

Request for Proposal (RFP) for Consulting Services
Boone County Commissioners
March 12, 2026

Issue Date: March 12, 2026

Proposal Due Date: April 3, 2026

Issuing Organization: Boone County Commissioners

Introduction and Background

The Boone County Commissioners are seeking proposals from qualified consulting firms to provide professional services for an internal controls review, a review of contract procurement processes, workflow mapping in specified operational areas and assistance with creation/implementation of internal controls where needed. Boone County is responsible for providing a range of services to its citizens, primarily focused on public safety, infrastructure, health, community support and governance. Boone County is the fastest growing county in the state, and it is imperative that our systems, internal controls and processes are optimally designed and executed as we move forward. This RFP aims to engage a consultant with expertise in auditing, process improvement, and operational efficiency to identify risks, enhance controls, and streamline workflows.

The selected consultant will conduct a comprehensive assessment of specified areas to ensure compliance with best practices, regulatory requirements, and internal policies. Proposals should demonstrate the firm's capability to deliver high-quality, actionable recommendations within a defined timeline and budget.

Scope of Services

The consultant will provide the following services:

- **Internal Controls Review**
 - Determine what internal controls exist and evaluate the effectiveness of those in place across the County's operations, with a focus on financial, operational, and compliance risks.
 - Specific operational areas for this proposal will be limited to a) Contracts b) I/T Department (which is a vendor for the County), c) Accounts Receivable, and d) Accounts Payable.

- Identify gaps, weaknesses, or inefficiencies in controls related to asset management, financial reporting, and fraud prevention.
 - Assess adherence to relevant standards such as COSO (Committee of Sponsoring Organizations of the Treadway Commission) framework or equivalent.
 - Provide guidelines and recommendations for strengthening controls, including implementation strategies and prioritization based on risk levels.
- **Review of Contract Procurement Processes**
 - Analyze the end-to-end procurement lifecycle, including needs assessment, solicitation, bidding, evaluation, award, and contract management.
 - Examine compliance with applicable laws, regulations (e.g., state/federal procurement guidelines), and internal policies.
 - Identify opportunities for process improvements, such as reducing cycle times, enhancing transparency, or mitigating vendor-related risks.
 - Evaluate tools and systems used in procurement and recommend enhancements if necessary.
- **Workflow Mapping**
 - Develop detailed workflow maps (e.g., using flowcharts, process diagrams, or BPMN notation) for the following areas:
 - a) Contracts: Map workflows for all contracts, including vendor selection, contract negotiation, service level agreements (SLAs), renewal processes, and performance monitoring.
 - b) I/T Department (which is a vendor for the County): map workflows encompassing the workflows for approval of work, invoice processing, payment approvals, and dispute resolution.
 - c) Accounts Receivable and Accounts Payable: Map financial workflows encompassing invoice processing, payment approvals, collections, reconciliations, and dispute resolution.

Identify bottlenecks, redundancies, and automation opportunities in each workflow.

- Ensure maps are user-friendly, annotated with roles/responsibilities, timelines, and decision points.

The consultant will integrate findings from the internal controls and procurement reviews into the workflow mapping where applicable, ensuring a holistic approach.

- **Deliverables**

The consultant shall provide the following deliverables:

- Inception Report: A project plan outlining methodology, timeline, resources, and key milestones (due within 2 weeks of contract award).
- Interim Reports: Progress updates, including preliminary findings and any immediate recommendations (monthly or as agreed).
- Final Report: A comprehensive document including:
 - Executive summary
 - Detailed findings from the internal controls review, procurement process review, and workflow maps.
 - Prioritized recommendations with estimated costs, benefits, and implementation roadmaps.
 - Appendices with supporting data, diagrams, and evidence.
 - Workflow Diagrams: Digital files of all mapped processes.
 - Presentation: A final presentation to the Boone County Commissioners, including a Q&A session, which will assist them in determining which policy changes to consider.
 - Knowledge Transfer: Training session(s) for relevant staff on implementing recommendations and using workflow maps.

