

**REQUEST FOR PROPOSALS
FINANCIAL AND COMPLIANCE AUDITS**

For

NASHUA REGIONAL PLANNING COMMISSION

And

NASHUA REGION SOLID WASTE MANAGEMENT DISTRICT

**SUBMISSION DEADLINE:
March 31, 2020**

**ISSUE DATE:
February 25, 2020**

NASHUA REGIONAL PLANNING COMMISSION

**NASHUA REGIONAL PLANNING COMMISSION
REQUEST FOR PROPOSALS**

**FINANCIAL AND COMPLIANCE AUDITS:
NASHUA REGIONAL PLANNING COMMISSION
NASHUA REGIONAL SOLID WASTE MANAGEMENT DISTRICT**

I INSTRUCTIONS TO OFFERORS

Sealed proposals will be received at the above office until, but not later than 12:00 p.m., March 31, 2020, for audits for two separate New Hampshire governmental organizations: Nashua Regional Planning Commission (NRPC) and the Nashua Region Solid Waste Management District (NRSWMD). These audits shall be for each fiscal year beginning July 1, 2019, and extending through June 30, 2020. This period represents fiscal years FY20 for the two organizations. Submissions should be marked on the outside of the envelope with “Audit Proposal”.

This RFP seeks proposals for one audit firm to conduct the audits of both organizations. The two organizations are both administered by the staff of NRPC, but have separate appointed governing boards, separate bookkeeping systems and operate in separate accounting and regulatory environments. As a result, responses to this RFP must include responses to both the NRPC Audit Request and the NRSWMD Audit Request. One signed original and three copies of your proposal must be submitted in the form requested herein to be considered. Any proposal received after 12:00 p.m. on March 31st whether by mail or otherwise, will not be considered and will be returned unopened. Proposals must be delivered to the office address above and will not be accepted in electronic or facsimile form. Failure to comply with these requirements will cause a rejection of the proposal.

The Nashua Regional Planning Commission reserves the right to reject any or all proposals submitted and, also to make an award where it appears to be in the best interest of the NRPC.

Questions concerning this Request for Proposal should be directed to Jay Minkarah, Executive Director, at (603) 417-6570 ext. 6564.

II BACKGROUND

Nashua Regional Planning Commission

The Nashua Regional Planning Commission was established by the New Hampshire legislature through RSA 36:46. The Commission is composed of thirteen communities, (Amherst, Brookline, Hollis, Hudson, Litchfield, Lyndeborough, Mason, Merrimack, Milford, Mont Vernon, Nashua, Pelham, and Wilton) all located in Hillsborough County, New Hampshire. Operating as a political subdivision of the State of New Hampshire, the Commission serves in an advisory role to local governments to promote coordinated planning, orderly growth, efficient land use, and the protection of the natural environment. The Commission facilitates the betterment of the region through a review of issues of regional concern and coordination of local planning efforts. Commissioners are appointed from member communities according to the provisions of RSA 36:46 (III) making up the Commission that governs the NRPC. Representatives are nominated by the planning board of each municipality and are appointed by the municipal officers of each municipality. Each municipality appoints alternate Commissioners as they see

necessary. The bylaws of the Commission specify that a nine-member Executive Committee shall be elected from among the Commissioners and alternates and shall include three officers serving terms of no more than 2 years each: the Chair, Vice-Chair, and Treasurer. The Commission also appoints the Executive Director based on the recommendation of the Executive Committee.

The Commission also acts as the Metropolitan Planning Organization (MPO) which is the federally designated regional transportation planning organization that serves as the forum for cooperative transportation decision-making in the Nashua Metropolitan Area. The MPO was established under Section 134 of the Federal Aid Highway Act of 1973, as amended, for maintaining and conducting a “continuing, cooperative and comprehensive” transportation planning process that results in plans and programs consistent with the comprehensively planned development of the Nashua urbanized area.

The following is a brief description of the NRPC budget and financial practices:

- For FY19, the NRPC had a budget of approximately \$1.45 million.
- The majority of the budget is from grants, primarily from the federal government passed through New Hampshire state agencies. The largest grant making agency for NRPC is the New Hampshire Department of Transportation, followed by the NH Department of Environmental Services, NH Department of Safety, and the Governor’s Office of Energy and Planning.
- During FY19, the NRPC had a total of approximately 2,000 transactions of all types.
- The Commission follows the accrual basis of accounting. Under the accrual basis of accounting, revenues are recorded when they are billed. Governmental grant revenues are recognized based on expenditures incurred. Revenues not considered available are recorded as deferred revenues. Expenditures are recorded when the liability is incurred except for vacation, which is recorded in the general long-term debt account group.

