



Employ Prince George's, Inc.

on behalf of

Employ Prince George's, Inc.

Corporate Board of Directors

REQUEST FOR PROPOSAL

FY-19: SINGLE AUDIT PROVIDER

RFP# WDB 024-1/19

Important Dates

RFP Release Date: Monday, April 1, 2019

Pre-Proposal Bidder's Conference: The Issuing Office will not hold a Pre-Proposal Conference for this RFP

Deadline to Submit Questions: Monday April 8, 2019

Proposal Submission: Proposal must be received by the Issuing Office:

Employ Prince George's, Inc.
Corporate Board of Directors
Attn: Lisa M. Barber
Vice President of Administration

1801 McCormick Drive, Suite 400
Largo, MD 20774

Award Announcement (s)

PROPOSALS DELIVERED AFTER 5:00PM EASTERN STANDARD TIME (EST) ON TUESDAY APRIL 30, 2019 WILL NOT BE ACCEPTED. The Board is not responsible for any errors or omissions on the part of the U.S. Postal Service or any other carrier regarding proof of mailing. No fax or emailed proposal(s) will be accepted.

Employ Prince George's Inc. does not discriminate against faith-based organizations or against any Bidder or Bidders because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.

REQUEST FOR PROPOSAL
WORKFORCE INNOVATION AND OPPORTUNITIES ACT
FY 2019: SINGLE AUDIT SERVICES

1. SECTION A: PURPOSE AND STATEMENT OF INTENT

1.1 PURPOSE FOR REQUEST FOR PROPOSAL (RFP)

The Corporate Board for Employ Prince George's (EPG) was formed in June 2018 and has a critical role in the creation and oversight of EPG. EPG is governed by a nine (9) member volunteer board of Directors. Administrative offices and all records are currently located at 1801 McCormick Drive, Suite 400, Largo, Maryland.

The Corporate Board is soliciting proposals from Certified Public Accounting firms whose principals are independent Certified Public Accountants, licensed in the State of Maryland to perform the Federal "Single Audit" on its financial statements, internal controls, and grant compliance. Audit of the financial statements shall be in accordance with with Generally Accepted Accounting Principles (GAAP), Generally Accepted Auditing Standards (GAAS) and the U.S. Office of Management and Budget (OMB), the Federal Single Audit Act, 2 CFR 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements of Federal Awards.

Through this RFP, we anticipate awarding a Firm Fixed Price Professional Services Agreement for the fiscal years ending June 30, 2019 and June 30, 2020 with possible extensions for an additional two fiscal years. The EPG Corporate Board reserves the right to extend contracts based on the availability of funding, satisfactory contract performance, legislative policy, and other factors. The cost for the option periods will be agreed upon by EPG and the selected Bidder during the option renewal period. It is anticipated that the cost for the optional years will be based upon the same approximate cost per thousand dollars of audited expenditures as the contract for the initial year.

The successful bidder will be required to agree to the General Terms and Conditions and comply with any policies created by United States Department of Labor (USDOL), the Maryland Department of Labor, Licensing and Regulation (DLLR), the Corporate Board and any applicable Federal or State regulations, or laws.

1.2 ORGANIZATIONAL BACKGROUND

EPG registered as a public non-profit, 501(c)(3) Maryland Corporation on June 4, 2018, to assume the assets, liabilities, staff, grants and responsibilities of the Workforce Services Division of the Prince George's County Economic Development Corporation effective July 1, 2018. Its charge is to administer Federal, State, Local and private workforce grants and programs for the County and to act as the lead agency for several training and workforce grants funded by the State of Maryland and Prince George's County.

EPG was created to serve as the Administrative Agent, Fiscal Agent, and Program Administrator on behalf of the Prince George's County Local Workforce Development Board (LWDB). EPG's

primary funding source is the U.S. Department of Labor's Workforce Innovation and Opportunity Act (WIOA), (formerly the Workforce Investment Act) passed through the DLLR. The WIOA grants support programs designed to provide job skill training to adults, youth, and dislocated workers.

EPG has grown to become the key workforce development entity for Prince George's County, Maryland by winning and administering a number of additional grants to provide additional workforce development programs to the County and region.

EPG is the strategic leader and convener of workforce development stakeholders in the County and manages the County Public Workforce System and American Job Center Community Network. EPG leads efforts to engage, cultivate, and upskill job seekers looking to begin or change careers; advocate for the public workforce system and its stakeholders and customers; engages and increases the efficiency and productivity of businesses recruiting or looking to retain skilled workers to maintain their competitiveness in a changing labor market; and provides policy, labor market research, and data on the local area.

The goal of EPG is ensuring the local labor force meets the needs of the local business community. EPG is responsible for policy development and providing career development services, wrap-around supportive services, workforce intelligence and solutions for job seekers and hiring managers at local employers.

