

**The City of Moore
Moore, Oklahoma**



**RFP #2020-002
Professional Services**

**Internal Audit for the Community Development Block Grant-
Disaster Recovery**



**City of Moore
Office of City Clerk, Purchasing Division
301 N. Broadway Avenue, Suite 142
Moore, Oklahoma 73160**



SOLICITATION OVERVIEW

The City of Moore is soliciting proposals for:

Title: Internal Audit for Community Development Block Grant-Disaster Recovery

RFP Number: 2020-002

Due Date: 4:00 p.m., Monday, August 31, 2020

**Location: City of Moore, Purchasing Division
301 N. Broadway Ave. Suite 142
Moore, OK 73160**

Submit written questions to: cdbg@cityofmoore.com

Questions may be submitted through 5:00 p.m., August 13, 2020.

- No verbal questions will be accepted.
- Questions of a substantial nature will be addressed in an addendum, posted on the City's Purchasing Web page for all interested parties.

CITY OF MOORE
NOTICE
RFP #2020-002

NOTICE IS HEREBY GIVEN that the City of Moore will receive proposals in the office of the City Clerk, Moore City Hall, 301 North Broadway, Suite 142, Moore, Oklahoma 73160 for "INTERNAL AUDIT FOR COMMUNITY DEVELOPMENT BLOCK GRANT-DISASTER RECOVERY". Proposals will not be accepted after 4:00 p.m., CST, Monday, August 31, 2020.

The City is seeking proposals from qualified Certified Public Accountants to perform an internal audit of the CDBG-DR and its related component units. The audit contract will be awarded by the governing body for a one-year period; however, the selected auditor may be retained for subsequent years if terms and performance are acceptable to the City.

The audit must be conducted in accordance with the Single Audit Act of 1984 and OMB Circular A-133, the GAO Government Auditing Standards, in addition to the Office of Inspector General, United States Department of Housing and Urban Development.

All questions regarding the RFP must be submitted in writing to cdbg@cityofmoore.com no later than 5:00 PM (CST) August 13, 2020. The questions will be answered by City Staff and posted on the City's website no later than 5:00 pm (CST) August 20, 2020.

Proposals will be made in accordance with the RFP notice which is on file and available for examination in office of the City Clerk, Purchasing Division, Moore City Hall, 301 North Broadway, Suite 142, Moore, Oklahoma 73160.

Interested firms should submit five (5) written copies plus one electronic file of the proposal by 4:00 p.m., CST, Monday, August 31, 2020, to the Purchasing Agent, Moore City Hall, 301 North Broadway, Moore, Oklahoma 73160. Proposals must be identified as follows:

"RFP #2020-002"
"INTERNAL AUDIT FOR COMMUNITY DEVELOPMENT BLOCK GRANT-DISASTER RECOVERY"

Late proposals will not be accepted under any circumstances. Any proposal received after the scheduled time for closing will be returned to the proposing firm unopened. Sole responsibility rests with the proposing firm to see that their proposal is received on time.

The City of Moore reserves the right to reject any and all proposals, in part or in whole and to award a contract to the most responsive and responsible firms(s) as deemed in the best interest of the City; further, the right is reserved to waive any formalities or informalities contained in said proposal(s).

Copies of RFP documents may be obtained from the Purchasing Agent located at 301 N. Broadway, Moore, Oklahoma, 73160, phone number (405) 793-5022, 8:00 am to 5:00 pm, local time, Monday through Friday or online at <https://www.cityofmoore.com/government/city-bids-1>.

The City of Moore is an equal opportunity employer.

I. Overview

A. INVITATION

The City is seeking proposals from qualified Certified Public Accountants to perform an internal audit of the CDBG-DR and its related component units. The audit contract will be awarded by the governing body for a one-year period; however, the selected auditor may be retained for subsequent years if terms and performance are acceptable to the City.

The audit must be conducted in accordance with the Single Audit Act of 1984 and OMB Circular A-133, the GAO Government Auditing Standards, in addition to the Office of Inspector General, United States Department of Housing and Urban Development.

B. PROJECT SCHEDULE

The selected firm will provide two (2) audits per year, with the first audit starting with April 2021 through October 2021.

C. PROPOSAL DEADLINE

Proposers shall submit one (1) original in digital format, and five (5) separate hard copies with one marked as "Original". The proposal must be clearly marked as **Bid #2020-002 Internal Audit for the Community Development Block Grant-Disaster Recovery** and delivered to:

City of Moore Purchasing Department
301 N. Broadway Ave. Suite 142
Moore, OK 73160

No later than **4:00 PM on Monday, August 31, 2020**. Proposals received after the submittal deadline shall be considered void and unacceptable and shall be returned unopened to the respondent.

The City of Moore is an equal opportunity employer.

