

GLEAMNS HUMAN RESOURCES COMMISSION

July 3, 2024

REQUEST FOR SEALED PROPOSALS (RESOLICITATION)

FOR

AUDIT SERVICES

SOLICITATION NUMBER: P01-10-24a

TYPE OF CONTRACT: COMBINATION OF FIRM-FIXED PRICE AND TIME &
MATERIALS

NON-MANDATORY VIRTUAL PROPOSERS' CONFERENCE – JULY 11, 2024, 10:00AM EST

PROPOSAL DUE DATE & TIME – JULY 24, 2024, 4:00PM EST

ON JULY 24, 2024, @ 4:00PM EST, ONLY BUSINESSES' NAMES CAN BE READ ALOUD,
ACKNOWLEDGING RECEIPT OF THEIR PROPOSALS. NO PROPOSALS WILL BE OPENED AT
THAT TIME.

NUMBER OF COPIES TO SUBMIT: THREE (3) ORIGINALS

SUBMIT SEALED PROPOSALS TO:
GLEAMNS HUMAN RESOURCES COMMISSION
ATTN: PURCHASING

Mailing Address

P O BOX 1326
GREENWOOD SC 29648

OR

Hand Delivery/Express Delivery Address

237 N HOSPITAL ST
GREENWOOD SC 29646

MARK PROPOSALS WITH 'SOLICITATION NUMBER: P01-10-24a'

FOR QUESTIONS TO THIS SOLICITATION, CONTACT CHARLES VAUGHN @
cvaughn@gleamnshrc.org OR 864/229-8806

Abbeville • Anderson • Cherokee • Edgefield • Fairfield • Greenwood • Laurens • Lexington • McCormick
Newberry • Oconee • Pickens • Richland • Saluda • Spartanburg

237 North Hospital Street, Greenwood, SC 29646 • PO Box 1326, Greenwood, SC 29648

(864) 223-8434 • Fax (864) 223-5985

www.gleamnshrc.org

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I. INFORMATION ABOUT GLEAMNS HUMAN RESOURCES COMMISSION

GLEAMNS Human Resources Commission, heretofore, known as Agency, is a public non-profit human service agency chartered in February 1966. The purpose of this Corporation is to implement activities under the Economic Opportunity Act of 1964, PL 88-452, the Omnibus Budget Reconciliation Act of 1981 and subsequent related legislation, to aid in improving education, economic opportunities, living environment and general welfare of the people living in Abbeville, Anderson, Cherokee, Edgefield, Greenwood, Laurens, Lexington, McCormick, Newberry, Oconee, Pickens, Richland, Saluda, and Spartanburg counties of South Carolina. The goal of this Corporation is the elimination of poverty by reducing the barriers which prevent low-income persons from improving themselves and to promote self-sufficiency through the development of programs.

The Agency's annual budget is approximately 40 million dollars and is headquartered in Greenwood, South Carolina, serving the above fourteen (14) counties. The Corporation receives grants through federal and state agencies.

A. Address:

GLEAMNS Human Resources Commission
P O Box 1326
Greenwood SC 29648
Telephone: (864) 223-8434
(Street address: 237 N Hospital St, Greenwood SC 29646)

B. Contact Person regarding Request for Proposals (RFP):

Charles Vaughn, Purchasing Manager
(864) 229-8806 or email: cvaughn@gleamnshrc.org

II. SERVICES REQUIRED

A. Purpose for Request for Proposals (RFP) - ***RESOLICITATION***

Agency is resoliciting for sealed proposals to contract for a financial and compliance audit. A three-year contract for audit services will be awarded to the most responsive and responsible firm.

The first fiscal year to be audited is April 1, 2023 thru March 31, 2024
The second year is April 1, 2024 thru March 31, 2025
The third year is April 1, 2025 thru March 31, 2026

The services requested will provide an audit of all programs administered by the Agency. A schedule is attached which specifies all programs to be audited. This schedule includes the purpose and the source of funds for each program.

B. Submissions

Respondent is to submit three (3) bound and sealed proposals by Wednesday, July 24, 2024, 4:00pm EST. All proposals submitted will be an integral part of the files of the Agency and receipt of the proposals implies no obligation on the part of the Agency. This Request For Proposals does not commit the Agency to award a contract, to pay any costs incurred in the preparation of the proposal, or to procure or contract for the activities, goods or services described. The Agency reserves the right to accept or reject any or all proposals received as a result of this request, to request additional information from all firms, to negotiate with qualified firms, to vary the provisions of a request at any time prior to the execution of the contract, or to cancel in part or in whole this request, if it is in the best interest of the Agency.

