



**REQUEST FOR PROPOSALS**

**AUDIT SERVICES**

FOR THE PERIOD

SEPTEMBER 1, 2023 THROUGH AUGUST 31, 2024

PROPOSALS SHOULD BE DIRECTED TO:

NAME: Cindy Skarpa  
TITLE: Deputy Executive Director  
ADDRESS: 1908 N Laurent, Suite 600  
Victoria, Texas 77901  
PHONE: 361-578-1587 ext. 302  
EMAIL: [cindys@gcrpc.org](mailto:cindys@gcrpc.org)

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## PART 1. GENERAL INFORMATION - GCRPC

### 1.1 Purpose

Golden Crescent Regional Planning Commission (GCRPC), a political subdivision of the state of Texas and voluntary association of local governments and special districts; is soliciting proposals from interested parties for professional, financial, and compliance audit services of federal and state funds as required by Title 2, Code of Federal Regulations (CFR), Subtitle A, Chapter II, Part 200, also known as the Uniform Guidance, issued by the Office of Management and Budget (OMB).

Such services include an annual audit of approximately \$12,300,000, which shall be performed in accordance with both state and federal Uniform Guidance, including the Single Audit Act of 1996, and the Texas Grant Management Standards (TxGMS) which replaced the State of Texas's Uniform Grant Management Standards (UGMS) in December 2021.

This RFP contains the technical specifications, which define the services solicited herein, as well as the standards and requirements for this procurement.

*Part 1. General Information* provides both general background and specific requirements governing the administration of this procurement.

*Part 2. Scope of this Request* describes the specific services and performance criteria for which GCRPC will accept competitive bids.

*Part 3. Instructions for Preparation and Submittal of Proposals*, provides the required information and format necessary for preparation and submittal of a responsive bid. This information must be completed as specified.

*Part 4. Attachments, Information, Instructions, and Forms* provides the required forms and additional instructions and information necessary for preparation and submittal of a responsive proposal.

### 1.2 Background

GCRPC was created and organized under the Planning Act of 1965 (Tex. Rev. Civ. Stat. Ann. Art. 1011m). GCRPC primarily serves a seven-county area including Calhoun, DeWitt, Goliad, Gonzales, Jackson, Lavaca, and Victoria counties. GCRPC staff is comprised of approximately 75 full-time and 8 part-time employees at the time of this RFP. The GCRPC Executive Director is Michael Ada; Deputy Executive Director is Cindy Skarpa.

GCRPC administers the following programs:

#### **Texas Health and Human Services Commission**

- Aging Title III B, C, D, E
- Aging Title VII EAP, OM
- Congregate Meals
- Home Delivered Meals
- CMS Basic
- CMS Supplemental
- Nutrition Services Incentive Program

- State General Revenue
- Aging and Disability Resource Center (ADRC) Operations
- ADRC Housing Navigator – MFPD
- ADRC Local Contact Agency – MFPD
- ADRC SGR – Respite
- ADRC – MIPPA
- ADRC – Promoting Independence
- 211 Area Information
- Child Care and Development Block Grant

**U.S. Department of Commerce, Economic Development Administration (EDA)**

- District Planning Assistance Program

**Office of the Texas Governor, Public Safety Office**

- Regional Law Enforcement Training
- Regional Planning
- Homeland Security Grant Program – State Homeland Security Program (HSGP-SHSP)

**Texas Department of Transportation, Public Transportation Division**

- Rural Public Transportation Grant Program Section 5311
- Rural Transit Assistance Program Section 5311
- Enhanced Mobility of Seniors & Individuals with Disabilities Grant Program Section 5310
- Regionally Coordinated Transportation Planning Section 5304
- Urbanized Transit Assistance Program Section 5307 State Funds
- Bus and Bus Facilities Grant Program Section 5339
- RTAP Scholarship

**Federal Transit Administration**

- Urbanized Area Formula Grant Program Section 5307
- Bus and Bus Facilities Grant Program Section 5339

**Texas Commission on Environmental Quality**

- Regional Solid Waste Planning

**Commission on State Emergency Communications**

- 9-1-1 Program

**Texas General Land Office**

- Community Development Block Grant – Disaster Recovery (CDBG-DR)

### 1.3 Administration of this Request for Proposal

Funds available: All awards are contingent upon the availability of funds.

Contract Period: September 1, 2023, through August 31, 2024, however, the term may be extended up to four additional years.

Contracts after the first year are contingent on funds availability and Contractor performance.

Audit Period: September 1, 2022, through August 31, 2023 (FY 2023).