Business services include customized recruitments; education on incentives and tax credits; pre-screening of candidates; job posting assistance; targeted and customized job fairs; and developing subsidized on-the-job training services for growing businesses; as well as separation strategies and outplacement counseling assistance for down-sizing businesses.

For job seekers, EPG provides individual interest and aptitude assessments, career planning and counseling, job acquisition workshops, referral and placement assistance, grant-funded training (based on eligibility), group workshops, resume building, job clubs and other services to assist job seekers to increase their skills and gain employment.

EPG focuses its effort through targeted programs for Youth, Veterans, those Re-entering the workforce after incarceration, and those entering certain industries such as construction, sustainable energy, hospitality/retail, healthcare and Information Technology.

EPG's annual budget is approximately \$9 million.

1.3 DESCRIPTION OF FINANCIAL AND ADMINISTRATIVE OPERATIONS

EPG currently has approximately sixteen (16) separate funding streams with a projected \$9 million in activity. Over 80% of EPG's revenues originate from the Federal government and have a Catalog of Federal Domestic Assistance (CFDA) number. Some is passed through the State of Maryland, some through Prince George's County or Anne Arundel County and some is received directly from the Department of Labor.

EPG has a 401(k)-deferred compensation plan available to permanent employees. (Form 5500 and other pension-related reports shall be prepared and filed annually by the successful bidder of this contract).

EPG's Administration Division is responsible for contract preparation and oversight, purchasing and record-keeping.

1.4 COMMUNICATION AND CLARIFICATION PROCEDURES

From the issue date of this RFP until the Corporate Board for EPG selects a proposal for award, the Contracting Officer is the sole point of contact concerning this RFP. The primary mode of communication between the Issuing Office and potential bidders will occur on the EPG website: www.employpg.org.

Interested parties can download the RFP and additional documents from this website beginning **Monday April 1, 2019**. This RFP is being made available electronically. If a Bidder electronically accepts the RFP, the Bidder acknowledges and accepts full responsibility to ensure that no changes are made to the RFP. In the event of a conflict between a version of the RFP in the Bidder's possession and the Issuing Office's version of the RFP, the Issuing Office's version shall govern.

1.5 EX PARTE COMMUNICATION/CONFLICT OF INTEREST

Each Bidder shall ensure that no improper, unethical or illegal relationships or conflicts of interest exist between or among the Bidder, EPG, EPG's Corporate Board and any other parties to this RFP. The Bidder is responsible for disclosing at the point of proposal submission of any such relationships. This includes interests that they may have with any individual or entity doing business with, or proposing to do business with EPG.

An employee or official may not be employed by or have a financial interest in: any entity subject to their authority or of the Prince George's County agency, board or commission of which they are affiliated; or entity that is negotiating or has a contract with that agency, board or commission; or hold other position that may impair their judgment or impartiality.

EPG reserves the right to determine the materiality of such relationships, when discovered or disclosed, whether intended or not, and to decide whether the Bidder's disqualifications and/or cancellation shall be at no fault or liability whatsoever to EPG. EPG's General Counsel's determination regarding any question of conflict of interest will be final.

All EPG Corporate Board members, officers, and staff are precluded from entertaining questions concerning the completion of the proposal or the procurement process. Potential bidders are asked to respect these conditions by not making personal requests for assistance.

1.6 SUBMISSION OF INFORMATION

Each Bidder responding to this RFP must supply all the required documentation according to this RFP. Failure to comply with this RFP may result in the disqualification of the Bidder's proposal. Delivery of submission depicting an official postmark prior to **Tuesday, April 30, 2019 at 5:00 PM EST** will be sufficient to satisfy the submission deadline date. No email or faxed proposals will be accepted.

1.7 SCHEDULE FOR RFP SUBMISSION, REVIEW AND AWARDS

With exception of proposal submission deadline, EPG reserves the right to make changes to the timeline below.

ACTIVITY	RESPONSIBILITY	DATE
RFP Published	Potential Bidders	April 1, 2019
Deadline to submit Technical Questions and Non-Technical Questions via email to Lisa M. Barber at adminandcontracts@co.pg.md.us (with the subject line “ RFP # WDB 024-1/19 Questions ”)	Potential Bidders	April 8, 2019* 5:00 PM EST <i>*No questions will be accepted after this date.</i>
Answers to Potential Bidders questions posted to the EPG website www.employpg.org no later than this date.	Issuing Office	April 15, 2019 5:00 PM EST
Please monitor the EPG website for all communications regarding the RFP and awards from this date: www.employpg.org	Potential Bidders	April 15, 2019
Deadline to submit sealed Proposal must be received by the Issuing Office: EPG Attn: Lisa M. Barber 1801 McCormick Drive, Suite 400 Largo, Maryland 20774	Potential Bidders	April 30, 2019 5:00 PM EST
Selection of Successful Bidder on or around	Issuing Office	May 30, 2019
Work to begin NO LATER THAN	Successful Bidder	June 11, 2019

