

REQUEST FOR PROPOSAL

OPC-FY2017-04

For

Consultant for Internal Auditor Services

Sponsored by the

Office of the People's Counsel for the District of Columbia

RFP Issue Date: March 17, 2017

Proposal Due Date: March 31, 2017

SECTION 1- SCOPE OF WORK

I. Introduction

The mission of the Office of the People's Counsel ("OPC", "Office") is to advocate for the reasonable, and non-discriminatory; assist individual consumers in disputes with utility providers; provide technical assistance, education and outreach to consumers and ratepayers, community groups, association and the Consumer Utility Board; and provide legislative analysis and information to the Council of the District of Columbia on matters relating to utilities. The office's mission further includes consideration of the District's economy and promotion of the environmental sustainability of the District.

II. Background

OPC seeks a consultant ("Consultant") to conduct an independent review of management control of the budget and financial office functions within the OPC. The audit will involve selective review of documents and manuals, as well as routine departmental workflow processes. As applicable, the audit will assess and analyze risk management controls, and identify any signs of fraud and asset mismanagement

Additionally, the Internal Auditor provides guidance and makes recommendations for improvement and at such point, works with managers to implement the changes, assists with employee training, and reports the findings to the OPC Administrator. The OPC Administrator reviews and assesses the report, and meets with the departmental director to discuss the audit results.

III. Scope of Work

The services that Offeror shall provide include, but are not limited to:

- Review and evaluate whether OPC has policies, systems, and controls in place to enable transparent, efficient and effective procurement activities that are reflective of its internal policies;
- Review existing policies and procedures for adherence and efficiencies of operations;
- Review past Audit recommendations for compliance with OCP's policies;
- Review and account for all deposits to the Agency Fund;
- Review and report timeliness of check deposits to Agency Fund;
- Review all expenditures from the Agency Fund;
- Review a random sample of disbursements from the Agency Fund to verify consistency with the Quick Payment Act, and internal policy and procedures;

- Review invoices for accuracy and consistency with policy;
- Cross reference all requests for check deposits with actual deposits;
- Review all agency refunds for consistency and verification of receipt;
- Reconcile confirmation of statements of deposits from public utilities PEPCO, Washington Gas Company and Verizon; and
- Develop a comprehensive report that details and provides recommendations for improvement.

IV. Qualifications

- Selected Offeror should have minimum of (3) years of relevant experience and sustainable accomplishment in conducting financial audits, financial reviews and process workflow.
- Offeror's firm must comply with applicable Government Auditing Standards and requirements.

SECTION 2- INDEPENDENT CAPACITY: NON-ASSIGNABILITY

The successful Offeror and any agents and employees thereof shall, in the performance of work under the proposal and this RFP, act in an independent capacity and not as officers or employees of the District of Columbia government. The successful Offeror shall not assign nor transfer any interest under a contract or request for work resulting from this RFP without the prior written consent of OPC.

SECTION 3 – INDEMNIFICATION

The successful Offeror agrees to indemnify, defend, and hold harmless the Office of the People's Counsel and the District of Columbia government, its officers, employees and agents from any and all claims and/or losses accruing or resulting to persons, firms, or corporations who may be injured or damaged by the successful Offeror in the performance of its duties and responsibilities under the proposal accepted by OPC and also from and against any liability, including costs and expenses, for violation of proprietary rights, copyrights, or rights of privacy or confidentiality arising out of the publication, translation, reproduction, delivery, performance, use or disposition of any data furnished pursuant to this engagement or based on any libelous or otherwise unlawful matter contained in such data.

SECTION 4 – ACCESS TO RECORDS

The successful Offeror agrees that OPC, through its authorized agents and employees, shall have the right to examine and audit such books, records, and other documents in the possession or control of the successful Offeror as necessary to verify the fees, charges and expenses billed to the Office under this engagement.

SECTION 5 – CONFIDENTIALITY OF PROPOSALS, WORK PAPERS AND MATERIALS

The proposal filed in response to this RFP shall be considered a public document and will be available for public inspection upon received by OPC. The successful Offeror agrees that the Office shall own and have unlimited right to all interim and final written testimony, exhibits, or reports, and that the successful Offeror shall not assert any rights or establish any claim under existing copyright, patent, or data law as to such material or processes. The successful Offeror further agrees that upon request it will submit to the Office original or legible copies of all work papers created by the successful Offeror in support of its testimony, exhibits, or reports during the course of this engagement.

SECTION 6 – TERMS AND CONDITIONS

This RFP does not bind or otherwise commit OPC to enter into a contract or to pay any cost incurred in the preparation of a proposal in response to this request. OPC reserves the right to accept or reject any or all proposals received, to negotiate with all qualified sources, or to cancel or modify this RFP in whole or in part. OPC reserves the right to request additional written data, information, oral discussion, or presentations in support of any written proposal or portion thereof which is deemed necessary to clarify any aspect of a proposal.

