Northwest Indiana Regional Development Authority
Request for Proposal

October 16, 2009

Dear Sir or Madam:

Our organization is accepting proposals from CPA firms to provide auditing services for the Northwest Indiana Regional Development Authority for a period commencing on January 1, 2009 and ending December 31, 2009. We invite your firm to submit a proposal to us by **Tuesday, November 10, 2009, 4:30 p.m. CST** for consideration. A description of our organization, the services needed and other pertinent information follow:

Background of Northwest Indiana Regional Development Authority

The RDA is a quasi-state agency formed in January 2006. The organization is comprised of seven Board members, representing Lake and Porter Counties in Northwest Indiana. Annual funding is currently $27.5 million per year. The organization has a December 31 calendar year end. The certified public accountant shall present a financial audit report not later than two (2) months after the end of the development authority's calendar year and shall make recommendations to improve the efficiency of development authority operations.

Services to Be Performed

Your proposal is expected to cover the following services:

1. Annual audit to be completed in compliance with the above filing requirement and meetings with audit committee and/or Board of Directors, as necessary.

Key Personnel

Following are key contacts for information you may seek in preparing your proposal:

Bill Hanna	Executive Director	(219) 644-3500
Sherri Shabaz	Finance Manager	(219) 644-3500

Requests for additional information, visit our web site, www.in.gov/rda or contact the RDA Finance Manager. The competed proposal (8 copies please) should be submitted in writing to the following address:

Northwest Indiana Regional Development Authority
9800 Connecticut Drive
Crown Point, IN 46307

Additionally, please submit an electronic version of your proposal to sshabaz@rda.in.gov no later than **Tuesday, November 10, 2009**.

Northwest Indiana RDA Regional Development Authority

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 companies in the not-for-profit sector, as well as with associations of a comparable size to the Northwest Indiana Regional Development Authority.
2. Provide information on whether you provide services to any related industry associations or groups.
3. Discuss the firm's independence with respect to the Northwest Indiana Regional Development Authority.
4. Discuss commitments you will make to staff continuity, including your staff turnover experience in the last three years.
5. Identify the five largest clients your firm (or office) has lost in the past three years and the reasons. Also, discuss, in instances where loss of the client was due to an unresolved auditing or accounting matter, the process of attempting to resolve the issue(s).
6. 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 accountancy or other regulatory authority, if any. Indicate any corrective actions that have been taken by the firm with respect to these people.
7. 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
8. Set forth your fee proposal for the audit, with whatever guarantees can be given regarding increases in future years.
9. Furnish standard billing rates for classes of professional personnel for each of the last three years.
10. 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.
11. Describe how and why your firm is different from other firms being considered, and why our selection of your firm as our independent accountants is the best decision we could make.
12. 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.
13. Attach a copy of the Ethics Policy to which the applicants adheres.
14. Describe your firm's presence, activities and engagements in our northwest Indiana community.
15. Supply the RDA with a current list of clients served by the applicant's firm.
16. Submit your firm's plan for using WBEs and MBEs where possible in fulfilling this contract.

Northwest Indiana RDA Regional Development Authority

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 Individuals with whom the audit team can consult.

   f 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;
  - Extent to which the entity would assist the RDA;
  - 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 requirements for cognizant or oversight agency when applicable.