C. Audit Guidelines and Standards

The audit must be performed in accordance with generally accepted auditing standards and include audit procedures to ensure that all federal and SC State laws, rules, and regulations have been complied with during the fiscal year. The audit must be performed in accordance with the provisions of the following:

- Human Services Reauthorization Act of 1984, Public Law 98-558.
- Single Audit Act of 1984, Public Law 98-502 and the Single Audit Act Amendments of 1996, Public Law 104-156.
- OMB Omni Circular or Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.
- *Government Auditing Standards* (Yellow Book)
- *A Guide for Nonprofit Organizations: Cost Principles and Procedures for Establishing Indirect Cost and Other Rates for Grants and Contract with the Department of Health and Human Services*
- *Not-for-Profit Organizations* (AICPA Audit Guide)

D. Scope of Audit

Specific requirements include:

- a. Financial Statements, including footnotes of the Agency.
- b. Auditor comments on the financial statements which should:
 1. Identify the statements examined and the period covered.
 2. Identify the various programs under which the organization received federal or state funds and amount of funds received.
 3. State that the audit was done in accordance with standards in II C above.

4. Express an opinion as to whether the financial statements are fairly presented in accordance with generally accepted accounting principles. If an unqualified opinion cannot be expressed, state the nature of the qualification. Sufficient work will be performed to issue a report and render an appropriate opinion or disclaimer of opinion in accordance with the standards by AICPA: unqualified, qualified, adverse, or disclaimer of opinion.
 5. Comment on compliance and internal control which should include comments on weaknesses in and noncompliance with the system of internal controls, separately identifying material weaknesses. Identify the nature and impact of any noted instances of non-compliance with the terms of agreements and those provisions of federal or state law or regulations that could have a material effect on the financial statements and reports. Include an expression of positive assurance with respect to compliance with requirements for tested items and negative assurance for untested items.
 6. Comment on accuracy and completeness of financial reports and claims for advances or reimbursements to federal or state agencies.
 7. Comment on corrective action taken or planned by the Agency.
 8. Test Indirect Cost Pool to assess the conformity of the expense pool to the indirect plan and approved rate documents issued by the Cognizant Federal Agency to the Agency. Ensure that indirect costs are charged according to the approved plan. Express an opinion that the indirect plan staffing composition is in accordance with the assessments against specific contributing pool sources and that there are no direct charges that are also absorbed within the indirect assessments for the various pool funding sources.
 9. Test to assess whether the charges are necessary and reasonable for the proper administration of the program and conform to any limitations or exclusions in the award. Ensure that all allocations equitably benefited all activities.
 10. Auditors will be responsible for completing South Carolina Tax Form 1101-AR-E (Annual License Fee Report of Corporations) and Form 990 (Organization Exempt from Income Tax).
- E.** The audit Firm selected must notify the Agency in writing of the dates the audit will be conducted. Any subsequent activity associated with the requested services, which require additional audit work, should be detailed in writing to the Agency.

III. PARTICIPATION REQUIREMENTS

The Agency will provide the maximum practicable opportunity for small audit firms and those owned and controlled by women or socially and economically disadvantaged individuals to be considered for selection. A Respondent qualifies as a small business firm if it meets the definition of "small business" as established by the Small Business Administration (13 CFR 121.201). This requirement will be met by a fair and open process for selection of the auditing firm but will not require that particular firms or classes of firms be selected.

By submission of a proposal to this solicitation, the auditing firm is certifying that it is not suspended or debarred from doing business with any government agency.

IV. INFORMATION TO BE PRESENTED (RFP)

The Agency must require each auditing firm to follow this outline for proposals:

A. Title Page

Define the Subject

The Firm's Name

Type of Organization, such as, the auditing firm operates as an Individual, Partnership or Corporation, organized and existing under the laws of the state of operation.

