

REQUEST FOR PROPOSALS

New England Interstate Water Pollution Control Commission (NEIWPCC) is inviting proposals from Certified Public Accounting firms interested in providing audit and tax services for the audit of our Financial Statements for the fiscal years ending 9/30/2019, 9/30/2020, and 9/30/2021.

An audit of our 403(b) Tax Sheltered Retirement Plan for the calendar years 2019, 2020, 2021 conducted in accordance with DOL guidelines is also required.

We anticipate engaging the selected firm for three years, subject to satisfactory performance. The Audit Committee of the Commission invites you to submit a proposal by July 1, 2019 by 5:00 PM if you are interested in being considered.

ABOUT NEIWPCC

New England Interstate Water Pollution Control Commission (NEIWPCC) was formed in 1947 following legislation passed by the US Congress. Connecticut, Rhode Island, and Massachusetts formed NEIWPCC and shortly thereafter, Vermont, Maine, New Hampshire and New York joined the Compact. The Commission, according to the Compact Agreement would receive its duties, powers, jurisdiction and some financial support from its member States. Its primary task is to help the Compact member states preserve, protect, and advance the quality of their precious water resources. More information is available at www.neiwpcc.org.

NEIWPCC operates on a fiscal year beginning October 1, and ending on September 30.

NEIWPCC's Financial Statements are available upon request by contacting the Comptroller at lagostinelli@neiwpcc.org.

SERVICES REQUIRED

As stated in our compact, we are required to have an annual financial audit. The examination is to be made in accordance with generally accepted auditing standards and Government Auditing Standards issued by the Comptroller General of the United States, as these standards pertain to financial and compliance audits. The audit shall be conducted by a Certified Public Accountant with specific experience in the governmental and not-for profit areas. The selected firm will also be required to perform a financial and compliance audit in accordance with the requirements of Title 2 U.S. *Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

The audit firm will be responsible for drafting the financial statements to comply with OMB reporting requirements.

The audit firm will be required to prepare and submit, the Form SF-SAC, Data Collection Form with the Federal Audit Clearinghouse.

Tax Returns Preparation services will also be required. Form 990 and the Massachusetts PC Form will be prepared by the selected firm.

A Management Letter and control deficiency letters will also be required if deemed to be necessary by the audit firm.

The audit of our 403(b) Tax Sheltered Retirement Plan for the calendar years 2019, 2020, 2021 should be performed in accordance with DOL regulations under ERISA.

By December 1st, auditors will provide the Comptroller with a list of required reports, schedules, and details needed for the upcoming audit along with copies of schedules the Comptroller will be required to complete as part of the audit. The audit is expected to commence no later than January 1st. All deliverables are required to be furnished to NEIWPCC no later than February 15th. Drafts of all deliverables need to be available for management in enough time to allow for review prior to the March 15th delivery date. The audit should be conducted with minimum disruption of day-to-day office functions and the auditors will be expected to meet with the Comptroller at their convenience prior to the close of the audit.

THE SELECTION PROCESS

We must receive your proposal no later than July 1, 2019 by 5:00 PM. The Audit Committee will review your proposal and based on the information provided by the firm, will select 3-5 firms to be interviewed by the Committee. We anticipate completing the selection process by September 1, 2019.

YOUR PROPOSAL

We are interested in learning about your firm and its qualifications, your approach to the audit, and your expertise in both the governmental and non-profit areas. In your proposal, please provide us with the following:

1. Audit scope, approach and timing of services. This would include the initial meeting with management, schedules required of the NEIWPC, compliance testing, review and testing of internal controls, substantive testing and expected review of financial report specific preparation for the audit that is expected to be completed by NEIWPC prior to the commencement of the audit.
2. Audit Experience specific to nonprofits performed in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States, .
3. Extent of the firm’s knowledge with respect to retirement audits subject to DOL guidelines under ERISA.
4. Extent of knowledge in the areas of governmental and non-profit taxation with specific experience related to the preparation of the Forms 990 and Massachusetts PC.
5. A copy of your firm’s most recent peer review letter and letter of comments.
6. Your audit philosophy with regard to Management letters and other communication with clients.
7. List the individuals at the firm that will make up the audit team, with the required education, including their experience level and length of time performing governmental and non-profit audits.
8. All responses must include references from at least three clients of the Firm. Such references should have utilized the Firm for auditing services within the last three years and be of a similar size and profile to NEIWPC. Each reference must include a contact person, a full address and a phone number.
9. Estimated number of hours to complete the work as shown in the format below:

		Compliance	Substantive	Report	Tax		Total	
	<u>Planning</u>	<u>Testing</u>	<u>Testing</u>	<u>Writing</u>	<u>Return</u>	<u>Reviews</u>	<u>Hours</u>	<u>Cost</u>
Partners	XX Hours						XX Hours	\$\$\$
Manager	XX Hours	XX Hours	XX Hours	XX Hours	XX Hours	XX Hours	XX Hours	\$\$\$
Staff Accountant	XX Hours	XX Hours	XX Hours	XX Hours	XX Hours	XX Hours	XX Hours	\$\$\$
Other Expenses								\$\$\$
Administrative							XX Hours	\$\$\$
Total Fixed Fee								\$\$\$

In order to expedite distribution to all committee members, we ask that you submit your proposal electronically to the Comptroller at lagostinelli@neiwpsc.org.

FEE

The Audit Committee is seeking the most qualified firm to conduct the audit and related services. While cost of audit services is important, the review of your proposal will focus on qualifications.

The term of the contract will be three years and NEIWPCC reserves the right to continue the contract for multiple one-year extensions.

The fee should be allocated between the services for the financial audit as a whole, including tax return preparation, and the 403(b) retirement audit.

SUBMISSION

Proposals must be submitted to:

lagostinelli@neiwpsc.org

If you have any questions regarding this Request for proposal, please contact Ms. Agostinelli by telephone or e-mail

New England Interstate Water Pollution Control Commission
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Sincerely,
Yvonne Bolton
Chair, Audit Committee