

REQUEST FOR PROPOSALS
SINGLE AUDIT FOR THE WALKER BASIN CONSERVANCY

June 17, 2019

Requesting Organization: Walker Basin Conservancy, 615 Riverside Drive, Suite C, Reno, NV 89503
Contact: Amy Gladding, Operations Manager, 775-463-9887 x116; amy.gladding@walkerbasin.org.

I. OVERVIEW

The Walker Basin Conservancy (WBC) is an organization that receives federal funds and is required to undergo a Single Audit, formerly known as an "OMB A-133 Audit" for the regulations set down in Uniform Guidance (2 CFR 200) Subpart F by the U.S. Office of Management and Budget (OMB).

The purpose of a Single Audit is to ensure a recipient of federal funds complies with the federal program's requirements for how the money can be used. Each federal agency that funds grants outlines specific items that recipients to meet to ensure the successful management of the program and alignment with the legislative intent of the program.

The WBC invites interested not-for-profit and for-profit individuals and organizations to submit proposals for a Single Audit to assist the WBC in evaluating whether or not the organization is in compliance with all of the audit requirements outlined Uniform Guidance (2 CFR 200) Subpart F. In addition, WBC in requesting proposals to prepare the organization's Form 990 for the same period to be covered by the Single Audit. WBC's fiscal year end is September 30 and the proposal requested is for the year ended September 30, 2019. Proposals for a multi-year (up to five years) will be accepted.

II. ORGANIZATION BACKGROUND

The Walker Basin Conservancy is committed to restoring the Walker Basin ensuring a healthy lake, river and communities. WBC manages a complex real property acquisition program, acquiring land, water and related interests from willing sellers in the Walker Basin, for the benefit of Walker River and Lake. The WBC is leading the effort to restore and maintain Walker Lake while protecting agricultural, environmental and recreational interests in the Walker Basin.

For more information about WBC, please visit our website at www.walkerbasin.org.

III. SCOPE OF WORK

A Single Audit by a qualified firm will ensure that a recipient of federal funds complies with the audit requirements outlined in the Compliance Supplement by the federal agency who granted them the funds. The auditor will look at the recipient's general management of its operations, as well as the specific ways it manages the money granted to it by any government agencies. Specifically, the Single Audit looks at the recipient's financial records, financial statements, federal award transactions and expenditures, internal control systems, and the federal assistance it received during the audit period. The Single Audit must be filed electronically with the Federal Audit Clearinghouse each year. Results of the Single Audit are due within 9 months after the end of the audit period.

WBC is requesting the proposal incorporate the preparation of the organization's Form 990 – Return of Organizations Exempt from Income Tax.

The WBC fiscal year is September 30. This request is for the single audit and Form 990 for the year ended September 30, 2019. This will be the first single audit performed at the WBC level and not as part of the Single Audit performed for the consolidated The National Fish and Wildlife Foundation (NFWF).

WBC's governing structure has one class of member, described as voting members, that appoint WBC's Board of Directors. The National Fish and Wildlife Foundation (NFWF) is the sole member to WBC. NFWF issues consolidated financial statements with WBC. The consolidated financial statements are issued because of the existence of common control and economic interest. The firm selected may at times work directly with representatives of NFWF and their independent audit firm to coordinate submission to NFWF the required data to prepare consolidated financial statements.

Applicants may respond to the following criteria in whole or in part. Consideration will be given to all submittals; applicants who respond in whole will not be favored over applicants who respond in part. Contracts will be awarded to the respondent whose proposal is most advantageous to the organization with price and other factors considered. If responding in part, please include the number and title from the Scope of Work for the services being proposed.

Applicants are welcomed to propose for a period longer than one fiscal year.

Applicant questions or requests for further information that may assist in preparation of the proposal should be directed to Michael O'Carroll, Director of Finance and Operations, phone 775-463-9887, ext. 115, mike.ocarroll@walkerbasin.org.

IV. CRITERIA FOR COMPETITIVE APPLICATIONS

1. Application Instructions
 - a. Address each item in the "Application Outline" below.
 - b. Limit your application to a maximum of six (6) pages and minimize supplementary materials (we will follow-up as needed).
 - c. Email a Word or PDF version of your application to amy.gladding@walkerbasin.org; in the subject line, please indicate *Response to RFP for Single Audit Engagement– [name of respondent]*.
 - d. Applications must be emailed no later than **5:00 pm PDT on July 31, 2019**.
2. Application Outline. Your description (in no more than six (6) pages) of your and/or your organization's qualifications should include the following elements:
 - a. **Contact information:** Please provide a Primary Contact Person, Entity Name, Address, Phone, Email, Website, and EIN or SSN.
 - b. **Qualifications:** Please describe your and/or your organization's qualifications to provide the above services, including the size and organizational structure of the firm. If you have an annual report, please include as an attachment. If you have a website or Facebook page, please provide that information as well.
 - c. **Statement of Work:** Please provide a statement of the firm's understanding of work to be performed and a proposed timeline for fieldwork and final reporting;



