

**The City of Moore
Moore, Oklahoma**



**BID #1415-002
Professional Services**

**Internal Audit for the Community Development Block Grant-
Disaster Recovery**



**City of Moore
Office of City Clerk, Purchasing Division
301 N. Broadway Avenue, Suite 142
Moore, Oklahoma 73160**

RFP# 1415-002

Request For Proposals

For

PROFESSIONAL SERVICES

For

**INTERNAL AUDIT FOR THE COMMUNITY DEVELOPMENT
BLOCK GRANT-DISASTER RECOVERY**

City of Moore, Oklahoma

Date of Issuance: Wednesday, July 16, 2014

**CITY OF MOORE
NOTICE TO BIDDERS
RFP #1415-002**

NOTICE IS HEREBY GIVEN that the City of Moore will receive proposals in the office of the City Clerk, Moore City Hall, 301 North Broadway, Suite 142, Moore, Oklahoma 73160 for **“INTERNAL AUDIT FOR COMMUNITY DEVELOPMENT BLOCK GRANT-DISASTER RECOVERY”**. Proposals will not be accepted after **4:00 p.m., CST, Wednesday, August 6, 2014.**

The City is seeking competitive bids from qualified Certified Public Accountants to perform an internal audit of the CDBG-DR and its related component units, beginning with the fourth quarter of the federal fiscal year 2013-2014, July 1st, 2014, and ending with the third quarter of the federal fiscal year 2014-2015. The audit contract will be awarded by the governing body for a one-year period; however, the selected auditor may be retained for subsequent years if terms and performance are acceptable to the City.

The audit must be conducted in accordance with the Single Audit Act of 1984 and OMB Circular A-133, the GAO Government Auditing Standards, in addition to the Office of Inspector General, United States Department of Housing and Urban Development.

All questions regarding the RFP must be submitted in writing to cdbg-dr@cityofmoore.com no later than 5:00 PM (CST) July 25, 2014. The questions will be answered by City Staff and posted on the City’s website no later than 5:00 pm (CST) July 31, 2014.

Proposals will be made in accordance with the RFP notice which is on file and available for examination in office of the City Clerk, Purchasing Division, Moore City Hall, 301 North Broadway, Suite 142, Moore, Oklahoma 73160.

Interested firms should submit ten (10) written copies plus one electronic file of the proposal by **4:00 p.m., CST, Wednesday, August 6, 2014**, to the City Clerk, Moore City Hall, 301 North Broadway, Moore, Oklahoma 73160. Proposals must be identified as follows:

**“RFP #1415-002”
“INTERNAL AUDIT FOR COMMUNITY DEVELOPMENT BLOCK GRANT-DISASTER RECOVERY”**

Late proposals will not be accepted under any circumstances. Any proposal received after the scheduled time for closing will be returned to the proposing firm unopened. Sole responsibility rests with the proposing firm to see that their proposal is received on time.

The City of Moore reserves the right to reject any and all proposals, in part or in whole and to award a contract to the most responsive and responsible firms(s) as deemed in the best interest of the City; further, the right is reserved to waive any formalities or informalities contained in said proposal(s).

The City of Moore is an equal opportunity employer.

Carol Folsom, Purchasing Agent
405-793-5022

B A C K G R O U N D

The City of Moore is a medium-sized city in the OKCMSA with a population of approximately 55,081 and 24,000 households. On May 20, 2013, the City of Moore experienced an EF5 tornado that cleared a path through the City from west to east, destroying 1,087 single family homes, 94 duplexes, 16 mobile homes and affecting 2 apartment complexes.

The City of Moore has received a Community Development Block Grant for Disaster Recovery grant (CDBG-DR) from the Office of Housing and Urban Development (HUD) in the amount of \$52.2 million to assist with long-term recovery needs. The City has developed an Action Plan that provides a framework for the expenditure of funds.

The following documents provide background information on the study area and studies that have taken place to date. All of the documents are available on the City of Moore website.

CDBG-DR Action Plan - www.cityofmoore.com/cdbg-dr-action-plans

R F P P R O C E S S

This RFP is a solicitation and not an offer to contract. The City of Moore reserves the right to terminate, modify, abandon or suspend the process; reject any or all submittals; modify the terms and conditions of this selection process, and/or waive informalities in any submission.

Firms submitting a response to the RFP will be asked at a minimum, to state their understanding / experience relating to the project and offer their methodology for achieving the objective and producing the required deliverables for each task. The finalists selected by the selection committee will be required to participate in an in-person interview and presentation at Moore City Hall. The selection committee will rank the prospective proposers after the interview and recommend the Moore City Council enter into contract negotiations with the first ranked team. If contract negotiations fail, the City will proceed to enter into negotiations with the teams in ascending order of rank as the City deems necessary.

