

REQUEST FOR PROPOSAL

INTERNATIONAL CITY/COUNTY
MANAGEMENT ASSOCIATION
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Washington, DC 20002-4201
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icma.org

Original Date Issued: December 27, 2021

Deadline for Questions: January 7, 2022

Deadline for Q&A Distribution: January 18, 2022

Deadline for Proposal Submission: January 26, 2022

Finalist Interviews: February 2022

Firm Selection: March 2022

Subject: Request for proposals for independent audit services (RFP No. ICMAHQ/ICMA Audit Services/2022)

The International County Management Association (ICMA) seeks proposals from eligible Respondents for professional services described in the Scope of Work herein. ICMA anticipates awarding one (1) single award as a result of this solicitation. ICMA reserves the right to award more or fewer awards than anticipated above.

Technical and contractual questions concerning this solicitation should be directed to workwithus@icma.org. All communications must include the solicitation title, **ICMAHQ/ICMA Audit Services/2022**, in the subject line.

No communication intended to influence this procurement is permitted except by contacting the designated contacts above. Contacting anyone other than the designated contacts (either directly by the Respondent or indirectly through a lobbyist or other person acting on the respondent's behalf) in an attempt to influence this procurement (1) may result in a Respondent being deemed a nonresponsive Respondent, and (2) may result in the Respondent not being awarded a contract.

This solicitation in no way obligates ICMA to award a contract, nor does it commit ICMA to pay any cost incurred in the preparation and submission of a proposal.

ICMA bears no responsibility for data errors resulting from transmission or conversion processes.

ICMA appreciates your responsiveness and looks forward to a mutually beneficial business relationship.

Sincerely,

Sabina Agarunova
Chief Financial Officer

PURPOSE

ICMA seeks proposals from qualified Certified Public Accounting firms interested in providing auditing and tax services for the International City/County Management Association.

ABOUT ICMA

ICMA's mission is to advance professional local government worldwide through leadership, management, innovation, and ethics. ICMA provides member support, data and information, peer and results-oriented technical assistance, and training and professional development to more than 12,000 ICMA members and other individuals and organizations worldwide. The management decisions made by ICMA's members affect millions of individuals living in thousands of communities, from small villages and towns to large metropolitan areas.

ICMA is a 501(c)(3) nonprofit organization founded in 1914 that offers a wide range of services to its members and the local government community. The organization is an internationally recognized publisher of information resources ranging from textbooks and survey data to topical newsletters and e-publications. ICMA provides technical assistance to local governments in developing and decentralizing countries, helping them to develop professional practices and ethical, transparent governments. The organization performs a wide range of mission-driven grant and contract-funded work both in the U.S. and internationally, which is supported by federal government agencies, foundations, and corporations.

For more information regarding ICMA's programs and services, please refer to www.icma.org.

ICMA uses Deltek CostPoint as the accounting software package and netFORUM as the association management software (AMS). ICMA uses Time & Expense module of CostPoint as its electronic timekeeping system. ICMA partners with a third-party payroll provider, Payroll Network, Inc. (PNI), for payroll-related services.

ICMA's fiscal year is July 1 – June 30. The preliminary audit takes place in April and the final fieldwork in September, with the final audit report due in October.

ICMA's Dun and Bradstreet number is 072631831.

SCOPE OF WORK

The successful respondent will provide the following services:

- Audit of the financial statements in accordance with generally accepted auditing standards and the standards for financial audits contained in the *Government Auditing Standards*, issued by the Comptroller General of the United States, commencing with the fiscal year ending June 30, 2022;
- Audit of major federal programs in accordance with the provisions 2 CFR 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal*

Awards, including the Compliance Supplement, commencing with the fiscal year ending June 30, 2022;

- Audit of ICMA's 403(b) Retirement Savings Plan in accordance with the generally accepted auditing standards, commencing with the calendar year ending December 31, 2022;
- As part of the annual audit, analysis, and evaluation of the financial system to identify any internal control weaknesses; if necessary, provide a management letter with specific recommendations to accompany the audit opinion.
- Review of internal control as directed by the Audit, Finance, and Business Operations Committee of ICMA;
- Preparation of IRS Form 990 and 990-T;
- Other tax and consulting services as needed;
- Audit of overseas field operations may be required.

