

**Berkeley Charleston Dorchester Rural Transportation Management Association
Request for Proposals
Independent Auditing Services**

Berkeley Charleston Dorchester Rural Transportation Management Association

**REQUEST FOR PROPOSAL
FOR AUDIT SERVICES**

Solicitation # RTMA2017-01

FOR THE PERIOD

Fiscal Year Ending 6/30/17 – 6/30/21

INQUIRIES AND PROPOSALS SHOULD BE DIRECTED TO:

Name: Robin Mitchum

Title: Deputy Director of Finance and Administration

Entity: Berkeley Charleston Dorchester Rural Transportation Management Association

Address: 1362 McMillan Ave., Suite 100

N. Charleston, SC 29405

Phone: 843-529-0400

Email: robinm@bcdco.com

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I. GENERAL INFORMATION

A. Purpose

This Request for Proposal (RFP) is to contract for a financial and compliance audit for the year(s) ending June 30, 2017, June 30, 2018, June 30, 2019, June 30, 2020, and June 30, 2021.

B. Who May Respond

Only licensed Certified Public Accountants may respond to this RFP. A proposal must be made in the official name of the firm or individual under which business is conducted (showing the official business address) and must be signed in ink by a person duly authorized to legally bind the person, partnerships, company or corporation submitting the proposal.

Offerors are to include all applicable requested information and are encouraged to include any additional information they wish to have considered. Additional information shall be a separate section of the proposal, and shall be identified as such.

C. Instructions on Proposal Submission

1. Closing Submission Date

Proposals must be submitted no later than 3:00 p.m. on May 22, 2017.

2. Inquiries

Inquires concerning this RFP should be directed to Robin Mitchum at 843-529-0400 or email: robinm@bcdcog.com.

3. Conditions of Proposal

All costs incurred in the preparation of a proposal responding to this RFP will be the responsibility of the Offeror and will not be reimbursed by Berkeley Charleston Dorchester Rural Transportation Management Association.

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4. Instructions to Prospective Offerors

Your proposal should be addressed as follows:

Name: **Robin Mitchum**

Title: **Deputy Director of Finance and Administration**

Entity: **Berkeley Charleston Dorchester Rural Transportation Management Association**

Address: **1362 McMillan Ave., Suite 100**
N. Charleston, SC 29405

It is important the Offerors proposal be submitted in a sealed envelope clearly marked in the lower left-hand corner with the following information:

Request for Proposal 3:00 p.m. May 22, 2017 <u>SEALED PROPOSAL</u> For Audit Services

Failure to do so may result in premature disclosure of your proposal.

It is the responsibility of the Offeror to insure that the proposal is received by Berkeley Charleston Dorchester Rural Transportation Management Association by the date and time specified above.

Late proposals will not be considered.

5. Right to Reject

Berkeley Charleston Dorchester Rural Transportation Management Association reserves the right to reject any and all proposals received in response to this RFP. A contract for the accepted proposal will be based upon the factors described in the RFP.

6. Small and/or Minority-Owned Businesses

Efforts will be made by Berkeley Charleston Dorchester Rural Transportation Management Association to utilize small businesses and minority-owned businesses.

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An Offeror qualifies as a small business firm, if it meets the definition of “small business” as established by the Small Business Administration (13 CFR 121.201).

7. Notification to Award

It is expected that a decision selecting the successful audit firm will be made within 30 days of the closing date for the receipt of proposals. Upon conclusion of final negotiations with the successful audit firm, all Offerors submitting proposals in response to this Request for Proposal will be informed, in writing, of the name of the successful audit firm.

It is expected that the contract shall be a one-year fixed price contract with the options for four additional one-year periods.

D. Description of Entity and Records to be Audited

1. The Berkeley-Charleston-Dorchester Rural Transportation Management Association is authorized by Chapter 31, Title 33, Code of Laws of South Carolina, 1976 and acts Amendatory thereto, as well as respective County Council resolutions, to provide public transportation service for the non-urbanized areas of Berkeley, Charleston, and Dorchester Counties. Berkeley-Charleston-Dorchester Rural Transportation Management Association commenced operations in July 1996.

