

**LEGISLATIVE COUNSEL BUREAU
AUDIT DIVISION**

**REQUEST FOR PROPOSAL
for the**

**UNIFORM GUIDANCE SINGLE AUDIT
OF THE STATE OF NEVADA**

**For the years ending
JUNE 30, 2018, 2019, 2020 and 2021**

**RELEASE DATE: January 10, 2018
DUE DATE: February 28, 2018 @ 5:00 PM**

CARSON CITY, NEVADA

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I. Executive Summary

The Legislative Counsel Bureau Audit Division intends to contract with a public accounting firm to conduct the State of Nevada’s Single Audit for the fiscal years ended June 30, 2018, 2019, 2020 and 2021. The Single Audit is an audit of the State’s financial statements and federal awards. The State of Nevada’s Basic Financial Statements are prepared by the Office of the State Controller and are included in the State’s Comprehensive Annual Financial Report.

The State’s accounting system is managed and controlled by the Office of the State Controller. The State’s accounting system records the accounting transactions for the general government of the State. This includes the General Fund, a majority of the special revenue funds, and other governmental, proprietary, and fiduciary funds. A number of agencies such as the Nevada System of Higher Education and the Public Employees’ Retirement System have accounting systems independent of the State’s accounting system. Some agencies receive annual financial audits conducted by public accounting firms (Appendix D). The Office of the State Controller incorporates those audited financial statements into the State of Nevada’s Basic Financial Statements. The State does not exercise financial or administrative control over certain licensing boards as described in NRS 353.005, so they are excluded from the State’s financial statements.

This Request for Proposal (RFP) documents the Legislative Counsel Bureau Audit Division’s request for the State’s Single Audit and invites firms to provide proposals to conduct the audit. An RFP is being used to procure these services as price is not the sole determining factor; the contract award will be based on a combination of cost and technical factors (best value). Firms are requested to submit their proposals before 5:00 p.m., **February 28, 2018**. The Legislative Counsel Bureau Audit Division will evaluate the responses and present those evaluations to the Audit Subcommittee of the Legislative Commission. An Audit Subcommittee meeting will be scheduled to award the contract in late April or early May 2018.

II. General Information

- A. *Purpose* – The Legislative Counsel Bureau Audit Division is seeking a contract to perform the State’s Single Audit under Uniform Guidance (Single Audit). This document constitutes a request for proposal from qualified firms to conduct the Single Audit for the State of Nevada for fiscal years 2018, 2019, 2020 and 2021, and will be used as the basis for selecting the firm to conduct the Single Audit.

The successful contractor will complete the financial statement audit of the State of Nevada’s Basic Financial Statements and a compliance examination of the State’s federal awards. The contractor is expected to perform the audit in accordance with *Government Auditing Standards* issued by the U.S. Government Accountability Office; Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance); the OMB *Compliance Supplement*; the AICPA Audit Guide for Audits of State and Local Governmental Units; and applicable OMB Circulars, audit standards, and audit guides.

- B. *Term of Engagement* – The term of the engagement will be from execution of the contract and shall extend for the period of 1 year. The contract shall automatically renew, for up to three additional 1-year renewals, unless the Legislative Auditor provides written notice of termination to the contractor at least sixty (60) days prior to the expiration of the then-current term.
- C. *Authority* – Nevada Revised Statutes (NRS) 218G.340 provides the Legislative Auditor, on behalf of the Audit Subcommittee, the authority to contract with a qualified accounting firm to perform the State of Nevada’s Single Audit.
- D. *Issuing Office* – This RFP is issued by the Audit Division of the Legislative Counsel Bureau (LCB). The Legislative Auditor, or his designee, is the sole point of contact in the State for purposes of this RFP. Inquiries regarding this RFP must be directed to the office noted below:

Legislative Auditor
401 South Carson Street
Carson City, Nevada 89701-4747
(775) 684-6815
Fax: (775) 684-6435
singleauditnv@lcb.state.nv.us

Formal inquiries regarding this RFP must be submitted in writing and received by the Audit Division no later than **February 2, 2018**. Answers to specific questions regarding the RFP will be made available on the LCB website and firms will be notified of the availability of such information through email.

To avoid any appearance of impropriety in the selection process, communication with members of the Audit Division (other than the specified contact above) and the Legislative Audit Subcommittee regarding this RFP is strongly discouraged. Any verbal communication between a firm and a member of the Audit Division, the Legislative Audit Subcommittee or any state personnel is not binding. Only information issued in writing and added to the RFP specifications by the Audit Division through a written RFP addendum is binding.

E. Definitions

1. Auditee – Nevada State Government.
2. Cognizant Federal Agency – The designated cognizant agency for the audit shall be the federal awarding agency that provides the predominant amount of direct funding to a recipient unless OMB assigns a specific cognizant agency and provides notice in the Federal Register. Nevada’s current cognizant federal agency is the Department of Health and Human Services.
3. Contractor – The firm to whom the contract to perform the described examination work is awarded.
4. Examination Period – This RFP is for the fiscal years ending June 30 of 2018, 2019, 2020 and 2021.
5. Fiscal Year 2018 – July 1, 2017, through June 30, 2018.
6. Fiscal Year 2019 – July 1, 2018, through June 30, 2019.
7. Fiscal Year 2020 – July 1, 2019, through June 30, 2020.
8. Fiscal Year 2021 – July 1, 2020, through June 30, 2021.
9. Legislative Audit Subcommittee – The Legislative Audit Subcommittee, created pursuant to NRS 218E.240, is a subcommittee of the Legislative Commission to review and accept legislative audits and will be referred to as the Audit Subcommittee.
10. Legislative Counsel Bureau – The Legislative Counsel Bureau is an ongoing staff agency of the Legislature. This agency encompasses the Fiscal, Legal, and Research Divisions, which provide support for the Legislature. It also includes the Audit Division whose job consists of auditing the accounts of state agencies, and an Administrative Division, which provides accounting, security and various other functions. Reference to LCB in this RFP may refer to the body as a whole or one of its divisions.

11. Major Program – A federal program determined by the auditor to be a major program in accordance with risk-based criteria or a program identified as a major program by a federal agency or pass-through entity as prescribed by Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).
 12. Progress Report – A statement of the contract work completed to date, what remains to be done, hours incurred this reporting period and to date, and whether the examination is proceeding on schedule for a timely completion.
 13. Qualified Firm – Any individual firm, partnership, corporation, association or other legal entity permitted by law to engage in practice as a Certified Public Accountant (CPA) in the State of Nevada and in good standing with the Nevada State Board of Accountancy.
 14. Single Audit – An audit of a non-federal entity that includes the entity’s financial statements and federal awards.
 15. State’s Accounting System – The accounting system maintained by the State Controller’s Office. The 2017 Nevada Legislature approved funding for the first phase of an Enterprise Resource Planning project to replace the state’s existing financial, human resource, procurement, and budgetary information systems.
 16. Type A Program (For Nevada) – Federal programs with expenditures during the audit period exceeding \$15.6 million (Fiscal Year 2016) or three-tenths of one percent of the total federal awards expended.
 17. Type B Program – Federal programs not classified as Type A.
- F. Submission of Proposals** – Proposals must be prepared in accordance with RFP instructions. Technical proposals must be submitted in PDF format via email to singleauditnv@lcb.state.nv.us. Cost proposals must be separately submitted to Rocky Cooper, Legislative Auditor and must be mailed to 401 South Carson Street, Carson City, Nevada 89701-4747 or hand-delivered to 333 East Fifth Street, Second Floor, Carson City, Nevada. Cost proposals must be submitted in a sealed envelope clearly marked with “Cost Proposal” on the outside of the envelope.

