



**Request for Quotes (RFQ):
Single Audit**

**Quotes accepted until:
Friday, September 22, 2023**

Rolling Plains Management Corporation

118 N. 1st Street

Crowell, Texas 79227

940-684-1571

Rolling Plains Management Corporation is an equal opportunity employer and encourages all Historically Underutilized Businesses and Disadvantaged Business Enterprises to participate.

Table of Contents

ABOUT THE AGENCY	3
SCOPE OF WORK	4
AUDIT REQUIREMENTS	4
<i>Single audit and Federal Form 990</i>	4
<i>Audit of 401k plan</i>	5
SUBMISSION REQUIREMENTS AND CERTIFICATIONS	6
EXPERIENCE AND CERTIFICATIONS REQUIRED	6
SUBMISSION GUIDELINES	7
SCORING MATRIX	8
SELECTION PROCESS	8
TENTATIVE PROJECT TIMELINE	9
ADDITIONAL INFORMATION AND CERTIFICATIONS	10
<i>Disadvantaged Business Enterprises (DBE)/Historically Underutilized Businesses (HUB)</i>	10
<i>Protest Rights</i>	10
<i>Conflict of Interest/Nepotism</i>	10
<i>Federal/State/Local Compliance</i>	10

ABOUT THE AGENCY

Rolling Plains Management Corporation of Baylor, Cottle, Foard, Hardeman, and Wilbarger Counties was formed in 1965 to provide services to low-income individuals as the Economic Opportunities Advancement Corporation of Cottle, Foard, Hardeman, and Wilbarger Counties through a volunteer parent support group. During the 55 years that RPMC has served north Texas, the programs and services have expanded beyond early childhood education to include: transportation, utility assistance, weatherization, childcare assistance, and self-sufficiency services. The service area has expanded from four counties to 28 counties. The available services vary based on service area.

Rolling Plains Management Corporation (RPMC) is seeking quotes from qualified vendors to provide Single Audit services as required by 2 CFR Part 200 Subpart F.

The RFQ provides key information and requirements, which includes:

- Scope of Work
- Submission Requirements and Certifications
- Scoring Matrix
- Tentative Project Timeline
- Additional Information and Certifications

For additional information go to the following website: www.rollingplains.org



SCOPE OF WORK

The purpose of this RFQ is to obtain the services of a public accounting firm to perform an audit under 2 CFR Part 200 and annual tax services (Form 990) of Rolling Plains Management Corporation (RPMC) for its fiscal year December 1, 2022 to November 30, 2023. Additional services will include an audit of the agency's 401k plan for the calendar year January 2023 to December 2023.

The audit shall be conducted by a certified public accountant (CPA) that is licensed at the time of the audit. The CPA shall meet all of the general standards concerning qualifications, independence, due professional care, and quality control as required by Government Auditing Standards, including the requirements for continuing professional education and external peer reviews. The CPA shall not be debarred or suspended from doing business with the federal government.

The accepted company will contract directly with RPMC and work cooperatively with Keren Whitney, Finance Director.

The RFQ provides information on the project, the minimum scope of services required, and information to aid in preparing responses to this RFQ. Please reference the project schedule for all relevant dates.

While every effort has been made to ensure the accuracy and completeness of the information in this RFQ, RPMC recognizes that the information is not exhaustive in every detail and that all work and materials may not be expressly mentioned in the requirements of the RFQ. Therefore, it is the responsibility of the bidder to include in their proposal all requirements which are necessary for the full performance of the system. If selected for negotiations, bidder may be required to prepare and submit additional information prior to final vendor(s) selection, in order to reach terms for the provision of services, which are agreeable to both parties.