Procurement Standards: Procurement for professional audit services shall be in compliance with procurement standards under the federal Uniform Guidance, and the provisions of applicable Federal law or Executive Orders, as well as, state and local policies for procurement. Solicitation via this RFP shall ensure services are obtained efficiently and economically while maintaining and maximizing full and open competition.

Technical Assistance: Only the Deputy Executive Director will answer those questions pertaining to clarification of the RFP. Accounting records and prior years audit reports are available for review at the GCRPC office located at 1908 N Laurent, Suite 600, Victoria, Texas.

Any questions concerning this request for proposal should be submitted prior to August 14, 2023, to Cindy Skarpa, Deputy Executive Director. Only written questions will be accepted, either by mail (to the above address) or email: cindys@gcrpc.org.

Questions will be responded to provided they are received prior to August 14, 2023, and will be provided to all bidders receiving a copy of the RFP, to ensure that each bidder is informed on an equitable basis. GCRPC staff may not provide individual assistance in writing proposals; only technical questions will be answered.

When audit field work begins, fiscal staff will be available to assist in the preparation of schedules, pulling reports and document production as needed.

#### A. Method of Payment

Payment shall be made for services rendered and billed by the contractor and received by GCRPC.

#### B. Governing Provisions and Limitations

1. A response to the Request for Proposal (RFP) does not commit GCRPC to a purchase agreement or contract, or to pay any costs incurred in the preparation of such response.
2. GCRPC reserves the right to accept or reject any or all proposals received, to cancel this RFP in part or its entirety, and to reissue this RFP.
3. GCRPC reserves the right to hold and accept a proposal for a period of thirty working days after the response deadline.
4. GCRPC reserves the right to negotiate the final terms of any and all purchase agreements with bidders selected and such agreements negotiated as a result of this RFP may be renegotiated and/or amended in order to successfully meet the needs of the audit contract.

5. GCRPC reserves the right to waive any defect in this procurement process or to make changes to this solicitation as it deems necessary.
6. GCRPC will provide notifications of such changes to all bidders of record as having received or requested an RFP.
7. GCRPC reserves the right to contact any individual; agencies or employers listed in a proposal, to contact others who may have experience and/or knowledge of the bidder's relevant performance and/or qualifications; and to request additional information from any and all proposers.
8. GCRPC also reserves the right to conduct a review of systems, procedures, etc. of any bidder selected. This may occur prior to, or subsequent to the award of a purchase agreement. Misrepresentation of the proposer's ability to perform as stated in the proposals may result in cancellation of the purchase agreement.
9. Proposers shall not, under penalty of law, offer or provide any gratuities, favors, or anything of monetary value to any officer, member, employee, or agent of GCRPC for the purpose of or having the effect of influencing favorable disposition toward their own proposal or any other proposal submitted hereunder.
10. No employee, office, or agent of GCRPC shall participate in the selection, award, or administration of a contract supported by Federal funds if a conflict of interest, real or apparent would be involved.
11. Proposers shall not engage in any activity, which will restrict or eliminate competition. Violation of this provision may cause a proposer's bid to be rejected. This does not preclude joint ventures or subcontracts.
12. The only purpose of this Request for Proposal (RFP) is to ensure uniform information in the solicitation of proposals and procurement of auditing services. This RFP is not to be construed as a purchase agreement or contract as a commitment of any kind, nor does it commit GCRPC to pay for costs incurred prior to the execution of a formal contract.
13. The contents of a successful proposal may become a contractual obligation, if selected for award for a contract. Failure of the proposer to accept this obligation may result in cancellation of the award. No pleas of error or mistake shall be available to successful proposer(s) as a basis for release of proposed services at stated price/costs. Any damages accruing to GCRPC as a result of the proposer's failure to contract may be recovered from the proposer.
14. No complaints or protests regarding the proposal selection process shall be accepted by any grantor agency until all administrative remedies at the grantee or local level have been exhausted. This includes, but is not limited to, disputes, claims, protests of award, source evaluation, or other matters of a contractual nature. Matters concerning violations of law shall be referred to such authority, as may have proper authorization.
15. Solicitation and selection of proposals must conform to relevant state and federal laws and regulations and local policies governing the procurement of supplies, equipment, and services under state and federal guidelines. Bidders are responsible for familiarizing themselves with these laws and regulations.

### C. Proposer Selection Process

The primary consideration in selecting a provider of auditing services shall be its effectiveness in delivering comparable or related services based on demonstrated performance.

The proposal review process shall include: evaluation, rating, and ranking of proposals by GCRPC staff; and review, approval, and selection for award of contract by the GCRPC Audit Committee.

