

MIDWEST ALLIANCE FOR CLEAN
HYDROGEN



**MachH2 Accounting Firm Request for Proposals
February 22, 2024**

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1.0 MachH2 Overview

The Regional Clean Hydrogen Hub (H2Hub) Program will kickstart a national network of clean hydrogen producers, consumers, and connective infrastructure while supporting the production, storage, delivery, and end-use of clean hydrogen. Funded by the Bipartisan Infrastructure Law, the H2Hubs will accelerate the commercial-scale deployment of clean hydrogen—helping generate clean, dispatchable power, create a new form of energy storage, and decarbonize heavy industry and transportation.

The Midwest Alliance for Clean Hydrogen (MachH2) has been selected by the U.S. Department of Energy's (DOE) Office of Clean Energy Demonstrations (OCED) to develop a Regional Clean Hydrogen Hub. MachH2 is a multi-state coalition of public and private entities representing every phase in the hydrogen value chain. The alliance includes a cross section of carbon-free and low-carbon energy producers, clean energy developers, hydrogen technology providers, utilities, major manufacturers, national labs and leading hydrogen technology development and deployment institutions, world-class universities, and groups focused on environmental justice.

MachH2 is led by a single entity (MachH2 LLC) as the prime applicant and prime recipient of federal funding through the H2Hub program. From time to time, MachH2 LLC members will make equity contributions as working capital to fund various expenses incurred through this H2Hub award. MachH2 LLC is responsible for using awarded funds prudently and in compliance with Federal statutes, regulations, and award terms and conditions.

2.0 Technical Scope of Work Definition

Through this Request for Proposals (RFP), MachH2 is seeking services from an independent accounting firm through Phase 1 of the H2Hub program award execution. MachH2 LLC seeks to implement and maintain an accounting system for MachH2 LLC (excluding sub-awards) that meets the requirements of GAAP reporting standards for LLC members. The MachH2 accounting systems is expected to track funding inflows from equity members (i.e., estimated at 10-15 contributions across partners per year) and approximately 350 invoices per annum both from MachH2 direct contractors and from Subaward recipients for their respective reimbursement.

The Grants Management and Administration function will be performed by MachH2 and is excluded from the scope of this RFP. The Grants Management function will track and report on expenditures to ensure compliance with the requirements of 2 CFR §200, Subpart D – Post Federal Award Requirements – Standards for Financial Management and Internal Controls.

MachH2 LLC has appointed a Chief Executive Officer (CEO) and Treasurer to provide broad oversight across all finance, grants management, and accounting functions. The Treasurer is primary contact for executive leadership, subrecipients, and vendors on financial matters. The

Treasurer is responsible for banking and budget/cashflow management, subrecipient and vender distribution/payable approval, initiating of Federal Funding cash draws.

Technical Scope Description:

The technical scope for this RFP includes the following five (5) categories, described below.

1. Design & Implement MachH2 LLC Accounting System

- Propose and implement an accounting system for MachH2 LLC (excluding sub-awards) that meets the requirements of GAAP reporting standards for LLC members.
- Design and implement a Chart of Accounts (COA) for MachH2 LLC with sufficient detail to record revenues and expenses.
- Provide sufficient reporting capability that allows for the accurate, current, and complete disclosure of the financial results.

2. Manage MachH2 LLC General Ledger Accounting Function Services

- Maintain accounting records for MachH2 LLC (excluding sub-awards) that meets the requirements of GAAP reporting standards for LLC members.
 - Initial coding of invoices for tracking under uniform guidance (approximately 350 invoices per annum both from MachH2 direct contractors and from Subaward recipients).
 - Prepare daily entries, ensuring appropriate coding and categorization of transactions and invoices for management reports and grant reporting.
 - Track costs by cost center and/or cost objective as required by uniform guidance.
 - Records must be maintained to demonstrate a clear, auditable ledger between MachH2 accounting system and MachH2 grants management system (reporting uploads/packages).
- Disclosure of financial results must be accurate, current and complete in accordance with reporting requirements.
 - Accounting records must be supported by source documentation; including grant system reporting package, purchase orders, invoices, canceled checks, statistical records, and any other records pertinent to the OCED award.
 - Records must be maintained via electronic format for paperless document retentions.
 - All records must be maintained for a period of five (5) years from the date of submission of the final financial expenditure report.
 - Records must maintain a comparison of actual expenditures with budgeted amounts. Documentation of Program Manager approval for any change must be kept.
- Prepare monthly and quarterly general ledger account and bank reconciliations.
 - Prepare monthly and quarterly closing entries and assist with ledger reconciliations as directed by the treasurer.

3. Manage MachH2 LLC Accounts Payable Function Services

- Identify and schedule invoices for payment in accordance with vendor payment terms (approximately 350 invoices per annum both from MachH2 direct contractors and from Subaward recipients).
- Coordinate with Banking to initiate ACH banking (and/or check printing) processes and payment status reconciliation.

