

Request for Proposals

PROFESSIONAL AUDIT SERVICES
Virgin Islands Public Finance Authority
For Fiscal Years 2018, 2019 and 2020

DUE DATE: Friday, October 31, 2019, 4:00 PM (AST)

Physical Address:

Virgin Islands Public Finance Authority
32 & 33 Kongens Gade, Government Hill
Attention: Executive Director
c/o Director of Finance & Administration
St. Thomas, V.I. 00802

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REQUEST FOR PROPOSALS

I. INTRODUCTION

A. General Information

1. Background. The Virgin Islands Public Finance Authority (the “Authority”), a blended component of the Government of the US Virgin Islands, was created by the Virgin Islands Act No. 5365 (the “Act”), The Government Capital Improvement Act of 1988, for the purposes of aiding the Government of the Virgin Islands (the “Government”) in the performance of its fiscal duties and in effectively carrying out its governmental responsibility of raising capital for essential public projects. Under the enabling legislation, the Authority is vested with, but not limited to, the following powers: (i) to have perpetual existence as a corporation, (ii) to borrow money and issue bonds, (iii) to lend the proceeds of its bonds or other money to the Government or any Agencies, authority or instrumentality thereof, and to private entities, (iv) to establish one or more revolving loan funds with the proceeds of bonds issued by the Authority or issued by the Government or any Agencies, authority or instrumentality thereof and, (v) to invest its funds and to arrange for the investment of the funds of the Government or any Agencies, authority or instrumentality thereof. Pursuant to Section 8(b)(i) of the Revised Organic Act, the Government may issue revenue bonds for public improvements or undertakings authorized by an act of the Legislature, without limitation as to principal amount. The Authority also provides property management services as discussed further below under Activities of the Authority.

Activities of the Authority

The Authority performs a financial management function for the Government of the Virgin Islands consisting of the following activities:

Operations: Overall investment management and administrative activities of the Authority.

The West Indian Company (“WICO”): Property management activities related to the management of the WICO, a blended component unit, consisting primarily of servicing cruise ships owned by established shipping lines.

King’s Alley Management, Inc. (“KAMI”): Property management activities related to KAMI, a blended component unit, formed on July 22, 2001, consisting primarily of managing the King’s Alley Hotel in Christiansted, St. Croix, and a shopping center in Frederiksted, St. Croix.

Virgin Islands Next Generation Network (“viNGN”): Operating entity in connection with the broadband expansion project formed on March 8, 2010, a blended component unit of the Authority. viNGN was incorporated on October 22, 2010, and its articles of incorporation were duly filed with the Office of the Lieutenant Governor of the United States Virgin Islands on October 12, 2010.

Office of Economic Opportunity (“OEO”): Oversight of the activities attributable to the American Recovery and Reinvestment Act of 2009 (“ARRA”) formed on June 12, 2009. OEO is a business unit of the Authority.

Office of Disaster Recovery (“ODR”): Established in February 2019 to administer broad oversight of the disaster recovery efforts and activities attributable to Hurricanes Irma and Maria in September 2017 and ensure full compliance of regulations in managing and monitoring project funds, expenditures, and timelines.

Lonesome Dove Petroleum, Inc: A Texas Corporation that was placed into receivership by the District Court of the Virgin Islands and subsequently, the Legislature of the Virgin Islands passed Act 7864 in April 2016 authorizing the Virgin Islands Public Finance Authority to receive, hold and manage its shares.

Tobacco Settlement Financing Corporation (TSFC): Established by the Government of the United States Virgin Islands pursuant to the Tobacco Settlement Act of 2000. The Corporation is formed for the lawful public purposes of purchasing all the Government’s right, title and interest in certain payments received and to be received by the Government under the Master Settlement Agreement as defined by the Act.

The Authority exercises control over the three blended component units: WICO, KAMI and viNGN. WICO and viNGN are governed by separate boards and do not directly provide services to the Authority. Additionally, viNGN has significant transactions with the Authority in the form of loans and federal grant sub-recipient funding. KAMI is governed by the same board as the Authority but does not provide services to the Authority.