1.8 PRE-PROPOSAL BIDDER'S CONFERENCE

There will be no bidder's conference for this RFP. Please submit all questions regarding this RFP by email to Lisa Barber, M.S.M at adminandcontracts@co.pg.md.us (with the subject line “**RFP #WDB 024-01/19 Questions**”) prior to date identified in the *Schedule Submission, and Award* chart listed above. Any and all questions and answers during the *Question and Answer Phase* will be posted to the EPG website. Answers furnished during this period will not be official until EPG has published them, in writing as an addendum to the RFP by **Monday, April 15, 2019 at 5:00 p.m. EST.**

1.9 ADDENDA TO THIS REQUEST FOR PROPOSALS

At the discretion of EPG, if it becomes necessary to revise any part of this RFP, an addendum will be provided to all known recipients of this RFP and posted on EPG’s website. Any clarification will become an addendum to this RFP.

Bidders are responsible for checking the website frequently to remain informed about the procurement process and other information that may affect this RFP (e.g. WIOA reauthorization, and revisions to the timeline).

2 SECTION B: TECHNICAL REQUIREMENTS

2.1 STATEMENT OF WORK FOR AUDIT SERVICES

- I. The successful Bidder must work in partnership with the EPG Fiscal Staff and report directly to the Corporate Board. The following is a representation of the deliverables expected of the successful Bidder:
 - a. Independent Auditors' Report
 - b. Independent Auditors' Report on Internal Controls over financial reporting and on compliance and other matters based on an audit of Financial Statements Performed in Accordance with Government Auditing Standards
 - c. Independent Auditors' Report on Compliance for each major EPG program, Report on Internal Control Over Compliance, and Report on the Schedule of Expenditures of Federal Awards Required by the Uniform Guidance
 - d. Auditors opinion as to the fair presentation of EPG's financial statements in accordance with Generally Accepted Accounting Principles (GAAP) and issue these statements.
 - e. Any reportable conditions found or recommendations from the audit. **NOTE:** A reportable condition shall be defined as a significant deficiency in the design or operation of the internal control structure which could adversely affect the organization's ability to record, process, summarize and report accurate financial data. If the opinion on the financial statements is other than unqualified, a discussion of the reasons for such conditions will be conducted with EPG's President & CEO in advance of rendering such an opinion.
 - f. Upon completion of initial fieldwork, a brief interim summary of strengths and weaknesses of the accounting operations and internal control structure should be prepared for the Corporate Board. Since the corporation is in its first year of existence as a stand-alone entity, the Board would like to ensure EPG is heading in the right direction with its fiscal and accounting operations. Since this will be EPG's first audit, the Board would like some feedback as soon as possible, in advance of the final report which is not anticipated to be ready before October 2019.
 - g. Availability to present oral and/or written reports to the Corporate Board, as needed.
 - h. Upon request, the Bidder shall provide copies of all working papers pertaining to any questioned costs determined in the audit. The working papers must be concise and provide the basis for the questioned costs as well as an analysis of the problem. The Bidder will retain all working papers for at least three (3) years from the date of acceptance of the audit. All working papers will be available for examination by authorized representatives of EPG of their Corporate Board, the State of Maryland , the Department of Labor and Licensing (DLLR), the Office of the Inspector General, or the U.S. General Accounting Office.

- i. The selected Bidder agrees to keep all financial information related to EPG in strict confidence. Other than the reports submitted to EPG's Corporate Board, the Bidder agrees not to publish, reproduce or otherwise divulge such information, in whole or in part, in any manner or form or to authorize or permit others to do so, taking such reasonable measures as are necessary to restrict access to the information while in the Bidder's possession. Bidder's employees will have access to the information only on a "need-to-know" basis. The Bidder agrees to immediately notify EPG in writing, in the event the Bidder determines or has reason to suspect a breach of this requirement.
- II. The successful Bidder shall perform an audit as required by OMB Uniform Guidance 2 CFR 200.500 in accordance with GAAS to determine whether:
 - a. EPG has an internal control structure that provides reasonable assurance that the corporation is managing Federal awards in compliance with applicable laws and regulations; and further that controls are in place that ensure compliance with the laws and regulations where the failure to comply could have a material impact on the financial statements. The audit is limited to the period covered in the contract and does not extend to prior audit periods.
 - b. EPG has complied with laws and regulations where the failure to comply may have a direct and material effect on its financial statements and on each major Federal program.
 - c. A review is to be conducted of the design of the relevant controls and how they have been placed into operation, including an assessment of control risk. Expected also is a recommendation of controls which may be relevant to preventing and detecting errors and fraud that are material to the financial statements.
- III. The successful Bidder shall complete the following:
 - a. Issue the financial statements, schedules and reports on internal controls and compliance with regulations required by OMB Uniform Guidance 2 CFR 200.500.
 - b. Inform EPG of pending or actual changes in relevant legal or accounting standards and provide technical assistance as necessary to ensure compliance.
 - c. Prepare the IRS Form 990 for each audited fiscal year.
 - d. Prepare State of Maryland Annual Property report due April 15 following the end of the audited year.
 - e. Prepare Form 5500 for EPG's 401(k) deferred income plan.
 - f. Upon completion of initial fieldwork, a brief interim summary of strengths and weaknesses of the accounting operations and internal control structure for the Board of Directors
- IV. Provide written communication to those charged with governance of EPG finances, which includes the following areas:

