

## REQUEST FOR PROPOSALS

### NUMBER 01

### AUDIT SERVICES

THREE RIVERS REGIONAL COMMISSION (TRRC) IS ISSUING THIS REQUEST FOR PROPOSALS (RFP) FOR FURNISHING THE SERVICES DESCRIBED HEREIN.

Inquiries shall be directed to:

Peggi Tingle, Administrative Services Director and/or Amanda Turner, Deputy Administrative Services Director

[ptingle@threeriversrc.com](mailto:ptingle@threeriversrc.com) and/or [aturner@threeriversrc.com](mailto:aturner@threeriversrc.com)

678-692-0510

Please indicate your intent to submit a proposal by completing a Notification of Interest in accordance with the sample format shown in Attachment D of this Request for Proposals. Return this Notification of Interest electronically to [ptingle@threeriversrc.com](mailto:ptingle@threeriversrc.com) and/or [aturner@threeriversrc.com](mailto:aturner@threeriversrc.com) by **December 29, 2020 at 1:00 p.m.** Note that failure to return the Notification of Interest does not preclude prospective bidders from submitting a proposal within the specified time period. The purpose is to improve the efficiency of the proposal process and communicate timely information to interested parties on this RFP as well as future RFPs.

Please note that, due to COVID-19 and the Shelter in Place ordered by the Governor of the State of Georgia, there will be no Proposer's Conference. All questions and requests for information shall be submitted to [ptingle@threeriversrc.com](mailto:ptingle@threeriversrc.com) and/or [aturner@threeriversrc.com](mailto:aturner@threeriversrc.com). Responses to questions and requests for information will be posted on our website at [www.threeriversrc.com](http://www.threeriversrc.com) and all interested parties will be notified. Completed proposals must be received at the address shown above by **February 09, 2021 at 4:00 p.m.**

Proposals must be received by the date and time specified. Late proposals will be disqualified. In order to be considered for selection, auditors must submit a complete response to the RFP. Incomplete proposals may not be considered if the omissions are determined to be significant. Proposals must be submitted electronically in three parts:

- A. **One (1)** complete signed original of the Request for Proposals;
- B. **One copy** of the Technical Proposal; and
- C. **One (1)** original of the Cost Proposal.

The Cost Proposal must be submitted in a separate email which specifies in the subject line the name of the auditing firm and Three Rivers Regional Commission. TRRC reserves the right to reject any and all proposals submitted and to request additional information from all proposers. Any contract awarded will be awarded to the auditor, who, based upon evaluation of all

proposals, is determined to have submitted the best proposal, considering both technical factors and cost.

TRRC will accept electronic submissions as long as the following procedures are followed; (1) Separate files for the Technical Proposal, Cost Proposal and Completed Signed RFP (2) in an acceptable format that ensures that the files received are from the firm they purport to be from i.e. scanned and/or pdf.

In compliance with this request for proposals and to all the conditions imposed herein, the undersigned offers and agrees to furnish the services in accordance with the attached signed proposal.

Name and Address of Firm:

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FEI Number: \_\_\_\_\_

Telephone: \_\_\_\_\_

By: \_\_\_\_\_

Please Print Name Here

\_\_\_\_\_  
Signature In Ink

Title: \_\_\_\_\_

Email address: \_\_\_\_\_

Date: \_\_\_\_\_

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I. **GENERAL INFORMATION**

A. PURPOSE

The purpose of this Request for Proposals is to establish a contract for the professional services of a Certified Public Accountant (the "auditor") for financial and compliance audits. The contract will be for five (5) consecutive fiscal years beginning with the fiscal year ended June 30, 2021, and ending with the fiscal year ended June 30, 2025, subject to annual review and the annual availability of an appropriation for audit services by Three Rivers Regional Commission.

B. ANTICIPATED SCHEDULE OF EVENTS

The timetable for this RFP is presented below:

<u>Activity</u>	<u>Target Date</u>
Issue Request for Proposals	<u>December 08, 2020</u>
Due Date for Notification of Interest	<u>December 29, 2020</u>
Proposers' Conference	
Due to COVID-19, there will be no Proposer's Conference. All questions and requests for information shall be submitted to <a href="mailto:ptingle@threeriversrc.com">ptingle@threeriversrc.com</a> . Responses to questions and requests for information will be posted on our website at <a href="http://www.threeriversrc.com">www.threeriversrc.com</a> and all interested parties will be notified.	
Proposals due by 4:00 EST	<u>February 09, 2021</u>
Selection Recommendation(s)	<u>March 02, 2021</u>
Approval and Contract Award	<u>April 23, 2021</u>

## II. GOVERNMENT ENTITY AND RECORDS INFORMATION

Information regarding Three Rivers Regional Commission records, systems, procedures, expenditure levels, and other relevant data is included as Attachment A to this Request for Proposals. If a proposer's conference is scheduled to answer questions of potential contractors, the date and location are specified in Section I, Part B of this RFP. *Copies of prior audit reports, internal control survey documents, management letters, financial statements, budgets and other documents relevant to the audit engagement may be viewed by appointment by contacting Peggi Tingle and/or Amanda Turner listed on the cover page of this RFP.*

## III. STATEMENT OF NEEDS

### A. AUDIT REQUIREMENTS

As required by the Official Code of Georgia Annotated, the audit shall be conducted in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States and the Official Code of Georgia Annotated. A Single Audit is required as a part of the annual audit, which shall be performed in accordance with Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

The audit shall be designed to accomplish the following objectives:

1. To determine whether the financial statements present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information and the respective changes in financial position and cash flows, where applicable, thereof and the respective budgetary comparison for the General Fund and the Special Revenue Funds in conformity with accounting principles generally accepted in the United States of America. In addition, to determine whether the combining and individual

non-major fund financial statements are fairly stated in all material respects in relation to the basic financial statements taken as a whole.

2. To obtain an understanding of the five components of internal control that is sufficient to assess the risks of material misstatement of the financial statements whether due to error or fraud, and to design the nature, timing, and extent of further audit procedures. Because an audit of a government's financial statements is based on opinion units, the auditor's consideration of internal control in assessing the risks of material misstatement should address each opinion unit. The auditor should obtain a sufficient understanding by performing risk assessment procedures to (a) evaluate the design of controls and (b) determine whether they have been implemented. The auditor should use such knowledge to identify types of potential misstatements; consider factors that affect the risks of material misstatement; and design tests of controls, when applicable, and subsequent procedures. In acquiring an understanding of and assessing internal control, the auditor should consider computer controls as well as the controls over manual portions of the system.
  
3. To plan and perform the audit to obtain reasonable assurance about whether the financial statements, including note disclosures, are free of material misstatement, whether caused by error or fraud, and material misstatements arising from illegal acts that have a direct and material effect on the determination of financial statement amounts. Illegal acts are defined in auditing standards as violations of laws or governmental regulations. Although not explicitly stated in auditing standards, the phrase "laws and governmental regulations" generally has been interpreted to implicitly include the provisions of contract and grant agreements. The AICPA Codification of Statements on Auditing Standards, Section AU 317 requires the auditor to consider laws and regulations that are generally recognized by auditors to have a direct and material effect on the determination of financial statement amounts. The auditor's responsibility to detect and report misstatements resulting from illegal acts having a direct and material effect on the determination of financial statement amounts is the same as that for misstatements caused by error or fraud. In addition, the auditor should be aware of the possibility that illegal acts that



may, in particular circumstances, be regarded as having material but indirect effects on financial statements may have occurred. If specific information comes to the auditor's attention that provides evidence concerning the existence of possible illegal acts that could have a material indirect effect on the financial statements, the auditor should apply audit procedures specifically directed to ascertaining whether an illegal act has occurred.