The deadline for receipt of proposals is 5:00 p.m., February 28, 2018. By this deadline, technical proposals must be submitted electronically and cost proposals must be received in the office of the Legislative Auditor located in Carson City, Nevada. Proposals received after this date will be rejected. Contact information must be clearly identified in both the technical and cost proposals with the name,

title, physical address, email address, and phone number of the person authorized to answer questions concerning each proposal. The submitted proposals must be signed by a principal or partner of the proposing firm who is empowered to contractually bind the firm. The State of Nevada and the Audit Division of the LCB are not liable for costs incurred by firms prior to the awarding of the contract. Please be aware that technical and cost proposals may be considered public documents. As part of the awarding process proposals may be posted online or distributed.

G. *Withdrawals and Disposition of Proposals* – Proposals may be withdrawn prior to the contract award by submitting a request in writing, which is signed by a principal or partner of the firm, to the Legislative Auditor. Proposals become the property of the State of Nevada and will not be returned to the applicable firms.

H. *RFP Amendments* – The Legislative Auditor and the LCB reserve the right to alter, amend, or modify any provision of the RFP, or to withdraw the RFP at any time prior to the awarding of the contract if it is in the best interest of the State to do so. Amendments will be posted to the LCB website and firms will be notified via email of the amendment. Firms submitting proposals must comply with all amendments or modifications made to the RFP.

I. *Schedule of Events* – The Legislative Auditor anticipates the selection of a firm and execution of the contract will proceed no later than the following schedule:

January 10, 2018	Issuance of RFP
February 2, 2018	Deadline for Inquiries
February 28, 2018	Deadline for Receipt of Proposals
April or May 2018	Selection of Contractor by the Audit Subcommittee

J. *Proposal Format and Content* – In order to be considered for selection, firms must submit a complete response to this RFP. All conditions printed in the RFP are hereby made a part of the conditions under which the proposal is submitted and may be incorporated into the contract. Further, the contents of a proposal may become part of any contract resulting from the proposal. Failure of the firm to accept these obligations may result in a cancellation of the selection. The information requested in section **III** should be made a part of the proposal and the proposal should be made in the prescribed format. Failure to do so may lead to disqualification. Proposals should be prepared simply and economically, providing a straightforward, concise description of the firm's capabilities to satisfy the requirements of the RFP. Emphasis should be on completeness and clarity of content. Repetition of the terms and conditions of the RFP, without additional explanation, will not be considered sufficiently responsive. We suggest that firms contact the offices shown in Appendix C between 8:00 a.m. and 5:00 p.m. Monday through Friday, to assist the firm in making its proposal.

- K. Payment** – The contractor may submit progress billings in conjunction with its progress report to the Legislative Auditor who will monitor contractor performance throughout the audit. Upon submittal of the single audit report to the federal clearinghouse for each year, the contractor shall submit a final billing for services rendered up to the contracted total. The LCB will process and pay amounts approved by the Legislative Auditor. Billings for a given fiscal year may not exceed the annual contract amount and are not subject to increase after award or adjustment of the terms of the contract, unless approved by the Audit Subcommittee. Ninety percent of each billing during a fiscal year will be paid upon approval, and the remaining ten percent will be paid upon completion and verification of all duties for that fiscal year.
- L. Contract Contacts** – After execution of the contract, the contractor shall direct all questions regarding the contract to the Legislative Auditor at the address shown in section **II/D** of this RFP. Assistance will be provided to ensure reasonable and timely resolutions to questions of policy or procedure as they may affect the contractor’s efforts.
- M. Other Pertinent Information** – The Legislative Auditor is the issuer of this RFP and is responsible for monitoring the performance of the contractor and authorizing payments to the contractor. All payments will be made by the Legislative Counsel Bureau. In addition, the costs associated with preparing and submitting any periodic monitoring reports to the Legislative Auditor is solely the responsibility of the contractor and is not payable by the State of Nevada.

Certain state agencies may require staff to complete the State’s background check protocol to access records and sensitive information. Costs incurred for background checks will not be paid for by the State and must be included in the firm’s cost proposal.

- N. Background Information/Description of Entity** – The State of Nevada’s Basic Financial Statements are prepared by the Office of State Controller and are included in the State’s Comprehensive Annual Financial Report. The financial position and results of operations for all agencies, and cash flows of the proprietary and similar trust fund types, within the reporting entity of the State of Nevada are included in the Basic Financial Statements. The State’s accounting system is managed and controlled by the Office of State Controller; however, some outside accounting systems are independently maintained and operated. The integrated financial accounting system (IFS) is an online integrated accounting system. In compiling the Basic Financial Statements, the Office of State Controller obtains accounting information from a number of sources within and outside of the State’s accounting system. A number of agencies such as the Nevada System of Higher Education, and the Public Employees’ Retirement System have their own accounting systems which are independent of the State’s accounting system. Some agencies receive annual audits conducted by public accounting firms (Appendix D). The Office of State Controller incorporates these

audited financial statements into the State of Nevada's Basic Financial Statements. The State does not exercise financial or administrative control over certain licensing boards as described in NRS 353.005, so they are excluded from the financial statements.

The State's accounting system records the accounting transactions for the general government of the State. This includes the General Fund, a majority of the special revenue funds, and other governmental, proprietary, and fiduciary funds. One state agency, the Housing Division, is administering federal financial assistance programs and maintains accounting records outside the State's accounting system. The Housing Division must be contacted to ensure the transactions are included in the scope of the compliance examination conducted.

- O. Authority of Audit** – The Uniform Guidance requires governmental entities that receive federal funding to receive an annual audit. The contractor will be responsible for understanding the requirements of the Uniform Guidance, OMB *Compliance Supplement*, audit standards, and audit guides.
- P. Requirements of Audit/Deliverables** – The proposal must indicate the firm's agreement to comply with the audit requirements and deliverables detailed in this section. The work will include a financial statement audit of the State of Nevada Basic Financial Statements and a compliance examination of the federal assistance programs of the State sufficient to meet the objectives stated in section **III/H**. The examination for each fiscal year must be completed and each year's final reports submitted to the Legislative Auditor.

All due dates noted in section **II/P** are subject to revision if the due dates mandated by the Federal Government change.

