

**MADISON COUNTY FISCAL COURT
MADISON COUNTY, KY
RESOLUTION 2021-47**

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COUNTY CLERK: KENNY BARGER
DEPUTY CLERK: LANDRY LUXON
COUNTY: MADISON COUNTY
BOOK: RES2 PAGES: 298 - 298

**A RESOLUTION APPROVING THE AWARD OF FINANCIAL AND GRANTS
MANAGEMENT TRAINING TO MANAGEMENT CONCEPTS**

WHEREAS, the Madison County CSEP Program and the Bluegrass CSEPP footprint have a need for financial and grants management training; and

WHEREAS, the Madison County CSEP Program and the Bluegrass CSEPP footprint received one (1) bid from Management Concepts for such training; and

WHEREAS, the Madison County CSEP Program and the Bluegrass CSEPP footprint allow for this training to be offered to staff within the Bluegrass CSEPP footprint; and

WHEREAS, the Madison County CSEP Program team along with Kentucky Emergency Management staff, have reviewed this bid, and feel that it is in the best interest of all parties to award the bid to Management Concepts; which is attached hereto this Resolution.

NOW, THEREFORE, BE IT RESOLVED THAT THE FISCAL COURT DOES HEREBY APPROVE THIS RESOLUTION AND AUTHORIZES THE JUDGE EXECUTIVE TO EXECUTE SAME ON BEHALF OF THE COUNTY.

Motion made by Tom Botkin, seconded by Roger Barger.

Vote:	Yes	No
Judge Reagan Taylor	<u>X</u>	_____
Magistrate Paul Reynolds	<u>X</u>	_____
Magistrate John Tudor	<u>X</u>	_____
Magistrate Roger Barger	<u>X</u>	_____
Magistrate Tom Botkin	<u>X</u>	_____

Signed:

R-32
Reagan Taylor
Madison County Judge Executive

Attested:

Kenny Barger
Kenny Barger
Madison County Clerk

Madison County Kentucky Emergency Management Agency Response to RFP



Financial and Grants Management Courses

Submitted April 20, 2021

**///
MANAGEMENT
CONCEPTS**

8230 Leesburg Pike
Tysons Corner, VA 22182
(703) 790-9595

www.managementconcepts.com

This proposal contains information that is proprietary to and copyrighted by Management Concepts. This confidential business information is being provided to Madison County EMA solely for evaluating Management Concepts ability to perform the services identified in Solicitation for Financial and Grants Management Courses. Use of this information for any other purpose, or release of this information to any outside party is strictly prohibited.

MANAGEMENTCONCEPTS

April 20, 2021

Mr. Dustin Heiser
Madison County Fiscal Court
135 W Irvine St, 3rd Floor
Richmond, KY 40475

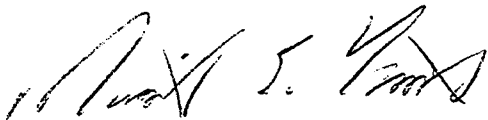
Subject: Proposal in Response to Solicitation for Financial and Grants Management Courses

Dear Mr. Heiser:

We appreciate the opportunity to participate in the above referenced solicitation to provide Grants Management courses for the Madison County Emergency Management Agency. Management Concepts has a proven record of delivering this type of training to organizations like yours for more than 40 years and welcomes the prospect of partnering with you.

We invite you to review our proposal and encourage you to contact Mike Yuille at 703-270-4091 or myuille@managementconcepts.com to answer any questions about our services.

Sincerely,



Michael E. Yuille
Director, On-Site Sales

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EXECUTIVE SUMMARY

Management Concepts has developed and delivered innovative, results-oriented training services to improve the performance of the Federal workforce for more than 40 years. Our experienced Learning Development and Technologies Solutions team designs and develops training to meet specific client needs, while our support departments maintain proven processes and back-office operations and information technology systems. Our dedication to reinvestment in our solutions and operations allows us to provide quality custom courseware, highly qualified instructors, and extensive support personnel.