Berkeley-Charleston-Dorchester Rural Transportation Management Association has approximately 32 full time employees and 10 part time employees and has a total budget for fiscal year 2017 of \$3,091,600. Berkeley-Charleston-Dorchester Rural Transportation Management Association contracts with the Berkeley-Charleston-Dorchester Council of Governments for Management Services, accounting policies and procedures, and payroll services.

As stated above, the Berkeley-Charleston-Dorchester Council of Governments provides payroll services for the Berkeley-Charleston-Dorchester Rural Transportation Management Association. Bi-weekly pay is calculated by the Berkeley-Charleston-Dorchester Council of Governments. Berkeley-Charleston-Dorchester Rural Transportation Management Association employees participate in the state health plan through State of South Carolina and also in the state retirement plan. Berkeley-Charleston-Dorchester Council of Governments is responsible for preparing all payroll and retirement, quarterly and annual reports required by Berkeley-Charleston-Dorchester Rural Transportation Management Association.

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For reporting purposes, Berkeley-Charleston-Dorchester Rural Transportation Management Association is a stand-alone governmental entity.

2. The Berkeley-Charleston-Dorchester Rural Transportation Management Association employees participate in the South Carolina Retirement System through State of South Carolina. The system is a cost sharing multiple-employer PERS. The system requires employer contributions of 11.06% for retirement and life insurance. This rate may change each fiscal year.
3. The Berkeley-Charleston-Dorchester Rural Transportation Management Association's general ledger and related journals are maintained on the Smart Fusion platform of Computer Software Innovations (CSI) software by the Berkeley-Charleston-Dorchester Council of Governments.
4. The principal contact person for the auditor will be Robin Mitchum, Deputy Director of Finance and Administration for the Berkeley-Charleston-Dorchester Council of Governments.

E. Options

At the discretion of Berkeley Charleston Dorchester Rural Transportation Management Association, this audit contract may be extended. The cost for the option periods will be agreed upon by Berkeley Charleston Dorchester Rural Transportation Management Association and the Offeror. It is anticipated that the cost of the optional years will be based upon the same approximate cost per thousand dollars of audited expenditures as the contract for the initial year.

II. SPECIFICATION SCHEDULE

A. Scope of a Financial and Compliance Audit

The purpose of this RFP is to obtain the services of a public accounting firm, whose principal officers are independent certified public accountants, certified or licensed by a regulatory authority of a state or other political subdivision of the United States, hereinafter referred to as the "Offeror" to perform a financial and compliance audit of Berkeley Charleston Dorchester Rural Transportation Management Association.

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B. Description of Programs/Contracts/Grants

The Berkeley Charleston Dorchester Rural Transportation Management Association is receiving funds from Federal, State and Local contracts and grants to provide rural transportation services throughout the Tri-County area.

C. Performance

The Berkeley Charleston Dorchester Rural Transportation Management Association records should be audited through June 30, 2017.

The Offeror is required to prepare audit reports in accordance with the Government Audit Standards, and requirements described in the U.S. Office of Management and Budget (OMB) Uniform Grant Guidance, Subpart F; that are applicable to its major federal program

D. Delivery Schedule

Offeror is to transmit one copy of the draft audit report to Robin Mitchum, Berkeley Charleston Dorchester Rural Transportation Management Association within the agreed timeframe but no later than March 30, 2018.

The Offeror shall deliver 20 final audit reports to Berkeley Charleston Dorchester Rural Transportation Management Association.

Reports may be submitted earlier than the above schedule. However, if the Offeror fails to make delivery of the audit reports within the time schedule specified herein, or if the Offeror delivers the audit reports which do not conform to all of the provisions of this contract, Berkeley Charleston Dorchester Rural Transportation Management Association may, by written notice of default to the Offeror, terminate the whole or any part of this contract. Under certain extenuating circumstances the contracting agency may extend this schedule upon written request of the Offeror with sufficient justification.

E. Price

The Offerors proposed price should be submitted separately. Include information indicating how the price was determined. For example, the Offeror should indicate the estimated number of hours by staff level, hourly rates, and total cost by staff level.

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Any out-of-pocket expenses should also be indicated. The pricing information should be in a separate sealed envelope.