Nashua Region Solid Waste Management District

The NRSWMD is organized pursuant to New Hampshire RSA 53-B. The NRSWMD has eleven member municipalities: Amherst, Brookline, Hollis, Hudson, Litchfield, Merrimack, Milford, Mont Vernon, Nashua, Pelham, and Windham. The NRSWMD is directed by a board made up of one representative of each member municipality. The NRSWMD has no staff and contracts with NRPC for district administration, HHW event coordination, and public education and outreach. The sole activity of the NRSWMD is the collection and proper disposal of household hazardous waste materials. These materials are collected from the public through collection events that are conducted between five and eight times per year. At these collection events, a vendor that is under contract to NRSWMD accepts, sorts and prepares all the materials for storage and later shipped to a licensed disposal facility. Members of the public are charged a user fee of \$15 per car for this service.

The following is a brief description of NRSWMD budget and financial practices:

- For FY19, the NRSWMD had a budget of approximately \$191,000.
- During FY19, The NRSWMD had a total of approximately 100 transactions of all types.
- The NRSWMD follows the accrual basis of accounting. Under the accrual basis of accounting, revenues are recorded when they are billed. Governmental grant revenues are recognized based on expenditures incurred. Revenues not considered available are recorded as deferred revenues. Expenditures are recorded when the liability is incurred.

III SCOPE OF WORK SECTION A – Nashua Regional Planning Commission Audits for FY20

- A. The contractor shall provide professional financial accounting services required to conduct the NRPC’s annual audit for FY20. The audits shall be conducted in accordance with: *Generally Accepted Auditing Standards; Government Auditing Standards* issued by the Comptroller General of the United States; the requirements of 2 CFR Chapter II, Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*. The audit shall result in the preparation of financial statements from the audited records of the Commission with the Contractor’s opinion thereon. The audit report shall also include the Contractor’s findings and recommendations concerning the financial management practices of the NRPC and the handling of NRPC funds.
- B. The contractor shall provide and present a draft audit report for FY20 within 120 days following the end of each of those fiscal years. The NRPC staff shall provide the MDA to the Contractor within 30 days of the delivery of the draft audit report each year. The Contractor shall present the final audit report and findings to the NRPC Executive Committee at a regularly scheduled meeting of the Committee following the end of the audited fiscal year.
- C. In connection with the preparation of the above noted annual audit report, the Contractor shall submit detailed financial management letters with recommendations for improvement in internal control, accounting systems and procedures. These management letters are to be issued under separate cover. They should be provided at the same time the annual audit report is provided.
- D. The Contractor shall provide 1 printed and bound copy of the final audit report for distribution to the NRPC and an electronic copy for distribution to the NRPC Executive Committee and various cognizant agencies. The Contractor shall also provide electronic copies of all draft audit reports, associated schedules, and tables, as well as the management letters for each year’s audit.

IV SCOPE OF WORK SECTION B – Nashua Regional Solid Waste Management District Audits for FY20

- A. The contractor shall provide professional financial accounting services required to conduct the NRSWMD’s annual audit for FY20. The audits shall be conducted in accordance with: *Generally Accepted Auditing Standards; Government Auditing Standards* issued by the Comptroller General of the United States; the requirements of 2 CFR Chapter II, Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*. The audit shall result in the preparation of financial statements from the audited records of the Commission with the Contractor’s opinion thereon. The audit report shall also include the Contractor’s findings and recommendations concerning the financial management practices of the NRSWMD and the handling of NRSWMD funds.
- B. The contractor shall provide and present a draft audit report within 120 days following the end of the fiscal year. The NRPC staff shall provide the MDA to the Contractor within 30 days of the delivery of the draft audit report each year. The Contract shall submit the final audit report and findings to the NRPC staff following the end of the audited fiscal year.

- C. In connection with the preparation of the above noted annual audit report, the Contractor shall submit detailed financial management letters with recommendations for improvement in internal control, accounting systems and procedures. These management letters are to be issued under separate cover. They should be provided at the same time the annual audit reports are provided.
- D. The Contractor shall provide 1 printed and bound copy of the final audit report for distribution to the NRSWMD Board and one electronic copy for distribution to various cognizant agencies. The Contractor shall also provide electronic copies of all draft audit reports, associated schedules, and tables, as well as the management letters for each year's audit.

