



## **I. Your Response to This Request for Proposal**

In responding to this request, we seek the following information:

1. Detail your firm's experience in providing auditing services to entities in the governmental and not-for-profit sector, as well as with organizations of a comparable size to the Northwest Indiana Regional Development Authority.
2. Discuss the firm's independence with respect to the Northwest Indiana Regional Development Authority.
3. Identify the partner, manager, and in-charge accountant who will be assigned to the RDA if you are successful in your bid, and provide biographies. Indicate any complaints against them that have been leveled by the state board of accounts or other regulatory authority, if any. Indicate any corrective actions that have been taken by the firm with respect to these people.
4. Describe how your firm will approach the audit of the organization, including the use of any association or affiliate member firm personnel and the areas that will receive primary emphasis. Also, discuss the firm's use of technology in the audit. And finally, discuss the communication process used by the firm to discuss issues with management staff and the Northwest Indiana Regional Development Authority
5. Set forth your fee proposal for the audit.
6. Furnish current standard billing rates for classes of professional personnel.
7. Provide the names and contact information for other, similarly sized clients of the partner and manager that will be assigned to the Northwest Indiana Regional Development Authority for reference purposes.
8. Include a copy of your firm's most recent peer review report, the related letter of comments, and the firm's response to the letter of comments.
9. Attach a copy of the Ethics Policy to which the applicants adheres.
10. Describe your firm's presence, activities and engagements in our northwest Indiana community.
11. Supply the RDA with a current list of clients served by the applicant's firm ranked in order of largest contract to smallest.
12. Submit your firm's plan for using WBEs and MBEs where possible in fulfilling this contract.

### III. EVALUATION CRITERIA

The proposal will be evaluated based upon the following two areas. Therefore, it is important that your proposal be responsive to the data requested.

1. **Cost**

Overall cost, including out-of-pocket expenses for performance of the audit.

2. **Qualifications**

- a Organizational structure and size of the firm.
- b Organizational structure and size of the office performing the audit.
- c Recent experience in similar audits.
- d Qualifications of the audit team.
- e Understanding of work and timetable to complete the audit.

### IV. ENTITY PROFILE

**Suggested information to include:**

- Administrative Information:
  - Background information on the entity;
  - Period to be audited;
  - Term of contract engagement;
  - Schedule of any government funds by project or grant to be audited;
  - Description and magnitude of the entity accounting records;
  - Description of the entity's computer system(s) and software, if applicable;
  - Name and telephone number of a contact person at the federal cognizant or oversight agency; and
- Work and Reporting Requirements:
  - Auditing standards to be followed, if other than that specified above;
  - Meeting schedule(s) with staff and Finance Committee;
  - Specific scope of audit work to be performed;
  - Number and types of reports required;
  - List of restrictions, such as copy services or work space;
  - Exit conference requirements;
  - Specific audit guides or programs to be followed; and
  - Minimum audit requirements under applicable law

- Time Requirements:
  - Date of contract award;
  - Date records would be ready for audit;
  - Dates for completing interim phases, such as fieldwork completion and draft report preparation;
  - Date final report is due;
  - Working paper retention requirements; and
  - Working paper availability for communication with management and staff representatives.