

MIDWEST ALLIANCE FOR CLEAN  
**HYDROGEN**

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**MachH2 Compliance Audit Firm Request for  
Proposals  
January 2, 2025**

**Addendum #2 – January 31, 2025**

**MachH2 Legal Firm Request for Proposals – Addendum #2**

To all Prospective Proposers:

This addendum hereby revises sections 3.0 Evaluation Criteria, 4.0 Proposal Response Requirements, and 5.0 Evaluation Criteria to exclude discussion of Diverse Suppliers, and appends the Q&As to the RFP as of Friday, 1/31/2025. The updated RFP and Q&As are attached below.

This addendum hereby also revises the dates of the Q&A period, submission of the notice of intent and response deadlines for MachH2 Compliance Audit Firm Request for Proposals dated January 2, 2025, as follows:

Page 3, Section 6.0 Submission Timeline

- Original

<b>RFP Open</b>	January 2, 2025
<b>Q&amp;A Period Starts</b>	January 9, 2025
<b>Submit Notice of Intent</b>	January 17, 2025
<b>Q&amp;A Period Ends</b>	January 17, 2025
<b>Response Date</b>	February 3, 2025

- Addendum 1

<b>RFP Open</b>	January 2, 2025
<b>Q&amp;A Period Starts</b>	January 9, 2025
<b>Submit Notice of Intent</b>	January 31, 2025
<b>Q&amp;A Period Ends</b>	January 31, 2025
<b>Response Date</b>	February 17, 2025

- Addendum 2

<b>RFP Open</b>	January 2, 2025
<b>Q&amp;A Period Starts</b>	January 9, 2025
<b>Submit Notice of Intent</b>	February 28, 2025
<b>Q&amp;A Period Ends</b>	February 28, 2025
<b>Response Date</b>	March14, 2025

## **MachH2 Compliance Audit Firm Request for Proposals – Q&A**

To all Prospective Proposers:

This Q&A includes all inquiries we have received through Friday, December 31, 2024 and the corresponding answers. Additional questions submitted will be addressed at the end of the extended Q & A period.

### **Q1. Can we get the prior audits and time periods so we can prepare a budget?**

A1. We do not have any previous audits as this is a new Entity

### **Q2. Has this entity been established?**

A2. Yes

### **Q3. What is the legal structure of the entity?**

A3. Limited Liability Company (LLC)

### **Q4. What is the exempt status of the entity?**

A4. The LLC is not a tax entity.

### **Q5. Please provide a detailed organizational chart of MachH2 LLC, including the roles and responsibilities of key personnel.**

A5. This will be provided upon award of contract.

### **Q6. What is the current financial structure of MachH2 LLC, including equity contributions from members and any external funding sources?**

A6. At this time, all project sponsors have contributed initial equity contributions to the LLC, going forward DOE funding will be the main source of funding to offset additional costs.

### **Q7. How are the funds awarded through the H2Hub program managed and allocated within MachH2 LLC?**

A7. Funds are awarded through a monthly reimbursement request to DOE.

### **Q8. Please provide details on the financial accounting systems and software used by MachH2 LLC.**

A8. MachH2 uses bill.com to process invoices and payments, and Quickbooks for Financial reporting.

**Q9. How many bank accounts are being set up for the entity?**

A9. MachH2 has 2 bank accounts.

**Q10. Please provide a breakdown of the budget for the MachH2 project, including major expense categories and anticipated costs.**

A10. This will be provided upon award of contract.

**Q11. What revenues outside of the grant activity is the entity expecting? (Source and amount)**

A11. Only additional revenue will be bank interest this will be negligible amounts.

**Q12. Is payroll being done internally through the entity?**

A12. The LLC doesn't have any employees so does not necessitate a payroll.

**Q13. Is payroll being done through a payroll provider or is the entity utilizing the POE model?**

A13. The LLC doesn't have any employees so does not necessitate a payroll.