F. Payment

Payment will be made when Berkeley Charleston Dorchester Rural Transportation Management Association has determined that the total work effort has been satisfactorily completed. Should Berkeley Charleston Dorchester Rural Transportation Management Association reject a report, Berkeley Charleston Dorchester Rural Transportation Management Association's authorized representative will notify the Offeror in writing of such rejection giving the reason(s). The right to reject a report shall extend throughout the term of this contract and for ninety (90) days after the Offeror submits the final invoice for payment.

Progress payments will be allowed to the extent that Berkeley Charleston Dorchester Rural Transportation Management Association can determine that satisfactory progress is being made.

Upon delivery of the 20 copies of the final reports to Berkeley Charleston Dorchester Rural Transportation Management Association and their acceptance and approval, the Offeror may submit a bill for the balance due on the contract for the audit.

G. Audit Review

All audit reports prepared under this contract will be reviewed by Berkeley Charleston Dorchester Rural Transportation Management Association and its funding sources to ensure compliance with General Accounting Office's (GAO) *Government Audit Standards* and other appropriate audit guides.

H. Exit Conference

An exit conference with Berkeley Charleston Dorchester Rural Transportation Management Association representatives and the Offerors representatives will be held at the conclusion of the field work. Observations and recommendations must be summarized in writing and discussed with Berkeley Charleston Dorchester Rural Transportation Management Association. It should include internal control and program compliance observations and recommendations.

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I. Workpapers

1. Upon request, the Offeror will provide a copy of the workpapers pertaining to any questioned cost determined in the audit. The workpapers must be concise and provide the basis for the questioned costs as well as an analysis of the problem.
2. The workpapers will be retained for at least three years from the end of the audit period.
3. The workpapers will be available for examination by authorized representatives of the cognizant federal or state audit agency, the General Accounting Office, and Berkeley Charleston Dorchester Rural Transportation Management Association.

J. Confidentiality

The Offeror agrees to keep the information related to all contracts in strict confidence. Other than the reports submitted to Berkeley Charleston Dorchester Rural Transportation Management Association, the Offeror agrees not to publish, reproduce or otherwise divulge such information in whole or in part, in any manner or form or authorize or permit others to do so, taking such reasonable measures as are necessary to restrict access to the information, while in the Offerors possession, to these employees on the Offerors staff who must have the information on a “need-to-know” basis. The Offeror agrees to immediately notify, in writing, Berkeley Charleston Dorchester Rural Transportation Management Association’s authorized representative in the event the Offeror determines or has reason to suspect a breach of this requirement.

III. OFFERORS TECHNICAL QUALIFICATIONS

The Offeror, in its proposal, shall, as a minimum, include the following:

A. Prior Auditing Experience

The Offeror should describe its prior auditing experience including the names, addresses, contact persons, and telephone numbers of prior organizations audited. Experience should include the following categories:

1. Prior experience auditing public transit agencies.

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2. Prior experience auditing similar programs funded by South Carolina.
3. Prior experience auditing programs funded by the Federal Government.
4. Prior experience auditing similar county or local government activities.

B. Organization, Size and Structure

The Offeror should describe its organization, size (in relation to audits to be performed) and structure. Indicate if appropriate, if the firm is a small or minority-owned business. Offeror should include a copy of the most recent Peer Review, if the Offeror has had a Peer Review.

C. Staff Qualifications

The Offeror should describe the qualifications of staff to be assigned to the audits. Descriptions should include:

1. Audit team makeup.
2. Overall supervision to be exercised.
3. Prior experience of the individual audit team members.

Only include resumes of staff to be assigned to the audits. Education, position in firm, years and types of experience, continuing professional education, state(s) in which licensed as a CPA, etc. will be considered.

D. Understanding of Work to be Performed

The Offeror should describe its understanding of work to be performed, including audit procedures, estimated hours, and other pertinent information.

E. Certifications

The Offeror must sign and include as an attachment to its proposal the Certifications enclosed in the RFP. The publications listed in the Certifications will not be provided to potential Offerors by Berkeley Charleston Dorchester Rural Transportation Management Association, because Berkeley Charleston Dorchester Rural

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Transportation Management Association desires to contract only with an Offeror who is already familiar with these publications.