In 2019, we delivered more than 5,000 classes attended by 85,057 participants in 417 locations, including overseas, and our in-house instructional design team completed over 1,000 instructional design projects. Our expansive library of content and breadth of programmatic experience allows us to be agile and quickly stand-up Grants Management training.

Our approach offers clients the following benefits:

- **Current, compelling, commercial-off-the-shelf (COTS) courses** - with the largest catalog of COTS content in the market that supports development of the acquisition workforce, we offer great flexibility to our client for selecting from a variety of courses to support acquisition related learning needs. We offer the availability of existing COTS content for Grants Management as well as Financial Management, Analytics, Leadership and Management, Project and Program Management, Acquisition and Contracting, Human Capital and HR, and Professional Skills.
- **Qualified, experienced, and skilled instructors** – with extensive subject matter knowledge and experience teaching adult learners, all the proposed instructors are experienced in each of the above referenced content areas.
- **Rigorous instructor recruiting, hiring and certification process** - includes a train-the-trainer course, virtual instructor led training, and continuous learning requirements to maintain currency.
- **Commitment to instructional excellence** - Management Concepts maintains a staff of 50+ full time instructional designers, learning technologists, editors, producers, and subject matter experts to ensure that our materials are aligned with the latest Grants and Assistance updates and reflect proven instructional design models across a range of delivery modalities. We develop, update, and maintain our course materials to keep them current and relevant, employing rigorous quality control methods throughout the process. We review industry publications and news, attend industry conferences, and survey instructors and other subject matter experts to identify issues that impact the content of our curriculum. Our Grants Management instructor evaluations average 4.48 over the period of the past three years.

- **Proven reliable processes** – Internal processes have been refined over more than 40 years to ensure we provide innovative, effective training with responsive contract management that relies on continuous quality control and client feedback.

1. INTRODUCTION

We partner with our customers to improve workforce performance through the design, development, and delivery of commercially available training programs, customized leadership training, human capital consulting, and coaching and facilitation services. Our experienced Learning and Technology Solutions (L&TS) team designs and develops training to meet specific client needs for multiple training delivery modalities, including virtual courses, instructor-led synchronous and asynchronous online, online on-demand, and instructor-led live classroom. Federal grant funding supports activities that touch every American, such as medical research, education, transportation infrastructure, homeland security, workforce initiatives, and services for veterans.

Management Concepts has offered grants management courses for more than 40 years, beginning in the late 1970s. Since that time, our grants courses have served all major Federal granting agencies, and our curriculum has grown into the premier source of professional development for the Federal grants workforce, serving Federal awarding agencies, pass-through entities, and non-federal recipient entities. Management Concepts has earned a reputation as the leading provider of practical and timely grants management training for grants management specialists, project officers, and other grant professionals.

Our grants curriculum includes 34 courses covering all phases of the grants lifecycle, from pre-award to closeout to audit. On average, we conduct more than 700 classes annually. We help all members of the Federal grants community build a solid foundation in government-wide requirements, agency regulations, and best practices for managing complex grant awards and projects. Topics include: Uniform Administrative, Requirements, Cost Principles, Monitoring, Risk management, Performance measurement, Audit, Closeout, Financial administration, and Federal assistance law.

Our Grants Management Certificate Program has more than 7,800 graduates across three tracks (Federal, Pass-Through, Recipient), has earned worldwide recognition, and sets the industry standard for comprehensive professional education for developing grants management.

The benefits of Management Concepts grants management training include:

- **Federal and agency-specific content at lower costs:** By drawing from our existing content library, Management Concepts can provide courses that cover the entire Federal grants lifecycle based on proven content at a lower cost than developing the program from the ground up.
- **Quick program stand-up:** Our proven, expansive library of content and breadth of programmatic experience allows us to be agile in scheduling classes, which in turn enables us to meet delivery schedules.

