



OPENCAPe

Creating Regional Broadband Opportunities

PO Box 762 | West Barnstable, MA | 02668-1599

(888) 253-2561 V | (508) 375-4162 F info@opencape.com | www.opencape.com

April 15, 2010

The OpenCape Corporation is seeking proposals for financial management services.

RFP Timeline

- **April 15, 2010** – RFP released
- **April 22, 2010** – Closing date for RFP inquiries
- **April 24, 2010** – RFP inquiry response due by OpenCape
- **April 27, 2010** – All RFP submissions due
- **April, 2010** – Vendor meetings scheduled as needed
- **May 1, 2010** – Selection
- **May 3, 2010** – Tentative meeting date with OpenCape to begin work

RFP Response:

One (1) electronic copy of the reply must be emailed to info@OpenCape.com **on or before 3:00pm on April 27, 2010.**

Sincerely,

Daniel J. Gallagher
President and Chairman



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OpenCape, Inc.

REQUEST FOR PROSOSAL

Financial Management Services
Supporting OpenCape Corporation

1. Overview

The OpenCape Corporation is a 501 (C) (3) non-profit corporation dedicated to improving the broadband network infrastructure on Cape Cod and the southeast Massachusetts region.

The non-profit OpenCape Corporation announced on March 2, 2010 that it was awarded a \$32 million Broadband Technology Opportunity Program (BTOP) grant by the National Telecommunications and Information Administration (NTIA) from American Recovery and Reinvestment Act (ARRA) stimulus funds. The \$32 million BTOP grant will be combined with matching funds totaling \$8 million from the Commonwealth of Massachusetts, RCN Metro Optical Networks and Barnstable County to construct a comprehensive middle mile network to support the economic, educational, public safety and governmental needs of the southeast Massachusetts region.

The OpenCape Corporation is soliciting responses from qualified financial management service providers.

1.2. The Process for Evaluating RFP Responses

OpenCape requires accounting services as quickly as possible and therefore the time for response to the RFP is short. The deadline for submitting responses to this RFP is **April 27, 2010** (*Please refer to Section 4 for additional detail*). OpenCape Corporation will engage potential partners in subsequent discussions to clarify responses as is necessary but hopes to conclude an agreement(s) no later than May 1, 2010.

2. Evaluation Process and Criteria

2.1. Evaluation criteria

Responses will be evaluated on the degree to which they help OpenCape Corporation meet its objectives. We will look at the following dimensions of each response:

- Scope of services – Proposal responses will be evaluated based upon the completeness of their ability to meet the required accounting services detailed in section 3 as well as any relevant additional service proposed.
- Expertise – Evaluations will include demonstrated competency in all of the required services, particularly as provided to non-profit organizations and federal grant awardees.
- Timeliness –The ability to begin work with OpenCape promptly is essential.
- Cost – Proposals will be evaluated based upon the overall cost effectiveness to OpenCape.
 - **Respondents must provide a range of hours estimated to accomplish each of the services listed in Section 3 along with hourly rates and cumulative estimates.**

2.2. Right of Evaluation

OpenCape Corporation will have the sole responsibility of evaluating the Responses based on the above criteria. At its discretion, OpenCape Corporation may elect not to pursue an Agreement for any of the services requested in this RFP, or to pursue an Agreement with one or more respondents for some or all of the requested services.

2.3. Response Requirements

All responses should be submitted electronically, using a standard file format (e.g., Adobe PDF, Microsoft Word) to the email address shown below. Unless a different email address is specified in the submittal, acknowledgement of receipt of proposals will be made via return email:

info@OpenCape.com .

2.4. Questions Regarding RFP

Any questions regarding this RFP should be submitted no later than **April 22, 2010** (*Please refer to Section 4 for additional detail*) to the following e-mail address: info@OpenCape.com .