The following shall apply to the selection process:

1. All proposals considered must be received on time and be responsive to the RFP instructions.
2. Where the quality of two or more proposals is equal, cost will become a primary factor in the selection of a contractor.
3. Award may be made to the responsible bidder whose proposal will be most advantageous to the programs administered by GCRPC and its organization.
4. Positive efforts shall be made to utilize small, minority, and female-owned or operated organization/business (HUB) in the procurement and provisions of these services.
5. Awards of contracts shall be made only to Responsive Providers. GCRPC may base its selection on the following, including but not limited to: mandatory criteria for professional qualification; a satisfactory record of past performance; provider's integrity and business ethics; accountability; financial stability; technical resources; and the provider's ability to meet performance and design criteria; the quality of the proposed services; and the reasonableness of the price/cost.

The specific evaluation criteria are provided in Part 4 of this request.

### D. Contractor's Responsibilities

Provider selected will be required to assume full responsibility for all services provided.

## PART 2. SCOPE OF THIS REQUEST

### 2.1 Audit Criteria and Technical Requirements

#### A. Audit Requirements

1. The Single Audit Act of 1984 as amended in 1996.
2. American Institute of Certified Public Accountants (AICPA) Industry Audit Guide, Audits of State and Local Government units.
3. Government Auditing Standards, US Government Accountability Office, Comptroller General of the United States.
4. Financial Accounting Standards Board (FASB), Accounting and Financial Reporting by Governmental units.
5. 2 CFR Part 200 - Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.
6. OMB's most recent and relevant Compliance Supplement for Single Audits of state and local governments.
7. Financial/Programmatic Monitoring Reports, Incident Reports, Investigative Reports of the Office of Inspector General, which may have potential audit implications.
8. Grant/Program specific Acts, Regulations, or Audit guides provided by state or federal agencies in the administration of said programs; and
9. Texas Grant Management Standards (TxGMS) or Uniform Grant Management Standards (UGMS) as applicable.

#### B. Description of the Entity and Records to be Audited

GCRPC was created and organized under the Planning Act of 1965 (Tex. Rev. Civ. Stat. Ann. Art. 1011m), for the purpose of orderly planning and development of the Golden Crescent Planning Region. The budget for FY 2023 was approximately \$12,300,000 with a working staff of 74 full-time and 13 part-time employees. The organization maintains a modified accrual-based accounting system. Fund accounting is utilized for all grants.

#### C. Scope of Services

1. Perform audit in compliance with Single Audit Act and OMB Uniform Guidance.
2. Upon selection, prior auditor's workpapers may be made available for review if requested.
3. Workpapers and work to be performed by GCRPC (client) are to be identified in the proposal.
4. Preliminary work is to be completed by February 16, 2024.
5. Report review timing and number of copies:
  - a. Exposure draft is to be presented to GCRPC Executive Director and Deputy Executive Director on or before April 17, 2024.



- b. Final report is to be submitted to GCRPC Executive Director on or before May 22, 2024 with no less than 40 additional copies for GCRPC distribution.
- c. Be available to meet and present the audit report to GCRPC's Audit Committee and Board of Directors on April 24, 2024, and to the Board of Directors on May 29, 2024.
- d. Instances of fraud, waste, and illegal acts or indications of such, including all questioned costs, must be covered.
- e. A Management Report is to be submitted as a separate report.
- f. Workpapers are to be retained for a minimum of five years from the date of audit.
- g. Workpapers will be made available for examination if requested by authorized representatives of GCRPC, grantor agencies, or the state auditor's office.

*[Remainder of page intentionally left blank]*

## PART 3. INSTRUCTIONS FOR PREPARATION AND SUBMITTAL OF PROPOSAL

### 3.1 Proposal Submission Instructions

#### Response Deadline:

All proposals must be actually received (not postmarked) by Close of Business (5:00 pm CST), Friday, August 25, 2023. Any modifications to the proposal must be received by the response deadline. Proposals delivered/received after the response deadline will not be considered but will be deemed late and unresponsive to this RFP and procurement process.

All proposals shall be submitted/delivered to Cindy Skarpa, Deputy Executive Director, using the information on the cover sheet of this RFP.

#### Format:

Hardcopy/paper proposal packets and electronic/digital proposal packets will be accepted. Faxed versions of proposals will not be accepted.

Hardcopy proposals must be typed and submitted on 8.5 x 11-inch paper in accordance with the instructions of Part 3 of this RFP. Emphasis must be placed on addressing all the requirements of this RFP in a clear and concise manner.

Similarly, electronic versions of proposals must be submitted in Microsoft Word (.doc) or PDF (.pdf) format, in accordance with the instructions of Part 3 of this RFP. Emphasis must be placed on addressing all the requirements of this RFP in a clear and concise manner.

