

# *INCA Community Services, Inc.*



## **REQUEST FOR PROPOSAL**

### **Single Audit Services**

### **401 K Audit**

### **Transit Revolving Fund Audit**

**Proposals must be submitted by September 23, 2024, by 3:00 p.m. (CST)**

**Submit bid questions through email to [e.pogue@incacaa.org](mailto:e.pogue@incacaa.org)**

**INCA Community Services**

**Address: 202 S. Capitol, Tishomingo, OK 73460**

**Bid Contact:**

**Erica Pogue, [e.pogue@incacaa.org](mailto:e.pogue@incacaa.org)**

<b>Title:</b>	Single Audit Services. 401 K Audit, Transit Revolving Fund Audit	
<b>Department</b>	Agency	
<b>Issue Date:</b>	07/19/2024	
<b>Due Date:</b>	09/23/2024	
<b>Issuing Agency:</b>	INCA Community Services, Inc.	
Seal Proposals subject to the conditions made a part hereof will be accepted until 3:00 p.m., CST, June 25th for furnishing services described herein.		
<b>Mail/Personal Delivery</b>	<b>Delivery by Electronic Means</b>	
Attention: Erica Pogue, Executive Director  Personal Delivery: 202 S. Capitol, Tishomingo, OK 73460  Mailing Address: PO Box 68, Tishomingo, OK 74525	Attn: Erica Pogue, Executive Director Subject: RFP INCA Single Audit Services e.pogue@incacaa.org	
Direct all inquiries concerning this RFP to Erica Pogue, Executive Director, 580-371-2352, 202 S. Capitol, Tishomingo, OK 73460		
<b>Estimated Timeline</b>		
RFP Release Date (includes public notice)	<a href="http://www.incacaa.org/singleauditservices">www.incacaa.org/singleauditservices</a>	July 19, 2024
Deadline for Inquiries	Send to e.pogue@incacaa.org	Sept. 15, 2024
Proposals Due	Send to e.pogue@incacaa.org	Sept. 23, 2024 @ 3:00 p.m.
Validation of RFP Received	e-mailed or texted date and time submitted upon request	
Public Opening/ Evaluation Team Review	202 S Capitol, Tishomingo, OK 73460	September 23, 2024 @ 3:00 p.m.
Evaluation by the Board of Directors	202 S Capitol, Tishomingo, OK 73460	September 30, 2024 @ 5:00 p.m.
Contract/s awarded and bidders notified	<a href="http://www.incacaa.org/singleauditservices">www.incacaa.org/singleauditservices</a>	October 8, 2024

## General Information

1. **Project Description:** INCA Community Services, Inc. (hereinafter referred to as INCA) is seeking proposals from qualified firms to provide single audit services, 401k Audit, Transit Revolving Fund Audit described in this Request for Proposal (RFP). This is a financial and compliance audits contract for the Fiscal Year ending 01/31/2025. Bidders may bid on all or part of the three audit services. The contract/s may be extended by mutual agreement of the parties for additional one-year periods not to exceed five years. the single audit bid will also include the preparation of the following:
  - a. Federal and Oklahoma state tax returns;
  - b. SF-SAC (Data Collection Forms);
2. The bidder may also include the preparation for the following as separate bids:
  - a. Audit the 5500 for the 401(k) Retirement Plan;
  - b. Transit State Revolving Fund Audit;
3. **Background/Introduction:** 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.
4. **Who May Respond:** INCA seeks proposals from only Certified Public Accountants or Public Accountants licensed in the state of Oklahoma should respond to this RFP.
5. INCA is not liable for any costs the Proposer incurs in the preparation and submission of its proposal, in participating in the RFP process, or in anticipation of award of the contract.
6. The RFP will be located on the INCA website at [www.incacaa.org/singleauditservices](http://www.incacaa.org/singleauditservices). Announcements will also be broadcast via social media.
7. No oral explanation regarding 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/electronic request for an interpretation thereof.
8. Written questions should be submitted by email to Erica Pogue, Executive Director, at [e.pogue@incacaa.org](mailto:e.pogue@incacaa.org) with **RFP- INCA Single Audit Services** in the Subject Line to be received no later than **September 15th, 2024**. 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.

## 9. Proposal Response:

- a. To be considered, proposals must be emailed to [e.pogue@incacaa.org](mailto:e.pogue@incacaa.org) on or before **September 23rd, 2024 at 3:00 p.m.** They may be delivered to INCA Community Services, located at 202 S. Capitol, Tishomingo, OK 73460, Attention: Erica Pogue, Executive Director, on or before **September 23rd, 2024 at 3:00 p.m.** They may be mailed to PO Box 68, Tishomingo, OK 73460 and must arrive on or before **September 23rd, 2024 at 3:00 p.m.**
- b. Please note that use of U.S. Mail, FedEx, UPS, or another 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.
- c. Proposals should be prepared simply and economically, providing a straightforward, concise description of the Proposer's ability to meet the requirements of the RFP
- d. 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.