**Q14. What are the key financial performance indicators used by MachH2 LLC to measure the success of the project?**

A14. Financial performance indicators are measured through the allocated cost share ratio.

**Q15. What are the significant components of the statement of financial position that MachH2 expects to have on its year end statement?**

A15. Cash, Accounts payable, Accounts receivable, retained earnings.

**Q16. If you have internal financial statements for any of the periods completed or interim periods please provide those.**

A16. This will be provided upon award of contract.

**Q17. How does MachH2 LLC ensure compliance with Federal statutes, regulations, and award terms and conditions in its financial management practices?**

A17. The LLC has a PMO that helps to ensure compliance with Federal statutes, regulations and award terms.

**Q18. Does MachH2 LLC expect to have subrecipients as a part of its expenditures?**

A18. The LLC has project sponsors/ members which will act as subrecipients.

**Q19. Please confirm the year end and reporting dates being requested (Part 2.0 describes the fiscal years ending 2023 and 204 and then part 4.0 #6 indicates 2024 and 2025 pricing options). It is not clear what the year end of the entity is.**

A19. Fiscal year end is December 31st.

**Q20. How does MachH2 LLC manage and report on indirect costs and overhead expenses? Is the plan to use the di minimis rate?**

A20. MachH2 will not be claiming any indirect rates as unseated LLC. Our subrecipients have approved NICRA or have elected to use de minimus.

**Q21. Please confirm that these are initial since inception reporting periods and if not provide any past financial audits or reviews conducted on MachH2 LLC in the last 2 years, including findings and corrective actions taken?**

A21. Yes, these are the initial audits.

**Q22. When does the entity expect to be closed and ready to begin the audit work?**

A22. Fiscal year end is December 31st and audit work can begin shortly after this date.

**Q23. Please provide the details of the MachH2 Midwest regional footprint.**

A23. Our projects are concentrated in Illinois, Indiana, and Michigan. We have representation from Illinois, Indiana, Kentucky, Michigan, Missouri, Ohio, and Wisconsin.

**Q24. Please indicate the Assistance Listing number under which the federal funding from DOE is received- if multiple please provide a rough estimate of amounts of expenditures for each assistance listing number for at least the first year of requested audit.**

A24. DE-CD0000039

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**MachH2 Compliance Audit Firm Request for  
Proposals**

**January 2, 2025**

**Addendum #2 – January 31, 2025**

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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, and world-class universities.

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

MachH2 is requesting proposals from qualified audit firms to complete single audits and compliance audits as detailed in 2 CFR Part 200 Subpart F and 2 CFR Part 910 Subpart F for fiscal years ending 2023 and 204, with an option to extend to two subsequent fiscal years. The type of audit will depend on the subrecipient and their for-profit status. The deadline for the audit submission is within the earlier of thirty (30) calendar days after receipt of the audit report(s) or nine (9) months after the end of the fiscal year-end.

## 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 audit requirements:
  - Proposed team & relative capabilities.
  - Prior experience delivering compliance audit services with similar multi-party entities in accordance with 2 CFR 200 subpart F and 2 CFR Part 910 Subpart F
  - Prior experience with federal government contracting and requirements.
  
3. **Business Location & Regional Services:** MachH2 preference is to contract with an organization with local presence and within the MachH2 Midwest regional footprint (Illinois, Indiana, Michigan).
  - Location of Business Headquarters
  - Proximity of Offices to MachH2 Midwest regional footprint
  - Location of Proposed team relative to MachH2 Midwest regional footprint
  
4. **Price:** Proposed pricing, aligned to MachH2's need to execute successfully while remaining cost effective.
  - Total Cost Proposal
  - Proposed fee structure
  - Adherence to Federally Approved Rate Card

## 4.0 Proposal Response Requirements

Please provide a written response following the outlined sections below and addressing each of the components noted. All final submissions should be in PDF format and should not exceed twelve pages.