4. To provide reasonable assurance of detecting material misstatements that result from violations of provisions of contracts or grant agreements that could have a direct and material effect on the determination of financial statement amounts or other financial data significant to the audit objectives. If specific information comes to the auditor's attention that provides evidence concerning the existence of possible violations of provisions of contracts or grant agreements that could have a material indirect effect on the financial statements, the auditor should apply audit procedures specifically directed to ascertaining whether such violations have occurred. If during the course of the audit, auditors become aware of abuse that could be quantitatively or qualitatively material to the financial statements, the auditor should apply audit procedures specifically directed to ascertain the potential effect on the financial statements or other financial data significant to the audit objectives.
5. To evaluate whether the government entity has taken appropriate corrective action to address findings and recommendations from previous engagements that could have a material effect on the financial statements. Auditors should use this information from previous engagements in assessing risk and determining the nature, timing, and extent of current audit work, including determining the extent to which testing the implementation of the corrective actions is applicable to the current audit objectives.
6. To ensure that audit documentation is prepared in sufficient detail to provide a clear understanding of the nature, timing, and extent of auditing procedures performed to comply with generally accepted government auditing standards and other applicable standards and requirements; the results of the audit procedures performed and the

audit evidence obtained; the conclusions reached on significant matters; and that the accounting records agree or reconcile with the audited financial statements. Auditors should also document, before the audit report is issued, evidence of supervisory review of the work performed that supports findings, conclusions, and recommendations contained in the audit report.

7. To determine whether the government entity complied with laws, regulations, and the provisions of contracts or grant agreements pertaining to federal awards that have a direct and material effect on each major program. With regard to internal control over compliance, the auditor is required to do the following (in addition to meeting the requirements of Government Auditing Standards): (1) perform procedures to obtain an understanding of internal control over federal programs that is sufficient to plan the audit to support a low assessed level of control risk for major programs, (2) plan the testing of internal control over major programs to support a low assessed level of control risk for the assertions relevant to the compliance requirements for each major program, and (3) perform tests of internal control (unless the internal control is likely to be ineffective in preventing or detecting noncompliance).
  
8. To verify and test the Schedule of Nonpublic Funds, including the beginning balance of unexpended nonpublic funds, receipts and expenditures of nonpublic funds, and the ending balance of nonpublic funds for each fiscal year, sufficient to express an opinion in accordance with generally accepted government auditing standards as required by the Official Code of Georgia Annotated, Section 50-8-35.

## B. REPORTING AND DELIVERY REQUIREMENTS

The auditor will prepare the required audit reports including those required by Government Auditing Standards and Office of Management and Budget (OMB) Uniform Guidance and the Official Code of Georgia Annotated at the completion of the audit.

1. Standard report on the financial statements.

Reference should be made that the audit was conducted in accordance with generally accepted government auditing standards. In the same or in separate report(s), the auditor should include a description of the scope of the auditor's testing of internal control over financial reporting and compliance with laws, regulations, and provisions of contracts or grant agreements. Auditor should state in the report whether the tests performed provided sufficient, appropriate evidence to support an opinion on the effectiveness internal control over financial reporting and on compliance with laws, regulations, and provisions of contracts or grant agreements. When auditor reports separately (including separate reports bound in the same document) on internal control over financial reporting and on compliance with laws and regulations and provisions of contracts or grant agreements, they should state in the financial statement audit report that they are issuing those additional reports.

2. Report on Internal Controls.

Control deficiencies identified during the audit that upon evaluation are considered significant deficiencies or material weaknesses under the American Institute of Certified Public Accountants' Codification of Statements on Auditing Standards, Section AU 325 must be communicated in writing to management and those charged with governance as a part of each audit, including significant deficiencies and material weaknesses that were communicated to management and those charged with governance in previous audits, and have not yet been remediated.

Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards. The report should include a description of the scope of the auditor's testing of internal control over financial reporting and compliance with laws, regulations, and provisions of contracts or grant agreements. The auditor should report, as applicable to the objectives of the audit, and based upon the audit work performed, (1) significant deficiencies in internal control, identifying those considered to be material weaknesses; (2) all instances of fraud

and illegal acts unless inconsequential; and (3) violations of provisions of contracts or grant agreements and abuse that could have a material effect on the financial statements.

3. Report on Compliance.

Report on Compliance with Requirements Applicable to Each Major Program and on Internal Control Over Compliance in Accordance with OMB Uniform Guidance. This report should include an opinion (or disclaimer of opinion) on whether the auditee complied with laws, regulations, and the provisions of contracts or grant agreements that could have a direct and material effect on each major program, and where applicable, refer to the separate schedule of findings and questioned costs. The report on internal control related to major programs should describe the scope of testing of internal control and the results of the tests and, where applicable, refer to the separate schedule of findings and questioned costs.

In accordance with OMB Uniform Guidance, the auditor's report(s) may be in the form of either combined or separate reports. The auditor's report(s) shall include an opinion (or disclaimer of opinion) on whether the financial statements are presented fairly in all material respects in conformity with generally accepted accounting principles and an opinion (or a disclaimer of opinion) on whether the schedule of expenditures of federal awards is presented fairly in all material respects in relation to the financial statements taken as a whole. Auditors should follow the guidance contained in the American Institute of Certified Public Accountants' Audit and Accounting Guide: State and Local Governments.

In accordance with OMB Uniform Guidance, a schedule of findings and questioned costs is required and should include the following three sections: (1) a summary of the auditor's results; (2) findings related to the financial statements that are required to be reported in accordance with generally accepted government auditing standards; and (3) findings and questioned costs for federal awards.

4. Report on Schedule of Nonpublic Funds.

Report on the Schedule of Nonpublic Funds, in accordance with the Official Code of Georgia Annotated, Section 50-8-35.

5. A written management letter should be used to communicate violations of provisions of contracts or grant agreements or abuse that have an effect on the financial statements that is less than material but more than inconsequential; the management letter should also communicate information about ways to improve operational efficiency and effectiveness or otherwise improve internal control or other policies or procedures (other than those for which communication is required by generally accepted auditing standards or Government Auditing Standards). If the management letter contains items required to be communicated to officials by auditing standards, the auditor should refer to the management letter in the Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards. ***It is important to note that the schedule of findings and questioned costs should include all audit findings required to be reported under OMB Uniform Guidance; a separate communication (such as a management letter) may not be used to communicate such matters.***
6. The auditor must offer recommendations for appropriate corrective action for each item reported in accordance with AICPA Statement on Auditing Standards No. 112; or included in the Report on Internal Control Over Financial Reporting and On Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards or in the Report on Compliance with Requirements Applicable to Each Major Program and on Internal Control Over Compliance In Accordance with OMB Uniform Guidance; or contained in the management letter.
7. Any other reports required shall be submitted to the government entity upon request.

8. A preliminary draft of all reports shall be submitted to the government entity prior to their release. The government entity will review and approve the release of all draft reports. *Draft reports should be submitted to Kirk Fjelstul, Executive Director, Three Rivers Regional Commission, P.O. Box 818, Griffin, GA 30224.*
9. The auditor shall send copies of the reports listed above directly to *Kirk Fjelstul, Executive Director, Three Rivers Regional Commission, P.O. Box 818, Griffin, GA 30224*

Five (5) printed copies and one electronic copy in an agreed upon format of each of the above reports are required.

#### IV. **PROPOSAL PREPARATION AND SUBMISSION REQUIREMENTS**

##### A. GENERAL PROPOSAL PREPARATION REQUIREMENTS

1. Proposal Preparation
  - a. Proposals shall be signed by an authorized representative of the auditor. All information requested must be submitted. The mandatory requirements listed in Part IV, Section B, Paragraph 1b are required by law, regulation or will not be waived and are not subject to negotiation.
  - b. Proposals shall be prepared simply and economically, providing a straightforward, concise description of capabilities to satisfy the requirements of the RFP. Emphasis should be placed on completeness and clarity of content.
  - c. Each copy of the technical proposal shall be bound in a single volume and relate solely to the response to the RFP. Nothing shall be included in the technical proposal which would indicate, in whole or in part, the cost component of the

proposal or would be otherwise indicative of the dollar amount associated with the technical proposal. All cost component documentation should be included in a separate sealed envelope clearly labeled as to contents. Proposals should be organized in accordance with Attachment C: Model Format of Proposal.

