

INCA Community Services, Inc.



**REQUEST FOR PROPOSAL
SINGLE AUDIT SERVICES
FOR THE PERIOD
02/01/2020 - 01/31/2021**

REQUEST FOR PROPOSAL

Single Audit Services

General Information

1. INCA Community Services, Inc. (hereinafter referred to as INCA) is seeking proposals from qualified firms to provide single audit services described in this Request for Proposal (RFP). This is a contract for a financial and compliance audit for Fiscal Year ending 01/31/2021. The contract may be extended by mutual agreement of the parties for additional one year periods not to exceed five years. this bid will also include preparation of the following:
 - a. Federal and Oklahoma state tax returns
 - b. SF-SAC (Data Collection Forms)
 - c. The bidder must also include the preparation for the following as separate bids:
 - i. Audit the 5500 for the 401(k) Retirement Plan
 - ii. Transit State Revolving Fund Audit
2. Who May Respond: Only Certified Public Accountants or licensed Public Accountants licensed in the state of Oklahoma should respond to this RFP.
3. This RFP contains instructions governing the proposals to be submitted and the material to be included therein; a description of the service to be provided; requirements which must be met to be eligible for consideration; general evaluation criteria; and other requirements to be met by each proposal.
4. INCA is not liable for any costs the Proposer incurs in preparation and submission of its proposal, in participating in the RFP process or in anticipation of award of contract.
5. The successful respondent will be required to enter into a one year contract with options of renewal for five years commencing February 1, 2021.
6. To assist firms in preparing their proposals, general background information on INCA is provided in this request.
7. The RFP may be obtained electronically at www.incacaaorg/rfp-singleauditservices.
8. No oral explanation in regard to the meaning of the specifications will be made, and no oral interpretation will be given before the award of the contract. If any person contemplating submitting a bid for this contract is in doubt as to the true meaning of any part of the specifications or any other proposed contract documents, they may submit to INCA a written request for an interpretation thereof.

9. Written questions should be submitted by email to JoAnn Barnes at j.barnes@incacaa.org with **RFP Single Audit Services** in the Subject Line to be received no later than **November 6, 2020**. All questions and written answers will be posted to the website as an addendum to and become part of this RFP. INCA will not be responsible for any other explanation or interpretations of the proposed documents.
10. Addendum to the RFP. If it becomes necessary to revise any part of this RFP before the proposal response date, an addendum will be posted to INCA's website under the original RFP document. It is the responsibility of the Proposer to periodically check the website for any new information or addenda to the RFP.
11. Response. To be considered, proposals must be delivered to INCA Community Services Administrative Office, located at 202 South Capitol, Tishomingo, Oklahoma, 73460, Attention: LaQuita Thornley, Executive Director, on or before **Friday, November 13, 2020 at 3:00 PM Central Time**. Our mailing Address is P. O. Box 68, Tishomingo, Oklahoma 73460.
12. Please note that use of U.S. Mail, FedEx, UPS, or other delivery method, does not guarantee delivery to this address by the above-listed time for submission. Proposers mailing proposals should allow sufficient delivery time to ensure timely receipt of their proposals. If INCA's administrative office location to which proposals are to be delivered is closed on the proposal response date, due to inclement weather, natural disaster, or any other cause, the deadline for submission shall be automatically extended until the next INCA business day on which the office is open. Unless the Proposers are otherwise notified by INCA, the time for submission of proposals shall remain the same.
13. If the proposer is submitting hard copies: two copies of each proposal shall be provided. Proposals must be signed by an official authorized to bind the Proposer to its provisions and include the Proposer's Federal Identification Number. Each proposal page should be numbered for ease of reference.
14. Proposals may be submitted by email to l.thornley@incacaa.org. Proposals must be signed by an official authorized to bind the Proposer to its provisions and include the Proposer's Federal Identification Number. Each proposal page should be numbered for ease of reference.
15. Proposals should be prepared simply and economically, providing a straightforward, concise description of the Proposer's ability to meet the requirements of the RFP.
16. Each and every Proposer submitting a proposal specifically waives any right to withdraw or modify it, except as hereinafter provided. Proposals may be withdrawn by written or telefax notice received at INCA's address for proposal delivery prior to the exact hour and date specified for proposal receipt. However, if the Proposer chooses to attempt to provide such written notice by telefax transmission, INCA shall not be

responsible or liable for errors in telefax transmission. A proposal may also be withdrawn in person by a Proposer or its authorized representative, provided its identity is made known and it signs a receipt for the proposal, but only if the withdrawal is made prior to the exact hour and date set for proposal receipt. A proposal may only be modified by the submission of a new sealed proposal or submission of a sealed modification which complies with the requirements of this RFP.

17. INCA reserves the right to waive formalities and reject any and all proposals.
18. Although this request provides for a general format, it is not intended to limit a respondent's imagination and creativity in preparing a proposal the respondent feels will best serve the needs of INCA.
19. The Selection Committee may consist of individuals not familiar with audit processes; therefore proposals should be submitted assuming that the selection committee has no knowledge of your firm.
20. Discussions for Clarification. Proposers who submit proposals may be required to make an oral or written clarification of their proposals to the agency to ensure thorough mutual understanding and Proposer responsiveness to the solicitation requirements. The Senior Bookkeeper will initiate requests for clarification.
21. Best and Final Offers. INCA reserves the right to conduct discussions with Proposers for the purpose of obtaining "best and final offers." To obtain best and final offers from Proposers, the Selection Committee may do one or more of the following:
 - a. enter into pre-selection negotiations;
 - b. schedule oral presentations; and
 - c. request revised proposals.
22. After an offer has been made the Selection Committee will limit any discussions to only Proposers whose proposals the Selection Committee has determined to be reasonably susceptible of being selected for award.
23. The selected Proposer will be required to assume responsibility for all services offered in its proposal whether or not it produces them. Further, INCA will consider the selected Proposer to be the sole point of contact with regard to contractual matters.
24. Small and Minority Owned Businesses: Efforts will be made to utilize small businesses. A bidder qualifies as a small business firm if it meets the definition of a "small business" as established by the Small Business Administration.
25. Notification of award: A decision in selecting the successful bidder will be made within thirty (30) days after the opening of the bid proposals. Upon conclusion of final

negotiations with the successful Bidder, all bidders submitting proposals in response to this RFP will be notified of the award.

Background Information

1. INCA Community Services, Inc. is a not for profit private corporation. The agency was originally established under the name Indian Nations Community Action in 1966. It was later incorporated in the name INCA in August, 1975, to serve Johnston, Atoka, Marshall, and Murray Counties. The agency is the grantee for numerous federal and state programs. It operates and lends administrative support to a multi-program operation.
2. INCA's annual audit and form 990 can be found online at www.incacaa.org/2019audit.
3. INCA as of August 31, 2020 had 210 employees, 115 full-time, and 95 part-time. INCA will issue approx. 325 W-2's for 2020.

Evaluation of Experience and Reliability

1. Prospective auditors should submit any information, which documents successful and reliable experience in past performances similar to those of the requirements of this proposal.
2. Provide the following information related for both the three largest current accounts and any non-profits or government substituted firms serviced by your office:
 - a. Name, address, and the telephone number of the account and a representative who may be contacted.
 - b. Dates of that relationship
 - c. A brief written description of the services performed.
3. The above information may be shown on the form provided in the pre-qualification questionnaire or in a similar manner.

Evaluation of Expertise of Your Firm's Personnel

1. The Proposal should include detailed information related to the experience and qualifications, including education and training, of the specific personnel who would service INCA.
2. The above information may be shown on the form included in the pre-qualification questionnaire and detailed resumes should also be included.

