



Solicitation Information
October 27, 2014

RFP#7549105

TITLE: Internal and Performance Auditing Services

Submission Deadline: November 26, 2014 11:00 AM (Eastern Time)

PRE-BID/ PROPOSAL CONFERENCE: No

Questions concerning this solicitation must be received by the Division of Purchases at questions2@purchasing.ri.gov no later than **November 12, 2014 at 4:00 P.M. ET**. Questions should be submitted in a *Microsoft Word attachment*. Please reference the RFP# on all correspondence. Questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

SURETY REQUIRED: NO
BOND REQUIRED: NO

George Welly

Interdepartmental Project Manager

Applicants must register on-line at the State Purchasing Website at www.purchasing.ri.gov

Note to Applicants:

Offers received without the entire completed three-page RIVIP Generated Bidder Certification Form attached may result in disqualification.

THIS PAGE IS NOT A BIDDER CERTIFICATION FORM

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DISK BASED BIDDING INFORMATION

RFP #7549105 is not a Disk-Based Solicitation

SECTION 1- INTRODUCTION

The Rhode Island Department of Administration (“Department”), Division of Purchases (“Division”), on behalf of the Bureau of Audits, is soliciting proposals from qualified firms to provide “Performance and Internal Audit Services” under a Master Price Agreement (“MPA”) with the State. This Request for Proposal (“RFP”) provides the requirements for this service. The Bureau of Audits is solely authorized in RIGL §42-155 et seq. to supervise required performance audits of Quasi-Public Corporations; this solicitation proposes to establish a list of qualified certified public accounting firms to perform such audits. The Master Price Agreement will also establish qualified vendors for use by municipal and state agencies to perform internal or performance audits of units or activities that are not reserved to the Bureau of Audits in RIGL §42-155.

An MPA is a pricing agreement between the State and a qualified vendor[s] to provide services or goods at an agreed **maximum** rate or cost as needs arise in the future. *This MPA may be awarded to one (1) or more qualified firms at the sole discretion of the State. There is no guarantee of any level of purchasing activity on behalf of the State to any vendor or vendors listed on the MPA. Additionally, depending on circumstances, any eligible government entity seeking to purchase performance audit services from the resulting MPA may negotiate lower rates than stated in this MPA and are encouraged to do so. If multiple vendors are selected, an agency may contact the various vendors on the MPA in an effort to receive the best rates possible.*

It is anticipated that a price agreement will be awarded to multiple vendors with rates provided. As with any MPA, user agencies shall be required to obtain quotes from three MPA-503 vendors for a lump sum, fixed-fee price for a specific project. Vendors are required to provide a quote for each discrete project requested by user agencies. The Division of Purchases has the authority to remove vendors from the MPA-503 list if non-responsive to agency requests for quotes. There is no guarantee of any level of spending activity to a vendor or vendors selected for this MPA.

Invoices arising from engagements under this MPA shall be monthly and in proportion to the basic services being performed by project.

MPA-503 vendors may be utilized by any State agency. In addition, MPA-503 vendors may be utilized by quasi-public agencies, Rhode Island municipalities, and the Legislative and Judicial branches of State government at their own discretion. Placement of vendors on a MPA-503 is no guarantee of future business. All ordering and billing shall be between the vendor and the user agency. Services are sought on an “as-needed” basis. Once need has been determined, utilization by the user agency will be based on a number of factors, including, but not limited to price, expertise, and availability. Invoices arising from engagements under this MPA shall be monthly and in proportion to the basic services being performed by project.

This solicitation, and subsequent award, is governed by the State’s General Conditions of Purchase, which are available at www.purchasing.ri.gov. To access the State’s General Conditions of Purchase, enter the website, click on “RIVIP”, then click on “General Information,” then click on “Rules and Regulations.” Once the Rules and Regulations are displayed, scroll to the bottom of the page and double click on “Appendix A,” which contains the State’s General Conditions of Purchase.