- d. Ownership of all data, materials and documentation prepared for and submitted to Three Rivers Regional Commission in response to the RFP shall belong exclusively to Three Rivers Regional Commission and will be considered a record prepared and maintained or received in the course of operations of a public office or agency and subject to public inspection in accordance with the Georgia Open Records Act, Official Code of Georgia Annotated, Section 50-18-70, et. seq., unless otherwise provided by law.
2. Oral presentation: Auditors who submit a proposal in response to the RFP may be required to give an oral presentation of their proposal to Three Rivers Regional Commission representatives. This provides an opportunity for the auditor to clarify or elaborate on the proposal. This is a fact finding and explanation session only and does not contemplate or authorize negotiation. Oral presentation is an option of Three Rivers Regional Commission in its sole discretion at the Three Rivers Regional Commission's request.
3. Costs incurred to prepare a proposal are solely those of the proposer. Nothing contained within this RFP is indicative of intent by Three Rivers Regional Commission to reimburse the proposer, in whole or in part, for any costs associated with preparation, submission, or presentation of proposals.

#### B. SPECIFIC PROPOSAL PREPARATION REQUIREMENTS

Proposals shall be as thorough and detailed as possible so that Three Rivers Regional Commission may properly evaluate the auditor's capabilities to provide the required services. Proposals should be organized in accordance with Attachment C: Model Format of Proposal. Offerors shall submit the following items as a complete proposal:

1. COMPLETE, SIGNED COPY OF THE REQUEST FOR PROPOSALS

- a. The return of this complete RFP, signed and filled out as required.
  
- b. The completed Mandatory Pre-Qualification Form, Attachment B. The purpose of the Mandatory Pre-Qualification Form is to determine if the auditor meets the following mandatory criteria:
  1. The proposer is properly licensed for public practice as a certified public accountant.
  2. The proposer meets the independence requirements of the Government Auditing Standards issued by the Comptroller General of the United States.
  3. The auditor's staff working on or associated with the engagement must meet the continuing education requirements of the Government Auditing Standards.
  4. The auditor does not have a record of substandard audit work.
  5. The proposer agrees to abide by the terms and conditions established in Section VI, General Terms and Conditions and Section VII, Special Terms and Conditions.

Failure to meet the mandatory criteria will result in immediate rejection of the entire proposal and no evaluation of the remainder of the technical component or of the cost proposal will be made.

2. TECHNICAL COMPONENT OF PROPOSAL

- a. Detailed written narrative statements on each of the following:
  1. A description of the auditor's firm rendering the proposal, including whether the firm is international, national, regional, or local; the number of years in business; and the number of employees in the local office.
  2. Experience in providing the services described herein, including relevant knowledge of and experience in applying applicable federal and state regulations.



3. Biographies, including experience of the individuals who will be assigned to the engagement, relevant experience of each in performing financial and compliance audits of entities similar to the Regional Commission, and recent (past 24 months) continuing professional education of each individual assigned to the engagement. Include the firm's policy on notifying the Regional Commission of changes in key personnel assigned to the engagement.
  
4. A work plan to accomplish the scope defined in Section III of the RFP, including information on the timing of field work, and any overview and start up work that would be required in the first audit year. Include the approximate date the audit will begin and end for the first year, as well as approximate dates for delivery of the required reports. ***The work plan should specify the approach to work efforts of the subsequent years.*** The work plan must include time estimates for and identification of each significant segment of the work and the staff level to be assigned. The work plan must also include an explanation of the audit methodology to be followed to perform the services required in this request for proposals. The planned use of specialists must also be specified. In developing the work plan, reference should be made to such sources as the Regional Commission's budget and related materials, organizational charts, programs, and financial and other management information systems. Proposers will be required to provide the following information on their audit approach:
  - a. Sampling techniques and the extent to which statistical sampling may be used in the engagement;
  - b. Extent of the use of EDP software in the engagement;
  - c. Type and extent of analytical procedures that may be used in the engagement;
  - d. Approach to be taken to gain and document an understanding of the Regional Commission's internal control;
  - e. Approach to be taken in determining laws and regulations that will

be subject to audit test work; and

f. Approach to be taken in drawing audit samples for purposes of tests of compliance.

5. The proposal should identify and describe anticipated audit problems (if any), the firm's approach to resolving these problems, and any special assistance that will be requested from the Regional Commission.

6. For the firm's office that would be assigned responsibility for the audit, list the most significant audit engagements (maximum of five) performed in the last three (3) years that are similar to the engagement described in this request for proposals. These engagements should be ranked on the basis of total staff hours. Indicate the scope of work, date, engagement partner(s), total hours, and the name and telephone number of the client contact.

b. There should be no dollar units or total costs included in the technical component of the proposal.

### 3. COST COMPONENT OF PROPOSAL

For use following the technical phase of the procurement, the following information must be included in a **separate sealed** envelope or **separate email** marked "For Cost Phase Only" as specified in this RFP, Section VII, Part H:

- Total hours required to complete the engagement for each year by personnel levels (i.e., total hours for partner, manager, supervisor, senior and junior).
- Total fees for audit services for each year.
- An amount of professional services, in hours, allowed each year without additional cost to the Regional Commission. Such services will not be directly related to the annual audit.

A separate cost proposal is required for each year of the contract period specified in

Section VII, Part E of this Request for Proposals.

Out-of-pocket expenses for firm personnel (e.g., travel, lodging and subsistence) will be reimbursed at the rates used by the Regional Commission for its employees.

All estimated out-of-pocket expenses to be reimbursed should be presented in the sealed dollar cost bid in the format recommended in Attachment C. All expense reimbursements will be charged against the total all-inclusive maximum price submitted by the firm. By submitting a proposal, the proposer certifies that the firm will accept reimbursement for travel, lodging and subsistence at the prevailing rates for employees of the Regional Commission.

## V. **EVALUATION AND AWARD CRITERIA**

The following factors will be considered during the evaluation:

### A. TECHNICAL FACTORS

1. Responsiveness of the proposal in clearly stating an understanding of the work to be performed, including making all required statements and affirmations. Proposals should be organized in accordance with Attachment C: Model Format of Proposal.

The following elements will be considered:

- Appropriateness and adequacy of proposed procedures.
  - Necessity of procedures.
  - Reasonableness of time estimates.
  - Appropriateness of assigned staff levels.
  - Timeliness of projected completion.
2. Technical experience of the firm.
  3. Qualifications of staff, including recent pertinent continuing education.
  4. Size and structure of the firm.
  5. Prior experience with the firm with emphasis on report and work paper quality and track record of meeting agreed upon delivery dates.

## B. COST FACTORS

Although cost is a significant factor, it will not be the dominant factor. Cost will be given more importance when all the other evaluation criteria are relatively equal. The general approach is to first identify all qualified, responsive proposers and then to award the audit to the lowest cost proposer in that group.

If there is reason to believe that an unreasonably low proposal has been made, it will be rejected. One method of measuring reasonableness is to divide the proposed cost by a reasonable average hourly rate to show hours of effort that might be expected.

Any proposal which does not include all the required statements and affirmations called for in this RFP will be automatically rejected as not being responsive.

## VI. **GENERAL TERMS AND CONDITIONS**

A form of Agreement for Audit Services to be executed between the auditor and the Three Rivers Regional Commission is included herein as Attachment E. Sections VI and VII contain general and special terms and conditions which will be incorporated into the Agreement by reference.

### A. APPLICABLE LAW AND COURTS

This solicitation and any resulting contract shall be governed in all respects by the laws of the State of Georgia. The auditor shall comply with applicable federal, state, and local laws and regulations.

### B. ETHICS IN PUBLIC CONTRACTING

By submitting their proposals, all auditors certify that their proposals are made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other auditor, supplier, manufacturer or subcontractor in connection with their proposals, and that they have not conferred on any government entity employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services or anything of more

than nominal value, present or promised, unless consideration of substantially equal or greater value was exchanged. Auditors specifically certify by submitting their proposal that they are not in violation of the Official Code of Georgia Annotated, Sections 16-10-2 and 16-10-22, for acts of bribery and/or conspiracy in restraint of free and open competition in transactions with state or political subdivisions. *Auditors contracting with the State of Georgia (as defined in the Official Code of Georgia Annotated, Section 45-10-20) further certify that Official Code of Georgia Annotated, Title 45, Chapter 10, Article 2, which prohibits certain public officials and employees of the State of Georgia from transacting business with certain state agencies, has not been and will not be violated in any respect by execution of this proposal and any contract resulting therefrom.*

C. DEBARMENT STATUS

By submitting their proposals, all auditors certify that they are not currently debarred from submitting bids or proposals on contracts by any agency of the State of Georgia or the federal government, nor are they an agent of any person or entity that is currently debarred from submitting bids on contracts by any agency of the State of Georgia or the federal government.