Project requirements and deliverables are as follows:

1. The work will be performed in accordance with the standards for financial audits contained in the most current revisions of *Government Auditing Standards*, the Uniform Guidance, and all applicable OMB circulars, audit standards, and audit guides.
2. The required reports will be prepared in accordance with the AICPA Audit Guide for Audits of State and Local Governmental Units.
3. The opinions on the Basic Financial Statements will be addressed to the State Controller.
4. All other reports will be addressed to the Legislative Auditor.
5. Progress reports must be delivered to the Legislative Auditor at least quarterly or with each billing from the date of the award until the final report has been delivered to the Legislative Auditor. The progress report will include a statement of examination work completed to date, what remains to be done,

hours incurred this reporting period, the total to date, and whether the examination is proceeding on schedule for a timely completion.

6. Four copies of each year's opinion on the State of Nevada's Comprehensive Annual Financial Report delivered to the Legislative Auditor no later than the third Friday in December (2018, 2019, 2020, and 2021). Copies of the draft opinion must be submitted 2 days before the final.
7. Four copies of each year's opinion solely on the State of Nevada Basic Financial Statements delivered to the Legislative Auditor no later than the third Friday in December (2018, 2019, 2020, and 2021). These opinions may be used in bond statements from the due date for a period of 1 year (see section **VI/D/6**).
8. Four copies of each year's Report on Compliance and on Internal Control Over Financial Reporting based on an audit of the State's financial statements delivered to the Legislative Auditor no later than the third Friday in December (2018, 2019, 2020, and 2021). Copies of the draft report must be submitted 2 days before the final.
9. Four copies of each year's draft Single Audit Report and one copy of the draft Data Collection Form delivered to the Legislative Auditor no later than February 28th (2019, 2020, 2021, and 2022).
10. Ten copies of each year's final Single Audit Report, two signed original Data Collection Forms, and print ready PDF files of the Single Audit Report and Data Collection Form delivered to the Legislative Auditor no later than the third Friday in March (2019, 2020, 2021, and 2022).
11. The Single Audit Report will include:
 - a. An opinion on the Basic Financial Statements.
 - b. The Basic Financial Statements and the combining statements and schedules.
 - c. A report on compliance based on the audit of the Basic Financial Statements performed in accordance with *Government Auditing Standards*.
 - d. A report on the internal control structure based on the audit of the Basic Financial Statements performed in accordance with *Government Auditing Standards*.
 - e. An opinion on the Schedule of Expenditures of Federal Awards.
 - f. The Schedule of Expenditures of Federal Awards showing the expenditures for each federal award, with applicable notes to the schedule.
 - g. An opinion on compliance with requirements applicable to each major federal program.
 - h. A report on internal control over compliance in accordance with Uniform Guidance.

- i. A schedule of findings and questioned costs.
- j. The implementation status of the recommendations made in the prior year's Single Audit Report.
- k. Any other reports, schedules, and/or information required by regulations developed pursuant to the Uniform Guidance.

III. Proposal Format

- A. Introduction** – Proposals should be organized as outlined below. Proposals should be concise and clear. Proposals must be complete; failure to include all required information may result in disqualification or lower evaluation rankings. Proposal pages must be numbered and contain an organized, paginated table of contents corresponding to the sections and pages of the proposal.

The contractor's proposal must describe in detail the scope of the audit and must include a detailed work plan setting forth the methodologies to be used in the audit. Responses to this RFP will be the primary source of information used in the evaluation process. Therefore, applicants are requested and advised to be as complete as possible in the initial response. However, the Legislative Auditor may:

1. Contact any applicant to clarify any response.
2. Contact any users of an applicant's services.
3. Solicit information from any available source concerning any aspect of the proposal.
4. Seek and review any other information he deems pertinent to the evaluation process.

- B. Transmittal Letter** – The proposal must include a transmittal letter that identifies the entity submitting the proposal and asserts a commitment by that entity to provide the services required by the Legislative Auditor. The transmittal letter must state that the proposal is valid for 90 days from the day proposals are due unless the contractor is selected, at which time the proposal will be incorporated as part of the contract. A person legally authorized to bind the contractor to the representations in the proposal must sign the transmittal letter. Failure to include each of these items may result in disqualification of the proposal.

- C. Table of Contents** – The proposal must include a table of contents that clearly identifies the location of information required by this RFP.

- D. Executive Summary** – The proposal must include an executive summary that asserts that the response meets all of the requirements of this RFP. The executive summary should not exceed five pages, should represent a full and concise

summary of the contents of the proposal, and must be cross-referenced to the page numbers of the proposal's contents. Failure to include this information may result in disqualification of the proposal.

E. Contractor Identifying Information – The proposal should include the following information about the firm:

1. Name and address.
2. Type of entity (Corporation/Partnership).
3. Length of time in existence.
4. Name and location of all offices and other facilities of the contractor.
5. Location of the office from which the work on this engagement will be performed.
6. Name, address, business and telephone number, and fax number of the contractor's principal contact.
7. Contractor's Federal Employer Identification Number.
8. Statement regarding the financial stability of the contractor, including the ability of the contractor to perform the requisite services.

F. Technical Information – The objective of the technical portion of the contractor's proposal is to demonstrate the contractor's expertise, expertise of personnel who will render the requested services, contractor's ability to logically plan and complete the audit, and contractor's ability to successfully deliver the final reports. **Sections G – J constitute the framework for the technical proposal.**

G. Project Staffing and Organization – Staff assigned to the State of Nevada's Single Audit must have the appropriate experience. Thus, the professional qualifications and prior work experience of each member of the audit team management are significant factors in selecting a contractor that can provide the most useful audit for the State of Nevada.

1. Staffing – The program requires that a concerted effort be given to this project by the contractor. For the project, clearly identify the following:
 - a. number of personnel by skill and qualification who will be devoted to the work;
 - b. total number of hours each type of employee will be involved in performing work under the contract;
 - c. statement as to your firm's ability to meet the required deadlines; and
 - d. name of the project manager.

The proposal must provide sufficient detail about each team member at the management level assigned to the audit to enable the Legislative Auditor to

evaluate the contractor’s qualifications and experience. The proposal also must include an organizational chart for this project that covers the personnel assigned, including identification of subcontractors. The chart should indicate the project leader and the lines of authority, names, titles, and functions of individuals assigned.

2. Notices of changes to anticipated staffing – The key personnel who are to work on this audit, and identified in the proposal as such, are considered to be essential to the services to be provided. No substitutions of key personnel following the contract award will be made without the prior written consent of the Legislative Auditor. The names of all requested substitutes must be submitted to the Legislative Auditor, together with their resumes, for approval.

