



REQUEST FOR QUOTATIONS (RFQ)

Issue Date: July 6, 2022

RFQ# 2023-070623-02

Title: Financial Services

Issuing Agency: Albemarle Charlottesville Regional Jail
160 Peregrory Lane
Charlottesville, VA 22902

Using Department/Division and/or location where work will be performed: Albemarle Charlottesville Regional Jail,
Finance Department

Request for Quotations will be received until **August 2 at 2:00 p.m. EST** for furnishing the supplies described herein.

All inquiries for information should be directed to:

Lyn Wrigley
Purchasing Agent
wrigleya@acrj.org
(434) 977-6981 xtn 299

IF QUOTATIONS ARE SHIPPED/MAILED OR HAND DELIVERED SEND DIRECTLY TO ISSUING AGENCY SHOWN ABOVE.

IF QUOTATIONS ARE EMAILED, EMAIL TO: wrigleya@acrj.org

In compliance with this Request for Quotation and to all the conditions imposed therein, the undersigned offers and agrees to furnish the Goods/Services at the price(s) indicated herein.

By my signature on this solicitation, I certify that this firm/individual and subcontractor is properly licensed for providing the goods/services specified.

Name and Address of Firm:

Date: _____

By: _____

_____ Zip Code: _____

(Signature In Ink)

Telephone Number: (____) _____

Name: _____

Fax Number: (____) _____

(Please Print)

E-mail Address: _____

Title: _____

Virginia Contractor License No. _____

I have the authority to bind the corporation.

Class: _____ Specialty Codes: _____

SMALL, WOMAN, MINORITY AND SERVICE DISABLED VETERAN-OWNED BUSINESS: ☐ YES; ☐ NO *IF YES*

⇒ ☐ SMALL; ☐ WOMAN; ☐ MINORITY; ☐ SERVICE DISABLED VETERAN-OWNED

This public body does not discriminate against faith-based organizations in accordance with the Code of Virginia, § 2.2-4343.1 or against a bidder or offeror because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.



RFQ#: 2023-070623-02
Title: Financial Services

SCOPE OF WORK/DESCRIPTION OF ITEM:

Successful offeror shall perform the following:

1. Assist the ACRJ with program and policy development to support the following core functions: fiscal policy and controls, accounting procedures (payable and receivable), payroll management, financial reporting, state and federal compliance, and audit management.
2. Methods employed should include interviewing and observing ACRJ personnel to obtain an understanding of current processes, procedures, and policies as they relate to the core financial functions.

TERM OF CONTRACT:

The initial term of the contract will be for one (1) year from date of final date of execution with an option to renew for an additional one (1) year term. Option exercise shall be the sole right and prerogative of ACRJ.

EVALUATION AND CONTRACT AWARD:

- A. Timely received quotes will be evaluated in accordance with the criteria set forth below.
- B. Basis for Contract Award: The Contract, if awarded, will be awarded to the Offeror whose quote is considered to provide the best value to ACRJ, provided the offered quote is reasonable and is in the best interest of ACRJ to accept it and subject to ACRJ's right to reject any and all offers and to waive an informality in the offer. Evaluation will be based on price and price related factors, as well as technical criteria as follows:
 1. Experience and Qualifications in Meeting Requirements set out in the Scope of Work:
 - a. Offeror shall return with the quotation a brief description of prior assignments that demonstrate proven success in working within the scope of work described.
 - b. Resume
 - c. The selected firm, or individual, will have successfully guided other government entities in establishing, or enhancing, the core fiscal functions noted in the Scope of Work
 2. References: Provide at least two (2) references for which work of a similar nature to that described herein was performed. The references should include the name, title address, phone number, and email for the person on the owner's team most intimate with the details of project being referenced.

CRITERIA:	Points
Technical Factors: Experience Requirements set out in this RFQ	50
Pricing: Ability to provide cost-efficient services	50
Total	100

GENERAL TERMS AND CONDITIONS:

Refer to the General Terms and conditions located online at <https://www.acrj.org/purchasing>

Quotation Form

RFQ#: 2023-070623-02 Title: Financial Services	
	Unit Price
Hourly Rate for Financial Services as per all terms, conditions and specifications herein.	\$ _____

An ACRJ PO must be accepted by the awardee or, when used in lieu of a PO, the ACRJ contract shall be signed by the parties as a requirement to receive an award pursuant to this solicitation.

This solicitation is subject to ACRJ Terms and Conditions can be found at:

<https://www.acrj.org/purchasing>

Vendor: _____

By: _____

Signature: _____

Date: _____