



**Request for Proposals:  
Internal Audit Consulting for Federal Stimulus Grant**

**Issue Date:** April 10, 2013

**Project Title:** Internal Audit Consulting for Federal Stimulus Grant

**Issuing Agency:** Urban Affairs Coalition  
1207 Chestnut Street  
Philadelphia, PA 19107  
Attn: Kate Rivera  
BTOP Project Director

**Period of Contract:** May – September 2013

**Proposals will be received until 5 p.m., Wednesday April 24<sup>th</sup>**

**All inquiries for information should be directed via email to:**

Kate Rivera  
BTOP Project Director  
[krivera@uac.org](mailto:krivera@uac.org)

**Proposals can be mailed to the address provided above or emailed to [krivera@uac.org](mailto:krivera@uac.org).**

**Name and Address of Firm:**

\_\_\_\_\_

**Date:** \_\_\_\_\_

\_\_\_\_\_

**By:** \_\_\_\_\_

**Signature**

\_\_\_\_\_  
Printed name and title

Telephone # (\_\_\_\_) \_\_\_\_\_ FEI/FIN# \_\_\_\_\_

Fax # (\_\_\_\_) \_\_\_\_\_

## **I. PURPOSE**

The Urban Affairs Coalition (UAC) to enter into a contract for internal audit consulting focused on fiscal compliance within a complex, multiyear, \$11.8M federal stimulus grant. In particular, consultant will conduct an internal audit of UAC's fiscal policies and procedures as they relate to the grant and review expense documentation for completeness and accuracy. UAC is in need of such services to ensure a smooth close-out process for this grant.

### *UAC BTOP Grant:*

The Urban Affairs Coalition received an \$11.8 million Sustainable Broadband Adoption (SBA) award from the National Telecommunications and Information Administration (NTIA) under the Broadband Technology Opportunities Program (BTOP), a part of the American Reinvestment and Recovery Act (ARRA) stimulus funding. Under this award, UAC manages and distributes funds to 10 sub-recipient organizations and is responsible for oversight of the project for the grant period (7/1/2010-8/31/2013) and a closing period of 90 days from the end of the grant period. UAC disburses funds to sub-recipient organizations on a reimbursement basis and in line with programmatic deliverables.

## **II. BACKGROUND: Urban Affairs Coalition**

### **Our Mission**

UAC unites government, business, neighborhoods, and individual initiative to improve the quality of life in the region, build wealth in urban communities, and solve emerging issues.

### **Who We Are**

We are a Coalition of approximately 65 partner organizations, large and small, working on diverse issues that immediately affect communities. We strengthen nonprofit organizations through fiscal sponsorship, capacity building, and program evaluation; improve life chances for youth and young adults; and provide economic opportunity to low-income households, working families, and minority-owned businesses. Through our work, we reach more than 150,000 children, youth, and adults annually.

The Coalition's fiscal year 2012 budget is \$24 million. More than 91% of our revenue supports programs and services. The total number of UAC full-time employees fluctuates due to changes in programs. There are currently close to 400 full- and part-time employees.

### **What We Do**

The Coalition shapes public policy and delivers programs that respond to urgent community needs. The problems we face are far too complex for one entity to solve on its own. Our deep community roots and strong linkages to public and private groups allows us to bring together a diverse set of

resources around specific issues. The Power of Coalition means that together, we can accomplish what no one organization can do alone.

### **Our History**

In 1968, a historic partnership between business and community leaders took place, resulting in the formation of The Philadelphia Urban Coalition in 1969. Nicknamed "The Urb," its purpose was to eliminate poverty, discrimination, and civic unrest, and to secure human and civil rights.

Through the 1980s, alliances grew with the founding of The Urban Affairs Partnership, an organization created to improve the quality of life in the Greater Philadelphia Region. In 1991, The Urban Affairs Partnership and the Philadelphia Urban Coalition merged to create the Greater Philadelphia Urban Affairs Coalition (GPUAC). In 2010, GPUAC changed its name to the Urban Affairs Coalition.

## **III. STATEMENT OF NEED**

### **General Requirements:**

UAC is issuing this RFP for Financial Internal Audit Services for the time period from May 13, 2013 to August 31, 2013. In responding, prospective Vendors should describe in detail how it is qualified to provide the necessary services as stated in this document. The successful offer will demonstrate the Vendor's ability to provide both actionable fiscal compliance policy and procedure recommendations and detailed documentation review—that is, to provide both higher-level and hands-on assistance. Working with the UAC accounting and BTOP staff, ultimately, the Vendor will ensure UAC is adequately prepared in the event of a federal audit.