H. Contractor Services Overview/Objectives – The proposal should clearly address the firm’s understanding of the examination’s objectives and services required. The objectives of the examination for each fiscal year are to:

1. Determine and report whether the Basic Financial Statements of the State of Nevada are presented fairly in conformity with generally accepted accounting principles.
2. Determine and report on the supplementary information and required supplementary information included in the Comprehensive Annual Financial Report.
3. Determine and report whether the assessment of the internal control structure made as a part of the examination of the Basic Financial Statements disclosed any significant deficiencies or material weaknesses in the State's accounting system.
4. Determine and report whether the State of Nevada has complied with laws and regulations that may have a material effect on the financial statements.
5. Determine and report whether the Schedule of Expenditures of Federal Awards is presented fairly in all material respects in relation to the financial statements taken as a whole.
6. Determine and report on compliance with laws, regulations, and the provisions of contracts or grant agreements which have a direct and material effect on each major program.
7. Determine and report on the implementation status of the recommendations presented in the Single Audit Report of the State of Nevada for the prior year.
8. Any other objectives or reporting requirements as defined by regulations developed pursuant to the Uniform Guidance.

I. Contractor Capabilities – This portion of the proposal should describe the contractor’s experience performing similar audits, and its understanding of the requirements for such an audit, by providing the information detailed below:

1. **Business Organization** – State the full name and address of your organization. Include the name, title, address, and the telephone number of the person in your organization who has primary responsibility for this proposal and to whom questions may be addressed.
2. **Peer Review** – Include a copy of your most recent quality/peer review opinion. In accordance with the Nevada State Board of Accountancy, a quality review must be performed every 3 years.
3. **Independence** – Include a statement as to whether your firm is independent with regard to the auditee and that your firm meets the independence requirements of the U.S. Government Accountability Office’s *Government Auditing Standards* (Current Revision).
4. **Experience of Firm** – Include a brief statement concerning the recent single audit experience of your firm and the management staff who will be actively engaged in the proposed effort. Emphasize any recent experience in single audits and audits of Nevada governmental units. For the firm’s office that will be assigned responsibility for the audit, list the most significant engagements performed in the last 5 years that are similar to the engagement described in this RFP. These engagements should be ranked on the basis of total staff hours. Indicate the date, scope of work (CAFR, financial statements, Federal program compliance, etc...), number of major programs and total federal awards audited (if applicable), engagement partners, total hours, and contact information for each client. Additionally, include a schedule of the governmental audit and governmental accounting courses and seminars each member of the management staff assigned to this examination has completed in the last 3 years. Finally, indicate the percentage of work management staff has spent on federal award audits in the last 3 years.
5. **Audit Approach** – The contractor must demonstrate a complete understanding of the required services. The contractor must provide information specifically addressing and describing the contractor’s approach to providing each requirement and deliverable listed, the staffing and resources that will be devoted and required to fulfill each task, and the proposed time schedule required to complete each task.

The contractor must describe the method to be used in conducting the examination, including the risk-based approach for selecting major programs and a timetable for completion for each year and discuss the rationale for that approach. Also, clearly indicate your understanding of the Legislative Auditor’s role in the conduct of this examination.

Proposers shall provide the following information regarding their audit approach:

- a. Proposed segmentation of the engagement by:
 1. Audit of the State’s Comprehensive Annual Financial Report,
 2. Audit of the Schedule of Expenditure of Federal Awards,
 3. Internal control review and analysis,
- b. Type and extent of analytical procedures to be used in engagement.
- c. Level of staff and number of hours to be assigned to each proposed segment of the engagement.
- d. Approach to be taken to gain and document an understanding of the State of Nevada’s internal control structure.
- e. Management of subcontractors, if applicable.
- f. Extent of manager and partner on-site participation.

Include any other information that is believed to be pertinent, but not specifically asked for elsewhere.

J. Conflict of Interest – The contractor must disclose in the proposal any contractual relationship that exists or has existed between the contractor (or a predecessor organization of the contractor, or a subcontractor included in the contractor’s response to this RFP) and any entity of the State of Nevada. Not every prior or existing contractual relationship will constitute a conflict of interest. However, each such relationship must be disclosed. The contractor represents that if awarded the contract, the audit would not put the contractor in a position of having to review and/or evaluate its own work from a past consulting or business engagement with the State of Nevada. Failure to disclose any such prior or existing contractual or personal relationship as described in this section may result in disqualification of the proposal. The Legislative Auditor will make the final determination regarding the existence of a conflict of interest.

K. Cost Proposal – It is the policy of the Legislative Auditor to obtain the highest quality proposal for services at the lowest possible cost. For this reason, cost will be evaluated separately from the qualification of the contractors and the services proposed in response to this RFP.

The cost proposal included in Appendix A should be submitted in a sealed envelope, separate from the firm’s technical proposal. Cost information must not be included in the technical proposal.

The cost for performing an audit of Nevada’s Single Audit for fiscal years 2018, 2019, 2020 and 2021 must be detailed **separately** as shown in Appendix A. The annual, all-inclusive, maximum audit cost must reflect all deliverables including, but not limited to, report drafts, status reports, site visits, fieldwork, presentations, and expenses associated with deliverables. A description of the reason for increases in costs between years should be included in the cost proposal.

The cost proposal must also include all travel and accommodation expenses associated with travel, and all other out-of-pocket expenses, including background checks, required to perform this audit. Further, the proposal should include all costs and expenses associated with the contractor's attendance at, and participation in, any public meetings held following the submission of the contractor's final reports, to present, explain, and/or discuss the reports. All such costs will be at the contractor's expense.

The contractor must identify its willingness to perform the Single Audit of Nevada for the 4-year period. The annual cost for each of the 4 fiscal years, 2018, 2019, 2020 and 2021, must be submitted separately for the proposed work in the format shown in Appendix A. This should be followed by a narrative describing cost changes between contract years. Bidders who fail to provide a complete cost proposal in the specified format shall be subject to disqualification. The requirement to include costs for all 4 years does not imply a right of renewal beyond the initial contract term.

IV. Statement of Work

A. Introduction – The proposal must be divided into numbered sections and contain the information as described in this section of the RFP. After the contractor has been selected, but prior to contract execution, the Legislative Auditor may require modifications of the audit proposal to ensure the objectives of this audit are met.

B. Scope of Work

1. Overview – The purpose of the RFP is for the LCB to contract with a qualified firm to perform the State's Single Audit for fiscal years 2018, 2019, 2020 and 2021. The contract will be issued for a 1-year period starting with the Single Audit for fiscal year 2018, and shall automatically renew for up to three additional 1-year renewals, for fiscal years 2019, 2020 and 2021, unless the Legislative Auditor provides written notice of termination to the contractor at least sixty (60) days prior to the expiration of the then-current term.
2. The contractor will complete the financial statement audit of the State of Nevada Basic Financial Statements and a compliance examination of the State's federal awards. The contractor is expected to perform the audit in accordance with *Government Auditing Standards* issued by the U.S. Government Accountability Office, Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance), and applicable OMB circulars, audit standards, and audit guides. The audit will include the requirements and deliverables in section **II/P**.
3. Confidentiality – The contractor must maintain confidentiality of all information, records and data obtained for the purpose of the audit. All

information obtained during the audit may only be used for the purpose of conducting the audit and may not be used for any other purpose. Additionally, the contractor shall require its employees and other persons enlisted by the contractor to assist with the review to be bound by all confidentiality requirements.