Contractors selected for specific lump sum projects under MPA-503, and their affiliated or subsidiary

companies (whether partially or wholly owned), shall be ineligible to bid upon consulting or financial statement audit solicitations arising from or relating to the audited agency for which they were engaged for performance or internal audits. Likewise, any sub-consultants or subcontractors engaged by MPA-503 vendor shall be ineligible to bid upon consulting or financial statement audit solicitations arising from or relating to the services provided to the quasi-public entity. Firms and their sub-consultants and subcontractors providing consulting or financial statement audit services to any agency shall be prohibited from contracting for internal or performance audits of that same agency under the Master Price Agreement.

Award of an MPA-503 price agreement shall not to be construed as a guarantee of a vendor being selected by user agencies, nor a commitment by the Division of Purchases that a vendor will receive business from the State, or its subdivisions.

Section 2 - INSTRUCTIONS AND NOTIFICATIONS TO OFFERERS

- Offerors are advised to review all sections of this RFP carefully and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.
- Alternative approaches and/or methodologies to accomplish the desired or intended results of this procurement are solicited. However, proposals which depart from or materially alter the terms, requirements, or scope of work defined by this RFP will be rejected as non-responsive.
- All costs associated with developing or submitting a proposal in response to this RFP, or to provide oral or written clarification, of its content shall be borne by the offeror. The State assumes no responsibility for these costs.
- Proposals are considered to be irrevocable for a period of not less than ninety (90) days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.
- All pricing submitted will be considered to be firm and fixed unless otherwise indicated herein.
- Proposals misdirected to other State locations or which are otherwise not present in the Division of Purchases at the time of opening for any cause will be determined to be late and will not be considered. **PROPOSALS EMAILED OR FAXED TO THE DIVISION OF PURCHASES WILL NOT BE CONSIDERED.** For the purposes of this requirement, the official time and date shall be that of the time clock in the reception area of the Division of Purchases.
- It is intended that an award pursuant to this Request for Proposals will be made to prime contractor(s) who will assume responsibility for all aspects of the work. Joint ventures shall be considered, so long as the contractor's duties and responsibilities are clearly articulated in such form as acceptable to the State. Subcontractors are permitted, provided their use is clearly

indicated in the offeror proposal and the subcontractor(s) to be used are identified in the proposal.

- All proposals should include the vendor's FEIN or Social Security number as evidenced by a W9, downloadable from the Division's website at www.purchasing.ri.gov.
- In accordance with Title 7, Chapter 1.2 of the General Laws of Rhode Island, no foreign corporation, a corporation without a Rhode Island business address, shall have the right to transact business in the state until it shall have procured a Certificate of Authority to do so from the Rhode Island Secretary of State (401) 222-3040. *This is a requirement only of the successful vendor(s).*
- Bidders are advised that all materials submitted to the State for consideration in response to this Request may be considered to be public records, as defined in Title 38 Chapter 2 of the Rhode Island General Laws, without exception, and may be released for inspection immediately upon request, once an award has been made.
- This is a Request for Proposal (RFP), not an Invitation for Bid. In addition to price, responses will be evaluated based on a variety of criteria including, but not limited to, cost and qualifications.
- There will be no public opening and reading of responses received pursuant to this RFP, other than to name those vendors who have submitted responses.
- **Inclusion as a Participating Vendor is not a guarantee that the vendor will be selected for work during the contract period. Vendor selection will be based on State need, in addition to vendor: qualifications, pricing and availability.**
- Retention of vendors for various assignments may be subject to certain approvals.
- The State has a goal of ten percent (10%) participation by MBE's in all State procurements. For further information, visit the website www.mbe.ri.gov. To speak with an MBE officer, call (401) 574-8253.