The Firm's Address

The Firm's Telephone Number

The Contact Person, Contact Person's Email Address, and Date of Submission

Employer's Identification Number

B. Table of Contents**C. Letter of Transmittal**

- a. A statement of work to be performed and agreement to adhere to work schedules.
- b. The all-inclusive fee for work performed each year of the proposal. The auditing firm should certify that any charges contemplated and included in its estimate of cost for performance are not duplicative of any charges against any other contract, subcontract, or other government source.
- c. By submission of a proposal, each auditing firm certifies:

1. The costs in the proposal have been arrived at independently without consultation, communication, or agreement for the purpose of restricting competition, as to any matter relating to such prices with any other auditing firm or competitor. Further, that there was no disclosure from any person within the requesting organization except in writing through the Contracting Officer.
 2. Unless otherwise required by law, the costs, which have been quoted in this proposal, have not been knowingly disclosed by the auditing firm prior to award, directly or indirectly, to any other auditing firm or to any competitor.
 3. No attempt has been made or will be made by the auditing firm to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition.
- d. Names of persons authorized to make representation for the auditing firm, including titles, telephone numbers, and email addresses. The proposal shall indicate the names, telephone numbers, and email addresses of persons authorized to conduct negotiations for the organization and to bind the organization to contract terms and conditions when negotiations are completed.

D. Profile of the auditing firm

The firm is to provide:

- a. Location of offices from which work is to be done.
- b. The range of audit activity performed in the past.
- c. Experience in auditing federal and state programs particularly those operated by community action agencies.
- d. Certification that they are a properly licensed certified public accountant, licensed to do business in the State of South Carolina (a copy of license must be included with proposal). Affirm that the auditing firm meets the independence standards of the *Government Auditing Standards*. Affirm that the auditing firm does not discriminate in employment of persons upon the basis of race, color, creed, national origin, sex, age or physical handicap. Certify that, in accordance with Section 44-107-10 through 44-107-90 of the 1976 South Carolina Code of Laws, as amended, auditing firm will provide a drug free workplace during the terms of this contract.
- e. Identity of partners and supervisors who will work on the audit. Resumes of management staff to be assigned to the audit shall also be included. Provide names, telephone numbers, and email addresses of client officials and a listing of auditing experience of the type of audit requested.

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- f. Provide a statement that auditing firm is aware of the revised GAO Yellow Book requirements concerning continuing education and peer review, and the firm will be in compliance with those regulations during the term of this contract.
 - g. A work program to accomplish the scope defined, including time estimates for each segment of the work. If possible, name individual staff members to be assigned.
 - h. The total hours and hourly rate required by staff classification.
- E.** Additional data needed to clarify capability:
- a. The extent of the firm's compliance with the applicable State Board of Accountancy requirements.
 - b. The extent of the firm's participation in a quality control program (e.g. AICPA). The AICPA Professional Standards state:

Ethics Interpretation 501-3 - Failure to follow standards and/or procedures or other requirements in governmental audits. Engagements for audits of government grants, government units or other recipients of government monies typically require that such audits be in compliance with government audit standards, guides procedures, statutes, rules and regulations, in addition to generally accepted auditing standards. If a member has accepted such an engagement, and undertakes an obligation to follow specified government audit standards, guides, procedures, statutes, rules and regulations, in addition to generally accepted auditing standards, he is obligated to follow such requirements. Failure to do so is an act discreditable to the profession in violation of Rule 501, unless the member discloses in his report the fact that such requirements were not followed and the reasons therefore.
 - c. The availability of staff time and capability of quick response: list ongoing work and anticipated workload during the period of performance called for in the RFP; and indicate required lead time for commencement of audit work following issuance of the contract.
 - d. A description of the overall management approach and supervision that is to be provided under the proposed contract, including system for field audit review and office review of reports and working papers.
 - e. Resumes covering the qualifications of personnel who are to be utilized in the performance of this contract, their position in the firm, total years, types of audit experience, the percent of the time contemplated to be used during the performance period and the date, and State of Issuance and Certificate Number of all certified public accountants.
 - f. The background and specific experience of each auditor and supervisor in auditing

programs financed by federal, state, county or local governments, and non-profit organizations. Dates, locations and types of audits should be provided to the maximum extent possible. In addition, names, telephone numbers, and email addresses of government technical contacts should be provided for each of the audits performed over the past three years by proposed partner and audit manager personnel.

- g.** A narrative statement indicating the firm's understanding of the work to be performed.
- h.** The parameters under which the examination will be made and the purposes of the examination. If there are conditions discovered which may require extended services, the auditor will advise the Chief Executive Officer. The statement will indicate that there will be no extended services unless authorized in the contractual agreement or in an amendment to the agreement.
- i.** An affirmation that no work shall be subcontracted and that it shall be accomplished solely by the firm's staff.