C. Work Plan and Methodology

1. Work Plan – The objective of the work plan is to describe the work the contractor will perform to conduct the State’s Single Audit for the 4 years. The proposal must include a detailed work plan for each year. The work plans must also include the projected dates for each deliverable as required by this RFP.
2. Methodology – The work plan must clearly present the contractor’s detailed methodology for conducting the State’s Single Audit for the 4 years. Conclusions and recommendations based on unreliable or inaccurate data are not useful to the State of Nevada and will be considered unacceptable to include in the reports. Therefore, the contractor’s methodology must describe the verifying process it will use to ensure that report data is accurate and reliable.

D. Deliverables

1. Progress Reports – The Legislative Auditor is responsible for monitoring contractor performance. The contractor will provide periodic reports on the progress of the audit to the Legislative Auditor (see section **IV/H**).
2. Opinion on the State of Nevada’s Comprehensive Annual Financial Report – (see section **II/P/6**).
3. Opinion Solely on the State of Nevada’s Basic Financial Statements – (see section **II/P/7**).
4. Report on Compliance and on Internal Control Over Financial Reporting – (see section **II/P/8**).
5. Draft Single Audit Report and draft Data Collection Form – (see section **II/P/9**).
6. Each year’s Single Audit Report – (see section **II/P/10**).
7. Presentation – Contractor may be required to attend public meetings called by the Audit Subcommittee to discuss the final reports. The contractor or a designee must be present at these public meetings and available for discussion of the reports and questions. The costs associated with public meetings are

solely the responsibility of the contractor and are not payable by the State of Nevada, except as agreed upon as part of this RFP.

E. *Product Expectations* – The report for each fiscal year will provide information about the State of Nevada’s financial status. Therefore, information presented and conclusions made must be accurate and reliable.

F. *Anticipated Project Calendar* – The project should proceed no later than the dates outlined in section **II/P**.

G. *Working Papers*

1. All working papers from the audit are confidential. Contractor shall be required to release working papers only when subpoenaed by a court or when requested by the Legislative Auditor, and may make working papers available for inspection by an authorized representative of any other governmental entity for a matter officially before him. The auditee, Comptroller General of the United States, Nevada Legislative Auditor, cognizant federal agency or its designee, or any other duly authorized representative shall have access to any books, documents, papers, and records of the contractor which are pertinent to the contract, for the purpose of making examinations, and photocopies when deemed necessary. The reports are not distributable as a public document until the final reports are presented to the Audit Subcommittee or released by the State Controller. Until such time as the final reports are released, the reports should not be provided to anyone not stipulated in this RFP.
2. Contractor may destroy working papers 4 years after the final written reports are issued, payment for those years have been made, and all other pending matters are closed.

H. *Contractor’s Responsibilities*

1. The contractor will designate a project manager who will maintain contact with the Legislative Auditor or his designee. The project manager will have experience in performing audits as described in *Government Auditing Standards*. The project manager will oversee all activities for the contractor and will process all communications with the cognizant federal agency through the Legislative Auditor. The contractor shall notify the Legislative Auditor prior to any substitutions of the project manager.
2. The contractor will be responsible for becoming familiar with appropriate federal program compliance and regulation standards.
3. The contractor will also be responsible for identifying and documenting major programs using a risk-based approach. Risk-based criteria will be used in each year covered by this contract to identify major programs.

4. The contractor will annually develop a compliance examination program in accordance with Uniform Guidance and applicable OMB circulars.
5. The contractor will be responsible for personnel, supplies, and equipment.
6. The contractor will assume responsibility for all services offered in its proposal whether or not he produced them.
7. The contractor will be responsible for all material errors and omissions in performance of the contract. If an audit is rejected by the Federal Government, the contractor will be responsible for making all necessary corrections at no additional cost to the Legislative Auditor.
8. In accordance with NRS 218G.350(3), the contractor will have the same rights of access to records and documents as the Legislative Auditor. The work of the contractor is to be completed in strict confidence and the contractor shall not disclose the contents of the examination, except to the Legislative Auditor, or as otherwise provided above, before it is presented to the Audit Subcommittee.
9. The contractor will obtain any private legal services considered necessary.
10. The contractor will report, in writing, immediately to the Legislative Auditor whenever it appears, in the opinion of the project manager, that there may have occurred any violations of penal statutes; any instances of misfeasance, malfeasance or nonfeasance by a state officer or employee; or any shortage in the accounts of any official or employee of a state agency.
11. The contractor shall deliver the final opinions on the financial statements and copies of the draft and final Single Audit Reports in accordance with section **II/P**.
12. The contractor will hold exit conferences and obtain the auditees' responses for any findings resulting from the examination of the financial statements and federal financial assistance programs. The contractor will comment on any recommendation the auditee rejects. The contractor will notify the Legislative Auditor prior to scheduling all exit conferences.
13. The contractor will be available to answer questions on the preparation of the workpapers and issues raised in the workpapers; will assist federal auditors in reviewing the workpapers in conjunction with a specific program audit and will assist federal auditors when performing a review of the contractor's work; without charging additional fees in addition to the contract award amount after issuance of the final report.

14. The contractor will submit a progress report at least quarterly or with each billing. The progress report will include a statement of the work completed to date, what work remains to be done, the hours incurred this reporting period and to date, any concerns or problems encountered, and whether the examination is proceeding on schedule for a timely completion.
15. The contractor will complete all necessary portions of the Data Collection Form and process the form in the manner prescribed by federal authorities. The contractor will also provide the Legislative Auditor a proper version of the form in accordance with section **II/P/10**.
16. The contractor will provide an annual accounting of the hours expended on the financial statement audit and the federal program compliance audit by April 30th of each year. The federal program compliance accounting should identify the program reviewed, including CFDA number and program name, applicable state agency and department, and audit hours.

I. Auditee's Responsibilities

1. The Legislative Auditor will inform the auditee of its responsibilities pursuant to NRS 218G.350. These responsibilities include:
 - a. The auditee will provide the contractor the same rights of access to books, accounts, records, files, correspondence, or other documents as are provided the Legislative Auditor.
 - b. The auditee will prepare the State of Nevada Basic Financial Statements, the State's Comprehensive Annual Financial Report, and the combining and individual fund and individual account group statements and schedules.
 - c. The auditee will prepare the Schedule of Expenditures of Federal Awards.
 - d. The auditee will follow up and take corrective action on audit findings, including preparing a summary schedule of prior audit findings, identifying each prior findings status, and the corrective action plan for audit findings included in the current year's report.
 - e. The auditee will transmit the electronic reporting package, which will include the financial statements, Schedule of Expenditures of Federal Awards, corrective action plan, and auditor's reports to the Federal Clearinghouse.
2. The contractor shall notify the Legislative Auditor of any delays in receipt of information.

