



Government Accounting Consultant Request For Information

Summary

This is a Request for Information (RFI) only. Any and all information requested in response to this RFI is to understand the capacity available for **Government Accounting** support. The Maine Technology Institute (MTI) funded Small Business Innovation Research/Small Business Technology Transfer (SBIR/STTR) Technical Assistance Program (TAP) is seeking capabilities and qualifications from interested consultants, businesses, or organizations to provide Government Accounting Support to companies submitting proposals to the SBIR/STTR program.

Responses to this notice are not offers and cannot be accepted by MTI to form a binding contract. MTI is under no obligation to issue a solicitation or to award any contract on the basis of this RFI. All costs associated with responding to this RFI will be the sole responsibility of the Responder. All submissions to this RFI will be treated as confidential business materials and will not be returned.

Background

The Maine Technology Institute was created by the State Legislature in 1999 to encourage, promote, stimulate and support research and development activity leading to the commercialization of new products and services in the State's technology-intensive industrial sectors to enhance the competitive position of those sectors and increase the likelihood that one or more of the sectors will support clusters of industrial activity and to create new jobs for Maine people (5 MRSA c. 407 § 15303).

One of MTI's duties is to establish a program to provide technical assistance to small businesses based in Maine to develop competitive SBIR/STTR applications for submission to any of the federal agencies participating in the SBIR/STTR program pursuant to the federal Small Business Innovation Development Act of 1982, (Public Law 97-219), and the latest reauthorization of the Small Business Reauthorization Act of 2000 (Public Law 106-554) with numerous extensions to 2022. In addition MTI is supporting the submission of proposals to a federal agency under Broad Agency Announcements (BAA).

Purpose

This RFI is intended to inform MTI of the capabilities and capacity of consultants, businesses, or organizations to provide Government Accounting Expertise in support of Maine-based companies seeking to submit competitive proposals to an agency under the SBIR/STTR program or BAAs. MTI is requesting responses that meet or exceed the required capabilities listed below and in the attached summary to support companies as they build their research and development budget and budget justification for inclusion in their application.

This is not a full-time employment position and, to support SBIR/STTR TAP services in a timely manner, MTI will engage for this service on an ad hoc basis.

Information Requested – Maximum 7 pages excluding resumes:

- Name and address of business
- Key personnel including resumes
- Past experience and professional association memberships
- Description of the Respondent's capabilities/qualifications/skills to provide the services described herein
- Description of experience conducting the desired capabilities
- Other – important information not captured here and relevant to this RFI and supports the services listed in the attached document

In addition to the above items, please list experience in the following areas:

- Experience in developing indirect cost rates
- Related experience in government accounting
- Supporting pre-award submissions
- Setting up QuickBooks for companies

Responses must be received by 5:00 p.m. June 27, 2022 to be considered.

Submit responses via email to: Shane Beckim, Senior Investment Officer
sbeckim@mainetechnology.org
Maine Technology Institute
Brunswick, ME 04011

Government Accounting Consultant

Required Capabilities

- Accounting background – Generally Accepted Accounting Principles (GAAP) account experience (indirect rate calculation)
- Familiarity with Small Business Innovation Research/Small Business Technology Transfer (SBIR/STTR) experience
- Familiarity with Federal Acquisition Regulation (FAR) Part 31, Contract Cost Principles and Procedures

Desired Capabilities

- Certified Public Accountant (CPA)
- Prior experience with Government contracts
- DCAA experience
- Familiarity with Word/Excel
- Experience with QuickBooks
- Willing to learn
- Ability to work under deadlines
- Attention to detail