- a. Their responsibility under GAAP, GAAS and the OMB, the Federal Single Audit Act, 2 CFR 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements of Federal Awards.
- b. Changes in significant accounting policies or their application
- c. Unusual transactions
- d. Management judgments and accounting estimates
- e. Significant audit adjustments
- f. Other information in documents containing the audited financial statements
- g. Major issues discussed with management prior to retention
- h. Difficulties encountered in performing the audit
- i. Fraud or illegal acts

The successful bidder must work in partnership with the EPG fiscal staff. The Bidder's auditing team must have expertise and experience in the following areas:

- a. GAAP, GAAS, and government auditing standards as they apply to non-profit institutions.
- b. Federal regulations governing public, non-profit organizations receiving Federal funds such as the OMB Uniform Guidance 2 CFR 200 Subpart E—Cost Principles.
- c. Experience with the WIOA and other Federal workforce development and welfare-to-work grants is a plus.
- d. The conduct of OMB Uniform Guidance 2 CFR 200.500.
- e. Government Accounting Standards Board (GASB) No. 34.
- f. Cost allocation plans, indirect rate negotiations and related issues.

2.2 MINIMUM CONTRACTOR REQUIREMENTS

The Bidder, in its proposal, shall include the following:

- I. Its capabilities in other relevant auditing services.
- II. Must be able to affirm that they are:
 - **Certified Public Accountant** licensed in the State of Maryland.
 - **Independence of Bidder** that meets the standards of independence of the American Institute of Certified Public Accountants' (AICPA)'Code of Professional Ethics.
- III. Must be able to provide the following certifications and documents:

- Must certify that the proposing firm or any individuals who will be working on this audit have not been suspended, debarred, or accepted voluntary exclusion by the Federal government or any government agency during the period covered by this solicitation. **NOTE:** The Board reserves the right to reject any proposal from a firm or an individual who is under investigation for improper business practices related to the completion of audit services. Bidder's must indicate if they are under investigation or have been prosecuted by an any Local, State, or Federal agency or authority
- Must complete the *Proposal Affidavit* included as *Attachment I*.
- Must certify that the bidder provides a *Drug-Free Workplace Certification* included as *Attachment II*
- Must complete the *Certified MBE Utilization and Fair Solicitation Affidavit* included as *Attachment III*.
- Must complete the *Certification Regarding Lobbying* included as *Attachment IV*.
- Must complete the *Certification Regarding ACORN Prohibition* included as *Attachment V*
- Must complete the *Certification Regarding Debarment, Suspension, and other Responsibility Matters* included at *Attachment VI*.
- Must complete the *Summary of Cost Worksheet* included as *Attachment VII*.
- Must complete *W-9 Request for Taxpayer Identification Number and Certification (no attachment number)*
- If the proposing firm has had a peer review within the past three (3) years, must state when and whom performed the review and submit the results of that review. **A copy of the most recent Peer Review or an explanation from the AICPA, if an AICPA member, must accompany the proposal.**
- Certify if bidder is a minority contractor and if it is registered with the Prince George's County Government's Office of Minority Businesses. If so, provide the certification number.

IV. Must Possess Prior Auditing Experience

Experience should include the following categories:

- Prior experience auditing government and quasi-government non-profit organizations.
- Prior experience auditing similar programs as operated by EPG
- Prior experience auditing non-profit organizations

V. Additional Value Beyond the Audit

The Bidder should include an explanation of other services that can be provided to non-profits, specifically including value-added items. Value-added items can include consulting services, training services, and products.

VI. The Bidder should describe their experience in the following areas:

- a) Experience and capability in performing annual audits for state and local governments, non-profits, etc.; experience in performing GASB audits;
- b) Experience in performing Single Audits for federally funded recipients and an understanding of applicable laws and regulations;
- c) Experience in performing audits involving WIOA funding;
- d) Experience auditing clients using QuickBooks Online

3 SECTION C: CORPORATE REQUIREMENTS

3.1.1 RELEVANT CORPORATE EXPERIENCE

- 3.2** The proposal should indicate that the Bidder has a record of prior successful experience in performing the requirements outlined in **Section 2.1 Statement of Work for Audit Services** and **Section 2.2. Minimum Contractor Requirements**. Bidder(s) should include statements specifying the extent of its responsibility on prior projects and a description of the projects' scope and similarity to the project outlined in this RFP.