- **Lower risk:** Our long history of supporting Federal agencies and programs makes it possible for us to quickly identify legal, regulatory, and policy changes and integrate them into the classroom.
- **Virtual learning:** Our course offerings can be delivered in a virtual setting. These additional options provide the opportunity to save on travel costs and offer more training sessions. The delivery options will also make certain that every staff member or stakeholder can receive the necessary training regardless of their workplace location or ability to travel.

2. GRANTS MANAGEMENT CERTIFICATE PROGRAM OVERVIEW

Our **Grants Management Certificate Program**™ is built on a solid foundation of government requirements, agency regulations, and grants management best practices. With more than 7,800 graduates – Management Concepts Grants Management Certificate Program™ is the industry standard for comprehensive professional education in the grants field.

The three tracks of the program (Federal, Pass-Through, and Recipient) are specifically designed to provide the skills and knowledge required for each of these segments of the Federal grants community. The Grants Management Certificate Program™ consists of essential core courses, a wide variety of elective courses, and choices between online and classroom training delivery options to meet your requirements, interests, and goals. To ensure that you are aware of emerging changes within the grants community, we recommend that Grants Management Certificate Program™ graduates complete at least 16 hours of continuing education annually.

Grants Management Certificate Program™ Pass-Through Track

**Nine Days of Core Courses are required and at least 6 days of Elective Courses (see pricing section for course listing)*

Maximize the success of your subaward programs through the development of accountable subaward processes, effective monitoring measures, and other key grants management best practices. This track is designed for employees of entities that receive Federal funds and then subaward those funds to other organizations that actually perform the programmatic work.

Grants Management Certificate Program™ Recipient Track

**Nine Days of Core Courses are required and at least 6 days of Elective Courses (see pricing section for course listing)*

Learn how to win grants and manage awards for compliance and results from successfully identifying assistance opportunities and submitting applications, to understanding Federal grants regulations and reporting performance. This track is designed for employees of organizations that receive Federal funds, either directly from a Federal agency or from a pass-through entity and use those funds to perform programmatic work.

3. PAST PERFORMANCE

Management Concepts offers more than 40 years of directly applicable experience, assuring you of our capability to deliver highly effective and innovative training. We invite you to reach out to the references shown in this section.

Customer	Virginia Department of Emergency Management	Period of Performance	September 2016-Present
Point of Contact	Lisa Anderson <u>lisa.anderson@vdem.virginia.gov</u> 804-897-9767		
Description of Work			
Management Concepts has worked with the Virginia Department of Emergency Management over the past 5 years to deliver onsite and most recently virtual courses that are associated with the Federal and Pass-Through Grants Management Certificate Programs. Courses most recently delivered via Adobe Connect were #2050 Uniform Administrative Requirements for Federal Grants, #2080 Cost Principles for Federal Grants, and #2052, Audit of Federal Grants and Assistance Awards.			

Customer	DC Government Department of Housing and Community Development	Period of Performance	December 2014-Present
Point of Contact	Lesley Edmond lesley.edmond@dc.gov 202-442-7182		
Description of Work			
Management Concepts has worked with the DC Government Department of Housing and Community Development over the past 7 years to deliver onsite and most recently virtual courses that are associated with the Federal and Recipient Grants Management Certificate Program. Courses most recently delivered via Adobe Connect included #2050 Uniform Administrative Requirements for Federal Grants, #2080 Cost Principles for Federal Grants, and #2040, Introduction to Grants and Cooperative Agreements for Federal Personnel. Scheduled at present for upcoming virtual deliveries for Course #2093 Detecting and Preventing Fraud on Federal Grants Projects.			