- J. *Legislative Auditor's Responsibilities*** – The Legislative Auditor is responsible for monitoring the performance of the contractor and for authorizing payments to the contractor upon verification of work performed. The Legislative Auditor will provide prior audit reports to the contractor; shall review and provide written acceptance of each fiscal year's report and provide payment to the contractor; and will perform a desk review of contractor's final reports in accordance with the guidelines developed by the Council of the Inspectors General on Integrity and Efficiency. The Legislative Auditor will perform a field review of the contractor's working papers for the year under audit. Also, the Legislative Auditor or his representative will attend all entrance and exit conferences held with the auditee, and will provide the auditee with completed Single Audit Reports, including sufficient information for the reporting package to be filed.
- K. *Legislative Audit Subcommittee's Responsibilities*** – The Legislative Audit Subcommittee shall select a contractor from the list of qualified candidates submitted by the Legislative Auditor. Such selection will be made at an Audit Subcommittee meeting in late April or early May 2018.
- L. *Legislative Counsel Bureau's Responsibilities*** – The Legislative Counsel Bureau shall prepare a written agreement between the Bureau and the contractor. The Legislative Counsel Bureau shall also make the payments to the contractor after authorization by the Legislative Auditor.
- M. *Future Federal Direction May Have Impact on Single Audit Completion and Coverage*** – The U.S. Office of Management and Budget (OMB) issues guidance documents which may significantly impact the completion of the Single Audit in any given year. Changes could impact major program determinations, high and low-risk selections; percentage of coverage requirements; and various other compliance testing requirements. Bidders should consider the impact of current guidance documents in its audit approach and proposal. Should future guidance documents result in a material change in the extent of work the auditor is required to perform, the Legislative Auditor reserves the right to renegotiate the terms of the contract.

V. Proposal Evaluation and Selection Process

- A. *Introduction and Overview*** – The Legislative Auditor will be responsible for proposal evaluation. The Audit Subcommittee will make the final selection. Before the final selection, the Audit Subcommittee may request qualified contractors to orally present their proposals to the Subcommittee.

Following the final selection by the Audit Subcommittee, the Legislative Auditor will notify the contractor selected and present a contract for review. Other contractors will be notified of the selection. If no signed contract is received from the contractor, the Audit Subcommittee may make another selection.

If all proposals are rejected, all contractors will be promptly notified.

- B. Selection** – The list of respondents and results of the RFP proposal evaluation process will be submitted by the Legislative Auditor to the Audit Subcommittee in late April or early May 2018. The Audit Subcommittee will make the final determination of the most qualified respondent from the list provided. Selection will occur by the Audit Subcommittee during a meeting in late April or early May 2018.
- C. Rejection of Proposals** – The Audit Subcommittee reserves the right to reject any or all proposals, or to award the contract in whole or in part if deemed to be in the best interest of the State. The Audit Subcommittee has the authority to award the contract to any firm meeting the specifications and conditions. Selection of the firms may be made by the Audit Subcommittee without discussion after proposals are received.

VI. Contract Provisions

- A. Subcontractors** – All approved assignments, sublettings, or other transfers referred to herein must abide by the provisions of the contract. The contractor shall not subcontract, sell, transfer, assign, delegate or otherwise dispose of its rights, obligations or duties under the contract or any portion thereof without the prior written consent of the LCB. If the LCB provides any such consent, the contractor agrees to remain primarily responsible for the work. The contractor shall not seek approval to subcontract work to any subcontractor who has been suspended by the State of Nevada. No person or entity may in any case relieve the contractor of its liability under the contract and any person engaged in the performance of work covered by the contract shall be considered an employee of the contractor.
- B. Amendments to Contract**

 1. Either party to this Agreement may request a change in the Agreement by submitting a request for a change order. Such a request must include a description of the provision(s) to be modified, the rationale for requesting the change and an assurance that the final product will be equal to or better than the specifications set forth in this Agreement.
 2. If the contractor submits a request for a change order, the LCB will approve or deny the request within 5 business days after receipt of the request. The LCB agrees that it will not unreasonably withhold such approval.
 3. If the LCB requests additional work or a modification to the work covered under this Agreement, the contractor must, within 5 business days, provide the LCB with a written estimate of the cost, which must be approved by the LCB before the contractor begins any such work.

4. Any change in the work processes or services provided by the contractor without a signed change order from the LCB shall be at the contractor's own risk. The cost and expense will be the responsibility of the contractor, and the contractor may not submit a claim for compensation for work, materials or equipment in connection with such changes.

C. Termination by LCB

1. The LCB may at any time, for its convenience and without cause, terminate all or part of this agreement. To terminate this agreement pursuant to this paragraph, the LCB must deliver to the contractor a notice of termination without cause. Termination of this agreement pursuant to this paragraph shall be within the sole discretion of the LCB and shall become effective upon receipt by the contractor of the notice of termination without cause. The LCB's liability to the contractor with respect to termination without cause is limited to the reasonable costs incurred by the contractor for each activity performed before the effective date of the termination. If requested, the contractor shall substantiate any cost submitted for payment with proof satisfactory to the LCB. This paragraph does not apply to termination for cause.
2. The contractor is in default of this agreement and the LCB may terminate the agreement for cause if the LCB determines that:
 - a. The quality of the work performed by the contractor is unacceptable;
 - b. The contractor fails to comply with the terms of the agreement to the satisfaction of the LCB;
 - c. The project is more than 30 days behind schedule;
 - d. The contractor has breached this agreement in any other respect; or
 - e. The contractor has sought, or been forced to seek, protection under the Federal Bankruptcy Act.
3. The LCB is in default of this agreement if, at any time, the LCB materially breaches any term of this agreement.
4. To terminate this agreement for cause, the nondefaulting party shall send to the defaulting party a notice of default. Termination shall become effective 5 days after the defaulting party receives the notice of default unless during those 5 days the defaulting party cures the default.
5. If the LCB terminates this agreement for cause, the LCB is not liable for any cost incurred by the contractor and the LCB may procure the services from other sources and hold the contractor liable for any excess cost occasioned thereby.

6. If the agreement is terminated, all finished documents, data, studies, and reports prepared for the LCB under the contract shall, at the option of the Legislative Auditor, become its property upon payment for services rendered through the termination of the contract.
7. Upon notice by the Legislative Auditor to the contractor 60 days prior to either June 30 of 2018, 2019, 2020 or 2021, that money is not available to pay for the cost of the Single Audit Report for fiscal years 2018, 2019, 2020 or 2021 respectively, the contract will be terminated at no expense to the State.

D. Additional Contract Terms

1. LCB will not pay more than the total annual amount of the proposed fee for each fiscal year report. Payment will be made upon completion and verification of all duties.
2. The contractor shall hold harmless, indemnify and defend the State of Nevada, the Nevada Legislature, the Legislative Counsel Bureau and its officers, employees and authorized agents against any claim, action, loss, damage, injury, liability, cost and expense of any kind or nature arising from the performance of the contract which is not due or caused by the negligence of the State of Nevada, the Nevada Legislature, the Legislative Counsel Bureau or one of its officers, employees or authorized agents.

