

Request for Proposals (RFP) Year End Audit Services

Issue Date: November 18, 2019

PART ONE: OVERVIEW

This Request for Proposals (RFP), released by US Ignite, Inc (US Ignite), is to contract for a Financial Audit and a Single Audit for the year ending December 31, 2019 (Base Year). This proposal includes the option to extend the contract for up to four additional one-year periods.

Target Date	Description
Nov 18, 2019	RFP made available to select organizations and posted on US Ignite's website.
Nov 27, 2019	Submit written questions and requests for clarification regarding the RFP
Dec 6, 2019	Responses are due to meghan.histand@us-ignite.org by Noon, Eastern Standard Time (EST)
Dec 13, 2019	Responses evaluated by US Ignite. Follow-up interviews and negotiations, as necessary.
Dec 20, 2019	The winning proposer (Auditor) is selected.
Dec 31, 2019	Engagement Letter finalized.

PART TWO: US IGNITE OVERVIEW

US Ignite Overview

US Ignite is a small, national nonprofit, a 501(c)(3), that is accelerating the smart city movement – and creating value for an entire ecosystem – by guiding communities into the connected future, creating a path for private sector growth, and advancing technology research that's at the heart of smart city development.

As a trusted partner, US Ignite brings this entire smart city ecosystem together, successfully pairing financial investment with technical and organizational expertise. Through the public-private partnership programs we run, US Ignite is a catalyst for communications network advancement, and for innovation in smart city services that are powered by a new generation of technologies. You can learn more about US Ignite at our [website](#). Copies of US Ignite's prior Single Audit submissions can be accessed at the Federal Audit Clearinghouse.

PART THREE: IMPORTANT INFORMATION FOR PROPOSERS

Below is important information for proposers to consider:

1. **Who May Respond:** Only licensed Certified Public Accounting firms who have prior non-profit and Single Audit Act auditing experience may respond to this RFP.
2. **Submission Date:** Proposals must be submitted no later than **Noon (EST) on December 6, 2019**.
3. **Term of Contract:** US Ignite intends to enter into a contract with the winning proposer (Auditor) for an initial 1-year term beginning January 1, 2020. This proposal includes the option to renew for four additional one-year periods, should both parties elect to extend the contract.
4. **Completion of Audit:** US Ignite requests that the successful proposer complete their independent audit of US Ignite by June 30, and submit the audit to the Federal Audit Clearinghouse by July 31.

5. **Questions and Requests for Clarification:** Proposers may submit written questions and requests for clarification regarding the RFP. The questions or requests for clarification must be submitted via e-mail no later than **Noon (EST) on November 27, 2019**. Please direct any questions or clarifications to Meghan Histan at meghan.histan@us-ignite.org.
6. **Cost of the Proposal:** All costs incurred in the preparation of a proposal responding to this RFP will be the responsibility of the Proposer and will not be reimbursed by US Ignite.

PART FOUR: SCOPE OF SERVICES

US Ignite requests that the Auditor express an opinion about whether US Ignite's financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles (GAAP) and report on the fairness of the supplementary information when considered in relation to the financial statements as a whole. The audit must be conducted in accordance with the following standards:

1. GAAP
2. The standards for financial audits contained in Government Auditing Standards
3. The Single Audit Act Amendments of 1996
4. The provisions of the Uniform Guidance

The audit should include tests of accounting records, a determination of major program(s) in accordance with the Uniform Guidance, and other procedures the Auditor considers necessary to enable them to express an auditor's opinion.

US Ignite requests that the successful proposer plan to commence the audit after April 15, at which time US Ignite employees and US Ignite's external accounting firm will be available to the Auditor to answer any questions and provide requested documentation.