Audit Requirements


RPMC is seeking a qualified accounting firm to provide audit and tax services. Copies of prior year audits and Form 990, current year budget and most recent interim financial statements will be available upon request. The general services to be provided are as follows:

Single audit and Federal Form 990

1. Single audit for the fiscal year ending November 30, 2023 shall be performed in compliance with the requirements of:
 - a. Generally Accepted Auditing Standards.
 - b. Government Auditing Standards.
 - c. Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance)

- d. State of Texas Uniform Grant Management Standards
2. Source documents are located at the administrative office located at 118 N. First St., Crowell, Texas 79227. The documents may be accessed in person or remotely.
3. Fieldwork should be completed so that all reports can be presented at the June board meeting.
4. Presentation at the June board meeting by the auditor of the audited financials and Form 990 to the RPMC Finance Committee and Board of Directors is preferred.
5. Deadline to submit financial statements and single audit reports to the Federal Audit Clearinghouse is August 31 of each year or 30 days following the issuance of the report, whichever occurs first.
6. Preparation of Federal Form 990 including timely filing of applicable extensions and electronic filing final return.

Audit of 401k plan

1. Auditor will perform an ERISA section 103(a)(3)(C) audit of Rolling Plains Management 401(k) Plan for the year ended December 31, 2023 in connection with its annual reporting obligation under the Employee Retirement Income Security Act of 1974.
 2. Source documents are located at the administrative office located at 118 N. First St., Crowell, Texas 79227. The documents may be accessed in person or remotely.
 3. Fieldwork should be completed by June 30th to allow time for submission of financial statements to the Department of Labor by July 31st.
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SUBMISSION REQUIREMENTS AND CERTIFICATIONS

Submission requirements and certifications are crucial elements that prospective vendors must adhere to in order to be considered for the project. These requirements and qualifications outline the necessary information and criteria that must be met during the proposal submission process.

Experience and Certifications Required

The list below details the experience, certifications, and qualifications RPMC requires of their audit. In responding to this RFQ, please use the following format. Proposals should demonstrate that the firm has the professional capability and availability to satisfactorily and timely complete all the tasks as described in the Scope of Services section of this RFQ. Responses should include:

1. Description of the services to be provided, including the approaches and methods to be used, audit procedures, estimated hours, and other pertinent information. The CPA Firm should include the type of assistance that will be required from RPMC staff as well as the anticipated hours of assistance.
2. Description of prior auditing experience, including the names, addresses, contact persons, and telephone numbers of prior organizations audited. Experience should include the following categories:
 - a. prior experience auditing programs funded by the federal government;
 - b. prior experience auditing programs funded by state governments; and
 - c. prior experience auditing non-profit organizations.
3. Description of the CPA Firm's organization, size and structure. Indicate if appropriate, if the firm is a small / minority business. The CPA Firm should include a copy of the most recent Peer Review.
4. Description of the qualifications of principal staff to be assigned to the audit, including:
 - a. audit team composition;
 - b. overall supervision to be exercised; and
 - c. prior experience of the individual audit team members, such as education, position in firm, years and types of experience, continuing professional education, etc.
 - d. Statement of the availability of auditors necessary to conduct the audit and proposed schedule.
5. A separate itemized statement of price for current year plus two additional years, including how the price was determined, estimated number of hours by staff level, hourly rates by staff level, out of pocket or travel expenses and all-inclusive total cost for:
 - a. Single Audit

- b. Form 990
 - c. 401(K) Audit
6. As a nonprofit organization it is our hope that responders to this RFQ would consider a portion of their work to be of an in-kind services donation. If part of your work would be an in-kind donation please explain and list the approximate value of that consideration.

Submission Guidelines

RMPC will only view PDF submissions sent electronically to the following:

Subject: [Company Name] RFQ Submission
To: Keren.Whitney@rollingplains.org

All submissions must include Submission Documents listed above in, "Submission Requirements and Certifications". Quotes received after the submission deadline will not be considered.



