

UTAH MILITARY ACADEMY

Request for Proposal (RFP) for the ERC (Employee Retention Credit)

Date Issued: 15 August 2022

Date Due By: 22 August 2022

Utah Military Academy

5120 S. 1050 W.

Riverdale, Utah 84405

Attention: William K. Orris

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1. General:

Project Description: Utah Military Academy (UMA) seeks support in getting the Federal Governments ERC program. Qualified bidders will:

- Determine eligibility of School in Revenue Qualifying ERC.
- Determine eligibility of School in the Non-Revenue Qualifying aspects.
- File amendments to IRS based on first two qualifying points.
- Offer ongoing audit support if needed relative to ERC Filings Key Dates.
- Complete all paperwork for application.
- Monitor application status.
- Provide services on a percentage of award basis with an understanding/agreement that the winning bidder will be paid if and only if UMA (the School) gets paid under the award.
- Anticipated award date will be Tuesday 23 August 2022 with the winning bidder being notified immediately.
- Project is anticipated to begin immediately upon notification.

2. Submission Guidelines:

Bidders Profile:

- Bidders must identify relevant administrative and management capabilities as well as technical skills, qualifications and experience necessary and appropriate to the evaluation of their ability to successfully complete the proposed project and meet the objectives of the RFP.
- Bidders should submit their proposal with a Letter of Introduction:

- Contractor name, contact person, address, telephone number, email, and a brief introduction to the bidding company.
- Proposed Project Timeline of work required to evaluate and submit the ERC application and a projected schedule to complete the project.
- Cost Proposal that includes a percentage of award fee.

Evaluation Criteria:

- Bid will be awarded to the firm whose proposal is determined to be the most advantageous to UMA after consideration of all criteria.
- Criteria for evaluation will focus primarily on:
 - Timeline and ability to complete the project.
 - Demonstrated ability to meet the scope of work.
 - Cost proposal for project completion and detail.

Award:

- Bid will be awarded to the firm whose proposal is determined to be the most advantageous to the School after the consideration of all criteria.
- The winning bidder will receive the award in writing.
- The School reserves the right to reject any or all proposals or to waive any formality or technicality in the best interest of the School.