Provide a description of your firm's attitude in working with clients. For example, describe if you have written guidelines, standards, expectations and/or for how your auditors should relate to the client staff in terms of attitude and respect for client staff. Describe and provide examples, if any, of how your firm, while observing the audit standards for independence and objectivity, have worked with clients to achieve an unqualified opinion.

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

The Bidders proposal shall clearly state an understanding of the work to be performed, including a Comprehensive audit plan appropriateness and adequacy of proposed procedures, necessity for procedures, and appropriateness of assigned staff levels.

3.2.1 CORPORATE QUALIFICATIONS

All businesses/organizations must meet a minimum level of administrative and fiscal capacity in order to contract with EPG. Therefore, all Bidders must provide their documentation of qualifications to include the following:

1. General

State the physical address and mailing address of the local office which will be conducting the audit, the credentials and experience of the audit staff who audit non-profit corporations.

2. References

The name, address, telephone number, fax number and e-mail address of non-profit clients within the State of Maryland served by the audit firm. Identify those clients receiving Uniform Guidance 2 CFR 200.500 audits, those clients receiving WIOA funds and those clients that must comply with GASB standards.

3. Special Expertise

Experience in auditing QuickBooks Online clients and techniques used to reduce audit costs/fees. Additionally, provide a list of other accounting systems the firm has experience auditing.

Expertise and past experience in dealing with cost allocation plans and review of allocation plans and review for allocability of costs and in particular the establishment of indirect rates under OMB Uniform Guidance 2 CFR 200 Subpart E – Cost Principles.

4. Working with Clients

Provide a description of your firm's attitude in working with clients. For example, describe if you have written guidelines, standards, expectations and/or for how your auditors should relate to the client staff in terms of attitude and respect for client staff. Describe and provide examples, if any, of how your firm, while observing the audit standards for independence and objectivity, have worked with clients to achieve an unqualified opinion.

5. Explanation of Independence

The selected Bidder agrees to take an unbiased viewpoint in the performance of audit tests, the evaluation of the result and the issuance of the audit report. If the auditor is an advocate for the client, a banker or anyone else, then he or she cannot be considered independent.

EPG requires integrity and an objective approach to the audit process. EPG requires that the selected auditor carry out his or her work freely and in an objective manner.

6. Conflict of Interest

Explain if Bidder has had any Conflict of Interest occurrences and how they were resolved.

7. Results of peer review

Information in the public file includes the Bidder's most recent peer review report and the Bidder's response (if applicable) or Bidder's that have voluntarily requested to have their peer review documents publicly available.

8. Small or Minority-owned Business

Explanation if the Bidder is a small or minority-owned business. Efforts will be made by EPG to utilize small businesses and minority-owned businesses. A Bidder qualifies as a small business firm

if it meets the definition of "small business" as established by the Small Business Administration (13 CFR 121.201).

9. Audit Approach

Describe your understanding of the work to be performed and indicate time estimates for each audit phase. Provide Bidder's approach to the following:

- Federal Single Audit (Financial Statement, internal controls, and grant compliance) and
- Audit Plan Phases

3.2.2 PAST PERFORMANCE

Bidders will be required to describe its organization's most noteworthy qualifications for providing auditing services to federally funded WIOA workforce programs. Specifically highlight those qualifications that distinguish you from your competitors.

Evaluation will be based on the responsibility of the Bidder(s). Area of consideration include but not exclusive to the following:
Demonstrate a track record of conducting single audit services for a public non-profit, 501(c)(3) Maryland Corporation
Adherence to delivery and administrative schedules
History of reasonable and cooperative behavior and commitment to customer satisfaction
Specific area of expertise as it relates to single audit services for state and local governments, non-profits, etc. and the applicable laws and regulations

4 SECTION D: STAFFING AND MANAGEMENT REQUIREMENTS

4.1 IDENTIFICATION OF KEY ENGAGEMENT STAFF

Describe the principal supervisory and management staff including engagement partner, managers, senior and any specialists who would be assigned to the engagement, indicating whether each such person is licensed to practice as a certified public accountant. Resumes should be provided for the above personnel, as well as information on their non-profit audit clients and experience. Proposed key personnel are expected to actually perform the audit and changes must be approved by EPG. Unreasonable and unapproved changes of key personnel could be considered breach of contract.

4.2 The Bidder(s) will provide detailed qualifications and experience of qualified key personnel to satisfactorily perform the requirements of the Statement of Work (SOW) (include and relevant licenses and certifications).

4.3 The Bidder (s) should describe the qualifications of staff to be assigned to the audits. Descriptions should include:

- Audit team makeup.
- Overall supervision to be exercised.
- Prior experience of the individual audit team members. Include résumés of only the staff to be assigned to the audits. Include education, position in firm, and years and types of experience.

5 SECTION E: COST/PRICING REQUIREMENTS

5.1 COST PROPOSAL

The Bidder may propose costs associated with performing the scope of work. The Bidder must submit a description of the proposed costs and explain the allocation by cost element. All cost information will be included in cost section of the proposal.