4. Prepare LLC Financial Statements (including Tax Statement & Member Schedules)

- Prepare MachH2 LLC Financial Statement (Monthly, Quarterly, Annual)
- Prepare MachH2 LLC Tax Statements & Required Tax Returns
- Prepare MachH2 LLC Partnership Statements (e.g., K-1s etc....)
- Manage MachH2 LLC Financial Statement Filing & Reporting

5. Support External Audit Process

- Support annual audit preparation and audit firm requests for documentation.
- Support external audits performed in accordance with 2 CFR Part 200 or 2 CFR Part 910.
- As required, prepare workpapers for annual audit in accordance with the uniform guidance and generally accepted government audit standards.

3.0 Evaluation Criteria

Proposals will be scored according to five (5) key areas listed below. A definition of each scoring category along with addition detail around what should be included can be found below.

- 1. Proposed Approach:** Ability and approach to meeting the technical scope of work, including (but not limited to) the following:
 - Quality of proposed approach
 - Quality of Reporting deliverables
 - Set-up timeline and schedule
- 2. Relevant Experience & Capabilities:** Familiarity and demonstrated track record with accounting, tax, and federal government contracting requirements:
 - Proposed team & relative capabilities.
 - Existing tools (i.e., accounting systems) proposed for deployment and associated reporting capabilities.
 - Prior experience delivering accounting and tax services with similar multi-party entities.
 - Prior experience with federal government contracting and CFR200 requirements.
- 3. Business Location & Regional Services:** MachH2 preference is to contract with an organization with local presence and within the MachH2 Midwest regional footprint.
 - Location of Business Headquarters
 - Proximity of Offices to MachH2 Midwest regional footprint
 - Location of Proposed team relative to MachH2 Midwest regional footprint

4. **Diverse Suppliers:** MachH2 seeks to provide opportunities for diverse suppliers. Suppliers should provide a list of all applicable Diverse Supplier Ownership Classifications.
 - Diverse Suppliers are defined per the definitions for categories in the Federal Acquisition Regulation (FAR), subpart 19.7 or 52.219 at www.acquisition.gov/far.
5. **Price:** Proposed pricing, aligned to MachH2's need to execute successfully while remaining cost effective.
 - Total Cost Proposal
 - Adherence to Federally Approved Rate Card

4.0 Proposal Response Requirements

Please provide a written response that addresses the Technical Scope Description, with response to each of the components below.

1. **Proposed Approach:**
 - Describe overall approach, activities, and timeline for meeting requires of the technical scope of work.
 - Provide the name of any accounting and/or tax systems amount of time.
 - Descriptions and screenshots/examples of system generated reports (preferably showing how costs can be separated and/or accumulated)
2. **Relevant Experience & Capabilities:**
 - Describe the firm's experience in providing the described scope of work including experience working with Federal awards and grants.
3. **Business Location & Regional Services:**
 - Please provide your primary office locations and staff size at each
 - Please describe the primary geographies served.
 - Please describe team members expected to be located within the MachH2 Midwest regional footprint.
4. **Diverse Suppliers:**
 - Please provide any Diverse Suppliers designations of your firm (e.g., small business, minority owned business) and the source of the designation.
5. **Price:** Please provide one or more of the following pricing options for consideration:
 - Fixed monthly fee for services (separate pricing for tax and non-tax services)
 - T&M Rate Card for optional or incremental services beyond fixed price scope

5.0 Submission Timeline

The table below shows dates relevant to submissions for this RFP. All correspondence, including notices of intent, questions, and final submissions, should be directed to PMO@MachH2.com. All final submissions should be in PDF format and should not exceed ten pages.

RFP Open	February 22, 2024
Submit Notice of Intent	March 15, 2024
Q&A Period	March 15, 2024
Response Date	April 5, 2024 (5pm CT)

6.0 Terms and Conditions

All parties responding to this Request for Proposals acknowledges to comply with requirements of all applicable Federal, State, and local laws, regulations, DOE policy and guidance and Administrative and Legal Requirements Document (ALRD) DE-FOA-0002779.

All parties responding to this RFP must comply with requirements Anti-Kickback Act summarized below:

- a. Contractor. The contractor shall comply with 18 U.S.C. § 874, 40 U.S.C. § 3145, and the requirements of 29 C.F.R. pt. 3 as may be applicable, which are incorporated by reference into this contract.
- b. Subcontracts. The contractor or subcontractor shall insert in any subcontracts the clause above and such other clauses may by appropriate instructions require, and also a clause requiring the subcontractors to include these clauses in any lower tier subcontracts. The prime contractor shall be responsible for the compliance by any subcontractor or lower tier subcontractor with all of these contract clauses.
- c. Breach. A breach of the contract clauses above may be grounds for termination of the contract, and for debarment as a contractor and subcontractor as provided in 29 C.F.R. § 5.12.

7.0 Disclosure of Lobbying Activities

All parties responding to this RFP must complete and submit the [Disclosure of Lobbying Activities form](#)., and submit as an attachment to this RFP response.