

**The City of Moore
Moore, Oklahoma**



**RFP #1516-003
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**

RFP #1516-003

Request For Proposals

For

PROFESSIONAL SERVICES

For

**INTERNAL AUDIT FOR THE COMMUNITY DEVELOPMENT
BLOCK GRANT-DISASTER RECOVERY**

City of Moore, Oklahoma

Date of Issuance: Friday, September 18, 2015

**CITY OF MOORE
NOTICE
RFP #1516-003**

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, Friday, October 9, 2015.**

The City is seeking proposals from qualified Certified Public Accountants to perform an internal audit of the CDBG-DR and its related component units and ending with conclusion of the grant term in November 2019. 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-dr@cityofmoore.com no later than 5:00 PM (CST) September 30, 2015. The questions will be answered by City Staff and posted on the City's website no later than 5:00 pm (CST) October 2, 2015.

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 ten (10) written copies plus one electronic file of the proposal by **4:00 p.m., CST, Friday, October 9, 2015,** to the Purchasing Agent, Moore City Hall, 301 North Broadway, Moore, Oklahoma 73160. Proposals must be identified as follows:

**“RFP #1516-003”
“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).

The City of Moore is an equal opportunity employer.

Carol Folsom, Purchasing Agent
405-793-5023

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 and ending with conclusion of the grant term in November 2019. 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 a quarterly audit starting with the fourth quarter of the 2014-2015 federal fiscal year.

C. PROPOSAL DEADLINE

Proposers shall submit one (1) original in digital format, and ten (10) separate hard copies with one marked as "Original". The proposal must be clearly marked as 1516-004 Technical Assistance for the Community Development Block Grant & 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 Friday, October 9, 2015**. 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.

Carol Folsom, 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 59,000 and 24,000 households. 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 - <http://envision.cityofmoore.com/>

III. Scope of Services

The firm will be expected to perform a quarterly performance audit of the CDBG-DR to determine the efficiency of the process. The Community Block Grant-Disaster Recovery that the City of Moore has been awarded is \$52.2 million. An audit report will be required and will need to include:

- Documented findings
- Recommendations for improvements

This contract will be for one year and renewed annually for up to 5 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 ten (10) 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.

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 each quarterly audit 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

At the conclusion of the oral presentation process the evaluation committee will independently record their scores on the evaluation sheet and forward those to the Purchasing Department for tabulation.

Based on the result of the scoring a recommendation will be made to the full City Council for their review and consent. Upon successful completion of preliminary negotiations with the selected firm, a notice of award will be issued and contract preparation commenced. Unsuccessful firms will be notified by mail.

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 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

This RFP is a solicitation and not an offer to contract. The City of Moore 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.

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 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.

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

- **September 18, 2015:** Advertise RFP
- **September 25, 2015:** Advertise RFP
- **September 30, 2015:** Questions due to the City
- **October 2, 2015:** Responses to submitted questions posted online
- **October 9, 2015:** RFP responses due to the City
- **October 12-14, 2015:** Selection Committee evaluate and shortlist candidates
- **October 15, 2015:** Consultant interviews (30 minutes each)
- **October 16, 2015:** Notify first ranked team and interviewees
- **October 19-21, 2015:** Negotiate contract
- **November 2, 2015:** City Council meeting
- **November 3, 2015:** Contract execution / notice to proceed

Exhibit C

NON-COLLUSION AFFIDAVIT OF VENDOR

The following affidavit **MUST** accompany your response to this proposal.

COUNTY OF _____) SS.
STATE OF _____)

AFFIDAVIT

I, _____, declare under oath, under penalty of perjury, That I am lawfully qualified and acting officer and/or agent of _____
(Firm's Name)

and that:

1. That the affiant has not been party to any collusion among proponents in restraint of freedom of competition by agreement to propose at a fixed price or to refrain from making a proposal; or with any official of the state or political subdivision of the State, including The City of Moore, as to quantity, quality, or price in the matter of the attached proposal, or any other terms of said prospective contract; or in any discussions between proponents and any official of the state, including the City of Moore, concerning the exchange of money or other thing of value for special consideration in the letting of a contract and,
2. _____, has not pled guilty to or been convicted of a
(Firm's Name)
felony charge for fraud, bribery, or corruption involving sale of real or personal property to any state or any political subdivision of a state.
2. That no person, firm, corporation subsidiary, parent, predecessor or other entity affiliated with or related to _____ has been convicted of a
(Firm's Name)
felony charge for fraud, bribery, or corruption relating to sale of real or personal property to any state or political subdivision of a state.

(Officer or Agent)

Subscribed and sworn to before me this _____ day of _____, _____.

(SEAL)

My Commission Expires

(Notary Public)

Exhibit D: Byrd Amendment Certification

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Signature	
Printed Name	
Position	
Date	

Exhibit E: Certification Regarding Debarment, Suspension, and Other Responsibility Matters

In accordance with 2 CFR Part 2424 and 24 CFR Parts 5, 6, et al (US Department of Housing and Urban Development: Implementation of OMB Guidance on Debarment and Suspension; Final Rule) the Respondent certifies, to the best of his or her knowledge and belief, that:

- (1) No employee of the Respondent who will materially participate in the Respondent's delivery of labor or work product under this RFP is currently suspended or debarred under the applicable laws or regulations in effect on the date of certification;
- (2) No sub-contractor, partner or other party who will materially participate in the Respondent's delivery of labor or work product under this RFP is currently suspended or debarred under the applicable laws or regulations in effect on the date of certification.
- (3) The undersigned Respondent shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Signature	
Printed Name	
Position	
Date	

Exhibit F:

Instructions: If the Respondent is a Minority Owned Business (MOB) or Women Owned Business (WOB) or qualifies as a Section 3 business, the Respondent completes Form F.1. If the Respondent intends to utilize a MOB/WOB or Section 3 business in the performance of the proposed contract, the respondent completes Form F.2

F.1: CERTIFICATION AS A MINORITY OWNED, WOMEN OWNED OR SECTION 3 BUSINESS

I, _____ certify that _____ is a Minority Owned, Women Owned or Section 3 Business.

Business Registered Name	
Business Registered Address 1	
Business Registered Address 2	
State of Registration	
Certificate or Registration Number	
Certifying Agency	

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. The City reserves the right to withdraw or terminate the proposed contract should the representation of fact be false.

Signature	
Printed Name	
Position	
Date	

F.2: STATEMENT OF INTENT OF MOB/WOB/SECTION 3 UTILIZATION

I, _____ certify that _____ will utilize Minority Owned Business (MOB) or Women Owned Business (WOB) as subcontractor(s), vendor(s), supplier(s), or professional service(s). The estimated **dollar value** of the amount that we plan to pay the MOB or WOB subcontractor(s), vendor(s), supplier(s), or professional service(s) is \$ _____

Description of Work	MOB Amount	WOB Amount	Section 3 Amount	Name of MOB/WOB/Section 3

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. The City reserves the right to withdraw or terminate the proposed contract should the representation of fact be false

Signature	
Printed Name	
Position	
Date	