The successful respondent will also demonstrate exceptional capabilities in the following areas:

- Association taxation issues including IRS Form 990 and 990-T, state and local sales and use taxes, payroll taxes and benefits issues, and employment issues (such as employee/contractor and exempt/non-exempt);
- International taxation as it relates to U.S. workers carrying out services in foreign countries under funding arrangements with federal and private agencies and foundations;
- Thorough understanding of federal regulations, including but not limited to 2 CFR 200, FAR, and AIDAR, and ability to advise the client in working with funder on specific areas, such as indirect cost rate structures; and
- Federal grants and contract management including assisting with presenting a revision to indirect cost rate structure (ICR) to the cognizant agency as needed.

ICMA's Audit, Finance, and Business Operations Committee will meet with the selected audit firm at least twice per year, either in person or via conference calls, to plan the audit and to receive the final report.

ATTACHMENTS

We have included a copy of ICMA's latest audited financial statements and ICMA's Single Audit for your information. **BY RECEIVING THIS INFORMATION, YOU AGREE TO TREAT IT AS CONFIDENTIAL INFORMATION.**

SUBMISSION REQUIREMENTS

Section 1. Firm	Please respond to questions 1 through 7 of Attachment A, Respondent Questionnaire
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Section 2: Client Administration and Services	Please respond to questions 8 through 14 of Attachment A, Respondent Questionnaire
Section 3: Pricing	Please respond to questions 15 through 22 of Attachment A, Respondent Questionnaire
Section 4: References	Please respond to question 23 of Attachment A, Respondent Questionnaire

INSTRUCTIONS TO THE RESPONDENTS

Responses are due no later than 5:00 PM EST on Wednesday, January 26, 2022. We appreciate a response even if you decline to submit a proposal.

Respondents are required to submit proposals in an electronic format. Adherence to the proposal format by all respondents will ensure a fair evaluation with regard to the needs of ICMA. Respondents who do not follow the prescribed format may be deemed nonresponsive. A letter transmitting the proposal must be signed by an officer of the firm authorized to bind the respondent as required by this solicitation. The following will comprise a complete proposal package:

1. Transmission letter
2. Completed Attachment A, Respondent Questionnaire, along with requested documentation
3. Completed and signed required forms (IRS Form W-9 and New Vendor Application Form)

Proposal packages must be submitted electronically to workwithus@icma.org with a subject line noting the RFP title found on page 1 of this solicitation. No phone calls please.

Applications received after the closing date stated on the top of page 1 will be rejected.

ATTACHMENT A

Respondent Questionnaire

APPENDICES (REQUIRED FORMS)

IRS Form W-9

New Vendor Application Form

ANTICIPATED CONTRACT TERM

ICMA intends to engage an audit firm for a five-year term, subject to the ongoing quality of performance.

EVALUATION AND AWARD PROCESS

Offers will be evaluated based upon the following criteria

- Section 1, Firm (30%)
- Section 2, Client Administration and Services (40%)
- Section 3, Pricing (30%)

GENERAL CONDITIONS

Proposal Submission - Late proposals and proposals lacking the appropriate completed forms may be rejected. Faxed proposals will not be accepted. Proposals will not be accepted at any other ICMA location other than the email address above. If changes are made to this solicitation, notifications will be sent to the primary contact provided to ICMA from each Respondent. ICMA takes no responsibility for the effective delivery of the electronic document. The Respondent's offer will be rejected if the Respondent modifies or alters the electronic solicitation documents.

Contract Award - ICMA anticipates making one award under this solicitation. It may award a contract based on initial application without discussion or following limited discussion or negotiations. Each offer should be submitted using the most favorable cost and technical terms. ICMA may request additional data or material to support applications. ICMA expects to notify Respondents in approximately one month from the proposal due date whether their proposal has been selected to receive an award.

Limitation - This solicitation does not commit ICMA to award a contract, pay any costs incurred in preparing a proposal, or to procure or contract for services or supplies. ICMA reserves the right to accept or reject any or all proposals received, to negotiate with all qualified sources, or to cancel in part or in its entirety the solicitation when it is in ICMA's best interest.