D. MANDATORY USE OF TERMS AND CONDITIONS

Return of the complete document is required. Modification of or additions to the General Terms and Conditions of the solicitation may be cause for rejection of the proposal; however, Three Rivers Regional Commission reserves the right to decide, on a case by case basis, in its sole discretion, whether or not to reject such a proposal.

E. CLARIFICATION OF TERMS

If any prospective auditor has questions about the specifications or other solicitation documents, the prospective proposer should contact the procurement information coordinator whose name appears on the face of the solicitation *no later than five working days before the due date*. Any revisions to the solicitation will be made only by addendum issued by Three Rivers Regional Commission.

F. INVOICES

All interim and final invoices for services ordered, delivered and accepted shall be submitted by the auditor to: ***Peggi Tingle, Administrative Services Director, Three Rivers Regional Commission, P. O. Box 818, Griffin, GA 30224*** for approval prior to payment by Three Rivers Regional Commission.

G. PAYMENT TERMS

Three Rivers Regional Commission will make payment ***within 30 days of receipt*** of a proper invoice for interim and final billings, provided that the billing has been approved by Three Rivers Regional Commission.

H. ASSIGNMENT OF CONTRACT

A contract shall not be assignable by the auditor in whole or in part without the written consent of Three Rivers Regional Commission.

I. CHANGES TO THE CONTRACT

Three Rivers Regional Commission may order changes within the general scope of the contract at any time by written notice to the auditor. Changes within the scope of the contract include, but are not limited to, things such as the place of delivery. The auditor shall comply with the notice upon receipt. The auditor shall be compensated for any additional costs incurred as the result of such order and shall give Three Rivers Regional Commission a credit for any savings. Said compensation shall be determined by mutual agreement between Three Rivers Regional Commission and the auditor in writing.

J. DEFAULT

In case of failure to deliver goods or services in accordance with the contract terms and conditions, Three Rivers Regional Commission, after due notice, may procure them from other sources and hold the auditor responsible for any resulting additional purchase and administrative costs. This remedy shall be in addition to any other remedies which Three Rivers Regional Commission may have.

#### K. PRECEDENCE OF TERMS

Paragraphs A through J of these General Terms and Conditions shall apply in all instances. In the event there is a conflict between any of the other General Terms and Conditions and any Special Terms and Conditions in this solicitation, the Special Terms and Conditions shall apply.

### VII. SPECIAL TERMS AND CONDITIONS

#### A. QUALIFICATIONS OF AUDITORS

Three Rivers Regional Commission may make such reasonable investigations as deemed proper and necessary to determine the ability of the auditor to perform the work and the auditor shall furnish to Three Rivers Regional Commission all such information and data for this purpose as may be requested. Three Rivers Regional Commission further reserves the right to reject any bid if the evidence submitted by, or investigations of, such auditor fails to satisfy Three Rivers Regional Commission that such auditor is properly qualified to carry out the obligations of the contract and to complete the work/furnish the item(s) contemplated therein.

#### B. CANCELLATION OF CONTRACT

Three Rivers Regional Commission reserves the right to cancel and terminate any resulting contract, in part or in whole, without penalty, ***upon 60 days written notice to the auditor.*** Any contract cancellation notice shall not relieve the auditor of the obligation to deliver and/or perform on all outstanding orders issued prior to the effective date of cancellation. In the event of termination by mutual agreement, the auditor shall be compensated for all hours worked at the specified contractual rate.

If, through any cause other than acts of god, floods, fires, storms, strikes, lockouts, riot, insurrection, acts of the public enemy, war, or other like restrictions beyond the control of the parties rendering performance under the contract impossible, the auditor fails to fulfill in a timely and proper manner obligations under the contract, Three Rivers Regional Commission shall have the right to terminate the contract on written notice to

the auditor specifying the effective date of termination.

The auditor shall not be relieved of liability to Three Rivers Regional Commission for damages sustained by virtue of any breach of the contract by the auditor. Three Rivers Regional Commission may withhold or require to be withheld any payment to the auditor for the purpose of setoff until such time as the exact amount of damages is agreed upon or is otherwise determined.

In the event of termination for whatever reason all property and finished or unfinished documents, data, studies, and reports prepared by the auditor shall become the property of Three Rivers Regional Commission. Nothing contained herein shall prevent the auditor from preparing and maintaining a complete set of workpapers relating to the audit.

#### C. AUDIT

The auditor hereby agrees to retain all books, records, working papers, and other documents relative to this contract for *five (5) years* after final payment. The auditor further acknowledges that the AICPA's Statement on Auditing Standards No. 103 requires the auditor to adopt reasonable procedures to retain and access audit documentation for a period of time sufficient to meet the needs of his or her practice and to satisfy any applicable legal or regulatory requirements for records retention. Such retention period, however, should not be shorter than five years from the report release date. Three Rivers Regional Commission, its authorized agents, and federal and state regulatory and grantor agencies, including the Georgia Department of Audits and Accounts, shall have full access to and the right to examine any of said materials during said period at no cost to either Three Rivers Regional Commission or any other entity authorized to examine said materials.

#### D. REVIEW AND MONITORING

Three Rivers Regional Commission reserves the right to conduct any review it may deem advisable to assure services conform to the specifications. An employee of Three Rivers Regional Commission will be designated as audit monitor to discuss issues that



need to be resolved and may require periodic progress reports. The monitor will review the financial statements and may provide limited assistance to the auditor by way of comments and suggestions for enhancements to the report prior to its preparation in final form. The monitor will also be available for technical assistance concerning the interpretation of state laws, regulations and policies.

E. CONTRACT PERIOD

The contract period shall be for a period of *five years beginning with the fiscal year ended June 30, 2021 through the fiscal year ended June 30, 2025 subject to annual review and the annual availability of an appropriation for audit services by Three Rivers Regional Commission.*

F. CONTRACT LIMITATIONS

During the contract period, the auditor agrees not to submit proposals on or perform any accounting, consulting, compilation and review, or any other services outside the scope of this contract for Three Rivers Regional Commission without the prior written approval of Three Rivers Regional Commission.

G. ADDITIONAL AUDIT WORK

In the event during the course of the audit it is determined by any party a change in the scope of the audit work is necessary, the discovering party shall promptly notify the other parties in writing. The parties shall then determine whether the contract shall be amended to provide for an adjustment in the audit work to be performed by the auditor. In no event shall any payment be made for audit work beyond the scope of the original contract until the contract has been amended as provided in Section VII, Item M, Integrated Agreement.

H. IDENTIFICATION OF PROPOSAL ENVELOPE

If a special envelope is not furnished, or if return in the special envelope is not possible, the signed proposal shall be returned in a separate envelope or package, sealed and identified as follows:

From: \_\_\_\_\_

Name of Auditor	Due Date	Time
Street, or Box Number	RFP Number	
City, State, Zip Code	RFP Title	

Name of Buyer: ***Three Rivers Regional Commission.***

The envelope shall be addressed as directed on the cover page of this solicitation. Contained within the envelope will be (1) a completed, signed copy of this Request for Proposals, (2) all information necessary for the technical proposal, and (3) a separate sealed envelope containing the cost information, specifically labeled "For Cost Phase Only".

Proposals may be hand delivered to the designated location in the office issuing the solicitation. No other correspondence or other proposals should be placed in the envelope.

I. INDEMNIFICATION

The auditor agrees to indemnify, defend and hold harmless Three Rivers Regional Commission, its officers, agents, and employees from any claims, damages and actions of any kind or nature, whether at law or in equity, arising from or caused by the use of any materials, goods, or equipment of any kind or nature furnished by the auditor/any services of any kind or nature furnished by the auditor, provided that such liability is not attributable to the sole negligence of any Three Rivers Regional Commission employee or to failure of Three Rivers Regional Commission employees to use the materials, goods, or equipment in the manner described by the auditor on the materials, goods, or equipment delivered.

J. SUBCONTRACTS

No portion of the work shall be subcontracted without prior written consent of Three Rivers Regional Commission. In the event that the auditor desires to subcontract some part of the work specified herein, the auditor shall furnish Three Rivers Regional Commission the names, qualifications and experience of their proposed subcontractors.

