



ROANOKE  
HIGHER EDUCATION  
CENTER

**AUDIT AND TAX PREPARATION SERVICES**

**REQUEST FOR PROPOSAL (RFP)**  
**RFP #935-20003**

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**ISSUED BY**  
**ROANOKE HIGHER EDUCATION CENTER**  
**ROANOKE, VIRGINIA**

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**JANUARY 31, 2020**

**Submissions Due: March 2, 2020**

**REQUEST FOR PROPOSALS  
RFP 935-20003**

**Issue Date:** January 31, 2020

**Title:** **AUDIT AND TAX PREPARATION SERVICES**

**Commodity Code:** 94620 --Audit Services  
94631 --CPA Services  
94682 --Tax Services

**Issuing Agency:** Roanoke Higher Education Center  
108 North Jefferson, Suite 208  
Roanoke, Virginia 24016

**Period of Performance:** Upon contract execution through December 31, 2024

**Sealed Proposals Due Date/Time:** March 2, 2020 up to and including 5:00 pm EST.  
**PROPOSALS RECEIVED AFTER THE DUE DATE  
AND TIME CANNOT BE ACCEPTED**

**Questions/Inquires:** E-mail inquiries regarding this solicitation no later than **3:00 p.m. on Tuesday, February 18, 2020** to [lori.vancuren@education.edu](mailto:lori.vancuren@education.edu). All questions/answers will post to eVA/VBO as an Addendum on Friday, February 21, 2020

**MAILED PROPOSALS: Send to issuing agency address shown above to the Attn: Lori Van Curen  
HAND OR COURIER DELIVERED PROPOSALS: Deliver to issuing agency address shown above.**

In Compliance With This Request for Proposals and To All the Conditions Imposed Herein, The Undersigned Offers and Agrees to Furnish the Goods/Services described at the prices indicated in proposed fees.

<b>Legal Name and Address of Firm/Offeror (Print)</b>	Date:	
	Signature:	
	Printed Name:	
	Title:	
	Phone:	
FEI/FIN Number <sup>1</sup> :	Fax:	
<b>Are You A Registered eVA Procurement Vendor?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <b>Date Completed:</b> (www.eva.virginia.gov)		
<b>Check all that apply:</b> <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Proprietorship <input type="checkbox"/> Individual		
<b>Department of Small Business and Supplier Diversity (DSBSD) Certification No.</b> _____ <b>and Expiration Date:</b> _____		
<b>Certification Category:</b> <input type="checkbox"/> Woman-Owned <input type="checkbox"/> Minority-Owned <input type="checkbox"/> Micro <input type="checkbox"/> Small Business -www.dsbds.virginia.gov- for additional information.		

<sup>1</sup> Contractor is REQUIRED to provide a Federal Employer Identification Number, a Federal Identification Number or, in the absence of these numbers, his Social Security Number. This information is being collected for IRS reporting. **This authority does not discriminate against faith-based organizations in accordance with the Code of Virginia, § 2.2-4343.1 or against a offeror or because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.**

## TABLE OF CONTENTS

<u>Section</u>	<u>Title</u>	<u>Page</u>
I.	INTRODUCTION AND GENERAL INFORMATION	4
II.	SCOPE OF WORK TO BE PERFORMED	8
III.	AUDIT AND REPORT REQUIREMENTS	9
IV.	ASSISTANCE TO BE PROVIDED TO THE AUDITOR	11
V.	PROPOSAL PREPARATION AND SUBMISSION	12
VI.	EVALUATION AND AWARD CRITERIA	16
VII.	INVOICING AND PAYMENT	17
VIII.	ATTACHMENTS:	18
	ATTACHMENT A - SAMPLE CONTRACT	19
	ATTACHMENT B – GENERAL TERMS AND CONDITIONS	21
	ATTACHMENT C – SPECIAL TERMS AND CONDITIONS	27
	ATTACHMENT D – REFERENCES	30
	ATTACHMENT E – STATE CORPORATION COMMISSION	31
	ATTACHMENT F – SMALL BUSINESS SUBCONTRACTING PLAN	32

# I. INTRODUCTION AND GENERAL INFORMATION

## A. SUMMARY AND BACKGROUND

**MISSION STATEMENT.** The Roanoke Higher Education Center develops partnerships and maintains a state-of-the-art learning facility that provides citizens of the Roanoke region access to training, certifications and degrees.

**VISION STATEMENT.** The Roanoke Higher Education Center, known throughout the Roanoke region as a dynamic learning community of colleges and organizations, responds to the evolving needs of the current and future workforce.

**OUR IMPACT ON THE REGION.** According to the 2010 study prepared by the Roanoke Alleghany Regional Commission, the Roanoke Higher Education Center generates nearly \$32 million dollars in annual stimulus for the local economy and supports more than 300 local jobs. An updated impact study will be conducted in 2020.

**BACKGROUND.** The Roanoke Higher Education Authority (RHEA/Center) is a political subdivision of the Commonwealth of Virginia (Commonwealth/State) that is governed by a Board of Trustees. RHEA was formed as a non-residential educational institution to stimulate economic growth in the Roanoke region and allow access to educational opportunities that lead to degrees, certificates, endorsements, and workforce skill development. Individuals can earn a GED, associate, bachelor's, master's, or doctorate degree in a variety of fields. Our mission is accomplished through partnerships and collaboration with public and private educational institutions, agencies, and the business community. The Center is unique in the number and kind of organizations that have joined forces in one location to expand access to educational resources at every level. Roanoke Valley's citizens, from high school age through retirement age, can find programs that will prepare them to be workforce ready, give them upward mobility opportunities, or provide them with a new career pathway. Educational opportunities are available through a mix of deliveries, such as traditional classroom setting, computer assisted instruction, or online learning. This diverse delivery and exceptional array of classes are ideal for working adults juggling home, school, family, and jobs.

Available for use by outside companies and organizations, the facilities at the Center are ideal for training, seminars, professional conferences, and meetings. Versatile meeting spaces feature modern technology, including video conferencing, and accommodate groups of up to 100. Other services available at the Center include a computer lab, library, café, and educational testing center. The educational testing center offers proctoring for graduate school exams, standardized tests, distance-learning exams, prior learning assessments, and industry-specific tests.

The main building of the Center is located in the former headquarters of the Norfolk and Western Railroad. One of downtown Roanoke's architectural and historic treasures, this 1931 Art Deco building was renovated and the Center opened in August 2000.

In June 2008, RHEA dedicated the Claude Moore Education Complex (CMEC), another historic renovation project that expanded educational offerings on our campus. CMEC houses Virginia Western Community College's (VWCC) Al Pollard Culinary Arts Program. CMEC finalized a major expansion and renovation that has doubled its space during fiscal year 2019. This \$6.4 million project included three new state-of-the-art culinary instructional kitchens.

## **B. REQUEST FOR PROPOSALS**

The Roanoke Higher Education Center invites competitive sealed proposals from qualified firms of certified public accountants to perform financial audits and tax preparation for each of the fiscal years for the two entities described below in the RFP. The successful audit firm shall furnish all labor, materials, equipment, and supervision necessary to perform audit services.

- Roanoke Higher Education Authority (RHEA).
  - RHEA is a political subdivision of the Commonwealth of Virginia. Revenues are derived primarily from lease payments from member occupants at the Center, income from conference business utilizing Center facilities, and state appropriation from the Commonwealth of Virginia. Expenses are primarily staff salaries and benefits, administrative costs, building operations/maintenance costs, information technology, and academic and student services expenses. The revenue budget is approximately \$2.9 million per year. RHEA is included in the Commonwealth of Virginia's Comprehensive Annual Report (CAFR) since it is a component unit of Virginia, although it is considered a separate reporting entity for financial statement purposes. RHEA is governed by a Board of Trustees consisting of representatives from institutional members as well as members appointed by the General Assembly and the Governor of Virginia.
- Roanoke Higher Education Center Foundation (RHEC Foundation)
  - RHEC Foundation is a 501(c)(3) non-stock Virginia corporation formed in 1998 for the support of the educational purposes of RHEA. The Foundation functions primarily as the fundraising entity in support of RHEA's mission. It is considered a component unit of RHEA and is discreetly presented in RHEA's audited financial statements. The Foundation is governed by a Board of Directors that are appointed by the RHEA Board of Trustees.

