

WORKFORCE PARTNERSHIP OF GREATER RHODE ISLAND INC.

**REQUEST FOR PROPOSALS
for
AUDIT SERVICES**

Offeror:	
Street Address:	
2nd Address:	
City, State, Zip	

PROPOSALS MUST BE RECEIVED ON or BEFORE:

4:00 P.M. – Wednesday, March 19, 2010

at:

**Workforce Partnership of Greater Rhode Island, Inc.
1511 Pontiac Avenue, Cranston, Rhode Island 02920**

FOR WPGRI OFFICE USE ONLY

Proposal Number	Proposal Received Date Stamp	Received By

WORKFORCE PARTNERSHIP OF GREATER RHODE ISLAND INC.
REQUEST FOR PROPOSALS for AUDIT SERVICES
For Fiscal Year 2009 (July 1, 2008 through June 30, 2009)

Offeror Contact information:

OFFEROR: _____

STREET ADDRESS: _____

CITY, STATE, ZIP: _____

CONTACT NAME: _____

CONTACT TITLE: _____

CONTACT TELEPHONE: _____

CONTACT FAX: _____

CONTACT EMAIL: _____

Offeror's Audit Costs:

Please complete the following to identify the staff , the tasks they will complete, the cost per hour and the total hours:

Staff	Task	Rate	Total Hrs	Total Cost
Totals				

On behalf of the respondent organization, I have the authorization to approve this proposal submittal to the Workforce Partnership of Greater Rhode Island:

**WORKFORCE PARTNERSHIP OF GREATER RHODE ISLAND INC.
REQUEST FOR PROPOSALS**

I. INTRODUCTION

The purpose of this invitation is to obtain the services of public accounting firms whose principal officers are independent licensed public accountants, certified or licensed by regulatory authority of a State or other political subdivision of the United States, hereinafter referred to as the **Offeror** to perform audits of this organization, hereinafter referred to as the **Contractor** and/or its designed Sub-Grantees, who have obtained grants or contracts from the Federal government.

II. BRIEF DESCRIPTION OF THE ORGANIZATION TO BE AUDITED

The Workforce Partnership of Greater Rhode Island, Inc. (WPGRI) is a non-profit corporation, which began in 1994. The Internal Revenue Service recognizes the organization as having “501C(3)” status for tax reporting purposes.

The organization is funded with federal funds under Department of Labor Training Grants and the Workforce Investment Act (WIA) and State funding under the Governor’s Workforce Board RI and Industry Skills Development Initiative (ISDI).

Annual funding levels for the agency in this fiscal year are approximately \$1.3 million, of which approximately \$350,000 will be used for internal operations. The scope of this audit will include the above-mentioned funds used for internal operations as well as those funds used to support program activities.

The WPGRI’s internal financial management and bookkeeping responsibilities are performed in-house by the financial manager. This individual, in concert with the agency’s Executive Director, will provide the primary staff support to the audit firm selected. The agency’s fiscal system is automated utilizing Windows XP operating system, Peachtree Accounting software, and Microsoft Excel spreadsheets.

III. AUDIT PROGRAM FOR THE REVIEW OF THE ORGANIZATION’S RECORDS

The audits will be performed in accordance with the following:

1. OMB A-133 Audits of States, Local Governments and Nonprofit Organizations including the Compliance Supplement for Single Audits of State, Local Governments and Non-Profit Organizations. (Rev. 6/97);
2. Single Audit Act of 1984 (P.L. 980-502), including the Single Audit Amendments of 1996 (P.L. 104-156); and
3. Standards for Audit of Governmental Organizations, Programs, Activities and Functions (The Yellow Book issued by the Comptroller General of the United States).

These guides contain the minimum requirements for audit coverage and suggestions for the development of an audit program. The guides suggest the use of statistical sampling, when appropriate, and the submission of specific financial data. The Offeror is expected to take any further action necessary in order to render an opinion as required by the guides.

IV. OFFEROR:

Properly licensed, certified public accountant or licensed public accountants are invited to submit a proposal to perform an OMB-A-133 Audit, if applicable (see section 11). Please review the following Audit requirements: Specifications Schedule (Enclosure 1), A-133 Part 3-Compliance Requirements, the OMB A-133 Audits of States and Local Governments, and Non-Profit Organizations (Rev. 697); the Single Audit Act of 1984 (Amend. 96) (31 U.S.C. Chapter 75); and the Standards for Audit of Government Organizations, Programs, Activities, and Functions issued by the Comptroller General of the United States and the Instructions to the Prospective Contractors.

V. SCHEDULE:

The organization's records should be audited for the 2009 Fiscal Year (July 1, 2008 – June 30, 2009). The Offeror is required to audit only the costs after the date of the last audit, June 30, 2008. Copies of prior audit reports will be made available to the Offeror before audits are conducted.

The audit will be for the time frame specified above, and the Workforce Partnership of Greater Rhode Island, Inc. will retain the right to renew the contract for four (4) additional years (subject to price negotiation).

The Offeror is required to complete the audit of the organization in accordance with the following schedule:

1. Letter of engagement no later than July 15, 2010;
2. Submittal of final audit report no later than December 1, 2010.

Reports may be submitted earlier than the above schedule. However, if the Offeror fails to make delivery of the report copies within the time schedule specified above, or if the Offeror delivers an audit report which does not conform to all provisions of this contract, the contracting organization may, by written notice of default to the Offeror, terminate the whole or any part of this contract. Under certain extenuating circumstances and with sufficient justification, the contracting officer may extend this schedule upon written request of the Offeror.