The auditor shall, however, remain fully liable and responsible for the work/service to be performed by his/her subcontractor(s) and shall assure compliance with all requirements of the contract.

K. PROPRIETARY INFORMATION

Three Rivers Regional Commission will not accept responses to Requests for Proposals in cases where the auditor declares the entire response to the RFP to be proprietary information. The auditor must designate in the smallest increments possible, that part of the proposal which is deemed to be proprietary.

L. OFFICE HOURS/LOCATION/PARKING

Office space and a telephone will be provided for the representative of the auditor to perform all field work. The location of this space will be as close as possible to the location of the accounting records and accounting staff. To the extent possible, schedules and other data will be prepared by Three Rivers Regional Commission's accounting department. It is Three Rivers Regional Commission's policy to aid in the audit process where deemed feasible and appropriate to help reduce costs. The audit monitor designated by Three Rivers Regional Commission will be responsible for notifying the contractor of the location of the accounting and financial records, Regional Commission's office hours, and the availability of parking at the Regional Commission's location.

M. INTEGRATED AGREEMENT

Any resulting contract represents the entire and integrated agreement between the auditor and Three Rivers Regional Commission and supersedes all prior negotiations, representations, or agreements, whether written or oral. The contract may only be amended by written agreement of the auditor and Three Rivers Regional Commission.

N. WORKERS' COMPENSATION

The auditor shall be required at all times during the term of this agreement to subscribe and comply with the Workers' Compensation laws of the State of Georgia and to save harmless Three Rivers Regional Commission from any and all liability from or under said act.

O. SOCIAL SECURITY/EMPLOYMENT TAXES

The auditor shall be and remain an independent contractor with respect to all services performed hereunder and shall accept full exclusive liability for the payments of any and all contributions or taxes for Social Security, Unemployment Benefits, pensions, and annuities now or hereafter imposed under any State or Federal laws which are measured by the wages, salaries, or other remuneration paid to persons employed by the auditor on work performed under the terms of this agreement.

The auditor further shall obey or satisfy all lawful rules, regulations, and requirements issued or promulgated under said respective laws by any duly authorized State or Federal officials. The auditor shall indemnify and save harmless Three Rivers Regional Commission from any contributions, taxes, or liability referred to in this article.

P. HIGHER LEVEL AUDIT SERVICES

If the auditor becomes aware that Three Rivers Regional Commission is subject to audit requirements that may not be encompassed in the terms of the contract, he or she shall communicate this situation immediately to Three Rivers Regional Commission's audit monitor, that in accordance with the established contract certain relevant legal, regulatory, or contractual requirements may not be met.

Q. CHANGES IN AUDITING STANDARDS/FEDERAL REQUIREMENTS

As professional auditing standards or Federal auditing requirements change, the auditor shall adjust his/her auditing techniques and reporting formats and criteria so the new standards and requirements are met. Any additional hours used by the auditor as a result of such changes that would cause the auditor to exceed the proposed hours as

submitted in the Cost Proposal shall be treated as provided by Section VII, Item G, Additional Audit Work and Section VII, Item M, Integrated Agreement.

R. RATES FOR ADDITIONAL PROFESSIONAL SERVICES

If it should become necessary for Three Rivers Regional Commission to request the auditor to render any additional services to either supplement the services requested in this request for proposals or to perform additional work as a result of the specific recommendations included in any report issued on this engagement, then such additional work shall be performed only if set forth in an addendum to the contract between Three Rivers Regional Commission and the firm. Any such additional work agreed to between Three Rivers Regional Commission and the firm shall be performed at the same rates as set forth in the schedule of fees and expenses included in the sealed dollar cost bid.

S. COMPLIANCE WITH STATE VENDOR MANUAL

By submitting their proposals, all auditors certify that they are in compliance with applicable provisions of the Georgia Procurement Manual prepared by the Department of Administrative Services, State Purchasing Division, including Section I.3.7. Ethical and Professional Conduct.

T. DRUG FREE WORKPLACE

Auditors contracting with the State of Georgia (or entities thereof as defined in the Act) further certify that they will comply with the Drug-Free Workplace Act, Official Code of Georgia Annotated, Section 50-24-1 et. seq. in carrying out any contract resulting from this proposal.

## ATTACHMENT A: GOVERNMENT ENTITY AND RECORDS INFORMATION

TRRC is a regional planning agency that serves member governments in a 10-county area, including Butts, Carroll, Coweta, Heard, Lamar, Meriwether, Pike, Spalding, Troup and Upson Counties. A total of 53 local governments make up the footprint for the region. The region has an estimated population of 521,108 and includes 3,255 square miles. TRRC is governed by a 35 member Council consisting of elected officials, non-public members, and state appointees. The Council provides direction and oversight of TRRC, which currently employs 67 employees.

The primary mission is to offer community and economic development planning, mapping assistance, and requested services to local county and municipal governments. The TRRC also acts as an interface between local, regional and state agencies for planning and public information initiatives like the U.S. Census. TRRC administers the spending of various federal, state and local grants in the ten-county region comprising its membership.

The accounting policies and financial reporting practices of the TRRC conform in all material respects to accounting principles generally accepted in the United States of America (GAAP) as applicable to governmental units issued by the Governmental Accounting Standards Board (GASB).

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting, as is the internal fund financial statement. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Governmental fund financial statements are reported using the current financial resources measurement focus and modified accrual basis of accounting. Under the modified

accrual basis of accounting, revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences and claims and judgments, are recorded only when the obligations become due and payable.

The financial transactions of the TRRC are reported in individual funds in the fund financial statements. Each fund is accounted for by providing a separate set of balancing accounts that comprises its assets, liabilities, reserves, fund equity, revenues and expenditures.

The following types of funds are used by TRRC:

**A. Major Funds**

**1. Governmental Funds**

The focus of governmental funds' measurement (in the fund statements) is upon determination of financial position and changes in financial position (sources, uses and balances of financial resources) rather than upon net income. The following is a description of the governmental funds of the Commission:

- a. The **General Fund** is used to account for all activities of the Commission not accounted for in some other fund. Specifically, this fund recognizes as revenue dues paid by the member governments. These dues are used primarily as matching funds for grants and contracts and, additionally, to fund projects or activities which are not funded by other sources. If the Commission performs direct services for a local government, these services would be accounted for in the general fund. Matching funds for grants and contracts are transferred to the special revenue fund through operating transfers.
- b. **Special Revenue Funds** are used to account for the proceeds of specific revenue sources that are legally restricted to expenditures for

specified purposes. Activities for grants, contracts and special projects are accounted for in these funds.

- 1) ***Direct Federal Grants Fund*** - used to account for revenues and costs associated with direct federal grants.
- 2) ***State Administered Grants Fund*** – used to account for revenues and costs associated with state grants and federal grants passed through state agencies.
- 3) ***Local Programs Fund*** – used to account for revenues and expenditures of contracts with local governments.

## ***2. Proprietary Funds***

Internal Service Fund – This fund accounts for certain costs which are pooled and allocated to various grants, contracts, projects, or other activities. These pooled costs consist of fringe benefits and release time and indirect costs which are allocated based upon rates determined with a cost allocation plan. Recoveries of the Internal Service Fund are handled as transfers from the General and Special Revenue Funds.

TRRC is mandated, by state law, to adopt its next year’s budget before the end of the current year. Budgets are adopted for the General Fund, Special Revenue Fund and the Internal Service Fund. Due to contracts and grants not being finalized or due to amendments during the year, the TRRC Council adopts the original budget using known and best available information. During the fiscal year the Council adopts revisions to incorporate new grants entered into during the year and delete contracts/grants that never materialized.

TRRC has three (3) accounts with United Bank, all of which are located locally in Griffin, Georgia. A Commercial Plus Account which averages eleven (11) transactions a month. Two (2) Public Checking Accounts located at United Bank in Griffin which averages a combined 384 transactions a month. Receivable accounts are maintained for thirty-eight (38) of our member governments. TRRC holds one (1) Certificate of Deposit with United Bank.



TRRC currently employs sixty-seven (67) employees and has three (3) open positions. Sixty-three (63) full-time professional and support staff and four (4) part-time employees. TRRC also processes payroll for twenty-six (26) participants under the Title V Senior Community Employment Program and two (2) participants under the Youth Work Experience Program.

