

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.
2. Provide information on whether you provide audit or financial advisory or consulting services to any northwest Indiana public sector entities.
3. Discuss the firm's independence with respect to the Northwest Indiana Regional Development Authority.
4. Identify the partner, manager, and in-charge accountant who will be assigned to the RDA grantees 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.
5. Describe how your firm will approach the audit of the RDA's grantees, 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 at the Northwest Indiana Regional Development Authority and their grantees.
6. Furnish, for your firm, current standard billing rates for classes of professional personnel.
7. 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.
8. Attach a copy of the Ethics Policy to which the applicants adheres.
9. Describe your firm's presence, activities and engagements in our northwest Indiana community.
10. Supply the RDA with a current list of clients served by the applicant's firm ranked in order of largest contract to smallest.
11. 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.

Cost

Each audit that will be assigned to the successful bidder will be awarded on an hourly basis. Please provide your hourly rate and an estimate of total cost [within a range] for an audit of this type.

Qualifications

- Organizational structure and size of the firm.
- Organizational structure and size of the office performing the audit.
- Recent experience in similar audits.
- Qualifications of the audit team.
- Individuals with whom the audit team can consult.
- Understanding of work and timetable to complete the audit.