



# REQUEST FOR PROPOSAL

## Audit Services

### **Abstract**

This request for proposal is for audit services to the Plaquemines Port, Harbor & Terminal District for the years ending December 31, 2018 through December 31, 2020.

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## General Information

### A. Purpose

This Request for Proposal (RFP) is to contract for a financial and an A-133 audit (*if needed*) for the years ending December 31, 2018 through December 31, 2020 for the Plaquemines Port, Harbor & Terminal District (the “Port”). This proposal includes the option to renew for two additional years. This is in keeping with the GFOA’s recommendations that an audit firm be for a five (5) year period.

### B. Who May Respond

Only licensed Certified Public Accounting firms who have prior governmental auditing experience may respond to this RFP. Additionally, the firm must be approved by the Louisiana Legislative Auditor to perform governmental auditing work.

### C. Instructions on Proposal Submission

1. **Submission Date:** Proposals must be submitted no later than 2:30 p.m. on Friday November 30,2018.
2. **Inquiries:** Inquiries concerning this RFP should be directed to Chambrel Riley-Williams, CPA at [criley@pphtd.com](mailto:criley@pphtd.com).
3. **Cost of Proposal:** All costs incurred in the preparation of a proposal responding to this RFP will be the responsibility of the Offeror and will not be reimbursed by the Port.
4. **Submission Instructions:**
  - a. Four (4) complete proposals must be submitted, printed on single-sided paper, and one electronic copy via USB drive.
  - b. All proposals must be submitted in a sealed envelope/box bearing the name of the Offeror and clearly marked in the lower right-hand corner with the following information: **RFP-Audit**.

- c. Your proposal should be addressed as follows:

Plaquemines Port, Harbor & Terminal District  
Chambrel Riley-Williams, CPA  
Comptroller  
8056 Highway 23  
3<sup>rd</sup> Floor  
Belle Chasse, LA 70037

- d. It is the responsibility of the Offeror to ensure that the proposal is received by the Port by the date and time specified above. Late proposals will not be considered.

#### D. Right to Reject

The Port reserves the right to reject any and all proposals received in response to this RFP. A contract for the accepted proposal will be based upon the factors described in this RFP. All proposals received on time will be reviewed by review committee selected by Port Comptroller.

#### E. Award Selection

The Port will evaluate the award on both a quantitative and a qualitative basis. Such evaluations may include a review of the submitted proposals and how well the requirements are met, interviews with the proposed engagement team, discussions with the audit firm's other clients and the audit firm's perceived standing in the community.

#### F. Notification of Award

- 1) It is expected that a decision on selecting the successful audit firm will be made within *four (4)* weeks of the closing date for the receipt of proposals, but in no event later than December 28, 2018.
  
- 2) Upon conclusion of final negotiations with the successful audit firm, all Offerors submitting proposals in response to this Request for Proposal will be informed, in writing, of the name of the successful audit firm.

## G. Options

At the discretion of *The Port*, this audit contract can be extended for two additional one-year periods. The cost for the option periods will be agreed upon by the Port and the Offeror subject to board approval.

## H. Description of Entity and Records to be Audited

The Plaquemines Port, Harbor & Terminal District was officially established in 1954 as a political subdivision of the State of Louisiana, as per Act No. 567 of the Louisiana Legislature.

In 2018, the Port has an approximate revenue budget of \$8.4 million; \$6.4 million of which is comprised of Port Tariff Revenue. The Port is an enterprise fund and has one (1) fund. The Port has two main Department; the General (Administration) Division and the Rescue Boats Division. There are approximately forty (40) employees. The books are maintained utilizing the software Abila MIP Fund Accounting Software.

The Port does receive various grants from both the state of Louisiana and the Federal Government during the year. The amounts of the grants and the receipt of such is unpredictable and makes determining the necessity of an A-133 audit difficult. Historically, the Port has not needed an A-133 audit. For the previous year, 2017, one was not required. As of this proposal, the Port believes that the chances are good that one will not be required in 2018.

The Port has an internal audit function that began in 2018. All financial statement preparations, account analysis, reconciliations and budget preparation are performed by the Port's Comptroller who has governmental accounting background.

A copy of the Port's 2018 budget and 2017 audit reports may be viewed on the Port's website: [www.portofplaquemines.com](http://www.portofplaquemines.com) or requested via email. Prior audits and budgets are also available upon request.