1. TRRC's Accounting System, Records, and Procedures:
  - a. TRRC currently utilizes an Accounting and Financial Management Manual written by RC staff.
  - b. TRRC's accounting records are maintained on a computerized, integrated fund accounting software package developed by Caselle. The software modules include General Ledger, Accounts Payable, Human Resources, Timekeeping, and Payroll. The computer can be made available for auditing purposes.
  - c. The TRRC Accounting Department consists of eight (8) employees: the Administrative Services Director, Deputy Administrative Services Director, Accounting Specialist, Payroll Specialist, two Senior Accounting Technicians, and two Accounting Technicians.
2. Prior year audit reports, management letters, financial statements and budgets will be made available for inspection by appointment and will be posted to the Regional Commission's website.
3. There are no sub-recipient entities or related records to be audited.
4. The most recent fiscal year audit (Fiscal Year Ending June 30, 2020) is currently in the process and performed by Warren Averett, LLC. The final report will be issued in December 2020.
5. The Administrative Services Director, Peggi Tingle and Deputy Administrative Services Director, Amanda Turner will be able to assist the auditor by providing

information and explanations and preparing necessary schedules. Ms. Turner will direct the auditor to any other pertinent staff members for necessary information in areas outside of accounting, such as program monitoring, file retrieval, etc.

6. Due to COVID-19 and the Shelter in Place ordered by the Governor of the State of Georgia, there will be no Proposer's Conference. All questions and requests for information can be submitted to [ptingle@threeriversrc.com](mailto:ptingle@threeriversrc.com) or [aturner@threeriversrc.com](mailto:aturner@threeriversrc.com). All responses to questions and requests for information will be posted on our website at [www.threeriversrc.com](http://www.threeriversrc.com) and all interested parties will be notified of these responses by email.
7. The dates specified below are specific target dates. These dates are firm unless waived in writing by an authorized representative of the Three Rivers Regional Commission:
  - a. Proposals will be due
  - b. Contract for Professional Audit Services will be awarded by
  - c. Preliminary audit work may commence after the auditing contract is awarded. The June 30, 2021 closing of accounts is scheduled to be completed no later than September 30, 2021. Post-closing work may begin immediately after the accounts are closed, at which time the awarded auditor will be notified.
  - d. The preliminary draft of the audit report is expected to be completed and ready to present to the Finance, Audit and Administration Committee in November 2021.
  - e. Final report submission is expected on or before December 6, 2021. The final audit report will be presented by the awarded auditor, first, to the Finance, Audit and Administration Committee and then, as recommended by the Finance, Audit and Administration Committee, to the full Regional Council at the regularly scheduled meeting date in December 2021.
8. The approved revised budget for FY 2020 was slightly over \$14 million, but may change in subsequent years.

9. The TRRC develops annual proposed budgets on the basis of various financial assistance agreements and dues assessments organized into major fund classifications which include: (1) the General Fund, (2) the Special Revenue Fund, and (3) the Internal Service Fund. This document is presented to the Finance, Audit and Administration Committee of the Council for review and approval prior to the beginning of the fiscal year. These proposed budgets are then presented to the Full Council and formally adopted. Although formally adopted and approved by the TRRC Council, it is not legally enacted into law.

10. The Basis of Accounting is Modified Accrual

The auditor will report on the basic financial statements with accompanying required supplementary information. The budgetary comparison for the general fund and each major special revenue fund will be reported as a basic financial statement.

1. Schedules of accrued and prepaid expenses.
2. A schedule showing accrued annual leave for each employee as of June 30, 2010.
3. A schedule of accounts payable at June 30, 2021.
4. A schedule of City/County dues assessments.
5. A schedule of allocated Costs/Internal Service Fund.
6. A schedule of Expenditures of Federal Awards.
7. A schedule of Revenues Earned and Matching Funds Applied.
8. A schedule of State Contractual Assistance

Work space will be made available at the TRRC Offices, (both Franklin and Griffin) to conduct the audits of the TRRC.

The U.S. Department of Commerce, Economic Development Administration (US EDA) has entered into a working relationship with the U.S. Department of the Interior, the Interior Business Center (IBC) to issue indirect cost rates to our organization. Effective August 1, 2017, the Office of Indirect Cost Services for IBC (IBC/ICS) collects the required documents, negotiates, issues and countersigns indirect rate agreements for TRRC.

ATTACHMENT B: MANDATORY PRE-QUALIFICATION FORM

To be answered by Contractor

Section A - General Information

1. Firm Name: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Telephone Number: \_\_\_\_\_
2. Address: \_\_\_\_\_  
\_\_\_\_\_
3. Firm FEI Number: \_\_\_\_\_
4. Firm's Georgia CPA State License Registration Number: \_\_\_\_\_
5. Type of Accounting Practice (place an "X" next to the appropriate response)
- a. \_\_\_\_\_ Individual
  - b. \_\_\_\_\_ Partnership
  - c. \_\_\_\_\_ Corporation - Give name of the State where incorporated:  
\_\_\_\_\_

Section B - Contractor Firm's Quality Program For Audits

Please answer each of the following questions by placing an "X" in the proper column at the right.

CHECK ONE

YES      NO

1. Quality Control: Does the Contractor Firm have internal procedures to ensure proper quality control for its governmental audit assignments?  
(If yes, ATTACH A DESCRIPTION OF THE PROCESS)      \_\_\_\_\_
2. Quality Review: Does Contractor Firm participate in an External Quality review program every 3 years? (If yes, ATTACH A COPY OF LAST PEER REVIEW OR QUALITY

CHECK ONE

YES            NO

REVIEW REPORT AND LETTER OF COMMENT. PLEASE  
ENTER ENDING DATE OF LAST PERIOD COVERED BY  
REVIEW \_\_\_\_\_)

If no, explain the reason and your plan to participate. \_\_\_\_\_

3. Professional Membership: Do the partners of the Contractor Firm belong to either the AICPA or the Georgia Society of CPAs? \_\_\_\_\_

4. Proper License: Is Contractor Firm properly licensed to practice public accounting in Georgia? \_\_\_\_\_

5. Special Governmental Audit Requirements: Is Contractor Firm familiar with the AICPA's ethical ruling called Interpretation 501-3, "Failure to Follow Standards and/or Procedures or other Requirements in Governmental Audits"? (According to this ruling, if a CPA agrees to follow specified standards, guides, rules and procedures in addition to GAAS, then the CPA is OBLIGATED to follow all such requirements. Also, the auditor must report any deviations from the agreed-upon engagement procedures.) \_\_\_\_\_

6. Subcontracts: Does Contractor Firm agree not to subcontract any work required without the prior express written consent of the auditee? \_\_\_\_\_

7. Federal Audit Laws and Rules: If federal audit work is required, does Contractor Firm agree to perform the audit work in accordance with the Single Audit Act Amendments of 1996, the provisions of OMB Circular A-133 and AICPA Audit Guide "*Government Auditing Standards* and Circular A-133 and AICPA Statement of Positions 98-3 and 200 CFR Uniform \_\_\_\_\_

CHECK ONE

YES      NO

Guidance”, as necessary?

- 8. Confidentiality: Does Contractor Firm agree not to publish or distribute any information concerning work done for auditee, except as provided by law or rule? \_\_\_\_\_
- 9. Access to Records and Workpapers: Does Contractor Firm agree to keep workpapers and reasonable records to support work claims for at least **5 years** and make them available for audit or review by any authorized parties? \_\_\_\_\_
- 10. Other Federal and State Laws and Rules: Does Contractor Firm agree to comply with all other Federal and State laws, rules and regulations which pertain to this engagement? \_\_\_\_\_
- 11. Independence: Does Contractor Firm meet the independence standards of the current "Government Auditing Standards", issued by the Comptroller General of the United States?  
(If "No", attach a brief summary of facts.) \_\_\_\_\_
- 12. Continuing Education: Does Contractor Firm have sufficient staff who meet continuing professional education requirements for government audits as set forth in "Government Auditing Standards"? \_\_\_\_\_
- 13. Conflict of Interest: Does Contractor Firm declare that there is no public or private interest which would conflict in any manner with performance of an audit for the auditee or would violate any laws of the State of Georgia? \_\_\_\_\_
- 14. No Substandard Work: Do Contractor Firm and all proposed Audit Team Members have a record of an acceptable standard of audit work? (Contractor Firm must answer this question

CHECK ONE

YES            NO

"No" if the Firm or any Audit Team Member has received an enforcement action for substandard audit work during the past three years or has a related investigation pending by a professional or regulatory group. Attach a brief summary of any enforcement actions.)