The Auditor must provide an engagement letter to US Ignite and the Finance Committee of US Ignite's Board of Directors outlining the Auditor's understanding of the services it will provide US Ignite. The scope of the audit will also include:

1. The audit shall cover the entire financial operation (Financial and Federal Award Compliance Examination) of US Ignite, and shall include a Single Audit for the fiscal year ending December 31. The Auditor will audit the financial statements of US Ignite which comprise the statement(s) of financial position, and the related statements of activities and change in net assets, functional expenses and cash flows for the year then ended, and the related notes to the financial statements (the financial statements).
2. The Auditor should include tests of accounting records, a determination of major program(s) in accordance with the Uniform Guidance, and other procedures deemed necessary to enable an expression of opinion.
3. The Auditor should create the reports in compliance with the standards noted above.
4. The Auditor must provide an exit conference to review results to the Chief Operating Officer. This includes a discussion of management's views on the Auditor's current findings, conclusions, and recommendations.
5. The draft report shall be issued by the Auditor to US Ignite for review and input no later than June 8, 2020.

6. The final report shall be issued by the Auditor to US Ignite no later than June 30, 2020.
7. The auditor will electronically file with the Federal Audit Clearinghouse within 30 days after completion of the audit.

PART FIVE: QUALIFICATIONS AND INSTRUCTIONS FOR SUBMISSION

If your organization would like to respond to this RFP, please send your RFP response to meghan.histand@us-ignite.org with a subject line of "RFP: Audit Services – Your Organization" no later than **Noon (EST) on December 6, 2019**.

Please include the following in your response:

1. Proposer Information and References

- a. Provide primary contact information, including name, phone number, email, and main point of contact for audit firm proposed for the project.
- b. Provide a description of your organization.
- c. Provide a list of three professional references for clients at organizations similar to US Ignite, including: a summary of the work provided, the name of organization, the main point of contact, phone number, and email address.
- d. Describe experience auditing 501(c)(3) nonprofits and providing Single Audit Act services.
- e. A summary of the qualifications of the auditing staff that are committed to the project, including their resumes

2. Qualifications and Response to Scope of Services: Please detail how the Proposer will perform the services and meet the requirements outlined in "*Part 4: Scope of Services*".

3. Cost Proposal: US Ignite shall issue a firm fixed-price contract to a firm who demonstrates the capacity to deliver quality scope of services and is the most responsive to the requirements of the RFP. Please provide the following:

- a. Provide a fixed-price cost estimate for the base year (2020) and for each of the subsequent four option years.
- b. Provide an estimate for other out-of-pocket costs, which include report creation, travel, postage, etc. The Auditor will be reimbursed for actual out-of-pocket costs incurred (this estimate is a separate estimate from the firm fixed price estimate provided in 3.a. above).
- c. US Ignite will pay fees supported by evidence of bona fide services rendered. US Ignite will not enter into a retainer agreement which pays fees in advance to an organization or individual to secure or keep services when required.

Proposal Preparation Guidelines:

- All proposals must be submitted in writing.
- Organization may modify or withdraw proposal prior to the submission deadline.
- Proposals may not be changed after the submission deadline.

Other Considerations:

Travel to US Ignite offices, located in Washington, DC, may be necessary. US Ignite may reimburse these costs in accordance with Federal and US Ignite travel policies.

No contractual obligation on behalf of US Ignite whatsoever shall arise from the RFP process. Additionally, this RFP does not commit the US Ignite to pay any cost incurred in the preparation or submission of any response to the RFP.

PART SIX: TIMELINE FOR EVALUATION AND SELECTION

US Ignite will review all proposals submitted and will ensure that all proposals are reviewed in a fair, competitive, transparent, and in-depth manner. If a proposer is invited to make a presentation to US Ignite, the costs for such presentation will be the responsibility of the proposer. US Ignite plans to select the proposer within one month after the submission deadline and reserves the right not to select any organization if conditions change between the time of the RFP release and completion of the review process.

US Ignite may reject any or all proposals in whole or in part, waive a technicality in any proposal, make awards in a manner deemed in the best interest of US Ignite and, unless otherwise specified by the organization, accept any item in the proposal. US Ignite reserves the right to award one or more contracts, if necessary.

The proposals will be evaluated based on the following criteria:

1. Knowledge of project requirements as demonstrated under *"Part 4: Scope of Services"*
2. Qualifications and range of experience of the firm and proposed staff.
3. Availability of the Auditor to deliver the services within US Ignite's desired time frame.
4. Project costs and overall value.

After review of the submissions, US Ignite may request to meet with organizations prior to selecting its auditor. Please direct any questions to meqhan.histand@us-ignite.org.