- d. **Key staff:** Please provide names and brief biographies of key staff, including the names of the partner, audit manager, and field staff who will be assigned to our audit. Please attach resumes of key staff as appropriate.
 - e. **Past experience:** Please detail your experience in providing contractual services similar to those required by the Walker Basin Conservancy. List recent (last two to five years) accomplishments, events and previous services related to the expertise you will be offering.
 - f. **Fee structure:** Estimate the program/service fees and describe the fee structure for each of the services you provide including a breakdown of travel expenses. Describe your billing rates and procedures for technical questions that may come up during the year, or whether these occasional services are covered in the proposed fee structure. Please highlight any non-profit discounts on the services you provide.
 - g. **Schedule:** Please include a tentative schedule for performance of the engagement and expected final report and form 990 deliverable dates.
 - h. **References:** Please include contact information of three references (clients or partners) who have benefited from your services as described above.
3. Selection Criteria. Proposals will be evaluated and scored on the following criteria:
- a. **Knowledge and track record:** Applicants must demonstrate expertise and experience with the tasks described in the Scope of Work outlined in the RFP.
 - b. **Capacity and flexibility** to deliver services: Providers must demonstrate that they have a degree of flexibility in how and where services are delivered and that they have the ability to tailor content and delivery methods to meet the specific needs of the Walker Basin Conservancy.

V. ELIGIBLE OFFERORS/CONFLICT OF INTEREST

Eligible applicants are individuals, institutions of higher education, other nonprofits, commercial organizations, international organizations, and local, state and Indian tribal governments. If multiple institutions are involved, they should be handled through sub-contracts. Offerors must notify the Walker Basin Conservancy in writing with this submission of any apparent or actual conflicts of interest, including organizational conflicts of interest, that are known at the time of this submission or that may arise during the life of this award, in the event an award is made. Conflicts of interest include any relationship or matter which might place the Contractor, the Contractor's employees, or the Contractor's subcontractors in a position of conflict, real or apparent, between their responsibilities under the award and any other outside interests, or otherwise. Conflicts of interest may also include, but are not limited to, direct or indirect financial interests, close personal relationships, positions of trust in outside organizations, consideration of future employment arrangements with a different organization, or decision-making affecting the award that would cause a reasonable person with knowledge of the relevant facts to question the impartiality of the Offeror, the Offeror's employees, or the Offeror's future subcontractors in the matter. Upon receipt of such a notice, the Walker Basin Conservancy will determine if a conflict of interest exists and, if so, if there are any possible actions to be taken by the Offeror to reduce or resolve the conflict. Failure to resolve conflicts of interest in a manner that satisfies Walker Basin Conservancy may result in the proposal not being selected for award.



By submitting a proposal in response to this solicitation, the Offeror warrants and represents that it is eligible for award of a Contract resulting from this solicitation and that it is not subject to any of the below circumstances:

1. Has any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an Contract with the authority responsible for collecting the tax liability, where the awarding agency is aware of the unpaid tax liability, unless the agency has considered suspension or debarment of the corporation and made a determination that this further action is not necessary to protect the interests of the Government; or
2. Was convicted (or had an officer or agent of such corporation acting on behalf of the corporation convicted) of a felony criminal violation under any Federal or State law within the preceding 24 months, where the awarding agency is aware of the conviction, unless the agency has considered suspension or debarment of the corporation and made a determination that this further action is not necessary to protect the interests of the Government; or
3. Is listed on the General Services Administration's, government-wide System for Award Management Exclusions (SAM Exclusions), in accordance with the OMB guidelines at 2 C.F.R Part 180 that implement E.O.s 12549 (3 C.F.R., 1986 Comp., p. 189) and 12689 (3 C.F.R., 1989 Comp., p. 235), "Debarment and Suspension," or intends to enter into any subaward, contract or other Contract using funds provided by Walker Basin Conservancy with any party listed on the SAM Exclusions in accordance with Executive Orders 12549 and 12689. The SAM Exclusions can be found at <https://www.sam.gov/portal/public/SAM/>.

VI. REQUEST FOR PROPOSALS SUBMISSION REQUIREMENTS AND RFP DEADLINES

July 31, 2019	Proposals must be received electronically as an email attachment by Amy Gladding (amy.gladding@walkerbasin.org) by 5:00 PM PST.
	Proposals must be provided in Word or searchable PDF format.
August 15, 2019	WBC will notify all RFP applicants of their status (acceptance or rejection).