2. Notice of Invitation. **Virgin Islands Public Finance Authority** invites qualified independent Certified Public Accountants, who are licensed to practice in the United States Virgin Islands (hereafter, the “Offeror”, “Proposer”, or “Prospective Firm”), to submit proposals to audit and report on blended financial statements of the **Virgin Islands Public Finance Authority (“the Authority”)**, and the separate financial statements of the **West Indian Company (“WICO”)**, **Virgin Islands Next Generation Network (“viNGN”)** and the **Tobacco Settlement Financing Corporation** for the years ending September 30, 2018, September 30, 2019 and September 30, 2020. After the third year, the Authority reserves the right to extend the agreement an additional three (3) years and to

negotiate rates, terms and conditions based on changes of circumstances for the audit, as may be in the Authority's best interest. The audit is to be conducted in accordance with Generally Accepted Auditing Standards (GAAS), Generally Accepted Government Accounting Standards (GAGAS), the standards set forth for financial audits in the U.S. General Accounting Office's (GAO) Government Auditing Standards, the Single Audit Act of 1984 with Amendments of 1996, the U.S. Office of Management and Budget (OMB) Circular A-133. **Section II, "Nature of Services Required"**, of this Request for Proposals (RFP) outlines the services required by the Authority. There is no expressed or implied obligation for the Authority to reimburse responding firms for any expenses incurred in preparing proposals in response to this request.

3. Proposal Submission. Prospective firms should submit detailed proposals on or before **Friday, October 31, 2019 at 4:00 PM (AST)**. Proposals should be mailed or delivered to:

Virgin Islands Public Finance Authority
5033 Kongens Gade, Government Hill
Attention: Executive Director
c/o Director of Finance & Administration
St. Thomas, V.I. 00802
Or
Via electronic mail at:
sberry@usvipfa.com.

Proposal cover letters should designate who can answer questions concerning the submitted proposals. An officer empowered to bind the firm submitting the proposal must sign the proposal.

4. Proposal Format. One original and four (4) copies of each proposal should be submitted in the format outlined in **Section III, "Proposal Document Instructions"** If submitted via postal mail.

Any questions should be submitted in writing via email to sberry@usvipfa.com utilizing the following subject header: **RFP Professional Audit Services (PFA/WICO/viINGN/TSFC)**.

5. Contract Terms. The proposal should be on a fee basis as defined in **Section III, "Proposal Document Instructions"**, and must be submitted in a separately sealed and properly labeled envelope. There should be no mention of fees in the qualitative proposal, except within the separately sealed and properly labeled fee proposal. All firms submitting a proposal shall agree to include a "Hold Harmless Agreement" into the contract with the Authority, which will require the prospective firm to indemnify and hold the Authority harmless for any and all claims, liability, losses and causes of action which may arise out of its

fulfillment of the contract awarded pursuant to this RFP. The prospective firm will agree to pay all claims and losses, including related court costs and reasonable attorneys' fees, and shall defend all suits filed due to the negligent acts, errors or omissions of the prospective firm or its employees and/or agents of the prospective firm. By responding to this RFP, the prospective firm is agreeing to the terms, conditions and requirements set forth herein, unless expressly noted in writing in the firm's written submission.

6. Schedule of key issuance dates for the **Virgin Islands Public Finance Authority, West Indian Company, Virgin Islands Next Generation Network and Tobacco Settlement Financing Corporation** which must be strictly adhered to by the prospective firm, is delineated as follows:

Fiscal Year	ISSUANCE DATES	
	Basic Financial Statements	Single Audit
September 30, 2018	January 31, 2020	March 31, 2020
September 30, 2019	June 30, 2020	September 30, 2020
September 30, 2020	March 31, 2020	June 30, 2021

B. Evaluation and Selection of Proposals

An evaluation committee will perform the evaluation of proposals in accordance with the criteria set forth at *Appendix A*. The following criteria will also be considered in the evaluation:

1. Audit approach
2. The prospective firm's independence
3. The quality and capacity of the prospective firm's professional and management support personnel to be assigned to the engagement from a local, regional, and national standpoint
4. Expertise with similar federal and financial awards
5. The firm's Peer Review results under the AICPA's Peer Review Program
6. Other criteria as deemed prudent

The Authority reserves the right to retain all proposals submitted and use any idea in a proposal regardless of whether that proposal is selected.

C. Subcontracting

Firms are not permitted to subcontract or assign any part of the work covered under the scope of the audit engagement, without the express prior written consent of the Authority.

D. Minority-owned firms and women's business enterprises are encouraged to apply.

II. NATURE OF SERVICES REQUIRED

A. Scope of Work

The Authority desires the audit firm to express an opinion on the fair presentation of its basic financial statements, and the related notes to the financial statements, in conformity with generally accepted accounting principles. The auditor is to conduct its audit in accordance with auditing standards generally accepted in the United States and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States. The Authority, WICO, viNGN and TSFC are responsible for the preparation and fair presentation of its basic financial statements in conformity with U.S. generally accepted principles.