Customer	Alaska Department of Transportation and Public Facilities	Period of Performance	June 2016-Present
Point of Contact	Geri Henrickson geri.henricksen@alaska.gov 907-465-8445		
Description of Work			
Management Concepts has worked with the Alaska Department of Transportation and Public Facilities over the past 5 years to deliver onsite and most recently virtual courses that are associated with the Pass-Through Grants Management Certificate Program. Courses most recently delivered via Adobe Connect included #2050 <i>Uniform Administrative Requirements for Federal Grants</i> , #2080 <i>Cost Principles for Federal Grants</i> , and #2084 <i>Advanced Cost Principles</i> .			

4. PRICE

Management Concepts offers the pricing below for the onsite and virtual delivery of the Grants Management Certificate Program(Pass-Through, Recipient, and Federal Tracks).

The Grants Management Certificate Program™ consists of essential Core Courses, a wide variety of Elective Courses, and choices between online and classroom training delivery options to meet your requirements, interests, and goals.

Note: The start and end dates will be mutually agreed upon. Unless noted otherwise, the location for training will be Richmond, KY for onsite training or Virtual training using Adobe Connect.

Grants Management Certificate Program TM			
Course Title	Length (days)	Pricing for # of Students	
		26-30	31-35
GMCP Core Requirement: Recipient Track Applying for Federal Grants and Cooperative Agreements Course #2065	2	\$20,345	\$21,095
GMCP Core Requirement – Pass-Through and Recipient Tracks Managing Federal Grants and Cooperative Agreements for Recipients Course #2062	3	\$23,192	\$23,942
GMCP Core Requirement-Pass-Through and Recipient Tracks Uniform Administrative Requirements for Federal Grants: 2 CFR 200 (Subparts A-D) Course #2050	2	\$20,345	\$21,095
GMCP Core Requirement-Pass-Through and Recipient Tracks Cost Principles for Federal Grants: 2 CFR 200 (Subpart E) and FAR 31.2 Course #2080	2	\$20,345	\$21,095
GMCP Core Requirement-Pass-Through Track Subawarding for Pass Through Entities #2075	2	\$20,345	\$21,095
Elective Course Option for GMCP Federal, Pass-Through and Recipient Tracks: Performance Measurement for Federal Grants Under 2 CFR 200 Course #2091	2	\$20,345	\$21,095
Elective Course Option for GMCP Federal, Pass-Through and Recipient Tracks: Advanced Cost Principles Course #2084	1	\$15,965	\$16,715

Grants Management Certificate Program TM			
Course Title	Length (days)	Pricing for # of Students	
		26-30	31-35
Elective Course Option for GMCP Federal, Pass-Through and Recipient Tracks: Audit of Federal Grants and Assistance Awards Course #2052	2	\$20,345	\$21,095
Elective Course Option for GMCP Federal, Pass-Through and Recipient Tracks: Detecting and Preventing Fraud on Federal Grant Projects Course #2093	2	\$20,345	\$21,095
Elective Course Option for GMCP Federal, Pass-Through and Recipient Tracks: Developing and Monitoring Indirect/F&A Cost Rate Proposals Under 2 CFR 200 Course #2085	2	\$20,345	\$21,095
Elective Course Option for GMCP Federal, Pass-Through and Recipient Tracks: Evaluating Financial Capabilities of Grant Recipients Course #2042	2	\$20,345	\$21,095
Elective Course Option for GMCP Federal, Pass-Through and Recipient Tracks: Federal Assistance Law Course #2046	3	\$23,192	\$23,942
Elective Course Option for GMCP Federal, Pass-Through and Recipient Tracks: Internal Controls for the Federal Grants Community Course #2068	2	\$20,345	\$21,095
Elective Course Option for GMCP Pass-Through and Recipient Tracks: Writing Successful Federal Grant Applications Workshop Course #2060	2	\$20,345	\$21,095
Elective Course Option for GMCP Pass-Through and Recipient Tracks: Preparing Successful Federal Grant Budget Proposals Workshop Course #2061	1	\$15,965	\$16,715
Elective Course Option for GMCP Pass-Through and Recipient Tracks: Financial Administration of Federal Grants for Recipients Course #2076	2	\$20,345	\$21,095
Elective Course Option for GMCP Pass-Through Track: Monitoring Federal Grants for Pass-Through Entities Course #2078	2	\$20,345	\$21,095

*Highlighted CORE denotes CORE classes for Management Concepts GMCP Track.