Both entities operate on a fiscal year that begins on July 1<sup>st</sup> and ends on June 30<sup>th</sup>. It is our intent to award the audits for RHEA and RHEC Foundation as one individual contract

The accounting system for both entities is Sage 50 Quantum Accounting 2020 software, which is operating on RHEA's Windows based computer network.

**RHEA Finance staff**

Consists of three employees who handle all of the accounting and reporting for the entities noted above:

- The Director of Finance and Administration
- Senior Accountant
- Accountant

**RHEA Pension**

Of the entities included in this solicitation, RHEA is the only entity that has employees. Our pension plan is with the Commonwealth of Virginia's Retirement System (VRS). The plan covers full-time salaried permanent employees. We currently have fifteen (15) full-time salaried permanent employees.

**Other**

The latest audited financial statements for the entities are available upon request.

**C. PROPOSAL GUIDELINES**

This Request for Proposal represents the requirements for an open and competitive process.

Preference will be given to organizations within the Roanoke and New River Valleys and/or within a 50 mile radius of downtown Roanoke.

**SUBMISSION:**

One (1) printed original and four (4) printed copies of the RFP response should be submitted in a sealed package to the Roanoke Higher Education Center on or before **5:00 pm EST on or before March 2, 2020.**

Submit proposals in a sealed envelope with the following information:

TITLE: Audit and Tax Services

DUE DATE: March 2, 2020; 5:00 pm EST

ATTN: Lori Van Curen  
Director of Finance and Administration

LOCATION: Roanoke Higher Education Center  
108 N. Jefferson Street, Suite 208  
Roanoke, VA 24016

Offerors assume full responsibility for the delivery of the completed proposals to the address noted above on or before the deadline for submission. RHEC is not responsible for any loss or delay with respect to the delivery of the proposals. **ANY PROPOSAL RECEIVED BY RHEC AFTER THE DEADLINE FOR SUBMISSION WILL NOT BE ACCEPTED AND WILL BE RETURNED TO SENDER.**

## **D. SUBMITTAL INSTRUCTIONS**

### **Form of Bids Submitted**

- Sealed proposals will NOT be accepted by e-mail or facsimile.
- RHEC reserves the right to consider informal any proposal not prepared in accordance with instructions.

### **Preparation of Proposals**

- Proposals should be prepared simply and economically, providing a straightforward, concise description of the items or services offered.
- RHEC will not be responsible for any proposal preparation or submission costs.

### **Exceptions; Alternates**

Offerors that take exception to any part of this RFP or intend to offer an alternate product to that specified, must so indicate in their proposal. Failure to do so shall be interpreted as the Offeror's intent to comply with all instructions, terms, conditions, and specifications herein.

### **Withdrawal**

- Any offer may be withdrawn before the scheduled time of opening. After an offer has been opened, it may not be withdrawn during the period stated herein, for which prices and terms must remain valid.
- The request to withdraw an offer must be made in writing addressed to Lori Van Curen, [lori.vancuren@education.edu](mailto:lori.vancuren@education.edu).

### **Receipt and Opening of Offers**

Each offer shall be submitted to Lori Van Curen, Director of Finance and Administration at the place specified herein, on or before the day and hour fixed for its submission. Offers received prior to that time will be securely kept unopened. No responsibility will be attached to RHEC or its representative(s) for premature opening of any offer not secured and addressed as specified above.

## **E. RESERVATIONS**

RHEC reserves the right to accept or reject any and all proposals, in whole or in part, received as a result of this RFP; to waive minor irregularities or technicalities, or to negotiate with all responsible Offerors, in any manner necessary, to serve the best interest of the RHEC.

## **F. CONTRACT TERMS**

It is anticipated that this contract will be effective for five (5) years covering fiscal years 2020, 2021, 2022, 2023 and 2024 following contract signature and is subject to

subsequent annual renewal as determined advantageous and necessary to support the needs and goals of RHEC.

## **II. SCOPE OF WORK TO BE PERFORMED**

### **A. FINANCIAL STATEMENTS**

The auditor shall audit all funds of the Roanoke Higher Education Authority (RHEA) for the fiscal years ending June 30, 2020, 2021, 2022, 2023 and 2024 in accordance with the applicable standards outlined in section II.E below. The audit shall result in the preparation of financial statements from the audited records of RHEA. These financial statements shall be prepared in accordance with the applicable standards outlined in section II.E below and include all required note disclosures and supplemental information.

The auditor shall audit all funds of the Roanoke Higher Education Center Foundation (RHEC Foundation) for the fiscal years ending June 30, 2020, 2021, 2022, 2023 and 2024 in accordance with the applicable standards outlined in section II.E below. The audit shall result in the preparation of financial statements from the audited records of RHEC Foundation. These financial statements shall be prepared in accordance with the applicable standards outlined in section II.E below and include all required note disclosures and supplemental information.

### **B. TAX PREPARATION**

The auditor shall prepare and submit the IRS Form 990 tax return for the years then ended in accordance with the contract terms.

### **C. SUPPLEMENTAL SCHEDULES**

The auditor shall also be responsible for performing certain limited procedures involving supplementary information required by the Governmental Accounting Standards Board.

### **D. INTERNAL CONTROLS**

In connection with the financial statements, the Auditor shall consider, test, and report on internal controls in accordance with the applicable standards outlined in section II-E below.

## E. APPLICABLE STANDARDS

The audit and related reports will be performed in accordance with, where applicable, the following:

- Generally Accepted Auditing Standards (GAAS), as set forth by the American Institute of Certified Public Accountants (AICPA).
- Generally Accepted Government Auditing Standards (GAGAS), as promulgated by the Government Accountability Office (GAO).
- Governmental Accounting Standards Board (GASB) applicable accounting and reporting standards.
- Financial Accounting Standards Board (FASB) applicable accounting and reporting standards.
- Internal Revenue Service (IRS) standards and tax reporting requirements.
- Any future laws, regulations or pronouncements applicable to this engagement including any update or modifications to any of the above.

## III. AUDIT AND REPORT REQUIREMENTS

### A. GENERAL REQUIREMENTS

- Engagement Letter: The selected Auditor shall provide an engagement letters and written general audit plans for both entities described in this solicitation to RHEC Finance on or before July 1 each year.
- Management Letters: The auditor shall provide a detailed written management letter communicating recommendations for improving internal controls over financial reporting and related information systems.
- Deadline: Due to Commonwealth of Virginia CAFR reporting requirements, the RHEA and RHEC Foundation audits must be completed and final audit reports issued by **August 31<sup>st</sup> following the end of the 6/30 fiscal year**. Prior to issuing the final audit reports, draft audit reports must be provided to RHEA for review with a process that affords management sufficient time to conduct the review. During the review period, the selected firm should be available for any meetings that are necessary to discuss the draft audit reports.
- Tax filing: Form 990 “Return of Organization Exempt From Income Tax” for the RHEC Foundation must be completed and submitted by November 15th following the end of the 6/30 fiscal year. Prior to filing the tax return, a draft must be provided to RHEA for review with a process that affords management sufficient time to conduct the review.
- Presentation: Each year, the selected Auditor will make an oral report to respective governing boards and to their respective committees for both RHEA and RHEC

Foundation to present the annual audit reports as well as the Form 990 “Return of Organization Exempt From Income Tax.”

- RHEA will expect the selected Auditor to be available for miscellaneous advisory and consulting services on an as-needed basis throughout the year. Any additional charges will be discussed and agreed to by all parties before the commencement of such consultations and/or work. Please provide a fee schedule for additional services and describe what type of work has an associated cost.
- In addition, please provide a list of additional services your firm provides as part of the annual audit fee. Examples of such services would be free or reduced cost for access to accounting and reporting literature.
- Access to Audit Work Papers: In the event RHEA changes audit firms, the selected Auditor shall make the work papers available to the Successor Auditor and provide the usual and customary professional courtesy and responses to the Successor Auditor’s inquiries without additional charge to RHEA, RHEC Foundation or the Successor Auditor.
- Billing Support: The audit firm shall maintain a record of all costs and data used to support billing. This record shall be made available for review upon request.