All questions received by the deadline, along with the corresponding responses, will be distributed via email to all respondents by the end of the business day on **April 24, 2010** (*Please refer to Section 4 for additional detail*). Please be sure to include the email address to which the summary of questions and responses should be sent.

2.5. Availability of Proposals

Any items that the vendor wishes to cover under a non-disclosure agreement should NOT be included in this response.

3. Scope

3.1. General description / requirements

OpenCape anticipates receiving funds from four-six sources that will be isolated within its Cape Cod Five Bank accounts. The source of these funds will include:

- Federal ARRA grant of \$32 million to be expended over two- three years during construction period.
- State grant match of \$5 million to be expended over two-three years during construction period.
- Private partner match of \$2 million to be expended over two-three years during construction period.
- Additional grants for operational expenses related to community application development.
- Operational revenues

OpenCape requires a full range of accounting services. The Scope of Accounting Services consists of the following components:

Immediate:

- The respondent must offer a remote access financial management system and provide a signed statement from a licensed public accountant certifying the ability of the financial management system to appropriately track and account for federal grant funds and expenditures associated with the project. This certification should be provided with the RFP response. If the respondent is not prepared to submit the certification with the RFP response the respondent must indicate that it can provide the certification within 5 days of notification by OpenCape that it has been selected through this competitive process.
- The respondent must certify that its remote access financial management system can provide for multiple accounts in order to track grant, match, and operational funding separately, but also to roll them up into a comprehensive view.
- Develop, document and implement financial controls and related policies and procedures.
- Assist OpenCape in establishing an effective system of basic fund accounting, budgetary controls and reporting to satisfy the requirements of general federal granting rules and ARRA.
- Assist OpenCape in developing a procurement policy that will meet the requirements of federal and state granting authorities.

Accounting and Financial Management Services

OpenCape requires continuing contracted services in a number of areas. These services will be delivered in a manner that progressively transitions OpenCape to the least possible reliance on contracted services as it transitions from the grant and construction phase in late 2012 to a continuing operations model.

Selected respondent would act as OpenCape's finance and accounting department, providing all the functions traditionally performed by in-house staff during the grant and construction phase of the project. Selected respondent will perform the following specific tasks on behalf of and in coordination with OpenCape:

Senior Financial Management

Senior Financial Management functions include acting as the primary interface with OpenCape leadership and Board of Directors. Specific responsibilities include:

- Provide quarterly federal SF-425 report for OpenCape entry into GrantsOnline (see format attached).
- Provide financial reports to management and board (such as monthly financial reporting package and cash flow forecasts)
- Analysis and interpretation of financial data
- Serve as the primary interface with OpenCape's auditors to assist in the year-end audit and audits required by federal agencies.
- Provide input regarding any accounting system improvements as required
- Work together with the OpenCape staff and play an integral role in the annual budget process
- Present at and/or attend meetings as requested
- Serve as a liaison between OpenCape and the organization's bank, CPA firm and other relevant outside service firms

Accounting and Bookkeeping Management

Provide routine accounting and bookkeeping oversight to OpenCape on a regular basis. Selected respondent will act as OpenCape's part-time accounting manager. In addition to being responsible for overseeing the bookkeeping and accounting related functions the following will be provided:

- Routine account reconciliations and General Ledger maintenance
- Financial report preparation
- Fixed Asset management
- Routine cash management functions
- Prepare and submit all required reporting under the terms of any and all grants awarded to OpenCape
- Review payroll for accuracy

Bookkeeping Services

Selected respondent will provide all routine bookkeeping services to OpenCape to include:

- All functions relative to Accounts Payable (bill entry, disbursements, manage vendor relationships, etc.)
- All functions relative to Accounts Receivable (invoice creation, cash receipts recording, etc.)
- Process payroll and enter payroll data entry based on information provided by the third party payroll service.
- Process deferred compensation contributions.
- Bank statement reconciliation
- Maintain sub-ledgers for all balance sheet accounts
- Reviewing all reports provided by payroll service including payroll runs and quarterly and annual payroll tax returns for accuracy and completeness
- Process Forms 1099 and 1096 annually
- Procure appropriate vendor tax reporting forms
- All record keeping and retention of paid bills

