

STATE OF MISSISSIPPI

OFFICE OF THE STATE AUDITOR



Shad White
State Auditor

REQUEST FOR INFORMATION (RFI)

RFI #: 51520201

Compliance Audit Services

Issue Date: May 15, 2020

LOCATION

Mississippi Office of the State Auditor
501 North West Street, Suite 800
Jackson, Mississippi 39201

CONTACT

Name: Stephanie Palmertree, CPA
Director of Finance and Compliance Audit
E-Mail: Stephanie.Palmertree@osa.ms.gov
Phone Number: (601) 576-2800

DUE DATE AND TIME

Responses must be received by May 29, 2020, at 5:00 PM (Central Time)

SECTION 1. PURPOSE

The Mississippi Office of the State Auditor (OSA) is seeking to identify and potentially select a firm or firms to provide Compliance Auditing Services and continuous external auditing relating to the federal Coronavirus Aid, Relief, and Economic Security Act (H. R. 748, 116th Congress) (CARES Act). The purpose of this Request for Information (RFI) is to obtain market information regarding the capabilities and qualifications of firms positioned to provide federal compliance auditing services of governmental entities that disburse these funds and other similar federal grants. These auditing services will be utilized for the Comprehensive Annual Financial Report (CAFR) and Statewide Single Audit in accordance with *AICPA Standard AU-C 600, Special Considerations – Audits of Group Financial Statements*.

THIS IS A REQUEST FOR INFORMATION (RFI) ONLY. This RFI is issued solely for information purposes – it does not constitute a Request for Proposal (RFP), Invitation for Bid (IFB), Request for Qualification (RFQ), or a promise to issue an RFP, IFB, or RFQ in the future. This request for information does not commit OSA to contract for any supply or service whatsoever. Further, OSA is not at this time seeking proposals, bids, or qualifications and will not accept unsolicited proposals, bids, or qualifications. Respondents are advised that OSA will not pay for any information or administrative costs incurred in response to this RFI; all costs associated with responding to this RFI will be solely at the interested party's expense. Not responding to this RFI does not preclude participation in any future RFP, IFB, or RFQ, if any is issued. If a solicitation is released, it will be available on the OSA website. It is the responsibility of the potential offerors to monitor this site for additional information pertaining to this requirement.

SECTION 2. TIMELINE

Request for Information Issue Date:	May 15, 2020
Questions and Requests for Clarification to OSA Deadline:	May 20, 2020, 2:00 PM CT
Response to Questions and Request:	May 25, 2020, 2:00 PM CT
Response Submission Deadline:	May 29, 2020, 5:00 PM CT

Note: OSA reserves the right to adjust this schedule as it deems necessary.

SECTION 3. DESCRIPTION

Potential qualified firms must possess required certifications and licenses to provide compliance audit services in accordance with Mississippi law and applicable federal law. In response to this RFI, potential qualified firms must demonstrate the following: experience conducting federal and financial audits of State agencies, and/or local governments; understanding of GAO Yellow Book Audit standards or other evaluation techniques; experience in providing auditing services for State agencies that administer federal CARES Act and Coronavirus Relief Fund Program funds or other similar federal assistance funding; and experience with the requirements of *Uniform Administrative Requirements, Cost Principles, and Audit Requirements of Federal Awards* (2 C.F.R. § 200).

The period subject to these audits shall be May 1, 2020 through December 30, 2020 (dates are subject to change in accordance with regulatory guidance regarding the CARES Act). Services rendered under this RFI will be utilized for the FY 2020 and FY 2021 CAFR and Single Audit, as applicable. Responses to this RFI should describe in detail the firm's ability to perform federal compliance auditing procedures to identify any irregularities, misconduct, or fraud related to the CARES Act Coronavirus Relief Fund Program, subgrants/contracts, procurement, Federal and State policies and regulations, and/or any other CARES Act Coronavirus Relief Fund Program financial activity within the aforementioned time period. The purpose of these audits is to provide as complete and accurate assessment of any expended funds, including, but not limited to, the appropriateness of expenditures, and adherence to federal and state laws and regulations.

The selected firm will contract directly with OSA.

The following is a preliminary scope of services to serve as a guide in responding to the RFI. The scope may be negotiated based on recommendations by respondent auditing firms but OSA anticipates audit services to include a detailed analysis comprised of, but not limited to:

- 1) Perform continuous audit testwork in accordance with *Generally Accepted Government Auditing Standards* (GAGAS) and Uniform Grant Guidance at entities who receive CARES Act Coronavirus Relief Fund Program federal monies to establish compliance with State and Federal regulations;
- 2) Perform continuous audit testwork at entities in accordance with GAGAS and Uniform Grant Guidance who receive CARES Act Coronavirus Relief Fund Program federal monies to ensure internal controls are effectively designed and implemented to establish compliance with State and Federal Regulations.
- 3) Perform continuous audit testwork in accordance with GAGAS and Uniform Grant Guidance at second tier recipients of federal grant monies to ensure compliance with federal regulations and that appropriate monitoring has been implemented by the pass-through entity.

OSA hereby reserves the right to modify and/or expand this scope of services to analyze other federal funding sources during the term of the agreement. Any modifications to this Scope of Services shall be mutually agreed upon, in writing, by OSA and the selected firm as a written contract amendment.