**B. DELIVERABLES AND DATES FOR BOTH ENTITIES**

Deliverable:	No later than:
Engagement Letter/General Audit Plan	July 1
Prepared by Client Listing (PBC)	July 1
Audit Fieldwork-onsite	3 <sup>rd</sup> to 4 <sup>th</sup> week of July, TBD annually
Draft 1 Audit Reports and Financial Statements for RHEA Review Draft 2 “ “ “ “ with revisions for RHEA Review Final “Draft” including Pension and OPEB entries and disclosures related to GASB 68 and GASB 75 as provided by VRS	August 15 August 31 September 15
Review of Management Discussion and Analysis (MD&A) for inclusion in Annual Financial Report	September 20
Final Financial Report/Statements including MD&A and other supplemental information, Opinions and Management Letters	October 1
Presentation to RHEA Board of Trustees -Executive Committee Presentation to RHEC Foundation Board of Directors	November, both dates TBD annually
Presentation to RHEA Board of Trustees	December, date TBD annually

## C. ANNUAL FINANCIAL REPORT REQUIREMENTS

Following the completion of the audits of the fiscal year's financial statements, the Auditor shall issue an Annual Financial Report for each entity that includes:

- Cover
- Table of Contents
- Management Discussion and Analysis (RHEA only)
- Independent Auditor's Report
- Financial Statements
- Notes to the Financial Statements
- Required Supplemental Information (RSI) – for RHEA only:
  - Schedule of Changes in Net Pension Liability
  - Schedule of Employer Contributions-Pension
  - Notes to RSI-Pension
  - Schedule of Employer's Share of Net OPEB Liability and Related Ratios-Group Life Insurance
  - Schedule of Employer Contributions-OPEB-Group Life Insurance
  - Notes to RSI-OPEB-Group Life Insurance
  - Schedule of Employer's Share of Net OPEB Liability and Related Ratios-Health Insurance Credit
  - Schedule of Employer Contributions-OPEB-Health Insurance Credit
  - Notes to RSI-OPEB-Health Insurance Credit
- Independent Auditors' Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards (RHEA only)

## **IV. ASSISTANCE TO BE PROVIDED TO THE AUDITOR**

### A. STAFF AND CLERICAL ASSISTANCE

- RHEA Finance staff will fully balance the books, reconcile subsidiary ledgers and reconcile all bank accounts within 15 days of year-end.
- Prepared by Client (PBC) Listing schedules, reports and other documentation as determined in advance on list received and approved by July 1, per "Deliverable" Chart above. Items will be provided as available prior to and during audit fieldwork. Prior year list of items will be provided upon written request.
- RHEA Finance staff and responsible management personnel will be available during the audit to assist the firm by providing information, documentation and explanations.

## V. PROPOSAL PREPARATION AND SUBMISSION

### A. RFP RESPONSE

In order to be considered for selection, the Offerors must submit a complete response to this RFP. **One (1) original and four (4) copies** of the proposal must be submitted to the issuing Agency. No other distribution of the proposal shall be made by the Offeror.

### B. PROPOSAL PREPARATION

- Proposals shall be signed by an authorized representative of the Offeror. The original proposal must be clearly marked on the outside of the proposal. All information requested should be submitted. Failure to submit all information requested may result in the purchasing Agency requiring prompt submission of information and/or giving a lowered evaluation of the proposal. Proposals which are substantially incomplete or lack key information may be rejected by the purchasing Agency. Mandatory requirements are those required by law or regulation or are such that they cannot be waived and are not subject to negotiation.
- Proposals should be organized in the order in which the requirements are presented in the RFP. All pages of the proposal should be numbered. It is also helpful to cite the RFP page and paragraph number/Letter, and repeat the text of the requirement as it appears in the RFP. The proposal should contain a table of contents which cross-references the RFP requirements. Information which the Offeror desires to present that does not fall within any of the requirements of the RFP should be inserted at an appropriate place or be attached at the end of the proposal and designated from consideration if the evaluators are unable to find where the RFP requirements are specifically addressed.
- As used in this RFP, the terms “must”, “shall”, “should”, and “may” identify the criticality of requirements. “Must” and “shall” identify requirements whose absence will have a major negative impact on the suitability of the proposed solution. Items labeled as “should” and “may” are highly desirable, although their absence will not have a large impact and would be useful, but are not necessary. Depending on the overall response to the RFP, some individual “must” and “shall” items may not be fully satisfied, but it is the intent to satisfy most, if not all, “must” and “shall” requirements. The inability of an Offeror to satisfy a “must” and “shall” requirement does not automatically remove that Offeror from consideration; however, it may seriously affect the overall rating of the Offeror’s proposal.
- Each copy of the proposal should be bound or contained in a single volume where practical. All documentation submitted with the proposal should be contained in a single volume.
- Ownership of all data, material and documentation originated and prepared for RHEC pursuant to the RFP shall belong exclusively to RHEC and be subject to

public disclosure under the *Virginia Freedom of Information Act*. Trade secrets or proprietary information submitted by an Offeror shall not be subject to public disclosure under the *Virginia Freedom of Information Act*; however, the Offeror must invoke the protections of § 2.2-4342F of the *Code of Virginia*, in writing, either before or at the time the data or other material is submitted. The outside of the proposal must be marked to denote proprietary information contain in the documents. The written notice must 1) be submitted as an attachment to the Offeror's proposal; 2) specifically identify the applicable portions of the Offeror's proposal that contains data or material to be protected (e.g., Tab 4, pages 1 through 3); and 3) state the reasons why protection is necessary. The proprietary or trade secret material submitted must be identified by some distinct method such as highlighting or underlining and must indicate only the specific words, figures, or paragraphs that constitute trade secret or proprietary information. The classification of an entire proposal document, line items prices, and/or total proposal prices as proprietary or trade secrets is not acceptable and will result in rejection of the proposal.

### C. SPECIFIC PROPOSAL CONTENTS

Proposals should be prepared simply and economically, providing a straightforward, concise description of capabilities to satisfy the requirements of the RFP. Emphasis should be placed on completeness and clarity of content to allow RHEC to properly evaluate the Offeror's capabilities and approach toward providing the required services. The proposal should be no more than 30 sheets (printing on back and front is acceptable) in length. Also, include any other materials you may want to submit as part of your response. Offerors are required to submit the following items as a complete proposal:

#### Executive Summary

An executive summary of your proposal, highlighting specific strengths and how those strengths transfer into value for the RHEC. Include a company profile which covers:

- History of the firm, including number of years in business and size of firm.
- Organizational structure of firm and qualifications of management personnel.
- Identify headquarters and nearest office and identify the office which will serve as the managing office.
- The name of the firm's primary contact during the RFP process, to include phone numbers and email address.
- The name, position, and telephone number of the contact person authorized to conduct negotiations and discuss the proposal.

### **Relevant Experience**

Qualifications and experience of the firm in auditing similar entities.

- Each Offeror must have a minimum of five (5) years of experience in providing the services and/or items requested by this RFP.
- Include specific examples of recent, relevant engagements for higher education, governmental and non-profits clients within the last three years.
- Each Offeror should provide the organization names, addresses, contact person, title and telephone number of at least three (3) references in connection with supplying the services or items requested in the RFP, especially from other political subdivisions and/or local government operations that are similar to RHEA and RHEC Foundation.
- Describe auditing experience in detail, always including scope of work, dates, and types of reports issued.
- A copy of the firm's most recent external peer review.

### **Personnel**

Provide qualifications of all key personnel that may be involved in the audit.

- Biographies, including experience, of the individuals who will be assigned to the engagement, relevant experience of each in auditing governmental, higher education and non-profit entities, and recent continuing professional education of each.
- Statement that the staff assigned to the audit have met the continuing education and independence requirements required by Governmental Auditing Standards.
- Describe the policies and procedures and/or approach regarding changes in staff assigned throughout the engagement contract that ensure knowledgeable staff is always on the engagement.

### **Ability to Support**

In detail, describe the firm's ability and plan to provide the services outlined in the RFP.

- Statement by the prospective Auditor of his/her understanding of the work to be performed with descriptions of the audit approach.
- Approach to the audit engagement, including interface with personnel, audit risk and materiality, and timing of the audit work.
- Qualified Offerors will demonstrate a complete and thorough understanding of all services required and proven past performance with similar services, and clients.
- Throughout the year, RHEC may need assistance of the Auditor for various issues that may arise. Describe any additional services that would be available, free of charge, to clients on a year round basis (i.e. training/seminars for staff,

publications, phone calls to the Auditor for guidance concerning technical questions, etc.)

- Statement of assurance that the firm is independent in accordance with the Code of Professional Ethics of the AICPA and Government Auditing standards, and will comply with All Federal, State and Local laws and regulations in the performance of this engagement.

### **Proposed Fees**

Provide the firm's proposed fees/rate structure. The proposed fee structure should include all aspects of the engagement as defined in this RFP in order for RHEC to understand the total cost of service for each Offeror.