1. **Executive Summary:**
  - Provide a one-page executive summary explaining why your firm is best qualified to provide the services requested by MachH2.
2. **Proposed Approach:**
  - Describe the overall approach with key activities identified for meeting the requirements of the technical scope of work.
  - Provide a detailed annual timeline.
  - Descriptions and screenshots/examples of system generated reports.
3. **Relevant Experience & Capabilities:**
  - Provide three past qualifications relevant to the described scope of work.
  - Highlight the firm's experience in working with Federal awards and grants.
4. **Business Location & Regional Services:**
  - Please provide a list of your primary office locations and staff size at each.
  - Please describe the primary geographies served.
  - Please provide an organizational chart specific to this engagement with team members located within the MachH2 Midwest regional footprint flagged.
5. **Price:** Please provide one or more of the following pricing options for consideration:
  - Annual engagement fee for services.
  - 2024 and 2025 pricing with options for year three and four.
  - T&M Rate Card for optional or incremental services beyond fixed price scope.

## 5.0 Evaluation Criteria

Criteria	Scoring
Proposed Approach	23
Relevant Experience & Capabilities	30
Business Location and Regional Services	12
Price	35
Total	100

## 6.0 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](mailto:PMO@MachH2.com).

<b>RFP Open</b>	January 2, 2025
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<b>Q&amp;A Period Ends</b>	February 28, 2025
<b>Response Date</b>	March 14, 2025

## 7.0 Negotiations

It is in the sole discretion of MachH2 to determine the award method. MachH2 intends to award the highest ranked, responsive, and responsible firm whose response is determined to be the most advantageous to MachH2. Negotiations will be entered into with the highest ranked firm in an effort to agree on project approach, confirm pricing, and address any questions remaining after the selection process. If a successful contract cannot be negotiated with the highest ranked firm, negotiations will be undertaken with the next firm in order of ranked preference. Upon selection of the highest ranked firm, MachH2 may proceed to negotiations in the following manner:

1. Negotiate with the highest ranked firm on price, matters affecting the scope of the contract, so long as the changes are within the general scope of the RFP. If a satisfactory Agreement cannot be negotiated with the highest ranked firm, negotiations may be conducted, in the sole discretion of MachH2, with the second, then the third, and so on, ranked firm to the level of ranking determined by MachH2 in their sole discretion;
2. During the negotiations process as outlined in item (1) above, if MachH2 is unsuccessful in their first round of negotiations, they may reopen negotiations with any firm with whom they previously negotiated; or
3. MachH2 may make changes within the general scope of the RFP and may provide all responsive firms an opportunity to submit their best and final offers.

## 8.0 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.

## 9.0 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.



## **MachH2 Compliance Audit Request for Proposals**

**January 2, 2025**

**Addendum #1 – January 17, 2025**

**MachH2 Compliance Audit Firm Request for Proposals – Addendum #1**

To all Prospective Proposers:

This addendum hereby revises the dates of the Q&A period, submission of the notice of intent and response deadlines for MachH2 Compliance Audit Firm Request for Proposals dated January 2, 2025, as follows:

- 1. Page 3, Section 6.0 Submission Timeline
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- Updated

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  - Location of Proposed team relative to MachH2 Midwest regional footprint
  
8. **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](http://www.acquisition.gov/far).
  
9. **Price:** Proposed pricing, aligned to MachH2's need to execute successfully while remaining cost effective.
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  - Please describe the primary geographies served.
  - Please provide an organizational chart specific to this engagement with team members located within the MachH2 Midwest regional footprint flagged.

**10. Diverse Suppliers:**

- Please list any Diverse Suppliers designations of your firm (e.g., small business, minority owned business) and the source of the designation.

**11. Price:** Please provide one or more of the following pricing options for consideration:

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## 5.0 Evaluation Criteria

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Relevant Experience & Capabilities	25
Business Location and Regional Services	15
Diverse Suppliers	10
Price	30
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