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(Horry)

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(Williamsburg)

Proposal # 2018-07
Professional Auditing Services

DATE/TIME PROPOSALS DUE: Friday, November 30, 2018 by 2:00pm.

MAILING ADDRESS:
Waccamaw Economic Opportunity Council, Inc.
Post Office Box 1467
Conway, South Carolina 29528-1467
Attention: Janice Wideman

STREET ADDRESS:
Waccamaw Economic Opportunity Council, Inc.
1261 Highway 501, East, Suite B
Conway, South Carolina 29526
Attention: Janice Wideman

Waccamaw Economic Opportunity Council, Inc. encourages Small and
Minority Businesses to participate.

You are invited to submit a proposal in accordance with the requirements of the attached solicitation and the following:

It is required that the proposal be submitted under seal to Waccamaw Economic Opportunity Council, Inc. ATTENTION: Janice Wideman, Finance Director, Post Office Box 1467, Conway, South Carolina 29528 or at the Administrative Office, 1261 Highway 501, Suite B, Conway, South Carolina 29526. Proposals will not be accepted later than the specified time/date. Waccamaw Economic Opportunity Council, Inc. is not responsible for lost or delayed mail. **NO BIDS WILL BE ACCEPTED BY FAX. SEALED PROPOSALS MAY BE HAND DELIVERED ONLY TO THE AGENCY'S ADMINISTRATIVE OFFICE AS SPECIFIED ABOVE.**

This request for proposal does not commit Waccamaw Economic Opportunity Council, Inc. to award a contract, to pay any costs incurred in the preparation of a proposal, or to procure or contract for the activities, goods or services described. The Agency reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with qualified offerors, to vary the provisions of a request at any time prior to the execution of a contract, or to cancel in part or in whole this request, when it is in the best interest of the Agency.

Each offeror will be required to submit references which include name, address, telephone number, and general description of jobs performed. Proposals will not be reviewed if they are late or not responsive, i.e., containing all requested specifications, costs and other information, and submitted in the manner prescribed.

The proposals will be reviewed solely on the material they contain. No modifications, additions, or substitutions to any proposals will be accepted from proposers after the closing date and time.

The Agency reserves the right to select such proposers which it deems appropriate and is not bound to accept any proposal based on price alone, further reserving the right to reject any proposal based on price alone, further reserving the right to reject any or all proposals if it is deemed to be in the Agency's best interest.

Small, minority and women owned businesses are encouraged to submit proposals, with due consideration given to all proposers.

If it becomes necessary to revise any part of the Request for Proposals, all amendments will be provided in writing to all proposers and will be posted on our website at www.weoc.org.

Each proposer is to submit an original proposal properly marked ORIGINAL.

The offer, solicitation or acceptance of gratuities or compensation, intended to influence the proposal selection process is expressly prohibited.

All proposers will be notified in writing as to the acceptance or rejection of their offer in writing.

INTRODUCTION

GENERAL INFORMATION

The Waccamaw Economic Opportunity Council, Inc., a non-profit community action agency, is requesting proposals from qualified firms of certified public accountants to audit its financial statements for the fiscal year ending December 31, 2018, with the option of auditing its financial statements for each of the two subsequent years. These audits are to be performed in accordance with the following:

1. Generally Accepted Governmental Auditing Standards (GAGAS) as established by the US Comptroller General.
2. US Office of Management and Budget Guidance 2 CFR 200.500 Uniform Administrative Requirements, cost Principles and Audit Requirements for Federal Awards.
3. 2 CFR Part 230 (formerly OMB Circular A-122) Cost Principles for Non-Profit Organizations.
4. Guidelines for Audits of Federally Assisted Programs, issued by the U.S. Department of Health and Human Services.
5. The Office of Management and Budget's Major Compliance Features of Programs Administered by State and Local Governments.

All questions regarding this proposal shall be in writing and sent to Waccamaw Economic Opportunity Council, Inc., Attn: Janice Wideman. You may fax your questions to (843) 234-4111 or email them to janice.wideman@weoc.org. Questions will be responded to until seven (7) days prior to proposal deadline.

Proposers are requested to provide one (1) marked copy ORIGINAL and three (3) additional copies. Sealed proposals must be received at:

Waccamaw Economic Opportunity, Inc.
Post Office Box 1467
Conway, South Carolina 29528
Proposal # 2018-07

or

Waccamaw Economic Opportunity, Inc.
1261 Highway 501 East, Suite B
Conway, South Carolina 29526
Proposal # 2018-07

All proposals submitted will become the property of Waccamaw Economic Opportunity Council, Inc. Submission of a proposal indicates acceptance by the firm of the conditions contained in this proposal, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between Waccamaw Economic Opportunity Council, Inc. and the successful proposer.

Submitted proposals shall include a copy of the firm and partner current licensure and a copy of the most recent peer review.

TERM OF ENGAGEMENT:

A one-year contract is contemplated, subject to the annual review and recommendation of the Agency's Board of Directors' Finance Committee, the satisfactory negotiation of the Terms, (including price acceptable to both Waccamaw Economic Opportunity Council, Inc., and the selected firm), the concurrence of the Agency's Board of Directors as well as the availability of funding.

