

REQUEST FOR PROPOSALS

To perform an annual audit including fee schedules from audit firms interested in serving as auditor for JEDCO



RFP Number: 10011

RFP Receipt Date: _____

RFP Receipt Time: _____

*Jefferson Parish Economic Development & Port District
700 Churchill Parkway
Avondale, LA 70094*

RFP for Audit Firm

The Jefferson Parish Economic Development and Port District (JEDCO) is hereby soliciting a RFP including fees from CPA firms interested in serving as auditor for JEDCO and to perform an annual audit of the basic financial statements in accordance with generally accepted auditing standards adopted by the American Institute of Certified Public Accountants: Government Auditing Standards, promulgated by the Comptroller General of the United States; the Office of Management and Budget's Compliance Supplement for Single Audits; OMB Circular A-133; Audits of States, Local Government and Nonprofit Organizations; the provisions of Louisiana Revised Statute 24:513, and the provisions of the Louisiana Governmental Audit Guide, published jointly by the Society of Louisiana Public Accountants and the Louisiana Legislative Auditor for the years ending December 31, 2016, 2017 and 2018.

AGENCY NAME AND ADDRESS

Jefferson Parish Economic Development and Port District (JEDCO)
700 Churchill Parkway
Avondale, Louisiana 70094
www.jedco.org

TYPE OF ENGAGEMENT: Audit

PERIODS TO BE EXAMINED: Years ending December 31, 2016; December 31, 2017 and December 31, 2018

DESCRIPTION OF THE AGENCY

- Jefferson Parish Economic Development and Port District (JEDCO) was created as provided by Louisiana Revised Statutes (R.S.) 34:2021 through 2036. JEDCO's mission is to proactively influence the economy through the retention and creation of quality jobs, entrepreneurship and investment in Jefferson Parish.
- The commission is composed of 21 members who are appointed by 13 business associations, each member of the Jefferson Parish Council and the Jefferson Parish President.
- The commission holds 12 meetings each year. At each meeting, the commission reviews available financial information.
- The commission has 15 full-time employees.
- JEDCO maintains the following funds: JEDCO General Funds (inclusive of discrete component units-Forward Jefferson Corporation (FORJ) and JEDCO Development Corporation), Jefferson EDGE, Housing Urban Development/Community Development Block Grant (HUD), Economic Development Administration (EDA), Business Recovery Grant/Loan Program (BRGL)/Louisiana Revolving Capital Fund (LRCF), Louisiana

Innovative Loan and Technical Assistance Program (ILTAP), JEDCO Conference Center and other Governmental Funds.

- JEDCO receives and administers funds from the following Federal programs: HUD, EDA, BRGL/LRCF and ILTAP. A single audit is expected to be conducted as may be required by auditing standards.
- The Commission administers twelve bank accounts and two investment accounts. Of these accounts, eight are directly related to Federal Loan Programs and project oriented programs. The President & CEO and officers of the board are authorized to sign checks.
- Operations of the Commission are primarily funded by Jefferson Parish Occupational License fees. The Commission is engaged in economic development-type activities. The following activity/balances were reported as of and for the year ending December 31, 2015.

	Statement of Net Assets/ Statement of revenues, Expenses <u>and Changes in Net Assets</u>
Total Assets	\$39,274,952
Total Liabilities	6,061,104
Net Assets	33,213,848
Revenues	3,001,745
Expenses	2,848,867

PROPOSAL DUE DATE AND TIME

- | | |
|---|----------------------------------|
| 1. RFP Posted/Advertised | July 20 – August 10, 2016 |
| 2. Deadline to receive written inquiries | August 10, 2016 |
| 3. Deadline to answer written inquiries | August 12, 2016 |
| 4. RFP Receipt Date | August 19, 2016 (2:30 pm) |

NOTE: The JEDCO reserves the right to deviate from these dates.

RFP SUBMITTAL

All proposals shall be received by JEDCO on August 19, 2016 no later than 2:30 p.m.

Important – Clearly mark outside of envelope, box or package with the following information and format:

Jefferson Parish Economic Development and Port District (JEDCO)

- Audit Firm Name: _____
- RFP No. 10011
- RFP Receipt Date: _____

RFPs will be received at:

Jefferson Parish Economic Development & Port District
(JEDCO) 700 Churchill Parkway
Avondale, Louisiana 70094

Audit firms are solely responsible for ensuring that its courier service provider makes inside deliveries to our physical location. JEDCO is not responsible for any delays caused by the contractor's chosen means of RFP delivery.

ALL FEES ARE REQUIRED TO BE SUBMITTED IN SEPARATE SEALED ENVELOPE.

INQUIRY PERIOD

An initial inquiry period is hereby firmly set for all interested auditors to perform a detailed review of the RFP documents and to submit any written questions relative thereto. Without exception, all questions MUST be in writing and received by the close of business on August 10, 2016, inquiries shall not be entertained thereafter.

JEDCO shall not and cannot permit an open-ended inquiry period, as this creates an unwarranted delay in the procurement cycle and operations of our agency and departments. JEDCO reasonably expects and requires responsible and interested contractors to conduct their in-depth proposal review and submit inquiries in a timely manner.

No negotiations, decisions, or actions shall be executed as a result of any oral discussions with any JEDCO employee or consultant. JEDCO shall only consider written and timely communications from proposers.