- Set forth your fee proposal for the financial audit and preparation of the Annual Financial Report of RHEA for each fiscal year included in this RFP, which are 2020, 2021, 2022, 2023, and 2024.
- Set forth your fee proposal for the financial audit and preparation of the Annual Financial Report of RHEC Foundation for each fiscal year included in this RFP, which are 2020, 2021, 2022, 2023, and 2024.
- Set forth your fee proposal for RHEC Foundation's IRS Form 990 preparation for each year included in this RFP, which are 2019, 2020, 2021, 2022, and 2023.

### **Completed Signed Proposal**

A complete proposal should include all contents as described above.

- The Offeror shall include signed copies of any and all addendums to this RFP.
- The Offeror shall complete, and include with their proposal, Attachments D-F found on pages 30-33 of this RFP.

## **D. INQUIRIES**

All inquiries related to the RFP must be submitted in writing to Lori Van Curen, Director of Finance and Administration, by email at [lori.vancuren@education.edu](mailto:lori.vancuren@education.edu), **no later than 3:00 p.m. Tuesday, February 18, 2020**. Oral questions will not be permitted. All responses will be in writing and will be posted as an Addendum on the RHEC website at [www.education.edu/announcements.html](http://www.education.edu/announcements.html) and on eVA at [www.eva.virginia.gov](http://www.eva.virginia.gov) by close of business on Friday, February 21, 2020. It is the responsibility of all Offerors to ensure that they have received all addendums and to include signed copies of any and all addendums with their proposal submission.

## **E. MODIFICATION AND WITHDRAWAL OF PROPOSAL**

Any Offeror may modify or withdrawal his proposal, either personally or by written request, at any time prior to the scheduled time for opening of proposals. After proposal opening, Code of Virginia 2.2-4330 B.1 shall apply. "The Offeror shall give notice in

writing of his claim of right to withdraw his bid within two business days after the conclusion of the bid opening and shall submit original work papers with such notice.”

## VI. EVALUATION AND AWARD CRITERIA

### A. EVALUATION OF PROPOSAL

Proposals meeting requirements as described in this solicitation will have their proposals evaluated and scored for technical qualifications. RHEC shall provide the mechanism for the evaluation of all information received and make the final determination of responsible Offerors.

An Evaluation Committee appointed by the RHEC Executive Team will conduct the evaluations. The objective of the Evaluation Committee will be to select the firm that is most responsive to the herein described needs and represents the best value for RHEC. The committee will evaluate the proposals using the following point evaluation criteria.

	<b>Evaluation Criteria</b>	<b>Points</b>
1	<u>Qualifications</u> : The skill, experience, and training of the firm and specified persons who will be performing the services requested	25
2	<u>Deliverable Deadlines</u> : Ability to complete the audit and submit the financial statements and annual financial report in order to meet required deadlines.	25
3	<u>Similar Entity Engagements</u> : The prior experience and reputation of the Auditor in auditing similar entities (i.e. Political Subdivisions, Non-Profits, etc.)	20
4	<u>Cost</u> : Total proposed fees for all aspects of the engagement as defined in this RFP	15
5	<u>Accounting System</u> : Auditor’s understanding of the system of accounting obtained through prior experience or inquiries	10
6	<u>SWaM</u> : Participation of Small Business and Businesses Owned by Women and minorities.	5
	<b>TOTAL</b>	<b>100</b>

As part of the evaluation process, RHEC may ask questions of a clarifying nature from Offerors as required. RHEC may also request an oral presentation to explain the proposal and answer questions.

RHEC reserves the right to cancel this RFP at any time or reject any or all proposals received as a result of this RFP if it is in the best interest of the Authority.

## B. AWARD OF CONTRACT

RHEC reserves the right to make selection of two or more Offerors that are deemed fully qualified and best suited among those submitting proposals, based on the factors involved in the request for proposals. Negotiations shall then be conducted with each of the Offerors so selected until a contract satisfactory and advantageous to RHEC can be negotiated at a price considered fair and reasonable.

Should RHEC determine in writing and in its sole discretion that only one Offeror is fully qualified, or that one Offeror is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to the Offeror.

Once the selection has been made as to which Offeror will be awarded the contract, the Contract Administrator will post a Notice of Award on the RHEC website at [www.education.edu/announcements.html](http://www.education.edu/announcements.html) and also on eVA at [www.eva.virginia.gov](http://www.eva.virginia.gov).

The award documentation will subsequently be followed by a contract incorporating by reference all the requirements, terms and conditions of the solicitation and the Offeror's proposal as negotiated.

## VII. INVOICING AND PAYMENT

The selected Auditor shall submit two separate invoices to the individual entities as described in this RFP:

- Roanoke Higher Education Authority
  - RHEA Audit
- Roanoke Higher Education Center Foundation
  - RHEC Foundation Audit
  - Form 990 Tax Return Filing

RHEC will remit payment thirty days after receipt of proper invoices for payment due, in accordance with the Commonwealth of Virginia Prompt Payment Act. Mail or Email Invoice(s) to:

Roanoke Higher Education Center  
Finance Department  
108 N. Jefferson St.  
Roanoke, VA 24016  
Email: [lori.vancuren@education.edu](mailto:lori.vancuren@education.edu)

## **VIII. ATTACHMENTS**

Attachment A-C: Information and Compliance

Sample Contract

General Terms and Conditions

Special Terms and Conditions

Attachment D-F: To be completed and submitted by Offeror

Offeror's References

State Corporation Commission

SWaM Utilization Plan

**ATTACHMENT A**  
**Sample Contract**

THIS PAGE FOR REFERENCE ONLY - DO NOT COMPLETE FOR THIS RFP

**COMMONWEALTH OF VIRGINIA**  
**STANDARD CONTRACT FORM**

This contract entered into this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_, located at (insert complete physical address), hereinafter call the “Contractor” and Roanoke Higher Education Center, called the “Purchasing Agency, located at 108 N. Jefferson St., Roanoke, VA 24016”

**I. WITNESSETH** that the Contractor and the Purchasing Agency, in consideration of the mutual covenants, promises and agreements contained, agree as follows:

**II. SCOPE OF WORK:** The Contractor shall provide the goods/services to the Purchasing Agency as set forth in the Contract Documents.

**III. TERM OF CONTRACT:** From \_\_\_\_\_ through \_\_\_\_\_ with \_\_\_\_\_ (1) year renewal options or as negotiated, to include all contractual provisions herein.

**IV. THE CONTRACT DOCUMENTS SHALL CONSIST OF:**

- A. This signed form Commonwealth of Virginia’s Standard Contract inclusive of Commonwealth of Virginia General Terms and Conditions-RHEC and Special Terms and Conditions.
- B. Roanoke Higher Education’s Request for Proposal (RFP) RFPxxx-xxxxx dated \_\_\_\_\_, Addendum xxx dated \_\_\_\_\_ (list all addendums in the format) (Attachment A);
- C. Contractor’s Proposal signed and dated \_\_\_\_\_ (Attachment B);
- D. Contractor’s supplemental contract correspondence (Attachment C); (e.g., clarification and negotiation points) dated as follows:
  - 1. (list each document by title and execution date)
- E. This Standard Contract identifies terms as negotiated and as agreed by both parties. In the event there is a conflict between the Standard Contract, Request for Proposal #RFPxxx-xxxx, the Contractor’s Proposal or Negotiation/Clarification points, the Standard Contract shall prevail.

**V. FINANCIAL CONSIDERATIONS:**

**VI. COMMONWEALTH OF VIRGINIA GENERAL TERMS AND CONDITIONS:**

**VII. SPECIAL TERMS AND CONDITIONS:**

**IN WITNESS WHEREOF**, the parties have caused this Contract to be duly executed intending to be bound thereby.

CONTRACTOR:		PURCHASING AGENCY: RHEC	
Print Name:		Print Name:	
Title:		Title:	
Signature:		Signature:	
Date:		Date:	

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## ATTACHMENT B

### GENERAL TERMS AND CONDITIONS

Vendor: These general rules and conditions shall apply to all purchases and be part of each solicitation and every contract awarded by RHEC, unless otherwise specified. The RHEC Executive Director is responsible for the purchasing activity of RHEC. The term "RHEC" as used herein refers to the contracting entity which is the signatory on the contract. Offers or their authorized representatives are expected to inform themselves fully as to the conditions, requirements, and specifications before submitting an offer. Failure to do so will be at the offeror's own risk and except as provided by law, relief cannot be secured on the plea of error.