Other:

- All records will be maintained by the respondent in accordance with state record retention but remain the property of the OpenCape Corporation. Any and all records will be surrendered to the OpenCape Corporation immediately upon request within 3 business days. The proposer will not release records or information related to the OpenCape Corporation unless approved by the OpenCape Corporation President or Board.
- Access to electronic records/media must be maintained in such a manner that the OpenCape Corporation has 24/7 access to the information via secure means.

3.2. References / Experience

Respondents must identify specific experience with federal grant accounting. In particular, experience with grants from the Department of Commerce, and particularly the National Oceanic and Atmospheric Administration is supportive of a respondent.

Fixed asset accounting experience is required.

Respondents should provide additional relevant information describing the organization's experience, expertise, and track-record relevant to supporting the non-profit 501(c)3 OpenCape Corporation.

3.3 Timeline

Respondents must provide the earliest possible date that they could begin to work with OpenCape, but should keep in mind that OpenCape must have certification of its financial management system no later than May 5, 2010. Therefore, respondents should be prepared and tentatively schedule on their calendar a meeting with OpenCape on May 3, 2010.

4. Due Dates

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FEDERAL FINANCIAL REPORT

(Follow form instructions)

1. Federal Agency and Organizational Element to Which Report is Submitted	2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR Attachment)	Page 1	of pages
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3. Recipient Organization (Name and complete address including Zip code)
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4a. DUNS Number	4b. EIN	5. Recipient Account Number or Identifying Number (To report multiple grants, use FFR Attachment)	6. Report Type <input type="checkbox"/> Quarterly <input type="checkbox"/> Semi-Annual <input type="checkbox"/> Annual <input type="checkbox"/> Final	7. Basis of Accounting <input type="checkbox"/> Cash <input type="checkbox"/> Accrual
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8. Project/Grant Period From: (Month, Day, Year)	To: (Month, Day, Year)	9. Reporting Period End Date (Month, Day, Year)
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10. Transactions	Cumulative
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(Use lines a-c for single or multiple grant reporting)

Federal Cash (To report multiple grants, also use FFR Attachment):	
a. Cash Receipts	
b. Cash Disbursements	
c. Cash on Hand (line a minus b)	

(Use lines d-o for single grant reporting)

Federal Expenditures and Unobligated Balance:	
d. Total Federal funds authorized	
e. Federal share of expenditures	
f. Federal share of unliquidated obligations	
g. Total Federal share (sum of lines e and f)	
h. Unobligated balance of Federal funds (line d minus g)	

Recipient Share:	
i. Total recipient share required	
j. Recipient share of expenditures	
k. Remaining recipient share to be provided (line i minus j)	

Program Income:	
l. Total Federal program income earned	
m. Program income expended in accordance with the deduction alternative	
n. Program income expended in accordance with the addition alternative	
o. Unexpended program income (line l minus line m or line n)	

	a. Type	b. Rate	c. Period From	Period To	d. Base	e. Amount Charged	f. Federal Share
11. Indirect Expense							
	g. Totals:						

12. Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation:
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13. Certification: By signing this report, I certify that it is true, complete, and accurate to the best of my knowledge. I am aware that any false, fictitious, or fraudulent information may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)

a. Typed or Printed Name and Title of Authorized Certifying Official	c. Telephone (Area code, number and extension)
	d. Email address
b. Signature of Authorized Certifying Official	e. Date Report Submitted (Month, Day, Year)

14. Agency use only:

Standard Form 425
OMB Approval Number: 0348-0061
Expiration Date: 10/31/2011

<p>Paperwork Burden Statement According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is 0348-0061. Public reporting burden for this collection of information is estimated to average 1.5 hours per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0061), Washington, DC 20503.</p>