\_\_\_\_\_

15. Ethics: Does Contractor Firm certify that its proposals are made without collusion or fraud and that it has not offered or received any kickbacks or inducements from any other auditor, supplier, manufacturer or subcontractor in connection with their proposals, and that it has not conferred on any government entity employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value was exchanged; that it is not in violation of the Official Code of Georgia Annotated, Sections 16-10-2 and 16-10-22, for acts of bribery and/or conspiracy in restraint of free and open competition in transactions with state or political subdivisions?

\_\_\_\_\_

16. Provisions of RFP: Does Contractor Firm agree to abide by all General Terms and Conditions and Special Terms and Conditions specified in the RFP?

\_\_\_\_\_

**CONTRACTOR FIRM CERTIFICATION STATEMENT**

I (we) certify that the information contained herein is true and correct to the best of my (our) knowledge, and that the person submitting the RFP on behalf of the proposer has the authority to submit this RFP and make all representations contained herein. I (we) understand that the inclusion of false information may result in rejection of the proposal submitted in response to this RFP.

\_\_\_\_\_  
Contractor Firm Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Preparer



## ATTACHMENT C: MODEL FORMAT OF PROPOSAL

To simplify the review process and obtain the maximum degree of comparability, proposals should be organized in the manner specified by the RFP. The following outline includes all the information called for in the RFP.

### COMPLETE COPY OF THE REQUEST FOR PROPOSALS

1. Provide a complete copy of the Request for Proposals, including all Attachments.
2. Sign the Request for Proposals in ALL places requiring signature.
3. Complete and sign the Mandatory Pre-Qualification Form.

### TECHNICAL COMPONENT OF PROPOSAL

#### Title Page

Show the RFP subject, the name of the proposer's firm, local address, telephone number, name of the contact person, and the date.

#### Table of Contents

Include a clear identification of the material by section and by page number.

#### Letter of Transmittal

Limit to one or two pages.

1. Briefly state the proposer's understanding of the work to be done. Make a positive statement that deadlines specified in the RFP will be met.
2. State the names of the persons who will be authorized to make representations for the proposer, their titles, addresses, and telephone numbers.
3. State that the person signing the letter will be authorized to bind the proposer.
4. State the name of the partner assigned to this engagement and the name of the partner assigned the responsibility for the quality of the report and working papers.

#### Profile of the Proposer

1. State whether the firm is local, regional, national or international.
2. State the location of the office from which the work is to be done and the number of partners, managers, supervisors, seniors, and other professional staff employed at that office.
3. Describe the range of activities performed by the local office such as auditing, accounting, tax service, or management services.

### Summary of the Proposer's Qualifications

1. State the identity of the partners and managers who will work on the audit, including staff from other than the local office. Resumes including relevant experience and continuing education for each supervisory person to be assigned to the audit should be included. (The resumes may be included as an appendix.)

Specify governmental CPE attended in the past 24 months by the partner(s) and each person to be assigned to this engagement.

Include the firm's policy on notifying the government entity of changes in key personnel assigned to the engagement.

2. Describe the recent local office auditing experience similar to the type of audit requested. Rank these audit engagements according to total staff hours. Indicate the scope of work, dates when work was performed, engagement partner(s), total hours, and the name and telephone number of the client contact. A maximum of 5 (five) of the most significant audit engagements performed in the last three (3) years similar to the engagement described in this request for proposals should be provided.

### Proposer's Approach to the Audit

Submit a work plan to accomplish the scope defined in Section III of this RFP. The work plan must include time estimates for and identify each significant segment of the work and the staff level to be assigned. The planned use of specialists must also be specified. In developing the work plan, reference should be made to such sources as the government entity's budget and related materials, organizational charts, programs, and financial and other management information systems. Proposers will be required to provide the following information on their audit approach:

- a. Sampling techniques and the extent to which statistical sampling may be used in the engagement;
- b. Extent of the use of EDP software in the engagement;
- c. Type and extent of analytical procedures that may be used in the engagement;
- d. Approach to be taken to gain and document an understanding of the government entity's

- internal control;
- e. Approach to be taken in determining laws and regulations that will be subject to audit test work; and
  - f. Approach to be taken in drawing audit samples for purposes of tests of compliance.
  - g. Description of the methodology to be used in performing the “risk based” approach in determining major Federal programs.

The proposal should identify and describe anticipated audit problems (if any), the firm's approach to resolving these problems and any special assistance that will be requested from the government entity.

#### Additional Data

Since the preceding sections are to contain only data that is specifically requested, any additional information considered essential to the proposal should be separately bound. The proposer's general information publications, such as directories or client lists, should not be included. If there is no additional information to present, include a statement as the last section of the technical component of the proposal that "there is no additional information we wish to present".

#### COST COMPONENT OF PROPOSAL

(To be included in a SEPARATE, SEALED envelope or SEPARATE email) Note: Three Rivers Regional Commission will accept electronic submissions as long as the following procedures are followed. (1) Separate files for the Technical Proposal, Cost Proposal and Completed Signed RFP (2) in an acceptable format that ensures that the files received are from the firm they purport to be from i.e. scanned and/or pdf.

State the total hours and hourly rate required by staff classification and the resulting all-inclusive maximum fee, including out of pocket costs for which the requested work will be done. State the amount of professional services, in hours, allowed each year without additional cost to the auditee. A separate all-inclusive fee must be stated for each audit for each year.

The recommended format of the cost component is shown on the following page.

FIRM NAME: \_\_\_\_\_

**SCHEDULE OF PROFESSIONAL FEES AND EXPENSES  
FOR THE AUDIT OF THE \_\_\_\_\_ FINANCIAL STATEMENTS**

Enter Year

(Complete one Schedule for each year covered by the proposal)

	HOURS	HOURLY RATES	TOTAL
PARTNERS	_____	_____	_____
MANAGERS	_____	_____	_____
SUPERVISORY STAFF	_____	_____	_____
OTHER (SPECIFY)	_____	_____	_____
<b>TOTAL FOR SERVICES DESCRIBED IN RFP</b>			_____
<b>OUT OF POCKET EXPENSES (See Section IV.B.2 for allowability):</b>			
MEALS AND LODGING			_____
TRANSPORTATION			_____
OTHER (SPECIFY)			_____
<b>TOTAL ALL-INCLUSIVE PRICE FOR _____ AUDIT</b>			_____
<b>AMOUNT OF PROFESSIONAL SERVICES, IN HOURS, ALLOWED FOR _____ YEAR WITHOUT ADDITIONAL COST</b>			
			_____

ATTACHMENT D: SAMPLE FORMAT FOR NOTIFICATION OF INTEREST LETTER

Mr. Kirk Fjelstul, Executive Director  
Three Rivers Regional Commission  
P. O. Box 818  
Griffin, GA 30216

Dear Mr. Fjelstul:

Our (my) firm is interested in submitting a proposal to audit the Three Rivers Regional Commission's financial statements for the fiscal year ended June 30, 2021 and the four subsequent fiscal years as set forth in the Request for Proposals issued December 08, 2020.

We understand that, due to COVID-19 and the Shelter in Place Order ordered by the Governor of the State of Georgia, there will be no Proposers' Conference, but are interested in receiving further correspondence concerning all inquiries made related to this proposal process and this engagement.

Sincerely,

[Audit Firm]

ATTACHMENT E: FORM OF AGREEMENT

Counterpart No. \_\_\_\_\_  
Of 2 Original Executed Counterparts.  
Counterpart of the \_\_\_\_\_

STATE OF GEORGIA,  
COUNTY OF \_\_\_\_\_:

AGREEMENT FOR AUDIT SERVICES

THIS AGREEMENT FOR AUDIT SERVICES, hereinafter referred to as “Agreement”, is made and entered into as of the \_\_\_\_\_ day of \_\_\_\_\_, 2020, (the “Date Hereof”), by and between \_\_\_\_\_, a \_\_\_\_\_ corporation, whose agent and address for purposes of this agreement is \_\_\_\_\_, hereinafter referred to as “the Auditor” and Three Rivers Regional Commission, a regional commission, whose address for the purposes of this Agreement is P.O. Box 818, 120 North Hill Street, Griffin, GA 30224, herein referred to as “the Auditee”.