Subject to all Federal, State and local laws, policies, resolutions, regulations, rules, limitations and legislation, offerors on all solicitations issued by the RHEC Executive Director will bind offerors to applicable conditions and requirements herein set forth unless otherwise specified in the solicitation.

- 1.0 **PURCHASING MANUAL:** This solicitation is subject to the provisions of the Commonwealth of Virginia's Purchasing Manual for Institutions of Higher Education and Their Vendors and any revisions thereto, which are hereby incorporated into this contract in their entirety. A copy of the manual is available for review by accessing it electronically at <https://vascupp.org/hem.pdf>.
- 2.0 **APPLICABLE LAWS AND COURTS:** This solicitation and any resulting contract shall be governed in all respects by the laws of the Commonwealth of Virginia and any litigation with respect thereto shall be brought in the courts of Virginia. The agency and the contractor are encouraged to resolve any issues in controversy arising from the award of the contract or any contractual dispute using Alternative Dispute Resolution (ADR) procedures (*Code of Virginia*, § 2.2-4366). The contractor shall comply with all applicable federal, state and local laws, rules and regulations.
- 3.0 **ANTI-DISCRIMINATION:** By submitting their offers, offerors certify to the RHEC that they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Contracting Act of 1975, as amended, where applicable, the Virginians with Disabilities Act, the Americans With Disabilities Act and § 2.2-4311 of the *Virginia Public Procurement Act (VPPA)*. If the award is made to a faith-based organization, the organization shall not discriminate against any recipient of goods, services, or disbursements made pursuant to the contract on the basis of the recipient's religion, religious belief, refusal to participate in a religious practice, or on the basis of race, age, color, gender or national origin and shall be subject to the same rules as other organizations that contract with public bodies to account for the use of the funds provided; however, if the faith-based organization segregates public funds into separate accounts, only the accounts and programs funded with public funds shall be subject to audit by the public body. (*Code of Virginia*, § 2.2-4343.1E).

In every contract over \$10,000 the provisions in 3.1 and 3.2 below apply:

- 3.1 During the performance of this contract, the contractor agrees as follows:
  - 3.1.1 The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
  - 3.1.2 The contractor, in all solicitations or advertisements for employees placed by or on behalf of the contractor, will state that such contractor is an equal opportunity employer.
  - 3.1.3 Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting these requirements.
- 3.2 The contractor will include the provisions of 3.1 above in every subcontract or purchase order over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

- 4.0 **ETHICS IN PUBLIC CONTRACTING:** By submitting their offer, offerors certify that their offer is made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other offeror, supplier, manufacturer or subcontractor in connection with their offer, and that they have not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value was exchanged.
- 5.0 **IMMIGRATION REFORM AND CONTROL ACT OF 1986:** By entering into a written contract with RHEC, the contractor certifies that the contractor does not and shall not during the performance of this contract for goods and services in the Commonwealth of Virginia, knowingly employ an unauthorized alien as defined in the Federal Immigration Reform and Control Act of 1986.
- 6.0 **DEBARMENT STATUS:** By submitting their offer, offerors certify that they are not currently debarred by RHEC or the Commonwealth of Virginia from submitting bids or proposals on contracts for the type of goods and/or services covered by this solicitation, nor are they an agent of any person or entity that is currently so debarred.
- 7.0 **ANTITRUST:** By entering into a contract, the contractor conveys, sells, assigns, and transfers to the RHEC all rights, title and interest in and to all causes of action it may now have or hereafter acquire under the antitrust laws of the United States and the Commonwealth of Virginia, relating to the particular goods or services purchased or acquired by the RHEC under said contract.
- 8.0 **MANDATORY USE OF STATE FORM AND TERMS AND CONDITIONS FOR IFBs**  
Failure to submit a proposal on the official state form provided for that purpose may be a cause for rejection of the proposal. Modification of or additions to the General Terms and Conditions of the solicitation may be cause for rejection of the proposal; however, the RHEC reserves the right to decide, on a case by case basis, in its sole discretion, whether to reject such a proposal.
- 9.0 **CLARIFICATION OF TERMS:** If any prospective offeror has questions about the specifications or other solicitation documents, the prospective offeror should contact the Buyer whose name appears on the face of the solicitation no later than five working days before the due date. Any revisions to the solicitation will be made only by addendum issued by the RHEC.
- 10.0 **PAYMENT:**
- 10.1 **To Prime Contractor:**
- 10.1.1 Invoices for items ordered, delivered and accepted shall be submitted by the contractor directly to the payment address shown on the purchase order/contract. All invoices shall show the state contract number and/or purchase order number; social security number (for individual contractors) or the federal employer identification number (for proprietorships, partnerships, and corporations).
- 10.1.2 Any payment terms requiring payment in less than 30 days will be regarded as requiring payment 30 days after invoice or delivery, whichever occurs last. This shall not affect offers of discounts for payment in less than 30 days, however.
- 10.1.3 All goods or services provided under this contract or purchase order, that are to be paid for with RHEC funds, shall be billed by the contractor at the contract price, regardless of which partnering affiliate is being billed.
- 10.1.4 The following shall be deemed to be the date of payment: the date of postmark in all cases where payment is made by mail, or the date of offset when offset proceedings have been instituted as authorized under the Virginia Debt Collection Act.
- 10.1.5 **Unreasonable Charges.** Under certain emergency procurements and for most time and material purchases, final job costs cannot be accurately determined at the time orders are placed. In such cases, contractors should be put on notice that final payment in full is contingent on a determination of reasonableness with respect to all invoiced charges. Charges which appear to be unreasonable will be researched and challenged, and that portion of the invoice held in abeyance until a settlement can be reached. Upon determining that invoiced charges are not reasonable, the RHEC shall promptly notify the contractor, in writing, as to those charges which it considers unreasonable and the basis for the

determination. A contractor may not institute legal action unless a settlement cannot be reached within thirty (30) days of notification. The provisions of this section do not relieve an agency of its prompt payment obligations with respect to those charges which are not in dispute (*Code of Virginia, § 2.2-4363*).

10.2 To Subcontractors:

10.2.1 A contractor awarded a contract under this solicitation is hereby obligated:

10.2.1.1 To pay the subcontractor(s) within seven (7) days of the contractor's receipt of payment from the RHEC for the proportionate share of the payment received for work performed by the subcontractor(s) under the contract; or

10.2.1.2 To notify the agency and the subcontractor(s), in writing, of the contractor's intention to withhold payment and the reason.

10.2.2 The contractor is obligated to pay the subcontractor(s) interest at the rate of one percent per month (unless otherwise provided under the terms of the contract) on all amounts owed by the contractor that remain unpaid seven (7) days following receipt of payment from RHEC, except for amounts withheld as stated in (10.2) above. The date of mailing of any payment by U. S. Mail is deemed to be payment to the addressee. These provisions apply to each sub-tier contractor performing under the primary contract. A contractor's obligation to pay an interest charge to a subcontractor may not be construed to be an obligation of the RHEC.

10.2.3 Each prime contractor who wins an award in which provision of a SWAM procurement plan is a condition to the award, shall deliver to the contracting agency or institution, on or before request for final payment, evidence and certification of compliance (subject only to insubstantial shortfalls and to shortfalls arising from subcontractor default) with the SWAM procurement plan. Final payment under the contract in question may be withheld until such certification is delivered and, if necessary, confirmed by the agency or institution, or other appropriate penalties may be assessed in lieu of withholding such payment.

11.0 **PRECEDENCE OF TERMS:** The following General Terms and Conditions APPLICABLE LAWS AND COURTS, ANTI-DISCRIMINATION, ETHICS IN PUBLIC CONTRACTING, IMMIGRATION REFORM AND CONTROL ACT OF 1986, DEBARMENT STATUS, ANTITRUST, MANDATORY USE OF STATE FORM AND TERMS AND CONDITIONS, CLARIFICATION OF TERMS, PAYMENT shall apply in all instances. In the event there is a conflict between any of the other General Terms and Conditions and any Special Terms and Conditions in this solicitation, the Special Terms and Conditions shall apply.

12.0 **QUALIFICATIONS OFFERORS:** The RHEC may make such reasonable investigations as deemed proper and necessary to determine the ability of the offeror to perform the services/furnish the goods and the offeror shall furnish to the RHEC all such information and data for this purpose as may be requested. The RHEC reserves the right to inspect offeror's physical facilities prior to award to satisfy questions regarding the offeror's capabilities. The RHEC further reserves the right to reject any offer if the evidence submitted by, or investigations of, such offeror fails to satisfy the RHEC that such offeror is properly qualified to carry out the obligations of the contract and to provide the services and/or furnish the goods contemplated therein.

