



## REQUEST FOR PROPOSALS

### Auditing Services

#### I. BACKGROUND

The Central Vermont Regional Planning Commission (CVRPC) is requesting proposals from qualified firms of certified public accountants for annual financial statement audit services for the fiscal year ending June 30, 2018, with possible renewal for at least two subsequent years. The annual audit is conducted under the direction of the CVRPC Executive Director with oversight by the CVRPC Executive Committee and in cooperation with CVRPC's contracted accountant, Nicole Sancibrian, CPA, PLLC.

CVRPC's budget was \$1.7 million for FY18 and is \$1.2 million for FY19. CVRPC anticipates its budget will remain in this range through FY20. The current budget is composed of municipal, state, federal, and private funds, primarily state and federal grant revenues. CVRPC does not anticipate a Single Audit will be required for FY18 as estimated federal revenues were ~\$650,000.

Currently, CVRPC has 6 full-time employees, 2 part-time employees, and full-time seasonal employees. CVRPC is fiscal agent for one organization. It provides contracted accounting services to two other organizations. In early FY18, CVRPC leased three additional employees to outside organizations and provided contracted or free accounting services to four organizations.

CVRPC substantially modified its financial system from FY17-FY18. A primarily manual system was modified into a primarily automated system. The current system uses QuickBooks Pro 2017. Excel spreadsheets support wage/benefit job allocations, Paid Time Off tracking, etc.

CVRPC posts its 3-year audit history at <http://centralvtplanning.org/about/financial-audits/>.

#### II. SCHEDULE

May 11, 2018	Request for Proposals issued
<i>May 23, 2018 at noon</i>	<i>Deadline for submission of questions in writing</i>
May 25, 2018	Response to questions posted to <a href="http://www.centralvtplanning.org">www.centralvtplanning.org</a>
<i>May 31, 2018 by 3pm</i>	<i>Proposals Due</i>

<i>June 5, 2018</i>	Anticipated Auditor Notification
<i>June 30, 2019</i>	Anticipated Contract Completion
OPTIONAL CONTRACT EXTENSIONS (if in the best interests of CVRPC)	
<i>June 30, 2020</i>	Anticipated Contract Completion
<i>June 30, 2021</i>	Anticipated Contract Completion*

\*The contract may be extended for an additional one-year period at the discretion of CVRPC.

Questions in writing may be sent via email to [waninger@cvregion.com](mailto:waninger@cvregion.com).

Proposals must be clearly marked “Audit Services Proposal” and delivered to via email to Bonnie Waninger, Executive Director, [waninger@cvregion.com](mailto:waninger@cvregion.com).

Proposals received after the submittal deadline will not be considered.

Qualified disadvantaged (DBE) and women-owned (WBE) businesses are encouraged to submit proposals. Proposers are required to document whether the individual is a DBE or WBE. CVRPC, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C §§ 2000b to 2000b-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, will afford disadvantaged business enterprises full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

## II. SCOPE OF SERVICES

CVRPC requires that financial statements be audited in accordance with:

- 1) Title 2 U.S. Code of Federal Regulations (CFR) Part 200, commonly referred to as the Uniform Guidance.
- 2) Government auditing standards required by 2 CFR Subpart F, Audit Requirements.
- 3) Audit standards generally accepted in the United States of America (GAAP).
- 4) Government Auditing Standards, issued by the Comptroller General of the United States, most recent revision.
- 5) The Single Audit Act Amendments of 1996.
- 6) AICPA's Audits of State and Local Governmental Units.
- 7) Other required or pertinent public accounting statutes, standards or laws that may not be listed here

The audit report must also contain required supplementary information as required by GAAP and a schedule of direct and indirect costs recovered for each year audited.

Single Audits may be required for any fiscal year. If conducted, the auditor must prepare and submit Form SF-SAC, including required attachments.

### **III. PERFORMANCE REQUIREMENTS**

#### Milestones

Working with CVRPC's team,

- perform all auditing services beginning June 5, 2018.
- conduct field work no earlier than August 15 and no later than September 30 of each year. The actual field work schedule will be determined annually by CVRPC and the selected auditor.
- provide CVRPC with a draft audit by October 30 annually.
- provide CVRPC with a final audit by November 20 annually (assuming CVRPC returned comments by November 10).
- present the final audit to CVRPC's Executive Committee at its December meeting annually.
- answer questions throughout the year while maintaining auditor independence.

### **IV. PROPOSALS**

#### ***CONTENTS & SUBMISSION***

#### Scope of Services

Proposals should describe how the auditor intends to carry out the services described, including transitioning services from the current auditor and the firm's expectations of and process for communicating with CVRPC.

#### Threshold Qualification

- 1) The firm is independent and licensed to practice in the State of Vermont.
- 2) Proof of insurance. The selected auditor will be required to add CVRPC and its officers and employees as an additional insured for services performed. The auditor shall be solely responsible for all claims of whatever nature arising out of the rendering of services by the firm during the contract term.

