



REQUEST FOR PROPOSALS

Financial Statement Audit

January 31, 2018

This document constitutes a Request for Proposals (RFP), to be received from qualified organizations to perform the Scope of Work set forth herein. Offerors are strongly encouraged to carefully read the entire request for proposals.

Deadline: Wednesday, February 14, 2018, 5:00 p.m. Central Time

About the Organization

The East Baton Rouge Redevelopment Authority (RDA) was created by the 2007 Louisiana Legislature. We are governed by a five-member Board of Commissioners, appointed by the Mayor-President, Baton Rouge Area Foundation, and Baton Rouge Area Chamber. Our goals are to transform the quality of life for all citizens; foster redevelopment in disinvested areas; facilitate partnerships; create a vibrant, competitive community; and preserve and enhance sense of place in East Baton Rouge Parish.

The RDA began operations in February 2009 with the following priorities:

- Organizational development;
- Funding;
- Project development; and
- Community engagement and partnership building

With these goals and priorities in mind, we carefully assembled a staff, and canvassed the Parish to view underserved areas and gain a better understanding of citizens' visions, concerns, and priorities. This on-the-ground research revealed critical needs in our community, such as attainable housing, gap financing, home and small business rehabilitation, brownfields redevelopment, and neighborhood planning. Together with our citizens and elected officials, we work to execute programs in these areas to continue to build a better East Baton Rouge Parish.

As the recipient of Federal funds awarded directly and indirectly through pass-through entities, the RDA is obligated to ensure that all funds are used prudently in support of its mission and in full compliance with Federal Grant Management requirements. The RDA satisfies this responsibility by periodically reviewing services received from all vendors and seeking competitive proposals to maintain compliance with federal awards procurement requirements.

Statement of Work

The RDA is looking for an independent accounting firm to conduct the annual audit of its financial statements. The contract will be awarded for a minimum of five years subject to annual renewal based on performance. The contract will be performed on a firm fixed price basis. Any additional charges must be agreed to in advance and in writing by the Organization. The contract shall commence with the audit for the fiscal year ended December 31, 2017.

The engagement shall include the preparation, issuing (and printing) of the following reports:

- Audit of the financial statements of the governmental entities, the business-type activities, the blended component unit, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements , which collectively comprise the basic financial statement, of the RDA; and
- Audit of federal awards expenditures, consistent with the requirements of OMB Uniform Guidance OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*, as it relates to the RDA's administration of Federally Funded Grant Programs

Respondents should plan to issue all applicable audit reports by June 31, 2018 and the completion of SF-SAC Form by July 31, 2018.

Engagement Term

The initial audit will cover the fiscal year ending December 31, 2017. The engagement is renewable for four (4) additional fiscal years on a year to year basis, at the sole option of the RDA. In the event that the Organization exercises its right to renew this engagement, the costs for the future engagements shall be those determined in accordance with the fees section of your proposal, subject to adjustment based on changes in our funding level and funding sources. All other terms and conditions will remain unchanged.

Submission Requirements

Proposals should provide a straightforward, thoughtful and a concise description of the firm's capabilities to satisfy the requirements of the RFP.

Please note: Firms submitting a proposal in response to this RFP may be required to be available for an onsite interview discussing the scope of their proposal. This interview may provide an opportunity for the firms to clarify or elaborate on the proposal but will in no way change the original submission.

Interested firms are invited to submit proposals that contain the following information:

1. *Experience and Qualifications of the Firm*
 - a. A history of the firm's experience providing similar services to governmental or other similar organizations
2. *Overall Proposal Cost*
 - a. A fee structure for the services outlined, including standard billing rates for all personnel expected to be assigned to the engagement. Although proposed fees will be taken into account, the RDA reserves the right to negotiate a lower or different fee structure during the offer process.

3. *Contact Information*

- a. As the cover page to your proposal, please provide:
 - i. The firm's name;
 - ii. The firm's responsible contact person;
 - iii. Telephone numbers and email addresses for firm principals and individuals working on the Organization's proposal; and
 - iv. The mailing address of the firm

4. *Engagement Staffing and Methodology*

- a. Identify the partner, manager, and in-charge accountant who will be assigned to our job if you are successful in your bid, and provide current resumes of each
- b. Describe how your firm will approach the audit of the organization, including any areas that will receive primary emphasis as well as the audit approach employed for those areas. Also discuss the firm's use of technology in the audit. And finally, discuss the communication process used by the firm to discuss issues with the audit committee of the board of directors
- c. Include a copy of your firm's most recent peer review report, any related letter of comments, and the firm's response to the letter of comments

5. *Final Submission*

- a. The final proposal should be submitted by e-mail as a PDF attachment to: **Tara Titone** at **ttitone@ebrra.org**.

Point-of-Contact

Respondents shall restrict all contact and questions regarding this RFP and selection process to the individual named herein. Submission of intent to bid, questions, and proposals shall be directed in writing to **Tara Titone** via email at **ttitone@ebrra.org**.

Respondents and their agents are strictly prohibited from lobbying the Selection Committee members, RDA staff, and the RDA Board of Commissioners at any time during the application and selection process. Failure to comply with this clause shall be grounds for rejection of their RFP.

Timeline

Firms must be available to meet the estimated deadlines outlined below. The project timeline, subject to change, is as follows:

Wednesday, January 31 – Release RFP
Wednesday, February 7, 2018 – Submission of Intent to Bid
Friday, February 9, 2018 – Submission of Questions from Offerors in Writing
Monday, February 12, 2018 – Response to Questions released to all Offerors
Wednesday, February 14, 2018 – Submission of Proposals
Monday, February 22, 2018 – Final Decision Announced and Offerors Notified
Week of February 22, 2018 – Execute Contract and Submit Engagement to Legislative Auditor
Wednesday, February 28, 2018 – Audit Fieldwork to Begin
June 31, 2018 – Final Audit Report and Submission to Legislative Auditor
July 31, 2018 – Completion of Online SF-SAC Form

Evaluation of Proposals

The RDA will convene a Selection Committee whose process will be facilitated by the RDA. The Selection Committee will review and score all responsive submittals and make a final selection based on the evaluation criteria.

All meetings of the Selection Committee and RDA Board are public; the RDA's decision regarding which team to select for the project will occur in a public hearing; likewise, any interviews that the RDA Board conducts will be public. All responses to this RFP are public records and may be reviewed by any member of the public.

Firms will be notified of a final selection by **Monday, February 22, 2018**.

The RDA is committed to selecting the most competitive offer for contract award but does not base its evaluation solely on price. The RDA reserves the right to award a contract to an offeror who may not necessarily be the lowest bidder based upon cost comparisons.

Our evaluation criteria will include:

- Capabilities of the firm
- Professional team experience service offering and audit approach
- Quality of the proposal and proposal process
- Total cost
- Ability to meet the RDA's needs
- References from current clients

Conclusion

This RFP is not an offer to enter into an agreement with any party, but rather a request to receive proposals from persons or firms interested in providing the described services. Such proposals shall be considered and treated by the RDA as offers to enter into an agreement. The RDA reserves the right to reject all proposals, in whole or in part, and/or enter into negotiations with any party.

The RDA shall not be obligated for the payment of any sums whatsoever to any recipient of this RFP until and unless a written contract between the parties is executed. Consultant's time spent on preparing a proposal to respond to this solicitation will not be compensated by the RDA.

All other inquiries as concerning terms, conditions and technical specifications should be directed to: **Tara Titone** at ttitone@ebrra.org.