Barbara Furgiani, Purchasing Agent, 405-793-5022

II. Community Background

The City of Moore is a medium-sized city in the OKCMSA with a population of approximately 60,750. On May 20, 2013, the City of Moore experienced an EF5 tornado that cleared a path through the City from west to east, destroying 1,087 single family homes, 94 duplexes, 16 mobile homes and affecting 2 apartment complexes.

The City of Moore has received a Community Development Block Grant for Disaster Recovery grant (CDBG-DR) from the Office of Housing and Urban Development (HUD) in the amount of \$52.2 million to assist with long-term recovery needs. The City has developed an Action Plan that provides a framework for the expenditure of funds.

The following documents provide background information on the study area and studies that have taken place to date. All of the documents are available on the City of Moore website.

CDBG-DR Action Plan and Amendments - <https://www.cityofmoore.com/departments/grants-programs/disaster-recovery>

III. Scope of Services

The firm will be expected to perform a bi-annual performance audit of the CDBG-DR to determine the efficiency of the process. The City of Moore has been allocated \$52.2 million from the Department of Housing and Urban Development for Community Development Block Grant-Disaster Recovery under the Hurricane Sandy Allocation.

An audit report will be required and will need to include:

- Documented findings
- Recommendations for improvements

The Community Development Block Grant – Disaster Recovery (CDBG-DR) allocation to the City of Moore is governed by the following laws and regulations:

- (a) The Housing and Community Development Act of 1974;
- (b) Section 312 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42U.S.C.5155), as amended;
- (c) Section 18 of the Small Business Act, as amended (14AU.S.C.647) 44 CFR 206.191 Duplication of Benefit
- (d) Duplication of Benefits Federal Register, Vol.76, No.221, November 16, 2011 (76 FR 71060) Public Law 113-2:

- (e) Disaster Relief Appropriations Act, 2013 (at HR 152-34)
- (f) The HUD Federal Register Notice at 78 FR 14329 published March 5, 2013
- (g) HUD Federal Register Notice at 78 FR 23578 published April 19, 2013
- (h) HUD Federal Register Notice at 78 FR 32262 published May 29, 2013
- (i) HUD Federal Register Notice at 78 FR 45551 published July 29, 2013
- (j) HUD Federal Register Notice at 78 FR 46999 published August 2, 2013
- (k) HUD Federal Register Notice at 78 FR 52560 published August 23, 2013
- (l) HUD Federal Register Notice at 78 FR 69104 published November 18, 2013
- (m) HUD Federal Register Notice at 78 FR 76154 published December 16, 2013
- (n) HUD Federal Register Notice at 79 FR 17173 published March 27, 2014
- (o) HUD Federal Register Notice at 79 FR 31964 published June 3, 2014
- (p) HUD Federal Register Notice at 79 FR 40133 published July 11, 2014
- (q) HUD Federal Register Notice at 79 FR 60490 published October 7, 2014
- (r) HUD Federal Register Notice at 79 FR 62182 published on October 16, 2014
- (s) HUD Federal Register Notice at 80 FR 1039 published on January 8, 2015
- (t) HUD Federal Register Notice at 80 FR 17772 published on April 2, 2015
- (u) HUD Federal Register Notice at 80 FR 26942 published on May 11, 2015
- (v) HUD Federal Register Notice at 80 FR 51589 published on August 25, 2015
- (w) HUD Federal Register Notice at 80 FR 72102 published on November 18, 2015
- (x) HUD Federal Register Notice at 81 FR 7567 published on February 12, 2016
- (y) HUD Federal Register Notice at 81 FR 36557 published on June 7, 2016
- (z) HUD Federal Register Notice at 81 FR 54114 published on August 15, 2016
- (aa) HUD Federal Register Notice at 82 FR 9753 published on February 8, 2017
- (bb) HUD Federal Register Notice at 82 FR 36812 published on August 7, 2017
- (cc) HUD Federal Register Notice at 82 FR 61320 published on December 27, 2017
- (dd) HUD Federal Register Notice at 82 FR 4836 published on February 19, 2019
- (ee) The applicable laws of the State of Oklahoma; and
- (ff) By the laws and regulations promulgated by the City for the CDBG-DR program.

This contract will be for one year and can be renewed annually for up to 3 years.

IV. Submittal Requirements

The prospective consultants are encouraged to follow the outline and page distribution indicated below. The selection committee will have limited time to review the submittals. Brevity and clarity in explaining key concepts and responding to the information required are encouraged. Proposers shall submit five (5) paper copies and one (1) .pdf copy of their completed RFP response. All proposals must be limited to the following prescribed information and be submitted in an 8 ½" x 11" format. Responses should contain the following elements:

1. **Letter of Transmittal** - Clearly indicate the single contact (principal-in-charge), email address, mailing address, and telephone numbers. Indicate unique features of the organization and the project team that makes the team suited to undertake this specific project.
2. **Project Understanding** – A written narrative explaining the proposing firms' understanding of the CDBG-DR process and regulations.
3. **Project Approach and Timeline** - A written narrative that defines the methods and means by which the proposing firm will perform the services outlined in the RFP.
4. **Team Organization and Key Participants.**
 - Describe how the project team will be organized.
 - Indicate what work the consultant will self-perform and what work will be performed by sub-consultants and indicate by name those individuals who will be responsible for specific tasks. Identify the prime firm that will be the party to any contract with the City for completion of the project.
 - Indicate how the project will be managed.
5. **Project Experience and References** - List no more than five (5) specific projects previously undertaken similar in scope, including color photos of the final product. Provide a list of references for those projects. Include name, title, address, telephone numbers and email addresses.

