



State of Idaho Participating Addendum No. PADD20231559
Amendment No. 1

Parties

Agency	Contractor
Department of Administration 650 W. State St. Boise, ID 83702	Business Management Research Associates, Inc. 9817 Godwin Drive, Suite 202 Manassas, VA 20110

Contract Summary

Contract Name: Procurement Acquisition Support Services Contract Description: Procurement Acquisition Support Services for Idaho Public Agencies Original Effective Date: 2/9/2023 Current Expiration Date: 6/5/2024	Current Contract Value: \$500,000.00 Estimated Lifetime Value: \$500,000.00 Contract Usage Type: Open
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Agency Contacts

Contact Name	Contact Type	Contact Email
DOP Contract Administration	Contract Administrator	contractadmin@adm.idaho.gov

Contractor Contacts

Contact Name	Contact Phone	Contact Email
Gray Coyner	703-691-0868 ext. 124	businessdevelopment@bmra.com

Recitals

1. The Parties entered into a Participating Addendum (PADD20231559) for Procurement Acquisition Support Services for Idaho Public Agencies, effective February 9, 2023.
2. This Participating Addendum is pursuant to Master Agreement No. 19-19-14 awarded by the lead State of Hawaii through NASPO ValuePoint.
3. With this Amendment No. 1, the Parties desire to 1) modify the scope of work to incorporate the scope of the mini-bid performed by the State, and 2) obtain Contractor certification of Idaho Code 67-2359, as further detailed below.

Agreement

Based on the above recitals, and good and valuable consideration, the receipt of which is hereby acknowledged, the Participating Addendum is amended as follows:

1. Section 1, Scope, of the Participating Addendum is modified as follows:

~~This PA includes the entire scope of the products and services available through the Master Agreement referenced above. This PA includes the limited scope of work and cost as detailed in Exhibit A, ARPA Fund Subrecipient Monitoring, included in this Amendment No. 1, below.~~

2. Pursuant to Idaho Code 67-2359, the Contractor certifies that it is not currently owned or operated by the government of China and will not for the duration of the Contract be owned or operated by the government of China.
3. Except as expressly modified in this Amendment, all other terms and conditions of the Contract remain in full force and effect.
4. This Amendment is effective upon the date of the last signature below. In no event will this Amendment be effective until executed by the Department of Administration.

Department of Administration

Signature: 
Name: Chase Croft
Title: Contract Administrator
Date: 2/20/2024

Business Management Research Associates, Inc.

Digitally signed by: Gray Coyner,
Sr., CEO
DN: CN = Gray Coyner, Sr., CEO
email = gcoyner@bmra.com C = US
O = BMRA
Date: 2024.02.20 10:34:19 -05'00'
Signature: 
Name: Gray Coyner, Sr.
Title: CEO
Date: 2/20/2024

****Exhibit A Follows****

Exhibit A
State of Idaho Division of Purchasing
ARPA Fund Subrecipient Monitoring

- 1. Purpose:** The state of Idaho, through the Idaho Division of Purchasing (“the State”) is seeking to enter into a Participating Addendum (PA) with one or more contractors who have been awarded a master agreement under the NASPO ValuePoint portfolio for procurement acquisition support services (PASS), led by the state of Hawaii. The State is specifically seeking to establish one or more statewide contracts services related to the monitoring of ARPA Fund subrecipients. The purpose of this questionnaire is to determine: 1) which contractors that have been awarded master agreements under the NASPO ValuePoint portfolio for PASS can offer the required services; and 2) of those contractors, which can offer the State the best overall value.
- 2. Scope of Work:** The resulting contracts will be statewide contracts with no minimum or maximum work guaranteed. The contracts will be mandatory use for state agencies and optional use for public agencies. Each agency will define its specific scope of work; however, all awarded contractors must be able to provide at least the following services related to the monitoring of ARPA funds:
 - Consulting and technical assistance on the development of the subrecipient monitoring plan;
 - Conduct subrecipient risk assessment and update risk assessment as needed;
 - Perform or assist in performing subrecipient monitoring activities in accordance with the subrecipient monitoring plan that was designed as part of the scope;
 - Perform or assist in performing subrecipient audit review of funds received under the ARPA. This includes verifying if required audits were obtained and if any management decisions are required and communicating any subrecipient findings to the agency for further action;
 - Serve as a resource to the State for questions regarding specific issues related to ARPA funding on an as-needed basis;
 - Assist the agency in the monitoring of beneficiary programs under ARPA on an as-needed basis.
- 3. Process:** Vendors who are interested in providing the required ARPA Fund Subrecipient Monitoring to the State through a PA must complete this form and submit it via email to the following contact by **Thursday, February 2, 2023, at 5:00 p.m. Mountain time:** Carrie Parks, Buyer, Carrie.Parks@adm.idaho.gov.