State the total hours, the hourly rate required by staff classification, the descriptions and amounts of other charges, including communications, travel and miscellaneous expenses. Hours proposed are realistic for each major segment of the work plan. Hours are properly apportioned for each staff level. Please included as *Budget Summary of Cost Worksheet - Attachment III*

6 SECTION F: PROPOSAL RESPONSE PACKAGE: INSTRUCTIONS, CONDITIONS, AND NOTICES

6.1 PROPOSAL PREPARATION AND FORMAT REQUIREMENTS

Bidders must submit their proposals in the format, including heading descriptions, outlined below:

Section I- Technical Response Outlined in Section B

The Bidder is responsible for making sure that all elements outlined in the Technical section as reflected in their proposal.

WORK PLAN:

Bidders must present a Work Plan that includes the following:

- Provide a written description of the Work Plan addressing process flow, time frames for each component; how findings will be addressed in the process; the ability to maintain the Work Plan schedule (i.e. drawing on firm resources, training, etc.).
- Contain a summary, at the activity level to show completion schedules relative to deliverables.
- Provide a strategic overview including all elements of the audit as outlined in Section **2.1 Statement of Work for Audit Services**.
- Document procedures to protect the confidentiality of records, including records in databases that may be transmitted electronically and via E-mail or the Internet.
- If the Bidder intends to sub-contract for portions of the work, Bidder should include specific designations of the tasks to be performed by sub-contractor. The sub-contractor must agree to comply with all contract provisions of final contract agreement. **Note:** *The final contract shall not be assigned or transferred, and no service required hereunder shall be subcontracted to any other parties, either in whole or in part, except as expressly authorized in writing by EPG.*

- Breakdown into logical tasks and time frames for all work to be performed, accompanied by an assessment for each task.
 - Identify critical tasks;
 - Estimate time involved in completion of tasks;
 - Identify all assumptions of constraints on tasks;
- A timetable or chart for completing audits for the two (2) fiscal years, including dates for each of the following:
 - Start of project;
 - Delivery of work schedule;
 - Starting fieldwork;
 - Completing fieldwork;
 - Delivery of the draft report; and
 - Delivery of final report, which includes a presentation at EPG' Corporate Board Meeting
 - Copy of external quality control report
 - A statement clearly indicating whether a potential or real conflict of interest may exist.

Section II – Corporate Proposal Outlined in Section C

This section should include the Pre-Award Survey, Notarized Proposal Affidavit*, Corporate Financial Condition, and Past Performance submissions. Bidders must document all of the following information, and indicate not applicable, if necessary:

- Legal Entity (*Proof of Incorporation, 501(C) (3), etc.) - **Must submit document proving legal entity**
- Certificate of Good Standing with the State of Maryland – **Must submit with this section.**
- Has (or is able to obtain) liability, property and bodily insurance, motor vehicle (if applicable), fidelity bonding, officer's insurance/employee dishonesty insurance – **Must submit with this section.**
- Copy of approved Certificate of Indirect Costs- **Must submit with this section.**
- All documents and certifications identified in section **2.2 Minimum Contractor Requirements**

Section III - Staffing and Management Outlined in Section D

This section should include key personnel documentation such as resumes, credentials and certifications submissions.

Section IV- Cost and Pricing Outline in Section E

This section should include the following:

- Cost Proposal. No page limitation and must be submitted
- The Cost Proposal and Budget Summary of Cost Worksheet
- Salary Detail Cost Estimate Form

To be considered, the proposal must respond to all requirements and in this part of the RFP. An official of the organization authorized to bind the Bidder to its provisions must sign the proposal (*See Proposal Affidavit Attachment I*).

- Proposals should be printed on white paper, double-spaced, using a 12-point font (Times New Roman) and one-inch margins on all sides; pages should be numbered (Page X of XX) for ease of reference.
- Bidders **must** submit one (1) original and complete submission with **four distinct sections**. Sections are as: (1) **Technical Section**; (2) **Corporate Section**; (3) **Staffing and Management Section**; and (4) **Cost and Pricing Section**. **Bidders must submit six (6) paper copies of the entire proposal and a USB with their complete proposal including any required signed attachments.**

6.2 COMPANY LITERATURE

Elaborate brochures or other presentations, beyond what is sufficient to present a complete and effective proposal, **are not desired**. Elaborate artwork, expensive paper, bindings, and visual and/or other presentation aids **are not required**.

6.3 EVALUATION FACTORS FOR AWARD

The evaluations of each proposal will be conducted in two phases, **Threshold Review** and **Quality Review**. The work of each phase will be done by a team composed of EPG Staff and staff from other public agencies and organizations.

