



**REQUEST FOR PROPOSALS FOR  
PROFESSIONAL SERVICES**

**FINANCIAL AUDITING**

**DEADLINE FOR PROPOSAL  
SUBMISSIONS:**

**May 2, 2022  
4:00 P.M.**



## **REQUEST FOR PROPOSALS (RFP) FINANCIAL AUDITING**

### INTRODUCTION AND BACKGROUND

The George Washington Regional Commission (hereinafter “the Commission”), a Virginia Planning District Commission (PDC) created by the General Assembly in 1968, is seeking proposals from Certified Public Accounting firms to establish an on-call contract for the performance of up to four (4) annual financial Single Audits (OMB Circular A-133) audits of the Commission, beginning with Fiscal Year 2022 (which shall end on June 30, 2022) as well Fiscal Years 2023, 2024 and 2025. The Commission reserves the right to cancel said contract with thirty (30) days’ notice for the convenience of the Commission, and without cause.

The Commission serves Planning District 16 – which includes the City of Fredericksburg and the counties of Caroline, King George, Spotsylvania and Stafford – by performing a variety of functions, including regional land-use and transportation planning, Regional Continuum of Care, staffing the Fredericksburg Area Metropolitan Planning Organization, affordable housing programs and operating GWRideConnect (a ridesharing and transit support program). In order to carry out its various functions, the Commission receives funding from its local government members, the Commonwealth of Virginia and the Federal government. The Commission also may accept funding from non-governmental organizations.

### ELEMENTS DESIRED IN THE PROPOSAL

The Commission desires that proposals be as concise as practicable to spare unnecessary review time. With that understanding, the following elements should be included in proposals:

1. A brief narrative of the approach to be taken by the firm in providing financial auditing services to the Commission.
2. The qualifications and experience of the firm in providing financial auditing services to PDCs and/or local governments in Virginia. Include at least three (3) references from PDCs or other public bodies for which the firm has conducted financial audits since June 30, 2019.
3. The qualifications and experience of staff members that the firm anticipates shall be assigned to conduct the audit.
4. An organizational chart showing the firm’s normal lines of authority, responsibility and communication during the conduct of financial audits.
5. The date by which the firm can begin conducting the audits of the Commission for the fiscal year that will end on June 30, 2022, as well as an estimated date when the Commission could expect to receive its final Financial Reports. Additionally, provide a proposed schedule for subsequent audits (i.e., Fiscal Years 2023 through 2025), indicating the anticipated timeline from commencement to completion. GWRC normally receives a draft audit in late October /early November for a late November presentation and review by the Commission.

Because this is a Request for Proposals for *professional services*, the Commission's procurement policy dictates that **proposals MUST NOT include any mention of the cost of the services to be provided.**

### SUBMISSION OF PROPOSALS

Proposals may be sent to the Commission via U.S. Postal Service mail, courier service or electronic mail with the proposal attached as a *single* portable document format (PDF) document to the following address:

Chip Boyles, Executive Director  
George Washington Regional Commission  
406 Princess Anne Street  
Fredericksburg, Virginia 22401  
[boyles@gwregion.org](mailto:boyles@gwregion.org)

If hard-copy proposals are to be submitted, **six (6) bound copies** are required.

**Proposals must be *received* by the Commission no later than 4:00 p.m. Eastern Standard Time on Monday, May 2, 2022.** Proposals received after the deadline will not be considered, nor will they be returned to the sender. Questions regarding procedural elements of this Request for Proposals may be directed to Michele Dooling, Finance Director via e-mail or by calling her at (540) 642-1565.

### SELECTION CRITERIA

Proposals will be evaluated and ranked based on the following weighted criteria:

1. The experience of the firm in successfully providing auditing services to PDCs or local governments in Virginia, with the greatest weight given to audits of PDCs, followed by audits of local governments in Virginia: **40 percent.**
2. The qualifications and experience of the individual auditors to be assigned by the firm to audit the Commission, with the greatest weight given for the experience of those individuals in auditing PDCs, followed by audits of local governments in Virginia: **40 percent.**
3. Demonstrated ability in completing audits accurately and promptly, with the greatest weight given to audits of PDCs, followed by audits of local governments in Virginia: **10 percent.**
4. Certification as a "Disadvantaged Business Enterprise" as defined in the "Compliance with State and Federal Requirements," below: **5 percent.**
5. Demonstrated ability and experience in negotiated indirect cost calculations with state cognizant agencies for federal grant agreements: **5 percent.**

## PROCESS FOR MAKING AWARD

A selection committee composed of Commission staff members will review and rank the written proposals. Negotiating interviews will then be held with the highest-ranked firm to establish a mutually-acceptable agreement, including financial terms. In the event negotiations with the highest-ranked firm prove unsuccessful, negotiations with the next highest-ranked firm will ensue, and so on, until a mutually-acceptable agreement is reached.

## COMPLIANCE WITH STATE AND FEDERAL REQUIREMENTS

1. It is the policy of the Commission that Disadvantaged Business Enterprises (DBEs) as defined in 49 CFR Part 26, shall have the maximum opportunity to participate in the performance of Commission contracts. A list of DBE firms certified by the Virginia Department of Minority Business Enterprise is maintained on the Virginia Department of Minority Business Enterprise web site (<http://www.dmbc.state.va.us/>) under the DBE Directory of Certified Vendors.
2. All business entities, except for sole proprietorships, are required to register with the Virginia State Corporation Commission (a link to the "Business Registration Guide" is available on the Internet at <http://www.state.va.us/scc/division/clk/brg.htm>). Foreign Professional corporations and Foreign Professional Limited Liability Companies must possess a Commonwealth of Virginia Certificate of Authority from the State Corporation Commission to render professional services.
3. Award will not be considered for any cost proposals submitted by any consultants and consent will not be given to subcontract any portions of the contract to any sub-consultants in violation of the provisions of the Federal Immigration Reform and Control Act of 1986, which prohibits employment of illegal aliens.
4. The method of payment for this contract will be cost plus fixed fee. This contract shall be performed and audited in compliance with cost principles contained in the Federal Acquisition Regulations (FAR) of Part 31 of Title 48 of the Code of Federal Regulations. The overhead rate shall be established by an audit by a cognizant government agency or independent CPA firm.
5. All firms submitting Expressions of Interest (prime consultants, joint ventures and sub-consultants) must have internal control systems in place that meet Federal requirements for accounting. These systems must comply with requirements of 48CFR31, "Federal Acquisition Regulations, Contract Cost Principles and Procedures," and 23CFR172, "Administration of Negotiated Contracts."