

CITY OF TUSCALOOSA       )  
STATE OF ALABAMA       )

**REQUEST FOR PROPOSALS**

**(A19-0756)**

**TO:           Qualified Firms**

**FROM:       The City of Tuscaloosa, Alabama**

**RE:           Request for Proposals for Professional Services: Internal Auditor for  
P.L. 113-2 Fund Audit from Professional Accounting Firms**

**DATE:        July 5, 2019**

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**Section 1. Introduction.**

This is a Request for Proposals (“RFP”) containing information concerning the above-referenced matter, an abbreviated scope of work, and evaluation items. Firms expressing interest should be fully capable of providing the end results requested.

- a. Each accounting firm’s experience and qualifications will be evaluated primarily as they relate to the firm’s ability to provide Professional Accounting and Auditing Services: Internal Auditor for P.L. 113-2 Fund Audit.
- b. The City will make awards only to responsible firms possessing the ability to perform successfully under the terms and conditions of the procurement.
- c. Written proposals will be reviewed and rated by a panel of qualified City employees. The City may or may not elect to interview any of the responding firms.
- d. The City has exclusive and sole discretion to determine the firm or firms whose services will be most advantageous to the City, and reserves the right to reject all firms, or to select multiple firms.

The purpose of this inquiry is to determine the interest or non-interest and the qualifications of firms in providing the services required. A number of firms may be

asked to express their interest in regard to these services. Following the receipt of proposals, a certain firm or firms may be selected for further consideration.

## **Section 2. General Scope of Services**

The City of Tuscaloosa seeks the services of a professional firm which has knowledge, experience, and expertise to perform the following services as requested:

Agreed upon procedures related to P.L. 113 -2 funds as part of the City's 2013 CDBG-DR allocation. Agreed upon procedures will include review of applicable federal registers specifically FR-5696-N-01 issued on March 5, 2013, 2 CFR Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, City's CDBG-DR policies and procedures, City's 2013 CDBG-DR Action Plan, and the firm will develop audit/review procedures to ensure that the City is operating in compliance within those items mentioned above. The review will cover from October 1, 2018 until September 30, 2019 and the final report with all procedures undertaken and any findings/recommendations shall be submitted directly to the Mayor prior to June 30, 2020. The contract for professional services will be for a term of one year with an option to renew.

The firm must comply with all applicable state, local, and federal regulations related to the services provided to the City. The City reserves the right, subject to negotiation and agreement, in writing, with the selected firm, to either expand or limit the scope of services as needed. The selected firm will be required to have sufficient personnel to complete the tasks required by this scope of services.

## **Section 3. Firm Qualification and Proposal Requirements**

**Proposals are due by close of business (by 5:00 p.m. CST) on July 24, 2019.**

All proposals should be submitted in 8 1/2" x 11" paper size. Each proposal shall be prepared simply and economically, providing straightforward, concise delineation of the firm's capabilities to satisfy the requirements of this RFP. Fancy binding and color displays other than those necessary are **highly discouraged**.

Firms interested in performing the work will be considered on the basis of a proposal containing information submitted in response to this request in a form limited to twenty (20) pages (single-sided) or ten (10) pages doubled-sided in 12-point font or larger of either Times New Roman or Arial.

**Provide three (3) copies to:  
Glenda Webb, City Attorney  
Office of the City Attorney  
City of Tuscaloosa  
Post Office Box 2089  
Tuscaloosa, Alabama 35403-2089  
(205) 248-5140**

**Courier address:  
Office of the City Attorney  
2201 University Blvd.  
Tuscaloosa, Alabama 35401**

The selected firm or firms must be experienced and qualified to provide the required scope of services. The firm or firms selected must have expertise related to the general Scope of Services set forth in Section 2. The following information must be submitted with the proposal on the date indicated above **in the order indicated below**:

- a. Recently Completed Projects. Evidence of satisfactory performance of at least three (3) recently (within the last three years) completed projects of the type indicated above. Relevant experience will be judged on the basis of the experience of those individuals named to the firm's project team for this project. Provide at least three (3) references. (25 points possible)
- b. Experience and Qualifications. A statement of the firm's qualifications to perform the work and years in business. The statement should include the following:
  1. The general experience of the firm. (20 points possible)
  2. The specific experience of the proposed personnel in the fields that the proposed services are requested, their qualifications, years of experience, professional certifications and availability to perform the work and services to be provided. (20 points possible)
  3. A statement of experience and work of similar nature that all the proposed personnel have performed. (20 points possible)
  4. Please include a statement as to the firm's proximity to Tuscaloosa and whether or not it maintains an office in Tuscaloosa. (10 points possible)

5. A statement as to whether the firm or any subcontractors are a minority, disadvantaged or woman owned business enterprise. (5 points possible)
  6. A statement current or threatened litigation, mediation, arbitration ongoing and/or during the past three years. A statement as to professional standing including any pending controversies outstanding. If none exists, such a statement should be made. (pass/fail)
  7. A list of qualified persons in other disciplines required for the proposed services to be acquired from outside sources, if applicable. (pass/fail)
- c. Please include a statement as to potential general conflicts of interest that would prevent the City of Tuscaloosa from entering into an agreement with your firm pursuant to this RFP. If none exists, such a statement should be made. (pass/fail)
  - d. Firm must be licensed and approved for work in the State of Alabama; please include a statement to this effect. (pass/fail)

The City reserves the right to interview a firm or multiple firms as it sees fit. There is no guarantee that a contract award will be made pursuant to this RFP. This RFP may be modified or amended at any time and for any reason, in the discretion of the City.

Any questions by the firm related to this RFP should be submitted in writing no later than July 19, 2019 to:

Savannah Howell  
Director of Administration  
Infrastructure and Public Services  
City of Tuscaloosa  
showell@tuscaloosa.com

Questions may or may not be answered to allow fairness and impartiality during this procurement process.

**END RFP.**