Equal Employment Opportunity (RIGL 28-5.1)

§ 28-5.1-1 **Declaration of policy.** – (a) Equal opportunity and affirmative action toward its achievement is the policy of all units of Rhode Island state government, including all public and quasi-public agencies, commissions, boards and authorities, and in the classified, unclassified, and non-classified services of state employment. This policy applies in all areas where the state dollar is spent, in employment, public service, grants and financial assistance, and in state licensing and regulation. For further information, contact the Rhode Island Equal Employment Opportunity Office, at 222-3090.

Interested parties are instructed to peruse the Division of Purchases' website on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this RFP.

INSURANCE REQUIREMENTS

Vendors shall procure at their expense and maintain all insurance required in form and terms acceptable to State for the duration of the contract or as otherwise specified.

Vendor shall provide State with replacement Certificate(s) and endorsements upon expiration, renewal, expiration or cancellation of the policies during the term of the contract, unless a longer period is specified. All certificates and endorsements shall reference the solicitation.

- A. Commercial General Liability Insurance:** Commercial General Liability Insurance covering bodily injury broad form property damage, personal and advertising injury, independent contractors, products completed operations, and contractual coverage. Coverage shall be written on an occurrence basis and shall extend to an agent, independent contractor, temporary worker and a leased worker. A combined single limit of \$1,000,000 per occurrence and aggregate is required.
- B. Auto Liability Insurance:** Auto Liability Insurance covering all owned, non-owned, or hired vehicles. A combined single limit per occurrence of \$1,000,000 will be obtained.
- C. Workers Compensation:** Workers Compensation coverage in compliance with the workers' compensation laws of the State. Coverage shall include Employers Liability Insurance with minimum limits of \$500,000 each accident, \$500,000 disease or policy limit, \$500,000 each employee.
- D. Alternative Employer Endorsement** shall be required for both the workers compensation and employers liability policy.
- E. Independent contractors who bid directly as a vendor without workers compensation insurance, must complete a Notice of Designation as an Independent Contractor Pursuant to RI General Law 28-29-17.1. The form may be found at the Labor and Training web site.
- F. Professional Liability Insurance:** Coverage to include Errors or Omissions, Product Failure, Security Failure, Professional Liability and Personal Injury. Contractor will obtain Professional Liability Insurance with minimum limits of \$1,000,000 per occurrence and aggregate.
- G.** The State will be defended, indemnified and held harmless to the full extent of any coverage actually secured by the Contractor in excess of the minimum requirements set forth above. The duty to indemnify the State under this agreement shall not be limited by the insurance required in this section or in any way limit the Contractor's liability.
- H.** The Commercial General Liability Insurance, Auto Liability Insurance and the Professional Liability Insurance shall include the State, agencies, officers and employees as Additional Insured but only with respect to the Contractor's activities under the contract.

The insurance required through a policy or endorsement shall include:

- A waiver of subrogation waving any right to recovery the insurance company may have against the State, its agencies, officers and employees.
- A provision that Contractor's insurance coverage shall be primary to any insurance, self- insurance or self-insured retention maintained by the State, its agencies, officers and employees. Any insurance, self- insurance or self- insured retention maintained by the State, its agencies, officers and employees shall be in excess of the Contractor's insurance and shall not contribute.
- There shall be no cancellation, material change, potential exhaustion of aggregate limits or non-renewal without 30 days written notice from the Contractor or its insurer(s) to the Department of Administration, Division of Information Technology and to the Purchasing Agent. Any failure to comply with the reporting provisions of this clause shall be grounds for immediate termination of this contract.
- Insurance coverage required under the contract shall be obtained from insurance companies acceptable to the Purchasing Agent.
- The Contractor shall pay all deductibles, self-insured retentions and/or self-insurance included hereunder.
- The Contractor shall disclose to the State the amount of any deductible, self-insured retention and/or self-insurance. The State reserves the right to reject any such insurance as not complying based on the amount of the deductible, self-insured retention and/or self-insurance.
- The Purchasing Agent reserves the right to consider and accept alternative forms and plans of insurance or to require additional or more extensive coverage for any individual requirement.

RFP Components

Responses to Solicitation

Offerors are directed to submit proposals as a paper document, and on an electronic computer disk, in sealed and marked envelopes.

