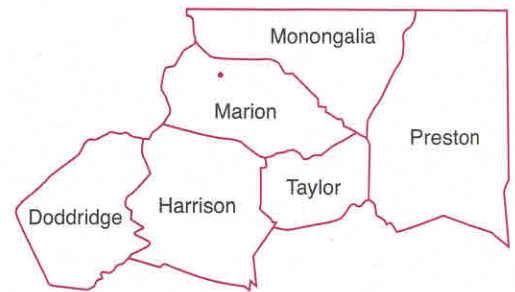


REGION VI

PLANNING AND DEVELOPMENT COUNCIL

34 Mountain Park Drive • (304) 366-5693
White Hall, WV 26554 • FAX • (304) 367-0804
e-mail: regionvi@regionvi.com
Website: www.regionvi.com



March 1, 2020

To: Interested CPA Firms
Re: Request for Proposal for Auditing Services

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 Region VI Planning and Development Council (hereinafter Region VI).

Brief Description of Region VI Purpose and Mission

Region VI 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 Doddridge, Harrison, Marion, Monongalia, Preston and Taylor Counties within the State of West Virginia, by promoting the social, economic, educational, environmental, and general welfare of the citizens of this region.

Region VI 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 VI will receive proposals from CPA firms interested in performing its agency-wide audit for a possible three-year contract (renewable annually). Proposals will be accepted until 3:30 p.m. March 31, 2020 and may be mailed to the attention of Sheena Hunt, Executive Director, Region VI Planning and Development Council at 34 Mountain Park Drive, White Hall, WV 26554.

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.

Timing and Delivery Schedule

The Region VI fiscal year runs from July 1st through June 30th. The initial audit will be for the year ending June 30, 2020. 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, 2020 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 VI. 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, 2020. 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).

Contact Information

Questions regarding Region VI please contact Sheena Hunt, Executive Director, via email at sheenahunt@regionvi.com. Ms. Hunt will assist the Region VI staff accountant to furnish the necessary information required for the audit.

Region VI 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 VI.

REGION VI PLANNING AND DEVELOPMENT COUNCIL IS AN EQUAL OPPORTUNITY EMPLOYER

Sheena Hunt, Executive Director