THRESHOLD REVIEW

EPG will evaluate proposals according to the requirements of this RFP. The proposals will first be reviewed to determine if all of the threshold requirements for completeness, bidder's eligibility, and project eligibility as specified below in the *RFP Scoring Methodology*. If the Bidders do not meet all of the requirements listed in this section, they will not be reviewed any further and will be rejected from the competition. Under this RFP, threshold review for the proposal consists of the following criteria as specified below:

- 6.3.1** Proposals must be received at EPG Administrative offices no later than **5:00 P.M. Eastern Standard Time (EST) on April 30, 2019**.
- 6.3.2** Proposal will be reviewed for completeness. Proposals that do not include all of the requested documents in the following sections of this RFP (2.2 *MINIMUM CONTRACTOR REQUIREMENTS* and *SECTION F: PROPOSAL RESPONSE PACKAGE: INSTRUCTIONS, CONDITIONS, AND NOTICES*) may be eliminated at EPG's sole discretion.

QUALITY REVIEW

Proposals that meet all threshold requirements will be evaluated for satisfaction of the quality criteria detailed below. All Bidders passing threshold review will be submitted to a panel consisting of the Chief Financial Officer, Vice President of Administration, EPG and Corporate Board members for quality review and scoring; with an emphasis being placed on the criteria listed in the *RFP Scoring Methodology*.

NOTE: In the event that all bidders do not meet one or more of the requirements specified in this RFP, the Board reserves the right to continue the evaluation of the proposals and to select the proposal with most closely meets the requirements.

PROPOSAL SCORING

Accepted proposals will be reviewed by an evaluation committee and scored against the stated criteria. The Rating Committee may review references, request oral presentations, and conduct an on-site visit and use of the results in scoring the proposals. Each proposal's content, responsiveness, conciseness, clarity, relevance, and strict adherence to the instructions in this RFP will be considered when scoring each category. Final scoring will be based on the proposal as submitted.

Each proposal will be independently evaluated on factors listed below by qualified individuals. This evaluation will be done on technical skills and merits as presented in the proposal.

The scoring of the quality review was based upon a maximum of **115 points** and will be awarded based on the following evaluation criteria:

RFP SCORING METHODOLOGY	
<ul style="list-style-type: none">• FIRMS AND ENGAGEMENT TEAM BACKGROUND AND Experience• Experience of the firm and the assigned engagement team in completing financial audits• Prior experience auditing government and quasi-government non-profit organizations.• Prior experience auditing similar programs as operated by EPG• Prior experience auditing nonprofit organizations• Experience of the firm and the assigned engagement team in performing Federal single audits and compliance audits• Experience Education, supplemental training, continuing professional education credit courses and certifications of the assigned engagement staff• Engagement staff time with the firm, years and types of audit experience will be considered• DBE certification and/or use of DBE firm(s)	50 Points
WORK PLAN STRATEGY AND IMPLEMENTATION	25 Points
<ul style="list-style-type: none">• Bidders ability to initiate and complete audits in a timely manner while ensuring a high-quality product• Bidders approach demonstrates an advisory and advocacy relationship with its clients• Bidder is communicative throughout the audit process, provides satisfactory direction• Bidder demonstrates the ability to understand and successfully fulfill all Federal and WIOA reporting requirements• Work plan demonstrates the Bidder's understanding of the required tasks and deliverables, provides a clear confirmation of Bidder's intent to complete all tasks, and presents all deliverables and final audit reports by the timelines listed in Section 2.1 STATEMENT OF WORK FOR AUDIT SERVICES of this RFP	

<ul style="list-style-type: none"> • Work plan schedule provides for sufficient review of time of all deliverables by client and works collaboratively with client to meet audit and all reporting requirements 	
COST & PRICING REQUIREMENTS	25 Points
Fee schedule for services proposed relative to other proposals	
BONUS POINTS	
PREFERRED PROVIDER POINTS*	5 Points
*Small, Minority-owned or Veteran-owned Business only	
KNOWLEDGE OF WORKFORCE INNOVATION OPPORTUNITIES ACT	5 Points
FIRMS WITH OFFICES LOCATED WITHIN PRINCE GEORGE'S COUNTY	5 Points
TOTAL AVAILABLE POINTS	115 POINTS

6.4 BEST AND FINAL OFFERS

EPG reserves the right to conduct discussions with Bidders for the purpose of obtaining “best and final offers” as follows:

- Enter pre-selection negotiations;
- Schedule oral presentations; *and*
- Request revised Proposals.

The Corporate Board will limit any discussions to those Bidders whose proposals have the potential for selection. EPG will award to the responsible Bidder whose proposal, conforming to the solicitation, will be the *most advantageous* to the County, cost or price and other factors.

EPG reserves the right to vary or change the terms of any contract executed as a result of this RFP, including funding levels, the scope of work, performance standards, and shortening or extending the contract period, as it deems necessary in the interest of the Board and its programs, pending availability of funds.