B. Auditing Standards to be followed

To meet the requirements of this Request for Proposals, the audit shall be performed in accordance with:

- Auditing standards generally accepted in the United States,
- The Single Audit Act of 1984 with Amendments of 1996,
- The provisions of the U.S. Office of Management and Budget (OMB) Circular A-133, and any other applicable OMB circulars,
- Compliance Supplement for Single Audits of State and Local Governments (as amended),
- Any future audit conventions, audit procedures, or audit pronouncements from or by any state or federal funding agencies, entity establishing generally accepted auditing standards (e.g., Government Accounting Standards Board), or statute from a governmental entity or regulation from grantor agencies, or other authoritative entity concerning audits of funds or programs operated, administered or managed by the Authority, WICO, viNGN and TSFC.

C. Reports to be Issued

The following reports must be issued in a timely manner by the prospective audit firm as defined in **I.A.6** above:

1. The basic financial statements, and the related notes to the financial statements, in conformity with U.S. generally accepted accounting principles.
2. Single Audit Report, containing:
 - a. Schedule of Expenditures of Federal Awards (SEFA)
 - b. Notes to the SEFA
 - c. Independent Auditors' Report on Compliance and on Internal Control Over Financial Reporting Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards
 - d. Independent Auditor's Report on Compliance with Requirements Applicable to Each Major Program, Internal Control Over Compliance in Accordance with OMB Circular A-133 and Schedules of Expenditures of Federal Awards.
 - e. Schedule of Findings and Questioned Costs.

3. The prospective firm shall submit, no later than fifteen (15) working days after the end of field work, a draft of the management letter, which shall identify material weaknesses observed in the system of internal accounting control as well as the effect on financial management and proposed steps to eliminate the weaknesses found.

D. Working Paper Retention and Access to Working Papers

All audit working papers and reports must be retained, at the auditor's expense, for a minimum of seven (7) years, unless the firm is notified in writing by the Authority of the need to extend the retention period. The auditor will be required to make working papers available, upon request, to the following parties or their designees:

- The Authority
- Government of the Virgin Islands
- Inspectors General Office
- Parties designated by the federal or state governments or by the Authority as part of an audit quality review process.
- Auditors of entities of which the Authority and/or its Agencies are a sub-recipient of certain grants.

In addition, the firm shall respond to the reasonable inquiries of successor auditors and allow successor auditors to review working papers relating to matters of continuing accounting significance.

III. PROPOSAL DOCUMENT INSTRUCTIONS

A. General Requirements

Proposals should include the following:

1. Title page, including:
 - a. The name, address, and phone number of the proposer firm's contact person
 - b. The name and address of the firm
2. Table of contents
3. Transmittal letter, including:
 - a. A brief statement as to the firm's understanding of the work to be performed, the commitment to perform the work within the time period, and a statement as to why the firm believes it to be the best qualified to perform the engagement.
 - b. The period for which the offer will be honored, which should be at least ninety (90) days from the date of the proposal.
 - c. A signature of the person authorized to commit the firm.
4. Body of proposal – see below
5. Executed copies of Proposer Guarantee and Proposer Warranties, provided in the attachments, *Appendix B* and *Appendix C*.

B. Body of Proposal

The purpose of the proposal is to demonstrate the qualifications, competence, and capacity of the firms seeking to undertake an independent audit of the Authority and its components in conformity with the requirements of this RFP. As such, the substance of proposals will carry more weight than their form or manner of presentation. The qualifications proposal should demonstrate the qualifications of the firm and of the staff to be assigned to this engagement. It should also specify an audit approach that will meet the requirements of the RFP. The proposal should address all the points outlined in the request for proposal. The proposal should be prepared simply and economically, providing a straightforward, concise description of the proposer's capabilities to satisfy the requirements of the request for proposal. While additional data may be presented, responses to the following items must be included, particularly given that said items will be an integral component by which the proposal will be evaluated:

1. Independence

The firm should provide an affirmative statement that it is independent of the Authority, WICO and viNGN as defined by current professional standards. Professional standards refer specifically to Generally Accepted Auditing Standards as established by the American Institute of Certified Public Accountants, Generally Accepted Government Auditing Standards established by the U.S. General Accounting Office, and any other standards applicable to audits of government entities.