Proposals misdirected to other agencies or locations or which are otherwise not submitted to the Division of Purchases prior to the time of opening for any cause will be determined to be late and shall not be accepted for consideration. The “Official” time clock is in the reception area of the Division of Purchases. Postmarks shall not be considered proof of timely submission. Please be advised that Fedex/UPS do not always arrive on time, so Offerors should plan accordingly.

The Division of Purchases reserves the right to make an award (s) or to reject any or all proposals based on what it considers to be in the State’s best interest.

Evaluation of proposals will include consideration of competence and general experience to provide the required services; experience and qualifications of personnel; availability of personnel; past performance with respect to control of costs, quality of work, ability to meet deadlines; the submittal of a formal work plan; and the rate structure as stated below.

Rates/ Pricing Structure

This solicitation requests proposals and pricing on Attachment A, attached below with this solicitation. Offeror must provide rates or fees for professional services, quoting hourly rates inclusive of all staffing costs, including compensation and any associated benefits, by employee title in three designated primary roles (see Attachment A); these primary roles will be used for ranking prices among qualified respondents. In order to establish rates for additional titles that might be required beyond the primary roles, in particular for any change orders in lump sum/fixed fee engagements resulting from utilization of the Master Price Agreement, the cost proposal includes cells for up to four additional titles in secondary roles; these should be used for skills that respondents anticipate providing in typical engagements for the discipline.

Certifications

Persons or firms practicing or offering to practice auditing services in the State of Rhode Island must possess a valid Certified Public Accountant (CPA) License from the Department of Business Regulation, Board of Accountancy in accordance with applicable statutes and regulations. Response to this solicitation is considered an offering.

A copy of the Offeror’s current Rhode Island Certified Public Accountant License number and license numbers for individual(s) who will perform the work/services **must** be included behind the front page of each copy of its proposal.

The Board of Accountancy can be contacted at:

Board of Accountancy
Department of Business Regulation
1511 Pontiac Ave Building #68-2
Cranston, RI 02920
Tel: 401-462-9500
Website: www.dbr.state.ri.us

Proposals which do not contain the required CPA license numbers for the firm and individual registrations shall be deemed to be unresponsive to the solicitation.

Conditions and Questions

MPA-503 price agreements will be subject to the State's General Conditions of Purchases, which may be reviewed at www.purchasing.ri.gov. MPA-503 price agreements shall be effective for three (3) years and shall be renewable at the sole option of the State for a maximum of two (2) additional one (1) year terms.

Questions and or comments regarding this solicitation may be e-mailed, in **Microsoft Word Format**, to the Division of Purchases before the date & time indicated on page 1. All questions and or comments must reference the **RFP #**.

Responses to questions received by the Division of Purchases, if any, will be posted on the Division of Purchases website at www.purchasing.ri.gov, as an addendum to this RFP. It is the responsibility of interested parties to access additional information or addenda regarding this solicitation from the website, as necessary. *If technical assistance is required to download anything from the website call the Help Desk at (401) 222-3766.*

Notice to Vendors

In accordance with R. I. Gen. Laws § 37-2-54(c), “[n]o purchase or contract shall be binding on the state or any agency thereof unless approved by the department [of Administration] or made under general regulations which the chief purchasing officer may prescribe.”

Moreover, the Division of Purchases' Procurement Regulations provide, in pertinent part, as follows:

§ 8.7.1 All agreements and changes to scope of work, price, or other terms shall be incorporated into purchase orders via “change order” documents incorporating contract amendments.

§ 8.7.2 Change Orders issued by the Office of Purchases shall be the only binding documents which may create a change in a purchase order.

§ 8.7.3 Personnel shall not commit the state to technical/contractual changes to purchase without first securing all necessary approvals.

§ 8.2.1.1.2 Any alleged oral agreement or arrangements made by a bidder or contractor with any agency or an employee of the Office of Purchases may be disregarded and shall not be binding on the state.