#### Number of Copies:

Hardcopy proposals - One (1) complete original, with original signatures and two (2) complete copies must be submitted. All must be legible.

Electronic/digital proposals - One (1) complete original, with original signatures scanned, must be submitted. Digital files/documents must be accessible and legible.

#### Person(s) Authorized to Represent the Organization:

1. Proposals shall identify the liaison and primary contact person; and
2. A person with documented signatory authority to enter into and execute a contract should the proposal be selected for negotiation and result in a contract.

### 3.2 Preparation of Response and Format

Please complete and provide the following in accordance with the instructions provided herein and submit them in the order outlined below. The Certification Regarding Debarment, Certification of Bidder, and Certification of Professional Qualifications must be executed to officially submit a response to this request.

1. Transmittal Letter containing:
  - a. Proposer's understanding of this request, its requirements, and services to be performed.

- b. Statement from authorized signatory that proposal is valid for forth-five (45) days after submittal deadline.
        - c. A positive statement of commitment to perform the services within the period specified or pay a penalty in the form of a discount on cost of services performed.
2. Proposal cover sheet (form attached).
3. Certification regarding Debarment (form attached).
4. Certification of Bidder/Respondent (form attached).
5. Certification of EEO Compliance (form attached)
6. Certification of Professional Qualifications (form attached).
7. Proposers profile:
  - a. Organization and size, including number of employees and physical site locations.
  - b. Location of business headquarters; office where work is to be done and number of professional staff by staff level at that office.
  - c. The range of services performed by local office such as auditing, accounting, tax services, or management services.
  - d. Primary Contact, including name, telephone number, and e-mail address.
  - e. Attach a copy of the most recent peer review report.
8. Proposer's Qualifications:
  - a. Names and credentials of principle.
  - b. Describe any recent, local, and regional office audit experience similar to the type requested; include specific program experience, if applicable. Provide names and telephone numbers of client officials responsible for three of the last audits listed.
  - c. Identify audit managers, field supervisors, and other staff who will work on the audit, including staff from all locations. Provide as an attachment, resumes including relevant experience and continuing education for auditor in charge up to the individual with final responsibility.
  - d. If other auditors are to participate in the audit, similar information must be provided for those auditors.
9. Approach to Audit:
  - a. Work Plan
    - i. Submit a work plan to accomplish the scope of the audit defined in Part 2 of this RFP. Include time estimate for each segment of the work plan by staff level to be assigned. Where possible, individual staff members should be named, and their titles provided; the planned use of specialists should be specified.

- ii. The audit work plan should demonstrate the auditor’s understanding of the audit requirements of a Single Audit as specified in 2 CFR Part 200 and the audit tests and procedures to be applied in completing the audit plan. The audit work plan should specify what work will be accomplished to allow the auditor to render:
    - 1. An opinion report on the financial statements;
    - 2. A report on the study and evaluation and report on internal control systems; and
    - 3. A report on the organization’s control system to assure compliance.
  - b. Reporting Requirements - Describe proposer’s understanding of, and ability to meet reporting requirements, including type and number of reports and exit conferences.
  - c. Time Requirements - Describe in detail a plan to meet timeline and reporting deadline requirements.
10. Compensation:
- Total cost of services proposed should be specified. All fees, expenses, and other requirements associated with providing audit services to GCRPC shall be stated.

## PART 4. ATTACHMENTS, INFORMATION, INSTRUCTIONS, AND FORMS

Proposals will be evaluated by GCRPC using the following criteria and point system.

CRITERIA	POINT VALUE
Technical Factors - Responsiveness of the proposal in clearly stating an understanding of the work to be performed, including comprehensiveness of audit work plan, reasonableness of time/hour estimates, staffing and timeliness of expected completion.	25
Demonstrated effectiveness based on the proposer's qualifications including: <ul style="list-style-type: none"> <li>a. Certification of professional qualifications;</li> <li>b. Experience in auditing similar entities, and similar type audits;</li> <li>c. Credentials of principles;</li> <li>d. Qualifications of staff; and</li> <li>e. Certification regarding debarment.</li> </ul>	50
Reasonableness of Cost of the Proposed Service	20
Proposer is a small, minority or female owned organization/business.	05
<b>TOTAL</b>	100