Inquiries shall be submitted in writing by an authorized representative of the audit firm, clearly cross-referenced to the relevant solicitation section. Only those inquiries received by the established deadline shall be considered by JEDCO. All inquiries and responses will be posted to the JEDCO website by close of business on August 12, 2016.

Inquiries concerning this solicitation may be delivered by mail, express courier, e-mail, hand, or fax to:

Jefferson Parish Economic Development & Port District (JEDCO)
700 Churchill Parkway
Avondale, Louisiana 70094
Phone:(504) 875-3908 Fax:(504) 875-3923

COST OF OFFER PREPARATION

The audit firm assumes sole responsibility for any and all costs associated with the preparation and reproduction of any offer submitted in response to the RFP and preparation for oral presentations/discussions and other such expenses, and shall not include this cost or any portion thereof in the offered price and/or terms.

NON-NEGOTIABLE CONTRACT TERMS

Non-negotiable contract terms include but are not limited to taxes, assignment of contract, audit of records, EEOC and ADA compliance, record retention, content of contract/order of precedence, contract changes, force majeure, governing law, claims or controversies, and termination based on contingency of appropriation of funds.

TAXES

Any taxes, if applicable, shall be assumed to be included within the audit firm's cost.

PROPOSAL VALIDITY

All proposals shall be considered valid for acceptance until such time an award is made, unless the audit firm provides for a different time period within its proposal response. However, JEDCO reserves the right to reject a proposal if the proposer's response is unacceptable and the firm is unwilling to extend the validity of its proposal.

PRIME CONTRACTOR RESPONSIBILITY

The selected audit firm shall be required to assume responsibility for all items and services offered in their proposal whether or not they produce or provide them. JEDCO shall consider the selected firm to be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the contract.

ACCEPTANCE OF PROPOSAL CONTENT

The mandatory RFP requirements shall become contractual obligations if a contract ensues. Failure of the successful audit firm to accept these obligations shall result in the rejection of the proposal.

CONTRACT NEGOTIATIONS

If for any reason the audit firm whose proposal is most responsive to the JEDCO's needs, price and other evaluation factors set forth in the RFP considered, does not agree to a contract, that proposal shall be rejected and JEDCO may negotiate with the next most responsive contractor. Negotiation may include revision of non-mandatory terms, conditions, and requirements. JEDCO must approve the final contract form and issue a purchase order, if applicable, or contract, to complete the process.

CANCELLATION OF RFP OR REJECTION OF PROPOSALS

JEDCO reserves the right to reject any or all proposals received in response to this RFP, or to cancel this RFP if it is in the best interest of JEDCO to do so.

EVALUATION AND SELECTION

All responses received as a result of this RFP are subject to evaluation by JEDCO Audit Committee for the purpose of selecting the firm with whom JEDCO shall contract.

JEDCO’s Audit Committee will evaluate all proposals. This committee will determine which proposals are reasonably susceptible of being selected for award. If required, written or oral discussions may be conducted with any or all of the audit firms to make this determination.

A recommendation for award shall be made to JEDCO for the audit firm whose proposal(s), conforming to the RFP, will be the most advantageous to JEDCO, price and other factors considered.

The committee may reject any or all proposals if none are considered in the best interest of JEDCO.

ASSIGNMENT

Assignment of contract, or any payment under the contract, requires the advanced written approval of JEDCO’s Board of Commissioners.

CONTRACT CHANGES

No additional changes, enhancements, or modifications to any contract resulting from this RFP shall be made without the prior approval of JEDCO’s Board of Commissioners.

Changes to the contract include any change in: compensation; beginning/ending date of the contract; scope of work; and/ or contractor change through the assignment of contract process. Any such changes, once approved, will result in the issuance of an amendment to the contract.

ACCOUNTING SYSTEM: QuickBooks

FINANCIAL STATEMENTS: The commission will provide general ledgers and trial balances

ESTIMATED START OF FIELDWORK

No later than February 1 following each period

ENGAGEMENT COMPLETION DATE

No later than March 31 following each period

SPECIAL REQUIREMENTS

The successful audit firm will assist the commission in compiling the financial statements in accordance with GAAP, to include appropriate note disclosures, for each period.

STATE AGENCY ASSISTANCE

The commission will provide supporting schedules as required.

LAST ENGAGEMENT

Audit as of and for the period ending December 31, 2015.

RESULTS OF LAST ENGAGEMENT:

- Unqualified opinion
- Two findings:
 - a. Noncompliance with State Budget Laws for the EDA Revolving Loan Fund
 - b. Bank deposits not adequately collateralized

PRIOR AUDITOR: Laporte/CPAs & Business Advisors
111 Veterans Blvd., Suite 600
Metairie, Louisiana 70005

PROPOSER’S CONFERENCE: Any questions regarding the RFP or JEDCO should be sent to Cynthia Grows at cgrows@jedco.org or fax to (504) 875-3923.

Proposals are to include the following:

- a. Information on engagement team (experience and training)
- b. Prior experiences
- c. References
- d. Audit approach
- e. Listing of items reported to CPA societies+

PROPOSAL FEE: Fees are to be listed per major programs-inclusive of the JEDCO audit and its discrete component units (FORJ and JEDCO Development Corporation) and each federal program listed under description of agency. **Contract is for a three (3) year period. Fees are to be listed per year (2016, 2017 & 2018). ALL FEES ARE REQUIRED TO BE SUBMITTED IN A SEPARATE SEALED ENVELOPE.**