V. PREPARATION OF PROPOSALS

- A.** Auditing firms are expected to examine the specifications, schedule, and all instructions listed in this RFP. Failure to do so could consider the firm as non-responsive.
- B.** Each firm shall furnish the information required by the solicitation.
- C.** Proposals for services other than those specified will not be considered unless authorized by the solicitation.
- D.** Proposer must state a definite time for performance of services unless otherwise specified in the solicitation.
- E.** Time, if stated as a number of days, shall include Saturdays, Sundays, and holidays.
- F.** Any explanation desired by a firm regarding the meaning or interpretation of this solicitation or information received at the non-mandatory virtual proposer's conference must be requested in writing by Wednesday, July 17, 2024, 4:00pm EST, to allow for a reply to reach all firms before the submission of their proposals. Oral explanations or instructions given before the award of the contract will not be binding. Any information given to a prospective firm concerning this solicitation will be furnished to all prospective proposers as an amendment to this solicitation.
- G.** Proposals and modifications thereof shall be enclosed in sealed envelopes showing the name and address of the firm on the face of the envelope and addressed to the office specified in the solicitation for receipt.

H. Faxed or emailed proposals will not be considered.

VI. LATE PROPOSALS, MODIFICATIONS OF PROPOSALS, AND WITHDRAWAL OF PROPOSALS

A. Any proposal received at the office designated in this solicitation after the exact day and time specified for receipt will not be considered unless:

- a. It was sent by registered or certified mail not later than the fifth calendar day prior to the date and time specified for receipt of proposals;
- b. It was sent by mail and it is determined that the late receipt was due solely to mishandling by the Agency after receipt at the Agency's installation; or
- c. It is the only proposal received.

B. The only acceptable evidence to establish:

- a. The date of mailing of a later proposal or modification sent either by registered or certified mail is the U.S. Postal Service postmark on the envelope or wrapper and on the original receipt for the U.S. Postal Service. If neither postmark shows a legible date, the proposal or modification shall be deemed to have been mailed late.
- b. The time of receipt at the installation is the time date stamp of such installation on the proposal wrapper or other documentary evidence of receipt maintained by the installation.

VII. TECHNICAL QUALIFICATIONS

The Respondent, in its proposal, shall, as a minimum, include the following:

A. Prior Auditing Experience

The Respondent should describe its prior auditing experience including the names, addresses, contact persons, telephone numbers, and email addresses of prior organizations audited. Experience should include the following categories:

1. Prior experience auditing community action agencies.
2. Prior experience auditing similar programs funded by SC.
3. Prior experience auditing programs financed by the Federal Government.
4. Prior experience auditing nonprofit organizations.

B. Organization, Size, and Structure

The Respondent should describe its organization, size (in relation to audits to be performed) and structure. Indicate, if appropriate, if the firm is a small business, minority-owned firm, or women's business enterprise. Respondent should include a copy of the most recent Peer Review, if Respondent has a Peer Review.

C. Staff Qualifications

The Respondent should describe the qualifications of staff to be assigned to the audits. Descriptions should include:

1. Audit team makeup.
2. Overall supervision to be exercised.
3. Prior experience of the individual audit team members.

Only include resumes of staff to be assigned to the audits. Education, position in firm, years and types of experience, continuing professional education, state(s) in which licensed as a CPA, etc. will be considered.

D. Understanding of Work to be Performed

The Respondent should describe its understanding of work to be performed, including audit procedures, estimated hours, and other pertinent information.

VIII. EVALUATION OF PROPOSALS

The selection procedure for this procurement requires the evaluation of the proposals to be completed by an evaluation committee. The committee will rate each proposal (the identity of the CPA firm will be anonymous to the committee) and, through these ratings, the committee will form a list of qualified firms deemed responsive and responsible, who will then be eligible for award. The award for services will be made at the sole discretion of the Agency.

The Agency will consider the following factors and selection will be based upon them as indicated:

A. Evaluation

Evaluation of each proposal will be based on the following criteria and point range:

Factors	Point Range
1. Prior experience in auditing	
a. Prior experience auditing community action agencies	0-5
b. Prior experience auditing similar programs using fund accounting	0-5
c. Prior experience auditing programs financed by the Federal Government	0-5
d. Prior experience auditing nonprofit organizations	0-5
e. Prior experience auditing Rights of Use assets (Lease evaluation – Rights of Use assets with general entries)	0-5
<i>Note.</i> Agency will contact prior audited organizations to verify the experience provided by the Respondent.	
2. Organization, size, and structure of Respondent's firm. (Considering size in relation to audits to be performed.)	
a. Adequate size of the firm	0-3
b. Small business/minority-owned firm/ women's business enterprise	0-3
3. Qualifications of staff to be assigned to the audits to be performed. This will be determined from resumes submitted. Education, position in firm, years and types of experience, continuing professional education, and state(s) in which licensed as a CPA, etc. will be considered.	
a. Audit team makeup	0-5
b. Overall supervision to be exercised	0-3
c. Prior experience of the individual audit team members, peer review	0-5
4. Respondent's understanding of work to be performed.	
a. Adequate coverage	0-5
b. Realistic time estimates of each audit step	0-3
5. Price	0-5
MAXIMUM POINTS:	57