WITNESSETH THAT:

WHEREAS, the Auditee is a regional commission created pursuant to The Official Code of Georgia Annotated (O.C.G.A) Section 50-8-41.; and

WHEREAS, the Auditee is required by The Official Code of Georgia Annotated (O.C.G.A) Section 50-8-35 to be audited on a regular basis in accordance with certain specified audit standards; and

WHEREAS, the Auditor is a \_\_\_\_\_ corporation organized under the laws of the State of Georgia engaged in the practice of accountancy and business of performing professional audit services; and

WHEREAS, the Auditee desires to utilize the professional services of the Auditor, in accordance with the needs, requirements, terms and conditions contained in a Request for Proposals, Number \_ (the “RFP”), and the proposal (the “Auditor’s Proposal”) submitted by the Auditor in response to the RFP, which RFP and Auditor’s Proposal are attached hereto and by this reference incorporated herein; and

WHEREAS, the Auditee awarded the contract for audit services to the Auditor in accordance with the RFP and in reliance upon the representations and certifications contained in the Auditor’s Proposal; and

WHEREAS, the Auditor and Auditee desire to document the terms and conditions of their Agreement.

NOW, THEREFORE, for and consideration of the mutual covenants contained herein, the receipt and sufficiency of which is hereby acknowledged, it is agreed as follows:

Article 1

**BASIC AGREEMENT**

The Auditor will perform professional audit services in accordance with the Audit Requirements, Reporting and Delivery Requirements, General Terms and Conditions, and Special Terms and Conditions of the RFP. The Auditee will provide the information required by the RFP. The Auditor shall be compensated for its services as provided in the RFP and the Auditor's Proposal.

Article 2

**COVENANTS AND REPRESENTATIONS**

2.1 Covenants of the Auditor. The Auditor shall perform professional audit services in accordance with the Auditor's Proposal and the Audit Requirements, Reporting and Delivery Requirements, General Terms and Conditions, and Special Terms and Conditions contained in Sections III, VI, VII of the RFP, and any attachments thereto, all of which are by this reference incorporated herein.

2.2 Covenants of the Auditee. The Auditee will provide to Auditor all information reasonably necessary, useful or customary pursuant to both standard accounting and auditing practices and customary within Auditee's trade or business activities.

2.3 Representations. To induce the Auditee to enter into this Agreement, the Auditee shall be entitled to rely upon the representations and certifications made by the Auditor in the Auditor's Proposal, without independent investigation and verification, and each such representation or certification shall be deemed to be material to this Agreement. The person negotiating and executing this Agreement on behalf of the Auditor has the full right, power, and authority to enter into, execute and perform this Agreement in accordance with the terms hereof, and when executed and delivered, this Agreement will constitute a valid and binding obligation of the Auditor and will be enforceable in accordance with the terms thereof.

ARTICLE 3

**FEES**

3.1 The Auditor shall be paid for its services as provided in the schedule of fees and expenses submitted by the Auditor in the Auditor's Proposal in the sealed dollar cost bid as stated in the Cost Component of the RFP, Section IV (B), which are by this reference incorporated herein. Additional services shall be compensated in the manner set forth in the Addendum to this Agreement, at the same rates as set forth in the schedule of fees and expenses submitted by the Auditor in the Auditor's Proposal.

ARTICLE 4

**CONTINGENCIES**

4.1 Contingent Obligations of the Auditee. The obligations of the Auditee are subject to the following conditions:

4.1.1 The ability of the Auditee to carry out the terms of this Agreement in accordance with the laws and Constitution of the State of Georgia.

4.1.2 The timely performance by the Auditor of each and every covenant, agreement, and obligation imposed upon the Auditor in this Agreement.

4.1.3 The truth and accuracy as of the Date Hereof of each and every representation made by the Auditor.

4.1.4 This Agreement is expressly made subject to other laws affecting its subject matter. In the event of any conflict between such laws and this Agreement, such laws shall take precedence.

4.2 Contingent Obligations of the Auditor. The obligations of the Auditor are subject to the following conditions:

4.2.1 The timely performance by the Auditee of each and every covenant, agreement, and obligation imposed upon the Auditee in this Agreement.

## ARTICLE 5

### TERM

This Agreement shall have an initial term of up to twelve (12) months, to run concurrently with a fiscal year of the Auditee, commencing on July 1, after the Date Hereof and terminating on July 1 of the following year, and be subject to renewal for four (4) additional successive term(s), if the Auditee gives notice of its election to renew the Agreement within thirty (30) days prior to the end of the term.

## ARTICLE 6

### NOTICES

All notices, demands or requests required or permitted to be given pursuant to this Agreement shall be in writing and given or served either in person or by United States Mail, postpaid, registered or certified with Return Receipt Requested, showing the name of the recipient and the date of delivery. Notices shall be addressed to the party or parties identified and at the address as set forth in the introductory paragraph of this Agreement, and the date upon which such notice is delivered shall be deemed the effective date thereof. Either party may, from time to time, by five (5) days' prior written notice to the other party, specify a different agent or address to which notices can be delivered. Rejection or other refusal to accept a notice or inability to deliver a notice because of a changed agent or address of which no notice was given shall constitute receipt of the notice on the date when personal service is attempted or the date of the postmark, if mailed.

## ARTICLE 7

### RIGHTS CUMULATIVE

All rights, powers, and privileges conferred hereunder shall be cumulative and not restrictive of those given by law.

## ARTICLE 8

### NON-WAIVER

No failure of the Auditee to exercise any right or power given to the Auditee under this Agreement, or to insist upon strict compliance by the Auditor with the provisions of this



Agreement, and no custom or practice of the Auditee or the Auditor at variance with the terms and conditions of this Agreement, shall constitute a waiver of the Auditee's right to demand exact and strict compliance with the terms and conditions of this Agreement.

ARTICLE 9  
**CONTINUITY**

Each of the provisions of this Agreement shall be binding upon and inure to the benefit and detriment of the Auditor and the Auditee and the heirs, devisees, legatees, legal representatives, successors and assigns of the Auditor and the Auditee.

ARTICLE 10  
**DATE FOR PERFORMANCE**

If the time period by which any right, option or election provided under this Agreement must be exercised, or by which any act required hereunder must be performed, or by which the Closing must be held, expires on a Saturday, Sunday or legal holiday, then such time period shall be automatically extended through the close of business on the next regularly scheduled business day.

ARTICLE 11  
**TIME OF THE ESSENCE**

All time limits stated herein are of the essence of this Agreement.

ARTICLE 12  
**CAPTIONS**

The brief headings or titles preceding each provision hereof are for purposes of identification and convenience only and should be completely disregarded in construing this Agreement.

ARTICLE 13  
**COUNTERPARTS**

This Agreement is executed in two (2) counterparts which are separately numbered but each of which is deemed an original of equal dignity with the other and which is deemed one and the same instrument as the other.

ARTICLE 14  
**NO ASSIGNMENT, NO THIRD PARTY BENEFICIARIES**

14.1 This Agreement is a personal retention of Auditor as an independent contractor. Auditor must perform by its own forces and may not delegate, subcontract, assign, transfer, or otherwise obtain its performance of this Agreement, without the express written consent of Auditee.

14.2 Nothing herein shall be construed as conferring upon or giving to any person, other than the parties hereto, any rights or benefits under or by reason of this Agreement.

IN WITNESS WHEREOF, the Auditor and the Auditee have caused these presents to be duly signed, sealed and delivered on the day, month, and year first above written.

**AUDITOR**

By \_\_\_\_\_ (Seal)

Name: \_\_\_\_\_

Title: \_\_\_\_\_

(If corporation, fill in below)

Attest: \_\_\_\_\_ (Seal)

Name: \_\_\_\_\_

Title: \_\_\_\_\_

(Corporate seal affixed)

**AUDITEE**

By \_\_\_\_\_ (Seal)

Name: Kirk Fjelstul

Title: Executive Director