SERVICES REQUIRED:

Waccamaw Economic Opportunity Council, Inc. is requesting proposals for services of qualified firms of certified public accountants to audit its financial statements for the fiscal year ending December 31, 2018, with the option to audit the Waccamaw Economic Opportunity Council, Inc. for each of the subsequent two (2) fiscal years based on funding availability. The audits are to be performed in accordance with the provisions contained in this request for proposal and should be completed by June 30, 2019. Experience in conducting audits with non-profits of federal agencies is preferred. Entrance conference will be required before audit work is performed.

The report must be prepared in the latest format required by law and must include:

The scope of the examination.

A statement that the audit was performed in accordance with Generally Accepted Governmental Auditing Standards.

An opinion as to whether the statements conform to stated accounting principles.

A statement that discloses instances of significant non-compliance.

A schedule of findings and questioned cost.

Individual schedules of budget versus actual expenses for each program of operation.

All required reports of compliance.

All required reports on internal controls.

General purpose financial statements including statement of financial position, statements of cash flows and statement of activities.

Statements of Functional Expense.

Schedule of State and Federal Awards.

Required notes to the financial statement.

The audit firm must provide thirty (30) copies of the completed audit report.

In addition to the audit report, the auditor selected must prepare Internal Revenue Service Form 990- Return of Organizations Exempt from Income Tax, 990T Unrelated and Business Income Tax Return, Federal and State Income Tax Returns requests for extension and all other forms as necessary. At completion of external audit, a management letter shall be prepared and submitted to the Waccamaw EOC, Inc. Board of Directors.

AGENCY BACKGROUND INFORMATION:

Waccamaw Economic Opportunity Council, Inc., a 501 (c) (3) Non-profit corporation, is responsible for the Administration of programs funded by various Governmental grants to serve the poor throughout Horry, Georgetown, and Williamsburg Counties in South Carolina. The purpose of this Corporation is to implement programs under the Economic Opportunity Act of 1964, PL 88-452 and the Omnibus Budget Reconciliation Act of 1981 that work toward the goal of eliminating poverty. The implementation of the programs will help reduce the barriers that prevent low-income families from becoming self-sufficient.

Waccamaw Economic Opportunity Council, Inc.'s financial transactions are recorded in individual funds and are maintained on a computerized financial system using the Cane Garden Bay software. The fiscal year begins January 1st and ends on December 31st. Currently the Agency employs 190 employees and participates in the South Carolina State Retirement System. The Agency receives the following grants through the U.S. Department of Health and Human Services.

1. Head Start
2. Early Head Start
3. Low Income Home Energy Assistance Block Grant
4. Community Services Block Grant
5. Weatherization Assistance Program
6. USDA Child Food Care & Nutrition Program
7. USDA Summer Food Program

In addition to grant funds, the Agency also receives funds from local governments, the private sector and rental income from office spaces it rents to various programs and other tenants.

The auditor's principal contact, James L. Pasley, Jr., Executive Director or his designee, will coordinate the assistance to be provided by Waccamaw Economic Opportunity Council, Inc. to the auditor.

All Financial records are maintained in the Administrative Office of Waccamaw Economic Opportunity Council, Inc. at 1261 Highway 501 East, Suite B, Conway, South Carolina. Workspace for the selected audit firm will be provided at the Administrative Office. It may be necessary to view some programmatic records in the program offices at 112 Jackson Street, Kingstree, South Carolina, and 175 Edwin Road, Lane, South Carolina which could be necessary for single audit purposes.

SUBMISSION OF PROPOSAL:

Each Proposer must follow this outline for proposals:

Title Page:

- a. Define the Subject
- b. Firm Name
- c. Type of Organization
- d. Firm address and telephone and fax number
- e. Contact person
- f. Date of Submission
- g. Federal Identification Number

Table of Contents

Letter of Transmittal

- a. Statement of the firm’s understanding of the work to be performed.
- b. Statement of background and experience in auditing non-profits.
- c. Statement that the proposal is a firm and irrevocable offer.

Other Requested Information

- a. Statement of the size and organizational structure of the auditor’s firm.
- b. Names of the partner, audit manager, and field staff who will be assigned to our audit and provide biographies. (Agency prefers to have a partner of the audit firm involved in the audit.)
- c. Copy of your firm’s most recent peer review report
- d. Proposed timeline for fieldwork and final reporting

State the all-inclusive fee (including out-of- pocket expenses) for which the represented work will be done. A separate all-inclusive maximum fee must be stated for additional years if approved and allocated. Fees should be addressed in the letter of transmittal.

Please include your firm’s rates for all applicable classifications of professional and administrative personnel. This information is being requested should Waccamaw Economic Opportunity Council, Inc. need to request additional services.

Standards for financial audits as set forth in the US Government Accountability Office’s Government Auditing Standards (2003), known as the Yellow Book.