*Additional pricing consideration is shown below for the delivery of onsite courses that are delivered back-to-back, consecutively in the same week.

*Special Onsite Pricing Option	Length (days)	Start Date	End Date	Location	26-30 Participants	31-35 Participants
Select Any Combination of GMCP Core Requirement or Elective Courses for a combination totaling 3 days—must be delivered for 3 consecutive days during the same week.	3	To be mutually agreed upon		Richmond, KY Onsite Or Virtual, Adobe Connect	\$23,192	\$23,942
Select Any Combination of GMCP Core Requirement or Elective Courses for a combination totaling 4 days—must be delivered for 4 consecutive days during the same week.	4	To be mutually agreed upon		Richmond, KY Onsite Or Virtual, Adobe Connect	\$24,725	\$25,475
Select Any Combination of GMCP Core Requirement or Elective Courses for a combination totaling 5 days—must be delivered for 5 consecutive days during the same week.	5	To be mutually agreed upon		Richmond, KY Onsite or Virtual, Adobe Connect	\$26,258	\$27,008

The above pricing is contingent on your organization providing a facility, at its own cost, at the location identified above for onsite instructor led training. All prices include:

- Course materials for each participant
- Shipping of course materials
- Attendance sheets and evaluation forms
- A course evaluation summary
- Training certificates upon successful completion of a course

Our pricing is also contingent on your organization providing for onsite instructor led training:

- An appropriate, comfortable training facility that is suitable for professional adult learning and is arranged in table group style that will accommodate the class size you have ordered
- A head table, podium, and chair for the instructor
- A whiteboard with dry-erase markers and eraser
- A flipchart easel, pad, and markers
- An instructor computer with Microsoft Office® (version 2007 or later), LCD projector, and screen for a PowerPoint® (version 2007 or later) presentation

All prices include for virtual instructor led training:

- Training for each student in the on-site course session
- Electronic course materials for each participant
- Attendance sheets and evaluation forms
- A course evaluation summary
- Training certificates upon successful completion of a course
- Adobe Connect and Student Central platform for virtual classroom
- Producer Support during virtual delivery

5. TERMS AND CONDITIONS

TEMPORARY TERMS AND CONDITIONS REGARDING COVID-19

Covid Safety In-person training will only be provided at a customer site if the requirements below are satisfied (unless otherwise agreed by Management Concepts and the customer) while the Federal Health Emergency for COVID-19 is in effect. A violation of one or all of the requirements by a customer may result in the termination of a training course delivery by Management Concepts.

- a. Such in-person events are authorized by the state/local jurisdiction in which the training will be delivered.
- b. There are no entry quarantine requirements for the jurisdiction where the training will be delivered.
- c. The space (classroom) in which the training will be delivered will be arranged to accommodate 20 square feet per attending student.
- d. The space (classroom) in which the training will be delivered can accommodate social distancing of at least 6 feet between students.
- e. The door to the training space (classroom) will be left open at all times while the class is in progress.
- f. The space (classroom) in which the training will be delivered will be thoroughly cleaned each day.
- g. All students will wear a face covering or mask while in the classroom.
- h. The customer will conduct health screenings of students attending the training at the start of each class day. At a minimum, such screenings will consist of temperature and symptom checks. Anyone with a temperature over 100-degree Fahrenheit or symptom(s) indicating a COVID 19 infection will not be allowed into the classroom.
- i. The customer will abide by all Federal and state/local requirements regarding COVID-19 and the workplace.
- j. Sufficient and appropriate self-cleaning supplies (e.g., hand sanitizer, wipes, etc.) will be available in the space (classroom) where the training will be delivered.

