REQUEST FOR PROPOSAL
Financial and Compliance Audits
RFP #2022-05

RFP Posted:	February 28, 2022
Final Date for Questions:	March 8, 2022 4:00 p.m.
Questions Posted	March 10, 2022 4:00 p.m.
Proposal Due Date:	March 31, 2022 4:00 p.m.

1.0 Purpose:

This Request for Proposal (RFP) is issued by the South Dakota Science and Technology Authority (SDSTA) to obtain the services of a public accounting firm to conduct financial and compliance audits of the SDSTA for the fiscal years ending June 30, 2022, 2023, and 2024.

The objective of the SDSTA audit is to verify the accuracy of the general purpose financial statement information and compliance with state and federal laws and regulations relating to the Cooperative Agreement with the Department of Energy- Office of Science and each major program or transaction type.

2.0 Background

SDSTA Mission: We advance world class science and inspire learning across generations.

The SDSTA is a quasi-governmental agency that is a component unit of the State of South Dakota with regards to the State Annual Comprehensive Financial Report (ACFR). SDSTA has a Cooperative Agreement with the Department of Energy – Office of Science, subcontracts with numerous laboratories including Lawrence Berkley National Laboratory, Fermi National Accelerator Laboratory, Oak Ridge National Laboratory and others, along with some state and additional funding.

The SDSTA manages the Sanford Underground Research Facility (SURF) in Lead, SD.

SURF advances our understanding of the universe by providing laboratory space deep underground and hosting world-leading research experiments in physics, biology, geology, and engineering.

3.0 Scope:

The audit firm will conduct an annual audit of the financial statements for the SDSTA. The fiscal year completes on June 30. The audit must be conducted in accordance with generally accepted government auditing standards as indicated in the General Accounting Office's "Government Auditing Standards" issued by the Comptroller General of the United States, the Single Audit Act Amendments of 1996 and 2 CFR Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance), as applicable.

The audit will express opinions as to whether the financial statements are fairly presented in conformity with U.S. GAAP. This will include tests of SDSTA's accounting records and procedures as necessary to enable the audit firm to express an opinion.

The audit firm will issue a written report upon completion of the audit. This report will also include a report on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements. The audit firm will distribute printed reports per the Auditor General's guidelines. Additionally, two copies must be provided to the SDSTA.

The audit will include compliance with South Dakota Codified Laws.

The financial statements shall be incorporated into the State of South Dakota Annual Comprehensive Financial Report (ACFR).

4.0 Deliverables:

The audit firm will interact with several departments and will directly report to Terry Miller, CFO.

The audit firm shall deliver the final audit report of the SDSTA's financial statements by the due date to be established by the Bureau of Finance and Management's ACFR Schedule, usually in the middle of October. The ACFR updates are generally posted in the April/May time frame, and can be found on the Bureau of Finance and Management's website, https://bfm.sd.gov. The draft and final audit report must be submitted to the South Dakota Department of Legislative Audit for review and approval.

The audit firm shall provide two copies of the final audit report to the SDSTA.

The audit firm shall agree to retain and make available to the SDSTA, the South Dakota Department of Legislative Audit, and federal awarding agencies, all working papers, records, drafts, and other documents prepared in connection with the SDSTA's contract.

5.0 Minimum Qualifications:

The following qualifications of the audit firm must be met before a contract with the SDSTA is made:

5.1 The audit firm is required to comply with the licensing requirements of the South Dakota Board of Accountancy.

5.2 The audit firm must identify in the proposal the staff that will be involved in the audit and their qualifications to perform a government audit. The staff working on the audit that are involved in the planning, directing, performing field work or reporting on an audit must have met the continuing education requirements required by Government Auditing Standards.

5.3 The audit firm must furnish the South Dakota Department of Legislative Audit with a copy of its Quality Review Report and related Letter of Comments relating to their latest Quality Review. This report and letter must be on file before the audit firm shall be approved. Any audit firm with an adverse Quality Review Report shall not be approved to conduct the audit.

5.4 The audit firm must be annually approved by the Auditor General of the South Dakota Department of Legislative Audit.

6.0 Confidentiality:

The audit firm shall agree to keep the information related to all contracts and subcontracts in strict confidence. Other than the reports submitted to the SDSTA and the Auditor General of the South Dakota Department of Legislative Audit, the audit firm shall agree not to publish, reproduce or otherwise divulge any 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 possession, to those employees on the audit firm's staff who must have the information on a "need-to-know" basis, and shall agree to immediately notify the SDSTA in writing if the audit firm determines or has reason to suspect a breach of this requirement.

7.0 Selection Criteria:

The SDSTA will review all submitted proposals for adherence to this request's requirements and capabilities to identify the proposal providing the best value. The criteria and rubric to be used can be found on the website https://www.sanfordlab.org/contractors-and-vendors/contract-opportunities under this RFP announcement.

8.0 Selection Process:

8.1 SDSTA will form a selection panel that will review the responses received to this RFP.

8.2 SDSTA will make a selection based on the submittals or, at their discretion, may ask a short list of offerors to interview or provide clarification prior to finalizing the selection.

8.3 Offeror will be notified of the selection decision by email within three weeks of the receipt of proposals.

8.4 Selection decisions are final. There will be no process for appeal or re-evaluation.

8.5 SDSTA retains the right to request scope adjustments and substitutions of individual team members during negotiations.

8.6 Selected firm must be approved by the South Dakota Department of Legislative Audit before the contract will be executed.

9.0 Proposal Contents

Brevity is encouraged in the responses to this RFP. Proposals must contain the following:

9.1 Cover Letter

Include contact information, including an email address, for the team's designated contact person who can receive and distribute RFP information on behalf of the team.

9.2 Executive Summary

9.3 Firm Qualifications

Provide firm descriptions and evidence of qualifications to address the scope described in this document. Provide three to five examples of projects performed that demonstrate the qualifications and competence for each of the disciplines/requested areas of expertise. Provide client references.

9.4 Individual Qualifications

Provide biographies for all key project staff. Biographies should include:

Experience with similar relevant projects.

Education and registrations.

9.5 Project Understanding and Approach

Provide a brief description of your general approach to external audit guidelines; describe your work with organizations in this undertaking

9.6 Timetable

Provide a timetable for completion of the audit and a statement relating to the ability to meet the required deadline.

9.7 Exceptions

Describe any exceptions to Draft Contract, Provisions and Terms and Conditions. Disclose any existing relationships and previous work with Sanford Lab.

9.8 Rates and Fees

Provide a fixed price for completion of all activity and deliverables including a detailed budget that clearly identifies expenses.

10.0 Submission Requirements

Proposers should submit an electronic copy (.pdf format) of the proposal no later than 4:00 p.m. March 31, 2022, to: wkelly@sanfordlab.org.

Questions must be submitted in writing by email no later than 4:00 p.m. MDT March 8, 2022, to wkelly@sanfordlab.org. Answers will be emailed to all prospective proposers and posted to the sanfordlab.org website no later than March 10, 2022.

The proposal period may be extended at the discretion of SDSTA based on the quantity and/or complexity of questions. Any notices of extension of time to respond will be distributed to all prospective proposers by SDSTA.

All communications regarding this procurement between RFP release and contract award shall be directed by email to wkelly@sanfordlab.org. Communications with other SDSTA staff regarding this procurement in advance of the contract award are not allowed.