

## Request for Proposal for Audit Services

Region VI Planning and Development Council  
34 Mountain Park Drive  
White Hall, WV 26554

Contact: Sheena Hunt, Executive Director  
(304) 366-5693 ext. 114  
or  
David Gibson, Staff Accountant  
(304) 366-5693 ext. 101

The Region VI Planning and Development Council (hereinafter, Region VI PDC) is seeking written proposals to perform its annual examination in accordance with the generally accepted accounting principles, standards, requirements, terms, and conditions.

**The audit proposal and cost must be received no later than 3:30 p.m. on December 19, 2016 .**

1. 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 Region VI PDC serves the counties of Doddridge, Harrison, Marion, Monongalia, Preston and Taylor 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. Region VI also administers a revolving loan fund (RLF) which was funded by the US EDA and a micro loan fund (MLF) which was funded by the West Virginia Development Office. Based on the loan activity of the RLF, Region VI may require a Single Audit.

2. Audit year(s) to be contracted – one year renewable contract will be granted. Contract may be renewed on a yearly basis.

Fiscal Year Ending 06/30/16

3. Financial statements and accounting records will be ready for audit on: Records are ready.

4. Approximate date we would like the audit to be scheduled: As soon as can be worked into firm's schedule.

5. Date the audit needs to be completed/issued. March 1, 2017.

6. The primary type(s) of service(s) provided to our citizens:

Region VI PDC provides services for local municipalities on a cost reimbursement basis for general assistance including preparing grants applications and reports, plus other grant-funded programs for specific services. Region VI PDC also administers two (2) loan funds.

7. The total number of bank accounts maintained: Nine (9) Checking and one (1), Savings. Separate accounts are maintained for the majority of the grants and finances.

8. The name of each fund maintained, type of fund with the approximate amount of revenue for each fund as of June 30, 2016:

Fund Name	Fund Type	Total Revenue
Appalachian Regional Commission Grant	Governmental Fund	\$ 83,602.00
Economic Development Administration Grant	Governmental Fund	\$ 70,000.00
ASAP	Governmental Fund	\$ 75.00
EDA-Revolving Loan Fund	Governmental Fund	\$ 180,000.00
Local Unrestricted	Governmental Fund	\$ 50,000.00
Micro-Loan Fund	Governmental Fund	\$ 150.00
Payroll	Governmental Fund	\$ 3,500.00
Savings	Governmental Fund	\$ 35,000.00
Source Water	Governmental Fund	\$ 38,000.00
Sunshine Fund	Governmental Fund	\$ 400.00

The proposals will be evaluated on the following criteria:

1. **Firm Qualification:** size of firm, size of governmental audit staff, number and nature of professional staff to be employed in this engagement both full time and part time. Please provide information on the results of any peer reviews performed during the last three years. List and describe the firm's relationship with any governmental agency listed in Item 8 and a statement of why such relationship does not constitute a conflict of interest. Firm is to be in good standing with WV Bureau of Employment Programs, WV Board of Accountancy, hold a valid policy with Brickstreet Insurance (or similar policy) and be licensed to do business in the State of WV.
2. **Partner, Supervisory and Staff Qualification and Experience:** Please identify the principal supervisory and management staff who would be assigned to the engagement and indicate whether each is a licensed CPA and experience and education level of each.
3. **Similar Engagements:** For the staff that will be assigned responsibility for the audit describe the most significant engagements performed in the last five (5) years that are similar to the engagement described in this RFP.
4. **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 and set forth in an amendment to the agreement.

Bid Proposal Submission Requirements

1. The proposals are to be submitted to demonstrate the ability of the Vendor to provide the service in a clear concise manner.
2. Failure to respond or to offer to provide mandatory requirement will result in disqualification of the proposal. All proposals become the property of the Region VI PDC and will not be returned.
3. Awards shall be in the best interest of the agency and we reserve the right to accept or reject proposals in whole or in part.
4. By submitting a proposal the Vendor certifies the proposal is made without collusion or fraud, Vendor has not offered or received any kickbacks or inducements of any type of connection with the proposal and Vendor has not given or promised any Region VI PDC Employee or Board member any payment, loan, advance, money, services or anything of more than nominal value.
5. During the term of the agreement the Vendor, its officers, employees, agents, representatives, delegates and affiliates shall comply with any and all applicable laws, rules, regulations and policies.
6. All documents submitted to Region VI PDC in response to this RFP shall become the property of Region VI PDC and are not returnable. In addition, all documents shall become a matter of public record and open for inspection upon award. The only exceptions to the disclosure of information are listed in the WV Freedom of Information Act (FOIA), pursuant to WV Codes §29B-1-1 et seq. The Region VI PDC shall make reasonable effort not to disclose information that is exempt from the disclosure requirement of the WV FOIA. However, the Region VI PDC does not guarantee nondisclosure of any information to the public.
7. It is agreed that the CPA's relationship with the entity is limited to that of an independent contractor/vendor. As such, the entity has the right to seek redress to cover damages or losses arising directly out of error, omission, and negligent act for the failure to exercise due professional care on the part of the CPA, its subcontractor, and/or joint venture partners. The CPA shall remain an independent contractor with respect to all services performed hereunder and shall accept full exclusive liability for all payment of any

contribution or taxes for social security, unemployment benefits, pensions and annuities nor or hereafter imposed under any state or federal laws which are measured by the wages, salaries or other remuneration paid to persons employed by the CPA.

8. A formal contract or engagement letter will be agreed to by both parties prior to the beginning of any field work.

General Information

Questions may be addressed to Sheena Hunt or David Gibson by phone or email:  
[sheenahunt@regionvi.com](mailto:sheenahunt@regionvi.com) / 304-366-5693, ext. 114     [dgibson@regionvi.com](mailto:dgibson@regionvi.com) / 304-366-5693 ext. 101

Proposals may be submitted via e-mail or postal mail.

Vendor is responsible for getting its proposal delivered in a readable format by December 19, 2016.

Upon evaluation the successful bidder will be notified and, if needed, final negotiation will be undertaken.

Entity: Region VI PDC

By: Sheena Hunt  
Signature

Title: Executive Director

Date: November 21, 2016