B. Costs

Respondent's cost for each audit year should include information indicating how the cost was determined. For example, the Respondent should indicate the estimated number of hours by staff level, hourly rates, and total cost by staff level. Any out-of-pocket expenses should also be indicated.

Proposal shall also include costs for tax preparation fees for each audit year, mainly for preparing and completing South Carolina Tax Form 1101-AR-E (Annual License Fee Report of Corporations) and Form 990 (Organization Exempt from Income Tax).

C. References

From the list of qualified Respondents deemed eligible for award as stated above under 'Evaluation of Proposals', the Agency will then contact and rate the references of those Respondents found on this list. The committee will recommend the Respondent that has submitted a proposal most beneficial to the Agency in accordance with the criteria.

IX. AWARD OF CONTRACT

A. Pre-Award Survey

Prior to award of contract, the Agency reserves the right to conduct a pre-award survey of any firm under consideration to confirm any part of the information furnished by the proposer, or to require other evidence of managerial, financial, technical and other capabilities, the positive establishment of which is determined to be necessary for the successful performance of the contract.

B. Contract Award

Notification of approval of selected firm will be Thursday, August 8, 2024. The Agency will notify all Respondents by Thursday, August 8, 2024, with a "Letter of Intent to Award" before any award for contract is made, followed by a 'Letter of Award' to all Respondents by Thursday, August 15, 2024, that an award for contract has been made. However, it does not signify that a contractual agreement has been entered into.

A written award (or Acceptance of Proposal) will be emailed (or otherwise furnished) to the successful Respondent and shall be deemed to result in a binding contract when returned to Agency with a signature of acceptance. Once a contractual agreement has been entered into and signed by both the Agency and CPA firm, Agency shall conduct an entrance conference with the CPA firm.

X. CONTRACT REQUIREMENTS

A. Terms

The contract for CPA services will cover three (3) years: the first year being April 1, 2023 thru March 31, 2024; the second year being April 1, 2024 thru March 31, 2025; and the third year being April 1, 2025 thru March 31, 2026. Time frames and schedules showing the programs and amounts to be audited for the second and third years will be mailed or emailed to the auditing Firm by February of the respective year; however, the Agency reserves the right to terminate the contract after the first year, and any subsequent year, if the auditing Firm selected does not adhere to the scheduling and finalizing of documents to be submitted to the respected funding

sources within the time frame set forth in this RFP.

Contract can be extended, with the changing of managing partners, for two (2) years from the third year of contract pending agreement between awarded auditing Firm and Agency's Board of Commissioners. Cost for fourth and fifth year audit services will be negotiated between awarded firm and Agency's Board of Commissioners.

B. Compliance

The Firm must comply with E.O. 11246 "Equal Employment Opportunity", as amended by E.O. 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity", and as supplemented by regulations at 41 CFR Part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, and Department of Labor." The firm must follow the Copeland "Anti-Kickback" Act, and comply with all applicable provisions of The Drug-Free Workplace Act, with South Carolina Ethics, Government Accountability, and Reform Act of 1991, as amended, and with the OSHA regulation and code.

C. Confidentiality

The Firm agrees to keep the information related to all contracts in strict confidence. Other than the reports submitted to the Agency, the Firm agrees not to publish, reproduce or otherwise divulge such information in whole or in part, in any manner or form or authorize or permit others to do so, taking such reasonable measures as are necessary to restrict access to the information, while in the Firm's possession, to those employees on the Firm's staff who must have the information on a "need-to-know" basis. The Firm agrees to immediately notify, in writing, Agency's authorized representative in the event the Firm determines or has reason to suspect a breach of this requirement.

XI. AGENCY'S ASSISTANCE

The Agency maintains all contracts, federal work programs, federal and state regulations, budgets, financial and program records at the administrative office in Greenwood, South Carolina. The Agency operates on an automated ledger system. The accounting staff, supervised by the CFO, consists of the Finance Manager, Purchasing Manager and clerical staff, which will be available to:

- Type any necessary confirmation letters to other agencies or organizations (mailing costs shall be borne by the auditing firm for confirmation letters).
- Assist auditors in preparing some of the required schedules (with advance notice).
- Reproduce documents and extract information from files.
- Provide adequate work space for auditing staff.