All deliverables must be provided in electronic format to commissioners@co.boone.in.us and 4 hard copies delivered to 127 W Main St., Suite 400, Lebanon, IN 46052.

- **Consultant Qualifications and Requirements**

Proposals must demonstrate:

- At least [e.g., 5-10] years of experience in internal audits, process reviews, and workflow optimization, preferably in government or public sector.
- Certified professionals (e.g., CPA, CIA, CISA) on the project team.
- Proven track record with similar projects, including case studies or references from at least two comparable clients.
- Familiarity with relevant regulations (e.g., GAAP, GASB, procurement laws).
- Adequate insurance coverage (e.g., professional liability, workers' compensation).
- Compliance with non-discrimination, confidentiality, and conflict-of-interest policies.
- Ability to work onsite as needed at the county's facilities in Lebanon, IN.

The consultant must adhere to a fixed-price contract structure, with payments tied to milestones.

- **Proposal Requirements**

Proposals should be concise (no more than 12 pages, excluding appendices) and include:

- Cover Letter: Signed by an authorized representative, summarizing interest and qualifications.
- Firm Overview: Description of the firm, including size, structure, and relevant experience.
- Project Approach: Detailed methodology for each scope area, including tools, timelines, and risk management.
- Team Composition: Resumes of key personnel, roles, and availability.
- Work Plan and Timeline: Gantt chart or similar showing phases and durations (project expected to complete within [e.g., 3 months]).
- Cost Proposal: Itemized budget, including hourly rates, total fixed price, and any expenses.
- References: Contact information for at least three recent clients.
- Exceptions: Any deviations from RFP terms.

- **Evaluation Criteria**

Proposals will be evaluated based on the following weighted criteria:

- Qualifications and Experience: Relevance of firm and team expertise.
- Approach and Methodology: Innovation, feasibility, and alignment with scope.
- Work Plan and Timeline: Realism and efficiency.
- Cost: Value for money and competitiveness.
- References and Past Performance: Quality of feedback from references. The Organization reserves the right to interview shortlisted firms and negotiate terms.

- **Timeline**

RFP Issued: March 12, 2026

Questions Due: March 20, 2026

Answers Posted: March 26, 2026

Proposals Due: April 3, 2026 by 3:00 PM ET

RFP Opening: April 6, 2026 at 9:00 AM ET

Evaluation Period: April 6 -8, 2026

Interviews (if necessary): April 12-17, 2026

Possible Contract Award: April 20, 2026

- **Submission Instructions**

Submit one electronic copy via email to:

Boone County Commissioners
Email: commissioners@co.boone.in.us

4 hard copies delivered to the Commissioners Office 127 W Main St., Suite 400,
Lebanon, IN 46052

Late proposals will not be accepted. All submissions become property of the Boone County Commissioners.

- **Terms and Conditions**

- The Boone County Commissioners reserve the right to reject any or all proposals, waive irregularities, or cancel the RFP.
- There will be no reimbursement for proposal preparation costs.
- Confidentiality: Proposals must treat Boone County Government information as confidential.
- Questions: Direct all inquiries to Nick Parr, Director of Administration, nparr@co.boone.in.us.
- Addenda: Any changes will be issued via addendum.
- Discussions may be conducted with, and best and final offers obtained from, responsible offerors who submit proposals determined to be reasonably susceptible of being selected for award.
- Offerors will be accorded fair and equal treatment with respect to any opportunity for discussion and revisions of proposals.
- In conducting discussions with an offeror, information derived from proposals submitted by competing offerors may be used in discussion only if the identity of the offeror providing the information is not disclosed to others. The purchasing agency must provide equivalent information to all offerors with which the purchasing agency chooses to have discussions.

We look forward to receiving your proposal and partnering for improved operational excellence.

Sincerely,

Boone County Commissioners