V SUBMISSION REQUIREMENTS, SELECTION PROCESS AND CRITERIA

A. Proposal Content Requirements

The proposal shall, at a minimum, include the following items:

1. Discussion of the Offeror's experience specific to auditing regional agencies similar to NRPC;
2. Discussion of Offeror's experience specific to auditing special purpose government agencies similar to the NRSWMD;
3. Discussion of Offeror's experience specific to auditing other types of public agencies;
4. Discussion of Offeror's experience in performing required governmental audits according to specifications contained herein, evaluating automated financial management systems and recommending internal control or reporting changes to improve the client's fiscal management capability;
5. Qualifications of personnel to be assigned to the audit;
6. An explanation of Offeror's assignment of personnel;
7. A description of the audit approach for the NRPC based on the Scope of Work in Section III above;
8. A description of the audit approach for the NRSWMD based on the Scope of Work in Section IV above;
9. A list of three references including the name, address, and telephone number of an appropriate contact person.

Proposal offerors are encouraged to review the Criteria for Selection to determine other information that may be supplied to be fully responsive to the criteria upon which the evaluation of the proposal will be based.

Proposals should not under any circumstances include information on fee schedules, rates for similar audits or other information that could be used to anticipate or infer the approximate cost of the audits as proposed. Fees will be negotiated as described with the most qualified firm and will not be considered in the process of identifying the most qualified firm.

Proposers must submit the attached Certificate of Non-Collusion with the complete proposal packet.

B. Submittal Specifications

One original and three copies of the sealed proposal shall be submitted to the NRPC no later than 12:00 p.m. on Tuesday, March 31st, at the following address:

Jay Minkarah, Executive Director
Nashua Regional Planning Commission
30 Temple Street, Suite 310
Nashua, NH 03060

The proposals shall be submitted in sealed envelopes and shall be clearly marked as being submitted in response to this RFP. The envelope should be marked with “Audit RFP”.

C. Proposal Evaluation Process and Contract Negotiations

1. Selection Process

A proposal evaluation and selection committee, acting on behalf of the NRPC, and consisting of three representatives of the Executive Committee and the Executive Director, will be organized to review and evaluate all proposals received.

Following the evaluation of the written proposals submitted, the Selection Committee may choose to conduct individual discussions with one or more Offerors deemed fully qualified, responsible and suitable based on initial responses and with emphasis on professional competence, to provide the required services. Such Offerors shall be encouraged to elaborate on their qualifications and performance data or staff expertise pertinent to the proposed project.

At the discussion stage, the Committee may discuss non-binding estimates of total project costs, including non-binding estimates of the price for services. Proprietary information from competing Offerors shall not be disclosed to the public or to competitors. At the conclusion of the discussion, on the basis of the evaluation factors described in the RFP and all information developed in the selection process to this point, the Committee shall select in the order of preference, two or more Offerors whose professional qualifications and proposed services are deemed most meritorious.

Contract negotiations will be initiated on or about May 15, 2020, with the top-ranked proposal Offeror. If a contract satisfactory and advantageous to the NRPC and NRSWMD can be negotiated at a price considered fair and reasonable, the award shall be made to

that Offeror. Otherwise, negotiations with the Offeror ranked first shall be **formally terminated** and negotiations will be conducted with the Offeror ranked second, and so on until such a contract can be negotiated at a fair and reasonable price.

The NRPC reserves the right to reject all proposals received and initiate a new competitive proposal process. Should the Selection Committee, acting on behalf of the NRPC, determine in writing at its sole discretion that only one Offeror is fully qualified, or that one Offeror is clearly more highly qualified and suitable than the others under consideration, a contract may be negotiated with and awarded to that Offeror.

2. Selection Criteria

In evaluating proposals, the NRPC consider responsiveness and completeness of the proposal with respect to this RFP. Describe the approach to the audit as presented herein. This should include at least the following points:

- Time of each significant phase of audit work;
- Use of materiality and how it is calculated;
- Type of audit program used (tailored to specific engagement, standard government or standard commercial);
- Use of statistical sampling;
- Organization of audit team and the approximate percentage of time spent on the audit;
- Typical assistance expected from the NRPC staff, generally;
- A tentative schedule for the completed audit within the deadlines specified herein.
- All proposals must respond to both Scope of Work Section A and Scope of Work Section B. Proposals that do not respond to both sections will not be considered.

3. Experience of the Firm.

State the number of years the firm has been in business. Identify the office of the firm that will be responsible for conducting the audit if awarded the contract. Describe the firm's participation in AICPA-sponsored or comparable quality programs. Describe the experience of the firm and staff of the responsible office in conducting audits for regional planning commissions, solid waste management districts, and other New Hampshire governmental entities.