10. **Errors in RFP:** If a bidder discovers any ambiguity, conflict, discrepancy, omission, or other error in the RFP, the bidder shall immediately provide INCA with written notice of the problem and request that the RFP be clarified or modified. Without disclosing the source of the request, INCA may modify the document before the date fixed for submission of the proposal by issuing an addendum to all potential bidders to whom the RFP was sent via email and posting on the website.

11. **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 addendum to the RFP. If any bidder determines that an addendum unnecessarily restricts its ability to bid, it must notify INCA in writing no later than 5 days before the deadline for submitting proposals.

12. **Withdrawal and Resubmission/Modification of Proposal:** Every Proposer submitting a proposal specifically waives any right to withdraw or modify it, except as hereinafter provided. Estimates may be withdrawn by written notice received at INCA's address for proposal delivery before 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 proposal or submission of a modification which complies with the requirements of this RFP.

**13. Rejection of Proposals:** INCA reserves the right in its sole discretion to waive formalities and reject any proposals in whole or in part, without incurring any cost or liability whatsoever. All proposals will be reviewed for completeness of the submission requirement. Proposal that fails to meet a material requirement of the RFP, or if it is incomplete and contains irregularities, the proposal may be rejected. A deviation is material to the extent that a proposal is not in substantial accord with RFP requirements. Any proposal may be rejected where it is determined to be not competitive, or where the cost is not reasonable.

**14. Clarification.**

- a. The Executive Director will initiate requests for clarification.
- b. INCA reserves the right to conduct discussions with Proposers to ensure through mutual understanding the Proposers' responses to the solicitation requirements. To obtain the best and final offers from Proposers, the selection committee may do one or more of the following:
  - i. request a written clarification;
  - ii. enter into pre-selection negotiations;
  - iii. schedule an oral presentation; and/or
  - iv. request revised proposals.

**15. Evaluation Factors for Award** - The evaluation of proposals will be based on a fair, impartial, and competitive selection process in which the evaluation of proposals will not be limited to one factor alone.

- a. INCA has established a selection committee that will evaluate the proposals with the collaboration of the Executive Director.
- b. INCA reserves the right to select a Provider based solely on the information submitted in the proposal and to make a contract award with any further discussion with the Providers regarding the responses received.
- c. Proposals shall be consistently evaluated based on the following competitive selection criteria outlined in the Statement of Work:
  - i. Experience/References
    - 1. Prior Auditing Experience in auditing: 20 Points
      - a. Community Action Agencies,
      - b. Similar programs funded by the State of Oklahoma,
      - c. Programs financed by the Federal Government,
      - d. County or local governments,
      - e. Non-profit Organizations,
      - f. MIP Accounting Software.
      - g. Adequate size of the firm

- ii. Expertise of Personnel 25 Points
- iii. Timeline 20 Points
- iv. Price 30 Points
- v. Bonus Points 5 Points
- d. Maximum Points Available 100 Points
- e. The Contractor providing the best overall value to INCA shall be selected.

## Proposal Content/Format

1. **Experience/References (20 Points) -**
  - a. Submit any information, which documents successful and reliable experience in past performances similar to those of the requirements of this proposal.
  - b. Provide references from at least three of your largest current accounts or any non-profits or government subsidized organizations serviced: Please provide the following: :
    - i. Name, address, and telephone number of the account and a representative who may be contacted.
    - ii. Dates of that relationship
    - iii. Services given
  - c. A brief written description of services provided to similar customers using multi-funded accounting.
  - d. Describe the firm's structure, history, and ability to handle INCA's audits.
  - e. A brief written description of experience with MIP Accounting software.
2. **Expertise of Personnel (25 Points) -**
  - a. Detailed information related to the experience and qualifications, including education and training, of the specific personnel who would service INCA.
  - b. Detailed information about the Administration years of experience and qualifications.
3. **Timeline (20 Points) -.**
  - a. Please submit a timeline for meeting the deadline of July 30th, 2025 for the February 1, 2024 to January 31, 2025 agency year's audit.
4. **Price (30 points) -**
  - a. Provide a cost for the services that are in line with our budget constraints and allowances for the agency.
5. **Bonus Points - Minority/DBE qualified business/WBE (5 Points)**
  - a. Is the firm a Disadvantaged Business Enterprise ("DBE") qualified business.
  - b. 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.
  - c.