There are no additional charges for instructor travel and accommodation expenses.

By ordering a Management Concepts course or training service, you agree and acknowledge that U.S. and international copyright laws protect Management Concepts training materials, and that Management Concepts will retain copyright and ownership of course content. You also agree and acknowledge that you will receive no rights or license to such content and you cannot reproduce, distribute, make derivative works of, or publicly display/perform such materials. Further, you agree that you will not use the content, including but not limited to the concepts and ideas expressed in them, to create competing products/services.

Audio/videotaping or other recording of the course presentation is prohibited.

Quoted price is valid for 3 years. After 3 years, Management Concepts reserves the right to adjust the quote or terms if you have not issued an order for the course by that time.

Course delivery date is subject to the mutual agreement of Management Concepts and you. You agree, however, that class delivery will occur no later than April 20, 2024.

To ensure any disability or special learning need is appropriately addressed, Management Concepts requires notice of either at least 14 calendar days prior to the start of the class.

CLASS SIZE

- You may change the ordered number of students up until 14 calendar days prior to the start of a course.
- Confirmation of the final number of ordered students must be provided to Management Concepts in writing no later than 14 calendar days before a class begins.
- Payment for a course will be based on the confirmed number of ordered students, or actual number of students who attend, whichever is greater.

PAYMENT

- We accept the following forms of payment: credit card (American Express, VISA, MasterCard); check; fully executed purchase order; or a letter of authorization to bill your organization.
- Payment terms: Net 30 Days.
- An order for the course must be received at least 30 days prior to the scheduled delivery date.

CANCELING AND RESCHEDULING TERMS

- If you cancel or reschedule a course, you may be subject to a fee according to the following notification schedule:
 - Classes may be canceled or rescheduled at no charge with a written notice received at least 30 calendar days prior to the class start date.
 - Classes canceled or rescheduled within 15-29 calendar days prior to the class start date will incur a late cancellation penalty equal to 50% of the course price.
 - Classes canceled or rescheduled within 14 or less calendar days prior to the class start date will incur a late cancellation penalty equal to 100% of the course price.

- Classes started but not completed due to inclement weather will be invoiced and payable in full at the agreed price plus any costs incurred for delivering make-up days (including instructor fees and travel costs).

Management Concepts Corporate Information	
SAM	Management Concepts is registered in SAM and the company's Online Representations and Certifications Application (ORCA) records are current.
Federal Tax ID	54-1021611

6. COMPLIANCE MATRIX

Respondents shall only type an uppercase or lowercase "X" (X or x) when identifying their compliance level. Placing an "X" in the Comply box means the Respondent complies with each and every subsection of that level. If even one subsection is not met, the Respondent must select another compliance level.	Compliance Level Met				
	Comply	Comply (w) Clarification	Exception	N/A	
	0	0	0	0	

		Compliance Level Met				Respondent's Clarifications
RFP Section	Description	Comply	Comply (w) Clarification	Exception	N/A	
1. Scope of Bid						
1.1.	Project overview	X				
1.2.	Scope of work	X				
1.3	Project completion time	X				
1.4	Bid pricing	X				
2. Instructions to Respondents						
2.1.	Firm Qualifications	X				
2.2.	Bid Questions	X				
2.3	Submittal requirements	X				
2.4	Submittal deadline	X				
2.5	Facsimile and email	X				
2.6	Public Inspection	X				
2.7	Corrections, Modifications or Withdraw of	X				
3. Submittal of Responses						
3.1	Contract content	X				
3.2	Notice	X				
3.3	Rights to Proposal, Bid, Quotation, and Contractual Material	X				
3.4	Confidentiality	X				
3.5	Gifts and Gratuities	X				
4. Respondent Responsibilities						
4.1	Invoice	X				
4.2	Payment	X				
4.3	Price	X				