



April 22, 2024

To All Interested Parties:

The Northeastern Vermont Development Association (NVDA) is currently seeking a qualified CPA firm to provide audit services for our organization **for a one-year period (FY2024), with a mutual option to renew for an additional two years.** We invite any qualified firm to submit a proposal to us by **May 30, 2024** for consideration.

1. Background Information

NVDA, a regional planning and economic development agency serving the 3-county region of northeastern Vermont, is organized as a non-profit corporation. As an instrumentality of political subdivisions of the State of Vermont, it is exempt from income taxes under Section 115 of the Internal Revenue Code of 1986. NVDA's fiscal year runs from July 1 to June 30, we are a tax-exempt organization with annual revenues between \$2,000,000 and \$2,500,000 per year. The principal sources of funding from local governments include annual appropriations paid by member municipalities to the NVDA, contracts for special projects (often funded through state and federal grants), and project management agreements for local transportation projects. The NVDA annually receives base funding through agreements with the VT Agency of Commerce and Community Development to conduct a wide variety of regional planning and economic development activities, and federal funding through the VT Agency of Transportation for transportation planning. Additional sources of federal funding include the Northern Border Regional Commission, US Environmental Protection Agency, US Economic Development Agency, USDA Rural Development, and the US Department of Homeland Security. Other state funding resources include VT Agency of Natural Resources, VT Dept. of Public Safety, VT Dept. of Environmental Conservation, and other miscellaneous grants that may come available.

Membership in the Association is open to all municipalities within Caledonia, Essex and Orleans Counties of Vermont. Municipalities within the region electing by an act of its voters or its legislative body become members in the Association. The Association is governed by a board of directors comprised of representatives from each member municipality, other at-large representatives of citizen interest groups in the region elected by a majority of the board, and State legislators representing the region who accept invitations to membership from the board.

The Association's purpose is to develop and promote through study, planning and publicity, the recreational, agricultural, industrial, natural and human resources of the region and to work for the economic and social betterment of the region. Additionally, the Association finances and operates a multi-tenant building and

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industrial parks, and provides loans and advisory services to businesses and communities within the three county region.

The organization employs between 14 and 17 people in one location.

2. Scope of Services

NVDA requires an audit of its financial records and tests and/or sampling for internal control and compliance made in accordance with generally accepted auditing standards in the United States of America (GAAP); the standards contained in “Government Auditing Standards” issued by the Comptroller General of the United States, most recent edition; the Single Audit Act amendments of 1996, as applicable; and Title 2 of the Code of Federal Regulations (CFR) Part 200, also commonly referred to as the uniform Guidance. We also expect that a qualified auditor will be aware of any and all other auditing standards applicable to NVDA.

The audit fieldwork is anticipated to occur during September 2024. The audit must be completed, and the report issued prior to November 30, 2023. The auditor must deliver 3 bound copies of the report to the offices of NVDA and have electronic copies of the reports to the Business Manager and the Executive Director.

The NVDA Business Manager will be responsible for the preparation of working trial balances and supporting working papers. The auditor will be responsible for performing tests of the accounting records and any other such procedures necessary to form an opinion regarding the financial statements at and for the period ended June 30, 2024.

3. Outline of services to be provided

Financial Audit:

- The auditor shall examine the financial statements and records of the NVDA and shall issue an auditor’s opinion on the entity’s financial statements. Such financial statements shall be prepared in conformity with generally accepted accounting principles. This should include supplementary schedules requested by NVDA, or affiliated entities.
- The auditor shall prepare a comprehensive management letter, including the auditor’s findings and recommendations relative to the internal accounting and administrative controls, compliance with laws and regulations as applicable, and adherence to generally accepted accounting principles. The Auditor will be requested to present their audit findings to the NVDA Board of Directors.
- Subject the following required supplementary information to certain limited procedures: Management’s discussion, analysis and Indirect Cost Proposal

Single Audit (if necessary):

- Report on internal control over financial reporting and on compliance and other matters based on an audit of financial statements performed in accordance with Government Auditing Standards
- Report on compliance for each major federal program; report on internal control over compliance; and report on the schedule of expenditures of federal awards.
- Preparation and submission of Form SF-SAC, including required attachments.
- Recommendation for accounting for, calculation of, and allocation of, Indirect Rate.

