET PROPOSAL

Project Sponsor: \_\_\_\_\_ Project Manager: \_\_\_\_\_  
 Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
 \_\_\_\_\_ Email: \_\_\_\_\_

Contract #: \_\_\_\_\_  
 Contract Total: \_\_\_\_\_  
 Cash Amount: \_\_\_\_\_ Match Amount: \_\_\_\_\_

Consultant: \_\_\_\_\_ Project Manager: \_\_\_\_\_  
 Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
 \_\_\_\_\_ Email: \_\_\_\_\_

### Proposed Match Expenses

1. DIRECT LABOR <i>-(Employee Name &amp; Title)</i>	Estimated Hours	Payroll Rate	Estimated Cost
Total Direct Labor:			\$

2. LABOR OVERHEAD	Overhead Rate	Direct Labor	Estimated Cost
Total Labor Overhead:			\$

3. DIRECT EXPENSES (Describe)	Estimated Cost
Total Direct Expenses: \$	

Total Match Expenses (Items 1-3): \$ \_\_\_\_\_

Total Cash Expenses (from Consultant Budget Sheet -Attachment B) \$ \_\_\_\_\_

TOTAL EXPENSES (Cash & Match): \$ \_\_\_\_\_

### BUDGET CERTIFICATION:

I certify that the cost data used to prepare this Budget Proposal is current, and complete. This proposal is submitted for use in response to the RFP referenced below and reflects our best estimate in accordance with the governing principles for determining costs.

Transportation and Community Development Initiative (TCDI)

Date:	Name/Title: <i>(print)</i>	Signature: <i>(Signature May be typed in if submitting electronically)</i>

## TCDI: Payment & Invoicing Requirements

### 1. **Invoice Detail:**

- All Invoices must include the following detail :
  1. Name & title of staff working on the project. (*provide support with timesheets, etc.*).
  2. Hourly payroll rate (*billable rates will not be accepted*).
  3. Indirect rate (*overhead and fringe*).
  4. Profit % (*10% maximum - Labor & Indirect*)
  5. Non-Labor detail (*travel, supplies, etc.*)

### 2. **Letterhead Format:**

- Project Sponsor and consultant expenses must be invoiced on their respective letterheads. Invoices will not be accepted directly from consultants. All invoices must be submitted to the Commission by the Project Sponsor and include the level of detail indicated above.

### 3. **Quarterly Submission of Progress Reports & Invoices:**

- Progress reports must accompany all invoices. All invoices and progress reports must be submitted at minimum of every quarter - even if the total expenditures are less than \$5,000. Final invoices must be recieved by **August 15, 2016**.

### 4. **Reimbursement:**

- Invoices are reimbursed up to 80% of the contract total to reflect the 20% match.

### 5. **Stop Work Orders:**

- A stop work order may be issued when invoices and progress reports are not submitted to DVRPC within (60)-days of the end of any (3)-month period beginning with the execution date of the contract with the project sponsor.

#### **Mail all invoices to:**

Attention: Accounting Department  
Delaware Valley Regional Planning Commission  
190 N. Independence Mall West - 8th Floor  
Philadelphia, PA 19106-1520

For inquiries and direct assistance please contact **William Laidlaw** at:  
(215-238-2954) or [wlaidlaw@dvrpc.org](mailto:wlaidlaw@dvrpc.org)

TCDI: Fiscal & Administrative Requirements Checklist
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- ☐ 1. **Competitive Selection Certification Form:** *(Attachment A)*
  - All consultants must have been competitively selected. This includes any consultant that is a sub to the prime consultant with a budget of \$10,000 or greater. The competitive selection must have been completed within the last (5) years on or after July 1, 2009.
- ☐ 2. **Consultant Budget Proposal:** *(Attachment B)*
  - All consultants must submit a budget proposal.
- ☐ 3. **Consultant Scope-of-Work:**
  - The scope-of-work (SOW) is the area of the contract where the work to be performed is described. The SOW should also contain any milestones, reports, and deliverables that are expected to be provided by the performing party. The SOW should also contain a time line for all deliverables.
- ☐ 4. **Project Sponsor Budget Proposal:** *(Attachment C)*
  - A Project Sponsor Budget Proposal is required for the match portion of the contract. If the Project Sponsor is providing the match in cash, no budget proposal is required (*this assumes a 100% consultant effort*).
  - Elected officials and council member's time are not eligible as in-kind matching services.
  - For a service to be eligible as match it must be:
    1. Necessary and reasonable for the accomplishment of the project.
    2. Not be included as contributions for any other Federal Award.
    3. Verifiable from the Sponsor's records (*i.e. timesheets, payroll register, etc.*).
    4. Allowable under federal cost principles.
  - Volunteer services may be counted towards matching requirements if the services are an integral and necessary part of the project. Rates for volunteer services must be consistent with those paid for similar work.
- ☐ 5. **Project Sponsor Scope-of-Work:**
  - A scope-of-work is required from the project sponsor detailing the type of work being performed with match funds. No SOW is required if match is cash.
- ☐ 6. **Contract between Project Sponsor and Consultant:**
  - A copy of the contract between the project sponsor and their consultant must be submitted, including the scope and budget.

**Mail all Contract & Budget Documents to:**

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