## The Award and Execution of Contract

1. Subject to INCA's right to reject any or all proposals, the highest scored bidder will be awarded the contract. Public opening will be on October 1, 2024 at 11:00 a.m. Upon opening of proposals, an award may be made on the basis of the proposals initially submitted without discussion, clarification, modification, or on the basis of negotiation with any of the Respondents at INCA's sole option and discretion. INCA may also elect to award multiple bidders depending on the strategy that is most advantageous to INCA.
2. **Contract Period** - The term of this agreement is just for the current year and a new RFP will be issued including the 401K audit and the transit mileage audit in the regular audit bid packets.
3. **Notification of award** - A decision in selecting the successful bidder will be made within the same week of 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. Upon selection, INCA and the selected Provider will enter into good faith negotiations on a contract containing, without limitation, the Statement of Work and Contracting Requires sections below. All participants will be notified via email regarding the award/decline of services.
  - a. No contract or agreement, express or implied, shall exist or be binding on INCA before the execution of a written contract by both parties.
  - b. If agreement on the terms of such a contract cannot be reached after a period deemed reasonable by INCA in its sole discretion, INCA may enter into negotiations and sign a contract with any other bidder who submitted timely, responsive and responsible proposals to this RFP.
  - c. If, after INCA and the Highest Scored Bidder agree to terms and execute a contract, that contract is terminated for any reason or both parties cannot come to agreeable terms, INCA may, in its sole discretion, either enter into negotiations with the next highest scored bidder or issue a new RFP and begin the proposal process anew.
4. **Contracting Requirements** - INCA contemplates that, in addition to the terms described in this RFP, a final agreement between INCA and the selected Provider will include, without limitation, the following terms. Submission of a proposal shall constitute an agreement to contract on the terms, except for any term specifically reserved in the proposal for future negotiations.
5. **Time of Essence** - Time is of the essence with respect to Provider's performance of the services and equipment to be provided in the final agreement.
6. **Warranties and Representatives** - The provider warrants and represents that it possesses such expertise, experience, and resources to perform the statement of work required in a diligent, timely, and professional manner consistent with the standards of the industry. Provider will supply at all times an adequate number of well-qualified personnel to perform the work. Provider will provide a contact person

available and authorized to remedy any non-conformity with the warranty.

7. **Equipment, Tools, Supplies** - The Provider will supply all equipment, tools, supplies, offices, personnel, instrumentalities, transportation, support services, and insurance required. The Provider is not required to purchase, rent, or hire any equipment, tools, supplies offices, transportation, personnel, insurance, or instrumentalities from INCA. INCA has no obligation whatsoever to provide any equipment, tools, supplies, offices, personnel, instrumentalities, transportation, support services, or insurance required to perform services under this agreement.
8. **Confidentiality and Publicity** - The Provider agrees to comply with all applicable federal, state, and local laws and regulations, including but not limited to the provisions of the Fair Employment and Housing Act (Govt. Code 12900 et seq.) This statute, which applies to employers of five or more employees prohibiting workplace harassment and discrimination based on protected characteristics, such as race, age, gender, sexual orientation and disability. Provider agrees to include the non-discrimination and compliance provision of this clause in any and all subcontractors to perform work under the agreement.
9. **General Provisions:**
  - a. **Governing Law.** The agreement will be governed by the laws of the State of Oklahoma without giving effect to its principles of conflict of laws.
  - b. **Attorneys' Fees.** In the event either party institutes any action or proceeding against the other party relating to this agreement, the unsuccessful party in such action or proceeding will reimburse the successful party for its disbursements incurred in connection therewith and for its reasonable attorneys' fees as fixed by the court. In addition to the foregoing award of attorneys' fees to the successful party, the successful party in any lawsuit shall be entitled to collect or enforce the judgment. This provision is separate and several and shall survive the merger of the agreement into any judgment.
  - c. **Audit.** Provider agrees that INCA or its designee shall have the right to review and copy any records and supporting documentation pertaining to the performance of this Agreement. Provider agrees to maintain such records for possible audit for a minimum of three (3) years after final payment, unless a longer period of records retention is stipulated. Provider agrees to allow INCA or its designee access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Further, Provider agrees to include a similar right of INCA or its designee to audit records and interview staff in any subcontract related to performance of this Agreement.
10. **Cancellation of Agreement-** INCA reserves the right to cancel this agreement with thirty (30) days written notice at any time during the contract if it deems the contractor has repeatedly failed to perform its obligation to the standards described herein and/or loses government funding.

## **Grievance Procedures for Bidder**



## 1. PURPOSE

- a. A grievance is defined as and limited to an alleged improper interpretation, application, or violation of an individual's terms and conditions regarding the Request for Proposal/Bid/Information or Request for Proposal/Proposal (RFP, RFB, RFI or RFP, IFP) process. Note that appealing because a proposal was submitted past the deadline or required information was omitted is not considered a valid grievance.