IV. PROPOSAL EVALUATION

A. Submission of Proposals

All proposals shall include two copies of the Offerors technical qualifications, two copies of the pricing information (in a separately sealed envelope), and two copies of the signed Certifications. These documents will become part of the contract.

B. Nonresponsive Proposals

Proposals may be judged nonresponsive and removed from further consideration if any of the following occur:

1. The proposal is not received timely in accordance with the terms of this RFP.
2. The proposal does not follow the specified format.
3. The proposal does not include the Certifications.
4. The proposal is not adequate to form a judgment by the reviewers that the proposed undertaking would comply with the *Government Audit Standards* of the U.S. Comptroller General.

C. Evaluation

<u>Factors</u>	<u>Point Range</u>
1. Prior experience auditing.	
a. Prior experience auditing non-profit organizations.....	0-6
b. Prior experience auditing similar programs funded by South Carolina.....	0-6
c. Prior experience auditing programs financed by the Federal Government.....	0-6

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d. Prior experience auditing similar county or local government activities.....0-6

Berkeley Charleston Dorchester Rural Transportation Management Association will contact prior audited organizations to verify the experience provided by the Offeror.

- 2. Organization, size, and structure of the Offerors firm.
(Considering size in relation to audits to be performed)
 - a. Adequate size of the firm.....0-6
 - b. Minority/small business.....0-6
- 3. Qualifications of staff to be assigned to the audits to be performed. This will be determined from resumes submitted. Education, position in the firm, years types of experience, continuing professional education, and state(s) in which licensed as a CPA, etc. will be considered.
 - a. Audit team makeup.....0-10
 - b. Overall supervision to be exercised.....0-5
 - c. Prior experience of the individual audit team members.....0-10
- 4. Offerors understanding of work to be performed.
 - a. Adequate coverage.....0-10
 - b. Realistic time estimates of each audit step.....0-5
- 5. Price0-24

MAXIMUM POINTS:.....100

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D. Review Process

The Berkeley Charleston Dorchester Rural Transportation Management Association may, at its discretion, request presentations by or meetings with any or all Offerors, to clarify or negotiate modifications to the Offerors' proposals.

However, Berkeley Charleston Dorchester Rural Transportation Management Association reserves the right to make an award without further discussion of the proposals submitted. Therefore, proposals should be submitted initially on the most favorable terms, from both technical and price standpoints, which the Offeror can propose.

Berkeley Charleston Dorchester Rural Transportation Management Association contemplates award of the contract to the responsible Offeror with the highest points.

CERTIFICATIONS

On behalf of the Offeror:

- A. The individual signing certifies that he/she is authorized to contract on behalf of the Offeror.
- B. The individual signing certifies that the Offeror is not involved in any agreement to pay money or other consideration for the execution of this agreement, other than to an employee of the Offeror.
- C. The individual signing certifies that the prices in this proposal have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition.
- D. The individual signing certifies that the price quoted in the proposal have not been knowingly disclosed by the Offeror prior to an award to any other Offeror or potential Offeror.
- E. The individual signing certifies that there has been no attempt by the Offeror to discourage any potential Offeror from submitting a proposal.
- F. The individual signing certifies that the Offeror is a properly licensed certified public accountant.
- G. The individual signing certifies that the Offeror meets the independence standards of the *Government Auditing Standards*.
- H. The individual signing certifies that he/she is aware of and will comply with the GAO requirement of an external quality control (peer) review at least once every three years.
- I. The individual signing certifies that he/she has read and understands the following publications relative to the proposed audits:
 - 1. *Government Auditing Standards* (Yellow Book)
 - 2. OMB Uniform Grant Guidance, Subpart F

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- J. The individual signing certifies that he/she has read and understands all of the information in the Request for Proposal, including the information on the programs/grants/contracts to be audited.

- K. The individual signing certifies that the Offeror, and any individuals to be assigned to the audited, does not have a record of substandard audit work and has not been debarred or suspended from doing work with any federal, state or local government. (If the Offeror or any individual to be assigned to the audits has been found in violation of any state or AICPA professional standards, this information must be disclosed.)

Date this _____ day of _____, 20____.

(Offerors Firm Name)

(Signature of Offerors Representative)

(Printed Name and Title of Individual Signing)