

REQUEST FOR PROPOSAL
For Audit/Review Services

As of June 6th, 2022, the Jefferson County Development Authority is seeking written proposals to perform our annual examination in accordance with the standards, requirements, terms, and conditions specified by the WV State Auditor's Office, Chief Inspector Division's *Procedures Manual for Procuring and Conducting Audits and Reviews of Local Governments*, which is incorporated into this Request For Proposal by reference. The audit proposal and cost must be received by June 24th, 2022.

Firms must be given two weeks or greater from date proposal is sent.

Is this audit contract being solicited under a federal award (i.e., the non-audit services fee, audit fee and/or processing fee is being paid from federal award money)? Yes _____ No x

1. Entity name and address: Jefferson County Development Authority, 1948 Wiltshire Road, Suite 4 Kearneysville WV 25430

2. Contact person, email address, and phone number: Anna Padilla, anna@jcda.net, 304-728-3255

3. Location and phone number of the office where the accounting records are maintained, if different from above.

4. Audit year(s) to be contracted (**This must correspond with years listed on CID bid list**):

Type of Audit Use Code A, B, or C

A - Single Audit in accordance with OMB;

B - Financial and Compliance Audit Performed in Accordance with *Government Auditing Standards* issued by the Comptroller General;

C - Financial and Compliance Review Performed in Accordance with *Government Auditing Standards* issued by the Comptroller General;

Note: If this RFP contains future fiscal years please review section 1.6 of the *Procedures Manual for Procuring and Conducting Audits and Reviews of Local Governments*.

Date Audit(s) need to be completed (**This must match the completion date listed on number 18 of the contract. Audit due dates will be limited to the following: the 15th of the month, the end of the month, or for Single Audits, 7 days prior to the end of the ninth month (in most cases March 24th) after the entity fiscal year end**):

Fiscal Year Ending: 2022 _____

Type of Audit Code: B _____

Date(s) the Audit(s) Need(s)

to be Completed by: Nov 30th,2022 _____

5. Financial statements and accounting records will be ready for audit on: October 31,2022

6. Approximate date we would like the audit to be scheduled: Nov. 1, 2022

7. We would like the following separate legal organizations (i.e. component units) audited with our entity:

<u>Name of Organization</u>	<u>Total Annual Revenue</u>
_____	_____
_____	_____
_____	_____
_____	_____

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8. The primary type(s) of service(s) provided to our citizens: Our mission is to attract and retain business and industry in order to facilitate job creation and capital investment. To achieve those goals and to support growth, we provide assistance that includes, but is by no means limited to: The development of sites and available building stock; the strengthening and alignment of the workforce talent pipeline; the identification and procurement of funding resources; and the provision of any other services as needed to help businesses thrive here in Jefferson County.

9. The total number of bank accounts maintained: Four

10. The name of each fund maintained, type of fund (governmental, enterprise, pension, trust) with the approximate amount of revenue for each fund:

<u>Fund Name</u>	<u>Fund Type</u>	<u>Total Annual Revenue</u>
Agriculture Development	Checking	\$11,000.00
Coalbed	Checking	\$11,744.66
Operating	Checking	\$72,413.76
Operating ICS	Checking	\$750,303.59

11. We participated in the following Federal Grant Programs with the CFDA number and the total dollars expended or anticipated to be expended during the fiscal year for each. Attach a copy of the Schedule of Expenditures of Federal Awards if appropriate.

Fiscal Year Ending	_____	_____	_____	_____	_____
CFDA #	_____	_____	_____	_____	_____
Total Amount Expended	\$0_____	\$0_____	\$_____0	\$0_____	\$0_____

12. If your entity received and/or expended state grants during any period covered in this Request for Proposal, you should contact the state granting agencies to determine if the requirements of Chapter 12, Article 4, Section 14 of the West Virginia Code must be met during any of these periods.

a.) (Beginning with fiscal year 2020) We received or anticipate receiving one or more state grants totaling \$50,000 or more in the aggregate during the period(s) of July 1st through June 30th?

12 Months Ending June 30	_____0	_____	_____	_____	_____
Yes/No?	No_____	_____	_____	_____	_____

b.) If the answer to number 12.a. is yes, and/or a grantor agency requires the provisions of Chapter 12, Article 4, Section 14 of the West Virginia Code to be met, please select one of the following (beginning with fiscal year 2020):

_____ The entity requests the auditor include a Schedule of State Grant Receipts and Expenditures and the auditor's in-relation to opinion on whether the schedule is fairly stated in relation to the financial statements as a whole. This should be included in the bid. Please indicate below the fiscal years for which this is requested.

Fiscal Year Ending: _____

19. We would like assistance with the following areas of financial statement preparation:

N/A

We will appoint Anna Padilla to oversee these nonaudit services. This person has the following skills, knowledge, or experience: Mrs. Padilla has extensive experience in in working in county offices and reporting on budgets and grant reports. Anna will guide the process for the annual audit and related questions.

20. The following billing limitation applies to this engagement (for Class IV municipalities only):

Fiscal Years Ending	_____	_____	_____	_____	_____
Type of Audit Code	_____	_____	_____	_____	_____
# of Utility/Park Funds and Policemen/Firemen Pension and Relief Funds	_____	_____	_____	_____	_____
Max. per year amount (for type A audit codes Enter "none")	_____	_____	_____	_____	_____

21. We require the following number of copies of the issued report be sent to the following individual to disseminate to officials within the entity:

No. of copies 0 Individual _____ Title _____

22. We request the firm to provide any other pertinent information in order for the proposal to be evaluated in accordance with the criteria outlined in the Chief Inspector Division's *Procedures Manual for Procuring and Conducting Audits and Reviews of Local Governments*.

23. We have attached an additional sheet for additional requests to the CPA firm:

Yes _____ No x _____

24. We would like the proposal delivered via:

Email To the following email address: anna@jcda.net

Paper _____ Number of copies: _____

Sealed Bid _____ Attention: _____

Entity: Jefferson County Development Authority

By: [Signature]

Signature

Title: Executive Director

Date: _____

Email Address: _____

OPTIONAL: ADDITIONAL REQUESTS TO THE CPA FIRM