13.0 **TESTING AND INSPECTION:** The RHEC reserves the right to conduct any test/inspection it may deem advisable to assure goods and services conform to the specifications.

14.0 **ASSIGNMENT OF CONTRACT:** A contract shall not be assignable by the contractor in whole or in part without the written consent of the RHEC.

15.0 **CHANGES TO THE CONTRACT:** Changes can be made to the contract in any of the following ways:

15.1 The parties may agree in writing to modify the terms, conditions, or scope of the contract. Any additional goods or services to be provided shall be of a sort that is ancillary to the contract goods or services, or with the same broad product or service categories as were included in the contract award. An increase or decrease in the price of the contract resulting from such modification shall be agreed to by the parties as a part of their written agreement to modify the scope of the contract.

- 15.2 The RHEC may order changes within the general scope of the contract at any time by written notice to the contractor. Changes within the scope of the contract include, but are not limited to, things such as services to be performed, the method of packing or shipment, and the place of delivery or installation. The contractor shall comply with the notice upon receipt, unless the contractor intends to claim an adjustment to compensation, schedule, or other contractual impact that would be caused by complying with such notice, shall await RHEC's written decision affirming, modifying, or revoking the prior written notices. If RHEC decides to issue a notice that requires an adjustment to compensation, the contractor shall be compensated for any additional costs incurred as the result of such order and shall give RHEC a credit for any savings. Said compensation shall be determined by one of the following methods:
- 15.2.1 By mutual agreement between the parties in writing; or
- 15.2.2 By agreeing upon a unit price or using a unit price set forth in the contract, if the work to be done can be expressed in units, and the contractor accounts for the number of units of work performed, subject to the RHEC's right to audit the contractor's records and/or to determine the correct number of units independently; or
- 15.2.3 By ordering the contractor to proceed with the work and keep a record of all costs incurred and savings realized. A markup for overhead and profit may be allowed if provided by the contract. The same markup shall be used for determining a decrease in price as the result of savings realized. The contractor shall present the RHEC with all vouchers and records of expenses incurred and savings realized. The RHEC shall have the right to audit the records of the contractor as it deems necessary to determine costs or savings. Any claim for an adjustment in price under this provision must be asserted by written notice to the RHEC within thirty (30) days from the date of receipt of the written order from the RHEC. If the parties fail to agree on an amount of adjustment, the question of an increase or decrease in the contract price or time for performance shall be resolved in accordance with the procedures for resolving disputes provided by the Disputes Clause of this contract or, if there is none, in accordance with the disputes provisions of the Virginia Public Procurement Act. Neither the existence of a claim nor a dispute resolution process, litigation or any other provision of this contract shall excuse the contractor from promptly complying with the changes ordered by the RHEC or with the performance of the contract generally.
- 16.0 **DEFAULT:** In case of failure to deliver goods or services in accordance with the contract terms and conditions, the RHEC, after due oral or written notice, may procure them from other sources and hold the contractor responsible for any resulting additional purchase and administrative costs. This remedy shall be in addition to any other remedies which the RHEC may have.
- 17.0 **TAXES:** Sales to the RHEC are normally exempt from State sales tax. State sales and use tax certificates of exemption, Form ST-12, will be issued upon request.
- 18.0 **INSURANCE:** By signing and submitting an offer under this solicitation, the offeror certifies that if awarded the contract, it will have the following insurance coverage at the time the contract is awarded. For construction contracts, if any subcontractors are involved, the subcontractor will have workers' compensation insurance in accordance with §§ 2.2-4332 and 65.2-800 et seq. of the *Code of Virginia*. The offeror further certifies that the contractor and any subcontractors will maintain this insurance coverage during the entire term of the contract and that all insurance coverage will be provided by insurance companies authorized to sell insurance in Virginia by the Virginia State Corporation Commission.

**MINIMUM INSURANCE COVERAGES AND LIMITS REQUIRED FOR MOST CONTRACTS:**

- 18.1 Workers' Compensation - Statutory requirements and benefits. Coverage is compulsory for employers of three or more employees, to include the employer. Contractors who fail to notify the Commonwealth of increases in the number of employees that change their workers' compensation requirements under the *Code of Virginia* during the course of the contract shall be in noncompliance with the contract.
- 18.2 Employer's Liability - \$100,000.
- 18.2.1 Commercial General Liability - \$1,000,000 per occurrence. Commercial General Liability is to include bodily injury and property damage, personal injury and advertising injury, products and completed operations coverage. The RHEC must be named as an additional insured and so endorsed on the policy.

18.2.2 Automobile Liability - \$1,000,000 combined single limit. (Required only if a motor vehicle not owned by RHEC is to be used in the contract). Contractor must assure that the required coverage is maintained by the contractor (or third party owner of such motor vehicle.)

19.0 **ANNOUNCEMENT OF AWARD:** Upon the award or the announcement of the decision to award a contract as a result of this solicitation, RHEC will publicly post such notice on the RHEC web site (<https://www.education.edu>) for a minimum of 10 days.

20.0 **DRUG-FREE WORKPLACE:** During the performance of this contract, the contractor agrees to (i) provide a drug-free workplace for the contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the contractor that the contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

For the purposes of this section, “*drug-free workplace*” means a site for the performance of work done in connection with a specific contract awarded to a contractor, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.

21.0 **NONDISCRIMINATION OF CONTRACTORS:** A bidder, offeror, or contractor shall not be discriminated against in the solicitation or award of this contract because of race, religion, color, sex, national origin, age, disability, faith-based organizational status, any other basis prohibited by state law relating to discrimination in employment or because the bidder or offeror employs ex-offenders unless the state agency, department or institution has made a written determination that employing ex-offenders on the specific contract is not in its best interest. If the award of this contract is made to a faith-based organization and an individual, who applies for or receives goods, services, or disbursements provided pursuant to this contract objects to the religious character of the faith-based organization from which the individual receives or would receive the goods, services, or disbursements, the public body shall offer the individual, within a reasonable period of time after the date of his objection, access to equivalent goods, services, or disbursements from an alternative provider.

22.0 **AVAILABILITY OF FUNDS:** It is understood and agreed between the parties herein that the RHCA shall be bound hereunder only to the extent of the funds available or which may hereafter become available for the purpose of this agreement.

23.0 **OFFER PRICE CURRENCY:** Unless stated otherwise in the solicitation, offerors shall state offer prices in US dollars.

24.0 **AUTHORIZATION TO CONDUCT BUSINESS IN THE COMMONWEALTH:** A contractor organized as a stock or nonstock corporation, limited liability company, business trust, or limited partnership or registered as a registered limited liability partnership shall be authorized to transact business in the Commonwealth as a domestic or foreign business entity if so required by Title 13.1 or Title 50 of the *Code of Virginia* or as otherwise required by law. Any business entity described above that enters into a contract with a public body pursuant to the *Virginia Public Procurement Act* shall not allow its existence to lapse or its certificate of authority or registration to transact business in the Commonwealth, if so required under Title 13.1 or Title 50, to be revoked or cancelled at any time during the term of the contract. A public body may void any contract with a business entity if the business entity fails to remain in compliance with the provisions of this section.

25.0 **eVA BUSINESS-TO-GOVERNMENT VENDOR REGISTRATION, CONTRACTS, AND ORDERS:** The eVA Internet electronic procurement solution, web site portal [www.eVA.virginia.gov](http://www.eVA.virginia.gov) streamlines and automates government purchasing activities in the Commonwealth. The eVA portal is the gateway for vendors to conduct business with state agencies and public bodies. All vendors desiring to provide goods and/or services to the Commonwealth shall participate in the eVA Internet e-procurement solution either through the eVA Basic Vendor Registration Service or eVA Premium Vendor Registration Service. All bidders must register in eVA and pay the Vendor Transaction Fees specified below; failure to register will result in the bid being rejected.

Vendor transaction fees are determined by the date the original purchase order is issued and the current fees are as follows:

- a. For orders issued July 1, 2014, and after, the Vendor Transaction Fee is:
  - (i) DSBSD-certified Small Businesses: 1%, capped at \$500 per order.
  - (ii) Businesses that are not DSBSD-certified Small Businesses: 1%, capped at \$1,500 per order
- b. Refer to Special Term and Condition “eVA Orders and Contracts” to identify the number of purchase orders that will be issued as a result of this solicitation/contract with the eVA transaction fee specified above assessed for each order.