#### Technical Qualifications

- 1) A description of the firm, including addresses of all offices proposed for involvement in this scope of services, structure of the firm, size of the firm, number of years the firm has been in business, and the firm's experience with state and federal grants.
- 2) A statement of the firm's financial stability and ability to complete all services.
- 3) The firm's understanding of the work to be performed.
- 4) A list of people who will work on the contract, including names, education, professional licenses, registrations or certifications, role in the contract, and relevant experience:

- a. in auditing programs financed by federal state, and local governments (resumes are acceptable), and
  - b. with indirect rates and indirect rate cost proposals for local governments, as defined in 2 CFR Part 200 as well as the MOU between Vermont RPCs' and the State of Vermont.
- CVRPC must preapprove use of any staff not identified in the proposal.
- 5) Examples of relevant past experience. Auditors demonstrating relevant experience with job cost accounting, payroll services, state and federal grant requirements especially 2 CFR Part 200, and indirect cost proposal preparation will be highly competitive.
  - 6) A minimum of three references. The references should include service description, contact person, phone number, and address of reference at minimum. References should demonstrate the experience of the staff proposed to work under the CVRPC contract. CVRPC reserves the right to check references beyond those provided by the auditor. The quality and relevance of references as it relates to services required under this RFP will be considered more competitive than an excess of references.

### Cost Proposal

- 1) Proposals must provide hourly rates, estimated billable hours by staff position, other billable expenses, and a not-to-exceed fee for the audit and Single Audit.
- 2) Proposals must clearly break out the cost associated of a Single Audit should one be required for any fiscal year.
- 3) The not-to-exceed fee information must be provided on an annual basis for 3 years.

It is expected that if the selected firm performs satisfactorily for FY19, it will be engaged to continue the scope of work for the succeeding two (2) years. Therefore, rates in the proposal should reflect a 3-year contract period.

### Submission Requirements

Proposals must be submitted electronically to [waninger@cvregion.com](mailto:waninger@cvregion.com). Address materials to:

Bonnie Waninger, Executive Director  
Central Vermont Regional Planning Commission  
29 Main Street, Suite 4  
Montpelier, VT 05602

The CVRPC assumes no responsibility and no liability for costs incurred relevant to the preparation and submission of the proposal or any other costs prior to issuance of a contract.

Proposals received after due date and time will not be considered.

Upon submission, all proposals become the property of the CVRPC. The expense of preparing, submitting, and presenting a proposal is the sole responsibility of the auditor. The CVRPC retains the

right to reject any and all proposals received, to interview or not interview any or all firms responding to this RFP prior to selection, to negotiate with any qualified source, or to cancel in part or in its entirety this RFP if it determines such action to be in the best interest of the CVRPC or that of eligible parties. Reasons for cancellation or rejection will be provided to all registered vendors in writing. This solicitation in no way obligates the CVRPC to award a contract.

## **EVALUATION**

Proposals will be evaluated on the following criteria:

1. Completeness and responsiveness of submission.
2. Scope of Work Format and Contents (10%):
  - a. Is the proposal written in concise language understandable to a non-technical audience?
  - b. Is the proposal well organized and easily navigable?
3. Qualifications (60%): To what degree:
  - a. do the personnel to be assigned to this project have the necessary qualifications to conduct this work?
  - b. do the personnel to be assigned to this project have experience with
    - i. state and federal grants,
    - ii. job cost accounting,
    - iii. indirect rate cost proposal development, and
    - iv. financial management?
  - c. does the auditor have a proven record of successful completion of similar work within time and budget constraints?
  - d. are communication skills responsive to the audience that will be served?
  - e. do the assigned staff demonstrate success working together with each other as a team unit if multiple staff will be used to serve this contract?
4. Cost Proposal (10%):
  - a. Is the cost proposal thorough and clearly linked to the proposed scope of services?
  - b. Are rates and costs reflective of an efficient level of effort necessary to complete the task, compensation reflective of level of expertise, materials appropriate to the task and expectations of quality, and overall reasonable costs as accepted in the industry?
5. References (20%):
  - a. Which types of services has the auditor provided to the reference?
  - b. How satisfied was the reference with the auditor's interactions with it?
  - c. How satisfied was the reference with the auditor's technical expertise, ability to meet deadlines and budgets, reporting, communication, and overall value and quality of work?
  - d. How did the auditor demonstrate value-added expertise?
  - e. Was the reference satisfied with how the auditor dealt with problems that arose? Give an example.
  - f. What, if any, challenges did the reference experience with the auditor?

- g. How does this auditor compare with others the reference has worked with?
- h. Would the reference recommend the auditor for providing the described Scope of Services and desired qualifications?

Proposals will be evaluated by a selection committee consisting of the CVRPC Executive Director, Office Manager, and Board of Commissioner Chair and/or Treasurer.