## INSTRUCTIONS FOR CERTIFICATION REGARDING DEBARMENT

1. By signing and submitting this proposal, the prospective participant is providing the certification as set out in the form itself.
2. The certification is a material representation of fact upon which reliance was placed when this transaction was entered into knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government; the U.S. Department of Labor may pursue available remedies, including suspension and/or debarment.
3. The prospective participant must provide immediate written notice to GCRPC's Audit Committee if at any time the prospective participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, principal, proposal, and voluntarily excluded as used in the certification have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549.
5. The prospective participant further agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the U.S. Department of Labor.
6. The prospective participant further agrees by submitting this proposal that it will include the clause titled Certification regarding Department, Suspension, Ineligibility, and Voluntary Exclusion, -- Lower Tier Covered Transaction, without modification, in all lower tier covered transactions and in all solicitations for lower-tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Federal non-procurement list.
8. Nothing contained in the foregoing may be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the U.S. Department of Labor may pursue available remedies, including suspension and/or debarment.
10. Write the name of the bidder (individual or organization) and the name and title of the authorized representative of the bidder. The authorized representative signs where noted and dates the signature.

PROPOSAL COVER SHEET

1. Company/Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

2. Activity: \_\_\_\_\_

3. Proposed Total Cost: \_\_\_\_\_

4. IRS Identification Number: \_\_\_\_\_

5. Date of Application: \_\_\_\_\_

6. As the respondent I certify to the best of my knowledge and belief that the information contained in this Bid is true and correct and it will comply with the attached assurances, terms, and conditions of the Request for Proposal (RFP). If I am awarded a contract, I further acknowledge that I have read and understand the requirements and provisions that I have read and understand the requirements and provisions of the RFP and that I am prepared to implement the project as specified in this Bid. I certify that no employee of the Golden Crescent Regional Planning Commission has assisted in the preparation of this bid/proposal other than through provision of answers to specific questions directed to the Deputy Executive Director. I further certify that no costs have been incurred prior to the effective date of the contract.

\_\_\_\_\_  
Typed Name and Title

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Telephone Number

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY, AND VOLUNTARY EXCLUSION - LOWER TIER COVERED TRANSACTION**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR part 98, Section 98-.510, Participants' responsibilities.

1. The prospective recipient of Federal assistance funds certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any Federal department or agency.
2. Where the prospective recipient of Federal Assistance funds is unable to certify any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

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Name of Bidder/Organization

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Name and Title of Authorized Representative

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Signature and Date



BIDDER/RESPONDENT’S CERTIFICATION

I, \_\_\_\_\_, certify that I am the \_\_\_\_\_,  
(Typed Name) (Typed Title)

of the corporation, commission, association, or public agency named as respondent herein, that  
\_\_\_\_\_, who signed this bid on behalf of Respondent was then  
(Typed Name)

\_\_\_\_\_, of said corporation, committee, commission, association,  
(Typed Title)

or public agency and that said bid was duly submitted and signed for on behalf of said organization  
by authority of its governing body and is within the scope of its corporate, committee,  
commission, association, public agency powers.

ATTEST:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Typed Name

\_\_\_\_\_  
Typed Name

\_\_\_\_\_  
Typed Title

\_\_\_\_\_  
Typed Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

The Respondent ensures and certifies that it will comply with the requirement of the Single Audit Act of 1984 as amended in 1996 and the provisions and assurances referred.

CERTIFICATION OF EEO COMPLIANCE

\_\_\_\_\_, the Respondent guarantees and assures that employment practices and policies do not discriminate on the grounds of race, color, religion, national origin, sex, age, handicap, creed, belief, or political affiliation. Failure to comply with this requirement shall constitute a non-compliance with the contract and shall be sufficient cause to terminate this contract.

\_\_\_\_\_  
Respondent's Signature

\_\_\_\_\_  
Date

**CERTIFICATION OF PROFESSIONAL QUALIFICATIONS**

**1. LEGAL STATUS**

<b>Check Box</b>	<b>Entity Description</b>	<b>State and Date of Incorporation (e.g. TX, 01/01/2000)</b>
	Private for-Profit Corporation	
	Private Not-for-Profit Corp.	
	Public Agency	
	Sole Proprietorship	
	Partnership	
	Other:	

Please attach a copy of your certification of corporation, articles of incorporation, or other proof of legal authority to contract.

**2. OTHER INFORMATION**

Internal Revenue Service (IRS) Employer Identification Number: \_\_\_\_\_

IRS Classification for Tax Exemption (If not-for-profit): \_\_\_\_\_

**3. GOVERNING BODY OR BOARD OF DIRECTORS**

<b>NAME</b>	<b>TITLE</b>	<b>ADDRESS</b>	<b>TELEPHONE</b>

**4. Does the offeror have general liability insurance?**

\_\_\_\_\_ Yes \_\_\_\_\_ No