Section 3- Scope of Work

Offerors are required to be capable of submitting all documentation in PDF or Microsoft Word format, as necessary. The purpose of the RFP is to establish master agreements for internal/performance audit services by a private company in the state's effort to perform internal/performance audits of quasi-public corporations in accordance with RIGL§ 45-155.

The General Assembly enacted the Quasi-Public Corporations Accountability and Transparency Act effective January 1, 2015 (RIGL §42-155 et seq.). The Bureau of Audits is responsible to perform, with the assistance of a consultant, performance audits of quasi-public corporations in the State of Rhode Island on a five year rotating basis.

This contract intends to establish a list of contracted internal/performance auditor(s) which will be called upon to assist with an internal/performance audit of a specific program in a quasi-public corporation. The Department of Administration, Bureau of Audits seeks to establish a master agreement for performance audit services. The Bureau of Audits seeks to establish a menu of performance audit firms/individuals from which to choose to contract in order to complete a performance audit in accordance with RIGL §42-155-6 which states in pertinent part:

(a) Commencing January 1, 2015, and every five (5) years thereafter, each quasi-public corporation shall be subject to a performance audit conducted in compliance with the generally acceptable government auditing standards, by the chief of the bureau of audits. The chief, in collaboration with the quasi-public corporation, shall determine the scope of the audit. To assist in the performance of an audit, the chief, in collaboration with the quasi-public corporation, may procure the services of a certified public accounting firm, which shall be a subcontractor of the bureau of audits, and shall be under the direct supervision of the bureau of audits. The chief of the bureau of audits shall establish a rotating schedule identifying the year in which each quasi-public corporation shall be audited. The schedule shall be posted on the website of the bureau of audits.

...

(e) For purposes of this section, a performance audit shall mean an independent examination of a program, function, operation or the management systems and procedures of a governmental or nonprofit entity to assess whether the entity is achieving economy, efficiency and effectiveness in the employment of available resources.

Qualifications of Auditor

- a. The firm(s)/individual(s) selected for the performance audit shall be a certified public accountant(s) holding a valid certification in the State of Rhode Island or from another state having equal professional standards.
- b. The internal/performance auditor must meet the independence requirements of the American Institute of Certified Public Accountants including all interpretations of Rule 101.
- c. The internal/performance auditor must have proficient or expert knowledge of the Internal Auditing Standards as published by the Institute of Internal Auditors (IIA).
- d. The internal/performance auditor or firm shall meet the continuing educational requirements of Government Auditing Standards issued by the Comptroller General of the United States.
- e. The internal/performance auditor or firm shall have appropriate internal quality control system in place and participate in an external quality control review program as required by Government Auditing Standards.
- f. The internal/performance auditor or firm shall provide a copy of their most recent external quality control review report and letter of comment to the Bureau of Audits.

Proposal Submission

Responses should be mailed or hand-delivered by the submission deadline in a sealed envelope marked "RFP 7549105"

RI Dept. of Administration
Division of Purchases, 2nd floor
One Capitol Hill
Providence, RI 02908-5855

Questions concerning this solicitation may be e-mailed to the Division of Purchases at Questions2@purchasing.ri.gov no later than the date and time indicated on page one (1) of this solicitation. Please reference the RFP # in the subject of all correspondence. Questions should be submitted in a Microsoft Word attachment. Answer to questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

If technical assistance is required to download, call the Help Desk at (401) 574-9709.

Offerors are encouraged to submit written questions to the Division of Purchases. No other contact with State parties regarding the RFP will be permitted unless expressly authorized by the Division of Purchases. Interested Offerors may submit proposals to provide the services covered by this Request on or before the date and time listed on page one (1) of this solicitation. Responses received after this date and time, as registered by the office time clock in the reception area of the Division of Purchases will not be considered.

