

Request for Qualifications (Project Auditing Services)

State of Ohio Standard Forms and Documents

Administration of Project: Ohio Facilities Construction Commission

Project Name	<u>Project Auditing Services</u>	Response Deadline	<u>04/09/2026</u>	<u>12:00</u>	p.m.	local time
Project Location	<u>Various</u>	Project Number	<u>SFC-270993</u>			
City / County	<u>Various / Various</u>	Project Manager	<u>Various</u>			
Owner	<u>Various</u>	Contracting Authority	<u>Ohio Facilities Construction Commission</u>			
No. of paper copies requested (stapled, not bound)	<u>0</u>	No. of electronic copies requested via email (PDF)	<u>1</u>			

Submit the requested number of Statements of Qualifications (Form F110-330) directly to Procurement at procurement@ofcc.ohio.gov. See Section G of this RFQ for additional submittal instructions.

Submit all questions regarding this RFQ in writing to Procurement at procurement@ofcc.ohio.gov with the project number included in the subject line (no phone calls please). Questions will be answered and posted to the Opportunities page on the OFCC website at <http://ofcc.ohio.gov> on a regular basis until one week before the response deadline. The name of the party submitting a question will not be included on the Q&A document.

Project Overview

A. Project Description

The Ohio Facilities Construction Commission invites interested parties to submit a statement of qualifications to provide accounting review services for Ohio school district (K-12) capital improvement projects funded by the Ohio Facilities Construction Commission. The Commission will consider firms that are familiar with accounting and financial reporting practices of school districts.

All firms submitting a statement of qualifications will be eligible for a contract beginning July 1, 2026 and ending June 30, 2028. Fees are based on hourly rates, approved by the Commission. The Commission does not guarantee that a firm will be awarded any work or make a representation of the amount of work a firm may receive within the one-year period.

B. Scope of Services

The scope of services will include, without limitation, capital project accounting review services related to K-12 and Career Technical facilities funded by the Ohio Facilities Construction Commission.

The selected Consultant, as a portion of its required Scope of Services and prior to submitting its technical and fee proposals, will discuss and clarify with the Commission, the cost breakdown of the Agreement detailed cost components to address the project requirements. The Commission will select firms to provide any or all of the following separate services:

1. Delivery of Quarterly Financial Review Reports for school districts participating in Commission programs. The quarterly financial reports will provide information on the completeness and accuracy of quarterly financial information school districts submit to the commission for the calculation of funds that can be drawn to support the facility project.
2. Provide Financial Reconciliation Services for Project Closeout which requires a review of project activity and the financial accounting reports related to the projects to determine if all obligations for the project have been met.
3. General Consulting to advise the Commission on reconciliation and closeout procedures, issues, and training.

The Commission will evaluate and select firms separately for the three types of services. The Commission reserves the right to select and enter into a contract with one or more firms.

C. Funding / Estimated Budget

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Total Project Cost	<u>Hourly rates approved by OFCC</u>	State Funding	<u>N/A</u>
Construction Cost	<u>N/A</u>	Other Funding	<u>N/A</u>
Estimated Design Fee	<u>N/A</u>		

D. Anticipated Schedule

Response Deadline: April 9, 2026
Shortlist: Late-April 2026

Eligibility will be effective for the period covering July 1, 2026 – June 30, 2028

E. EDGE Participation

The commission is committed to supporting EDGE business enterprises and encourages organizations with an EDGE certification to respond to this request.

F. Evaluation Criteria for Selection

Evaluation of the statement of qualifications will be based primarily on the following:

1. competence of the firm to perform the required services, as indicated by the technical training, education and experience of the firm's personnel who are likely to be assigned to perform the services;
2. ability in terms of workload and availability of qualified personnel, equipment, and facilities to perform the required services competently and expeditiously;
3. experience of the proposed personnel in K-12 capital project budgeting and accounting;
4. experience of the proposed personnel school district accounting and the Ohio Auditor of State audit compliance documents;
5. experience of the proposed personnel in providing financial review of state or federal programs;
6. past performance as reflected in evaluations of previous clients with respect to factors such as quality of work and meeting deadlines;
7. other similar factors.

Qualifications and experience of individual firm's staff. Proposer's apparent resources and capacity to meet the needs of a typical project. The selected firm must have the capability to use the Internet within their normal business location(s) during normal business hours.

G. Submittal Instructions

Firms are required to submit a current F110-330 Statement of Qualifications (blank forms are available as a free download from the OFCC website at <https://ofcc.ohio.gov/Documents/Forms#1494144-procurement>).

Statements of Qualifications are to be submitted electronically by e-mail. Submittals are to be limited to maximum of one e-mail with the total file size of 25 MB.

Electronic submittals must be combined into one PDF file named with the project number listed on the RFQ and the firm's name. Use the "print" feature of Adobe Acrobat Professional or similar software for creating a PDF rather than using a scanner. If possible, please reduce the file size of the PDF. In Adobe Acrobat Professional, go to Advanced, then PDF Optimizer.

The following special instructions apply to completing the F110-330 form for this selection:

- Firms are requested to list the Project No. (indicated on Page 1 of this RFQ) on the first page of Part I and on Part II of the F110-330.
- Firms are requested to indicate their MBE or EDGE-certified business status as either "Certified" or Non-certified" on Part I Section C (Proposed Team).
- Firms performing current Consultant Contracts should identify those Contracts on Page 1 of Section F (Example Projects Which Best Illustrate Proposed Firm's Qualifications for this Contract).
- Do not submit Page 2 of Section F (Relevant Projects Experience Matrix).
- Do not submit Page 3 of Section H (Commitment to Participate in the EDGE Business Assistance Program).

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H. Additional Information

Following this submission, the Commission will evaluate the proposals submitted and identify a list of firms for interviews. These interviews are designed to familiarize Commission staff with the qualifications of firms by further exploring their proposals and the scope and nature of the consulting services they provide.

Consultant Selection Rating (Project Auditing Services)

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Project Name Project Auditing Services
 Project Number SFC-270993

Proposer Firm _____
 City, State, Zip _____

Selection Criteria		Value	Score
1. Team Location, EDGE status and Workload (Maximum 10 points)			
a. Location of firm and EDGE status	Out of State	0	
	Ohio Firm	5	
	EDGE Certified	5	
2. Qualifications (Maximum 80 points)			
a. Experience and Training of Project Manager		0 - 10	
b. Experience and Training of Key Personnel		0 - 10	
c. School District Accounting Experience		0 - 30	
d. Experience Reviewing for State or Federal Programs		0 - 10	
e. Understanding of OFCC K-12 school facility Policies and Procedures		0 - 10	
f. Availability of Staff		0 - 10	
3. Team Experience (Maximum 10 points)			
a. Past performance - Evaluations / Letters of Reference		0 - 10	
		Subtotal	

Notes:

Evaluator:

Name _____

Signature _____

Date _____