### **Specific Deliverables:**

- Provide federal financial audit preparation services;
- Direct internal audits on BTOP-related financials (both match and federal portions) and documentation to ensure NTIA Compliance, including compliance with the following entities:
  - Department of Commerce (DOC) Grants policies
  - BTOP program-specific compliance guidelines
  - ARRA guidelines
- Report on audit findings, including guidance on potential correctional measures if/when necessary; provide guidance to ensure proper adjustments are made prior to August 31, 2013.

### **Required Experience:**

- Federal audit experience, preferably experience with stimulus funding.

#### **IV. PROPOSAL PREPARATION**

Proposals should be as thorough and detailed as possible so that the UAC may properly evaluate the firm's capabilities to provide the required services. Prospective vendors are required to submit the following items as a complete proposal:

1. Complete Data Sheet (Attachment A).
2. Complete Budget Sheet (Attachment B).
3. A brief written narrative statement including:
  - a. The firm's ability to deliver on the required and desired deliverables expressed in III: Statement of Need
  - b. The experience and variety of services provided by your firm.
  - c. The expertise of project staff and anticipated subcontractors to ensure that all personnel assigned to perform under any resultant contract shall be capable and qualified in the work assigned to them.
4. Resumes of all staff and subcontractors that will be committed to the contract.
5. Other information that was not specifically requested in this Request for Proposal that should be considered in the evaluation of the response may be included at the end of the proposal.

#### **V. EVALUATION AND AWARD CRITERIA**

Proposals shall be evaluated by the purchasing agency using the following criteria:

1. Quality of proposed plan and strategy for UAC. (30 points)
2. Demonstrated expertise and knowledge of firm. (20 points)
3. Price. (15 points)

4. References from clients. (15 points)
5. Timeline to completion. (20 points)

**VI. TIMELINE**

Activity	Date
Release Request for Proposal	<b>4/10/2013</b>
RFP responses due from vendors	<b>4/24/2013</b>
Selection of Finalists	<b>4/29/2013</b>
Finalist Presentations to Selection Committee	<b>Week of 4/29/2013</b>
Final Negotiations	<b>Week of 5/6/2013</b>
Estimated Effective Date	<b>5/13/2013</b>

**VII. AWARD OF CONTRACT**

The contract will be awarded to the prospective vendor whose proposal and presentation conform to the Request for Proposal and will be most advantageous to UAC, with all evaluation criteria considered. UAC will award the bid at the completion of this process or at any future time.

**Negotiating Session(s)**

One or more negotiating sessions, request for additional information and or interviews, may be required with any firm submitting a responsive proposal. UAC reserves the right to limit additional sessions to the top evaluated proposals or may proceed with an award to the highest evaluated proposal if deemed to be in the best interest of the UAC and that proposal was clearly the best/only proposal received. Responding firms should be prepared to schedule proposal reviews if contacted by UAC.

**Contacts**

Please include in your presentation the names and professional experiences of any individuals who you anticipate being our contact(s) in these efforts.

**Proprietary Information**

In the event that a response to this RFP contains information, which is deemed by the responding prospective vendor as being of a proprietary nature, the pages containing such information must be clearly marked as **PROPRIETARY INFORMATION**.

## VIII. GENERAL PROVISIONS OF BID

1. Review Criteria: UAC reserves the right to accept or reject all proposals should such action be deemed in UAC's best interest. The decision to accept a particular proposal shall be made on the basis of type and quality of the product, the services offered, financial advantage, and the best interest of the UAC.
2. Bidders Qualifications: Consideration will be given to those companies who have prior experience in dealing with a nonprofit environment and are familiar with nonprofit needs and requirements including timely deliveries and federal grant regulations.
3. Pricing: Prices should be stated in units of quantity specified on the enclosed bid sheet in Appendix B. In case of discrepancy in computing the amount of the quote, the unit price will govern. In addition, all pricing shall show a firm pricing time period. And, after a certain time period, what the percentage increase will be. If firm pricing cannot be provided for certain commodities, please explain.