A. Performance Requirements. The selected firm shall, at a minimum, provide the following at identified frequencies:

1. During Subject Audit Period.
 - a) Monthly Progress Reports – outlining work performed for the prior month to include potential irregularities and/or findings;
 - b) Status Updates – as requested by OSA during audit performance;
 - c) Access to workpapers as requested by OSA;

- d) Conditions Requiring Immediate Attention – (at discretion of firm upon discovery) firm shall brief OSA immediately upon discovery; and
 - e) Criminal Activities – (upon discovery by firm) firm shall brief OSA immediately upon discovery. Further, at the request of OSA, auditors may be required to brief OSA’s Division of Investigations on any criminal activities.
2. Upon Completion of Compliance Audit – Audit Procedures and Results.
- a. Draft Report outlining applied audit procedures and results of applied procedures. The Draft Report should reflect audit results based on the proposed Scope of Services outlined in Section 3 A. of this solicitation. The selected firm shall provide the Draft Report to OSA for review before finalization.
 - b. Final Written Report outlining applied audit procedures and results of applied procedures. The report should reflect audit results based on the proposed Scope of Services outlined in Section 3A. of this solicitation and shall represent the independent findings of the audit firm.
 - c. Copies of all workpapers so that Group Auditor can evaluate and include in the CAFR and Single Audit documentation.

B. Firms are also requested to provide the following information:

- 1. Name of firm; Location of firm’s principal place of business; and if different, the proposed place of performance for these services;
- 2. Age of firm and average number of employees over the past three (3) years;
- 3. Abilities, qualifications, and experience of all individuals that the firm would assign to provide these required services;
- 4. Listing of at least three (3), but no more than five (5) contracts within the past five (5) years under which the firm provided auditing services of similar size, scope, or complexity to the required services described herein;
- 5. Referral/Reference Contact Information - Three (3) referrals and/or references from other state agencies or entities where the firm provided similar work within the past five (5) years – (may utilize information from (C)(4));
- 6. Performance Capability Statement detailing the firm’s ability to do business in Mississippi and the firm’s ability to dedicate qualified audit staff to this project; that it is not disbarred from submitting statements for contract issued by any political subdivision or agency of the State of Mississippi or Federal government, and that it is not an agent of a person or entity that is currently disbarred from submitting statements for contract issued by any political subdivision or agency of the State of Mississippi or Federal government;
- 7. Statement of firm’s ability to start the project and provide completion by no later than December 30, 2020;
- 8. Statement of firm’s ability to provide progress billing throughout the project for the preceding month’s billable hours; and
- 9. Firm Rate Sheet – to include unit pricing of positions dedicated to this project at their best government hourly rate.

SECTION 4. OSA CONTACT AND QUESTIONS/REQUESTS FOR CLARIFICATION

Questions regarding this announcement shall be submitted in writing by e-mail to Stephanie Palmertree at Stephanie.Palmertree@osa.ms.gov. Verbal questions will NOT be accepted. Questions will be answered via response email to all firm that provide questions by the above required date; accordingly, questions shall NOT contain proprietary or classified information. OSA does not guarantee that questions received after the deadline reflected in Section 2 will be answered. OSA will post all questions and answers to the OSA website.

OSA, as the procuring agency, reserves the right to meet (or hold conference calls) with RFI respondents to provide answers to any inquiries raised by firms responding to this RFI. Such discussions would only be intended to obtaining further clarification of provided responses.

SECTION 5. SUBMISSION REQUIREMENTS

- 5.1** The original and one copy of the response shall be signed and submitted (hand-delivered, or mailed) in a sealed envelope or package to 501 North West Street, Jackson, Mississippi 39201 no later than the deadline in Section 2.
- 5.2** For **Section 3. Description**, firms should provide a response letter addressing the requirements outlined within the first three (3) paragraphs of that section and include the following information: firm's name, physical address, mailing address (if different from physical address), phone number, and e-mail of designated point of contact. The firm's response should also include detailed information to address subsections 3(A), 3(B), and 3(C).
- 5.3** Timely submission of the response is the responsibility of the firm. Responses received after the specified time may not be considered by OSA.
- 5.4** The time and date of receipt will be indicated on the envelope or package by the OSA staff.
- 5.5** Each page of the response and all attachments shall be identified with the name of the firm.
- 5.6** Any firm claiming that its response contains information exempt from the Mississippi Public Records Act (Mississippi Code Annotated §§ 25-61-1, *et. seq.*, and 79-23-1), shall segregate and CLEARLY mark the information as confidential and provide the specific statutory authority for the exemption.
- 5.7** Responses submitted via facsimile (faxes) **will not** be accepted.
- 5.8** Sealed responses should be mailed or hand-delivered to and labeled as follows:

RFI No. ?

**Mississippi Office of the State Auditor
501 North West Street, Suite 800**

Jackson, MS 39201

- 5.9** All responses **MUST** be in writing.
- 5.10** OSA does not discriminate as to race, sex, color, creed, national origin or disability in the operations proposed to be conducted under any engagement arising out of the response to this RFI.
- 5.11** Supplementation. Each respondent must supplement its response to this RFI within three (3) days of any material change to the information contained in its response.
- 5.12** Terms and Conditions of Contract. The terms and conditions of any contract resulting from a response to this RFI will contain, by reference, the terms of this RFI and the respondent's response thereto.

SECTION 6. SUMMARY

THIS IS A REQUEST FOR INFORMATION (RFI) ONLY to identify sources that can provide Compliance Auditing Services. The information provided in the RFI is subject to change and is not binding on OSA. OSA has not made a commitment to procure any services discussed, and release of this RFI should not be construed as such a commitment or as authorization to incur cost for which reimbursement would be required or sought. All submissions become OSA property and will not be returned.

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