Submissions shall include:

- In a sealed envelope, one CD-ROM disk containing an original of the Technical Proposal with one (1) identical backup paper copy of the technical proposal. Do not include Pricing Proposal in either the CD or paper copy of the Technical Proposal.
- In a separate sealed envelope, one CD-ROM disk containing an original of the Pricing Proposal, Attachment A and one (1) identical paper copy of the Pricing Proposal
- Each envelope shall be clearly marked with the RFP number and the contents, either "Technical Proposal" or "Pricing Proposal", and must be either mailed and received prior to the submission deadline or hand-delivered in a sealed package marked "RFP # 7549105 to the address stated below. The electronic copy will be considered the primary proposal and the backup paper copy will only be considered if the electronic copy is not readable.

NOTE: Proposals received after the above-reference due date and time will not be considered. Proposals misdirected to other State locations or those not presented to Division of Purchases by the scheduled due date and time will be determined to be late and will not be considered. Proposals faxed, or e-mailed, to the Division of Purchases will not be considered. The official time clock is in the reception area of the Division of Purchases.

Section 4 – Response Contents

The firm must meet the requirements listed in this section and Qualification of Auditor noted above. Please provide a detailed response, with appropriate and applicable documentation, for each item. Quality and detail of each response will be considered during the proposal evaluation phase.

1. Responses should be limited to a maximum of three pages for each section
2. Information presented should be current within three years

RESPONSES MUST INCLUDE THE FOLLOWING:

A statement of experience describing the Offeror’s background, qualification, and experience with similar projects and all information described elsewhere in this solicitation.

One only completed and signed W-9 Form downloaded from the RI Division of Purchases at <http://www.purchasing.ri.gov/bidinfo/geninfo/standard.aspx>, or accessed by clicking on Bidding Information, then General Information and then Standard Forms.

PROPOSALS MUST INCLUDE THE FOLLOWING:

A completed and signed three page RIVIP generated Bidder Certification Cover Form downloaded from the Rhode Island Division of Purchases web site at Bidding Information, then General Information and then Standard Forms.

An original, plus one (1) copy of a separate Technical Proposal, inclusive of and addressing the requirements noted below, in the format specified. In addition to the required hard copy of proposal, the Offeror must provide the proposal in electronic format. The preferred electronic format is Microsoft Word or PDF. Please provide a disk (CD-ROM) containing an electronic version of the technical proposals (without IRS Form W-9).

An original plus one (1) copy of a separately signed and sealed Pricing Proposal, inclusive of the general requirements. Cost proposals shall be submitted in the format “Attachment A, Position Pricing Matrix for MPA-503”, as included below.

One (1) only completed and signed IRS Form W-9 (included in the original printed proposal only) available at: <http://www.purchasing.ri.gov> (click on RIVIP, then General Information and then Standard Forms).

I. Executive Summary

Provide an Executive Summary that will highlight the contents of the Technical Proposal as well as present the State of Rhode Island evaluators with an overview and broad understanding of the bidder’s technical approach and ability to meet the service level requirements as set forth in this RFP.

II. Contractor Understanding of Work to be Performed

The State of Rhode Island places reliance upon the expertise, experience, ability and capability of a qualified vendor. In response to this RFP, a qualified vendor shall present evidence of its professional competence, training, and any other relevant documentation. The firm(s) selected and accepting this contract shall be of recognized standing within the profession of auditing. Such recognized standing may consist of memberships in good standing with pertinent associations and organizations and an exemplary work record.

- a. Describe your understanding of work to be performed as detailed in RIGL §42-155 include applicable internal/performance audit experience.
- b. Describe your experience with special projects/consulting done for nonprofit agencies or quasi-public corporations; the preparation/programs used for internal/performance audits.
- c. Include a list of senior staff, managers and partners assigned to this audit, indicating name, position in firm; years with firm; number of government, quasi-public corporate, and/or nonprofit audits performed, include full resumes. Do not include personal information or addresses in this public document.