## 2. POLICY

- a. The purpose of this procedure is to secure, at the lowest possible level, equitable solutions to the problems, which may from time to time arise affecting individuals. Both parties agree that these proceedings will be kept confidential as may be appropriate at any level of the procedure. It is the policy of this company to respond promptly to any grievance, which may arise.

## 3. PROCEDURE

- a. Failure by the Administration at any step of this procedure to communicate the decision on a grievance within the specified time limits shall permit the aggrieved to proceed to the next step.
- b. The time limits specified may be extended by mutual agreement and shall be exclusive of discretionary leave and scheduled vacation.
- c. Failure by the aggrieved at any step of the procedure to appeal a grievance to the next step within the specified time limits shall be acceptance of the decision rendered at that step.

## 4. ACTION AND APPEAL

- a. **Level 1** The grievance must be discussed with the financial director within three (3) calendar workdays after the individual(s) first knew or should have known of the Single Audit RFP event or series of events causing the grievance. If failure to resolve the matter at issue, then the aggrieved shall present the grievance in writing proceeding to Level 2.
- b. **Level 2** If the outcome of the conference at Level 1 is not to the individual's satisfaction, the individual(s) must submit a grievance in writing to the Executive Director within seven (7) calendar days. The grievance shall specify:
  - i. A description of the action being appealed
  - ii. A citation of the law or regulation allegedly violated forms the basis of the appeal.
  - iii. A thorough explanation of the appeal.
  - iv. An original signature by the appealing organization's authorized representative.
  - v. Appeals submitted by way of fax or e-mail will not be accepted. If the appeal does not include the minimum required information, the appealing organization will be notified and requested to respond accordingly before the deadline arrives in order for the appeal to proceed. No exception will be made to an appealing bidder that does not file their appeal within the published deadline.

- vi. The document shall contain all points to be included in the grievance. Facts not contained in the document may be introduced at appeal levels and in the procedure only with consent of all parties of interest. The meeting shall be held within seven (7) calendar workdays or at a mutually agreed time, after the Executive Director receives the request to discuss the complaint.
  - vii. The Executive Director will then investigate the matter fully and render a decision as soon as practical, not to exceed five (5) days.
- c. **Level 3** If the grievance is not resolved to the individual's satisfaction at Level 2, then the individual may appeal to the Board of Directors in writing within seven (7) calendar workdays. The decision of the Board of Directors will be final.

# WORK STATEMENT

## Objectives

1. General. INCA Community Services is seeking proposals from qualified independent public accounting firms to perform a financial and compliance audits (Single Audit Services, 401K Retirement Audit, Transit Revolving Fund).
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 - Single Audit

1. The Proposer is required to prepare one (1) single audit report in accordance with the most current publications/revisions of the following:
  - a. Omni Circular
  - b. Government Auditing Standards\Generally Accepted Auditing Standards (GAAS)
  - c. AICPA Audit Guide
  - d. Department of Health and Human Services Administration of Grants.
2. The Proposer is required to prepare federal and state tax returns for the fiscal year ending January 31, 2025.

## Delivery Schedule

1. The Proposer is to transmit one copy of the draft single audit report by June 1, 2025 to the Executive Director of INCA.
2. The Proposer, if bid and awarded, will audit the 5500 for the 401(k) retirement plan by July 31, 2025.
3. The Proposer, if bid and awarded, will complete the Transit Revolving Fund audit and is due by July 31, 2025.
4. Reports may be submitted earlier than the above schedule, however, if the auditor fails to make delivery of the audit reports within the 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 the written request of the auditor with sufficient justification.

## **Statement of Price**

The Proposer's proposed 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 INCA 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 Auditor 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.

**STATEMENT OF PRICE**  
**SINGLE AUDIT SERVICES**

(based on estimated expenditures FY 2024 - 2025)

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 parties, 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

**STATEMENT OF PRICE**

**Transit State Revolving Fund Audit**

Statement of Price for Preparation of the Transit State Revolving Fund Audit ending June 30, 2025 and due July 31, 2025.

\$ \_\_\_\_\_  
Total Cost

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 \$ \_\_\_\_\_  
Total Cost

3rd Audit Year \$ \_\_\_\_\_  
Total Cost

4th Audit Year \$ \_\_\_\_\_  
Total Cost

5th Audit Year \$ \_\_\_\_\_  
Total Cost

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

**STATEMENT OF PRICE**

**401(k) Retirement Plan**

Statement of Price for the 5500 audit for the 401(k) Retirement Plan ending December 31, 2024 and due July 31, 2025.

\$ \_\_\_\_\_  
Total Cost

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 \$ \_\_\_\_\_  
Total Cost

3rd Audit Year \$ \_\_\_\_\_  
Total Cost

4th Audit Year \$ \_\_\_\_\_  
Total Cost

5th Audit Year \$ \_\_\_\_\_  
Total Cost

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.
- 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 publications 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 internal 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