For orders issued prior to July 1, 2014, the vendor transaction fees can be found at [www.eVA.virginia.gov](http://www.eVA.virginia.gov).

The specified vendor transaction fee will be invoiced, by the Commonwealth of Virginia Department of General Services, typically within 60 days of the order issue date. Any adjustments (increases/decreases) will be handled through purchase order changes.

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ATTACHMENT C

SPECIAL TERMS AND CONDITIONS

- 1.0 **AUDIT:** The contractor shall retain all books, records, and other documents relative to this contract for five (5) years after final payment, or until audited by the Commonwealth of Virginia, whichever is sooner. The RHEC, its authorized agents, and/or state auditors shall have full access to and the right to examine any of said materials during said period.
- 2.0 **OFFER ACCEPTANCE PERIOD:** Any offer in response to this solicitation shall be valid for (60) days. At the end of the (60) days the offer may be withdrawn at the written request of the offeror. If the offer is not withdrawn at that time it remains in effect until an award is made or the solicitation is canceled.
- 3.0 **CANCELLATION OF CONTRACT:** The RHEC reserves the right to cancel and terminate any resulting contract, in part or in whole, without penalty, upon 60 days' written notice to the contractor. In the event the initial contract period is for more than 12 months, the resulting contract may be terminated by either party, without penalty, after the initial 12 months of the contract period upon 60 days' written notice to the other party. Any contract cancellation notice shall not relieve the contractor of the obligation to deliver and/or perform on all outstanding orders issued prior to the effective date of cancellation.
- 4.0 **CONTRACT PARTICIPATION:** This procurement is being conducted on behalf of RHEC and their partnering affiliates who may be added or deleted at any time during the period of the contract. It is the intent of this solicitation and resulting contract to allow for cooperative procurement. Accordingly, any public body, public or private health or educational institutions, or RHEC's affiliated corporations and/or partnerships may access any resulting contract if authorized by the contractor. Participation in this cooperative procurement is strictly voluntary. If authorized by the contractor, the resultant contract may be extended to the entities indicated above to purchase at contract prices in accordance with contract terms. The contractor shall notify RHEC in writing of any such entities accessing the contract. No modification of this contract or execution of a separate contract is required to participate. The contractor will provide semi-annual usage reports for all entities accessing the contract. Participating entities shall place their own orders directly with the contractor and shall fully and independently administer their use of the contract to include contractual disputes, invoicing and payments without direct administration from RHEC. RHEC shall not be held liable for any costs or damages incurred by any other participating entity as a result of any authorization by the contractor to extend the contract. It is understood and agreed that RHEC is not responsible for the acts or omissions of any entity, and will not be considered in default of the contract no matter the circumstances.

Use of this contract does not preclude any participating entity from using other contracts or competitive processes as the need may be.

- 5.0 **eVA ORDERS AND CONTRACTS:** The solicitation/contract will result in 1 (one) purchase order(s) per contract term with the applicable eVA transaction fee assessed for each order.

Vendors desiring to provide goods and/or services to the Commonwealth shall participate in the eVA Internet e-procurement solution and agree to comply with the following: if this solicitation is for a term contract, failure to provide an electronic catalog (price list) or index page catalog for items awarded will be just cause for the Commonwealth to reject your bid or terminate this contract for default. The format of this electronic catalog shall conform to the eVA Catalog Interchange Format (CIF) Specification that can be accessed and downloaded from [www.eVA.virginia.gov](http://www.eVA.virginia.gov). Contractors should email Catalog or Index Page information to [eVA-catalog-manager@dgs.virginia.gov](mailto:eVA-catalog-manager@dgs.virginia.gov).

- 6.0 **IDENTIFICATION OF OFFER ENVELOPE:** If a special envelope is not furnished, or if return in the special envelope is not possible, the signed offer should be returned in a separate envelope or package, sealed and identified as follows:

From: _____	_____	_____
Name of Bidder/Offeror	Due Date	Time
_____	_____	
Street or Box Number	IFB No./RFP No.	
_____	_____	
City, State, Zip Code	IFB/RFP Title	

Name of Contract/Purchase Officer or Buyer: Roanoke Higher Education Center/Lori Van Curen

The envelope should be addressed as directed on Page 1 of the solicitation. If an offer not contained in the special envelope is mailed, the offeror takes the risk that the envelope, even if marked as described above, may be inadvertently opened and the information compromised which may cause the offer to be disqualified. Offers may be hand delivered to the designated location in the office issuing the solicitation. No other correspondence or other offers should be placed in the envelope.

- 7.0 **INSPECTION OF JOB SITE:** My signature on this solicitation constitutes certification that I have inspected the job site and am aware of the conditions under which the work must be accomplished. Claims, as a result of failure to inspect the job site, will not be considered by RHEC. To arrange a site inspection, please contact Jeremiah McMillan.
- 8.0 **PRIME CONTRACTOR RESPONSIBILITIES:** The contractor shall be responsible for completely supervising and directing the work under this contract and all subcontractors that he may utilize, using his best skill and attention. Subcontractors who perform work under this contract shall be responsible to the prime contractor. The contractor agrees that he is as fully responsible for the acts and omissions of his subcontractors and of persons employed by them as he is for the acts and omissions of his own employees.
- 9.0 **REFERENCES:** Offerors shall provide a list of at least three (3) references where similar goods and/or services have been provided. Each reference shall include the name of the organization, the complete mailing address, the name of the contact person and telephone number by completing **Attachment D**.
- 10.0 **RENEWAL OF CONTRACT:** This contract's software support/maintenance services may be renewed by RHEC upon written agreement of both parties for **two (2) successive two (2) year periods** under the terms and conditions of the original contract except as stated in a. and b. below. Price increase may be negotiated only at the time of renewal. Written notice of RHEC's intention to renew shall be given approximately 90 days prior to the expiration date of each contract period.
- a. If RHEC elects to exercise the option to renew the Software support/maintenance services for an additional one-year period, the contract price(s) for the additional one year shall not exceed the contract price(s) of the original agreement increased/decreased by more than the percentage increase/decrease of the **"Domestic Services"** category of the CPI-U section (Table 7) of the Consumer Price Index of the United States Bureau of Labor statistics for the latest twelve months for which statistics are available.
- b. If during any subsequent renewal periods, RHEC elects to exercise the option to renew the contract, the contract price(s) for the subsequent renewal period shall not exceed the contract price(s) of the previous renewal period increased/decreased by more than the percentage increase/decrease of the **"Domestic Services"** category of the CPI-U section (Table 7) of the Consumer Price Index of the United States Bureau of Labor Statistics for the latest twelve months for which statistics are available.
- 11.0 **STATE CORPORATION COMMISSION IDENTIFICATION NUMBER:** Pursuant to Code of Virginia, §2.2-4311.2 subsection B, an offer organized or authorized to transact business in the Commonwealth pursuant to Title 13.1 or Title 50 is required to include in its offer the identification number issued to it by the State Corporation Commission (SCC). Any offeror that is not required to be authorized to transact business in the Commonwealth as a foreign business entity under Title 13.1 or Title 50 or as otherwise required by law is required to include in its offer a statement describing why the offeror is not required to be so authorized. Indicate the above information on the SCC Form provided (**Attachment E**). Contractor agrees that the process by which compliance with Titles 13.1 and 50 is checked during the solicitation stage (including without limitation the SCC Form provided) is streamlined and not definitive, and the Commonwealth's use and acceptance of such form, or its acceptance of Contractor's statement describing why the offeror was not legally required to be authorized to transact business in the Commonwealth, shall not be conclusive of the issue and shall not be relied upon by the Contractor as demonstrating compliance.
- 12.0 **SUBCONTRACTS:** No portion of the work shall be subcontracted without prior written consent of RHEC. In the event that the contractor desires to subcontract some part of the work specified herein, the contractor shall furnish RHEC the names, qualifications and experience of their proposed subcontractors. The contractor shall, however, remain fully liable and responsible for the work to be done by its subcontractor(s) and shall assure compliance with all requirements of the contract.
- 13.0 **PROPIERTARY INFORMATION:** Ownership of all data, material and documentation originated and prepared for the State pursuant to the IFB shall belong exclusively to the State and be subject to public disclosure under the *Virginia Freedom of Information Act*. Trade secrets or proprietary information submitted by a offeror shall not be subject to public disclosure under the *Virginia Freedom of Information Act*; however, the offeror must invoke the protections of § 2.2-4342F of the *Code of Virginia*, in writing, either before or at the time the data or other material is submitted. The written notice must specifically identify the data or

materials to be protected and state the reasons why protection is necessary. The proprietary or trade secret material submitted must be identified by some distinct method such as highlighting or underlining and must indicate only the specific words, figures, or paragraphs that constitute trade secret or proprietary information. The classification of an entire offer document, line items prices, and/or total offer prices as proprietary or trade secrets is not acceptable and will result in rejection of the offer.