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4. Qualifications

Interested certified public accounting firms should include the following information in their proposal to perform the audit of the fiscal year ending June 30, 2024:

A. Profile of the Independent Auditor

The profile of the firm should provide general background information. This should include:

1. The organization and size of the firm, and whether it is local, regional, national or international in operations.
2. The location of the office from which the work is to be done and the number of professional staff, by staff level, employed at the office.
3. A statement on the firm's staff capability to audit computerized systems.
4. A positive statement that the following mandatory criteria are satisfied:
 - a) An affirmation that the firm is properly licensed for practice as a certified public accountant in the State of Vermont.
 - b) An affirmation that the firm meets the independence requirements of the American Institute of Certified Public Accountants.
 - c) An affirmation that the firm meets the requirements of Government Auditing Standards issued by the Comptroller General of the United States.
 - d) An affirmation that the firm meets the continuing education and external quality control review requirements.

B. Firm's Qualifications

1. Identify the audit partners, audit managers, field supervisors, and other staff who will work on the audit, including staff from other than the local office.
2. Describe the recent local office auditing experience similar to the type of audit requested.
3. If other auditors are to participate in the audit, those auditors should be required to provide similar information.

C. Firm's Approach to the Examination

Submit a general audit work plan to accomplish the scope defined in these guidelines. The audit work plan should demonstrate the firm's understanding of the audit requirements and the audit tests/samples and procedures to be applied in completing the audit plan. The plan should detail the expected number of audit hours by staff level as well as a plan for transitioning from prior auditors, including what new auditors will require NVDA staff to provide and perform.

D. Time Requirements

Detail how the reporting deadline requirements of the audit will be met.

E. Fees

Supply the billing rates, estimated number of billable hours, other billable expenses and a not-to-exceed fee for the financial audit and for the single audit inclusive of all other out-of-pocket expenses. If the selected certified public accounting firm performs satisfactorily for the June 30, 2024 audit, it will be engaged to perform the audit for the succeeding 2 years. Therefore, the not-to-exceed fee information requested above should be provided on an annual basis for 3 years.

F. Non-discrimination Clause

Affirm that the firm does not discriminate against any individual because of race, religion, sex, color, age, sexual orientation, handicap or national origin, and that these shall not be a factor in consideration for employment, selection of training, promotion, transfer, recruitment, rates of pay, or other forms of compensation, demotion, or separation.

The following criteria will be considered when making an evaluation of the proposals:

A. Technical Factors

1. Responsiveness of the proposal in clearly stating an understanding of the audit services to be performed.
 - a. Appropriateness and adequacy of proposed procedures.
 - b. Reasonableness of time estimates and total audit hours.
 - c. Appropriateness of assigned staff levels.
2. Technical experience of the firm.
3. Qualifications of staff.
4. Size and structure of firm, considering the scope of the audit.

B. Cost of the audit.

C. NVDA reserves the right to reject any and all proposals submitted and to request additional information from all firms. Any contract awarded will be made to the independent certified public accounting firm who, based on evaluation of all responses, applying all criteria and oral interviews, if necessary, is determined to be the best to perform the audit.

An electronic copy of your proposal must be submitted to Judith Butson at jbutson@nvda.net, no later than **May 30, 2024**. Selection of the CPA firm will be made by June 15, 2024, and all firms submitting proposals will be notified immediately as to the selection results. No proposal will be considered that are not received on, or prior to, the above deadline.

Qualified WBE/DBE consultants are encouraged to apply. NVDA is an Equal Opportunity Employer.

Thank you for considering this request. We look forward to hearing back from you.
Sincerely,



Judith Butson
Business Manager, NVDA

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