EVALUATION OF PROPOSALS:

Waccamaw Economic Opportunity Council, Inc. will consider the following factors and selection will be based upon these factors as indicated:

Technical Factors	Technical experience with this type of audit
Understanding of work to be done	Qualifications of staff
Appropriateness of assigned staff	References
Adherence to completion dates	Cost

Waccamaw Economic Opportunity Council, Inc. has the right to accept or reject any or all proposals and to request additional information from all proposers.

WORKING PAPERS:

The successful proposer must retain working papers for three years and must make all working papers physically available at the audit site, without charge, to the Agency and the auditing firm that audits the subsequent fiscal year. If requested, the working papers must be made available to examination by any State or Federal official.

PROPOSAL DOCUMENT CHECK-OFF

This proposal document check-off list is to ensure that all documents required are enclosed with your packet.

Bidder's Information Sheet and References, Page 9

Complete Non-Collusion Affidavit, Page 10

Complete Indemnification Form, Page 12

Complete Acknowledgement of Addenda, Page 13

Complete W-9 Form, Page 14

This check-off list is for your guidance in completing the bid packet and is not a required form to be included in the submittal of your packet.

Bidder's Information
Proposal#: 2018-07
Waccamaw EOC, Inc.
Auditing Services

Company Name

Address

Phone/Fax

Email

Authorized Signature

Printed Name

References:

- 1.) _____
Company Name/ Address/ Phone/Contact Person
- 2.) _____
Company Name/ Address/ Phone/Contact Person
- 3.) _____
Company Name/ Address/ Phone/Contact Person

**FORM OF NONCOLLUSION AFFIDAVIT
(This Affidavit is Part of the Bid Proposal)
Proposal #2018-07**

STATE OF _____)

COUNTY OF _____)

Being first duly sworn, deposes and says that he/she is

(Sole owner, a partner, president, secretary, etc.)

of _____

the party making the foregoing Bid Proposal that such Bid Proposal is genuine and not collusive or sham; that said Bidder has not colluded, conspired, connived, or agreed directly or indirectly, with any Bidder or person to put in a sham Bid Proposal, or that such other person shall refrain from offering and has not in any manner, directly or indirectly sought by agreement or collusion, or communication of conference, with any person, to fix the bid proposal price of affiant or any other Bidder, or to fix any overhead, profit or cost element of said bid proposal price, or that of any other Bidder to secure any advantage against OWNER any person interested in the proposed Contract; and that all statements in said Bid Proposal are true; and further, that such Bidder has not, directly or indirectly submitted this bid proposal, or the contents thereof, or divulged information or data relative there to any association or to any member or agent thereof.

(Bidder)

Sworn to and subscribed before me this _____ day of _____, 20__.

_____ State _____ County _____

Notary Public in and for

My commission expires _____, 20__.

STATEMENT OF NO BID

Date _____

James L. Pasley, Jr.
Executive Director
Waccamaw EOC, Inc.
PO Box 1467
Conway SC 29528-1467

Dear Mr. Pasley:

We, the undersigned, have declined to submit a proposal on Proposal No. _____

_____ for the following reason(s):

_____ We do not offer these services.

_____ Our schedule would not permit us to perform.

_____ Unable to meet specifications (please note below).

_____ Delete our firm from your vendor's list as we are unable to comply.

We understand that if a letter is executed and returned, our name will be retained on the list of qualified bidders, unless otherwise specified (as stated above).

Company Name: _____

Authorized Signature: _____

Printed Name: _____

Phone/Fax #: _____

Unable to meet specifications because: _____

Required Form

INDEMNIFICATION

(This form is Part of the Proposal)

The CONTRACTOR will indemnify and hold harmless the OWNER and the Waccamaw EOC, Inc. and their agents and employees from and against all claims, damages, losses, and expenses, including attorney's fees, arising out of or resulting from the performance of the WORK provided that any such claims, damage, loss, or expense is attributable to bodily injury, sickness, disease or death, injury to or destruction of tangible property, including the loss of use resulting there from, and is caused by any negligent or willful act or omission of the CONTRACTOR, and anyone directly or indirectly employed by him or anyone for whose acts any of them may be liable.

In any and all claims against the OWNER or Waccamaw EOC, Inc. or any of their agents or employees by an employee of the CONTRACTOR, and anyone directly or indirectly employed by any of them, or anyone for whose acts any of them may be liable, the indemnification obligation shall not be limited in any way to the amount or type of damages, compensation or benefits payable by or for the CONTRACTOR under the workman's compensation acts, disability benefit acts, or other employee benefit acts.

The obligation of the CONTRACTOR under this paragraph shall not extend to the liability of Waccamaw EOC, Inc. or its agents or employees arising out of the reports, survey, CHANGE ORDERS, designs, or SPECIFICATIONS.

CONTRACTOR _____

BY: _____

DATE: _____

TELEPHONE: _____

WACCAMAW ECONOMIC OPPORTUNITY COUNCIL, INC.

Acknowledge of Addenda
Proposal# 2018-07

Proposer hereby acknowledges receipt of all Addendas through and Addendum

No. _____, dated _____

No. _____, dated _____

No. _____, dated _____

No. _____, dated _____

Company _____

Address _____

Authorized Signature _____

Print Name _____

Phone _____

Fax _____