Evaluation Criteria The following criteria will be used, in order of relative importance from the highest to the lowest, in evaluating each proposal:

1. Understanding the Problem. This refers to the Proposer's understanding of INCA's needs that generated the RFP, of INCA's objectives in asking for the services or undertaking the study, and of the nature and scope of the work involved.
2. Proposer Qualifications. This refers to the ability of the Proposer to meet the terms of the RFP, especially the time constraint and the quality, relevancy, and currency of studies and projects completed by the Proposer. This also includes the Proposer's financial ability to undertake a project of this size.
3. Personnel Qualifications. This refers to the competence of professional personnel who would be assigned to the job by the Proposer. Qualifications of professional personnel will be measured by experience and education, with particular reference to experience on studies/services similar to that described in the RFP.
4. Soundness of Approach. Emphasis here is on the techniques for collecting and analyzing data, sequence and relationships of major steps, and methods for managing the service/project. Of equal importance is whether the technical approach is completely responsive to all written specifications and requirements contained in the RFP and if it appears to meet INCA's objectives.
5. Available Facilities. List statewide offices. Identify the office from which INCA's account would be serviced.
6. Cost. While this area may be weighted heavily, it will not normally be the deciding factor in the selection process. INCA reserves the right to select a proposal based upon all the factors listed above, and will not necessarily choose the firm offering the best price. INCA will select the firm with the proposal that best meets its needs, at the sole discretion of the agency.
7. Commitment to Diversity. The Proposer's demonstrated diversity and equal employment record, including: (i) recognition of the Proposer's equal employment opportunity and diversity policies, programs and initiatives; (ii) the diversity of the staff that will be substantially involved in work performed for INCA and the firm's plan for utilizing minority and women staff in such work; (iii) the Proposer's status as a certified DBE; and (iv) the Proposer's plan for utilizing minority and women staff in partnering or joint venture arrangements proposed by the firm, if applicable.

WORK STATEMENT

Objectives

1. General. INCA Community Services is seeking proposals from qualified independent public accounting firms to perform a financial and compliance audit.
2. Specific. See attached audit schedule for the list of programs/contracts/grants to be audited.
3. Performance. INCA records are to be audited dependent upon the programs for periods depicted in the attached schedule.

Requirements

The Proposer is required to prepare one (1) single audit report in accordance with the most current publications/evisions of the following:

1. Omni Circular
2. Government Auditing Standards
3. Generally Accepted Auditing Standards (GAAS)
4. AICPA Audit Guide
5. Department of Health and Human services Administration of Grants.

The Proposer is required to prepare federal and state tax returns for the fiscal year ending January 31, 2021.

Delivery Schedule

1. The Proposer is to transmit one copy of the draft audit report by June 1, 2021 to the Executive Director of INCA.
2. The Proposer shall deliver 5 bound and 1 unbound final audit report to INCA, no later than July 15, 2021.
3. The Proposer is required to audit the 5500 for the 401(k) retirement plan.
4. The Proposer is required to complete the Transit Revolving Fund audit and is due by July 30, 2021.
5. Reports may be submitted earlier than the above schedule, however, if the auditor fails to make delivery of the audit reports within the time schedule specified herein, or if the auditor delivers audit reports which do not conform to all of the provisions of the contract, INCA may, by written notice of default of the auditor, terminator the whole or any part of the contract. Under certain extenuating circumstances, the contracting agency may extend this schedule upon written request of the auditor with sufficient justification.

Statement of Price

The Proposer's proposed price should be submitted in a separate sealed envelope marked Statement of Price Form. The price includes all of the Proposer's expenses for labor, communications, travel, and any miscellaneous items. no additional charges will be allowed. The price must be guaranteed for ninety (90) days after the bid due date.

Payment

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

Audit Review

All audit reports prepared under this contract will be reviewed by ICNA and all funding sources to ensure compliance with the standards and guidelines specified. The audit report will not be final until accepted by all INCA's funding sources.