SECTION 7 – TERMINATION OF AGREEMENT

It is understood and agreed that if, through any cause or for any reason, the successful Offeror fails to fulfill in a timely and professional manner the obligations under the successful proposal, or violates any of the terms of this RFP or contract entered into pursuant to this RFP, the Office shall have the right to terminate the contract by giving written notice of termination. In the event of such termination, all finished or unfinished documents, data, studies, testimony, exhibits, or other material prepared or being prepared pursuant to this engagement shall, at the option of the Office, become OPC's property and the successful Offeror shall be entitled to receive just and equitable compensation for any reasonably satisfactory work performed.

SECTION 8 – TIMING/DEADLINE FOR SUBMISSION OF PROPOSALS

The times stated in this document refer to Eastern Standard Time (EST). The closing date for proposals is **no later than 4:00 p.m. EST on March, 31, 2017**. Any proposals received after this deadline will not be considered. Please submit **one (1) electronic copy to:**

Name: Eric Scott, Esq.
Title: Chief Operating Officer
Office of the People's Counsel for the District of Columbia
Email Address: escott@opc-dc.gov

SECTION 10– ELIGIBLE OFFERORS

To be eligible, the Offeror must demonstrate technical capabilities, competence, and resources to perform the duties as delineated in the Scope of Work in Section 1 of this RFP.

SECTION 11 – PROPOSAL REQUIREMENTS

See Attachment A.

SECTION 12 – SOURCE SELECTION

The Office will award the contract to the Offeror that, in light of all factors, best meets the requirements of this RFP and the needs of the Office. Each proposal will be evaluated in accordance with the procedures set forth in this RFP. OPC’s selection of a successful Offeror will be based on the Evaluation Criteria in Attachment B.

SECTION 13 – ANTICIPATED SCHEDULE OF ACTIVITIES¹

Deadline for submission of proposals: March 31, 2017
Selection approved by OPC: April 14, 2017

SECTION 14 – LIST OF ATTACHMENTS

Attachment A Proposal Requirements

¹ Dates are subject to change.

ATTACHMENT A

SECTION A: PROPOSAL REQUIREMENTS

A.1. List of Required Documentation

Offerors will be required to submit the following information with their proposals.

- a. An executive summary that provides an overview of work to be performed.
- b. A general capability statement of the Offeror's expertise.
- c. Copy of the District of Columbia Business License.
- d. Copy of District of Columbia Certified Business Enterprise Certification (if applicable).

A.2 Work Plan(s)

Offerors must briefly describe clearly and specifically their proposals for carrying out the responsibilities associated with the Scope of Work in Section 1 of this RFP including:

- A description of the Offeror's overall audit philosophy including the firm's philosophy on communications with clients throughout the year, scheduling of engagements, and continuity of staff on audit;
- A description of the Offeror's specific audit approach to be used in the audit
- A detailed timetable by phase including a timeline for all deliverables. The timeline must identify the key milestones, tasks, activities and events outlined in the Scope of Work in Section 1 of this RFP in addition to any additional activities suggested by Offeror.

A.3 Prior Experience and Qualifications

Offerors must describe their prior experience and qualifications with respect to their knowledge and experience for the tasks outlined in Scope of Work in Section 1 of this RFP. Additionally, Offeror should provide a client listing.

A.4 Personnel

Offerors must provide a description of the engagement team, including resumes, assigned to work on the project and designate one individual as the project manager who shall be responsible for project management, reporting, coordination, and accountability for the entire project.

A.5 Budget

Financial resources must be adequately and appropriately allocated among cost categories in a cost-effective and prudent business manner to accomplish the RFP objectives and activities. Services to be purchased from other agencies, subcontractors, consultants, and others must be specified. Hourly rates of each engagement member should be specified.

Each proposal must contain an itemized cost break down for services to be provided by Offeror to OPC. OPC reserves the right to disallow expenses charged for this engagement if OPC determines such expenses are unreasonable.

A.6 Statement Regarding Potential Conflicts of Interest

Each Offeror must identify any relationships between itself or its employees and the companies under the jurisdiction of the Public Service Commission of the District of Columbia, or any parent, subsidiary, or affiliate of such companies. The extent, nature, and time aspects must be identified. If there are or have been no such relationships, a statement to that effect shall be included in the proposal. Failure to provide the statement on potential conflicts of interest will automatically disqualify the Offeror.

ATTACHMENT B

Proposal Evaluation Criteria

Representatives of OPC will evaluate all responses received by the deadline. A 100-point scale will be used to create the final evaluation recommendation.

The factors and weighting on which proposals will be judged are:

1)	Expressed understanding of the project objectives	30%
2)	Technical competence of the proposal, work plan, and project approach	35%
4)	Budget	25%
5)	District Government Certified Small Business Enterprise Certification	10%

The successful Offeror will be chosen based on the Proposal Evaluation and Interview Performance.

OPC reserves the right to waive any minor irregularities in the proposal request process. OPC reserves the right to interview any, all, or none of the respondents at its discretion. OPC shall not be liable for any expenses associated with the preparation of the proposal.