Alternate responses are not allowed, if there is more than one response entered from a contractor, the most recent response submitted is the response taken into consideration. All other responses from the same contractor will not be considered.

- 4. Evaluation:** The State will award to the lowest responsible bidder, deemed to be the high point vendor using the following criteria:

Criteria	Available Points
Technical Score (from Lead State's procurement)	700
Cost Score (normalized from this questionnaire)	300
TOTAL	1000

By submitting a response, the vendor agrees to negotiate a Participating Addendum in good faith with the State if selected for award of a PA.

5. **Discussions/BAFOs:** Discussions with vendors that provide responses (including the utilization of one or more rounds of Best and Final Offer (BAFO) and/or Negotiations) may be conducted in accordance with IDAPA 38.05.01.083 and .084, as determined by the state of Idaho to be in its best interest.

Questionnaire

Complete and submit this form as detailed in Section 3 above.

1. Vendor Information

Vendor Name	Business Management Research Associates, Inc. (BMRA)
Master Agreement Number	19-19-14
Name of Person Submitting Questionnaire	Gray Coyner
Email	businessdevelopment@bmra.com
Phone	703-691-0868 ext. 100

2. Scope of Work

Is the vendor names above willing and able to provide the scope of work detailed in Section 2 above to the State of Idaho, including public agencies?

Yes No

3. References

Provide contact information for at least two (2) clients for whom vendor has provided ARPA fund monitoring. If vendor has not provided ARPA fund monitoring, provide a narrative response detailing similar work (provide references for the alternate services) and an explanation of why the vendor should be considered for award.

Reference #1	
Client Organization	Federal Transit Administration (FTA)
Contact Name	Sandra McCrea
Email	Sandra.ccrea@dot.gov
Phone	202-366-0803
Reference #2	
Client Organization	Maritime Administration (MARAD)
Contact Name	Tracey Ford
Email	Tracey.ford@dot.gov
Phone	202-366-0321
Reference #3	
Client Organization	CDI/DCI Joint Venture
Contact Name	Kathy Beck
Email	Beck_KM@outlook.com
Phone	540-429-0585

Narrative Response for alternate services (if applicable):

- **MARAD Grants Administration**
 - BMRA provides Grant Management and audit services to MARAD. Under this contract, BMRA is tasked to develop two SOPs to document the internal and external programmatic (compliance) monitoring review (PMR) processes. The SOPs must include all applicable statutory laws, regulations, and policies, as well as a checklist and workflow diagrams for both processes. BMRA reviews existing Single Audit standard operating procedure (SOP) for possible business process improvements (BPI); and develops a Single Audit Resolution Appeal process. Additionally, BMRA will review Federal financial assistance such as grants, cooperative agreements, loans, and contracts for conformance with applicable Federal laws and regulations, funding limitations, program requirements, and agreement terms and conditions; Conduct internal program reviews of program office operations; and conduct external monitoring reviews of financial assistance grant recipients to ensure adherence with Federal regulations; and work closely with Office Director to resolve all compliance issues.
- **FTA Procurement System Reviews (PSR)**
 - BMRA provides procurement audit services on behalf of the FTA. BMRA personnel are assigned FTA Grant recipient sites and our Subject Matter Experts (SMEs) review their procurement files, processes, and practices in detail. When the review is complete, BMRA SMEs draft reports on their findings for FTA and Site Points of Contact (POCs) to review and comment on. Then the report is finalized and identifies deficiencies and recommendations for remedies.
- **CDI/DCI CORTAP**
 - BMRA is a subcontractor to CDI/DCI Joint Venture and provides similar audit services for this contract as we do on the FTA PSR, but rather than procurement systems, BMRA SMEs review spending and policies for Americans with Disabilities Act, Equal Employment Opportunity, and Maintenance programs for FTA grantees.

4. Cost

Fully burdened hourly rate for services detailed in this Questionnaire (cannot exceed price in Master Agreement)	\$148.79 (Program Director) \$208.31 (Subject Matter Expert III) \$87.62 (Analyst I)
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Gray K. Coyner

Sr.

Digitally signed by: Gray K. Coyner Sr.
DN: CN = Gray K. Coyner Sr. email =
gcoyner@bmra.com C = US O =
BMRA
Date: 2023.02.02 16:40:42 -05'00'

2/2/2023

Signature

Date

Gray Coyner

Owner/CEO

Printed Name

Title