4. Project Staffing.

Describe the experience in government audits of each senior and higher-level person to be assigned to the audit, the branch office out of which this individual works, years in each job and position while on each audit. Indicate the percentage of time the senior or in-charge auditor will be on-site.

Describe the relevant educational background of everyone assigned to the audit. This should include seminars and courses attended within the past three years.

Describe in detail any additional resources that your firm would have available for review and consultation concerning specific technical matters involved in this audit.

Provide an estimate of the total hours you expect to be spent on this job by management, senior auditor and staff auditors.

5. New Hampshire Local Government and Regional Agency References.

Provide a list of the local office's municipal and regional government agency audit clients for the current year and the three preceding fiscal years. Indicate the type(s) of services performed and the number of years served for each. Also, indicate the years in which each client received a Certificate of Conformance. Provide the name of a reference and the individual's telephone number for any public service authority or NRPC member local government audited for the fiscal year 2018 and 2019.

6. Responsiveness to questions at interview (if Offeror is selected for competitive negotiation interviews).

D. General Conditions

1. Every proposal prepared in response to this RFP shall be prepared at the sole cost and expense of the Offeror and shall be prepared by the Offeror with the express understanding that any and all claims for reimbursement for the cost and expense of its preparation are waived.
2. NRPC reserves and holds the following rights and options with respect to each proposal submitted in response to this RFP, any such right and/or option to be exercised at the sole discretion of the NRPC:
 - i. To select and enter into an agreement with the firm whose proposal best satisfies the work requirements and interest of the NRPC;
 - ii. To reject any/all proposals for any reason whatsoever;
 - iii. To supplement, amend or otherwise modify this RFP, and to cancel this RFP with or without substitution of another RFP;
 - iv. To issue additional and subsequent solicitations for proposals, information, or qualifications and to conduct further investigations with respect to the qualifications of each firm submitting a proposal;
 - v. To amend and otherwise alter or modify the proposed agreement as contemplated by this RFP;
 - vi. To negotiate with each firm for amendments or other modifications to its proposal;
 - vii. To award the contract to the firm submitting the most responsive proposal which serves the best interest of the NRPC and the citizens of the State of New Hampshire and not necessarily at the lowest cost.
3. If any Offeror contemplating submitting a proposal for this project is in doubt as to the true meaning of any part of this RFP, he may submit to the NRPC a written request for

an interpretation thereof. The Offeror submitting the request for interpretation will be responsible for its prompt and actual delivery. Any interpretation of such documents will be made only by addendum duly issued, a copy of such an addendum to be mailed or delivered to the proposer receiving a copy of this RFP. NRPC will not be responsible for any other explanations or interpretations of such documents that anyone presumes to make on behalf of the NRPC.

4. The Offeror is solely responsible for delivering his proposal to the officer of NRPC at the location by the deadline designated in the Instructions to Offerors and in this RFP. The said officer, or his representative, will be available for the purpose of receiving proposals at the said location immediately prior to the designated deadline. NRPC shall have no responsibility for the receipt of mail proposals delivered otherwise than to the location as aforesaid.
5. The Offeror may withdraw his proposal upon written request delivered to and received by NRPC prior to the deadline for submission of proposals set forth in this RFP. NRPC is not obligated to honor any request for the withdrawal of the proposal made orally or by telephone, FAX or in any manner other than as aforesaid, but, NRPC may do so in its sole discretion if it is satisfied that adequate written confirmation of such request will be forthcoming. Subject to applicable law, ordinances or regulations, a proposal may be withdrawn after the deadline for submittal for the proposal. All proposals shall be valid for a period of thirty (30) days from the deadline for submittal of proposals; any proposer with whom NRPC has not entered a contract may withdraw his proposal upon written notice to NRPC.
6. The selected Offeror will be required to comply with all applicable federal, state and local laws, regulations, ordinances, and permits. Any taxes and governmental levies or assessments applicable to the Offeror's work shall be borne by the Offeror.

EXHIBIT A

CERTIFICATION OF NON-COLLUSION

My signature below certifies that the accompanying proposal is not the result of or affected by an act of collusion with another person or company engaged in the same line of business or commerce, or any act of fraud.

I agree to abide by all conditions of this Bid or Proposal and certify that I am authorized to sign this Bid or Proposal for the Offeror.

Name of Bid or Proposal Offeror: _____

Address: _____

Signature: _____

Name (Type or Print): _____

Official Title: _____

Date: _____ Telephone Number: _____

NOTARY PUBLIC: _____

Subscribed and Sworn before me this _____ day of _____, 2020

(Seal)

My commission expires: