

Requests for Proposals

by the

**Catawba Regional Council of Governments,
Catawba Regional Development Corporation,
SCDHEC Brownfields Revolving Loan Fund**

for

Audit Services

Bid Due Date: May 3, 2022

**215 Hampton Street
Rock Hill, SC 29730
803-327-9041**

**Catawba Regional Council of Governments
Catawba Regional Development Corporation
SCDHEC Brownfields Revolving Loan Fund
Request for Proposals
General Information**

The requester is:

Catawba Regional Council of Governments (CRCOG)
215 Hampton Street
Post Office Box 450
Rock Hill, SC 29731

Catawba Regional Development Corporation (CRDC)
215 Hampton Street
Post Office Box 450
Rock Hill, SC 29731

SCDHEC Brownfields Revolving Loan Fund
215 Hampton Street
Post Office Box 450
Rock Hill, SC 29731

Questions concerning the proposals or CRCOG's, CRDC's, and SCDHEC Brownfield's Revolving Loan Fund's accounting records, past audits and audit costs, should be directed to:

Amy Chitwood, Finance Director
Catawba Regional Council of Governments
Post Office Box 450
Rock Hill, SC 29731
(803) 327-9041 or achitwood@catawbacog.org

Response Date:

To qualify for consideration, bids must be received by 3:00 p.m. on May 3, 2022. The proposals should be addressed to Amy Chitwood via mail or electronically. Late proposals will be rejected as not meeting the mandatory RFP requirements. Your proposals should comply strictly to the required format. Submittals will be accepted via the following methods:

Mail: Catawba Regional COG
PO Box 450
Rock Hill, SC 29731-6450

Overnight: Catawba Regional COG
215 Hampton St.
Suite 200
Rock Hill, SC 29730-4887

Electronic: achitwood@catawbacog.org

Proposals will be opened May 3, 2022, at 3:00 pm in the office of the Catawba Regional Council of Governments, 215 Hampton Street, Rock Hill, SC 29730.

All proposals will become the property of CRCOG.

**Catawba Regional Council of Governments
Catawba Regional Development Corporation
SCDHEC Brownfields Revolving Loan Fund
Request for Proposals
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**Catawba Regional Council of Governments
Catawba Regional Development Corporation
SCDHEC Brownfields Revolving Loan Fund**

Request for Proposals

I. The Council's Needs

A. Description of Entities and Records to be Audited:

The Catawba Regional Council of Governments (CRCOG) is a regional council of governments with an annual operating budget of \$2.0 million and pass-through funds totaling \$3 million. The CRCOG currently occupies the 2nd floor of a condominium unit but does not own the building itself. It owns no other physical assets other than office furniture and equipment, and company autos. CRCOG operates three business lending programs, the US Department of Commerce's Economic Development Administration Revolving Loan Fund with 35 booked loans, US Department of Commerce's Economic Development Administration Covid Business Loan fund with 25 booked loans, and the US Department of Commerce's Economic Development Administration Agribusiness Loan fund with 5 booked loans.

The Council also is the administrative agency for the South Carolina Department of Health and Environmental Control (SCDHEC) Brownfields Revolving Loan Program, which has made 23 loans to date, with 4 loans outstanding. The audit is minimal and is required to be provided to SCDHEC to be combined with the agency's financial statements.

The Catawba Regional Development Corporation (CRDC) is a non-profit organization formed by the Council of Governments to help communities stimulate growth and expansion of small business generally within the region serviced by CRCOG. CRDC also works with community development programs focused on slum/blight elimination and neighborhood development. The region encompasses Chester, Lancaster, Union, and York counties. The CRDC owns the building occupied by the Council of Governments. The Development Corporation contracts with the COG for all administrative services. The CRDC operates three lending programs for small businesses: the Small Business Administration's 504 program, the US Department of Agriculture's Rural Development Intermediary Relending Program, and the local Community Development Financial Institution Program. The Corporation currently has 11 booked loans. The accounting records for all entities are maintained in-house.

B. Nature of Services Required: Each proposal must address itself to the conduct of an examination and an expression of an opinion upon CRCOG's, CRDC's, and SCDHEC Brownfield's financial statements for each year represented by this request including:

1. Financial and compliance audits of CRCOG's books and records and preparation of the tax returns and Form SF-SAC for the fiscal years ending June 30, 2022 and 2023, with the option to renew for up to three additional years.
2. Financial and compliance audits of CRDC's books and records and preparation of the tax returns for the fiscal years ending June 30, 2022 and 2023, with the option to renew for three additional years.
3. Financial and compliance audits of SCDHEC Brownfield's books and records for the fiscal years ending June 30, 2022 and 2023, with the option to renew for up to three additional years.

The examinations of all entities must be performed in accordance with generally accepted auditing standards, the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, GASB 34, and 2 CFR 200.

- C. Assistance Available to Proposer:** CRCOG's finance staff consists of a Finance Director and Assistant Finance Director. Staff will be available to assist the proposer in copying documents and pulling random sample test items. A suitable work area and access to photocopy equipment will be provided. Prior year financial statements and software documentation are available for review if requested by the proposer. The finance staff will prepare the normal financial statements, as generated by the internal accounting system, for review and analysis. In addition, CRCOG financial staff will assist in the preparation of any schedules as deemed necessary and as requested by the audit team.