6.5 BIDDER'S CONDITIONS, REPRESENTATIONS AND AUTHORIZATIONS

By submitting its proposal, each Bidder understands, represents, and acknowledges that:

- A Bidder or his/her authorized representative may withdraw or modify his/her proposal by written notice received, at the Issuing Office’s address, prior to the exact hour and date specified for proposal receipt.
- All of the Bidder’s information and representations in the proposal are material and important, and the Issuing Office may rely upon the contents of the proposal in negotiations, contractual obligations, awarding the contract(s). The information in the proposal will become a public record upon contract execution.

- Bidders shall not issue press releases, internet postings, advertisements or any other public communications pertaining to this Project without prior written approval of the Issuing Office, and then only in coordination with the Issuing Office.
- Each Bidder, by submitting its proposal, authorizes EPG to release to the State of Maryland information concerning the Bidder's Maryland taxes, unemployment compensation, workers' compensation liabilities, and total compensations for individuals charged to the contract.
- Proposals received by the EPG after the date and time specified will not be considered for contract award and will be destroyed.
- The Bidder agrees that the proposal will remain firm for a period of one hundred twenty (120) calendar days after the date specified for receipt of proposals or until a contract is fully executed.
- The Bidder has arrived at the cost(s) and amount(s) in its proposal independently and without consultation, communication, or agreement with any other Bidder or potential Bidder.
- The Bidder has not attempted, nor will it attempt, to induce any firm or person to refrain from submitting a proposal on this contract, or to submit a proposal higher than this proposal, or to submit any intentionally high or noncompetitive proposal or other form of complementary proposal.
- The Bidder has not disclosed the cost(s), the amount of the proposal, nor the approximate cost(s) or amount(s) of its proposal to any other firm or person who is a Bidder or potential Bidder for this RFP. The Bidder shall not disclose any of these items on or before the proposal submission deadline specified in the Calendar of Events of this RFP.
- The Bidder has not made, under separate contract with the Issuing Office, any recommendations to the Issuing Office concerning the need for the goods and services described in its proposal or the specifications for the goods and services described in the proposal.
- The Bidder is not currently under suspension or debarment in the State of Maryland, any other State or the Federal government, and if the Bidder cannot so certify, then it shall submit along with its proposal a written explanation of why it cannot make such certification.
- The Bidder makes its proposal in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive proposal.
- The Bidder must clearly identify and describe the services being offered in response to this RFP. Bidders are cautioned that the organization, as well as, the thoroughness of the response, is critical to the evaluation process.

- The contract will require the selected Bidder to assume responsibility for all goods and services offered in its proposal whether it produces them itself or through subcontract. The Issuing Office will consider the selected Bidder to be the sole point of contact with regard to contractual matters.
- The Issuing Office is not liable for any costs the Bidder incurs in preparation and submission of its proposal, in participating in the RFP process or in anticipation of award of the contract.
- The Issuing Office reserves the right to reject any proposal if the evidence submitted by, proves the Bidder is not qualified to carry out the obligations of the RFP and to complete the Project as specified.
- The Issuing Office reserves the right to request additional information which, in the Issuing Office's opinion, is necessary to assure that the Bidder's competence, number of qualified employees, business organization, and financial resources are adequate to perform according to the RFP.
- The RFP forms must be legible and complete in their entirety, with all required supplemental information presented in an organized, comprehensive, and easy to follow manner.
- The EPG may make investigations including on-site visits, as deemed necessary, to determine the ability of the Bidder's competence, number of qualified employees, business organization, and financial resources are adequate to perform according to the RFP.
- To the best knowledge of the person signing the proposal for the Bidder, the Bidder, its affiliates, subsidiaries, officers, directors, and employees are not currently under investigation by any governmental agency and have not been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding or proposing on any public contract, except as the Bidder has disclosed in its proposal.
- To the best knowledge of the person signing the proposal for the Bidder and except the Bidder has otherwise disclosed in its proposal, the Bidder has no outstanding, delinquent obligations including, but not limited to, any Federal and State tax liabilities not being contested on appeal or other obligation of the Bidder that is owed.
- Until the selected Bidder receives a fully executed and approved written contract from the Issuing Office, there is no legal and valid contract, in law or in equity.

6.6 POST AWARD: DEBRIEFING CONFERENCES

Bidders whose proposals are not selected will be notified of the name of the selected Bidder and given the opportunity to be debriefed. The Issuing Office will schedule the time and location of the debriefing. The debriefing will not compare the Bidder with other Bidders, other than the position of the Bidder's proposal in relation to all other Bidders' proposals. *A Bidder's exercise of the opportunity to be debriefed does not constitute the filing of a protest.*

ATTACHMENTS

- I. *Proposal Affidavit*
- II. *Drug-Free Workplace Certification*
- III. *Certified MBE Utilization and Fair Solicitation Affidavit*
- IV. *Certification Regarding Lobbying*
- V. *Certification Regarding ACORN Prohibition*
- VI. *Certification Regarding Debarment, Suspension, and other Responsibility Matters*
- VII. *Summary of Cost Worksheet*

W-9 Request for Taxpayer Identification Number and Certification (no attachment number)