In any claim against the State of Nevada, the Nevada Legislature, the Legislative Counsel Bureau or one of its officers, employees or authorized agents by any employee, any subcontractor of the contractor or any person directly or indirectly employed by any of them, or any person for whose acts any of them may be liable, this indemnification shall not be limited in any way by any limitation on the amount of type of damages, compensation, or benefits payable by or for the contractor or any subcontractor under workers' compensation acts, disability benefit acts or other employee benefit acts.

The indemnification conferred by this section is not intended to waive the limitation on the award of tort damages otherwise applicable to the acts of omissions to which the indemnification applies.

The remedy provided by this indemnification is in addition to, and not in lieu of, any other remedy. This indemnification must not be diminished in any way to the total limits of insurance that may be available to the contractor.

3. The laws and regulations of the State of Nevada shall govern this agreement. Each and every provision of law and clause required by law to be inserted in this agreement shall be deemed to be inserted herein and the agreement shall be read and enforced as though it were included herein. If any of the provisions of this agreement shall be determined to be invalid or

unenforceable, the remaining provisions shall remain in full force and effect.

4. The parties agree that the contractor is an independent contractor, not a state employee, and that there shall be:
 - a. No withholding of income taxes by the State of Nevada;
 - b. No industrial insurance coverage provided by the State;
 - c. No participation in group insurance plans which may be available to employees of the State;
 - d. No participation or contribution by either the independent contractor or the State to the Public Employees' Retirement System;
 - e. No accumulation of vacation leave or sick leave; and
 - f. No unemployment compensation coverage provided by the State.
5. The LCB and the contractor each binds himself and his partners, successors, executors, assigns and legal representatives to the other party to this agreement and to the partners, successors, executors, assigns and legal representatives of the other party in respect to all covenants, agreements, and obligations contained in this agreement.
6. The report of the audit, including the opinions and findings of the auditor contained therein, may be disseminated by the State or included as a part of any document disseminated by or on behalf of the State, including without limitation and without additional cost in:
 - a. Any official statement or other offering document for bonds or other securities;
 - b. Any filings made pursuant to any laws of the State or regulations of any agency thereof;
 - c. Any filings made pursuant to any rules of the Securities and Exchange Commission; or
 - d. The website of the State on the Internet without obtaining the consent of the auditor.
7. During the term of the contract, the contractor shall maintain commercial general liability insurance of not less than \$2,000,000 (general aggregate) in a form and with an insurer or insurers acceptable to the LCB. The contractor shall agree to name the State of Nevada, the Legislature of the State of Nevada, the Legislative Counsel Bureau, their officers, employees and agents as additional insureds on the policy. Additionally, the contractor shall maintain professional liability (errors and omissions liability) insurance of not less than \$2,000,000 (annual aggregate) in a form and with an insurer or insurers acceptable to the LCB. Evidence of the policy or policies required must be furnished to the LCB at the time of the signing of the contract and thereafter from time to time as the LCB deems necessary. Such evidence must show that the policy or policies shall not be modified or terminated without at least 30 days prior notice, in writing, to the LCB.

8. The contractor shall not use any data, pictures or other representations of the State of Nevada, the Nevada Legislature or the Legislative Counsel Bureau, in its external advertising, marketing programs or other promotional efforts, unless it obtains the specific advance written authorization of the LCB, except that the contractor may use any product that is developed pursuant to the contract as a sample for the purpose of obtaining future employment without the consent of the LCB. The LCB agrees not to unreasonably deny authorization to use the LCB as a reference.
- E. *Partial Performance*** – Should the contractor fail to comply with the contract provisions to the satisfaction of the Legislative Auditor, payment for portions of the contract will be withheld until such time as the contractor is in full compliance with the contract provisions. This condition does not waive and is in addition to any administrative, contractual, or legal remedies as determined appropriate by the Legislative Counsel where it appears that the contractor has violated, breached, or defaulted on the contract terms.
- F. *Compliance with Laws*** – The contractor shall comply with all applicable federal, state, county and local laws, ordinances, regulations and codes in the performance of its duties under the contract.
- G. *Review of Deliverables***
1. The contractor agrees to notify the Legislative Auditor upon completion of each deliverable set forth in section **II/P**. Upon receipt of such notification, the Legislative Auditor agrees to inspect the deliverable and notify the contractor whether the deliverable is approved or rejected. The contractor acknowledges that acceptance is within the sole discretion of the Legislative Auditor. The Legislative Auditor agrees that he will not exercise his discretion in an arbitrary or capricious manner. The Legislative Auditor further agrees that if he rejects a deliverable, the Legislative Auditor will provide to the contractor with the notice of rejection a list of the specifications, terms, conditions or other items that the contractor must rework, revise, change or complete.
 2. If the Legislative Auditor notifies the contractor that a deliverable has been rejected, the contractor shall rework, revise, change or complete the deliverable, as appropriate. Any corrections considered necessary by the Legislative Auditor shall be corrected by the contractor, unless such corrections will, in the contractor’s opinion, violate professional standards. Any such correction of a deliverable shall be at the expense of the contractor. After the contractor has reworked, revised, changed or completed the deliverable, the contractor agrees to notify the Legislative Auditor and the process set forth in paragraph (1) for review of deliverables will apply.

3. If the contractor believes a rework, revision or change requested by the Legislative Auditor violates a professional standard, the contractor must immediately notify the Legislative Auditor of the perceived violation of the professional standard. The contractor will cooperate with the Legislative Auditor to complete such rework, revision or change in a manner satisfactory to the Legislative Auditor that does not violate the professional standard.

4. Final payment shall be withheld until all deliverables have been accepted by the LCB.

Appendices

Appendix A: Cost Proposal

Appendix B: Type A Federal Financial Assistance Programs

Appendix C: Agency Contacts

Appendix D: Agencies Audited by Public Accounting Firms

Appendix E: Proposal Evaluation Summary

Appendix A
COST PROPOSAL

The Contractor must state its proposed costs using the format described in the following table. The contractor's charges must include the entire cost of providing the services identified in this RFP for each year. A description of the rationale behind changes between annual costs should be included with the cost proposal. Failure to submit the information in the provided format will lead to disqualification of the proposal.

The cost proposal should be submitted in a sealed envelope, separate from the firm's technical proposal. Cost information must not be included in the technical proposal.

Cost Proposal
State of Nevada Uniform Guidance Single Audit RFP

Name of Firm: _____

Name of Subcontractor(s): _____

Signature of Firm / Subcontractor(s): _____

	<u>Annual Total Cost</u>
Fiscal Year 2018	\$ _____
Fiscal Year 2019	\$ _____
Fiscal Year 2020	\$ _____
Fiscal Year 2021	\$ _____

Reasoning for Cost Changes Between Contract Years:

Appendix B

TYPE A FEDERAL FINANCIAL ASSISTANCE PROGRAMS

Based on the fiscal year 2016 Single Audit Report, the dollar threshold used to distinguish between Type A and Type B programs was \$15.6 million. The following federal financial assistance programs and clusters met or exceeded this threshold for fiscal year 2016. The number of federal financial assistance programs meeting or exceeding the established threshold may vary between years.