D. Proposal Content:

Proposing firm

- ◆ Description of the firm
- ◆ Firm philosophy and culture

Experience and resumes

- ◆ Statement of the firm's expertise and experience with not for profit organizations. Also, provide statements of experience for the engagement partner and the staff that will be assigned to the work.
- ◆ Turnover percentage of the firm's staff over the past five years.
- ◆ A work plan detailing the firm's approach to the engagement, planned procedures, and a timeline of events.

- ◆ Resumes of the engagement partner and all staff that will be assigned to the work, including the qualifications and experience with not for profit organizations and the type of not for profit organizations they have served.

Engagement fee

- ◆ Present both an engagement fee for a single year engagement and an engagement fee for a two year engagement, with the option to renew for three additional years. The Organization recognizes the mutual advantage of a continuing multi-year relationship, but either party may cancel a multi-year contract following evaluation of the first year's service.
- ◆ Define the estimated hours and rates for the engagement, including the estimated hours and rates by level for the engagement partner and the following if applicable, reviewing partner, manager, senior staff, and staff.

References

- ◆ The proposal should include the references of no less than three similar organizations that CRCOG may contact. Include the name of the organization, contact at the organization, address and phone number, and the date and type of services performed.

Other items

- ◆ Copy of the firm's engagement letter that will be prepared if the firm is accepted.
- ◆ Copy of the firm's last two peer reviews, including comments if not included in the peer review letter.
- ◆ Proposed time line for the engagement.
- ◆ Preliminary copy of the items and schedules that will be requested from the Organization for the audit.

- E. **Time Consideration and Related Requirements:** Preliminary audit work may be performed prior to the close of the fiscal year. Post closing work may begin approximately thirty (30) days following the close of the fiscal year at a time mutually agreeable to the Finance Director and to the proposer. For the fiscal years ending 2022 and 2023, preliminary audit reports must be completed and an exit conference must be scheduled no later than **November 1**. Prior to submission of completed reports, the proposer must review a draft of the reports with the CRCOG's Executive Director, Finance Director, and any other staff members designated by those individuals. Management letter items should be discussed with the Executive Director as soon as possible. The proposer will print and bind copies of the completed audit reports. The proposer will provide twenty-five (25) copies each of CRCOG's and CRDC's audit reports by November 15 for the years ending 2022 and 2023. The proposer will provide ten (10) copies of SCDHEC Brownfields Revolving Loan Fund by November 15 for the years ended 2022 and 2023. Upon completion and printing of final reports, proposer will present reports to Catawba Regional

Council of Governments' Executive Committee and Catawba Regional Development Corporation's Board of Directors at a regularly scheduled meeting.

- F. **Contractual Arrangements:** The contract shall run for a period of two years, beginning with CRCOG fiscal year ending June 30, 2022, and terminating upon successful completion of all audit work required for each of the two years. CRCOG retains the right, but not the obligation, to contract for up to three additional years without open bidding. This request for proposal will be an integral part of the contract and will be incorporated therein.
- G. **Working Papers:** The proposer must retain working papers for a period of at least three years following the date of the final report. Working papers must be available for examination by authorized representatives of the cognizant federal and/or state agencies and of CRCOG.
- H. **Right of Rejection:** CRCOG reserves the right to reject any and all proposals and to request additional information from any and all proposers.

II. Format for Information Requested from the Proposer: In order to simplify the review process and to facilitate comparison, the following format is suggested:

- A. **Title Page** listing the firm's name, local address, contact person, telephone number, and the date of the proposal.
- B. **Table of Contents** with a clear identification of the material by section and page number.
- C. **Letter of Transmittal** briefly stating in one to two pages the proposer's understanding of the work to be done and a positive commitment to perform the work in the manner required. The letter of transmittal should also separately state the fees for each report requested and for each year requested for each entity.
- D. **Proposer's Profile** stating the location of the office performing the work along with the number of partners, managers, and other professional staff employed at that office. The profile should describe the range of activities (auditing, accounting, tax, and management services) performed at this office and the approximate percentage of total work hours devoted to each activity. The profile should list other office locations within the firm with comparable information concerning number of partners, managers, and staff at those locations.
- E. **Proposer's Qualifications** should identify the supervisors and key staff who will work on the audit. Include resumes for each supervisory person showing relevant experience and assurance that continuing education requirements have been met. Proposer is required to have undergone a peer review under the AICPA Peer Review Program within the last three years. A copy of the reviewer's opinion letter and letter of comments, if applicable, should be included with the proposal.

- F. The **Work Plan** should include time estimates for each significant segment of the work and the staff to be assigned. Where possible, staff members should be named.
- G. The proposer may also include any **Other Information** deemed relevant.

III. Evaluation of Proposals: The following factors will be considered by CRCOG in its evaluation of proposals:

- A. Responsiveness of the proposal in clearly stating an understanding of the work to be performed, including:
 - 1. Appropriateness and adequacy of proposed procedures as described in the work plan
 - 2. Necessity of procedures
 - 3. Reasonableness of time estimates
 - 4. Appropriateness of staff assignments
 - 5. Timeliness of expected completion dates
- B. Qualifications of staff
- C. Cost
- D. Technical experience of the firm
- E. Size and structure of the firm