If any changes are made to this RFP, an addendum will be issued to auditors expressing interest and providing CVRPC with contact information. Alternative delivery methods may be arranged by request. An auditor may correct, modify, or withdraw a response to this RFP via written notice received by CVRPC prior to the submission deadline. Modifications must be submitted electronically and clearly labeled "Modification No. \_\_\_". Each modification must be numbered in sequence, and must reference the original RFP.

After the opening of responses to this RFP, an auditor may not change any provision of the response in a manner prejudicial to the interests of CVRPC or fair competition. If a mistake and the intended correct wording are clearly evident on the face of the response document, the mistake will be corrected to reflect the intended correct meaning and the auditor will be notified in writing. Auditors may not withdraw responses to this RFP so corrected. An auditor may withdraw an opened response to this RFP if a mistake is clearly evident on the face of the response document, but the intended correct wording is not similarly evident.

CVRPC reserves the right to seek clarification of any statement submitted, conduct interviews with auditors, and select an auditor that is best able to address the services requested and promote the public interest.

CVRPC reserves the right to examine all aspects of responses submitted, tangible and intangible. CVRPC reserves the right to withdraw this Request for Proposals, and/or to advertise for new submissions at any time if it is in the best interest of the CVRPC to do so. A contract will be awarded as deemed to be in the best interest of the CVRPC.

Pursuant to State of Vermont Laws, anyone in any matter relative to the procurement of services who intentionally makes a material statement that is false, omits or conceals a material fact in a written statement, submits or invites reliance on a material writing that is false, submits or invites reliance on a sample or other object that is misleading, or uses any trick, scheme or device that is misleading in a material respect will be subject to sanction pursuant to the laws of the State of Vermont.

#### **IV. STANDARDS AND DELIVERABLES**

- 1) Except for appendices, all reports are to:
  - a. be presented for ease of readability by the average citizen;

- b. include charts, graphs and other graphics as appropriate;
  - c. include executive summaries or abstracts suitable for broad distribution;
  - d. include a glossary of technical terms, and a list of references or citations for all sources of data and information.
- 2) All documents must be provided in digital form in Microsoft Office or PDF.
  - 3) All written reports must be provided double-sided. The use of recycled paper is strongly encouraged.
  - 4) Copies of all reports and documents, including drafts, must be provided to CVRPC no less than one week prior to any scheduled review or discussion.
  - 5) All data, databases, reports, programs and materials, in digital and hard copy formats, created under this project become the property of the Central Vermont Regional Planning Commission.

## **V. CONTRACTING PROVISIONS**

### Contract Completion

This RFP is not to be construed as a contract or commitment of any kind.

Performance under the scope of work must be completed by the dates indicated in Section I.

### Payment

The amount and timing of payments will be determined during contract negotiations. Requests for payments must be made directly to the CVRPC, and payments made must be 100 percent of the amount requested and approved by CVRPC. CVRPC anticipates making payments within 30 days of invoicing if products have been delivered.

### Ownership of Material

All rights, titles to and ownership of the data, material, and documentation resulting from this contract and/or prepared for the CVRPC pursuant to a contract between CVRPC and the selected auditor remain with the CVRPC.

CVRPC has the right to disclose information contained in the qualifications after an award has been made. All reports, documents, and materials developed by the firm for this project are considered public information and are the property of CVRPC.

All products and borrowed materials must be delivered to CVRPC's Office Manager prior to final payment.

### Compliance with State and Federal Laws

All auditors must comply with any and all applicable laws, statutes, ordinances, rules, regulations, and/or requirements of federal, state, and local governments and agencies thereof, which relate to or in any manner affect the performance of this agreement. CVRPC receives funding from numerous state and federal agencies. Those requirements imposed upon the CVRPC as a recipient or subrecipient of

federal funds are thereby passed along to the contractor and any subcontractors, and those rights reserved by the state or federal government are likewise reserved by the Central Vermont Regional Planning Commission.

All contractors and any subcontractors must carry adequate insurance coverage and must affirm being an equal opportunity employer with an affirmative action plan. Contractor must further certify that it will comply with the provisions of the Americans with Disabilities Act.

It is the policy of the CVRPC that Disadvantaged Business Enterprises (DBE) have the opportunity to participate to the maximum extent feasible in procurement and contracting.

If the contractor is a natural person, not a corporation or partnership, the contractor states that, as of the date the contract is signed, he/she:

- a. is not under any obligation to pay child support; or
- b. is under such an obligation and is in good standing with respect to that obligation; or
- c. has agreed to a payment plan with the Vermont Office of Child Support Services and is in full compliance with that plan.

The contractor makes this statement with regard to support owed to any and all children residing in Vermont. If the contractor is a resident of Vermont, contractor makes this statement with regard to support owed to any and all children residing in any other state or territory of the United States.

**The Central Vermont Regional Planning Commission  
is an Equal Opportunity Employer.**