## I. Terms and Conditions

1. Submission of a proposal indicates acceptance by the Audit firm of the conditions contained in this RFP unless clearly and specifically noted in the proposal submitted and confirmed in a written contract, if selected by the Port.
2. The Port reserves the right to accept a proposal higher in price than the lowest proposal, and to negotiate with any responders concerning matters which the Port determines requires clarification or changes not in conformity with the specific requirements set forth in this RFP.
3. The Port reserves the right to request additional information or clarification from responders, or to allow for corrections of errors or omissions.
4. Any contract awarded shall not be binding upon the Port until both parties have executed a written agreement.
5. If through any cause, the Audit firm shall fail to fulfill the obligations agreed to in a timely and proper manner, the Port shall have the right to terminate the contract by specifying the date of termination in a written notice to the Audit firm.
6. In the event of a merger of the audit firm with another firm of certified public accountants or a change of partners in the audit firm, this contract will be transferable to the successor firm with the approval of the Port, with all requirements remaining intact.

## Specification Schedule

### A. Scope of the Audit

The audit shall cover the entire financial and compliance operation of the Plaquemines Port, Harbor & Terminal District.

The audit shall also cover applying the agreed upon procedures relevant to the requirements issued by the Louisiana Legislative Auditor.

The audit shall be conducted in accordance with generally accepted auditing standards adopted by the American Institute of Certified public Accountants; the generally accepted governmental accounting standards contained in the U.S. Office of Management and Budget (OMB) Circular A;133 Compliance Supplement. The examination of compliance with pertinent laws, regulations, contracts, etc. will be conducted in accordance with the Single Audit Act.

## B. Performance of Services

The following services are expected of the winning Auditors:

The Plaquemines Port, Harbor & Terminal District's records should be audited for the years ending December 31st. The years consist of 2018 through 2020, with the option to renew for two additional one-year periods.

## C. Report Requirements

1. The report of the examination of the financial statements must state the scope of the examination and that the audit was performed in accordance with generally accepted auditing standards and must include an opinion as to whether the statements the statements conform to generally accepted accounting principles.

### Additional Reports Required:

- i. Independent Auditors' Report on Compliance and on Internal
  - ii. Control Over Financial Reporting.
  - iii. Independent Auditor's Report on Compliance with Requirements
  - iv. Applicable to Each Major Program and Internal Control Over
  - v. Compliance in Accordance with OMB Revised Circular A-133.
  - vi. Independent Accountant's Report on Agreed Upon Procedures.
2. The audit work shall commence no earlier than March 1, following the fiscal year and report issued no later than June 30th of the same year. Prior to writing of the report,

representatives of the accounting firm will hold an exit conference with the Comptroller, Executive and Deputy Director.

3. Depending on cost and time constraints, the Port may request the Auditors to prepare all working papers related to GASB Statement Number 68, *Accounting and Financial Reporting for Pensions*, and GASB Statement Number 71, *Pension Transition for Contributions Made Subsequent to the Measurement Date*.
4. The Port expects to receive from the audit firm assistance throughout the year in terms of answers to accounting, reporting, and/or internal control matters.
5. After completion of the audit, the Auditors shall attend a regularly scheduled Port Board meeting to discuss the audit.
6. The Auditors shall deliver twelve (12) bound copies of final audit reports to the Port along with an electronic copy of all reports and of all final trial balances and adjusting entries (if any).
7. The Auditors shall directly submit all required documents to the Louisiana Legislative Auditor in a timely fashion, and by the due date of June 30th. The Auditors will provide documentation of such submissions to the Port.
8. Reports may be submitted earlier than the schedule above. However, if the Auditors fail to make delivery of the audit reports within the time schedule specified herein, or if the Auditor delivers audit reports that do not conform to all of the provisions of this contract, the Port may, by written notice of default to the Auditor, terminate the whole or any part of this contract.

## D. Format of Proposal

To simplify the evaluation process and obtain the maximum degree of comparison, proposals should be organized according to the outline described below.

### 1) Introductory Information

- a) Include the RFP subject, the name of the proposer's firm, the local address, the telephone number, the name of the contact person and the date.
- b) Briefly state the proposer's understanding of the work to be done and make a positive commitment to perform the work within the time specified. Outline time frames which you feel are reasonable.
- c) State the names of persons who will be authorized to make representatives for the proposer, their titles, addresses and telephone numbers.
- d) State that the person signing the letter will be authorized to bind the proposer.

