

REQUEST FOR QUOTATION
Single Audit Consultation and Training

SPECIFICATIONS

1. **PURPOSE AND SCOPE:** The West Virginia Purchasing Division is soliciting bids on behalf of West Virginia Division of Rehabilitation Services to establish a contract for Single Audit Consultation and Training
2. **DEFINITIONS:** The terms listed below shall have the meanings assigned to them below. Additional definitions can be found in section 2 of the General Terms and Conditions.
 - 2.1 **“Contract Services”** means services provided by a CPA to help the West Virginia Division of Rehabilitation Services stay in compliance with the State of West Virginia and the US Department of Education, Rehabilitation Services Administration as more fully described in these specifications.
 - 2.2 **“Pricing Page”** means the pages, contained wvOASIS or attached hereto as Exhibit A, upon which Vendor should list its proposed price for the Contract Services.
 - 2.3 **“Solicitation”** means the official notice of an opportunity to supply the State with goods or services that is published by the Purchasing Division.
3. **QUALIFICATIONS:** Vendor, or Vendor’s staff if requirements are inherently limited to individuals rather than corporate entities, shall have the following minimum qualifications:
 - 3.1. Must be a CPA
 - 3.2. Must have no less than 15 years’ experience auditing government entities.
 - 3.3. Must be located within two hours of Charleston, WV to facilitate expedited, on-demand meetings with the Single Auditors upon request.
 - 3.4. Must have working knowledge of the State of West Virginia’s financial system, wvOASIS.

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- 3.5. Must have knowledge of the Ernst & Young Single Audit process. Ernst & Young is the primary auditor for the State of West Virginia.
- 3.6. Must have experience conducting training both in a group setting and one-on-one.
- 3.7. Must have extensive knowledge of the OMB super circular.
- 3.8. Must have extensive knowledge of the federal laws and regulations pertaining to the West Virginia Division of Rehabilitation Services.
- 3.9. Must have knowledge of the West Virginia Division of Rehabilitation Services.

4. MANDATORY REQUIREMENTS:

4.1 Mandatory Contract Services Requirements and Deliverables: Contract Services must meet or exceed the mandatory requirements listed below.

4.1.1 Single Audit Consultation

- 4.1.1.1 The vendor awarded the contract must have the ability and working knowledge to review the Division's Schedule of Expenditures of Federal Awards, Indirect Cost Rate Proposals and Quarterly Federal Grant Financial Reports to prepare the agency for the Single Audit process.
- 4.1.1.2 The vendor awarded the contract must be available on-site during the agency's single audit to work very closely with staff conducting the audit.
- 4.1.1.3 The vendor awarded the contract must have the ability to provide specific documentation and develop reports from information gathered from the state's financial system for single auditors during the audit process.
- 4.1.1.4 The vendor awarded the contract will negotiate with the single auditors if a finding does occur. If a resolution isn't possible, the vendor will work with the agency to develop a response to both the

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single auditor and the US Department of Education, Rehabilitation Services Administration.

4.1.1.5 The vendor awarded the contract must work closely with agency staff to continue to develop the internal audit process.

4.1.2 Training

4.1.2.1 The vendor awarded the contract must provide on-site training to front-line agency staff regarding issues discovered during the single audit process. Depending on the issue, training could be in a group or one-on-one and must be delivered within 30 days of the finalization of the audit.

4.1.2.2 The vendor awarded the contract must work one-on-one with agency staff to develop new processes to cure audit issues within 60 days of the finalization of the audit.

5. CONTRACT AWARD:

5.1 Contract Award: The Contract is intended to provide Agency with a purchase price for the Contract Services. The Contract shall be awarded to the Vendor that provides the Contract Services meeting the required specifications for the lowest overall total cost as shown on the Pricing Pages.

5.2 Pricing Page: Vendor should complete the Pricing Page in full as failure to complete the Pricing Page in its entirety may result in Vendor's bid being disqualified.

Vendor should type or electronically enter the information into the Pricing Pages through wvOASIS, if available, or as an electronic document. In most cases, the Vendor can request an electronic copy of the Pricing Pages for bid purposes by sending an email request to the following address: Sheri Slone, sheri.d.slone@wv.gov

6. PERFORMANCE: Vendor and Agency shall agree upon a schedule for performance of Contract Services and Contract Services Deliverables, unless such a schedule is already included herein by Agency. In the event that this Contract is designated as an open-end

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contract, Vendor shall perform in accordance with the release orders that may be issued against this Contract.

7. **PAYMENT:** Agency shall pay an hourly rate as shown on the Pricing Pages, for all Contract Services performed and accepted under this Contract. Vendor shall accept payment in accordance with the payment procedures of the State of West Virginia.

8. **TRAVEL:**

Vendor shall be responsible for all mileage and travel costs, including travel time, associated with performance of this Contract. Any anticipated mileage or travel costs may be included in the flat fee or hourly rate listed on Vendor's bid, but such costs will not be paid by the Agency separately.

9. **FACILITIES ACCESS:** Performance of Contract Services may require access cards and/or keys to gain entrance to Agency's facilities. In the event that access cards and/or keys are required:

9.1. Vendor must identify principal service personnel which will be issued access cards and/or keys to perform service.

9.2. Vendor will be responsible for controlling cards and keys and will pay replacement fee, if the cards or keys become lost or stolen.

9.3. Vendor shall notify Agency immediately of any lost, stolen, or missing card or key.

9.4. Anyone performing under this Contract will be subject to Agency's security protocol and procedures.

9.5. Vendor shall inform all staff of Agency's security protocol and procedures.

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10. VENDOR DEFAULT:

10.1. The following shall be considered a vendor default under this Contract.

10.1.1. Failure to perform Contract Services in accordance with the requirements contained herein.

10.1.2. Failure to comply with other specifications and requirements contained herein.

10.1.3. Failure to comply with any laws, rules, and ordinances applicable to the Contract Services provided under this Contract.

10.1.4. Failure to remedy deficient performance upon request.

10.2. The following remedies shall be available to Agency upon default.

10.2.1. Immediate cancellation of the Contract.

10.2.2. Immediate cancellation of one or more release orders issued under this Contract.

10.2.3. Any other remedies available in law or equity.

11. MISCELLANEOUS:

11.1. Contract Manager: During its performance of this Contract, Vendor must designate and maintain a primary contract manager responsible for overseeing Vendor's responsibilities under this Contract. The Contract manager must be available during normal business hours to address any customer service or other issues related to this Contract. Vendor should list its Contract manager and his or her contact information below.

Contract Manager: _____
Telephone Number: _____
Fax Number: _____
Email Address: _____