Exit Conference

An exit conference with INCA's representatives and the Proposer's representative will be held at the conclusion of the field work. observations and recommendations must be summarized in writing and discussed with INCA. It should include internal control and program compliance observations and recommendations.

Work Papers

Upon request, the Proposer will provide a copy of the work papers, pertaining to any questioned costs determined in the audit. The work papers must be concise and provide the basis for the questioned costs as well as an analysis of the problem.

The work papers will be retained for at least five (5) years from the end of the audit period. The work papers will be available for examination by authorized representatives of the cognizant Federal, State, the General Accounting Office, and INCA.

Confidentiality

The Proposer agrees to keep information related to all contracts in strict confidence. other than the reports submitted to INCA, the Proposer 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 Proposer's possession, to those employees on the Proposer's staff who must have the information on a "Need-to-Know" basis. The Proposer

agrees to immediately notify, in writing, INCA, in the event the Proposer determines or has reason to suspect a breach of this requirement.

AICPA Standards

The AICPA Professional Standards State:

Ethics Interpretation 501-3-Failure to follow standards and/or procedures or other requirements in governmental audits: Engagements for audits of government grants, government units, or other recipients of government monies typically require that such audits be in compliance with government audit standards, guides, procedures, statutes, rules and regulations, in addition to generally accepted auditing standards, he/she is obligated to follow such requirements. Failure to do so is an act discreditable to the profession in violation of Rule 501, unless the member discloses in his report the fact that such requirements were not followed and the reasons thereof.

Bidder's Technical Qualifications

The proposal shall include the following:

1. Prior Auditing Experience

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

- a. Community Action Agencies
- b. Similar programs funded by the State of Oklahoma
- c. Programs funded by the Federal Government
- d. County or local governments
- e. Non-profit organizations
- f. MIP accounting software

2. Size and Structure of the Proposers Firm

The proposer should describe the size and structure of their firm. Provide a copy of the firm's most recent peer review report.

3. Audit Team Qualifications

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

- a. Field Supervisor designated to participate in at least 50% of the fieldwork who:
 - i. is a Certified Public Accountant or Public Accountant licensed

- ii. has a minimum of five years auditing experience, with three years minimum experience supervising and performing audits of governmental and/or non-profit entities.
 - iii. registered with the Oklahoma Accountancy Board to perform audits of governmental entities
 - b. Other audit team members must:
 - i. have a minimum of one year of experience auditing governmental or non-profit entities and a minimum of two years experience in auditing
- 4. Understanding of Work to be Performed
 - a. The proposer should describe the work to be performed, including audit procedures, estimated hours, and any other pertinent information.
 - b. The proposer states the fieldwork will be performed in the INCA office or virtually as needed.
- 5. Certifications

The Proposer must sign and include as an attachment the certifications enclosed with the RFP. The publications listed in the affidavit will not be provided to potential Proposers by INCA, as INCA desires to contract only with audit firms that are familiar with these publications.
- 6. The proposal must clearly state the followings date and times for:
 - a. Beginning field work
 - b. Ending field work
 - c. Delivery of draft report to the Executive Director
 - d. Exit Conference with the Executive Director
 - e. Delivery of final audit report to INCA

Proposal Evaluation

All proposals shall include: Two copies of the Proposer's qualifications, one copy of the pricing information (separate sealed envelope) and one copy of the signed certifications. These documents will become part of the contract.

