

REQUEST FOR PROPOSALS AUDITOR

Introduction

The purpose of this invitation is to request proposals from certified public accounting firms, whose principal officers are independent Certified Public Accountants, to perform the audit(s) of the Eastern Panhandle Regional Planning and Development Council (Region 9).

Brief Description of Region 9 Purpose and Mission

Region 9 is a political subdivision of the State of West Virginia and functions as an association of local governments organized as a regional planning and development body. The Council serves the counties of Jefferson, Morgan, and Berkeley Counties within the State of West Virginia, by promoting the social, economic, educational, environmental, and general welfare of the citizens of this region.

Region 9 receives funds from the Appalachian Regional Commission (ARC), US Economic Development Administration (EDA), state and local governments, as well as from the administration of various federal and state grant and loan programs/projects.

Request for Proposal

Region 9 will receive proposals from CPA firms interested in performing its agency-wide audit for a five-year contract (renewable annually). Proposals will be accepted until 2PM p.m. on August 12, 2022 and shall be mailed to the attention of Rachel Snavey, Executive Director, 226 Pilot Way, Ste. E, Martinsburg, WV 25405.

The proposal should include the audit firm's:

1. Experience and Qualifications - Resumes or descriptions of the Firm's principals and staff who will be assigned to the work. The resumes or descriptions should detail the individual's experience and expertise in handling the type of services solicited in this RFP.
2. References - Contact information for three (3) professional references. Provide the name, address, telephone number and email address of three clients for whom the firm has performed services similar to those required under this RFP. These references should include the type of work performed and comment on the timeliness and quality of services provided.
3. Cost and Time Proposal - Pricing should be for a one-year contract. The bid shall include any and all direct and indirect costs, including without limitation, overhead, travel, out of pocket, copying, printing and other costs for the audit service. Pricing for the renewal periods shall be negotiated in good faith by the parties.

Interested firms must be familiar with OMB Circular A-133 and OMB Uniform Guidance regulations and able to complete the SF-SAC Form to be submitted to the Single Audit

Clearinghouse. CPA firms submitting proposals must be registered with the State Purchasing Division to perform auditing and accounting services for the State of West Virginia and local governments.

Timing and Delivery Schedule

The Region 9 fiscal year runs from July 1st through June 30th. The initial audit will be for the year ending June 30, 2022. The financial statements, management discussion and analysis, notes to the financial statements, and work papers supporting significant entries and account balances will be ready for audit by September 30, 2022 and will be delivered electronically to the auditor. The auditor will assist the Council in publishing the financial reporting package in a style and format set by Region 9. The financial reporting package and any other required communications with those charged with governance must be submitted to our office no later than December 31, 2022. The auditor will supply the Council with a PDF of the financial reporting package and will coordinate with the Council to determine the number of hard copies of the audit required (usually no more than 10). The auditor shall be available to present the findings of the annual audit to Region 9's board at one of its regularly scheduled quarterly meetings.

Contact Information

For questions regarding Region 9 or this RFP, please contact Rachel Snavely, Executive Director, via email at rsnavely@region9wv.com.

Region 9 Planning and Development Council reserves the right to reject any and/or all proposals, to waive informalities in any proposal, and to accept other than the lowest cost it deems necessary in the best interest of Region 9.