### 2) Profile of the Proposer

- a) State whether the firm is local, regional, national or international.
- b) State the location of the offices from which the work is to be done and the number of partners, managers, supervisors and other professional staff employed at that office.
- c) Describe the range of activities performed by the local office such as auditing, accounting, tax service or management services.

### 3) Audit Team Supervisors

- a) Identify the audit manager and field supervisors who will work on the audit. Resumes including relevant experience and continuing education for each supervisory person to be assigned to the audit should be included. (the resumes may be included as an appendix).
- b) Describe the recent auditing experience similar to the type of audit requested.

4) Proposer's Approach to the Examination

Submit a work plan to accomplish the scope defined in these guidelines. The work plan should include time estimates for each significant segment of the work and staff level to be assigned. Where possible, individual staff members should be named, and their titles provided. The planned use of specialists should be specified.

5) Governmental Auditing Experience

Provide a list of governmental financial compliance audits performed in accordance with the Single Audit Act.

6) Additional Data

Since the preceding sections are to contain only data which is specifically requested, any additional information considered essential to the proposal should be included in this section.

7) Compensation

The Auditor's proposed prices should be detailed out separately for performing each of the following services: a financial audit, an A-133 audit, and Agreed-Upon Procedures. Include information indicating how the price was determined. For example, the proposal should indicate the estimated number of hours by staff level, hourly rates, and total cost by staff level. Any out-of-pocket expenses should also be indicated. Additionally, detail what, if any, fee increases can be expected over the life of the contract.

The pricing information should not be part of the rest of the proposal, but be in a separate, sealed brown envelope, with four (4) copies and one (1) electronic copy via USB drive.

F. Working Papers

The working papers related to the examination shall be maintained for at least three (3) years. The work papers shall be available for examination by authorized representatives of the cognizant federal audit agency, the Legislative Auditor, State of Louisiana and the Plaquemines Port.

## G. Concluding Comments

Questions concerning this proposal should be directed to Chambrel Riley-Williams, CPA by email [criley@pphtd.com](mailto:criley@pphtd.com) or by phone (504)-682-7920.

The Plaquemines Port, Harbor & Terminal District reserves the right to reject any and all proposals submitted and/or to request additional information from all proposers. The Plaquemines Port, Harbor & Terminal District also reserves the right to award the engagement to the firm which in its opinion, and based on certain criteria, will best perform the services requested. A copy of this proposal may be found on the Port's website [www.portofplaquemines.com](http://www.portofplaquemines.com).

## Proposal Evaluation

### A. Nonresponsive Proposals

Proposals may be judged nonresponsive and removed from further consideration if any of the following occur:

1. The proposal is not received in a timely manner in accordance with the terms of this RFP.
2. The proposal does not follow the specified format.
3. The proposal is not adequate for the Port to form a judgment that the Audit Firm would meet the Port's expectations as detailed in this RFP.

## B. Proposal Scoring

Evaluation of each proposal will be scored on the following factors:

	Point	Score
1. Following proposal submission guidelines. Timeliness. Inclusion of all items.	0-8	
2. Firm Requirements:		
a. Adequate size of the firm.	0-5	
b. Minority-owned/small business.	0-2	
c. Inclusion of mandatory statements.	0-5	
3. Firm Experience:		
a. Number and type of experience.	0-10	
b. Positive comments from previous/other clients.	0-20	
4. Audit Team:		
a. Audit team makeup.	0-5	
b. Overall supervision to be exercised.	0-5	
c. Qualifications of assigned staff: education, prior experience,	0-20	
5. Understanding of Services to be Performed		
a. Work plan in relationship to the scope of work.	0-20	
b. Reasonableness of time estimates and total audit hours.	0-15	
c. Appropriateness of assigned staff levels.	0-15	
d. Meeting deadlines.	0-20	
6. Conclusion: How firm differentiates itself.	0-10	
7. Pricing:		
a. Financial Audit		
b. A-133 Audit		
c. Agreed Upon Procedures		
8. Notes regarding past experience with the firm.		

## C. Review Process

The Port contemplates award of the contract to the responsible Audit Firm with the highest total points who can provide the best valued service for the fees.