Federal Granting Agency and Program Title	Catalog of Federal Domestic Assistance Number
U.S. Department of Agriculture:	
SNAP Cluster:	
Supplemental Nutrition Assistance Program (SNAP)	10.551
State Administrative Matching Grants for Supplemental Nutrition Assistance Program	10.561
Child Nutrition Cluster:	
School Breakfast Program	10.553
National School Lunch Program	10.555
Special Milk Program for Children	10.556
Summer Food Service Program for Children	10.559
Special Supplemental Nutrition Program for Women, Infants, and Children	10.557
U.S. Department of Defense:	
National Guard Military Operations and Maintenance (O&M) Projects	12.401
U.S. Department of Interior:	
Fish and Wildlife Cluster:	
Sport Fish Restoration Program	15.605
Wildlife Restoration and Basic Hunter Education	15.611
U.S. Department of Labor:	
Unemployment Insurance	17.225
U.S. Department of Transportation:	
Highway Planning and Construction Cluster:	
Highway Planning and Construction	20.205
Recreational Trails Program	20.219

Appendix B

TYPE A FEDERAL FINANCIAL ASSISTANCE PROGRAMS

(continued)

Federal Granting Agency and Program Title	Catalog of Federal Domestic Assistance Number
U.S. Department of Education:	
Title I Grants to Local Educational Agencies	84.010
Special Education Cluster:	
Special Education-Grants to States	84.027
Special Education-Preschool Grants	84.173
Rehabilitation Services_Vocational Rehabilitation Grants to States	84.126
U.S. Department of Health and Human Services:	
TANF Cluster:	
Temporary Assistance for Needy Families (TANF)	93.558
CCDF Cluster:	
Child Care and Development Block Grant	93.575
Child Care Mandatory and Matching Funds of the Child Care and Development Fund	93.596
Foster Care_Title IV-E	93.658
Adoption Assistance	93.659
Social Services Block Grant	93.667
Medicaid Cluster:	
State Medicaid Fraud Control Units	93.775
State Survey and Certification of Health Care Providers and Suppliers (Title XVIII) Medicare	93.777
Medical Assistance Program	93.778
Social Security Administration:	
Disability Insurance/SSI Cluster:	
Social Security_Disability Insurance	96.001

Appendix C

AGENCY CONTACTS

Office/Agency	Contact	Telephone
Office of the Attorney General	Adam Paul Laxalt, Attorney General	(775) 684-1100
Office of the State Controller	Ron Knecht, State Controller	(775) 684-5632
Office of the Governor	Michael J. Willden, Chief of Staff	(775) 684-5670
Office of Economic Development	Steve Hill, Executive Director	(702) 486-2700
Office of the Secretary of State	Barbara K. Cegavske, Secretary of State	(775) 684-7195
Office of the State Treasurer	Dan Schwartz, State Treasurer	(775) 684-5600
Department of Administration	Patrick Cates, Director	(775) 684-0299
State Department of Agriculture	Jim R. Barbee, Director	(775) 353-3613
Department of Business and Industry	C.J. Manthe, Director	(775) 684-2999
State Department of Conservation and Natural Resources	Bradley Crowell, Director	(775) 684-2700
Department of Corrections	James Dzurenda, Director	(775) 887-3285
Department of Education	Steve Canavero, Ph.D., Superintendent of Public Instruction	(775) 687-9217
Department of Employment, Training and Rehabilitation	Don Soderberg, Director	(775) 684-3911
Department of Health and Human Services	Richard Whitley, M.S., Director	(775) 684-4000
Office of the Military	William R. Burks, Brigadier General, The Adjutant General of Nevada	(775) 887-7302
Department of Motor Vehicles	Terry L. Albertson, C.P.M., Director	(775) 684-4368
Department of Public Safety	James M. Wright, Director	(775) 684-4808
Department of Taxation	Deonne E. Contine, Executive Director	(775) 684-2000
Department of Tourism and Cultural Affairs	David Peterson, Interim Director	(775) 687-0640
Department of Transportation	Rudy Malfabon, P.E., Director	(775) 888-7440
Department of Veterans Services	Katherine Miller, U.S. Army Colonel (Ret.), Director	(775) 688-1653
Department of Wildlife	Tony Wasley, Director	(775) 688-1500
Nevada Gaming Control Board	A.G. Burnett, Chairman	(775) 684-7700
Commission on Mineral Resources	Richard Perry, Administrator	(775) 684-7047
Public Employees' Retirement System	Tina M. Leiss, Executive Officer	(775) 687-4200
Public Utilities Commission of Nevada	Stephanie Mullen, Executive Director	(775) 684-6101
Supreme Court	The Honorable Michael L. Douglas, Chief Justice	(775) 684-1700

Appendix D

AGENCIES AUDITED BY PUBLIC ACCOUNTING FIRMS

The following State agencies issue independent financial reports:

- Colorado River Commission
- Department of Cultural Affairs' Museum Dedicated Trust Fund
- Housing Division
- Legislative Counsel Bureau's Legislative, Contingency, and Printing Funds
- Legislator's Retirement System
- Public Employees' Retirement System
- PERS Retirement Benefits Investment Fund
- Judicial Retirement System of Nevada
- Public Employees' Benefits Program Self-Insurance Fund
- PEBPs – State Retirees' Health and Welfare Benefits Fund
- Risk Management's Insurance Premiums Trust Fund
- Treasurer's Higher Education Tuition Trust
- Nevada System of Higher Education
- Nevada College Savings Plan – The Vanguard 529 College Savings Plan
- Nevada College Savings Plan – SSgA Upromise 529 Plan
- Nevada College Savings Plan – USAA College Savings Plan
- Nevada College Savings Plan – Putnam Investments 529 Plan
- Nevada College Savings Plan – Wealthfront 529 College Savings Plan
- Nevada Capital Investment Corporation

Appendix E

PROPOSAL EVALUATION SUMMARY

I. PRIORITY ITEMS

	<u>Yes</u>	<u>No</u>
A. Does the firm have a permit to engage in the practice of public accounting in Nevada?	_____	_____
B. Does the firm meet the independence standards of <i>Government Auditing Standards</i> ?	_____	_____
C. Has the firm been disciplined by the Nevada State Board of Accountancy?	_____	_____
D. Does the firm have an external quality control review report indicating a record of quality audit work?	_____	_____
E. Did the firm adhere to the instructions in the RFP on preparing and submitting the technical and cost proposals?	_____	_____
F. Do the firm's referenced clients have a favorable opinion of the firm, its staff, and work product?	_____	_____

II. EVALUATION AREAS

The proposal evaluation focuses on the following areas:

- A. Qualifications
 - 1. Firm
 - 2. Staff
 - 3. Governmental Auditing
- B. Technical Approach
- C. Fee