III. Prior Government Experience

The firm should have the experience and capacity to provide professional, yet effective internal/performance audit services for the State. Provide a comprehensive listing of similar audits undertaken, as well as similar clients served.

IV. Prior Nonprofit or Quasi-Public Corporate Experience

Describe prior experience relative to a performance audit of a nonprofit or quasi-public corporation. Provide a comprehensive listing and narrative description of services provided.

V. Peer Reviews

Provide copies of any industry peer reviews, quality control reviews, or any private or government performed reviews.

VI. Pricing

In a separately sealed envelope, please include basic pricing structures for audit personnel in Attachment A below.

Vendor shall provide a fee per hour for performance of audit services for all auditors and staff support. Each government agency may also negotiate a lower rate than stated on Master Price Agreement or a flat fixed fee arrangement. (The successful firm must agree to provide an itemized bill on all special projects. Also, if there are different hourly rates for professional staff on ad hoc consulting please list those hourly rates.)

The fees will be evaluated based on the lowest rates submitted for the three primary roles identified on Attachment A.

Section 5 - Evaluation and Selection

Proposals will be reviewed by a Technical Review Team. Points will be assigned based on the offeror's clear demonstration of his/her abilities to complete the work, apply appropriate methods to complete the work, create innovative solutions, and quality of past performance in similar projects.

The State reserves the right, at its sole discretion, to determine the number of vendors to be selected to participate on the Master Price Agreement.

If voluntarily selected by a Municipality, vendors selected to participate on the State's Master Price Agreement created as a result of this RFP shall offer their services to

Municipalities under the same terms and conditions provided. However, the rates/cost stated in this Master Price Agreement represents the maximum rate/cost and the State and Municipalities may negotiate lower rates/cost.

Notwithstanding anything above, the Division reserves the right to unilaterally: 1) accept or reject any, or all, bids, proposals, and award on cost alone; 2) cancel the solicitation at any time; 3) waive any technicality in order to act in the best interests of the State; and 4) to conduct additional negotiations as necessary.

Proposals found to be technically or substantially non-responsive, at any point in the evaluation process, will be rejected and not be considered further. The State, at its sole option, may elect to require presentation(s) by bidders in consideration for the award. An award will not be made to a contractor who is neither qualified nor equipped to undertake and complete the required work within the specified time.

To advance to the cost evaluation phase, the technical proposal must receive a minimum of 50 out of a maximum of 70 technical points. Any technical proposals scoring less than 50 points will not have the cost component opened and evaluated. The proposal will be dropped from further consideration.

The Division of Purchases reserves the exclusive right to select the individual(s) or firm (vendor) that it deems to be in its best interest to accomplish the project as specified herein; and conversely, reserves the right not to fund any proposal(s).

Proposals will be reviewed and scored based upon the categories provided in Section 4 above using the following criteria:

<u>Criteria</u>	<u>Points</u>
Contractor Understanding of Work to be Performed	30
Prior Government Experience	15
Prior Non-profit or Quasi-Public Experience	15
Peer Review	10
Pricing*	30
TOTAL	100

*Cost scoring for pricing calculated using the following format:
 $(\text{lowest total price received for three primary roles} / \text{this vendors total price}) * 30 \text{ cost points}$

The review team will present written findings, including the results of all evaluations, to the State Purchasing Agent or designee, who will make the final selection for this solicitation. When a final decision has been made and a contract awarded, a notice will be posted on the Rhode Island Division of Purchases web site.

Attachment A
 Position Pricing Matrix
 MPA-503
 Internal and Performance Audit Services

<u>Primary Role *</u>	<u>Title of Position</u>	<u>Hourly Rate</u>
Yes	Staff Auditor	\$ -
Yes	Senior Auditor	\$ -
Yes	Audit Manager	\$ -
No	Management Services/Consulting Staff	\$ -
No	Senior Management Services/Consulting Staff	\$ -
No	Partner	\$ -
No	Senior Partner	\$ -

* Only three primary roles are used in ranking of pricing for qualified vendors; each must be quoted.