Exhibits to be Included in Submittal:

- W-9
- DUNS #
- Insurance Certificate with City of Moore listed as Certificate Holder
- **Exhibit C** Non-Collusion Affidavit
- **Exhibit D** Certification Regarding Lobbying
- **Exhibit E** Certification Regarding Debarment, Suspension, and Other Responsibility Matters
- **Exhibit F** MOB/WOB/Section 3 Business (if Applicable)

- **Exhibit G** Form 4400
- **Exhibit H** Conflict of Interest Certification
- **Exhibit I** HUB Certification (if Applicable)

Costs for developing a response to the RFP, interviews, and contract negotiations are entirely the obligation of the proposer and shall not be charged in any manner to the City.

V. Evaluation and Selection

A. INITIAL SCREENING

Submissions will be initially screened by a multi-disciplinary staff evaluation committee to reach consensus on the most qualified consultants to be invited to make formal presentations to the staff evaluation committee.

B. EVALUATION CRITERIA

The competitive selection process provided for under this RFP will focus on the qualifications and prior history of performance on similar projects of each lead firm and the members of the lead firm's proposed team, in accordance with the selection criteria set forth below. Thoughtful written responses to this RFP will enable the City to select the most qualified proposers.

Selection of the successful firm with whom negotiations shall commence will be made through an evaluation process based on the following criteria:

- 30% Project Approach:** Proposal includes the understanding of the objectives and scope which will include the type of audit, required reports, and contract period.
- 25% Project Team:** Proposal includes an executive summary of the information contained in all parts of the proposal, also includes all necessary federal and state licenses for each employee.
- 20% Past Project Experience:** Proposal includes the experience of the proposed staff, involvement in government organizations including grant programs, and references with contacts and phone numbers.
- 20% Project Schedule:** Proposal details the schedule of the audits for the year and when reports will become available.
- 5% Presentation of Proposal:** Proposal strictly adheres to the requirements set forth in the RFP and is organized and succinct. The proposal will inform the selection committee of the quality of the final product.

C. SELECTION AND AWARD PROCESS

Firms submitting a response to the RFP will be asked at a minimum, to state their understanding and experience relating to the project and offer their methodology for achieving the objective and producing the required deliverables for each task. The finalists selected will be required to participate in an interview. The selection committee will rank the prospective proposers after the interview, submit their independently recorded scores on the evaluation sheet, forward those to the Purchasing Department for tabulation, and recommend the Moore City Council enter into contract negotiations with the first ranked team. If contract negotiations fail, the City will proceed to enter into negotiations with the teams in ascending order of rank, as the City deems necessary.

It is the City's expectation that this RFP and selection process result in the selection of a consultant and affiliated team to be retained in a professional capacity for the development and execution of the anticipated professional services described herein.

VI. Miscellaneous

All materials submitted by any proposer in response to the RFP will become the property of the City and will be returned only at the option of the City.

Costs for developing a response to the RFP, interviews, and contract negotiations are entirely the obligation of the proposer and shall not be charged in any manner to the City.

This RFP is a solicitation and not an offer to contract. The City reserves the right to terminate, modify, abandon or suspend the process; reject any or all submittals; modify the terms and conditions of this selection process, and/or waive informalities in any submission; issue clarifications and other directives concerning this RFP; to require clarification or further information with respect to any proposal received, and to determine the final scope and terms of any contract for services; and whether to enter any contract. The provisions herein are solely for the fiscal responsibility of the City and confer no rights, duties or entitlements to any proposer. A written agreement for services will be required between the City and successful proposer.

VII. Estimated Timetable for Proposals

The following is a detailed schedule of events for the RFP process, which is subject to modification by the City:

- **July 30, 2020:** Advertise RFP
- **August 6, 2020:** Advertise RFP
- **August 13, 2020:** Questions due to the City
- **August 20, 2020:** Responses to submitted questions posted online
- **August 31, 2020:** RFP responses due to the City
- **August 31-September 7, 2020:** Selection Committee evaluate and shortlist candidates
- **September 14, 2020:** Consultant interviews
- **September 15, 2020:** Notify first ranked team and interviewees
- **September 15-22, 2020:** Negotiate contract
- **October 5, 2020:** City Council meeting
- **October 6, 2020:** Contract execution / notice to proceed