Disclosure Requirement - The Respondent shall disclose any indictment for any alleged felony, or any conviction for a felony within the past five years under the laws of the United States or any state or territory of the United States, and shall describe circumstances for each.

When a Respondent is an association, partnership, corporation, or other organization, this disclosure requirement includes the organization and its officers, partners, and directors or members of any similar governing body. If an indictment or conviction should come to the attention of ICMA after the award of a contract, ICMA may exercise its stop-work right pending further investigation or terminate the agreement.

No Gifts - It is ICMA's policy that no gifts of any kind and of any value be exchanged between respondents and ICMA personnel. Discovery of the same will be grounds for disqualification of the Respondent from participation in any ICMA's procurements and may result in disciplinary actions against ICMA personnel involved in such discovered transactions.

Equal Opportunity - In connection with the procurement of the specified services, ICMA warrants that it shall not discriminate because of race, color, religion, sex, national origin, political affiliation, non-disabling physical and mental disability, political status, matriculation, sexual orientation, gender identity or expression, genetic information, status as a veteran, physical handicap, age, marital status or any other characteristic protected by law.

ATTACHMENT A

Respondent Questionnaire

Section 1, Firm

1. Provide your firm's complete name, headquarters' street address, and website address. Also, provide a contact name, email address, and telephone number.
2. Provide year established and a brief history of your firm, ownership structure, key management personnel, and organizational chart.
3. Provide a description of the types and sizes of client organizations serviced, as well as a representative list of clients similar to ICMA for whom you are currently providing services, the types of services provided, and the length of time you have serviced these organizations.
4. Identify the largest clients your firm has lost in the past three years and the reasons. Also, discuss, in instances where the loss of the client was due to an unresolved auditing or accounting matter, the process of attempting to resolve the issue(s).
5. Describe competitive advantages your firm possesses.
6. In what unit of the firm would this engagement be handled – is there a not-for-profit industry group? How is this unit structured, and how many partners and staff comprise this unit?
7. Provide a sample engagement letter.

Section 2, Client Administration and Services

8. Provide CVs or resumes of key individuals who will be assigned to the engagement that demonstrate their experiences in handling similar nonprofit clients and the required services.
9. Explain your company's internal procedures for ensuring the continuity of key personnel on client assignments and any required management rotation requirements.
10. Provide the average time between the end of fieldwork and the issuance of audit reports. Do you guarantee delivery dates for audit reports?
11. Describe your company's approach to the ICMA audit and your expectations of ICMA staff in the process.
12. Is preliminary audit work typically performed by your company? If so, what is the timing, and what is included in the preliminary audit?
13. Explain your company's quality assurance procedures for the audit. Provide a copy of your most recent peer review report, the related letter of comments, and the firm's response to the letter of comments.
14. Are management letters regarding operational improvements routinely provided?

Section 3, Pricing

15. List your fee proposal for the fiscal year 2022 audit. Separate the Single Audit fee from the regular audit fee.
16. Provide fee proposal for preparation of IRS Form 990 and 990-T.
17. Provide a fee proposal for the 2022 ICMA 403(b) Retirement Saving Plan audit.
18. Provide guarantees or estimates for audits for the subsequent four years with explanations of cost increases, if any.

19. Indicate any additional costs not specifically mentioned but reasonably expected to be incurred.
20. Indicate if the proposed fee assumes the client or the audit staff preparing the financial statements.
21. Indicate how accounting and tax compliance issues are billed. What is included in the quoted audit fee, and what is billed separately?
22. Fee structure for tax services, in-depth accounting questions, and consulting services. The basis on which fees are determined, either through flat fees or hourly rates. If quoting hourly rates, provide the rates broken down by staff level.

Section 4, References

23. Provide at least (3) examples of relevant work and the contact information for reference purposes. These should be clients of the partner and manager that will be assigned to our organization, and they should be of similar size and type to our organization. Please include the nature and length of the relationship with these organizations for each. References will be contacted as part of the evaluation process.