XII. REPORT REQUIREMENTS

- A. The report is to be addressed to:

GLEAMNS Human Resources Commission
Board of Commissioners
P O Box 1326
Greenwood SC 29648

- B. The report must indicate the scope of the examination and that the audit complied with the requirements of II C (listed above). Further, that it identifies noncompliance areas with applicable laws or regulations. Findings of noncompliance and ineligible expenditures should be presented in detail.
- C. The financial statement should be completed in the latest format required by law, together with all currently required opinion letters. The report must also present general purpose financial statements by fund type and individual fund statements as required by the funding sources of the Agency.
- D. The Agency will need forty (25) bound copies of the report and one (1) electronic copy. These reports are to be sent to:

GLEAMNS Human Resources Commission
Attn: Dr. Ameca Thomas, CEO
P O Box 1326
Greenwood SC 29648

XIII. REVIEW

Prior to submission of the completed report, the auditing Firm's staff must review a draft of the proposed report with persons to be named by the Agency. Completed audit must be presented to the Board of Commissioners at a regular Board Meeting.

XIV. WORKING PAPERS

- A. Working papers are to be retained for at least three years commencing with April 1st of the year following the period under audit and ending March 31st, three years hence.
- B. Working papers must be available for examination by representatives of any of the cognizant state or federal agencies providing grant funds for the activities audited, the General Accounting Office, and any authorized Agency representative.
- C. Upon request, the Firm will provide a copy of the working papers pertaining to any questioned costs determined in the audit. The working papers must be concise and provide the basis for the questioned costs as well as an analysis of the problem.

XV. PAYMENT FOR SERVICES

- A.** Invoices may be submitted once each month (or at frequent intervals, if approved by the Agency Officer) to the Agency Officer or his/her designee. The Agency will substantiate invoices. The Agency shall, except as otherwise provided, make payments thereon as approved by the Agency Officer.
- B.** The Agency reserves the right to withhold \$100 for each day the audit does not adhere to the time schedule outlined in Section X, unless the non-adherence of the schedule is the fault of the Agency. If this should happen, it is the responsibility of the auditing Firm to notify the Chief Financial Officer of the Agency so that the problems may be corrected.
- C.** At any time(s) prior to final payment, the Agency Officer may have cause of such audit of the invoices or vouchers and supporting materials to be made as shall be deemed necessary.
- D.** Should the Agency reject a report, Agency's authorized representative will notify the Firm in writing of such rejection giving the reason(s). The right to reject a report shall extend throughout the term of this contract and for ninety (90) days after the firm submits the final invoice for payment.

XVI. TIME REQUIREMENTS

The following schedule of events is to be adhered to:

A. Non-mandatory Virtual Proposers' Conference:

Designed to give the attending firm's representative(s) the opportunity to ask financial questions with feedback from the accounting staff.

Thursday, July 11, 2024, 10:00AM – 12:00PM EST. **Information for virtual meeting will be provided in a separate addendum.**

B. Cutoff for Requests for Explanations

Wednesday, July 17, 2024 (includes emails and requests received via US mail)

C. Proposal Submission

Deadline – Tuesday, July 24, 2024, 4:00 PM EST to:

GLEAMNS HRC, Attn: Purchasing

Mailing Address

P O Box 1326
Greenwood SC 29648

Hand Delivery/ Overnight Express Address

237 N Hospital St, Greenwood SC 29646

Include proposal no. 'P01-10-24a' on package

D. Firm Selection

The Finance Committee will make recommendations to the Agency's Board of Commissioners during a call meeting on Thursday, August 8, 2024.

E. Audit Work

The audit commence date will be confirmed with the awarded firm.

F. Preliminary Report

The preliminary report is expected to be completed by Thursday, September 19, 2024.

G. Exit Conference

An exit conference with Agency's representatives and Firm's representatives is expected to be held on site of the Agency on Monday, October 21, 2024. Observations and recommendations must be summarized in writing and discussed with the Agency. It should include internal control, program compliance observations, and recommendations.

H. Final Report

The final report is expected to be submitted to the Agency's Board of Commissioners during the regular bi-monthly meeting on Thursday, November 21, 2024. Final inspection and acceptance of the audit shall be made by the Agency.

I. Final Invoice

The Agency shall make final payment upon acceptance of the specified audit report.