SCORING MATRIX

Respondents will be evaluated and scored according to the following factors:

Evaluation Criteria	Max. Points
Prior experience auditing programs funded by the federal government	10
Prior experience auditing programs funded by state governments	10
Prior experience auditing similar non-profit entities	10
Adequate size of the CPA Firm	5
Small / minority business	5
Audit team qualifications	10
Overall supervision to be exercised	5
Prior experience of audit team	10
Presentation of work to be performed	10
Realistic time estimates of each audit step	5
Price	20
Total Maximum Points	100

Selection Process

Upon receipt of responses, selection committee members will evaluate all responsive proposals and assign scores based on the stated evaluation criteria provided. RPMC may, at its discretion, request presentations by or meetings with any or all applicants, to clarify the applicants' proposals. However, RPMC reserves the right to make an award without further discussion of the proposals submitted. Therefore, proposals should be submitted initially on the most favorable terms, from both technical and price standpoints, which the applicant can propose.

RPMC reserves the right to increase the scope of work or additional projects with the selected company as long as the increase or addition is within the company's ability.

Payment and contract terms will be negotiated with the selected firm. At the option of RPMC, the contract period can be extended and renewed up to four (4) years.

Under no circumstances shall any official, officer, employee, or agent of RPMC bear any personal liability or responsibility for any covenant or agreement stated herein (whether expressed or implied), nor for any statement, representation or warranty made in connection with the agreement.

While RPMC has every intention to award a contract resulting from this RFQ, issuance of the RFQ in no way constitutes a commitment by RPMC to award and execute an agreement. Upon a determination, such actions would be in its best interest, RPMC, in its sole discretion, reserves the right to:

- Cancel or terminate this RFQ
- Reject any or all proposals received in response to this RFQ
- Not award contract if its RPMC’s best interest not to proceed with contract execution
- Or if awarded, terminate any contract if RPMC determines adequate funds are not available

TENTATIVE PROJECT TIMELINE

Activity	Date
RFQ Issued	Thursday, Sept. 7, 2023
Questions Received	Thursday, Sept. 8, 2023-Friday, Sept, 15th
Responses to Questions Due	Monday, Sept. 20, 2023
Due Date for RFQ Submission	Friday, Sept. 22 2023
Proposals Evaluated	September 25—29, 2023
Interviews (if necessary)	September 25—29, 2023
Contract Awarded	Tuesday, October 3, 2023

The tentative timeline above is subject to change.

All inquiries relevant to the project and the RFQ may be directed to the contact information below:

Subject: RFQ Inquiry –Single Audit Services
 Email: Keren.Whitney@rollingplains.org
 Phone: 940-684-1571 ext. 131

ADDITIONAL INFORMATION AND CERTIFICATIONS

Disadvantaged Business Enterprises (DBE)/Historically Underutilized Businesses (HUB)

Efforts will be made by RPMC to utilize small businesses owned and controlled by socially and economically disadvantaged individuals that have been certified as DBEs and HUBs through a state Uniform Certification Program.

Protest Rights

All protests, complaints, questions or concerns regarding the proposal process or the selection of the winning proposal must be submitted in writing within 10 days of selection:

Rolling Plains Management Corporation
ATTN: Debra K. Thomas, Executive Director
PO Box 490
Crowell, Texas, 79227

All protest and complaints shall be referred to the RPMC Executive Committee for resolution.

Conflict of Interest/Nepotism

To avoid any real or apparent conflict of interest or nepotism in the procurement of the bid proposal, no RPMC employee, agent, consultant, officer, family member of employees, official of RPMC and who exercises or has exercised any functions or responsibilities with respect to contract decision making process or gain inside information about such activities, may obtain personal or financial interest or benefit, directly or indirectly, from any award connected with this request. RPMC's employees, officers, and/or agents shall neither solicit nor accept gratuities, favors or anything of monetary value from potential bidders.

Federal/State/Local Compliance

This RFQ complies with all federal and state rules and RPMC policies and procedures. Firm awarded will comply with all applicable federal and state rules.