2. Licensed to Practice in the U.S. Virgin Islands

An affirmative statement should be included indicating that the firm and all assigned key professional staff are properly licensed to practice in the U.S. Virgin Islands or will perform all steps necessary to obtain a license to practice in the Virgin Islands prior to commencement of services.

3. Firm Qualifications and Experience

The proposal should state the size of the firm, the size of the firm's governmental audit staff and the location for the office from which the audit will be performed. If the proposer is a joint venture or consortium, the qualifications of each firm comprising the joint venture or consortium should be separately identified and the firm that is to serve, as the principal auditor should be noted, if applicable. The firm is also required to submit a copy of the report on its most recent external quality control review (Peer Review), with a statement whether that quality control review included a review of specific government engagements. The firm shall also provide information on the results of any federal or state desk reviews or field reviews of its audits during the past five (5) years. In addition, the firm shall provide information on the circumstances and status of any disciplinary action taken or pending against the firm during the past five (5) years with state regulatory bodies or professional organizations.

4. Partner, Manager, Supervisor and Staff Qualifications and Experience

The firm should identify the principal management and supervisory staff, including engagement partners, managers, and other supervisors and specialists, who would be assigned to the engagement and indicate whether each such person is licensed to practice as a Certified Public Accountant in the Virgin Islands. The firm also should provide information on the government auditing experience of each person, including information on relevant continuing professional education for the past three (3) years and membership in professional organizations relevant to performance of this audit. Engagement partner, managers, other supervisory staff and specialists may be changed if those personnel leave the firm, are promoted or are assigned to other clients or offices. These personnel may also be changed for other reasons. However, the Authority retains the right to approve or reject replacements.

5. Similar Engagements with Other Entities

For the specific firm's office that will be assigned responsibility for the audit, list the most significant audit engagements, with a maximum of ten (10) performed in the last five (5) years, that are similar to the engagement described in this request for proposals. At least seven (7) of the engagements should be government entities of similar size and scope. Indicate the scope of work, number of audits completed for the specific government entity, performance period of the most recent completed engagement, actual issuance date of the most recent completed audit report, name of engagement partner, total audit hours, and the name and telephone number of the principal client contact.

6. Specific Audit Approach

The proposal should set forth a work plan, including an explanation of the audit methodology to be followed, to perform the services required in **Section II** of this RFP. In developing the work plan, references should be made to such sources of information as the Authority's most recent audited financial statements, budget and related materials. Proposers will be required to provide the following information on their audit approach:

- a) Proposed segmentation of the engagement with anticipated time frames for each segment.
- b) Level of staff and number of hours to be assigned to each proposed segment of the engagement.
- c) Extent of use of management information systems/software/etc. that will significantly aid in completing the engagement as defined and delineated in **I.A.6**.
- d) Type and extent of analytical procedures to be used in the engagement.
- e) Approach to be taken to gain and document an understanding of the Authority's internal control structure.

- f) Approach to be taken in determining laws and regulations that will be subject to audit test work.
- g) Identification of the approach used to test controls and compliance.
- h) Identification of the extent of substantive tests of balances procedures to be performed.
- i) Identification of the firm's pre-issuance report review procedures that the Authority's audit reports will be subject to. If firm personnel other than members of the engagement team will be involved in the pre-issuance report review, those individuals should be identified.

7. Identification of Potential Problem Audit Areas

The proposal should identify and describe any anticipated potential audit problems, the firm's approach to resolving these problems and any special assistance that will be requested by the Authority.

8. Fee Proposal

The Fee Proposal must be submitted in a separately sealed envelope. The Authority wishes to evaluate proposals initially without regard to fees.

a. Total All-Inclusive Minimum to Maximum Price Range

The proposal should contain all pricing information relative to performing the audit engagement as described in this RFP. The total all-inclusive price range to be bid must contain all direct and indirect costs including all out-of-pocket expenses. The proposed price range must be documented in the format included in **Appendix D**. The Authority, WICO, viNGN or TSFC will not be responsible for expenses incurred in preparing and submitting the technical proposal or the sealed dollar bid. Such costs should not be included in the proposal.

b. Rates by Partner, Manager, Supervisor and Staff

The proposal should include a schedule of professional fees and expenses, presented in the format provided in the attachment, **Appendix D**, that supports the total all-inclusive minimum to maximum price.

c. Out-of-pocket expenses for firm personnel (e.g. travel, lodging, meals, etc.) should be included on the schedule of professional fees and expenses in the format provided in the attachment, **Appendix D**. All expense reimbursements will be charged against the total all-inclusive price range submitted by the firm.

d. Additional Professional Services, Other than Subject Matter Experts

If it should become necessary for the Authority to request the auditor to render any additional services to supplement the services requested in this RFP, such additional work shall be performed only if set forth in an addendum to the contract between the Authority and the firm.