It is the City's expectation that this RFP and selection process will result in the selection of a consultant and affiliated team to be retained in a professional capacity for the development and execution of the anticipated professional services described herein.

The following is a detailed schedule of events for the RFP process, which is subject to modification by the City:

- **July 16, 2014:** Advertise RFP
- **July 25, 2014:** Questions due to the City
- **July 31, 2014:** Responses to submitted questions posted online
- **August 6, 2014:** RFP responses due to the City
- **August 11-15, 2014:** Selection Committee evaluate and shortlist candidates
- **August 26, 2014:** Consultant interviews (30 minutes each)

- **September 3, 2014:** Notify first ranked team and interviewees
- **September 4-9, 2014:** Negotiate contract
- **September 15, 2014:** City Council meeting
- **September 16, 2014:** Contract execution/notice to proceed

CONSULTANT SELECTION CRITERIA

The competitive selection process provided for under this RFP will focus on the qualifications and prior history of performance on similar projects of each lead firm and the members of the lead firm’s proposed team, in accordance with the selection criteria set forth below. Thoughtful written responses to this RFP will enable the City to select the most qualified proposers.

Selection of the successful firm with whom negotiations shall commence will be made through an evaluation process based on the following criteria:

- 30% Project Approach:** Proposal includes the understanding of the objectives and scope which will include the type of audit, required reports, and contract period.
- 25% Project Team:** Proposal includes an executive summary of the information contained in all parts of the proposal, also includes all necessary federal and state licenses for each employee.
- 20% Past Project Experience:** Proposal includes the experience of the proposed staff, involvement in government organizations including grant programs, and references with contacts and phone numbers.
- 20% Project Schedule:** Proposal details the schedule of each quarterly audit for the year and when reports will become available.
- 5% Presentation of Proposal:** Proposal strictly adheres to the requirements set forth in the RFP and is organized and succinct. The proposal will inform the selection committee of the quality of the final product.

ADDITIONAL CONDITIONS ESTABLISHED BY THE CITY

All materials submitted by any proposer in response to the RFP will become the property of the City and will be returned only at the option of the City.

This RFP is a solicitation and not an offer to contract. The City reserves the right to issue clarifications and other directives concerning this RFP, to require clarification or further information with respect to any proposal received, and to determine the final scope and terms of any contract for services, and whether to enter any contract. The provisions herein are solely for the fiscal responsibility of the City and confer no rights, duties or entitlements to any proposer.

A written agreement for services will be required between the City and successful proposer.

PROPOSAL PREPARATION

The prospective consultants are encouraged to follow the outline and page distribution indicated below. The selection committee will have limited time to review the submittals. Brevity and clarity in explaining key concepts and responding to the information required are encouraged. Proposers

shall submit ten (10) paper copies and one (1) .pdf copy of their completed RFP response. All proposals must be limited to the following prescribed information and be submitted in an 8 ½” x 11” format. Responses should contain the following elements:

1. **Letter of Transmittal** - Clearly indicate the single contact (principal-in-charge), email address, mailing address, and telephone numbers. Indicate unique features of the organization and the project team that makes the team suited to undertake this specific project.
2. **Project Understanding** – A written narrative explaining the proposing firms’ understanding of the CDBG-DR process and regulations.
3. **Project Approach and Timeline** - A written narrative that defines the methods and means by which the proposing firm will perform the services outlined in the RFP.
4. **Team Organization and Key Participants.**
 - Describe how the project team will be organized.
 - Indicate what work the consultant will self-perform and what work will be performed by sub-consultants and indicate by name those individuals who will be responsible for specific tasks. Identify the prime firm that will be the party to any contract with the City for completion of the project.
 - Indicate how the project will be managed.
5. **Project Experience and References** - List no more than five (5) specific projects previously undertaken similar in scope, including color photos of the final product. Provide a list of references for those projects. Include name, title, address, telephone numbers and email addresses.

Costs for developing a response to the RFP, interviews, and contract negotiations are entirely the obligation of the proposer and shall not be charged in any manner to the City.

PROJECT SCOPE

The firm will be expected to perform a quarterly performance audit of the CDBG-DR to determine the efficiency of the process. The Community Block Grant-Disaster Recovery that the City of Moore has been awarded is \$52.2 million. An audit report will be required and will need to include:

- Documented findings
- Recommendations for improvements

ITEMS TO BE PROVIDED BY THE CITY OF MOORE

- City Liaison
- CDBG-DR Action Plan

- US Housing and Urban Development Certification Checklist, City of Moore's, 1/13/14
- US Housing and Urban Development Exhibit 3-18, City of Moore's, 11/7/13