## IX. GENERAL TERMS AND CONDITIONS

1. All correspondence related to this bid, including questions concerning this RFP, will be conducted through the following point of contact:

Kate Rivera  
BTOP Project Director  
Urban Affairs Coalition  
[krivera@uac.org](mailto:krivera@uac.org)

2. *Questions and answers will be shared with all bidders* via email by the appropriate individual(s) within two (2) business days. No phone calls will be accepted.
3. All vendors will receive equal consideration.
4. All bids shall be either sent via email to:

Kate Rivera  
BTOP Project Director

[krivera@uac.org](mailto:krivera@uac.org)

OR sealed and addressed to:

Kate Rivera  
BTOP Project Director  
Urban Affairs Coalition  
1207 Chestnut Street  
Philadelphia, PA 19107

*For mailed proposals, project name should noted on the outside of the envelope—no binders will be accepted*

5. All bids are due no later than 5:00 PM (April 24, 2013).
6. Duration of the agreement will run from (May 13, 2013) until (September 30, 2013) with the option of extending the contract.
7. Prices and any other entry made herein by the bidder shall be considered firm and not subject to change for the duration of the agreement unless otherwise stated.
8. Any bidder may withdraw his/her bid prior to the date and hour specified at the time all the bids are required to be submitted. No bid will be accepted after the above specified time.
9. Bids are requested to be submitted on the form(s) provided and signed by an authorized officer of the company or by a member of the firm submitting the bid.
10. UAC reserves the right to reject any or all bids or to accept or reject any item or group of items for which the bid is submitted at prices quoted.
11. Bid prices shall exclude all state and local taxes, as UAC is exempt from paying such tax.
12. A bid shall include the cost of transportation with final destination being referenced on each purchase order. UAC will not accept freight charges at any time of delivery. Material deliver with freight charge "collect" will be refused and any redelivery charge will be at the suppliers' expense.
13. In all cases where any of the articles on which bids are invited are either patented or protected by trademark, or designated by the particular name of the maker, and the bidder desires to bid on any item(s) of equal character

and quality, he may submit his bid for such substitutions as intended, together with official written specifications for the item(s). UAC reserves the right to request samples of alternate items.

14. The bidder must prepay all charges for transportation of samples and UAC will not be responsible for any samples submitted.
15. UAC reserves the right to cancel the agreement due to any form of non-compliance or unsatisfactory performance.
16. Bidder is requested to bid any or all sections provided. Therefore, the possibility exists for the issuance of multiple vendor agreement awards.

**X. SPECIAL TERMS AND CONDITIONS**

1. MINORITY/WOMEN-OWNED OR OPERATED BUSINESS SUBCONTRACTING AND REPORTING: Where it is practicable for any portion of the awarded contract to be subcontracted to other suppliers, UAC is encouraged to offer such business to minority and/or women-owned or operated businesses. When such business has been subcontracted to these firms and upon completion of the contract, the contractor agrees to furnish UAC with the following information: name of firm, phone number, total dollar amount subcontracted and type of product/service provided, and composition of firm in terms of ethnicity and gender.
2. CONTRACTOR RESPONSIBILITIES: The Contractor shall be responsible for completely supervising and directing the work under this contract and all subcontractors that may be utilized, using the Contractor's best skill and attention. Subcontractors who perform work under this contract shall be responsible to the prime Contractor. The Contractor agrees to be fully responsible for the acts and omissions of subcontractors and of persons employed by them as the Contractor is for the acts and omissions of his own employees.
3. OWNERSHIP OF MATERIAL: Ownership of all data, materials and documentation originated and prepared for UAC pursuant to the RFP shall belong exclusively to the UAC.

UAC IS AN EQUAL

OPPORTUNITY EMPLOYER

## ATTACHMENT A: DATA SHEET

To Be Completed By Vendor

1. QUALIFICATION OF VENDOR: The Vendor must have the capability in all respects to fully satisfy all of the contractual requirements. Please briefly summarize the organization and/or team's expertise in nonprofit internal audits, federal grant audits, and fiscal policies and procedures for federal grants.
2. YEARS IN BUSINESS: Indicate the length of time you have been in business providing this type of service (Years, Months):
3. REFERENCES: Vendors shall provide a list of at least 3 references where similar goods and/or services have been provided. Each reference shall include the name of the organization, the complete mailing address, the name of the contact person and telephone number.

	ORGANIZATION	ADDRESS	CONTACT PERSON	TELEPHONE
1.				
2.				
3.				

## ATTACHMENT B: BUDGET SHEET

To be completed by vendor

Please indicate projected expenses, excluding cost of printing of collateral materials

Internal Audit Services			
Activities	Hourly Rate	# of hours	Total
Materials			
Other			
		<b>Grand Total</b>	