IV. SPECIAL PROVISIONS

A. Prerogatives

The Authority reserves the following prerogatives.

1. To reject any or all proposals.
2. To change audit phase and report due dates.
3. To terminate the contract following ten (10) days written notification to the audit firm.

B. Contract Period

The professional services contract shall apply to the annual audit of the period ending September 30, 2018, September 30, 2019 and September 30, 2020 with the option for a 3-year extension as discussed in Section I(A)(2) above.

C. Assignability

The firm cannot transfer any interest or provide for the assignment of the purchase of professional services contract with Virgin Islands Public Finance Authority both in whole or in part, without the expressed written permission and written consent of the Authority's Board of Directors and Executive Director.

D. Payment

Payment for services rendered will be based upon receipt of an itemized statement from the audit firm. All billings should indicate the percentage of work completed. Amounts billed of the maximum price will not exceed the percentage of completion. Not more than 66% of the fee will be paid prior to receipt of a "final" version of the prospective firm's audit report for the Basic Financial Statements and Single Audit, as well as management letter comments.

E. Ownership

All proposals and reports become the property of the Virgin Islands Public Finance Authority upon submission, for use as deemed appropriate. Work papers must be available for references and reproduction by the Authority, WICO and viNGN for a minimum of seven (7) years, unless the firm is notified in writing by the Authority of the need to extend the retention period. Copies of adjusting audit entries and trial balances, if applicable, will be provided to the Authority, WICO and viNGN upon completion of each individual audit engagement.

F. Confidentiality

All proposals, for the purpose of bidding, will be kept in strict confidence by the Authority. The proposers and subsequently selected audit firm may not issue news releases or other public notification regarding this project without prior approval from the Authority.

G. Special Meetings

A planning meeting will be held prior to the start of audit work each year, at the request of the Authority.

Progress meetings will be held as deemed necessary by the Executive Director to gauge audit progress and assist in facilitating the timely completion of the audit.

An exit conference will be held at the end of the audit to discuss findings and recommendations resulting from the audit work performed and a draft copy of the report will be provided at this time. In addition, special meetings will be scheduled when matters involving the potential of fraud, theft, misuse or misrepresentations on financial or grant reports, or similar matters are discovered that require notification and/or the determination of a course of action. Scheduling of these meetings will be the responsibility of the audit firm and shall include the Authority's Board of Directors, Executive Director, and Director of Finance and Administration.

APPENDIX A

Upon determining that a proposal satisfies the mandatory requirements stated in the request for audit services, a comparative assessment of the relative benefits and deficiencies of the proposal in relationship to published evaluation criteria shall be made objectively. The award of a contract resulting from this request for auditing services shall be based on the best proposal received in accordance with the evaluation criteria stated below.

After an initial screening process of the RFP, a technical question-and-answer conference or interview may be conducted, if deemed necessary by the Authority to clarify or verify the proposer's proposal and to develop a comprehensive assessment of the service. The Authority reserves the right to consider historic information and fact, whether gained from the proposer's proposal, question-and-answer conferences, references or any other source, in the evaluation process.

The proposer is cautioned that it is the proposer's sole responsibility to submit information related to the evaluation categories and that the Authority is under no obligation to solicit such information if it is not included with the proposer's proposal. Failure of the proposer to submit such information may cause an adverse impact on the evaluation of the proposer's proposal.

AUDITOR EVALUATION CRITERIA AND RATING POINT VALUE

1. Prior experience of prospective firm and staff **[0 -- 30]**
 - a. Auditing State, Agencies, and/or local government activities. (General Government) **[0 – 5]**
 - b. Auditing State, Agencies, and/or local government activities. (Specific to Aviation and Marine) **[0 – 15]**
 - c. Auditing programs financed by Federal Government. **[0 – 10]**
2. Organizational size and structure of the prospective firm. **[0 – 20]**
 - a. Consideration of size, audit approach, and capabilities of the prospective firm in relation to the demands of tasks to be performed. **[0 – 20]**
3. Qualification of staff to be assigned to the audit. **[0 – 25]**

This will be determined from resumes submitted, education, position in firm, years and types of experience will be considered.