The Contracting Organization's authorized representative, Christine Grieco, is empowered to accept and approve or reject the services furnished by the Offeror in compliance with this schedule, but is not authorized to change any of the terms or conditions of this contract. An audit report for the organization shall be submitted to the contracting organization's authorized representative, and, in addition, **sixty (60) copies** of the audit report shall be submitted to the above named authorized representative. **All copies of the audit report shall be submitted no later than ten (10) days after the final exit conference.**

VI. TECHNICAL PROPOSAL CONTENT:

The Technical proposal **must** contain the following:

1. Information as to the Offeror’s background and experience with auditing programs financed by the Federal Government, as well as State, County, and Local Government activities, and non-profit organizations and commercial entities;
2. Information as to the Offeror’s background and experience in relating to designing and/or installing accounting systems. This should include information indicating the complexity of such systems;
3. Information as to the size and organizational structure of the Offeror’s firm;
4. Resumes indicating qualifications of the staff members to be assigned to these audits indicating, at a minimum, their position in the firm, total years of service, types of experience, description of the audit team(s) makeup, and the contemplated overall supervision of the audits specified (any change in staffing should be reported to the Workforce Partnership of Greater Rhode Island);
5. A statement of the Offeror’s understanding of the work to be performed, including a breakout of staff by title that will conduct each step of the audit;
6. A statement identifying the Offeror’s total hours and total cost per hour for this audit, as well as the total hours and cost per hour required by each job title and task. This should include all of the Offeror’s expenses for labor, communications, travel expenses, and miscellaneous expenses. The maximum amount of the proposal should also be included. *(not to exceed upset cost limit for the delivery of the completed audit must be stated clearly)*

Offerors are cautioned to submit their proposals on the most favorable basis, price, and terms included, since an award may be made without negotiation based on the price and terms of the proposals as initially submitted. However, the Contracting Organization specifically reserves the right to negotiate with any Offeror(s).

VII. EVALUATION CRITERIA:

Evaluation of each proposal will be based on the following criteria:

<u>FACTOR</u>	<u>MAXIMUM POINTS</u>
A. Prior experience auditing or designing and installing accounting systems.	25
B. Organizational structure and size of the Offeror’s firm. <i>Considering size in relation to audits to be performed.</i>	10
C. Qualifications of staff to be assigned to these audits. <i>Determined from resumes submitted, considering such items as: education (including continuing education courses taken during the past three years), position in the firm, years and types of experiences. Audit team composition and overall supervision to be exercised.</i>	20
D. Offeror’s understanding of the work to be performed. <i>Determined by evaluation of time estimates to perform each audit step.</i>	20
E. Amount of proposal. <i>Price per hour, maximum total hours; maximum amount of proposal, etc.</i>	25

Maximum Points**100**

Three or more qualified individuals will independently evaluate each individual proposal. Total scores for all reviewers will be averaged for an Average Final Score value.

The Offeror with the highest Average Final Score will be offered the contract. Should the Offeror be unable to accept the contract, the Offeror with the next highest Average Final Score will be offered the contract.

VIII. PROPOSAL SUBMITTAL INFORMATION:

To be eligible for review, the Offeror must submit:

- Four (4) copies of the technical proposal, with proposed pricing information. One copy of the proposal must include a cover page with an original authorized signature;
- One electronic copy, in Microsoft Word or Adobe PDF format, emailed to bgambardella@dlt.ri.gov

**Proposals must be submitted on or before 4:00 p.m. on Friday, March 19, 2010 to:
The Workforce Partnership of Greater Rhode Island
Building 73, RI Department of labor & Training Center General
1511 Pontiac Avenue, Cranston Rhode Island 02920**

Proposals and modifications received after 4:00 p.m. on March 19, 2010 will not be considered.

Any questions concerning this Request for Proposal should be addressed to Brian Gambardella of the Workforce Partnership of Greater RI. Mr. Gambardella may be contacted by email at bgambardella@dlt.ri.gov. Please note that this RFP is not to be construed as a contract or commitment of any kind.

IX. QUALIFICATIONS OF INDEPENDENT AUDITORS ENGAGED BY GOVERNMENT ORGANIZATIONS

The proposal should affirm that the audit will be conducted by a properly licensed, certified public accountant or licensed public accountant.

When outside auditors are employed for assignments requiring the expression of an opinion on financial reports of governmental organizations, only fully qualified public accountants should be employed. The type of qualifications, as stated by the Comptroller General, deemed necessary for financial audits of governmental organizations and programs are quoted below:

“Such audits shall be conducted by staff that collectively possess adequate professional proficiency for the task required (e.g., meet continuing education requirements).”

X. INDEPENDENCE

The proposal should affirm that an auditor who meets the independence standards of the Government Auditing Standards (GAS) will conduct the audit. (2003 revision)

XI. DISCLOSURE

In the event of an award, the audit report submitted pursuant to the requirements of such contract by the contractor receiving the award shall be disclosed, reproduced, etc. in accordance with the Federal Freedom of Information Act and the Rhode Island Open Records Law.

XII. PAYMENT

In the event of an award, the Offeror's invoice(s) shall clearly delineate the audit costs as described in this Request for Proposal.

The Contracting Organization's payment of the invoice shall not be construed as evidence of the Contracting Organization's acceptance of the audit report. Should the Contracting Organization reject a report, the Contracting Organization's authorized representative will notify the Offeror in writing of such rejection giving the reason(s) thereof. The right to reject a report shall extend throughout the term of this contract and for ninety days after the Offeror submits their final invoice for payment hereunder.