Non-responsive Proposals: Proposals may be judged non-responsive and removed from further consideration if any of the followings 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 properly completed certificates
4. The proposal is not adequate to form a judgement by the reviewers that the proposed undertaking would comply with Government Auditing Standards

Evaluation

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

Factors	Points
Prior Auditing Experience	
Auditing Community Action Agencies	0-10
Similar programs funded by the State of Oklahoma	0-05
Programs financed by the Federal Government	0-05
County or local governments	0-05
Non-profit Organizations	0-05
MIP Accounting Software	0-05
Size and Structure of the Proposer's Firm	
Adequate size of the firm	0-05
Minority/DBE qualified business/WBE	0-05
Audit Team's Qualifications	
Audit Team	0-05
Overall Supervision to be exercised	0-05
Prior experience of the individual auditor	0-05
Proposer's understanding of the work to be performed	
Adequate coverage	0-05
Realistic time estimates for audit steps	0-05
Proposer's References	0-05
Price	0-25
Maximum Points	100

The successful proposer will be contacted in writing of the award. Instructions regarding the contracting process will be provided in the award letter. All other proposers will be notified of the award upon execution of the contract.

STATEMENT OF PRICE

(based on estimated expenditures FY 2020-2021)

Total Price for Auditing contract Year One.
(includes tax returns and form SF-SAC)

\$ _____
Per \$1,000

I understand that if my firm is the successful Proposer, INCA, may extend the contract, by mutual agreement of the parities, for a total of 5 years, without requiring additional competitive proposals. The statement of price is guaranteed for each contract period

2nd Audit Year	\$ _____	Per \$1,000
3rd Audit Year	\$ _____	Per \$1,000
4th Audit Year	\$ _____	Per \$1,000
5th Audit Year	\$ _____	Per \$1,000

The price is guaranteed for ninety (90) days after the due date of this proposal.

Firm Name of Proposer

Signature

Typed Name and Title

Date

AFFIDAVIT (CERTIFICATIONS)

On behalf of the Proposer, I, _____, of lawful age, being duly sworn upon oath certify:

- A. That I am authorized to submit this proposal and to contract on behalf of the Proposer.
- B. That I or any member of my firm have not paid, given, or donated or agreed to pay, give or donate to INCA, Board member or employee of INCA, any money or other things of value, including any special consideration, either directly or indirectly, in seeking to procure this contract.
- C. That the prices quotes in this proposal have not knowingly been disclosed by the Proposer prior to the bid award to any other proposer or potential proposer.
- D. That the prices in this proposal have been arrived at independently without consultation, communication, or agreement, for the purpose of restricting competition.
- E. That there has been no attempt by the Proposer to discourage any potential Proposer from submitting a proposal.
- F. That the Proposer is a licensed Certified Public Accountant or Public Accountant licensed before December 30, 1970.
- G. That the Proposer is registered with the State Auditor and inspector in accordance with Title 74 Oklahoma Statutes, Section 212A.B.
- H. That the Proposer meets the independent standards of the government auditing Standards.
- I. That I have read and understand the following most recent publication relative to the proposed audits bids:
 - a. Omni Circular
 - b. Government Auditing Standards
 - c. Generally accepted Auditing Standards (GAAS)
 - d. AICPA Audit Guide
 - e. Department of Health and Human Services Administration of Grants

- J. That I have read and understand all of the information in this Request for Proposal, including the information on the program/grants/contracts to be audited.
- K. That the Proposer and any individuals to be assigned to the audits do not have a record of substandard audit work. (If the Proposer or any individual to be assigned to the audit has been found in violation of any state or AICPA professional standards, this information must be disclosed.)
- L. That all individuals assigned to this audit have met the GAO Continuing Education requirements of 80 hours every two years; and that 24 hours of this education has been in subjects directly related to the auditing of government grants by individuals.
- M. That I have met the GAO requirement of an external quality control (peer) review at least once every three years.
- N. That the proposer does or does not (circle one) carry professional malpractice insurance.
- O. The proposer certifies that they have not been disbarred or suspended from doing business with any federal, state, or local governments.

Dated this _____ day of _____, 20__

 Proposer's Firm Name

 Signature of Proposer's Representative

 Printed Name and Title of Individual Signing

Subscribed and sworn to before me this _____ day of _____, 20__.

 Notary Public

Seal

 Commission Expires