- 14.0 **E-VERIFY PROGRAM: EFFECTIVE 12/1/13:** Pursuant to Code of Virginia §2.2-4308.2, any employer with more than an average of 50 employees for the previous 12 months entering into a contract in excess of \$50,000 with any agency of the Commonwealth to perform work or provide services pursuant to such contract shall register and participate in the E-Verify program to verify information and work authorization of its newly hired employees performing work pursuant to such public contract. Any such employer who fails to comply with these provisions shall be debarred from contracting with any agency of the Commonwealth for a period up to one year. Such debarment shall cease upon the employer's registration and participation in the E-Verify program. If requested, the employer shall present a copy of their Maintain Company page from E-Verify to prove that they are enrolled in E-Verify.

15.0 **SMALL BUSINESS SUBCONTRACTING AND EVIDENCE OF COMPLIANCE (ATTACHMENT F):**

- a. It is the goal of the Commonwealth that 42% of its purchases be made from small businesses. This includes discretionary spending in prime contracts and subcontracts. All potential offerors are required to submit a Small Business Subcontracting Plan. Unless the offeror is registered as a DSBSD-certified small business and where it is practicable for any portion of the awarded contract to be subcontracted to other suppliers, the contractor is encouraged to offer such subcontracting opportunities to DSBSD-certified small businesses. This shall not exclude DSBSD-certified women-owned and minority-owned businesses when they have received DSBSD small business certification. No offeror or subcontractor shall be considered a Small Business, a Women-Owned Business or a Minority-Owned Business unless certified as such by the Department of Small Business and Supplier Diversity (DSBSD) by the due date for receipt of bids or proposals. If small business subcontractors are used, the prime contractor agrees to report the use of small business subcontractors by providing the purchasing office at a minimum the following information: name of small business with the DSBSD certification number, phone number, total dollar amount subcontracted, category type (small, women-owned, or minority-owned), and type of product/service provided.
- b. Each prime contractor who wins an award in which provision of a small business subcontracting plan is a condition of the award, shall deliver to the contracting agency or institution on a quarterly basis, evidence of compliance (subject only to insubstantial shortfalls and to shortfalls arising from subcontractor default) with the small business subcontracting plan. When such business has been subcontracted to these firms and upon completion of the contract, the contractor agrees to furnish the purchasing office at a minimum the following information: name of firm with the DSBSD certification number, phone number, total dollar amount subcontracted, category type (small, women-owned, or minority-owned), and type of product or service provided. Payment(s) may be withheld until compliance with the plan is received and confirmed by the agency or institution. The agency or institution reserves the right to pursue other appropriate remedies to include, but not be limited to, termination for default.
- c. Each prime contractor who wins an award valued over \$200,000 shall deliver to the contracting agency or institution on a quarterly basis, information on use of subcontractors that are not DSBSD-certified small businesses. When such business has been subcontracted to these firms and upon completion of the contract, the contractor agrees to furnish the purchasing office at a minimum the following information: name of firm, phone number, total dollar amount subcontracted, and type of product or service provided.

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**ATTACHMENT D**

**REFERENCE SHEET**

To Be Completed By Offeror

1. **QUALIFICATION OF OFFEROR:** The Offeror must have the capability and capacity in all respects to fully satisfy all of the contractual requirements.
2. **YEARS IN BUSINESS:** Indicate the length of time you have been in business providing this type of service: \_\_\_\_\_years \_\_\_ months.
3. **REFERENCES:** Indicate below a list of three (3) or more recent references for which you have performed auditing services. Include the date service was furnished and the name and address of the person that RHEC has your permission to contact.

<b>DATE</b>	<b>CLIENT NAME AND ADDRESS</b>	<b>CONTACT PERSON; E-MAIL ADDRESS &amp; PHONE NUMBER</b>
(1)		
		( )

(2)		
		( )

(3)		
		( )

(4)		
		( )

ATTACHMENT E

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STATE CORPORATION COMMISSION

**Virginia State Corporation Commission (SCC) registration information. The offeror:**

is a corporation or other business entity with the following SCC identification number:  
\_\_\_\_\_ **-OR-**

is not a corporation, limited liability company, limited partnership, registered limited liability partnership, or business trust **-OR-**

is an out-of-state business entity that does not regularly and continuously maintain as part of its ordinary and customary business any employees, agents, offices, facilities, or inventories in Virginia (not counting any employees or agents in Virginia who merely solicit orders that require acceptance outside Virginia before they become contracts, and not counting any incidental presence of the offeror in Virginia that is needed in order to assemble, maintain, and repair goods in accordance with the contracts by which such goods were sold and shipped into Virginia from offeror's out-of-state location) **-OR-**

is an out-of-state business entity that is including with this proposal an opinion of legal counsel which accurately and completely discloses the undersigned offeror's current contacts with Virginia and describes why those contacts do not constitute the transaction of business in Virginia within the meaning of § 13.1-757 or other similar provisions in Titles 13.1 or 50 of the Code of Virginia.

**\*\*NOTE\*\*** >> Check the following box if you have not completed any of the foregoing options but currently have pending before the SCC an application for authority to transact business in the Commonwealth of Virginia and wish to be considered for a waiver to allow you to submit the SCC identification number after the due date for offers (the Commonwealth reserves the right to determine in its sole discretion whether to allow such waiver):

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**ATTACHMENT F**

**SMALL BUSINESS SUBCONTRACTING PLAN**

It is the goal of the Commonwealth that over 42% of its purchases be made from small businesses. All potential offerors are required to submit a Small Business Subcontracting Plan.

**Small Business:** "Small business (including micro)" means a business which holds a certification as such by the Virginia Department of Small Business and Supplier Diversity (DSBSD) on the due date for offers. This shall also include DSBSD-certified women- and minority-owned businesses when they also hold a DSBSD certification as a small business on the offer due date. Currently, DSBSD offers small business certification and micro business designation to firms that qualify.

Certification applications are available through DSBSD online at [www.DSBSD.virginia.gov](http://www.DSBSD.virginia.gov) (Customer Service).

**Offeror Name:** \_\_\_\_\_

**Preparer Name:** \_\_\_\_\_ **Date:**

\_\_\_\_\_

**Instructions**

- A. If you are certified by the DSBSD as a micro/small business, complete only Section A of this form. This includes DSBSD-certified women-owned and minority-owned businesses when they have also received DSBSD small business certification.
- B. If you are not a DSBSD-certified small business, complete Section B of this form. For the offer to be considered and the offeror to be declared responsive, the offeror shall identify the portions of the contract that will be subcontracted to DSBSD-certified small business for the initial contract period in relation to the offeror's total price for the initial contract period in Section B.

**Section A**

If your firm is certified by the DSBSD provide your certification number and the date of certification.

Certification number: \_\_\_\_\_

Certification Date: \_\_\_\_\_

**Section B**

Populate the table below to show your firm's plans for utilization of DSBSD-certified small businesses in the performance of this contract for the initial contract period in relation to the offeror's total price for the initial contract period. Certified small businesses include but are not limited to DSBSD-certified women-owned and minority-owned businesses that have also received the DSBSD small business certification. Include plans to utilize small businesses as part of joint ventures, partnerships, subcontractors, suppliers, etc. It is important to note that these proposed participation will be incorporated into the subsequent contract and will be a requirement of the contract. Failure to obtain the proposed participation percentages may result in breach of the contract.

**Plans for Utilization of DSBSD-Certified Small Businesses for this Procurement**

Micro/Small Business Name & Address  DSBSD Certificate #	Status if Micro/Small Business is also: -Women (W), -Minority M)	Contact Person, Telephone & Email	Type of Goods and/or Services	Planned Involvement During Initial Period of the Contract	Planned Contract Dollars During Initial Period of the Contract (\$ or %)
<b>Totals \$</b>					