 - a. Audit team makeup. **[0 – 15]**
 - b. Overall supervision. **[0 – 10]**
4. Proposer's understanding of work to be performed. **[0 – 25]**
 - a. Adequate staffing for audit completion **[0 – 10]**
 - b. Realistic time estimates of each audit step **[0 – 10]**

c. Organization/user friendliness of schedules **[0 – 5]**

Maximum Points: **100**

The Authority will use the total scores as a guide in selecting an auditor. The Authority also reserves the right to negotiate with any proposer, if it is deemed in the best interest of the Authority, WICO and viNGN.

APPENDIX B

PROPOSER GUARANTEE

The proposer certifies it can and will provide and make available, as a minimum, all services outlined as part of *Section II, "Nature of Services Required"*, and further provides the following certifications:

- A. The individual signing certifies that he/she is authorized to contract on behalf of the Proposer.
- B. The individual signing certifies that the Proposer is not involved in any agreement to pay money or other consideration for the execution of this agreement, other than to an employee of the firm.
- C. The individual signing certifies that the prices in this proposal have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition.
- D. The individual signing certifies that the prices quoted in this proposal have not been knowingly disclosed by the Proposer prior to an award to any other Proposer or potential Proposer.
- E. The individual signing certifies that there has been no attempt by the Proposer to discourage any potential Proposer from submitting a proposal.
- F. The individual signing certifies that the Proposer is a properly licensed certified public accountant, licensed to conduct independent audits in the U.S. Virgin Islands or will be licensed to conduct independent audits in the U.S. Virgin Islands at the time services are rendered.
- G. The individual signing certifies that the Proposer meets the independence standards of the *Government Auditing Standards* (Current Revision).
- H. The individual signing certifies that she/he is aware of and will comply with the GAO Continuing Education Requirement of 80 hours of continuing education every two years; and that 24 hours of the 80 hours education will be in subjects directly related to the government environment and to government auditing for individuals.
- I. The individual signing certifies that she/he is aware of and will comply with the GAO requirement of an external quality control (peer) review at least once every three years.
- J. The individual signing certifies that she/he has read and understands the following publications relative to the prospective audits:
 - *Government Auditing Standards* (Current Revision)
 - OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations* (June 1997)
 - OMB Circular A-133 - *Compliance Supplement* (Revised June 1997)
 - Indirect Cost and Other Rates for Grants

- K. The individual signing certifies that she/he has read and understands all the information in this Request for Proposal, including the information on the programs/grants/contracts to be audited.
- L. The individual signing certifies that the Proposer, and any individuals to be assigned to the audits, does not have a record of substandard audit work and has not been debarred or suspended from doing work with any federal, state or local government.
 - **NOTE:** If the Proposer or any individual to be assigned to the audits has been found in violation of any state or AICPA professional standards, this information must be disclosed.

Signature: _____
Name: _____
Title: _____
Firm: _____
Date: _____

This page must be signed, notarized, and submitted as part of your RFP to be considered valid.

APPENDIX C

PROPOSER WARRANTIES

A. Proposer warrants that it is willing and able to comply with the laws of the United States and the United States Virgin Islands.

B. Proposer warrants that it has errors and omissions insurance policy with coverage of not less than \$1,000,000 for the willful or negligent acts or omissions of any partners, officers, employees or agents thereof and proof shall be submitted upon award of the contract.

C. Proposer warrants that all information provided by it in connection with this proposal is true and accurate.

Signature: _____

Name: _____

Title: _____

Firm: _____

Date: _____

This page must be signed, notarized, and submitted as part of your RFP to be considered valid.

APPENDIX D

Summary schedule of professional fees and expenses (all-inclusive minimum to maximum price range) for professional services for the fiscal year ended September 30, 2018, September 30, 2019, and September 30, 2020. Total all-inclusive minimum to maximum price range for audit services must be delineated as follows:

Professional Fees

Resource	Minimum Cost	Maxium Cost
Partner	\$	
Senior Manager		
Manager		
Senior		
Staff		
Subject Matter Expert(s)		
Out of Pocket Expenses		
Grand Total	\$	

Signature: _____

Name: _____

Title: _____

Firm: _____

Date: _____

This page must be signed, notarized, and submitted as part of your RFP to be considered valid.

APPENDIX E

RFP EXCEPTIONS PAGE

The Proposer must note below all exceptions to the RFP specifications. I certify that the following are the only exceptions to the RFP specifications, and all forms attached. If your RFP meets all specifications for this RFP except as noted above, sign here:

Name and Title

Company

Date

This page must be signed, notarized, and submitted as part of your RFP to be considered valid.